

**Resolution No. 2025-XXX N.C.S.  
of the City of Petaluma, California**

**AUTHORIZING AND ELIMINATING THE POSITION OR FUNDING ALLOCATIONS ASSOCIATED WITH THE ADOPTED FISCAL YEAR 24/25 BUDGET BY: 1) AUTHORIZING THE POSITION ALLOCATIONS OF ONE (1) HOUSING MANAGER, ONE (1) SENIOR PLANNER, ONE (1) RECREATION SUPERVISOR, ONE (1) OFFICE ASSISTANT, ONE (1) PROJECT MANAGER, ONE AND ½ (1.5) ADMINISTRATIVE ASSISTANTS, AND ONE (1) UTILITY SERVICE WORKER III AND 2) ELIMINATING THE POSITION OR FUNDING ALLOCATIONS OF ONE (1) MANAGEMENT ANALYST I/II, ONE (1) PERMIT TECHNICIAN, ONE AND ½ (1.5) SENIOR ADMINISTRATIVE ASSISTANTS, AND ONE (1) UTILITY SERVICE WORKER I/II**

**WHEREAS**, the proposed actions were presented before Council on May 20, 2024 as part of the Budget Workshop, where the Proposed Fiscal Year 24-25 Operating and Capital Budgets along with the Revised Long-Term General Fund Operating Forecast were reviewed; and

**WHEREAS**, the presentation and subsequent recommendations specified additional staffing needed across City departments in order to address the needs of a well-run, responsive, full- service City; and

**WHEREAS**, funding for these position recommendations is included in the adopted FY 24/25 budget; this action is the next step in implementing the applicable recommendations related to allocating positions that exist within the City's Classification and Compensation Plan; and

**WHEREAS**, the City Manager, acting as the Personnel Officer, has determined the results of the proposed changes align with the duties and responsibilities of existing workloads and City needs; and

**WHEREAS**, the proposed actions are exempt from the requirements of the California Environmental Quality Act (CEQA) in accordance with CEQA Guidelines Section 15378(b)(4), in that, approving this action does not meet CEQA's definition of a "project," because the action does not have the potential for resulting either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment, and because this is a personnel-related action that constitutes organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Petaluma as follows:

1. Declares the above recitals to be true and correct and are incorporated into this resolution as findings of the City Council.
2. The proposed actions are exempt from the requirements of the California Environmental Quality Act (CEQA) in accordance with CEQA Guidelines Section 15378(b)(4), in that, approving this action does not meet CEQA's definition of a "project," because the action does not have the potential for resulting either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment, and because this is a personnel-related action that constitutes organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment.
3. Authorizes the Position Allocations of One (1) Housing Manager, One (1) Senior Planner, One (1) Recreation Supervisor, One (1) Office Assistant, One (1) Project Manager, One and a half (1.5)

Administrative Assistants, and One (1) Utility Service Worker III, specifically

Classification	Department	Allocation
Housing Manager	Community Development	1
Senior Planner	Community Development	1
Recreation Supervisor	Parks and Recreation	1
Office Assistant	Parks and Recreation	1
Project Manager	Public Works	1
Administrative Assistant	Public Works / Water Resources and Utilities	1.5
Utility Service Worker III	Water Resources and Utilities	1

4. Eliminates the Position Allocations of One (1) Management Analyst I/II, One (1) Permit Technician, One and ½ (1.5) Senior Administrative Assistants, and One (1) Utility Service Worker I/II, specifically:

Classification	Department	Allocation
Management Analyst I/II	Community Development	1
Permit Technician	Community Development	1
Senior Administrative Assistant	Public Works / Water Resources and Utilities	1.5
Utility Service Worker I/II	Water Resources and Utilities	1

Under the power and authority conferred upon this Council by the Charter of said City.

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**REFERENCE:**

I hereby certify the foregoing Resolution was introduced and adopted by the Council of the City of Petaluma at a Regular meeting on the 24<sup>th</sup> day of February 2025, by the following vote:

Approved as to  
form:

\_\_\_\_\_  
City Attorney

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**ATTEST:**

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor