

Resolution No. 2024-XXX N.C.S.
of the City of Petaluma, California

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PETALUMA AMENDING THE CLASSIFICATION AND COMPENSATION PLAN AND AUTHORIZING AND ELIMINATING POSITION ALLOCATIONS ASSOCIATED WITH THE REORGANIZATION OF THE DEPARTMENT OF PUBLIC WORKS AND UTILITIES BY 1) ESTABLISHING THE CLASSIFICATIONS AND PAY RANGES OF DIRECTOR OF PUBLIC WORKS AND DIRECTOR OF WATER RESOURCES AND UTILITIES; 2) AUTHORIZING THE POSITION ALLOCATIONS OF ONE DIRECTOR OF PUBLIC WORKS AND ONE DIRECTOR OF WATER RESOURCES AND UTILITIES; AND 3) ELIMINATING THE CLASSIFICATION AND POSITION ALLOCATION OF DIRECTOR OF PUBLIC WORKS AND UTILITIES

WHEREAS, the Petaluma Municipal Code Section 3.04.020.D authorizes the City Manager as the City’s Personnel Officer to prepare or cause to be prepared a position classification plan, including class specifications and revisions of the plan; and,

WHEREAS, the Petaluma Municipal Code Section 3.40.020.E authorizes the City Manager to prepare or cause to be prepared a plan of compensation and revisions thereof, covering all classifications in the competitive service; and

WHEREAS, the City wishes to keep its Classification and Compensation Plan current, and in accordance with Petaluma Municipal Code Section 3.04.020, amendments or revisions to the Classification and Compensation Plan are effective upon approval by the City Council; and

WHEREAS, budget reduction strategies in 2011 resulted in the consolidation of the City’s public works and water and utilities operations under one department managed by a single department head, Director of Public Works and Utilities; and,

WHEREAS, due to the complexity of the functions within the Public Works and Utilities Department as well as the scope of programs and divisions, staff recommends creating two distinct departments to increase effectiveness and efficiency; subsequently, establishing a Department of Public Works and a Department of Water Resources and Utilities under the direction of two separate department directors; and

WHEREAS, the City Manager, acting as the Personnel Officer, has determined the results of the proposed actions align with the duties and responsibilities of existing workloads and City needs and are appropriately allocated to the classifications of Director of Public Works (as attached in Exhibit A) and Director of Water Resources and Utilities (as attached in Exhibit B); and

WHEREAS, the proposed action is 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. Finds that the proposed action is 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. Approves the amendment to the Classification and Compensation Plan as written in this Resolution, including an amendment in the Competitive Service of the Personnel System as attached and incorporated as Exhibit A and B.
4. Establishes the classification specifications of Director of Public Works and Director of Water Resources and Utilities (as attached in Exhibit A and B) and sets pay ranges to:

Current Classification Title	PAY CYCLE	Monthly Salary Ranges	
		Minimum	Maximum
Director of Public Works	MONTHLY	15,603.09	20,247.28
Director of Water Resources and Utilities	MONTHLY	15,603.09	20,247.28

NOTE: Salaries are approximate and may vary slightly due to rounding

5. Authorizes the position allocations of one Director of Public Works and One Director of Water Resources and Utilities.
6. Eliminates the classification and position allocation of Director of Public Works and Utilities.

Under the power and authority conferred upon this Council by the City's Charter.

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 5th day of August 2024 by the following vote:

Approved as to form:

City Attorney

- AYES:**
NOES:
ABSENT:
ABSTAIN:

ATTEST:

City Clerk

Mayor