

**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 BY REVISING THE PAY RANGES OF
UNIT 8 POSITIONS**

WHEREAS, the Petaluma Municipal Code Section 3.40.020.E authorizes the City Manager as the City’s Personnel Officer 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, the positions in Unit 8 are not represented by any recognized employee organization and the existing Compensation Plan for Unit 8 is effective July 1, 2023 through June 30, 2026; and

WHEREAS, the City has faced considerable challenges in recruiting and retaining executive level personnel resulting in an immeasurable impact on the city organization warranting prompt review; and

WHEREAS, the City is competing directly with comparable agencies for top talent and evaluating salary, organizational structure, etc. are tools the City must consider when faced with recruitment and retention challenges; and

WHEREAS, the City employed the services of a classification and compensation consultant to conduct a total compensation survey for Unit 8 positions and the City Manager, acting as the Personnel Officer, recommends salary adjustments as appropriate to remain competitive with local jurisdictions to attract top talent; 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.

- Approves the amendment to the Classification and Compensation Plan as written in this Resolution and revises the pay ranges of Unit 8 positions effective the first full pay period following July 1, 2024, and sets them to:

EFFECTIVE THE FIRST FULL PAY PERIOD FOLLOWING JULY 1, 2024							
UNIT 8 - MANAGEMENT							
Current Classification Title	COLA ¹	Equity Adj.	Total	PAY CYCLE	Monthly Salary Ranges		
					Minimum		Maximum
ASSIST CITY MANAGER	3.0%	5.1%	8.1%	MONTHLY	16,226.68		21,055.52
ASSIST CITY ATTORNEY	3.0%	7.9%	10.9%	MONTHLY	15,171.61		18,442.23
ASSISTANT TO CITY MANAGER	3.0%	0.0%	3.0%	MONTHLY	10,251.09		12,458.77
DIRECTOR OF COMMUNITY DEVELOPMENT	3.0%	9.6%	12.6%	MONTHLY	15,603.09		20,247.28
DIR OF ECONOMIC DEV & OPEN GOVERNMENT	3.0%	0.0%	3.0%	MONTHLY	13,194.04		17,124.77
DIRECTOR OF PARKS AND RECREATION	3.0%	7.3%	10.3%	MONTHLY	14,129.15		18,338.47
DIRECTOR OF HUMAN RESOURCES	3.0%	2.0%	5.0%	MONTHLY	13,213.64		17,146.88
DIRECTOR OF FINANCE	3.0%	0.0%	3.0%	MONTHLY	14,363.80		18,638.02
DEPUTY CITY MANAGER / DIRECTOR OF FINANCE	3.0%	2.7%	5.7%	MONTHLY	15,108.06		19,604.86
DIR OF PUBLIC WORKS & UTILITIES	3.0%	9.6%	12.6%	MONTHLY	15,603.09		20,247.28
FIRE CHIEF	3.0%	11.7%	14.7%	MONTHLY	18,712.31		22,454.77
POLICE CHIEF	3.0%	3.3%	6.3%	MONTHLY	17,167.57		22,743.79

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

¹ Pursuant to Resolution# 2023- 168 N.C.S., the City Manager is authorized in their discretion to provide up to a 3.0% COLA.

- Revises the pay ranges of Unit 8 positions effective no sooner than the first full pay period following July 1, 2025, and sets them to:

<u>THE CITY MANAGER IS AUTHORIZED IN THEIR DISCRETION TO PROVIDE UP TO AN ADDITIONAL THREE PERCENT (3.0%) BASE WAGE INCREASE FOR ALL UNIT 8 POSITIONS TO BE EFFECTIVE NO SOONER THAN THE FIRST FULL PAY PERIOD FOLLOWING JULY 1, 2025</u>					
UNIT 8 - MANAGEMENT					
Current Classification Title	COLA	PAY CYCLE	Monthly Salary Ranges Based on a 3.0% COLA ²		
			Minimum		Maximum
ASSIST CITY MANAGER	Up to 3.0%	MONTHLY	16,713.48		21,687.18
ASSIST CITY ATTORNEY	Up to 3.0%	MONTHLY	15,626.75		18,995.49
ASSISTANT TO CITY MANAGER	Up to 3.0%	MONTHLY	10,558.63		12,832.54
DIRECTOR OF COMMUNITY DEVELOPMENT	Up to 3.0%	MONTHLY	16,071.19		20,854.70
DIR OF ECONOMIC DEV & OPEN GOVERNMENT	Up to 3.0%	MONTHLY	13,589.86		17,638.52
DIRECTOR OF PARKS AND RECREATION	Up to 3.0%	MONTHLY	14,553.03		18,888.63
DIRECTOR OF HUMAN RESOURCES	Up to 3.0%	MONTHLY	13,610.05		17,661.29
DIRECTOR OF FINANCE	Up to 3.0%	MONTHLY	14,794.71		19,197.16
DEPUTY CITY MANAGER / DIRECTOR OF FINANCE	Up to 3.0%	MONTHLY	15,561.31		20,193.00
DIR OF PUBLIC WORKS & UTILITIES	Up to 3.0%	MONTHLY	16,071.18		20,854.70
FIRE CHIEF	Up to 3.0%	MONTHLY	19,273.68		23,128.42
POLICE CHIEF	Up to 3.0%	MONTHLY	17,682.57		23,426.10

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

² Pursuant to Resolution# 2023- 168 N.C.S., the City Manager is authorized in their discretion to provide up to a 3.0% COLA.

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 15th day of July 2024 by the following vote:

Approved as to
form:

City Attorney

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST:

City Clerk

Mayor