

# Resolution No. 2023-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 1) REVISING THE PAY RANGE OF RISK MANAGER; AND 2) REVISING THE PAY RANGE OF RISK AND SAFETY OFFICER**

**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 Risk Manager position was recently vacated in July 2023, leaving a void in an essential division for City operations and compliance and the subsequent recruitment has not resulted in highly qualified candidates with relevant experience for the City's complex program; and

**WHEREAS**, the results from an updated market analysis show that the Risk Manager is roughly 5.25% below market median and the City must consider evaluating salary and other factors when faced with recruitment challenges; and

**WHEREAS**, the City Manager, acting as the Personnel Officer, recommends the pay range be competitive with local jurisdictions to attract top talent; and

**WHEREAS**, the Risk and Safety Officer's pay range is benchmarked 10% below the Risk Manager and should be adjusted to maintain the differential; 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 and

revises the pay ranges of Risk Manager and Risk and Safety Officer and sets them to:

Classification Title	Pay Range Per Month
Risk Manager	\$11,388.00 - \$13,842.40
Risk and Safety Officer	\$10,353.20 - \$12,584.00

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 20<sup>th</sup> day of November 2023, by the following vote:

Approved as to  
form:

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

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**ATTEST:**

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

\_\_\_\_\_  
Mayor