

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

UPDATING THE JOB CLASSIFICATION ALLOCATIONS ASSOCIATED WITH THE ADOPTED FISCAL YEAR 24/25 BUDGET BY ADDING TWO (2) FIXED-TERM ACCOUNTANT POSITIONS, ONE (1) FIXED-TERM ACCOUNTING TECHNICIAN POSITION, ONE (1) FIXED-TERM ACCOUNTING ASSISTANT I/II POSITION, ONE (1) FIXED-TERM HUMAN RESOURCES ANALYST I/II POSITION, AND ONE (1) FIXED-TERM HUMAN RESOURCES SPECIALIST POSITION FOR ASSISTANCE DURING AND AFTER ERP IMPLEMENTATION

WHEREAS, the upcoming replacement of the City’s current Enterprise Resource Planning (ERP) system, Tyler Eden, will require a significant investment of time and resources from City staff; and

WHEREAS, the specified additional staffing will allow the Finance and Human Resources departments to continue to address the needs of a well-run, responsive, full- service City while undertaking this large-scale effort; and

WHEREAS, funding for these position recommendations is included in the ERP project budget; this action will ensure that the project can meet its milestone goals on time while not significantly detracting from the regular ongoing work of Finance and Human Resources; and

WHEREAS, the City Manager, acting as the Personnel Officer, has determined the requested positions align with the duties and responsibilities of existing and planned 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 Two (2) Fixed-Term Accountant Positions, One (1) Fixed-Term Accounting Technician Position, One (1) Fixed-Term Accounting Assistant I/II Position, One (1) Fixed-Term Human Resources Analyst I/II Position, and One (1) Fixed-Term Human Resources Specialist

Position for Assistance During and After ERP Implementation specifically:

Classification	Fixed-Term Duration	Department	Allocation
Accountant	24 months	Finance	2
Accounting Technician	24 months	Finance	1
Accounting Assistant I/II	24 months	Finance	1
Human Resources Analyst I/II	24 months	Human Resources	1
Human Resources Specialist	24 months	Human Resources	1

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

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 18th day of November 2024, by the following vote:

Approved as to form:

City Attorney

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

City Clerk

Mayor