

Resolution No. 2023-XXX N.C.S.
of the City of Petaluma, California

AUTHORIZING AND ELIMINATING THE POSITION OR FUNDING ALLOCATIONS ASSOCIATED WITH THE ADOPTED FISCAL YEAR 23/24 BUDGET BY: 1) AUTHORIZING THE POSITION ALLOCATIONS OF 1.5 ADMINISTRATIVE ASSISTANTS, ONE (1) ASSOCIATE CIVIL ENGINEER, TWO (2) BUSINESS SYSTEMS ANALYSTS, ONE (1) DEPUTY DIRECTOR OF OPERATIONS, ONE (1) DEPUTY DIRECTOR OF PARKS AND RECREATION, ONE (1) ENVIRONMENTAL SERVICES ANALYST, ONE (1) FACILITIES SUPERVISOR; ONE (1) FIRE CAPTAIN, FOUR (4) HUMAN RESOURCES ANALYST I/IIS, ONE (1) INFORMATION TECHNOLOGY SPECIALIST II, TWO (2) MANAGEMENT ANALYST I/IIS, ONE (1) MANAGEMENT ANALYST I/II LIMITED TERM, ONE (1) PARKS MAINTENANCE WORKER I/II, ONE (1) POLICE SERGEANT, ONE (1) SENIOR CIVIL ENGINEER, ONE (1) SENIOR FACILITIES TECHNICIAN, THREE (3) SENIOR MANAGEMENT ANALYSTS, ONE (1) UTILITY TECHNICIAN, AND ONE (1) WATER SERVICE REPRESENTATIVE AND 2) ELIMINATING THE POSITION OR FUNDING ALLOCATIONS OF THREE (3) MANAGEMENT ANALYST IIS, 3.8 HUMAN RESOURCES SPECIALISTS, ONE (1) ADMINISTRATIVE ASSISTANT CONFIDENTIAL

WHEREAS, the proposed actions were presented before Council on May 8, 2021 as part of the Budget Workshop, where the Proposed Fiscal Year 23-24 Operating and Capital Budgets along with the Revised Long-Term General Fund Operating Forecast were reviewed in detail (Exhibit A); 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, 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 1.5 Administrative Assistants, One (1) Associate Civil Engineer, Two (2) Business Systems Analysts, One (1) Deputy Director of Operations, One (1) Deputy Director of Parks and Recreation, One (1) Environmental Services Analyst, One (1) Facilities Supervisor; One (1) Fire Captain, Four (4) Human Resources Analyst I/II's, One (1) Information Technology Specialist II, Two (2) Management Analyst I/II's, One (1) Management Analyst I/II Limited Term, One (1) Parks Maintenance Worker I/II, One (1) Police Sergeant, One (1) Senior Civil Engineer, One (1) Senior Facilities Technician, Three (3) Senior Management Analysts, One (1) Utility Technician, and One (1) Water Service Representative, specifically:

Classification	Department	Allocation
Management Analyst I/II	Community Development	1
Administrative Assistant	Community Development	1
Senior Management Analyst	Community Development	1
Business Systems Analyst	Economic Development and Open Government	1
Information Technology Specialist II	Economic Development and Open Government	1
Senior Management Analyst	Economic Development and Open Government	1
Fire Captain	Fire	1
Human Resources Analyst I/II	Human Resources	4
Deputy Director of Parks and Recreation	Parks and Recreation	1
Facilities Supervisor	Parks and Recreation	1
Parks Maintenance Worker I/II	Parks and Recreation	1
Senior Facilities Technician	Parks and Recreation	1
Management Analyst I/II Limited Term	Police	1
Police Sergeant	Police	1
Senior Management Analyst	Police	1
Administrative Assistant	Public Work and Utilities	0.5 to 1
Associate Civil Engineer	Public Work and Utilities	1
Business Systems Analyst	Public Work and Utilities	1
Deputy Director of Operations	Public Work and Utilities	1
Environmental Services Analyst	Public Work and Utilities	1
Management Analyst I/II	Public Work and Utilities	1
Senior Civil Engineer	Public Work and Utilities	1
Utility Technician	Public Work and Utilities	1
Water Service Representative	Public Work and Utilities	1

4. Eliminates the Position Allocations of Three (3) Management Analyst II, 3.8 FTE Human Resources Specialist, One (1) Administrative Assistant, specifically:

Classification	Department	Allocation
Management Analyst II	Community Development	1
Management Analyst II	Economic Development and Open Government	1
Administrative Assistant	Human Resources	1
Human Resources Specialists	Human Resources	3.8
Management Analyst II	Police	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 7th day of August 2023, by the following vote:

Approved as to
form:

City Attorney

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

City Clerk

Mayor