

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

AMENDING THE CLASSIFICATION AND COMPENSATION PLAN BY ESTABLISHING THE PAY RANGE OF ASSISTANT DIRECTOR OF COMMUNITY DEVELOPMENT, AUTHORIZING THE POSITION ALLOCATION OF ONE ASSISTANT DIRECTOR OF COMMUNITY DEVELOPMENT, AND ELIMINATING THE POSITION ALLOCATION OF ONE HOUSING MANAGER

WHEREAS, text; and the Assistant Director of Community Development position has been inactive and unfunded for a period; and

WHEREAS, the City now plans to fill it without updating the existing classification specification; and

WHEREAS, to ensure the role is competitively salaried, Sloan Sakai Yeung & Wong and the Management Strategies Group have conducted a salary survey; and

WHEREAS, the proposed action of authorizing the position allocation of one Assistant Director of Community Development and eliminating the position allocation of one Housing Manager 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. Amends the Classification and Compensation Plan by Establishing the Pay Range of Assistant Director of Community Development:

Annual Salary	1	2	3	4	5
Assistant Director of Community Development	\$161,636.80	\$169,728.00	\$178,214.40	\$187,075.20	\$196,456.00

4. Authorizes the Position Allocation of One (1) Assistant Direct of Community Development, specifically:

Classification	Department	Allocation
Assistant Director of Community Development	Community Development	1

5. Eliminates the Position Allocation of One (1) Housing Manager, specifically:

Classification	Department	Allocation
Housing Manager	Community Development	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 11th day of September 2023, by the following vote:

Approved as to form:

City Attorney

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

City Clerk

Mayor