

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
SUBJECT: AMENDMENT TO THE CITY CLASSIFICATION AND
SALARY PLAN TO MODIFY THE SALARY RANGE OF THE
CITY ATTORNEY AND ADOPTION OF THE CITY'S
SALARY PLAN AND SCHEDULE
STAFF PRESENTER: AMY REEVE, HUMAN RESOURCES DIRECTOR
HUMAN RESOURCES DEPARTMENT
AGENDA ACTION: RESOLUTIONS

RECOMMENDATION

It is recommended by the Human Resources Department that the Council, by two resolutions: 1) amend the City Classification and Salary Plan to modify the salary range of the City Attorney classification by increasing the range to \$34,485 - \$257,908 retroactive to May 8, 2022; and 2) approve and adopt the City's Salary Plan and Schedule as required by California Code Regulations Title 2, section 570.5 - Requirement for a Publicly Available Pay Schedule.

EXECUTIVE SUMMARY

Amendments to the City's classification and salary plan require City Council approval. Staff recommends the following amendments for Council approval.

- Amend existing salary range of City Attorney under the Salary Plan and Schedule from \$32,939 - \$248,1323 to \$34,485 - \$257,908

These changes are being made in order to provide for an increase to the minimum wage of \$17.06 per hour effective January 2023 and to allow for a merit salary increase for the City Attorney to be provided by the City Council.

BACKGROUND

1. On December 6, 2016, the Council adopted Resolution No. 28890, which in part modified the top salary range of the City Attorney classification to \$222,618.

AMENDMENT TO THE CITY CLASSIFICATION AND SALARY PLAN

Page 2 of 3

2. The top salary range of the City Attorney classification within the City's Salary Plan and Schedule increased from time to time based on cost of living increases, as approved by Council.
3. In 2019, the Council modified the bottom range of the City Attorney classification to be set at \$31,200, replacing \$0, to provide for minimum wage and the top of the range was set at \$235,029.
4. Since 2019, the bottom range of the City Attorney classification has been increased to match current minimum wage hourly rates and the top range of the City Attorney classification has increased from time to time to reflect cost of living increases, as approved by Council.
5. California Code of Regulations, Title 2, Subchapter 1, Employees' Retirement System Regulations section 570.5 requires a member agency's pay schedule to be approved and adopted as a standalone document detailing the pay rates for each agency position. On September 13, 2022, Council approved Resolution RES-2022-193 adopting the most recent Salary Plan and Schedule.

PRIOR CITY COUNCIL REVIEW

Not applicable.

ANALYSIS

The City Attorney classification is a critical position within the City. The last merit increase provided to the City Attorney was effective May 12, 2019. The City Council has completed the City Attorney's annual performance evaluation. The Council recommended a 5% merit increase based upon excellent performance by the City Attorney. The salary range for the City Attorney must be adjusted to incorporate the 5% merit increase in salary, to be made effective on May 8, 2022.

In order to fully comply with California Code Regulations section 570.5, a Salary Plan and Schedule is attached reflecting the updated City Attorney salary for Council's approval and adoption.

FISCAL IMPACT

This change to the City's Salary Plan and Schedule will have ongoing impact to the General Fund. The current year impact can be absorbed within the existing General Fund budget.

ENVIRONMENTAL IMPACT

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in

AMENDMENT TO THE CITY CLASSIFICATION AND SALARY PLAN

Page 3 of 3

the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable.

ATTACHMENTS

- Resolution 1
- Resolution 2 / Exhibit A –Salary Plan and Schedule

CONTACT

Amy Reeve, Director of Human Resources, Human Resources Department,
Areeve@srcity.org; (707) 543-3070