

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: DOMINIQUE BLANQUIE, HUMAN RESOURCES DIRECTOR  
SUBJECT: APPROVAL AND ADOPTION OF THE CITY'S SALARY PLAN  
AND SCHEDULE

AGENDA ACTION: RESOLUTION

---

RECOMMENDATION

It is recommended by the Human Resources Department that the Council, by resolution, approve and adopt the amended City of Santa Rosa Salary Plan and Schedule.

---

EXECUTIVE SUMMARY

California Code Regulations Title 2, section 570.5, Requirement for a Publicly Available Pay Schedule, requires the City Council to approve and adopt a pay schedule detailing pay rates for each City classification in order for members' pay rates to be credited by CalPERS. Therefore, the Salary Plan and Schedule is presented for approval, including all classifications and salaries and their effective dates.

BACKGROUND

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. The most recent Salary Plan and Schedule was approved and adopted by Council on November 28, 2023 with RES-2023-189. Subsequently, Council approved pay scale and Cost of Living Adjustments on July 9, 2024 and December 10, 2024 with approval of new MOU's; new classifications with the 2024/2025 fiscal year and midyear budget, as well as separately on November 12, 2024. Finally, temporary salaries were adjusted due to minimum wage increases effective January 1, 2025. A new Salary Plan and Schedule is needed to incorporate these changes.

PRIOR CITY COUNCIL REVIEW

Not applicable.

# ADOPTION OF THE CITY'S SALARY PLAN AND SCHEDULE

PAGE 2 OF 3

## ANALYSIS

With the approval of MOU's and Terms and Conditions of Employment in 2024, Council authorized pay scale adjustments and Cost of Living Adjustments for the following City Employee bargaining units:

<b>Resolution/ Ordinance No.</b>	<b>Date Passed</b>	<b>Unit</b>	<b>Effective Date</b>
RES-2024-187	12/10/2024	2- Firefighting	9/8/2024
RES-2024-107	07/09/2024	5- Police Officers	6/30/2024
RES-2024-117	07/09/2024	4- Support Services	6/30/2024
RES-2024-117	07/09/2024	6- Professional	6/30/2024
RES-2024-117	07/09/2024	7- Technical	6/30/2024
RES-2024-110	07/09/2024	3- Maintenance	6/30/2024
RES-2024-113	07/09/2024	13- Mechanics	6/30/2024
RES-2024-116	07/09/2024	16- Utility Systems Operators	6/30/2024
RES-2024-112	07/09/2024	10- Executive Management	6/30/2024
RES-2024-111	07/09/2024	11- Middle Management	6/30/2024
RES-2024-111	07/09/2024	12- Confidential	6/30/2024
RES-2024-108	07/09/2024	9- Police Safety Management	6/30/2024
RES-2024-118	07/09/2024	18- Miscellaneous Mid- Management	6/30/2024
RES-2024-115	07/09/2024	14- Police Civilian Technical	6/30/2024
RES-2024-114	07/09/2024	8- Transit	6/30/2024
RES-2024-109	07/09/2024	9- Fire Safety Management	6/30/2024
RES-2024-119	07/09/2024	17-Santa Rosa City Attorneys	6/30/2024

On June 18, 2024 with the 2024-2025 budget adoption, Council approved Resolution RES-2024-093. In addition to adding and deleting positions, the resolution created the new classifications of Water Reuse Operations Supervisor and Cybersecurity Manager.

On November 12, 2024, Council approved RES-2024-173, creating the new classification of Technical Services Division Manager.

On January 28, 2025, with the midyear budget adjustment, Council approved the creation of the new classification of Trucked Waste Program Coordinator.

The proposed salary plan and schedule includes the changes approved above as well as some Y-rated salaries. An employee is "Y-rated" when the employee's current base salary is temporarily above their current salary grade range maximum in accordance with City policy. Such employees will not receive a base wage increase until their salary falls within the appropriate salary range. Therefore, the proposed salary plan and schedule includes Y-rated salaries as advised by CalPERS.

## ADOPTION OF THE CITY'S SALARY PLAN AND SCHEDULE

### PAGE 3 OF 3

On January 1, 2025, the City of Santa Rosa minimum wage increased to \$17.87 per hour, impacting temporary and seasonal employee pay scales. In addition to increasing pay for classes whose pay rates were below the new minimum wage, the adjustments include increases for higher level temporary classifications to preserve the salary structure.

According to Council Resolution 23615, "The City Manager is authorized to set and change any rate of pay that is necessary to best meet the needs of the City for any temporary, seasonal, or recurrent position." However, some of our temporary staff are members of CalPERS, which requires that pay rates for all CalPERS members be approved by the governing body in an open meeting.

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

### FISCAL IMPACT

Approval of this action does not have a fiscal impact on the General Fund.

### ENVIRONMENTAL IMPACT

Pursuant to CEQA Guidelines Section 15378, the proposed action is not a "project" subject to the California Environmental Quality Act (CEQA) because it does not have a potential for resulting in either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment. In the alternative, the proposed action is exempt from CEQA pursuant to CEQA Guidelines Section 15061(b)(3) because it can be seen with certainty that there is no possibility that the project may have a significant effect on the environment.

### BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

### NOTIFICATION

Not applicable.

### ATTACHMENTS

- Resolution
- Exhibit A – Salary Plan and Schedule

### PRESENTER

Dominique Blanquie, Human Resources Director