

CITY OF SANTA ROSA  
CITY COUNCIL

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

AGENDA ACTION: RESOLUTIONS

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RECOMMENDATION

It is recommended by the Human Resources Department that the Council, by two resolutions: 1) approve and adopt the City's Salary Plan and Schedule dated March 15, 2022; and 2) approve and adopt the City's Salary Plan and Schedule dated April 10, 2022.

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, Salary Plan and Schedules are 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. On September 28, 2021, Council approved Resolution RES-2021-159 adopting the most recent Salary Plan and Schedule. New Salary Plan and Schedules are needed due to classification and salary changes that went into effect after September 28, 2021, as previously approved or authorized by the City Manager and Council; changes previously authorized by Council to take effect April 10, 2022; and changes requested in other items on the agenda for Council's approval today including increases for the City Attorney, City Manager, Fire Chief, and Police Chief.

PRIOR CITY COUNCIL REVIEW

Not applicable.

ANALYSIS

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

<b>Resolution/ Ordinance No.</b>	<b>Date Passed</b>	<b>Unit</b>	<b>3% COLA Effective Date</b>	<b>2.5% COLA Effective first pay period after</b>
RES-2021-164	10/12/2021	2- Firefighting	9/26/2021	4/1/2022
RES-2021-188	11/9/2021	5- Police Officers	11/7/2021	4/1/2022
RES-2021-189	11/9/2021	4- Support Services	11/7/2021	4/1/2022
RES-2021-189	11/9/2021	6- Professional	11/7/2021	4/1/2022
RES-2021-189	11/9/2021	7- Technical	11/7/2021	4/1/2022
RES-2021-190	11/9/2021	3- Maintenance	11/7/2021	4/1/2022
RES-2021-191	11/9/2021	13- Mechanics	11/7/2021	4/1/2022
RES-2021-192	11/9/2021	16- Utility Systems Operators	11/7/2021	4/1/2022
RES-2021-193	11/9/2021	10- Executive Management	11/7/2021	4/1/2022
RES-2021-194	11/9/2021	11- Middle Management	11/7/2021	4/1/2022
RES-2021-194	11/9/2021	12- Confidential	11/7/2021	4/1/2022
RES-2021-195	11/9/2021	9- Police Safety Management	11/7/2021	4/1/2022
RES-2021-196	11/9/2021	18- Miscellaneous Mid-Management	11/7/2021	4/1/2022
RES-2021-207	11/30/2021	14- Police Civilian Technical	11/21/2021	4/1/2022
RES-2021-215	12/7/2021	8- Transit	12/5/2021	4/1/2022
RES-2022-025	2/15/2022	9- Fire Safety Management	1/30/2022	4/1/2022

The agreement with Unit 18 included converting salary ranges to steps. This was implemented effective December 19, 2021.

On February 15, 2022, Council approved Resolution RES-2022-030 which amended the Fiscal year 2021-2022 budget and added a Director of Planning & Economic Development with a new salary range and a Director of Transportation and Public Works with a new salary range.

The City Attorney Employment Agreement dated April 18, 2017 states the City Attorney's shall receive cost of living increases in salary, in accordance with the cost of living increases subsequently provided to other Executive Management employees of the City (Unit 10.). On this agenda for Council's approval is a resolution approving Amendment 3 of the City Attorney's Employment Agreement to provide the same cost of living adjustments as Unit 10 Executive Management: 3% cost of living salary adjustment effective November 7, 2021 and 2.5% cost of living salary adjustment effective the first pay period after April 1, 2022. The current salary plan and schedule has an incorrect effective date of the last cost of living adjustment approved by Council.

A correction will be noted on the new salary plan that the effective date was July 7, 2019.

On today's agenda for Council's approval is a resolution approving a 5% increase to the salary range of the Fire Chief and Police Chief effective March 13, 2022.

In order to fully comply with California Code Regulations section 570.5, attached are two Salary Plan and Schedules reflecting the updated salaries for Council's approval and adoption: One effective March 15, 2022 and one effective April 10, 2022, the date of the first pay period after April 1, 2022.

### FISCAL IMPACT

Approval of this action does not have a fiscal impact. Funds were appropriated in the previously adopted midyear budget amendment for this fiscal year or approved by resolution as indicated above.

### 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 the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guidelines Section 15378.

### BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

### NOTIFICATION

Not applicable.

### ATTACHMENTS

- Attachment 1 - RES-2021-159; Approval and Adoption of Salary Plan and Schedule
- Attachment 2 - RES-2021-164; Adoption of Unit 2 MOU
- Attachment 3 - RES-2021-188; Adoption of Unit 5 MOU
- Attachment 4 - RES-2021-189; Adoption of Unit 4, 6 & 7 MOU
- Attachment 5 - RES-2021-190; Adoption of Unit 3 MOU
- Attachment 6 - RES-2021-191; Adoption of Unit 13 MOU
- Attachment 7 - RES-2021-192; Adoption of Unit 16 MOU
- Attachment 8 - RES-2021-193; Adoption of Unit 10 Wages, Hours and Other Terms and Conditions of Employment
- Attachment 9 - RES-2021-194; Adoption of Units 11 & 12 Wages, Hours and Other Terms and Conditions of Employment

## Adoption of the City's Salary Plan and Schedule

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- Attachment 10 - RES-2021-195; Adoption of Unit 9 – Police MOU
- Attachment 11 - RES-2021-196; Adoption of Unit 18 MOU
- Attachment 12 - RES-2021-207; Adoption of Unit 14 MOU
- Attachment 13 - RES-2021-215; Adoption of Unit 8 MOU
- Attachment 14 – RES-2022-025; Adoption of Unit 9 – Fire MOU
- Attachment 15 – RES-2022-030; FY 2021-2022 Budget Amendment
- Resolution A
- Exhibit A
- Resolution B
- Exhibit A

### CONTACT

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