

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

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RECOMMENDATION

It is recommended by the Human Resources Department that the Council, by resolution, approve and adopt the 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, 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 December 13, 2022, Council approved resolution RES-2022-238 adopting the most recent Salary Plan and Schedule. A new Salary Plan and Schedule is needed due to Cost of Living Adjustments on July 2, 2023 previously authorized by Council; new classifications approved by Council with the Fiscal Year 2022/2023 budget; new classifications and salary adjustments requested in other items on the agenda for Council's approval today; and increases to temporary salaries due to the upcoming minimum wage increase.

PRIOR CITY COUNCIL REVIEW

Please see below.

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ANALYSIS

With the approval of MOU's and Terms and Conditions of Employment in 2021 and 2022, Council authorized a 2.5% Cost of Living Adjustment effective the first pay period after July 1, 2023 (July 2, 2023) for the following City Employee bargaining units:

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

The City Attorney Employment Agreement dated April 18, 2017, and most recently amended on March 15, 2022, (RES-2022-049) states the City Attorney 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 December 13, 2022, Council adopted Ordinance ORD-2022-018 increasing Council and Mayor compensation, effective December 13, 2022. This ordinance was enacted 31 days after adoption and was not reflected on the December 13, 2022 salary plan and schedule.

On June 6, 2023, Council adopted Ordinance ORD-2023-005 providing the City Manager a 5% merit increase effective January 1, 2023, and a 2.5% cost of living salary adjustment effective July 2, 2023.

On June 20, 2023 with the 2023-2024 budget adoption, Council approved Resolutions RES-2023-103 and RES-2023-106. In addition to adding and deleting positions, the resolutions created the new classifications of Assistant Parks Planner, Deputy Director Information Technology, and Water Quality Manager.

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On September 12, 2023, Council approved Ordinance ORD-2023-013 establishing the salary of the incoming City Attorney at \$24,500 per month effective November 6, 2023.

On January 1, 2024, the City of Santa Rosa minimum wage will increase to \$17.45 per hour, impacting temporary and seasonal employee pay scales. In addition to increasing pay for classes whose pay rates are currently below the new minimum wage, the proposed 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.

Recent audits performed by CalPERS have included findings related to inaccurate reporting of compensation for "Y-rated" employees. An employee is "Y-rated" when his or her 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 his/her salary falls within the appropriate salary range. Therefore, the proposed salary plan and schedule includes a Y-rated salary as advised by CalPERS.

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. Funds were appropriated in the previously adopted budget 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.

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ATTACHMENTS

- Resolution / Exhibit A – City of Santa Rosa Salary Plan and Schedule

PRESENTER

Dominique Blanquie, Human Resources Director