

Agenda Report Reviewed by:  


**CITY OF SEBASTOPOL  
CITY COUNCIL  
AGENDA ITEM**

**Meeting Date:** July 16, 2019  
**To:** Honorable Mayor and City Councilmembers  
**From:** Ana Kwong – Finance Director  
**Subject:** Pay Rates & Ranges

**Recommendation** Adopt and Approve Resolution Authorizing and Approving the City of Sebastopol Current Pay Rates and Ranges

**Funding:** Currently Budgeted: XX Yes \_\_\_\_\_ No \_\_\_\_\_ N/A  
**Net General Fund Cost:** \$ \_\_\_\_\_  
**Amount:** \_\_\_\_\_

**INTRODUCTION:**

This item is to request City Council Approve and Adopt the Resolution Authorizing and Approving the City of Sebastopol Current Pay Rates and Ranges effective July 1, 2019.

**BACKGROUND:**

Pursuant to Ordinance No. 563, the City Council shall fix and determine the salary range for each classified position and shall by resolution create positions in the City employment and set salary ranges from time to time. The City Council carefully reviews and approves uses of public funds to set reasonable and competitive wages and benefits in order to recruit and retain a well-qualified work force necessary to provide quality services to the community while keeping costs as low as possible.

**DISCUSSION:**

In most cases, the City is required by State law to meet and confer with its employee organizations regarding wages and benefits. The City negotiates labor agreements with its employee organizations, and the City Council establishes parameters based on such factors as changes in the cost of living and available funding. On June 30, 2019, the current Memorandums of Understanding (MOU's) with all three City bargaining units expired (Sebastopol Police Officers Association (SPOA); Service Employees International Union (SEIU) 1021; and Management/Mid Management/Unrepresented). For the past few months, the City negotiating team and bargaining units have engaged in extensive labor negotiations through a meet and confer process. The process typically coincides with the city's annual budget process depending upon the expiration of the MOUs. The City and bargaining units all met in good faith and were able to finalize agreements for all three units. Based upon the final language, successor MOUs were prepared with various provisions for the cost of living adjustment for (Sebastopol Police Officers Association (SPOA); Service Employees International Union (SEIU) 1021; and Management/Mid Management/Unrepresented) groups. The approved MOUs will be included in a separate agenda item for this meeting. Compensation for employees who work directly for the City Council, such as the City

Manager and City Clerk, is negotiated separately by the City Council and employee. The salary compensation adjustments for these positions are also included in the Pay Rates and Range Salary Schedule as well as referenced in their separate negotiated contracts which will also be included in a separate agenda item for this meeting. Additionally, California Public Employee's Retirement Law at Section 570.5 of the California Code of Regulations Title 2 requires the City Pay Rates and Ranges document published on the City's internet site to be approved, in its entirety, by the City Council each time a modification is made.

**RECOMMENDATION:**

That the City Council Adopt and Approve the Resolution for updated Pay Rates and Ranges

**Attachment(s):**

Pay Rates & Ranges

Resolution

## CITY OF SEBASTOPOL - PAY RATES AND RANGES

Job Classification	Group	Step	Hourly	Semi-Monthly	Monthly	Annually
City Council	N/A			N/A	\$ 300	\$ 3,600
<b>MANAGEMENT</b>						
City Manager/City Attorney	Appointed	A	\$ 67.06	\$ 5,812	\$ 11,624	\$ 139,483
		B	\$ 70.41	\$ 6,102	\$ 12,204	\$ 146,454
		C	\$ 73.93	\$ 6,407	\$ 12,814	\$ 153,771
		D	\$ 77.62	\$ 6,727	\$ 13,455	\$ 161,459
		E	\$ 81.50	\$ 7,064	\$ 14,127	\$ 169,530
Assistant City Manager/City Clerk	Appointed	A	\$ 62.38	\$ 5,407	\$ 10,813	\$ 129,757
		B	\$ 65.50	\$ 5,677	\$ 11,354	\$ 136,245
		C	\$ 68.78	\$ 5,961	\$ 11,921	\$ 143,057
		D	\$ 72.22	\$ 6,259	\$ 12,517	\$ 150,210
		E	\$ 75.83	\$ 6,572	\$ 13,143	\$ 157,720
Administrative Services Director	Unrepresented	A	\$ 60.66	\$ 5,257	\$ 10,514	\$ 126,170
		B	\$ 63.69	\$ 5,520	\$ 11,040	\$ 132,478
		C	\$ 66.88	\$ 5,796	\$ 11,592	\$ 139,102
		D	\$ 70.22	\$ 6,086	\$ 12,171	\$ 146,057
		E	\$ 73.73	\$ 6,390	\$ 12,780	\$ 153,360
City Clerk	Appointed	A	\$ 56.69	\$ 4,913	\$ 9,826	\$ 117,914
Finance Director	Unrepresented	B	\$ 59.52	\$ 5,158	\$ 10,316	\$ 123,798
		C	\$ 62.50	\$ 5,417	\$ 10,834	\$ 130,002
		D	\$ 65.63	\$ 5,688	\$ 11,376	\$ 136,516
		E	\$ 68.91	\$ 5,972	\$ 11,944	\$ 143,327
		Building Official	Unrepresented	A	\$ 50.77	\$ 4,400
B	\$ 53.30			\$ 4,619	\$ 9,238	\$ 110,857
C	\$ 55.96			\$ 4,850	\$ 9,701	\$ 116,406
D	\$ 58.76			\$ 5,093	\$ 10,186	\$ 122,228
E	\$ 61.70			\$ 5,347	\$ 10,694	\$ 128,334
Engineering Director Planning Director	Unrepresented	A	\$ 56.99	\$ 4,939	\$ 9,878	\$ 118,532
		B	\$ 59.83	\$ 5,186	\$ 10,371	\$ 124,453
		C	\$ 62.83	\$ 5,445	\$ 10,890	\$ 130,682
		D	\$ 65.97	\$ 5,718	\$ 11,435	\$ 137,221
		E	\$ 69.26	\$ 6,003	\$ 12,006	\$ 144,068
Fire Chief	Unrepresented	A	\$ 57.56	\$ 4,989	\$ 9,978	\$ 119,731
		B	\$ 60.43	\$ 5,238	\$ 10,475	\$ 125,701
		C	\$ 63.46	\$ 5,500	\$ 11,000	\$ 132,005
		D	\$ 66.63	\$ 5,775	\$ 11,549	\$ 138,593
		E	\$ 69.96	\$ 6,064	\$ 12,127	\$ 145,527

## CITY OF SEBASTOPOL - PAY RATES AND RANGES

Job Classification	Group	Step	Hourly	Semi-Monthly	Monthly	Annually
<b>MANAGEMENT</b>						
Police Chief	Unrepresented	A	\$ 58.56	\$ 5,075	\$ 10,151	\$ 121,808
		B	\$ 61.49	\$ 5,329	\$ 10,658	\$ 127,901
		C	\$ 64.56	\$ 5,595	\$ 11,191	\$ 134,291
		D	\$ 67.80	\$ 5,876	\$ 11,751	\$ 141,015
		E	\$ 71.19	\$ 6,170	\$ 12,339	\$ 148,073
Public Works Superintendent	Unrepresented	A	\$ 55.55	\$ 4,814	\$ 9,628	\$ 115,541
		B	\$ 58.32	\$ 5,054	\$ 10,108	\$ 121,301
		C	\$ 61.24	\$ 5,307	\$ 10,614	\$ 127,370
		D	\$ 64.30	\$ 5,572	\$ 11,145	\$ 133,735
		E	\$ 67.51	\$ 5,851	\$ 11,702	\$ 140,422

## CITY OF SEBASTOPOL - PAY RATES AND RANGES

Job Classification	Group	Step	Hourly	Semi-Monthly	Monthly	Annually
<b>MID-MANAGEMENT</b>						
Accounting Supervisor	Unrepresented	A	\$ 44.16	\$ 3,827	\$ 7,655	\$ 91,860
Assistant Public Works Superintendent		B	\$ 46.37	\$ 4,019	\$ 8,037	\$ 96,445
Engineering Manager		C	\$ 48.69	\$ 4,219	\$ 8,439	\$ 101,265
		D	\$ 51.12	\$ 4,430	\$ 8,860	\$ 106,321
		E	\$ 53.68	\$ 4,652	\$ 9,304	\$ 111,648
Associate Planner	Unrepresented	A	\$ 37.15	\$ 3,220	\$ 6,439	\$ 77,268
		B	\$ 39.10	\$ 3,389	\$ 6,778	\$ 81,336
		C	\$ 41.16	\$ 3,568	\$ 7,135	\$ 85,620
		D	\$ 43.33	\$ 3,756	\$ 7,511	\$ 90,132
		E	\$ 45.61	\$ 3,953	\$ 7,906	\$ 94,872
Police Captain	Unrepresented	A	\$ 53.36	\$ 4,624	\$ 9,248	\$ 110,980
		B	\$ 56.02	\$ 4,855	\$ 9,711	\$ 116,529
		C	\$ 58.82	\$ 5,098	\$ 10,196	\$ 122,356
		D	\$ 61.77	\$ 5,353	\$ 10,706	\$ 128,474
		E	\$ 64.85	\$ 5,621	\$ 11,241	\$ 134,897
Police Lieutenant	Unrepresented	A	\$ 49.01	\$ 4,248	\$ 8,495	\$ 101,945
		B	\$ 51.47	\$ 4,460	\$ 8,921	\$ 107,050
		C	\$ 54.04	\$ 4,683	\$ 9,367	\$ 112,402
		D	\$ 56.74	\$ 4,917	\$ 9,834	\$ 118,013
		E	\$ 59.58	\$ 5,163	\$ 10,327	\$ 123,921

## CITY OF SEBASTOPOL - PAY RATES AND RANGES

Job Classification	Group	Step	Hourly	Semi-Monthly	Monthly	Annually
<b>MISCELLANEOUS</b>						
Assistant Planner	SEIU	A	\$ 33.94	\$ 2,942	\$ 5,883	\$ 70,600
Junior Accountant		B	\$ 35.64	\$ 3,089	\$ 6,178	\$ 74,135
Management Analyst		C	\$ 37.42	\$ 3,243	\$ 6,486	\$ 77,831
		D	\$ 39.29	\$ 3,405	\$ 6,810	\$ 81,724
		E	\$ 41.26	\$ 3,576	\$ 7,151	\$ 85,815
Administrative Assistant	SEIU	A	\$ 25.67	\$ 2,225	\$ 4,450	\$ 53,395
		B	\$ 26.95	\$ 2,336	\$ 4,672	\$ 56,065
		C	\$ 28.30	\$ 2,453	\$ 4,906	\$ 58,871
		D	\$ 29.72	\$ 2,576	\$ 5,151	\$ 61,812
		E	\$ 31.21	\$ 2,705	\$ 5,410	\$ 64,915
Account Clerk I	SEIU	A	\$ 21.97	\$ 1,904	\$ 3,809	\$ 45,707
		B	\$ 23.07	\$ 2,000	\$ 3,999	\$ 47,994
		C	\$ 24.23	\$ 2,100	\$ 4,200	\$ 50,404
		D	\$ 25.44	\$ 2,205	\$ 4,409	\$ 52,913
		E	\$ 26.71	\$ 2,315	\$ 4,630	\$ 55,558
Account Clerk II	SEIU	A	\$ 27.39	\$ 2,374	\$ 4,748	\$ 56,980
		B	\$ 28.77	\$ 2,494	\$ 4,987	\$ 59,847
		C	\$ 30.21	\$ 2,618	\$ 5,237	\$ 62,838
		D	\$ 31.71	\$ 2,749	\$ 5,497	\$ 65,965
		E	\$ 33.31	\$ 2,887	\$ 5,774	\$ 69,290
Office Assistant	SEIU	A	\$ 19.64	\$ 1,702	\$ 3,404	\$ 40,850
		B	\$ 20.61	\$ 1,787	\$ 3,573	\$ 42,877
		C	\$ 21.65	\$ 1,876	\$ 3,752	\$ 45,027
		D	\$ 22.74	\$ 1,970	\$ 3,941	\$ 47,289
		E	\$ 23.88	\$ 2,069	\$ 4,139	\$ 49,662
Senior Administrative Assistant	SEIU	A	\$ 29.86	\$ 2,588	\$ 5,176	\$ 62,109
		B	\$ 31.35	\$ 2,717	\$ 5,434	\$ 65,211
		C	\$ 32.91	\$ 2,853	\$ 5,705	\$ 68,462
		D	\$ 34.56	\$ 2,995	\$ 5,990	\$ 71,886
		E	\$ 36.30	\$ 3,146	\$ 6,291	\$ 75,495

## CITY OF SEBASTOPOL - PAY RATES AND RANGES

Job Classification	Group	Step	Hourly	Semi-Monthly	Monthly	Annually
<b>POLICE PERSONNEL</b>						
Police Technician	SPOA	A	\$ 22.53	\$ 1,952	\$ 3,905	\$ 46,857
		B	\$ 23.65	\$ 2,050	\$ 4,099	\$ 49,193
		C	\$ 24.83	\$ 2,152	\$ 4,304	\$ 51,652
		D	\$ 26.08	\$ 2,260	\$ 4,521	\$ 54,248
		E	\$ 26.87	\$ 2,328	\$ 4,657	\$ 55,880
Police Dispatcher	SPOA	A	\$ 27.05	\$ 2,344	\$ 4,689	\$ 56,263
		B	\$ 28.42	\$ 2,463	\$ 4,925	\$ 59,106
		C	\$ 29.83	\$ 2,585	\$ 5,171	\$ 62,047
		D	\$ 31.32	\$ 2,715	\$ 5,429	\$ 65,150
		E	\$ 32.26	\$ 2,796	\$ 5,592	\$ 67,102
Records Dispatcher Supervisor	SPOA	A	\$ 32.34	\$ 2,803	\$ 5,605	\$ 67,263
		B	\$ 33.95	\$ 2,943	\$ 5,885	\$ 70,625
		C	\$ 35.65	\$ 3,089	\$ 6,179	\$ 74,148
		D	\$ 37.43	\$ 3,244	\$ 6,488	\$ 77,856
		E	\$ 39.30	\$ 3,406	\$ 6,812	\$ 81,749
Police Officer	SPOA	A	\$ 35.41	\$ 3,069	\$ 6,138	\$ 73,653
		B	\$ 37.18	\$ 3,222	\$ 6,445	\$ 77,337
		C	\$ 39.04	\$ 3,383	\$ 6,766	\$ 81,193
		D	\$ 41.00	\$ 3,553	\$ 7,106	\$ 85,272
		E	\$ 43.05	\$ 3,731	\$ 7,461	\$ 89,536
Police Sergeant	SPOA	A	\$ 41.38	\$ 3,586	\$ 7,172	\$ 86,063
		B	\$ 43.44	\$ 3,765	\$ 7,530	\$ 90,364
		C	\$ 45.61	\$ 3,953	\$ 7,906	\$ 94,875
		D	\$ 47.90	\$ 4,151	\$ 8,302	\$ 99,622
		E	\$ 50.29	\$ 4,358	\$ 8,717	\$ 104,603

## CITY OF SEBASTOPOL - PAY RATES AND RANGES

Job Classification	Group	Step	Hourly	Semi-Monthly	Monthly	Annually
<b>SEIU PHYSICAL/FIELD PERSONNEL</b>						
Laborer	SEIU	A	\$ 18.59	\$ 1,611	\$ 3,222	\$ 38,662
		B	\$ 19.51	\$ 1,691	\$ 3,383	\$ 40,590
		C	\$ 20.50	\$ 1,776	\$ 3,552	\$ 42,630
		D	\$ 21.52	\$ 1,865	\$ 3,730	\$ 44,756
		E	\$ 22.59	\$ 1,958	\$ 3,916	\$ 46,993
Maintenance Worker I	SEIU	A	\$ 22.72	\$ 1,969	\$ 3,939	\$ 47,265
		B	\$ 23.86	\$ 2,068	\$ 4,135	\$ 49,625
		C	\$ 25.05	\$ 2,171	\$ 4,342	\$ 52,110
		D	\$ 26.30	\$ 2,279	\$ 4,559	\$ 54,705
		E	\$ 27.62	\$ 2,394	\$ 4,787	\$ 57,449
Maintenance Worker II	SEIU	A	\$ 28.99	\$ 2,513	\$ 5,025	\$ 60,304
		B	\$ 30.44	\$ 2,638	\$ 5,277	\$ 63,320
		C	\$ 31.96	\$ 2,770	\$ 5,540	\$ 66,484
		D	\$ 33.56	\$ 2,909	\$ 5,817	\$ 69,809
		E	\$ 35.24	\$ 3,054	\$ 6,108	\$ 73,295
Maintenance Worker III	SEIU	A	\$ 33.88	\$ 2,936	\$ 5,872	\$ 70,464
Senior Parks & Facilities Maintenance Worker III		B	\$ 35.56	\$ 3,082	\$ 6,165	\$ 73,975
		C	\$ 37.35	\$ 3,237	\$ 6,474	\$ 77,683
		D	\$ 39.21	\$ 3,398	\$ 6,797	\$ 81,564
		E	\$ 41.17	\$ 3,568	\$ 7,136	\$ 85,630
Senior Maintenance Worker	SEIU	A	\$ 34.73	\$ 3,010	\$ 6,020	\$ 72,244
		B	\$ 36.47	\$ 3,161	\$ 6,321	\$ 75,853
		C	\$ 38.29	\$ 3,319	\$ 6,637	\$ 79,648
		D	\$ 40.20	\$ 3,484	\$ 6,968	\$ 83,615
		E	\$ 42.21	\$ 3,659	\$ 7,317	\$ 87,805
Water Treatment Plant Operator/Maintenance Worker III	SEIU	A	\$ 35.42	\$ 3,070	\$ 6,140	\$ 73,678
		B	\$ 37.19	\$ 3,223	\$ 6,447	\$ 77,361
		C	\$ 39.06	\$ 3,385	\$ 6,770	\$ 81,242
		D	\$ 41.00	\$ 3,554	\$ 7,107	\$ 85,284
		E	\$ 43.06	\$ 3,732	\$ 7,463	\$ 89,561



## CITY OF SEBASTOPOL - PAY RATES AND RANGES

Job Classification	Amount	Hourly	Monthly
<b>VOLUNTEER FIREFIGHTER STIPEND</b>			
Emergency Call-Out	\$ 15.00		
Extended On Scene (Overtime)	\$ 20.00		
Firefighter Drill	\$ 15.00		
Captain Drill	\$ 18.00		
Volunteer Assistant Chief Drill	\$ 20.00		
Captain Weekend Standby	\$ 500.00		
Shift Pay	\$ 200.00		
<b>TEMPORARY/SEASONAL UNCLASSIFIED POSITIONS</b>			
Living Wage - Per Ordinance		\$ 18.52	
Laborer		\$ 18.52	
Maintenance Assistant		\$ 18.52	
Office Assistant		\$ 18.52	
Per Diem Police Dispatcher Trainee		\$ 18.52	
Police Aide Trainee		\$ 18.52	
Video Recording Operator		\$ 18.52	
City Attorney			\$ 7,790
Part-time City Engineer		\$ 50.00	
Account Clerk (Temporary)		\$ 26.71	
Per Diem Police Dispatcher <sup>1</sup>		\$ 31.32	
Police Reserve Officer <sup>2</sup>		\$ 35.41	

<sup>1</sup> Based on Dispatcher Step D hourly rate without benefits or pay incentives

<sup>2</sup> Based on Police Officer Step A hourly rate without benefits or pay incentives

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE CITY COUNCIL AMENDING THE SALARY PLAN IN ACCORDANCE WITH ORDINANCE NO. 563

WHEREAS, Ordinance No. 563 and amendments thereto provide, among other things, that the City Council shall fix and determine the salary pay rates and ranges for each classified position and shall by resolution set salary ranges as said Council may from time to time determine; and

WHEREAS, on June 30, 2019, the current Memorandums of Understanding (MOU's) with all three City bargaining units expired; and

WHEREAS, the City negotiating team and bargaining units have engaged in extensive labor negotiations through meet and confer process; and

WHEREAS, the City and bargaining units all met in good faith and were able to finalize agreements for three units; and

WHEREAS, based upon the final language, successor MOUs were prepared with various provisions for the cost of living adjustment for all bargaining groups; and

WHEREAS, compensation for employees who work directly for the City Council, such as City Manager and City Clerk negotiated separately by the City Council and employee; and

WHEREAS, the salary compensation adjustments for those positions are also included in the Pay Rates and Ranges salary schedule; and

WHEREAS, the California Public Employee's Retirement Law, at Section 570.5 of the California Code of Regulations Title 2, requires the City to publish Pay Rates and Ranges on the City's internet site and the City Council to approve the Pay Rates and Range in its entirety each time a modification is made; and

WHEREAS, staff recommends that the City Council adopt the updated City Pay Rates and Ranges.

NOW, THEREFORE, BE IT RESOLVED that the salary range and steps contained in this resolution be amended and/or established and shall become effective on July 1, 2019;

IN COUNCIL DULY PASSED this 16<sup>th</sup> day of July, 2019.

VOTE:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED: \_\_\_\_\_  
Mayor Neysa Hinton

ATTEST: \_\_\_\_\_  
Mary Gourley, MMC, Assistant City Manager / City Clerk

Approved as to Form:

\_\_\_\_\_  
Larry McLaughlin, City Attorney