

CITY OF SEBASTOPOL
CITY COUNCIL
AGENDA ITEM

Meeting Date: July 6, 2021
To: Honorable Mayor and City Councilmembers
From: Ana Kwong – Administrative Services 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: _____

Account Code/Costs authorized in City Approved Budget AK (verified by Administrative Services Department)

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, 2021.

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:

Based upon the existing MOUs language 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, those positions required salary adjustments. 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. 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.

PUBLIC COMMENT:

As of the writing of this staff report, the City has not received any public comment. However, public comment from interested parties following the publication and distribution of this staff report will be provided to the City Council as supplemental materials before or at the meeting.

PUBLIC NOTICE:

This item was noticed in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 72 hours prior to schedule meeting date.

FISCAL IMPACT:

Funds have been appropriated in the preliminary FY21-22 budget and as approved by Resolution 6355-2021, dated June 21, 2021.

RECOMMENDATION:

That the City Council Adopt and Approve the Resolution for updated Pay Rates and Ranges effective July 1, 2021.

Attachment(s):

Pay Rates & Ranges
Resolution

CITY OF SEBASTOPOL - PAY RATES AND RANGES

Job Classification	Group	Step	Hourly	Bi-Weekly	Monthly	Annually
City Council	N/A			N/A	\$ 300	\$ 3,600
MANAGEMENT						
City Manager City Attorney	Appointed	A	\$ 71.15	\$ 5,692	\$ 12,332	\$ 147,983
		B	\$ 74.70	\$ 5,976	\$ 12,947	\$ 155,367
		C	\$ 78.43	\$ 6,274	\$ 13,594	\$ 163,132
		D	\$ 82.35	\$ 6,588	\$ 14,274	\$ 171,293
		E	\$ 86.47	\$ 6,917	\$ 14,987	\$ 179,848
Assistant City Manager City Clerk	Appointed	A	\$ 66.18	\$ 5,295	\$ 11,472	\$ 137,658
		B	\$ 69.49	\$ 5,559	\$ 12,045	\$ 144,546
		C	\$ 72.96	\$ 5,837	\$ 12,647	\$ 151,764
		D	\$ 76.61	\$ 6,129	\$ 13,279	\$ 159,351
		E	\$ 80.44	\$ 6,435	\$ 13,943	\$ 167,321
Administrative Services Director	Unrepresented	A	\$ 64.35	\$ 5,148	\$ 11,154	\$ 133,852
		B	\$ 67.57	\$ 5,406	\$ 11,712	\$ 140,548
		C	\$ 70.95	\$ 5,676	\$ 12,298	\$ 147,575
		D	\$ 74.49	\$ 5,959	\$ 12,912	\$ 154,947
		E	\$ 78.22	\$ 6,258	\$ 13,558	\$ 162,700
City Clerk	Appointed	A	\$ 60.14	\$ 4,811	\$ 10,424	\$ 125,093
Finance Director	Unrepresented	B	\$ 63.14	\$ 5,051	\$ 10,944	\$ 131,331
		C	\$ 66.31	\$ 5,305	\$ 11,494	\$ 137,925
		D	\$ 69.63	\$ 5,570	\$ 12,069	\$ 144,826
		E	\$ 73.10	\$ 5,848	\$ 12,671	\$ 152,057
Building Official	Unrepresented	A	\$ 53.85	\$ 4,308	\$ 9,335	\$ 112,018
		B	\$ 56.54	\$ 4,523	\$ 9,801	\$ 117,607
		C	\$ 59.38	\$ 4,750	\$ 10,292	\$ 123,501
		D	\$ 62.34	\$ 4,988	\$ 10,806	\$ 129,676
		E	\$ 65.45	\$ 5,236	\$ 11,345	\$ 136,143
Engineering Director Planning Director	Unrepresented	A	\$ 60.46	\$ 4,837	\$ 10,480	\$ 125,755
		B	\$ 63.48	\$ 5,078	\$ 11,003	\$ 132,031
		C	\$ 66.65	\$ 5,332	\$ 11,553	\$ 138,638
		D	\$ 69.99	\$ 5,599	\$ 12,131	\$ 145,577
		E	\$ 73.48	\$ 5,879	\$ 12,737	\$ 152,846
Fire Chief	Unrepresented	A	\$ 61.07	\$ 4,886	\$ 10,586	\$ 127,028
		B	\$ 64.11	\$ 5,129	\$ 11,113	\$ 133,355
		C	\$ 67.33	\$ 5,386	\$ 11,670	\$ 140,039
		D	\$ 70.69	\$ 5,655	\$ 12,252	\$ 147,028
		E	\$ 74.22	\$ 5,938	\$ 12,866	\$ 154,386

CITY OF SEBASTOPOL - PAY RATES AND RANGES

Job Classification	Group	Step	Hourly	Bi- Weekly	Monthly	Annually
MANAGEMENT						
Police Chief	Unrepresented	A	\$ 62.13	\$ 4,970	\$ 10,769	\$ 129,230
		B	\$ 65.23	\$ 5,219	\$ 11,307	\$ 135,685
		C	\$ 68.50	\$ 5,480	\$ 11,873	\$ 142,470
		D	\$ 71.92	\$ 5,754	\$ 12,467	\$ 149,600
		E	\$ 75.52	\$ 6,042	\$ 13,090	\$ 157,085
Public Works Superintendent	Unrepresented	A	\$ 58.93	\$ 4,714	\$ 10,214	\$ 122,572
		B	\$ 61.87	\$ 4,949	\$ 10,724	\$ 128,683
		C	\$ 64.96	\$ 5,197	\$ 11,260	\$ 135,125
		D	\$ 68.21	\$ 5,457	\$ 11,824	\$ 141,885
		E	\$ 71.62	\$ 5,730	\$ 12,415	\$ 148,976

CITY OF SEBASTOPOL - PAY RATES AND RANGES

Job Classification	Group	Step	Hourly	Bi- Weekly	Monthly	Annually
MID-MANAGEMENT						
Assistant Public Works Superintendent Engineering Manager	Unrepresented	A	\$ 46.85	\$ 3,748	\$ 8,121	\$ 97,454
		B	\$ 49.19	\$ 3,935	\$ 8,526	\$ 102,317
		C	\$ 51.65	\$ 4,132	\$ 8,953	\$ 107,435
		D	\$ 54.23	\$ 4,338	\$ 9,400	\$ 112,795
		E	\$ 56.95	\$ 4,556	\$ 9,871	\$ 118,447
Fire Engineer	Unrepresented	A	\$ 33.08	\$ 2,646	\$ 5,733	\$ 68,797
		B	\$ 34.73	\$ 2,778	\$ 6,020	\$ 72,235
		C	\$ 36.46	\$ 2,917	\$ 6,320	\$ 75,837
		D	\$ 38.28	\$ 3,063	\$ 6,636	\$ 79,631
		E	\$ 40.20	\$ 3,216	\$ 6,968	\$ 83,616
Principal Civil Engineer	Unrepresented	A	\$ 59.12	\$ 4,730	\$ 10,248	\$ 122,976
		B	\$ 63.94	\$ 5,115	\$ 11,083	\$ 132,999
		C	\$ 67.14	\$ 5,371	\$ 11,637	\$ 139,644
		D	\$ 70.50	\$ 5,640	\$ 12,219	\$ 146,633
		E	\$ 74.02	\$ 5,922	\$ 12,831	\$ 153,966
Senior Civil Engineer	Unrepresented	A	\$ 52.44	\$ 4,195	\$ 9,089	\$ 109,068
		B	\$ 56.71	\$ 4,537	\$ 9,830	\$ 117,964
		C	\$ 59.55	\$ 4,764	\$ 10,321	\$ 123,858
		D	\$ 62.52	\$ 5,002	\$ 10,837	\$ 130,045
		E	\$ 65.65	\$ 5,252	\$ 11,379	\$ 136,551
Police Captain	Unrepresented	A	\$ 56.60	\$ 4,528	\$ 9,811	\$ 117,734
		B	\$ 59.43	\$ 4,755	\$ 10,302	\$ 123,621
		C	\$ 62.40	\$ 4,992	\$ 10,817	\$ 129,802
		D	\$ 65.53	\$ 5,242	\$ 11,358	\$ 136,292
		E	\$ 68.80	\$ 5,504	\$ 11,926	\$ 143,107
Police Lieutenant	Unrepresented	A	\$ 51.99	\$ 4,160	\$ 9,012	\$ 108,148
		B	\$ 54.60	\$ 4,368	\$ 9,464	\$ 113,571
		C	\$ 57.33	\$ 4,587	\$ 9,937	\$ 119,249
		D	\$ 60.19	\$ 4,815	\$ 10,433	\$ 125,195
		E	\$ 63.21	\$ 5,057	\$ 10,956	\$ 131,471

CITY OF SEBASTOPOL - PAY RATES AND RANGES

Job Classification	Group	Step	Hourly	Bi-Weekly	Monthly	Annually
MISCELLANEOUS						
Accountant Analyst (Confidential)	Unrepresented	A	\$ 40.20	\$ 3,216	\$ 6,968	\$ 83,616
		B	\$ 42.21	\$ 3,377	\$ 7,317	\$ 87,804
		C	\$ 44.33	\$ 3,546	\$ 7,683	\$ 92,196
		D	\$ 46.54	\$ 3,723	\$ 8,067	\$ 96,805
		E	\$ 48.87	\$ 3,909	\$ 8,470	\$ 101,643
Associate Planner	SEIU	A	\$ 39.41	\$ 3,153	\$ 6,831	\$ 81,974
		B	\$ 41.49	\$ 3,319	\$ 7,191	\$ 86,289
		C	\$ 43.67	\$ 3,494	\$ 7,570	\$ 90,834
		D	\$ 45.97	\$ 3,678	\$ 7,968	\$ 95,621
		E	\$ 48.39	\$ 3,871	\$ 8,387	\$ 100,650
Assistant Planner	SEIU	A	\$ 36.01	\$ 2,881	\$ 6,241	\$ 74,895
Junior Accountant		B	\$ 37.81	\$ 3,025	\$ 6,554	\$ 78,651
Management Analyst		C	\$ 39.70	\$ 3,176	\$ 6,881	\$ 82,572
		D	\$ 41.68	\$ 3,334	\$ 7,225	\$ 86,697
		E	\$ 43.77	\$ 3,501	\$ 7,586	\$ 91,038
Administrative Assistant	SEIU	A	\$ 27.24	\$ 2,179	\$ 4,721	\$ 56,652
		B	\$ 28.60	\$ 2,288	\$ 4,957	\$ 59,478
		C	\$ 30.03	\$ 2,402	\$ 5,205	\$ 62,457
		D	\$ 31.53	\$ 2,522	\$ 5,465	\$ 65,576
		E	\$ 33.11	\$ 2,649	\$ 5,739	\$ 68,874
Account Clerk I	SEIU	A	\$ 23.31	\$ 1,865	\$ 4,041	\$ 48,492
		B	\$ 24.48	\$ 1,958	\$ 4,243	\$ 50,910
		C	\$ 25.71	\$ 2,057	\$ 4,456	\$ 53,469
		D	\$ 26.99	\$ 2,159	\$ 4,678	\$ 56,130
		E	\$ 28.34	\$ 2,267	\$ 4,912	\$ 58,944
Account Clerk II	SEIU	A	\$ 29.06	\$ 2,325	\$ 5,037	\$ 60,446
		B	\$ 30.52	\$ 2,442	\$ 5,291	\$ 63,488
		C	\$ 32.05	\$ 2,564	\$ 5,556	\$ 66,671
		D	\$ 33.64	\$ 2,692	\$ 5,832	\$ 69,981
		E	\$ 35.34	\$ 2,827	\$ 6,126	\$ 73,508
Office Assistant	SEIU	A	\$ 20.83	\$ 1,667	\$ 3,611	\$ 43,336
		B	\$ 21.87	\$ 1,750	\$ 3,791	\$ 45,487
		C	\$ 22.96	\$ 1,837	\$ 3,980	\$ 47,766
		D	\$ 24.12	\$ 1,930	\$ 4,181	\$ 50,172
		E	\$ 25.33	\$ 2,027	\$ 4,391	\$ 52,693
Senior Administrative Assistant	SEIU	A	\$ 31.68	\$ 2,534	\$ 5,491	\$ 65,895
		B	\$ 33.26	\$ 2,661	\$ 5,765	\$ 69,179
		C	\$ 34.92	\$ 2,793	\$ 6,052	\$ 72,629
		D	\$ 36.66	\$ 2,933	\$ 6,355	\$ 76,257
		E	\$ 38.50	\$ 3,080	\$ 6,674	\$ 80,089

CITY OF SEBASTOPOL - PAY RATES AND RANGES

Job Classification	Group	Step	Hourly	Bi-Weekly	Monthly	Annually
POLICE PERSONNEL						
Police Technician	SPOA	A	\$ 23.90	\$ 1,912	\$ 4,143	\$ 49,714
		B	\$ 25.09	\$ 2,007	\$ 4,349	\$ 52,184
		C	\$ 26.34	\$ 2,107	\$ 4,566	\$ 54,793
		D	\$ 27.67	\$ 2,214	\$ 4,796	\$ 57,556
		E	\$ 29.05	\$ 2,324	\$ 5,035	\$ 60,420
Police Dispatcher	SPOA	A	\$ 28.70	\$ 2,296	\$ 4,975	\$ 59,695
		B	\$ 30.14	\$ 2,412	\$ 5,225	\$ 62,699
		C	\$ 31.65	\$ 2,532	\$ 5,486	\$ 65,831
		D	\$ 33.23	\$ 2,658	\$ 5,760	\$ 69,116
		E	\$ 34.89	\$ 2,791	\$ 6,048	\$ 72,578
Records Dispatcher Supervisor	SPOA	A	\$ 34.31	\$ 2,744	\$ 5,946	\$ 71,356
		B	\$ 36.02	\$ 2,882	\$ 6,243	\$ 74,921
		C	\$ 37.82	\$ 3,026	\$ 6,555	\$ 78,664
		D	\$ 39.71	\$ 3,177	\$ 6,883	\$ 82,597
		E	\$ 41.69	\$ 3,335	\$ 7,227	\$ 86,722
Police Officer	SPOA	A	\$ 37.57	\$ 3,005	\$ 6,512	\$ 78,142
		B	\$ 39.45	\$ 3,156	\$ 6,838	\$ 82,050
		C	\$ 41.41	\$ 3,313	\$ 7,178	\$ 86,137
		D	\$ 43.49	\$ 3,479	\$ 7,539	\$ 90,465
		E	\$ 45.67	\$ 3,653	\$ 7,915	\$ 94,984
Police Sergeant	SPOA	A	\$ 43.90	\$ 3,512	\$ 7,609	\$ 91,305
		B	\$ 46.09	\$ 3,687	\$ 7,989	\$ 95,863
		C	\$ 48.39	\$ 3,871	\$ 8,387	\$ 100,650
		D	\$ 50.81	\$ 4,065	\$ 8,808	\$ 105,691
		E	\$ 53.35	\$ 4,268	\$ 9,248	\$ 110,974

CITY OF SEBASTOPOL - PAY RATES AND RANGES

Job Classification	Group	Step	Hourly	Bi-Weekly	Monthly	Annually
SEIU PHYSICAL FIELD PERSONNEL						
Laborer	SEIU	A	\$ 19.72	\$ 1,578	\$ 3,418	\$ 41,019
		B	\$ 20.71	\$ 1,656	\$ 3,589	\$ 43,068
		C	\$ 21.74	\$ 1,739	\$ 3,768	\$ 45,220
		D	\$ 22.83	\$ 1,826	\$ 3,957	\$ 47,486
		E	\$ 23.97	\$ 1,917	\$ 4,154	\$ 49,854
Maintenance Worker I	SEIU	A	\$ 24.11	\$ 1,929	\$ 4,179	\$ 50,147
		B	\$ 25.31	\$ 2,025	\$ 4,387	\$ 52,642
		C	\$ 26.58	\$ 2,126	\$ 4,606	\$ 55,277
		D	\$ 27.90	\$ 2,232	\$ 4,837	\$ 58,040
		E	\$ 29.30	\$ 2,344	\$ 5,079	\$ 60,942
Maintenance Worker II	SEIU	A	\$ 30.76	\$ 2,460	\$ 5,331	\$ 63,972
		B	\$ 32.30	\$ 2,584	\$ 5,598	\$ 67,180
		C	\$ 33.91	\$ 2,713	\$ 5,877	\$ 70,529
		D	\$ 35.60	\$ 2,848	\$ 6,171	\$ 74,055
		E	\$ 37.38	\$ 2,991	\$ 6,480	\$ 77,760
Maintenance Worker III Senior Parks & Facilities Maintenance Worker III	SEIU	A	\$ 35.94	\$ 2,875	\$ 6,230	\$ 74,755
		B	\$ 37.73	\$ 3,019	\$ 6,540	\$ 78,485
		C	\$ 39.62	\$ 3,170	\$ 6,868	\$ 82,419
		D	\$ 41.60	\$ 3,328	\$ 7,211	\$ 86,531
		E	\$ 43.68	\$ 3,494	\$ 7,571	\$ 90,847
Senior Maintenance Worker	SEIU	A	\$ 36.85	\$ 2,948	\$ 6,387	\$ 76,639
		B	\$ 38.69	\$ 3,095	\$ 6,706	\$ 80,471
		C	\$ 40.62	\$ 3,250	\$ 7,041	\$ 84,494
		D	\$ 42.65	\$ 3,412	\$ 7,392	\$ 88,708
		E	\$ 44.78	\$ 3,583	\$ 7,763	\$ 93,151
Senior Maintenance Worker-Water System Treatment Operator Senior Maintenance Worker-Sanitary Sewer System Operator	SEIU	A	\$ 37.58	\$ 3,006	\$ 6,514	\$ 78,167
		B	\$ 39.46	\$ 3,157	\$ 6,840	\$ 82,075
		C	\$ 41.44	\$ 3,315	\$ 7,182	\$ 86,188
		D	\$ 43.50	\$ 3,480	\$ 7,540	\$ 90,478
		E	\$ 45.68	\$ 3,654	\$ 7,917	\$ 95,010

CITY OF SEBASTOPOL - PAY RATES AND RANGES

Job Classification	Amount	Hourly	Monthly
VOLUNTEER FIREFIGHTER STIPEND			
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		
TEMPORARY/SEASONAL UNCLASSIFIED POSITIONS			
Living Wage - Per Ordinance		\$ 19.65	
Laborer		\$ 19.65	
Maintenance Assistant		\$ 19.65	
Office Assistant		\$ 19.65	
Per Diem Police Dispatcher Trainee		\$ 19.65	
Police Aide Trainee		\$ 19.65	
Video Recording Operator		\$ 19.65	
City Attorney			\$ 7,790
Part-time City Engineer		\$ 50.00	
Account Clerk (Temporary)		\$ 28.34	
Per Diem Police Dispatcher ¹		\$ 33.23	
Police Reserve Officer ²		\$ 37.57	

¹ Based on Dispatcher Step D hourly rate without benefits or pay incentives

² 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, based upon the existing MOUs language with various provisions required for the cost of living adjustment with various bargaining group; 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 all 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, 2021;

IN COUNCIL DULY PASSED this 6th day of July, 2021.

- VOTE:
- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

APPROVED: _____
Mayor Una Glass

ATTEST: _____
Mary Gourley, MMC, Assistant City Manager / City Clerk

Approved as to Form:

Larry McLaughlin, City Attorney