ORDINANCE NO. 21-029

ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE
AMENDING THE SALARY SCHEDULE TO ADD ADMINISTRATIVE SERVICES
DIRECTOR/ASSISTANT CITY MANAGER, PUBLIC WORKS DIRECTOR/DEPUTY
CITY MANAGER AND POLICE ADMINISTRATIVE SERVICES MANAGER/PUBLIC
INFORMATION OFFICER CLASSIFICATIONS

Findings

1. Additional duties have been assigned to the Administrative Services Director, Public Works Director and the Police Administrative Services Manager in the last few years; and

2. Corresponding job descriptions and titles for these classifications have been revised to reflect additional duties and leadership roles; and

3. The salary schedule amendment seeks to establish salary ranges for Administrative Services Director/Assistant City Manager, Public Works Director/Deputy City Manager and Police Administrative Services Manager/Public Information Officer; and

4. The new Administrative Services Director/Assistant City Manager and Public Works Director/Deputy City Manager classifications changes are also recommended to establish a clear chain of command within the municipal organization, thereby ensuring business continuity in the absence of the City Manager; and

5. Amendment to the salary schedule classification plan must be adopted by the City Council pursuant to Pacific Grove Municipal Code (PGMC) Section 4.20.280; and

6. In the enactment of this ordinance, the City followed the guidelines adopted by the State of California and published in the California Code of Regulations, Title 14, Section 15000, et seq. Enactment of this ordinance action does not constitute a “project” as defined by California Environmental Quality Act (CEQA) because it is an organizational or administrative activity that will not result in direct or indirect physical changes in the environment pursuant Section 15378.

Ordinance

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE:

SECTION 1. The foregoing findings of the City Council are incorporated into this Ordinance as if set forth in full.
SECTION 2. The position classification plan approved and adopted by the City Council pursuant to PGMC § 4.20.280 is amended to add Administrative Services Director/Assistant City Manager, Public Works Director/Deputy City Manager and Police Administrative Services Manager/Public Information Officer classifications.

<table>
<thead>
<tr>
<th>Classification</th>
<th>Step 1A</th>
<th>Step 2B</th>
<th>Step 3C</th>
<th>Step 4D</th>
<th>Step 5E</th>
<th>Step 6F</th>
<th>Step 7G</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Services Director/Assistant City Manager</td>
<td>71.79</td>
<td>75.38</td>
<td>79.14</td>
<td>83.10</td>
<td>87.26</td>
<td>91.62</td>
<td>96.20</td>
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<tr>
<td>Public Works Director/Deputy City Manager</td>
<td>68.92</td>
<td>72.37</td>
<td>75.98</td>
<td>79.78</td>
<td>83.77</td>
<td>87.96</td>
<td>92.36</td>
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<tr>
<td>Police Administrative Services Manager/Public Information Officer</td>
<td>51.51</td>
<td>54.09</td>
<td>56.79</td>
<td>59.63</td>
<td>62.61</td>
<td>65.75</td>
<td>69.04</td>
</tr>
</tbody>
</table>

SECTION 3. The City Manager is directed to execute all documents and to perform all other necessary City acts to implement this Ordinance.

SECTION 4. In accord with Article 15 of the City Charter, this ordinance shall become effective on December 12, 2021.

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE this 3rd day of November 2021, by the following vote:

AYES: Mayor Pro Tem Smith, Councilmembers Amelio, Poduri and Tomlinson.

NOES: Mayor Peake, Councilmember Coletti and McAdams.

ABSENT: None.

APPROVED: ____________________________
BILL PEAKE, Mayor

ATTEST: ____________________________
11/8/2021
SANDRA KANDELL, City Clerk

APPROVED AS TO FORM: ____________________________
DAVID C. LAREDO, City Attorney