


Agenda Report Reviewed by:  
City Manager: 

CITY OF SEBASTOPOL  
CITY COUNCIL  
AGENDA ITEM

**Meeting Date:** February 21, 2023  
**To:** Honorable Mayor and City Councilmembers  
**From:** Budget Committee Members  
Vice Mayor Rich  
Councilmember Zollman  
City Manager/Attorney McLaughlin  
Assistant City Manager/City Clerk Gourley  
Administrative Services Director Kwong

**Subject:** Discussion and Consideration of Adoption of Resolution Approving the Mid-Year Budget adjustments to the City of Sebastopol Budget for FY 2022-23

**Recommendation** That the City Council Adopt the Mid-Year Budget Adjustments

**Funding:** Currently Budgeted:  Yes  No  N/A  
Net General Fund Cost: Deficit reduced by \$303,297 to \$849,129  
If Cost to Other Fund(s):  
Water: Deficit increased by \$176,235 to \$1,709,526  
Wastewater: Deficit increased by \$12,298 to \$1,644,262

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

**INTRODUCTION/PURPOSE:**

This item is to request that the City Council discuss and consider the Mid-Year budget amendment requests and approve and adopt a Resolution to amend the FY 2022-23 adopted operating budget and authorize the Administrative Services Director to record changes in anticipated revenues as well as appropriations for expenditures.

**BACKGROUND:**

The City Council adopted the FY 2022-23 budget on July 5, 2022. That budget was presented with a planned use of reserves to cover the budgetary shortfall of \$1,152,427. The mid-year budget amendment process occurs annually after the end of the second quarter of the fiscal year. The mid-year budget process provides an opportunity for each department to update the City Council on the major financial factors affecting the City's current fiscal year budget. The mid-year budget review is not intended to be a full discussion of the budget, but is an opportunity for City Council to:

1. Review the General Fund and other funds;
2. Make adjustments to achieve a more accurate budget for the current fiscal year (resulting in greater budget transparency); and
3. To help shape the development of next year's budget.

In an effort to provide benefits of budget transparency, these meetings are open to the public. As a Standing Committee, these Committee meetings are agendized in accordance with the Brown Act and allow the opportunity for the community to attend these meetings and provide input into the budget process. The City understands that open and transparent budget process fosters trust in the community and clarity about the use of public funds, which is necessary to support better fiscal outcomes and accountabilities. The Budget Committee conducted publicly noticed meetings with department heads, and has reviewed and revised the mid-year revenue projections for the general fund, water and sewer enterprise funds, as well as for the most significant revenue categories, and now recommends adjustments accordingly. A revised budget is presented here, with a planned use of reserves to cover the adjusted budgetary shortfall of \$849,129. This adjusted deficit is \$303,297 less than the originally adopted budget of \$1,152,426. The Budget Committee recognizes the continuing efforts of City department heads, who are committed to continuing to monitor their appropriations and achieve savings wherever possible. The Budget Committee is pleased to report that this proposed adjusted budget meets and exceeds the Council’s 15% reserve policy. The original adopted FY 22-23 budget projected an 18.4% reserve level. This proposed adjusted budget projects a 20% reserve level.

**DISCUSSION:**

As discussed above, the mid-year budget process provides an opportunity for each department to update the City Council on the major financial factors affecting the City’s current fiscal year budget and allows the City to reexamine the revenue projections as more information became available after adoption of the original budget in July.

Increases and/or decreases in anticipated revenues do not require formal City Council action, but they are shown in order to provide a clear picture of updated financial expectations, and to provide a more valid benchmark from which to measure end-of-year final results. Revenue increases that support increases in service level expenditures are also recommended to be recorded to keep an accurate picture of the City's intention to not increase general fund net costs.

Total expenditure appropriations can only be increased by formal action of the City Council.

The table below reflects the results of the analysis and recommended adjustments to revenue accounts.

	2020-2021 Actuals	2021-2022 Actuals	2022-23 Adopted Budget	2022-23 Proposed Adjustment	\$ Inc/(Dec)	% Change
<b>REVENUES:</b>						
Property Tax	2,770,982	3,142,858	3,093,610	3,178,200	84,590 <sup>a</sup>	2.7%
Real Property Transfer Tax	79,547	59,493	60,000	45,000	(15,000) <sup>b</sup>	-25.0%
Other Sales Taxes	4,454,671	4,816,172	5,073,300	4,907,900	(165,400) <sup>c</sup>	-3.3%
User Taxes	703,252	742,775	701,700	737,200	35,500 <sup>d</sup>	5.1%
Transient Occupancy Tax	402,255	504,292	400,000	450,000	50,000 <sup>d</sup>	12.5%
Franchise Fees	363,167	405,507	370,000	370,000	-	0.0%
Licenses & Permits	482,100	427,814	335,000	640,100	305,100 <sup>e</sup>	91.1%
Fines & Special Assessments	50,607	50,044	27,900	34,100	6,200	22.2%
Intergovernmental Revenues	499,549	307,668	934,650	938,950	4,300	0.5%
Interest & Rents	11,450	(28,460)	71,800	68,500	(3,300)	-4.6%
Charges for Services	173,573	169,392	121,600	134,900	13,300	10.9%
Miscellaneous Revenue	321,004	725,010	77,000	525,000	448,000 <sup>f</sup>	581.8%
Other Financing Sources	278,022	1,126,307	-	-	-	0.0%
<b>Total</b>	<b>10,590,178</b>	<b>12,448,873</b>	<b>11,266,560</b>	<b>12,029,850</b>	<b>763,290</b>	<b>6.8%</b>

**General Fund Revenues:**

The overall increases for the mid-year revenue of 6.8% include:

- a. Property Tax: Increase in this line item reflects a routine adjustment based on actual receipts in December 2022.
- b. Real Property Transfer Tax: This projection has gone down. The transfer tax tends to be volatile, as a result of its association with the real estate market and interest rates. As interest rates increase, there are fewer homes bought, which lowers transfer tax revenue.
- c. Other Sales Tax: This took an adjustment downward based on newly forecasted levels recognizing a potential recession on the horizon.
- d. User Taxes (UUT) and Transient Occupancy Tax: These line items are now projected to be higher than in the original adopted budget. The new projections more closely track what has been seen in previous years' actual receipts.
- e. Licenses and Permits: This projection has increased, based on current receipts. The reason for this big adjustment is the issuance of the permit to Piazza Hospitality for the Hotel Sebastopol . This line item will continue to be a moving target, as it depends on actual building activities.
- f. Miscellaneous Revenue: This line item has increased, primarily due to a one time donation from a local citizen. The City Police Department and the Sebastopol Firefighters Foundation were the recipients of this generous donation of roughly \$850,000 split evenly. The City received approximately \$423,000 for this endowment to be used specifically to benefit the Police Department. The portion donated to the Sebastopol Firefighters Foundation was sent directly to that entity, as that organization is a nonprofit separate from and not overseen by the City.

**City-wide Staffing Discussion:**

During the mid-year budget review, City staff discussed the much anticipated City-wide staffing study. In July 2021, the City allocated funding for the staffing study. Then in the fall of 2021, the City engaged Regional Government Services (RGS) to conduct an assessment and provide recommendations regarding the City's staffing structure. The purpose and impetus for the study included the City's desire to:

- Review and analyze the City's current overall staffing structures.
- Consider options to align organizational and classification structures with relevant, effective municipal models found in other municipalities with similar demographics and functions.
- Respond to changing demographics and new developments in technology and service delivery methods.
- Receive personnel allocation options to achieve more effective ongoing and future City services.

RGS employed the following methodology in conducting this assessment:

- Review and analyze the documents including current class specifications, personnel allocations, organizational charts, budget documents, and previous classification studies.
- Conduct Interviews with department heads and key staff in the following areas:
  - City Manager's Office
  - Administrative Services
  - Building
  - Fire
  - Planning
  - Police

- Public Works
- RGS also researched staffing models used with other municipal service organizations with similar services, and demographics.

Regional Government Services’ (RGS) personnel met with individual department heads to analyze the respective departmental workload, future priorities, and staffing needs that the department heads thought were needed for their departments and then presented a draft report to the Ad Hoc Committee. The results of that study are attached to this staff report and provided the basis and justification as to Staff recommendations for this mid-year budget discussion as noted below.

In late September of 2022, the staffing assessment was provided to the City. The report identified recommendations for additional positions to aid and assist in managing increased work demands for all Departments. City Management also met and conferred in good faith with Service Employees International Union, Local 1021 and the Sebastopol Police Officers’ Association regarding the impacts of study recommendations on employees within their bargaining units. No adverse comments were received from the unions during these meetings, and all acknowledged their support for the additional staff recommended in the report.

**Budget Committee Proposals for Staffing Changes:** The Budget Committee requests the City Council to consider the following 3 actions tonight:

1. **Administrative Services (Finance):** This is a request to change in current Junior Accountant position to be retitled to Accountant, to approve the revised job description, and to approve a new pay range. The top monthly salary of \$8,010 for the new Accountant position aligns with the market average and is 10% below the City’s Accountant/Analyst. The proposed pay rates and ranges are shown below.

	<b>Proposed - FY22-23</b>			
Step	Hourly	Pay Period	Monthly	Annual
A	\$38.02	\$3,041	\$6,590	\$79,076
B	\$39.92	\$3,193	\$6,919	\$83,029
C	\$41.91	\$3,353	\$7,265	\$87,181
D	\$44.01	\$3,521	\$7,628	\$91,540
E	\$46.21	\$3,697	\$8,010	\$96,117

When considering on an annual basis, the budget impact for FY2022-23 for retitling the Junior Accountant to Accountant position results in an approximately \$9,000 more than what has been allocated in the current budget. However, the department anticipated that it can absorb the costs within its current appropriations due to the length of recruitment process to be completed. The department is requesting for only recruitment cost of \$7,500. Furthermore, by approving these changes, the City is committing to an increase in the next fiscal year budget of the indicated approximately \$9,000 (plus contractual obligation of COLA increases).

Administrative Services (Finance)					
	Current Budget	YTD Spending	\$ Available Budget	Proposed Salary	
<b>Description</b>	<b>Jr. Accountant</b>			<b>Accountant</b>	<b>Difference</b>
Salary	99,683.26	60,426.00	39,257.26	107,328.67	7,645.41
Benefits	75,706.42	-	75,706.42	77,015.45	1,309.03
<b>Total</b>	<b>175,389.68</b>	<b>60,426.00</b>	<b>114,963.68</b>	<b>184,344.12</b>	<b>8,954.44</b>

2. Public Works: This is a request to approve the new job classification of Permit Technician at a top monthly salary of \$5,901 and the related specification and pay range. Authorize 1.0 FTE in Public Works, set ongoing salary administration at 10% below Assistant Planner. Approval of this new Permit Technician would eliminate the current half time Administration Assistant position.

Proposed - FY22-23				
Step	Hourly	Pay Period	Monthly	Annual
A	\$34.04	\$2,723	\$5,901	\$70,810
B	\$35.75	\$2,860	\$6,196	\$74,351
C	\$37.53	\$3,003	\$6,506	\$78,068
D	\$39.41	\$3,153	\$6,831	\$81,972
E	\$41.38	\$3,310	\$7,173	\$86,070

The grid below shows the budget impact FY2022-23 for this new job classification. Considered on an annual basis the impact of this Permit Technician position is approximately \$65,000 more than is allocated in the current budget. In this fiscal year there is no need to allocate additional funds because it is anticipated that the department can absorb these costs within its current budget due to the length of recruitment process to be completed. However, please note that by approving this new job classification, the City is committing to an increase in the next fiscal year budget of the indicated \$65,000 (plus any applicable contractual obligations of COLA increases).

Public Works					
	Current Budget	YTD Spending	\$ Available Budget	Proposed Salary	
<b>Description</b>	<b>Administrative Assistant - 1/2 FTE</b>			<b>Permit Tech</b>	<b>Difference</b>
Salary	37,480.45	23,285.45	14,195.00	92,013.22	54,532.77
Benefits	64,902.33	-	64,902.33	74,984.62	10,082.30
<b>Total</b>	<b>102,382.78</b>	<b>23,285.45</b>	<b>79,097.33</b>	<b>166,997.84</b>	<b>64,615.06</b>

3. Planning Department: This is a request to approve the new job classification of Planning Technician at a top monthly salary of \$5,901 and the related specification and pay range. Authorize 1.0 FTE in Planning, set ongoing salary administration at 10% below Assistant Planner. Approval of this new Planning Technician position would eliminate the current full time Sr Administration Assistant position.

	Proposed - FY22-23			
Step	Hourly	Pay Period	Monthly	Annual
A	\$34.04	\$2,723	\$5,901	\$70,810
B	\$35.75	\$2,860	\$6,196	\$74,351
C	\$37.53	\$3,003	\$6,506	\$78,068
D	\$39.41	\$3,153	\$6,831	\$81,972
E	\$41.38	\$3,310	\$7,173	\$86,070

Budget Impact FY 22-23 of the Planning Department Request is shown in the grid below for this new job classification. Considered on an annual basis the impact of this Planning Technician position is \$3,400 more than is allocated in the current budget. In this fiscal year there is no need to allocate additional funds because it is anticipated that the department can absorb these costs within its current budget. However, please note that by approving this new job classification, the City is committing to an increase in the next fiscal year budget of the indicated \$3,400 (plus any applicable COLA increases).

	Planning				
	Current Budget	YTD Spending	\$ Available Budget	Proposed Salary	
<b>Description</b>	<b>Sr. Administrative Assistant</b>			<b>Plng Tech</b>	<b>Difference</b>
Salary	88,283.20	39,680.00	48,603.20	92,013.22	3,730.02
Benefits	75,380.86	-	75,380.86	74,984.62	(396.23)
<b>Total</b>	<b>163,664.06</b>	<b>39,680.00</b>	<b>123,984.06</b>	<b>166,997.84</b>	<b>3,333.78</b>

**Budget Committee Proposals for General Fund Expenditures (Mid-Year):**

The table below provides a summary of overall recommended budget adjustment expenditures by department. The Budget Committee reviewed the requests for each department and now makes the recommendations shown in the chart and description below.

	2020-2021 Actuals	2021-2022 Actuals	2022-23 Adopted Budget	2022-23 Proposed Adjustment	\$ Inc/(Dec)	% Change
<b>EXPENDITURES:</b>						
10 - City Council	213,156	323,555	482,479	482,479	-	0.0%
11 - City Manager	331,630	236,807	229,306	229,306	-	0.0%
12 - City Attorney	152,926	354,650	222,479	300,679	78,200 <sup>1</sup>	35.1%
13 - Assistant City Manager   City Clerk	285,487	311,507	392,055	399,493	7,438 <sup>2</sup>	1.9%
14 - Administrative Services (Finance)	219,681	309,429	339,720	345,345	5,625 <sup>3</sup>	1.7%
21 - Planning	494,464	518,688	604,886	604,886	-	0.0%
22 - Building	206,486	188,060	182,792	182,792	-	0.0%
23 - Engineering   Storm Water	255,089	324,245	318,134	335,134	17,000 <sup>4</sup>	5.3%
31 - Fire & Prevention	1,102,502	1,077,526	1,331,505	1,385,080	53,575 <sup>5</sup>	4.0%
32 - Police	5,308,825	4,968,998	5,804,860	5,957,860	153,000 <sup>6</sup>	2.6%
40 - Senior Center	71,765	56,862	78,050	78,050	-	0.0%
41 - Public Works	1,159,487	1,179,759	1,395,881	1,468,856	72,975 <sup>7</sup>	5.2%
42 - PW-Community Center	199,552	287,025	286,950	346,250	59,300 <sup>7</sup>	20.7%
43 - PW-Ives Pool	128,566	195,947	148,425	153,925	5,500 <sup>7</sup>	3.7%
00 - Non Departmental	1,447,537	207,170	282,162	289,542	7,380 <sup>8</sup>	2.6%
<b>Total</b>	<b>11,577,151</b>	<b>10,540,229</b>	<b>12,099,684</b>	<b>12,559,677</b>	<b>459,993</b>	<b>3.8%</b>

1. **City Attorney:** This is a request for an \$85,000 increase for pending cases. When the FY 22-23 budget was approved, the City was not in litigation with the ACLU. The City has been sued by the ACLU over the parking ordinance. The cost of the defense to date is \$77,823. The estimated cost through June 30th is an additional \$100,000 (all inclusive of outside legal counsel support). This expense can be partially absorbed by the amount originally budgeted for the City Attorney. The additional amount needed is the requested \$85,000.
2. **Assistant City Manager/City Clerk:** This request for increased funds is to correct a carryover issue involving a website contract approved by the City Council in FY 21-22. The carryover amount for this project in the FY 22-23 adopted budget was reduced by an amount expected to be paid in FY 21-22. In fact the expected payment was not made in FY 21-22 and is therefore due in this FY 22-23. The requested increase will correct this situation and allow full payment in FY 22-23 for the website contract approved by the City Council.
3. **Administrative Services Department:** This department is requesting a \$22,500 budget adjustment. \$15,000 is required to correct a formula error within an excel worksheet which resulted in the cost of an annual UUT audit not being included in the adopted budget, even though the justification for the line item in the adopted budget shows the amount of \$15,000. The additional \$7,500 requested by Administrative Services is for recruitment costs for the above-described Accountant position.
4. **Engineering Department:** This increase of \$17,000 was approved by Council via resolution 6467 on August 2, 2022, and is for traffic engineering consultant services for the preparation of a FY 23-24 Caltrans sustainable planning grant.
5. **Fire Department:** This is a request from the Fire Department for an additional \$55,500 as follows:
  - a. \$20,000 for unexpected repairs to the department's Type 3 Wildland Fire Engine that is required for firefighter safety. Note that the City received \$38,000 in compensation for the use of this vehicle on mutual aid assignments.
  - b. \$28,000 for the City's share of costs required to benefit from a grant obtained in a joint application submitted by Sebastopol Fire Department and Graton Fire Department. This grant will replace Sebastopol's aging Contained Breathing Apparatus Packs and Cylinders

as well as aging Extrication Equipment. To replace these units without grant funding would cost the City of Sebastopol \$280,000.

- c. \$7,500 for the Fire Services Study, as approved in City Council Resolution 6468-2022 on August 2, 2022.
6. **Police Department:** The Police Dept is requesting an increase of \$153,000, with \$70,000 drawing from a one time donation from a private citizen, as follows:
- a. \$30,000: Requested for litigation costs associated with active disability related issues.
  - b. \$17,000: For Retiree Health Savings Plan payout costs required by contractual obligations.
  - c. \$18,000: To cover an unexpected cost allocation resulting from a Sonoma County Courts Audit for 2015-2019.
  - d. \$18,000: Requested for expenses to dispose of accumulated explosives and fireworks accepted by the police department from residents and now required to be disposed of per a CIRA field audit and in the interests of public safety.
  - e. \$35,000: Ergonomic Retrofit for 4 offices. This \$35,000 adjustment is to be covered by the one-time donation recently received by the Police Department.
  - f. \$35,000: The original budget request for a police vehicle purchase of \$40,000 was set aside as a place holder in the Equipment| Technology & Vehicle Reserve Fund in the original adopted FY 22-23 Budget. After much research, the Police Department has determined that the actual cost will be \$75,000 for a fully equipped police vehicle. Therefore, the department is asking for an additional the \$35,000 to add to the original \$40,000 to allow for the purchase of a fully equipped vehicle. This \$35,000 adjustment is to be covered by the one-time donation recently received by the Police Department.

One-Time Donation Details:

Description	Amount
One time Donation	\$ 423,000
Ergonomic Office Retrofit	\$ (35,000)
Capital Outlay	\$ (35,000)
<b>Balance - One time Donation</b>	<b>\$ 353,000</b>

7. **Public Works Department:** This request is for an increase of \$137,775 as follows:
- a. \$9,300: Community Center HVAC Unit Replacement.
  - b. \$9,500: City Hall/Library Parking Lot Tree Removal.
  - c. \$10,000: Police Department Sewer Backup Restoration Insurance Deductible.
  - d. \$28,000: Pedestrian Crossing Safety Alterations -Ragle at Bodega.
  - e. \$25,475: Public Works Street Markings Safety Improvements +15% Contingency.
  - f. \$5,500: Ives Pool Roof Repairs +15% Contingency.
8. **Non Departmental:** This is a request for an increase in property tax fee from of \$9,000 based on the most recent charge from December 2022 property tax distribution.

In summary: As noted above, the adjusted budget includes an increase in projected revenue of \$763,290. Projected expenses increased to \$459,993. The net effect is a decrease in the projected deficit from \$1,152,426 to \$849,129. This adjusted budget proposes that the newly projected deficit be covered by unrestricted fund balance.



**Agenda Item Number: 11**

	<b>2022-23 Adopted Budget</b>	<b>2022-23 Proposed Budget</b>	<b>\$ Inc/(Dec)</b>	<b>% Change</b>
General Fund Revenue (income)	11,266,560	12,029,850	763,290	6.3%
General Fund Transfer in	102,500	102,500	-	0.0%
<b>Total General Fund Revenue (with onetime)</b>	<b>11,369,060</b>	<b>12,132,350</b>	<b>763,290</b>	<b>6.3%</b>
General Fund Expenditures	(12,099,684)	(12,559,677)	(459,993)	3.7%
General Fund Debt Service	(261,802)	(261,802)	-	0.0%
General Fund Transfers out	(160,000)	(160,000)	-	0.0%
<b>Total General Fund Expenditures</b>	<b>(12,521,486)</b>	<b>(12,981,479)</b>	<b>(459,993)</b>	<b>3.5%</b>
<b>Projected use of reserves (shortfall):</b>	<b>(1,152,426)</b>	<b>(849,129)</b>	<b>303,297</b>	<b>-35.7%</b>

**Water & Wastewater Fund:**

No changes to enterprise fund revenues. Water expenditure also increased are due Well 6 Pump Replacement +15% Contingency of \$160,000 and direct G&A cost allocations through various departments.

WATER FUND CONSOLIDATION						
	2020-2021 Actuals	2021-2022 Actuals	2022-23 Adopted Budget	2022-23 Proposed Adjustment	\$ Inc/(Dec)	% Change
<b>REVENUES:</b>						
Charges for Services	2,523,899	2,280,322	2,445,954	2,445,954	-	0.0%
Interest Income	15,105	75,185	10,000	10,000	-	0.0%
Miscellaneous Revenue	4,970	224,954	-	-	-	0.0%
<b>Total</b>	<b>2,543,974</b>	<b>2,580,461</b>	<b>2,455,954</b>	<b>2,455,954</b>	<b>-</b>	<b>0.0%</b>
<b>EXPENDITURES:</b>						
Salary & Wages	278,465	271,001	360,500	360,500	-	0.0%
Benefits	168,790	224,574	161,400	161,400	-	0.0%
Contracted Services	72,395	102,165	251,400	411,400	160,000	63.6%
Services & Supplies	264,868	181,868	158,400	158,400	-	0.0%
Special Program	16,788	13,199	24,400	24,400	-	0.0%
Equipment (under \$10K)	15,338	-	-	-	-	0.0%
Vehicle Expense	602	-	-	-	-	0.0%
Conference & Training Expense	1,927	1,235	9,000	9,000	-	0.0%
Utilities	216,582	215,389	282,200	282,200	-	0.0%
Telcommunications	6,171	5,173	9,250	9,250	-	0.0%
Allocated Insurance	65,145	76,545	91,800	91,800	-	0.0%
Capital Outlay	23,658	21,546	113,500	113,500	-	0.0%
<b>Total</b>	<b>1,130,729</b>	<b>1,112,695</b>	<b>1,461,850</b>	<b>1,621,850</b>	<b>160,000</b>	<b>10.9%</b>
<b>OTHER SOURCES   (USES)</b>						
10 - City Council	32,238	31,121	33,110	33,110	-	0.0%
11 - City Manager	47,399	52,400	57,502	57,502	-	0.0%
12 - City Attorney	7,752	12,938	12,091	16,341	4,250	35.2%
13 - Assistant City Manager   City Clerk	25,941	28,876	33,624	34,324	700	2.1%
14 - Administrative Services (Finance)	364,802	488,914	509,078	517,628	8,550	1.7%
21 - Planning	25,598	27,953	32,684	32,684	-	0.0%
22 - Building	35,492	31,290	31,454	31,454	-	0.0%
23 - Engineering   Storm Water	117,390	142,528	151,671	151,671	-	0.0%
31 - Fire & Prevention	77,768	78,066	94,745	96,670	1,925	2.0%
41 - Public Works	263,410	290,675	324,184	324,184	-	0.0%
00 - Non Departmental	22,652	23,108	30,969	31,779	810	2.6%
99 - Debt Service Payments	148,564	(24,919)	321,583	321,583	-	0.0%
<b>Total</b>	<b>1,169,006</b>	<b>1,182,950</b>	<b>1,632,695</b>	<b>1,648,930</b>	<b>16,235</b>	<b>1.0%</b>
<b>TRANSFERS IN/(OUT)</b>						
Transfers In	-	-	-	-	-	0.0%
Transfers Out	-	(919,624)	(894,700)	(894,700)	-	0.0%
<b>Total</b>	<b>-</b>	<b>(919,624)</b>	<b>(894,700)</b>	<b>(894,700)</b>	<b>-</b>	<b>0.0%</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>2,299,735</b>	<b>3,215,269</b>	<b>3,989,245</b>	<b>4,165,480</b>		
Net General Fund Surplus   (Deficit)	244,239	(634,808)	(1,533,291)	(1,709,526)		
Beginning Unassigned Fund Balance	1,406,014	1,650,253	1,015,445	1,015,445		
Ending Unassigned Fund Balance	1,650,253	1,015,445	(517,846)	(694,081)		
<b>RESERVE</b>						
Policy Reserve Level (Minimum-25%)	574,934	803,817	598,387	624,822		
Actual Reserve Level	71.8%	31.6%	-13.0%	-16.7%		

The Engineering Department is asking for Zimpher Creek Sewer Part 2 project ahead of its originally scheduled start date. Originally, the environmental and permitting work was scheduled in FY 2023/24 but now needed to do it this fiscal year instead in order to get the project to bid in FY23/24. The Zimpher Creek sewer line is due for replacement and should be relocated away from the Creek bed. Between Zimpher Drive and Murphy Avenue the sewer main serves numerous residential and commercial properties. Root intrusion and blockages have resulted in past sanitary sewer overflows (SSOs) along this segment, and the

numerous manholes and location have made access and maintenance challenging for City staff. Issues of seasonal flooding and erosion around manholes are also a concern. The City desires to eliminate the risk of future SSOs and main failures while improving pipeline performance and access at critical junctions. Approving this change will add \$42,500 in soft costs (design/env/permitting) from FY23/24 to FY22/23. The project is CIP #0610-70.00. This amount will be in the transfer out of fund in the sewer enterprise.

SEWER FUND CONSOLIDATION						
	2020-2021 Actuals	2021-2022 Actuals	2022-23 Adopted Budget	2022-23 Proposed Adjustment	\$ Inc/(Dec)	% Change
<b>REVENUES:</b>						
Charges for Services	2,870,221	2,923,288	3,407,455	3,407,455	-	0.0%
Interest Income	9,446	(43,007)	4,000	4,000	-	0.0%
Miscellaneous Revenue	19,246	117,384	3,000	3,000	-	0.0%
<b>Total</b>	<b>2,898,913</b>	<b>2,997,665</b>	<b>3,414,455</b>	<b>3,414,455</b>	<b>-</b>	<b>0.0%</b>
<b>EXPENDITURES:</b>						
Salary & Wages	177,927	241,347	304,100	304,100	-	0.0%
Benefits	129,093	216,201	159,100	159,100	-	0.0%
Contracted Services	70,061	50,757	193,300	193,300	-	0.0%
Services & Supplies	66,321	54,445	126,150	126,150	-	0.0%
Special Program	1,650,401	50,450	1,000	1,000	-	0.0%
Equipment (under \$10K)	7,725	-	-	-	-	0.0%
Vehicle Expense	-	58	-	-	-	0.0%
Conference & Training Expense	3,717	7,307	10,500	10,500	-	0.0%
Utilities	43,630	46,277	65,250	65,250	-	0.0%
Telcommunications	1,930	1,755	3,500	3,500	-	0.0%
Allocated Insurance	38,263	49,658	69,900	69,900	-	0.0%
Capital Outlay	99,765	36,896	35,500	35,500	-	0.0%
Subregional	1,650,401	1,650,401	1,737,400	1,737,400	-	0.0%
<b>Total</b>	<b>3,939,234</b>	<b>2,405,552</b>	<b>2,705,700</b>	<b>2,705,700</b>	<b>-</b>	<b>0.0%</b>
<b>OTHER SOURCES   (USES)</b>						
10 - City Council	37,614	36,310	38,628	38,628	-	0.0%
11 - City Manager	47,399	52,400	57,502	57,502	-	0.0%
12 - City Attorney	4,652	7,762	7,255	9,805	2,550	35.1%
13 - Assistant City Manager   City Clerk	22,696	25,264	29,421	30,034	613	2.1%
14 - Administrative Services (Finance)	355,128	483,890	495,682	504,007	8,325	1.7%
21 - Planning	15,357	16,771	19,610	19,610	-	0.0%
22 - Building	35,492	31,290	31,454	31,454	-	0.0%
23 - Engineering   Storm Water	96,673	117,376	124,905	124,905	-	0.0%
41 - Public Works	202,576	220,034	248,680	248,680	-	0.0%
00 - Non Departmental	22,652	23,108	30,969	31,779	810	2.6%
99 - Debt Service Payments	28,845	1,886	199,263	199,263	-	0.0%
<b>Total</b>	<b>869,084</b>	<b>1,016,091</b>	<b>1,283,369</b>	<b>1,295,667</b>	<b>12,298</b>	<b>1.0%</b>
<b>TRANSFERS IN/(OUT)</b>						
Transfers In	-	-	-	-	-	0.0%
Transfers Out	-	(697,265)	(1,014,850)	(1,057,350)	(42,500)	4.2%
<b>Total</b>	<b>-</b>	<b>(697,265)</b>	<b>(1,014,850)</b>	<b>(1,057,350)</b>	<b>(42,500)</b>	<b>4.2%</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>4,808,318</b>	<b>4,118,908</b>	<b>5,003,919</b>	<b>5,058,717</b>		
Net General Fund Surplus   (Deficit)	(1,909,405)	(1,121,243)	(1,589,464)	(1,644,262)		
Beginning Unassigned Fund Balance	3,305,149	1,395,744	274,501	274,501		
Ending Unassigned Fund Balance	1,395,744	274,501	(1,314,963)	(1,369,761)		
<b>RESERVE</b>						
Policy Reserve Level (Minimum-25%)	1,202,080	1,029,727	750,588	758,808		
Actual Reserve Level	29.0%	6.7%	-26.3%	-27.1%		

**ENVIRONMENTAL REVIEW**

The proposed action is exempt from the requirements of the California Environmental Quality Act (CEQA).

**PUBLIC COMMENT:**

As of the writing of this staff report, the City has not received any public comment. However, staff anticipates receiving public comment from interested parties following the publication and distribution of this staff report. Such comments will be provided to the City Council as supplemental materials before or at the meeting. In addition, public comments may be offered during the public comment portion of this item.

**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:**

General Fund deficit amount \$849,129

Water Fund deficit amount \$1,709,526

Sewer Fund deficit amount \$1,644,262

**RECOMMENDATION:**

Adoption of Resolution approving Mid-Year Budget adjustments to the City of Sebastopol Budget for FY 2022-23, approving the three proposed staffing recommendations, receiving a full staffing study report, approving new job classifications, approving revised pay rates and ranges.

**Attachments:**

Resolution with Budget Amendment Pages

Full Staffing Study Report

Job Description (Accountant, Permit and Planning Technician)

Revised Pay Rates and Ranges & Resolution

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

A RESOLUTION OF THE SEBASTOPOL CITY COUNCIL APPROVING ADJUSTMENTS TO THE BUDGET OF FISCAL YEAR 2022-23

**WHEREAS**, the City of Sebastopol City Council did, on July 5, 2022, adopt the budget for fiscal year 2022-23; and

**WHEREAS**, in an effort to provide benefits of budget transparency, these meetings are open to the public. As a Standing Committee, these Committee meetings are agendized in accordance with the Brown Act and allow the opportunity for the community to attend these meetings and provide input into the budget process; and

**WHEREAS**, the City understands that open and transparent budget process fosters trust in the community and clarity about the use of public funds, which is necessary to support better fiscal outcomes and accountabilities; and

**WHEREAS**, the Budget Committee conducted publicly noticed meetings with department heads, and has reviewed and revised the mid-year revenue projections for the general fund, water and sewer enterprise funds, as well as for the most significant revenue categories, and now recommends adjustments accordingly; and

**WHEREAS**, during the mid-year budget review, City staff discussed the much anticipated City-wide staffing study where City engaged Regional Government Services (RGS) to conduct an assessment and provide recommendations regarding the City's staffing structure; and

**WHEREAS**, the staffing study report identified recommendations for additional positions to aid and assist in managing increased work demands for all Departments. City Management also met and conferred in good faith with Service Employees International Union, Local 1021 and the Sebastopol Police Officers' Association regarding the impacts of study recommendations on employees within their bargaining units. No adverse comments were received from the unions during these meetings, and all acknowledged their support for the additional staff recommended in the report; and

**WHEREAS**, the Budget Committee requests the City Council to consider the following 3 actions; and

1. Approve a change in current Junior Accountant position to be retitled to Accountant
2. Approve the new job classification of Permit Technician, and this would eliminate the current half time Administrative Assistant position
3. Approve the new job classification of Planning Technician, and this would eliminate the current full time Senior Administrative Assistant position

**WHEREAS**, the City of Sebastopol has experienced various adjustments to changing conditions since the budget was adopted and needs to amend the budget to reflect these adjustments.

**THEREFORE, BE IT RESOLVED**, that the City Council of the City of Sebastopol adopts the following changes to the operating budgets for 2022-23:

GENERAL FUND CONSOLIDATION						
	2020-2021 Actuals	2021-2022 Actuals	2022-23 Adopted Budget	2022-23 Proposed Adjustment	\$ Inc/(Dec)	% Change
<b>REVENUES:</b>						
Property Tax	2,770,982	3,142,858	3,093,610	3,178,200	84,590	2.7%
Real Property Transfer Tax	79,547	59,493	60,000	45,000	(15,000)	-25.0%
Other Sales Taxes	4,454,671	4,816,172	5,073,300	4,907,900	(165,400)	-3.3%
User Taxes	703,252	742,775	701,700	737,200	35,500	5.1%
Transient Occupancy Tax	402,255	504,292	400,000	450,000	50,000	12.5%
Franchise Fees	363,167	405,507	370,000	370,000	-	0.0%
Licenses & Permits	482,100	427,814	335,000	640,100	305,100	91.1%
Fines & Special Assessments	50,607	50,044	27,900	34,100	6,200	22.2%
Intergovernmental Revenues	499,549	307,668	934,650	938,950	4,300	0.5%
Interest & Rents	11,450	(28,460)	71,800	68,500	(3,300)	-4.6%
Charges for Services	173,573	169,392	121,600	134,900	13,300	10.9%
Miscellaneous Revenue	321,004	725,010	77,000	525,000	448,000	581.8%
Other Financing Sources	278,022	1,126,307	-	-	-	0.0%
<b>Total</b>	<b>10,590,178</b>	<b>12,448,873</b>	<b>11,266,560</b>	<b>12,029,850</b>	<b>763,290</b>	<b>6.8%</b>
<b>EXPENDITURES:</b>						
10 - City Council	213,156	323,555	482,479	482,479	-	0.0%
11 - City Manager	331,630	236,807	229,306	229,306	-	0.0%
12 - City Attorney	152,926	354,650	222,479	300,679	78,200	35.1%
13 - Assistant City Manager   City Clerk	285,487	311,507	392,055	399,493	7,438	1.9%
14 - Administrative Services (Finance)	219,681	309,429	339,720	345,345	5,625	1.7%
21 - Planning	494,464	518,688	604,886	604,886	-	0.0%
22 - Building	206,486	188,060	182,792	182,792	-	0.0%
23 - Engineering   Storm Water	255,089	324,245	318,134	335,134	17,000	<sup>1</sup> 5.3%
31 - Fire & Prevention	1,102,502	1,077,526	1,331,505	1,385,080	53,575	<sup>2</sup> 4.0%
32 - Police	5,308,825	4,968,998	5,804,860	5,957,860	153,000	2.6%
40 - Senior Center	71,765	56,862	78,050	78,050	-	0.0%
41 - Public Works	1,159,487	1,179,759	1,395,881	1,468,856	72,975	5.2%
42 - PW-Community Center	199,552	287,025	286,950	346,250	59,300	20.7%
43 - PW-Ives Pool	128,566	195,947	148,425	153,925	5,500	3.7%
00 - Non Departmental	1,447,537	207,170	282,162	289,542	7,380	2.6%
<b>Total</b>	<b>11,577,151</b>	<b>10,540,229</b>	<b>12,099,684</b>	<b>12,559,677</b>	<b>459,993</b>	<b>3.8%</b>
<b>OTHER SOURCES/(USES)</b>						
Debt Service Payments	464,313	142,646	261,802	261,802	-	0.0%
Miscellaneous Revenue	13,050	596,087	-	-	-	0.0%
<b>Total</b>	<b>477,363</b>	<b>738,733</b>	<b>261,802</b>	<b>261,802</b>	<b>-</b>	<b>0.0%</b>
<b>TRANSFERS IN/(OUT)</b>						
Transfers In	107,373	116,000	102,500	102,500	-	0.0%
Transfers Out	(98,247)	(386,427)	(160,000)	(160,000)	-	0.0%
<b>Total</b>	<b>9,127</b>	<b>(270,427)</b>	<b>(57,500)</b>	<b>(57,500)</b>	<b>-</b>	<b>0.0%</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>12,152,761</b>	<b>11,665,388</b>	<b>12,521,486</b>	<b>12,981,479</b>		
Net General Fund Surplus   (Deficit)	(1,455,209)	899,485	(1,152,426)	(849,129)		
Beginning Unassigned Fund Balance	4,152,857	2,697,648	3,450,551	3,450,551		
Ending Unassigned Fund Balance	2,697,648	3,597,133	2,298,125	2,601,422		
<b>RESERVE</b>						
Policy Reserve Level (Minimum-15%)	1,822,914	1,749,808	1,878,223	1,947,222		
Actual Reserve Level	22.2%	30.8%	18.4%	20.0%		
<sup>1</sup> Resolution 6467-2022 approved for \$17,000 on 8.2.22 for Traffic Engineering services						
<sup>2</sup> Resolution 6468-2022 approved for an additional \$7,500 on 8.2.22 for Fire Study						

WATER FUND CONSOLIDATION						
	2020-2021 Actuals	2021-2022 Actuals	2022-23 Adopted Budget	2022-23 Proposed Adjustment	\$ Inc/(Dec)	% Change
<b>REVENUES:</b>						
Charges for Services	2,523,899	2,280,322	2,445,954	2,445,954	-	0.0%
Interest Income	15,105	75,185	10,000	10,000	-	0.0%
Miscellaneous Revenue	4,970	224,954	-	-	-	0.0%
<b>Total</b>	<b>2,543,974</b>	<b>2,580,461</b>	<b>2,455,954</b>	<b>2,455,954</b>	<b>-</b>	<b>0.0%</b>
<b>EXPENDITURES:</b>						
Salary & Wages	278,465	271,001	360,500	360,500	-	0.0%
Benefits	168,790	224,574	161,400	161,400	-	0.0%
Contracted Services	72,395	102,165	251,400	411,400	160,000	63.6%
Services & Supplies	264,868	181,868	158,400	158,400	-	0.0%
Special Program	16,788	13,199	24,400	24,400	-	0.0%
Equipment (under \$10K)	15,338	-	-	-	-	0.0%
Vehicle Expense	602	-	-	-	-	0.0%
Conference & Training Expense	1,927	1,235	9,000	9,000	-	0.0%
Utilities	216,582	215,389	282,200	282,200	-	0.0%
Telcommunications	6,171	5,173	9,250	9,250	-	0.0%
Allocated Insurance	65,145	76,545	91,800	91,800	-	0.0%
Capital Outlay	23,658	21,546	113,500	113,500	-	0.0%
<b>Total</b>	<b>1,130,729</b>	<b>1,112,695</b>	<b>1,461,850</b>	<b>1,621,850</b>	<b>160,000</b>	<b>10.9%</b>
<b>OTHER SOURCES   (USES)</b>						
10 - City Council	32,238	31,121	33,110	33,110	-	0.0%
11 - City Manager	47,399	52,400	57,502	57,502	-	0.0%
12 - City Attorney	7,752	12,938	12,091	16,341	4,250	35.2%
13 - Assistant City Manager   City Clerk	25,941	28,876	33,624	34,324	700	2.1%
14 - Administrative Services (Finance)	364,802	488,914	509,078	517,628	8,550	1.7%
21 - Planning	25,598	27,953	32,684	32,684	-	0.0%
22 - Building	35,492	31,290	31,454	31,454	-	0.0%
23 - Engineering   Storm Water	117,390	142,528	151,671	151,671	-	0.0%
31 - Fire & Prevention	77,768	78,066	94,745	96,670	1,925	2.0%
41 - Public Works	263,410	290,675	324,184	324,184	-	0.0%
00 - Non Departmental	22,652	23,108	30,969	31,779	810	2.6%
99 - Debt Service Payments	148,564	(24,919)	321,583	321,583	-	0.0%
<b>Total</b>	<b>1,169,006</b>	<b>1,182,950</b>	<b>1,632,695</b>	<b>1,648,930</b>	<b>16,235</b>	<b>1.0%</b>
<b>TRANSFERS IN/(OUT)</b>						
Transfers In	-	-	-	-	-	0.0%
Transfers Out	-	(919,624)	(894,700)	(894,700)	-	0.0%
<b>Total</b>	<b>-</b>	<b>(919,624)</b>	<b>(894,700)</b>	<b>(894,700)</b>	<b>-</b>	<b>0.0%</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>2,299,735</b>	<b>3,215,269</b>	<b>3,989,245</b>	<b>4,165,480</b>		
Net General Fund Surplus   (Deficit)	244,239	(634,808)	(1,533,291)	(1,709,526)		
Beginning Unassigned Fund Balance	1,406,014	1,650,253	1,015,445	1,015,445		
Ending Unassigned Fund Balance	1,650,253	1,015,445	(517,846)	(694,081)		
<b>RESERVE</b>						
Policy Reserve Level (Minimum-25%)	574,934	803,817	598,387	624,822		
Actual Reserve Level	71.8%	31.6%	-13.0%	-16.7%		

SEWER FUND CONSOLIDATION						
	2020-2021 Actuals	2021-2022 Actuals	2022-23 Adopted Budget	2022-23 Proposed Adjustment	\$ Inc/(Dec)	% Change
<b>REVENUES:</b>						
Charges for Services	2,870,221	2,923,288	3,407,455	3,407,455	-	0.0%
Interest Income	9,446	(43,007)	4,000	4,000	-	0.0%
Miscellaneous Revenue	19,246	117,384	3,000	3,000	-	0.0%
<b>Total</b>	<b>2,898,913</b>	<b>2,997,665</b>	<b>3,414,455</b>	<b>3,414,455</b>	<b>-</b>	<b>0.0%</b>
<b>EXPENDITURES:</b>						
Salary & Wages	177,927	241,347	304,100	304,100	-	0.0%
Benefits	129,093	216,201	159,100	159,100	-	0.0%
Contracted Services	70,061	50,757	193,300	193,300	-	0.0%
Services & Supplies	66,321	54,445	126,150	126,150	-	0.0%
Special Program	1,650,401	50,450	1,000	1,000	-	0.0%
Equipment (under \$10K)	7,725	-	-	-	-	0.0%
Vehicle Expense	-	58	-	-	-	0.0%
Conference & Training Expense	3,717	7,307	10,500	10,500	-	0.0%
Utilities	43,630	46,277	65,250	65,250	-	0.0%
Telcommunications	1,930	1,755	3,500	3,500	-	0.0%
Allocated Insurance	38,263	49,658	69,900	69,900	-	0.0%
Capital Outlay	99,765	36,896	35,500	35,500	-	0.0%
Subregional	1,650,401	1,650,401	1,737,400	1,737,400	-	0.0%
<b>Total</b>	<b>3,939,234</b>	<b>2,405,552</b>	<b>2,705,700</b>	<b>2,705,700</b>	<b>-</b>	<b>0.0%</b>
<b>OTHER SOURCES   (USES)</b>						
10 - City Council	37,614	36,310	38,628	38,628	-	0.0%
11 - City Manager	47,399	52,400	57,502	57,502	-	0.0%
12 - City Attorney	4,652	7,762	7,255	9,805	2,550	35.1%
13 - Assistant City Manager   City Clerk	22,696	25,264	29,421	30,034	613	2.1%
14 - Administrative Services (Finance)	355,128	483,890	495,682	504,007	8,325	1.7%
21 - Planning	15,357	16,771	19,610	19,610	-	0.0%
22 - Building	35,492	31,290	31,454	31,454	-	0.0%
23 - Engineering   Storm Water	96,673	117,376	124,905	124,905	-	0.0%
41 - Public Works	202,576	220,034	248,680	248,680	-	0.0%
00 - Non Departmental	22,652	23,108	30,969	31,779	810	2.6%
99 - Debt Service Payments	28,845	1,886	199,263	199,263	-	0.0%
<b>Total</b>	<b>869,084</b>	<b>1,016,091</b>	<b>1,283,369</b>	<b>1,295,667</b>	<b>12,298</b>	<b>1.0%</b>
<b>TRANSFERS IN/(OUT)</b>						
Transfers In	-	-	-	-	-	0.0%
Transfers Out	-	(697,265)	(1,014,850)	(1,057,350)	(42,500)	4.2%
<b>Total</b>	<b>-</b>	<b>(697,265)</b>	<b>(1,014,850)</b>	<b>(1,057,350)</b>	<b>(42,500)</b>	<b>4.2%</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>4,808,318</b>	<b>4,118,908</b>	<b>5,003,919</b>	<b>5,058,717</b>		
Net General Fund Surplus   (Deficit)	(1,909,405)	(1,121,243)	(1,589,464)	(1,644,262)		
Beginning Unassigned Fund Balance	3,305,149	1,395,744	274,501	274,501		
Ending Unassigned Fund Balance	1,395,744	274,501	(1,314,963)	(1,369,761)		
<b>RESERVE</b>						
Policy Reserve Level (Minimum-25%)	1,202,080	1,029,727	750,588	758,808		
Actual Reserve Level	29.0%	6.7%	-26.3%	-27.1%		



EQUIPMENT   TECHNOLOGY & VEHICLE RESERVE FUND						
	2020-2021 Actuals	2021-2022 Actuals	2022-23 Adopted Budget	2022-23 Proposed Adjustment	\$ Inc/(Dec)	% Change
<b>REVENUES:</b>						
Intergovernmental Revenues	206,134	93,942	-	-	-	0.0%
Interest Income	7,315	(18,390)	2,000	2,000	-	0.0%
Miscellaneous Revenue	-	-	-	38,000	38,000	0.0%
<b>Total</b>	<b>213,449</b>	<b>75,552</b>	<b>2,000</b>	<b>40,000</b>	<b>38,000</b>	<b>1900.0%</b>
<b>EXPENDITURES:</b>						
31 - Fire & Prevention	-	389,241	40,000	40,000	-	0.0%
32 - Police	-	-	40,000	40,000	-	0.0%
41 - Public Works	-	-	-	-	-	0.0%
<b>Total</b>	<b>-</b>	<b>389,241</b>	<b>80,000</b>	<b>80,000</b>	<b>-</b>	<b>0.0%</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>-</b>	<b>389,241</b>	<b>80,000</b>	<b>80,000</b>		
Net General Fund Surplus   (Deficit)	<b>213,449</b>	<b>(313,689)</b>	<b>(78,000)</b>	<b>(40,000)</b>		
Beginning Unassigned Fund Balance	<b>1,007,839</b>	<b>1,221,288</b>	<b>907,599</b>	<b>907,599</b>		
Ending Unassigned Fund Balance	<b>1,221,288</b>	<b>907,599</b>	<b>829,599</b>	<b>867,599</b>		

IN COUNCIL DULY PASSED this 21st day of February 2023.

I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the City of Sebastopol City Council by the following vote:

APPROVED: \_\_\_\_\_

Neysa Hinton  
Mayor, City of Sebastopol

**VOTE:**

AYES:

NOES:

ABSENT:

ABTAIN:

ATTEST: \_\_\_\_\_

Mary Gourley, MMC, Assistant City Manager/City Clerk

APPROVED AS TO FORM: \_\_\_\_\_

Larry McLaughlin, City Manager/Attorney



REGIONAL  
GOVERNMENT  
SERVICES

SERVING PUBLIC AGENCIES SINCE 2002

City of Sebastopol  
City-Wide Staffing Study  
2022

# CITY OF SEBASTOPOL CITY-WIDE STAFFING STUDY

Prepared for:



P.O. Box 1776  
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Sebastopol, CA 95473

Prepared By:



P.O. Box 1350  
Carmel Valley, CA 93924

2022

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## EXECUTIVE SUMMARY

In July 2021, the City of Sebastopol (City) allocated funding for a City-wide staffing study and in the fall of 2021, engaged Regional Government Services Authority (RGS) to conduct an assessment and provide recommendations regarding the City's staffing structure. The purpose and impetus for the study included the City's desire to:

- Review and analyze the City's current overall staffing structures.
- Consider options to align organizational and classification structures with relevant, effective municipal models found in other municipalities with similar demographics and functions.
- Respond to changing demographics and new developments in technology and service delivery methods.
- Receive personnel allocation options to achieve more effective ongoing and future City services.

The following executive summary represents the identified staffing considerations, broken down into three phases of timeframes for implementation and a summarized cost estimation. A full description of the findings and staffing options have been included following this summary. The City may make as many or as few of the following recommendations as fiscally prudent and consistent with the mission, vision, core services, and goals of the City.

### PHASE 1 (IMMEDIATE, WITHIN 3 MONTHS)

These options are considered either critical to the City's operations or administrative in nature resulting in minimal or no cost to the City.

#### ➤ City Hall

##### ***Add a 1.0 FTE support position for the City Clerk/Assistant City Manager***

The combined roles of Assistant City Manager and City Clerk are too large for one individual to perform. An allocated Deputy City Clerk would perform both required and routine tasks such as: Processing official City documents; facilitating virtual meetings; meeting specific Brown Act requirements; and serving as City Clerk in the absence of the incumbent.

##### ***Add a 1.0 FTE administrative support position to provide coverage to the public counter in City Hall***

An Administrative Assistant or similar classification would provide primary coverage for the public counter to answer City telephones, provide customer assistance, and furnish administrative support for City departments when activity at the counter is low. RGS recommends the position be allocated to the City Manager's Office.

➤ **Administration**

***Reclassify the Junior Accountant position***

The classification title of Junior Accountant is outdated. The position appears to be performing Accounting Technician level duties. This action would help define the role more appropriately for the duties of the positions and enhance recruitment and retention.

➤ **Fire**

***Change the Volunteer Stipend payment method***

RGS learned that the volunteer Firefighter stipends are paid out of payroll. To ensure protection of the volunteer status, RGS recommends all volunteer stipends be paid out of Accounts Payable.

***Decide whether to contract out Fire services***

The City has been reviewing the possibility of contracting out Fire Services. The decision to contract out or retain a sustainable internal Fire Department should be a Phase 1 (Immediate) priority. Implementation of any necessary changes should begin no later than Phase 2 (Mid-Range).

➤ **Planning**

***Reclassify the Senior Administrative Assistant to a Planning Technician***

A Planning Technician position would provide paraprofessional technical support to relieve professional planning staff of routine permitting duties. RGS recommends that the incumbent have permit certification by American Planning Association.

➤ **Public Works**

***Add a 1.0 FTE Permit Technician***

A Permit Technician position would collate permit application packets, coordinate vendor insurance with Risk Management review, issue over the counter permits, and cover the front counter in the absence of the Administrative Assistant.

***Retain the part-time Administrative Assistant***

The Administrative Assistant would continue to perform public counter support duties during peak hours, provide the Permit Technician time to focus on specific permit work, and meet with applicants on more complex projects.

***Retitle Maintenance classification titles***

Retitle all Maintenance Worker III and/or Lead Worker positions to Senior Maintenance Worker to create a consistent titling structure.

***Add 2.0 FTE maintenance staff to address deferred mandated maintenance***

Add two (2.0) Maintenance Workers (one for Water System Treatment; one for Sewer Systems) to allow the department to address mandated maintenance projects and processes.



## PHASE 2 (MID-RANGE, WITHIN 12 MONTHS)

These options will increase the efficiency of City programs and services, but may be deferred for a short period of time. RGS recommends these considerations be implemented within twelve months.

### ➤ **City Hall**

#### ***Add a 1.0 FTE Analyst to the City Manager's Office***

Consider allocating a Management Analyst to work for the City Manager's Office to provide analytical support for policy, program, and services analysis. In addition, the position could augment the City's capacity to research, procure, and administer available grants. This function has not existed due to limited City Manager's Office staffing levels. RGS notes that the current Management Analyst classification salary level is significantly under the comparator agencies' market median.

### ➤ **Administration**

#### ***Add a 1.0 FTE Accounting Manager***

This position would provide direct supervision of administration staff and provide higher-level research and analysis support to the Administrative Services Director.

### ➤ **Fire**

*The City is currently assessing if maintaining a city-based Fire Department is sustainable. If the City decides a volunteer Fire Department is no longer sustainable, RGS recommends the City consider the following at the earliest possible timeframe:*

#### ***Consolidate with a nearby Fire District***

RGS understands that the City has explored discussions with Gold Ridge Fire. Sebastopol could also explore contracting with the Sonoma County Fire District.

*If the City decides to continue with a volunteer Fire Department, RGS recommends the following to assist with current staffing issues:*

#### ***Recruit fire personnel from local colleges and universities for limited-term appointments.***

Using limited-term personnel would allow a ready supply of staff for day and night coverage and long-term cost savings as the employee does not vest in CalPERS.

#### ***Add additional City Staff: 1.0 FTE Captain, 1.0 FTE Firefighter, utilize the 1.0 FTE Senior Administrative Assistant as a full-time Fire Department position, and review ways to increase the number of volunteer Firefighters that can be called upon for support***

Adding permanent allocated staff would provide immediate emergency response to calls. Volunteer staff would continue to be used to provide ongoing support.

➤ **Planning**

***Reclassify the Associate Planner to a Senior Planner - retain both classifications, filling only one classification title at a time (allows training and career development opportunities)***

The upgraded Senior Planner would allow the department to increase its capacity to undertake and perform more complex professional planning work. The workload over the last two years sustains this recommendation.

➤ **Police**

***Reclassify the Police Technician to Police Evidence Technician***

This change would facilitate direct oversight of the highly regulated property and evidence program, public counter interactions, and LiveScan services.

***Add 1.0 – 2.0 FTE Police Officers and 1.0 FTE Dispatcher***

RGS recommends adding one Police Officer to both the day and night shifts (2 total), and one additional dispatcher to provide coverage and/or allow for overlap with 10-hour shifts to provide coverage, allow flexibility for training, and help reduce overtime.

***Add 1.0 FTE Management Analyst to support the Chief and other management staff***

A Management Analyst would provide technical assistance on administrative and analytical matters, write, and develop staff reports, conduct a variety of analytical and operational studies such as crime analysis and statistics, grant administration and reporting, support for tracking and scheduling training, and back up for key FBI, POST, and other required services, systems, and reporting requirements.

***Add a 1.0 FTE Sergeant***

An additional Administrative Sergeant would be responsible for POST-EDI and Training, and would provide additional coverage on patrol when needed.

***Add a School Resource Officer at 0.5 or greater FTE***

RGS learned from the department that there is support from local schools conceptually and possibly financially for a school resource officer to help prevent violence in schools.

**PHASE 3 (LONG-TERM, WITHIN 36 MONTHS)**

Those options that can be considered through natural attrition or when fiscal circumstances allow.

➤ **City Hall**

***Separate the functions of the City Manager and City Attorney***

As a best practice and to allow for additional checks and balances between the roles of City Manager and City Attorney, RGS recommends the City consider separating the functions of the City Manager and City Attorney if the incumbent separates from employment. RGS notes the current salary is below the comparator agencies' market median. The City could also consider contracting for the attorney services.

***Separate the functions of the Assistant City Manager and City Clerk***

Staffing both functions with a single individual limits the capacity of each role, taxes the resiliency of the incumbent, and may limit the progress and results for the City. RGS recommends the City consider separating the functions of the Assistant City Manager and City Clerk functions.

➤ **Administration**

***Utilize an Intern for special projects***

Set up an internship program with Sonoma State or the junior and community colleges to provide one or more interns each semester for specific roles like reconciling the utility database to parcels, assessing utility fee structures, reviewing benefit offerings, and enrollments.

➤ **Building/Planning**

***Merge Building and Planning into one department***

A single department would create efficiencies for the community by combining the counter for planning and building, allowing for shared customer service and permitting staff. The work of both departments is interrelated, and they serve the same customer base. With the services split between departments across the City, residents must make several calls and visit two or three locations to complete their business.

➤ **Public Works**

***Reclassify Public Works Superintendent to Public Works Director and City Engineer, merge Public Works and Engineering***

The merging of these functions would create efficiencies for staff and the public. Creating a position to serve as department head and City Engineer would replicate the staffing structure of other City Departments and provide on-site professional engineering expertise. This option should be considered through natural attrition.

## PHASES 1-3 COST ESTIMATIONS AND ORGANIZATIONAL CHARTS

Department	Current Class	Current Annual Salary	Proposed Class	Proposed Annual Salary	Annual Net Cost	Action
<b>PHASE 1 IMMEDIATE - WITHIN 3 MONTHS</b>						
City Clerk	N/A	\$0	Deputy City Clerk	\$92,593	\$92,593	New Classification
City Manager	N/A	\$0	Administrative Assistant	\$71,629	\$71,629	Additional Allocated Position
Administrative Services	Junior Accountant	\$94,679	Accounting Technician	\$94,679	\$0	Retitling Pending Salary Survey
Fire	Volunteer Firefighters	N/A	Volunteer Firefighters	N/A	N/A	Transition stipends for volunteers to Accounts Payable
Fire	N/A	N/A	N/A	N/A	N/A	Consider contracting Fire Services
Planning	Senior Administrative Assistant	\$83,293	Planning Technician	\$62,916	-\$20,377	Add/Delete
Public Works Department	N/A	\$0	Permit Technician	\$88,233	\$88,233	New Classification
Public Works Department	Administrative Assistant (part-time)	\$35,815	Administrative Assistant (part-time)	\$35,815	\$0	Retain current staffing
Public Works Department	Maintenance Worker III/Lead Maintenance Worker	\$94,481	Senior Maintenance	\$94,481	\$0	Retitle Classification



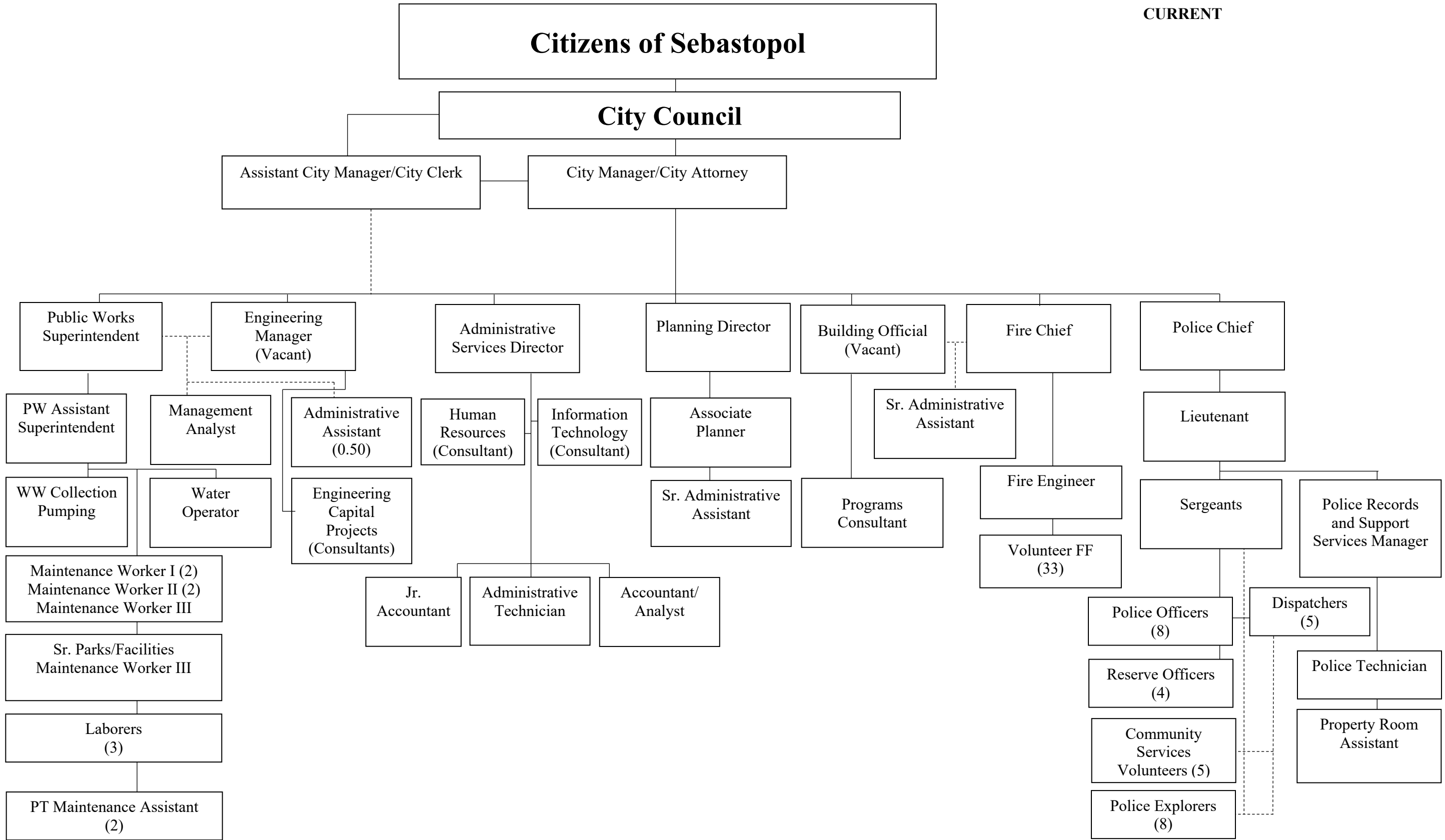
Department	Current Class	Current Annual Salary	Proposed Class	Proposed Annual Salary	Annual Net Cost	Action
Public Works Department	N/A	\$0	Maintenance Worker I	\$63,380	\$63,380	Additional Allocated Position
Public Works Department	N/A	\$0	Maintenance Worker II	\$50,870	\$50,870	Additional Allocated Position
<b>COST - PHASE 1 (SALARY ONLY)</b>						<b>\$346,328</b>
<b>PHASE 2 WITHIN 12 MONTHS</b>						
City Manager	N/A	\$0	Management Analyst	\$94,679	\$94,679	Additional Allocated Position
Administrative Services	N/A	\$0	Accounting Manager	\$116,279	\$116,279	New Classification
Fire Department	N/A	\$0	Fire Captain	\$125,160	\$125,160	New Classification
Fire Department	N/A	\$0	Firefighter	\$101,352	\$101,352	New Classification
Planning Department	Associate Planner	\$104,676	Senior Planner	\$119,556	\$14,880	Reclassification/New Classification
Police Department	Police Technician	\$62,837	Police Evidence Technician	\$69,121	\$6,284	Add/Delete
Police Department	N/A	\$0	Police Officer	\$98,784	\$98,784	Additional Allocated Position
Police Department	N/A	\$0	Police Officer	\$98,784	\$98,784	Additional Allocated Position
Police Department	N/A	\$0	Police Dispatcher	\$75,481	\$75,481	Additional Allocated Position
Police Department	N/A	\$0	Management Analyst	\$94,679	\$94,679	Additional Allocated Position

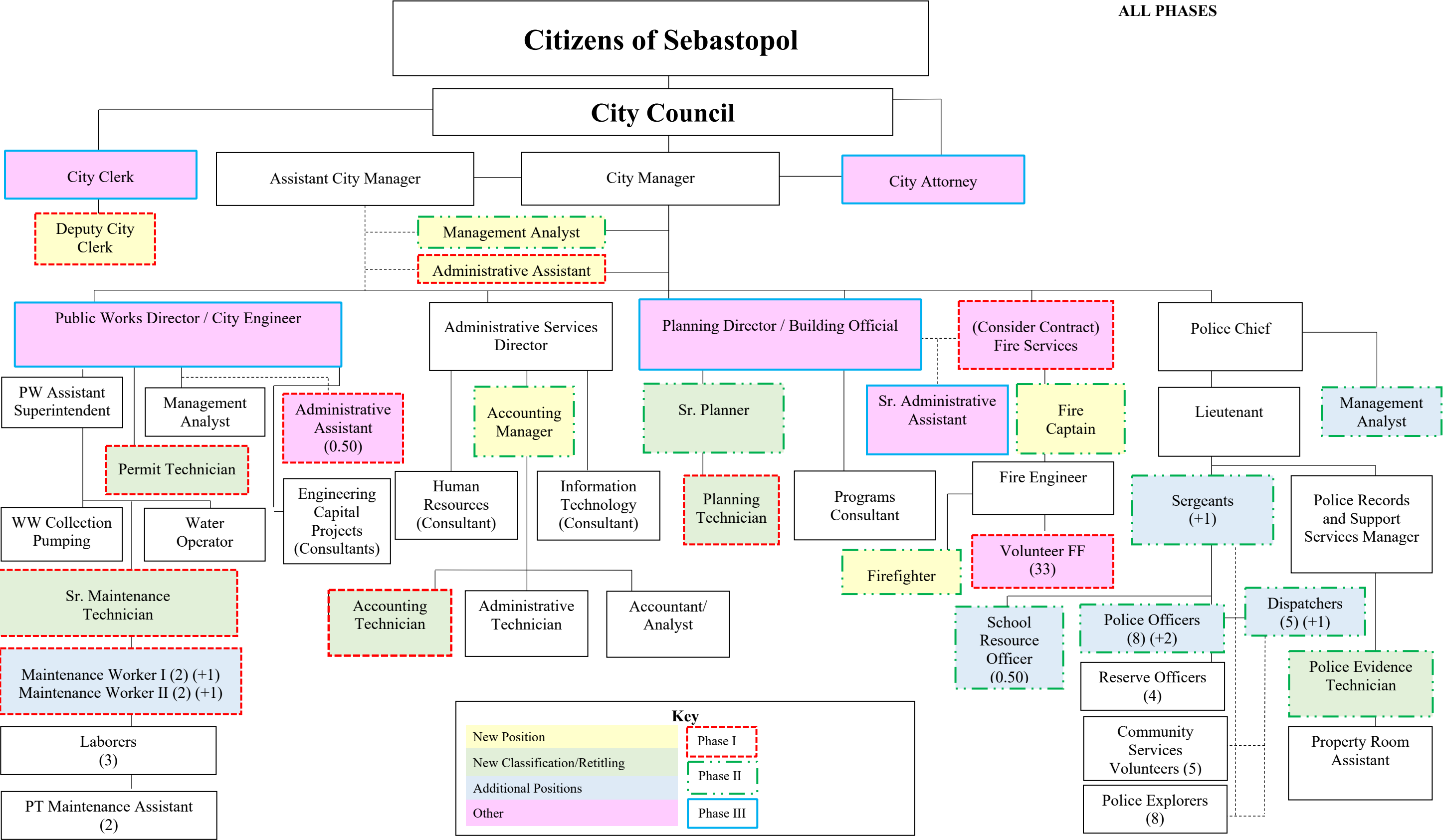


Department	Current Class	Current Annual Salary	Proposed Class	Proposed Annual Salary	Annual Net Cost	Action
Police Department	N/A	\$0	Police Sergeant	\$115,413	\$115,413	Additional Allocated Position
Police Department	N/A	\$0	School Resource Officer	\$49,392	\$49,392	Additional Allocated Position
<b>COST - PHASE 2 (SALARY ONLY)</b>						<b>\$941,775</b>
<b>PHASE 3 WITHIN 36 MONTHS</b>						
City Manager	City Manager/City Attorney	\$187,042	City Manager	\$236,808	\$49,766	Separation of Classifications*
City Manager	Asst. City Manager/City Clerk	\$174,014	Assistant City Manager	\$174,014	\$0	Separation of Classifications
City Clerk	N/A	\$0	City Clerk	\$130,008	\$130,008	Separation of Classifications
Planning/Building	N/A	N/A	N/A	N/A	N/A	Consider combining depts
Public Works Department	Public Works Superintendent	\$154,935	Public Works Director/City Engineer	\$200,724	\$45,789	Add/Delete
<b>COST - PHASE 3 (SALARY ONLY)*</b>						<b>\$225,563</b>

\*Cost only includes an increase from current City Manager/City Attorney salary to updated City Manager salary. There would be an additional cost to contract for legal counsel services.

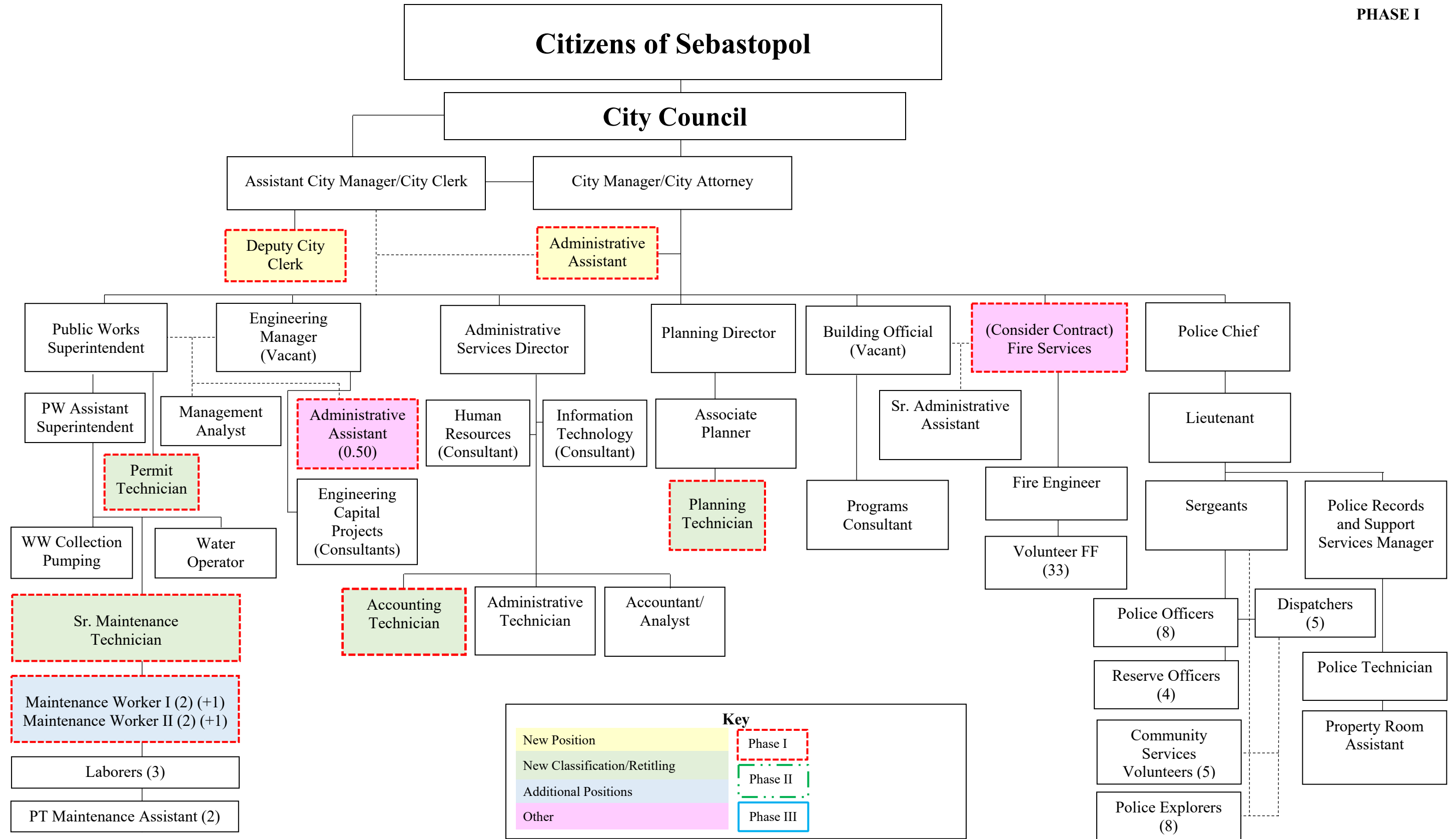
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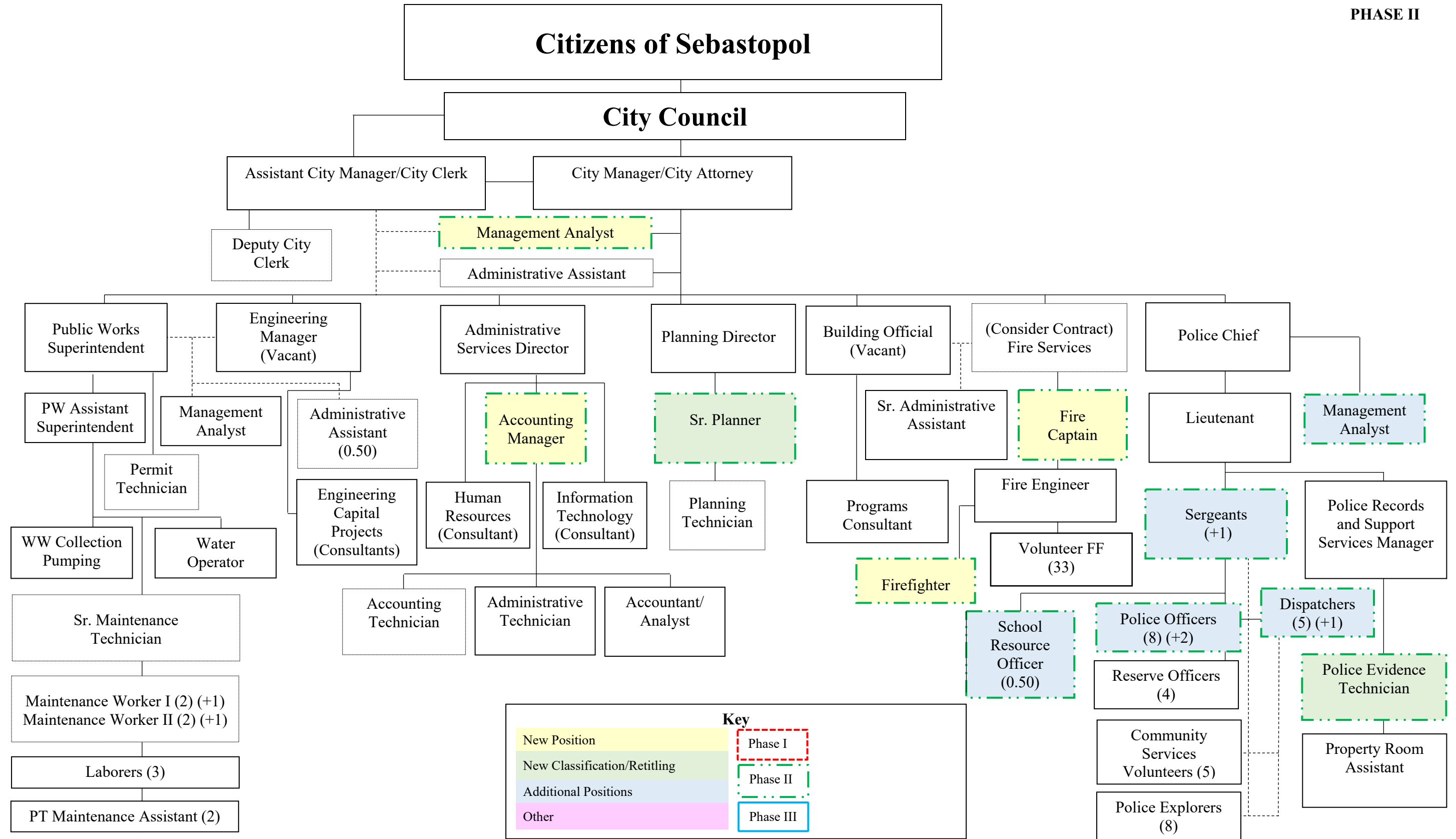


Key	
New Position	Phase I
New Classification/Retitling	Phase II
Additional Positions	Phase III
Other	

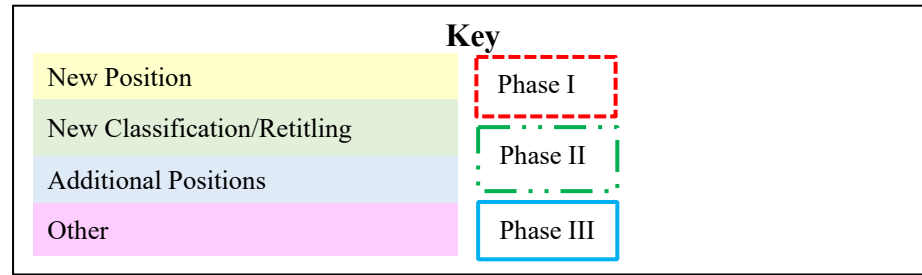
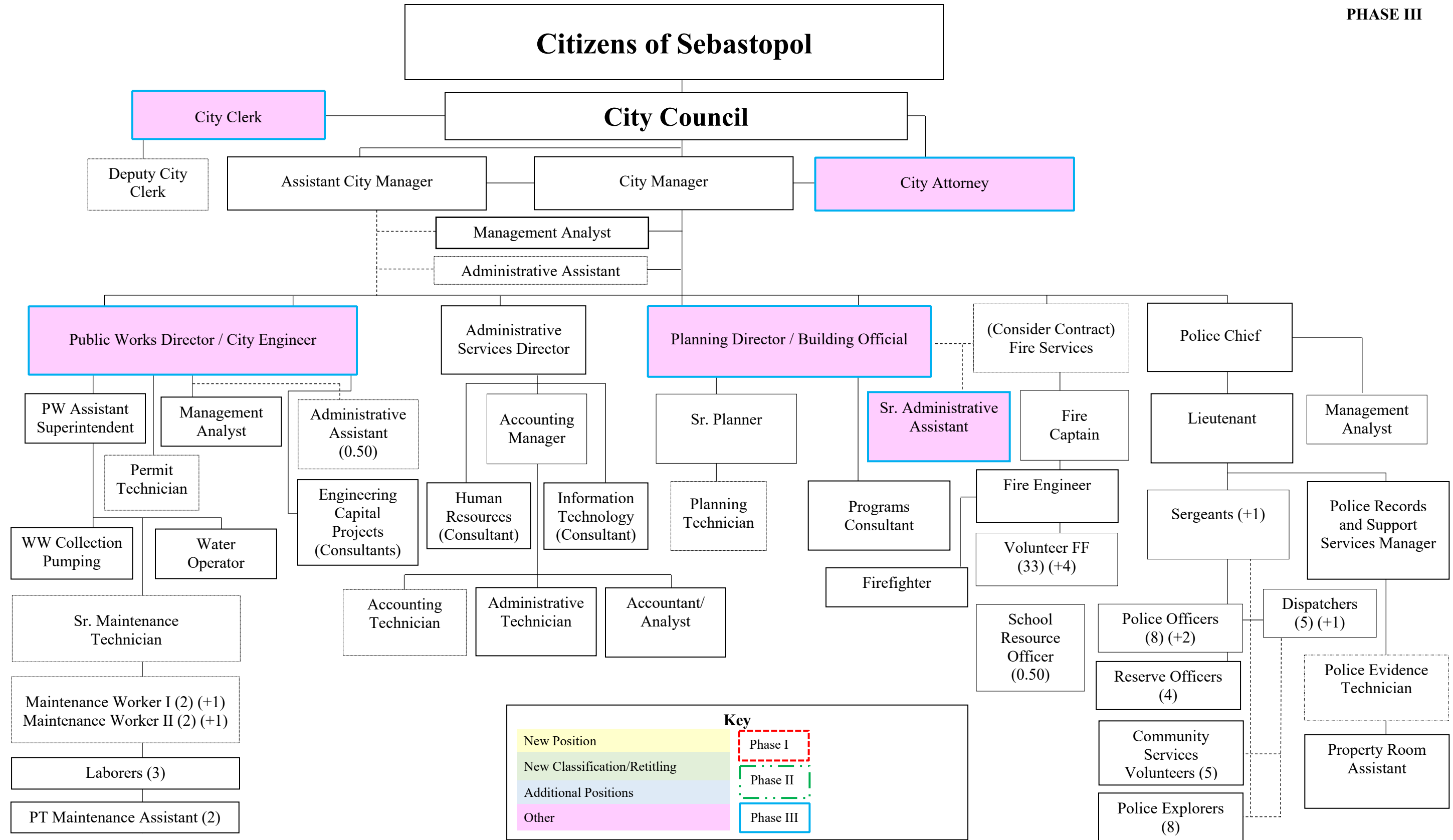




Key	
New Position	Phase I
New Classification/Retitling	Phase II
Additional Positions	Phase III
Other	



Key	
New Position	Phase I
New Classification/Retitling	Phase II
Additional Positions	Phase III
Other	



## **INTRODUCTION**

In a desire to fill positions, provide transparency, and best serve the community, the City Council requested a City-wide staffing study to determine optimal levels and types of staffing options for the programs and services provided by the City.

The results of that study are contained within this report and the attached Appendices. The methodology and comparable agencies reviewed are included in **Appendix A – RGS Study Methodology**.

## **FINDINGS AND ANALYSIS**

### **FUNCTIONAL OVERVIEW OF THE CITY OF SEBASTOPOL ORGANIZATION**

The City of Sebastopol has been incorporated in Sonoma County, California since 1902 as a Council/City Manager form of Government. The City's adopted budget for 2021-2022 shows approximately ninety-four people engaged in providing City services, including regular employees, volunteer firefighters, and reserve police officers. Employees work in more than thirty-five job classifications in the following eight (8) departments.

- City Manager's Office
- Administrative Services
- Building
- Fire
- Planning
- Police
- Public Works

The following sections provide a closer look at Sebastopol from a city-wide and department level.

### **CITY MANAGER'S OFFICE**

#### **Administration Overview**

The main functions of the City Manager's office include administrative direction and oversight for all operations of City Government, execution of City Council policy and direction, the provision of advice, staff support, and counsel to the City Council including legal representation, administration of the City's records management programs, official internal and external communications, and administration of legislation requirements related to elections, public meetings, public records, maintenance of the City's official seal, and direction and guidance for City departments and special projects.

#### **City Manager/City Attorney**

The City Manager/City Attorney is staffed by one individual and consists of two separate job classifications with distinct roles within the City. Typical City Manager and City Attorney roles and priorities are included in **Appendix B – City Manager / City Attorney**.

### **Assistant City Manager/ City Clerk**

The Assistant City Manager/City Clerk (ACM/CC) is also staffed by a single individual and consists of two separate and distinct positions. The City Clerk is appointed by the City Council and the Assistant City Manager is appointed by and reports to the City Manager. Typical City Clerk and Assistant City Manager roles and priorities are included in **Appendix C – City Clerk / Assistant City Manager**.

### **Current Staffing Challenges**

The City Manager’s Office is staffed with two (2) full-time employees each performing in two separate classifications/functions. This arrangement may seem to maximize efficiencies and minimize costs; however, it also brings challenges and limitations related to workload, unintended conflicts, and separation of duties.

Lower-level routine duties such as calendaring, scheduling, transcribing meeting minutes, scanning and posting materials and resolutions, preparing meeting packets, photocopying, scanning, creating, and labeling PDF files, and answering City calls for routine information are being performed by the highest-level employees of the City.

### **City Manager / City Attorney**

Staffing both positions with a single individual may limit important checks and balances between these positions and opens the door for the reality or perception of a conflict of interest.

In addition, performing both functions may cause a workload issue for a single individual. The City currently has a unique individual in both roles. RGS is aware of a few entities in California with a similarly combined City Manager / City Attorney role, however, when staffing structures of comparable agencies were reviewed, RGS found that these agencies have separate positions or roles of City Manager and City Attorney. A few have allocated employee positions for City Attorney, while most contract these services. None of the comparator agencies have City Manager and City Attorney functions performed by the same employee. The list below shows how the roles are staffed in the reviewed agencies. Some cities choose one general business attorney and then hire employment, contract, and other specialties as needed. Other cities choose to contract with a larger firm with a broad base of specialties under one roof.

<b>By Contract Service</b>		<b>By Allocated Position - Employee</b>	
Calistoga	Rohnert Park	Petaluma	Windsor
Corte Madera	Cotati	San Anselmo	
Healdsburg	Cloverdale		
Larkspur	Novato		
Sonoma	Fairfax		
St. Helena	Sausalito		
Tiburon	Mill Valley		

### ***Assistant City Manager / City Clerk***

Along with all duties of the City Clerk, the Assistant City Manager is expected to work with outside counsel and human resources consultants regarding personnel issues, assist with negotiations and serve on the negotiating teams, produce various staff reports and participate and lead various committees. The role also is also expected to act as City Manager in the absence of the City Manager.

### **Staffing Needs as Defined by the Department**

During the study the City Manager expressed concerns regarding the workload of the current Assistant City Manager/City Clerk (ACM/CC) describing it as “excessive” and requiring a less than sustainable workday that begins before 7:00 am and ends long after 10:00 pm. The ACM/CC provided a similar description of the workload and suggested that the City should either split the positions or provide qualified and trained support to the City Clerk and to the City Manager if the incumbent leaves.

During the interviews, RGS also heard from staff in the Administration and Planning Departments who perceived the need for their limited staff to frequently serve as first City contact with the public both on the phone and at the front counter, which they believe is a role that should be borne or shared by the City Manager’s Office. They felt that the provision of “first contact” services has a negative impact on their ability to perform the essential functions of their planning, accounting, utility billing, and business license program duties.

A review of the staffing structures of the comparable agencies found that each city is somewhat unique in how they staff their City Manager’s Office. This information, along with City Manager and staff roles and priorities are included in **Appendix B – City Manager / City Attorney**.

### **Identified Staffing Considerations**

RGS found that the staffing in the City Manager’s Office is insufficient to perform all the duties required of the office. There are four (4) distinct functions, City Manager, City Attorney, Assistant City Manager, and City Clerk, being performed by two (2) employees. This results in overburdening staff, limits the capacity for highest and best use of executive staff, reduces the quality and quantity of tasks that can be accomplished, exacerbates excessive workloads, and promotes delegation of some duties to other City staff which may be more appropriately done by the City Manager’s Office.

#### ***Consideration 1: Separate the functions of City Manager and City Attorney***

As a best practice and to allow for additional checks and balances between the roles of City Manager and City Attorney, when the current incumbent separates from employment, RGS recommends the City consider separating the functions of City Manager and City Attorney. While there are municipalities in the State with a dual role of City Manager/City Attorney, in the comparable agencies reviewed, the roles are staffed separately and most use a contract service for City Attorney.

#### ***Consideration 2: Separate the functions of City Clerk/Assistant City Manager when feasible, and support those functions by adding 1.0 FTE Deputy City Clerk***

The combined roles of Assistant City Manager and City Clerk are too large for one individual to perform. None of the comparable agencies use such a combined role. The City may consider separating the roles of City Clerk / Assistant City Manager when feasible. While both roles continue in one position, the City should authorize an allocation of 1.0 FTE Deputy City Clerk to support the combined role. This would allow tasks to be assigned to the appropriate levels and provide respite for the City Clerk during absences and vacations.

***Consideration 3: Provide professional level analysis to the Office of the City Manager***

Consider authorizing an allocation of 1.0 FTE Administrative Analyst or Management Analyst to work for the City Manager's Office to provide analytical support for policy, program, and services analysis.

***Consideration 4: Provide customer service and clerical support for the public counter located in City Hall***

The City's primary public counter currently serves Administration, Finance, Utilities, Business License, and Planning. RGS recommends the City consider a Receptionist or some level of Administrative Assistant to answer City telephones, provide customer service at the City's front counter, and provide administrative support to other City Departments when activity at the counter is low. Due to the conflicts that can arise for an employee serving multiple departments and functions at a public counter, RGS recommends the City consider oversight of the position be through the City Manager's Office.

## **ADMINISTRATIVE SERVICES**

### **Administration Overview**

The main responsibility of the City's Administrative Services Department is the City's financial records, including: Preparation of the annual City budget; monitoring of City's financial health; preparing and issuing various financial updates and reports; providing payroll services for City employees; administering employee insurance and benefit programs; administering and managing various grants; issuing business licenses; providing financial management for City's enterprise funds; and providing financial support to other departments.

### **Current Staffing Challenges**

While designated as an Administrative Services Department, the department functions more similarly to a Finance Department. While the Information Technology (IT) contract is overseen by the Administrative Services Director, the IT function itself is performed by contract employees. The Administrative Services Department performs changes to the master payroll file including adding new employees into the system, changing pay rates, and generating payroll calculations, which have been identified as human resources (HR) duties, however, traditional HR functions such as recruitment, selection, discipline classification, compensation, labor relations, grievances are all handled by contract staff or by individual departments. The Assistant City Manager provides support for and works directly with contract HR and legal on disciplinary actions, appeals, arbitrations, grievances, long-term leave, and disability retirement case management.

The compliance and reporting roles of the City's Administrative Services Director have grown each year due to increased legislation, federal relief programming, and state and federal grant reporting requirements. This work is both labor intensive and detail oriented, requiring blocks of

focused time. The Administrative Services Director currently oversees two divisions (accounting and fiscal reporting), two outside contracts providing consulting services for HR and IT, and two critical service programs (utilities and business license). Provision of supervisory or lead worker support may benefit the Director and the Department. A majority of the comparable agencies provide a senior, supervisory, or manager level support to department directors.

The department shares duties at the public counter with the Planning Department. This shared arrangement has caused scheduling issues related to coverage during breaks, vacations, and sick leave. Additionally, the work of finance and accounting requires keen attention to detail and focus, and constant interruptions at the front counter require longer to complete analysis and reconciliations and increase the possibility of error. A customer service position to focus on front counter duties is preferable. RGS has recommended the addition of a support position in the City Manager's Office.

### **Staffing Structures in Comparable Entities**

The structures in the comparable entities are diverse and depend on the functions included within the Finance and Administration departments. There were three main structures:

- Finance and Accounting
- Administrative Services “traditional” Finance and Accounting plus oversight for HR and/or IT consultants
- Administrative Services “broad” covering HR, IT, Fleet, Risk Management, and other services.

Sebastopol is a hybrid between a Finance, Accounting, and HR model and an Administrative Services model. The Sebastopol Department works with HR and IT consultants to provide services and handles purchasing for City administration as well as traditional finance and accounting, utilities, and business license functions. Administrative Services roles and priorities are included in **Appendix D – Administrative Services**.

### **Staffing Needs as Defined by the Department**

Each member of the Department staff expressed the need for a customer service representative or receptionist to attend to the front counter with finance and planning employees providing back up for breaks, lunches, absences, and service for specific questions related to their assigned programs and services.

### **Identified Staffing Considerations**

#### ***Consideration 1: Reclassify the Junior Accountant position***

RGS reviewed other municipalities for the roles within the Administrative Services Department and found that the classification of Junior Accountant is not utilized within comparable entities. The position is performing typical accounting duties. RGS recommends converting the classification to a more traditional role of Accounting Technician to help define the role more appropriately for the duties performed and to enhance recruitment and retention.



***Consideration 2: Addition of an Accounting Manager with supervisory responsibilities***

To support staff within the Administrative Services Department, meet workload demands, and allow for higher-level research and analysis, RGS suggests the City consider adding an Accounting Manager or Senior Accountant to the Department.

***Consideration 3: Utilize an Intern for Special Projects***

To stretch the department’s budget and also obtain additional assistance for special research and analysis, the City may consider setting up an internship program with Sonoma State or the community and junior colleges to provide one or more interns each semester for specific roles like reconciling the utility database to parcels, assessing utility fee structures, and/or reviewing benefit offerings and enrollments.

**BUILDING AND SAFETY**

Building Department functions are contracted out as described below. This contract is currently overseen by the Fire Chief.

**Building and Safety Overview**

The Building and Safety Department is responsible for the administration of the City of Sebastopol construction codes relative to new and existing development, and alteration or repair to residential, commercial, and industrial buildings and properties. Assigned functions include planning, coordinating, and managing city activities related to building and construction inspections, and reviewing construction plans, drawings, and specifications for compliance with state and local regulations. Building and Safety Department functions are coordinated with the City Planning and Public Works Departments.

**Current Staffing Challenges**

When the previous Building Official retired, it was determined that contracting out the Building Official function would best serve the City. The City contracted with Phillips Seabrook Associates. Daryl Phillips is a Certified Building Official and a Certified Floodplain Manager; both of these functions are beneficial for the City. Daryl Phillips is able to supply Building Official/Floodplain Manager functions as needed and can perform support for building inspections if necessary.

Day to day building inspections are performed by one of the staff, Steve Brown, who has been assigned to perform building inspections as needed, usually between four to eight hours per day. Any problems encountered by Daryl Phillips or Steve Brown are reviewed with the Fire Chief, Bill Braga.

According to the Chief Braga, contracting the Building Department functions has worked well for the City. Chief Braga said both he and the City Manager, Larry McLaughlin, support continuing this contract. Chief Braga reviews any issues with the City Manager as they arise. Phillips Seabrook has handled the contracted responsibilities efficiently and effectively. There is no need for a full-time Chief Building Official or a full-time Building Inspector at this time based on the activity occurring in the City. There is currently no need for other administrative support for this function. According to the Building Department budget and discussions with the department, this arrangement is expected to save the City approximately \$40,000 this year.

In all except one of the municipalities reviewed, the building function is housed with planning under either a Planning and Building Director or a Community Development Director. The chart showing staffing structures for building functions at comparable entities is reflected the Planning section, Appendix F – Planning Department.

### **Staffing Needs as Defined by the Department**

Chief Braga does not feel there are any changes needed for Building Department function.

### **Identified Staffing Considerations**

#### ***Consideration 1: Merge Building and Planning into one department.***

The efficiencies of combining the counter for planning and building will allow for shared customer service and permitting staff. The work of both departments is interrelated, and they serve the same customer base. With the services split into two departments and spread across the city between planning, building, and public works (contract administration and lot and grading permits), residents must make several calls and visit two or three locations to complete their business. The addition of the recommended administrative support position in the City Manager’s Office to cover the public counter will allow Planning staff who had been required to cover the counter to absorb the duties currently performed by the 0.5 FTE Senior Administrative Assistant allocated to the Building function. RGS recommends that Code Enforcement duties remain within the Police Department.

## **FIRE**

### **Fire Overview**

The Fire Department is responsible for traditional fire safety programs and emergency response. The Fire Department provides emergency response to fires (buildings, vehicles, and wildfires), vehicle accidents, medical emergencies, rescues, and hazardous conditions. It provides non-emergency response to public and invalid assistance requests, public education, and fire inspection services.

The City has discussed consolidating Fire services, and at least one option has been considered. The assessment and recommendations in this report include both the City’s continued use of paid staff in the City’s Fire Department, or the potential consolidation of Fire services. In addition to the Fire Chief, the Fire department is currently allocated one (1) Fire Engineer, and one (1) Senior Administrative Assistant (assigned as a 0.5 FTE to the Fire Department) to provide support to the Fire Chief and to provide other Fire Department administrative support as needed. (The other 0.5 FTE provides administrative support for the Building Department functions.)

The Fire Department uses a volunteer staffing model. While there were previously thirty-four volunteer firefighters available for emergency response, that number has dropped to twenty-eight volunteer firefighters available when needed. During regular business hours (Monday through Friday, 8:00 am to 5:00 pm), there is one volunteer assigned as a primary responder. There are usually a maximum of three to four additional volunteers that may be available to respond to an emergency during those hours. After regular business hours there are typically more volunteers

available to respond if needed (approximately six to eight). Fire roles and priorities are included in **Appendix E – Fire Department**.

### **Current Staffing Challenges**

The department has only two full-time fire response staff, and the Fire Chief is often away from the station performing: Fire inspections (including required fire inspections for Business License approval), managing the Emergency Operations Center (EOC) during major fires, managing strike teams as needed, participating in FEMA and Cal OES meetings, filing documentation regarding reimbursable hours, managing the Fire Department and Building Department budgets, oversight of the Building Department Phillips Seabrook contracted duties, and participating in planning for wildfire response, evacuation and sheltering plans, weed abatement, Sonoma County Operational briefings, COVID safety and compliance for firefighters, etc. These duties are appropriate for a Fire Chief, but impact his ability to assist with emergency response.

The National Fire Protection Association has suggested that 600-700 calls per year are appropriate for a primarily volunteer fire department, however, the City is expected to have 1,200 calls this year. The majority of calls are received during regular business hours when most volunteers are working at their regular jobs, which delays response time. In addition, the City mirrors the industry in that it has seen a reduction in the number of individuals interested in performing as volunteer firefighters. This suggests a need to review service capacity related to call and response times to determine if the current mostly volunteer staffing model continues to be practical.

When the Chief is in meetings or performing Fire Inspections, only one emergency responder (the Fire Engineer) is on staff. The Fire Engineer is reliant on volunteers responding quickly to call-outs to provide appropriate emergency response. Though not frequent, multiple overlapping emergency responses occur. Should access to adequately trained volunteer's wain, the current staffing levels would be insufficient to sustain acceptable response times to emergency calls.

### **Staffing Needs as Defined by the Department**

Add two (2) permanent full-time staff to respond to emergency calls during regular business hours when volunteers are less likely to be available. The Fire Chief suggested two options. One option provides the best staffing model to meet the needs of the internal City Fire department. If, due to budget constraints, this is not feasible, the Chief recommended an alternative staffing model. Both options assume the continued use of volunteer firefighters as needed.

- Add 1.0 FTE Fire Captain (emergency incident co-manager) and 1.0 FTE Firefighter.
- OR
- Add 2.0 FTE Firefighters

### **Identified Staffing Considerations**

RGS understands that the City has been considering contracting out Fire Services through a JPA or other means. It is recommended that this decision be finalized as soon as possible. Nevertheless, RGS recommends Consideration 1 be implemented as soon as possible.

If the City decides they are able to maintain a sustainable internal Fire Department, the City should review Considerations 1 – 3 below.

If the decision is to contract out Fire Department services, the City should review Consideration 4.

***Consideration 1: Change the Volunteer Stipend Payment Method***

RGS learned that Firefighter stipends are paid out of payroll. To ensure protection of volunteer status, RGS recommends all volunteer stipends be paid out of Accounts Payable (A/P).

***Consideration 2: Add additional staff if call volumes and response times indicate this is warranted***

RGS recommends that the City review the current and anticipated levels of service for the Fire Department, including number and types of calls, response time in relation to national standards, and determine what next steps need to be taken.

If it is determined that service capacity is strained and response time slower than desired or effective, adding one (1) or two (2) permanent full-time staff would allow immediate response to emergency calls during regular business hours when volunteers are more likely to be unavailable. The City should consider whether a Fire Captain (incident commander), and/or one or two Firefighter level positions would best serve the needs of the City based on the results of the call volume and response time study.

***Consideration 3: Recruit fire personnel from local colleges and universities for limited-term appointments.***

One newer method of staffing not used in the municipalities reviewed is to recruit fire personnel to train from the local college or community/junior colleges offering limited term, 2–4-year appointments. This may allow for better day and night coverage, a ready supply of staff, and long-term cost savings as the employee does not vest in CalPERS.

***Consideration 4: Consolidate with Sonoma County Fire District or another local district – retain administrative staff to process various administrative requests, billing, and statistical data.***

A majority of the comparator agencies RGS reviewed contract out fire services to an authority or consolidated district. RGS understands that the City is exploring discussions with Gold Ridge Fire. Sebastopol could also consider contracting with Sonoma County Fire District which serves Windsor, Larkfield, Wikiup, Mark West, Middle Rincon Valley, Bennett Valley, Bellevue, The Graton Casino, Fulton, Russian River/Guerneville, and other surrounding/unincorporated areas.

## **PLANNING**

### **Planning Overview**

The Planning Department provides planning and environmental review for the City. Planning Department staff provide assistance to the City Council and staffing for the following City bodies: Planning Commission, Design Review Board, Tree Board, Climate Action Committee, and Public Arts Committee. The department also provides information about the City's physical development to City residents and the real estate, development, and construction industries.

### **Current Staffing Challenges**

In addition to the Planning Director, at the time of the study, the department was staffed with one Associate Planner and one Senior Administrative Assistant. Except for a change in classification from Assistant Planner to Associate Planner, and a part-time temporary planning assistant, this staffing level had remained unchanged for several years despite the upturn in the size and complexity of the department's workload. Typical Planning Department priorities are included in **Appendix F – Planning Department**.

For several years, the department has also assumed 'non-traditional' planning roles such as park planning projects and staffing the Public Art Committee. The Director stated that these changes have caused staffing challenges that need to be addressed.

While mandated deadlines are being met, this insubstantial staffing structure requires the constant shuffling of projects. Additional projects requested by the City Council and the required reception/front counter duties affect staff workload at all levels, cause delays in permit streamlining efforts and impacts to project assessment and permit approval processes. Additionally, when staff are on leave, a backlog occurs as there is no one to perform the absent employee's duties.

Managing the combination of increasing development demands and affordable housing requirements will require solutions related to staffing and work processes. The Planning Director feels the staffing structure has not kept up with the increase in size and complexity of the workload.

In the majority of agencies reviewed, Planning and Building are combined under one department and director, as either Planning and Building, or Community Development. The charts included in **Appendix F – Planning Department** show the staffing allocations for planning and building functions at each of the agencies reviewed. The Director positions are often split between the two divisions.

### **Staffing Needs as Defined by the Department**

Department staff requested that the Senior Administrative Assistant be upgraded to a Planning Technician. The key difference between these two positions is that the Planning Technician is an 'entry level' planning-focused position with certifications and training from the International Code Council, and American Planning Association for permitting, code administration, and other planning competencies. The additional planning knowledge of a Planning Technician allows the position to provide lower-level planning support to professional planners by ensuring complete permit packet submissions and processing a large number of the administrative permits in addition to the planning-related administrative tasks currently completed by the Senior Administrative Assistant.

Staff further requested an upgrade for the current Associate Planner to Senior Planner. With the changes in the complexity of the work, a Senior-level position may be considered. Upgrading this position would allow the incumbent to perform advanced journey-level planning work.

## Identified Staffing Considerations

### ***Consideration 1: Upgrade the Senior Administrative Assistant to a Planning Technician.***

Consider adding a Planning Technician to prepare files and review permit packet submissions. The workload over the last two years sustains this idea.

### ***Consideration 2: Upgrade the Associate Planner to a Senior Planner; retain both classifications, filling only one title at a time.***

The upgraded Senior Planner would allow the department to increase its capacity to undertake and perform more complex professional planning work, as well as offering training and career growth opportunities. The workload over the last two years sustains this idea.

### ***Consideration 3: Consolidate Building and Planning into one Department.***

Provide improved customer service to the community by co-locating the planning and building functions.

### ***Consideration 4: Review the work of the Senior Administrative Assistant position in Planning.***

If Consideration 1 is not enacted, and the administrative support position to cover the public counter in City Hall is added, then a review of duties, responsibilities, and workload for the current Senior Administrative Assistant position in Planning should be conducted to determine the appropriate allocation.

## POLICE

### **Police Overview**

The Police Department is a full-service law enforcement agency tasked with providing public safety services to the community. The department is organized into three divisions – Administration, Operations, and Technical and Support Services. The Police Department is responsible for public safety, code enforcement, parking enforcement, animal control, dispatch, general assistance calls, investigations, collection of evidence, chain of custody, secure administration of the evidence room, and community information, public safety education, and engagement. The department's roles and priorities are included in **Appendix G – Police Department**.

### **Current Staffing Challenges**

The Police Department is extremely leanly staffed, so that injuries, training, and leaves cause shortfalls in minimum staffing which is 2.0 FTE for patrol, and 1.0 FTE for dispatch. This causes a need to mandate overtime whenever a position is not available for a scheduled shift. This contributes to burnout of staff and impedes community service, safety of personnel and the community, development of staff, identification and acquisition of funding opportunities, and process and system improvements.

### **Staffing Needs as Defined by the Department**

The department requested the following additions and upgrades.

- Add 1.0 FTE Administrative Analyst or Senior Administrative Assistant to support crime and grant analysis

- Add 2.0 FTE Police Officer and 1.0 FTE Dispatcher to reduce overtime and provide coverage for vacations, injuries, and illnesses
- Add 1.0 FTE Sergeant for training and coverage
- Add 1.0 FTE Lead Dispatcher to promote stronger leadership in the department
- Add 1.0 FTE School Resource Officer

### **Identified Staffing Considerations**

The Police Department, along with the City Manager’s Office are the only departments that do not have administrative support, resulting in executive and supervisory staff completing their own administrative duties and limiting performance of more strategic functions.

#### ***Consideration 1: Upgrade the Police Technician classification to a Police Evidence Technician to allow for greater oversight of support services and the evidence room.***

RGS recommends upgrading the Police Technician to Police Evidence Technician to provide for redundancy and cross training, administer the highly regulated property and evidence program, assist with public counter interactions, provide LiveScan services, and allow the Police Records and Support Services Manager to focus on management of Records, communication, and reporting for the department.

#### ***Consideration 2: Add 1.0 – 2.0 FTE Police Officers and 1.0 FTE Dispatcher.***

To provide adequate coverage for vacations, training, and medical leaves that take personnel away from their scheduled shifts, RGS recommends adding one or two additional police officers and one additional dispatcher. Currently the shifts are staffed with two personnel on each shift. When one is not available to work, shifts are either covered by one individual which may pose a safety concern, or overtime is required for an unscheduled staff member. Adding one or two additional police officers would provide coverage of the day and night shifts, and one additional dispatcher would allow for overlap with 10-hour shifts to provide coverage, allow flexibility for training, and help reduce overtime.

#### ***Consideration 3: Add 1.0 FTE Management Analyst to provide support to the Chief and other management staff.***

A Management Analyst would be able to provide technical assistance on administrative and analytical matters, write and develop staff reports, conduct a variety of analytical and operational studies such as crime analysis and statistics, grant administration and reporting, support for tracking and scheduling training, and back up for key FBI, POST, and other required services, systems, and reporting requirements.

#### ***Consideration 4: Add 1.0 FTE Sergeant.***

This would allow for four patrol Sergeants, and one Administrative Sergeant responsible for POST-EDI, Training, and to fill in on patrol when needed.

#### ***Consideration 5: Add a School Resource Officer at 0.5 FTE or greater.***

RGS learned from the department that there is support from local schools conceptually and possibly financially for a school resource officer to help prevent violence in schools.

## **PUBLIC WORKS**

### Public Works Overview

The Public Works Department is responsible for water and wastewater operations, streets, trees, parks and landscape maintenance, trash and vandalism clean-up, and general maintenance of all City properties. Additional responsibilities include homeless services (camp clean-up, etc.), special events (including set-up and tear down), pool maintenance, and water and other conservation programs and community education. Public Works roles and priorities are included in **Appendix H – Public Works**.

### **Current Staffing Challenges**

RGS learned from interviews with Public Works Department staff that deferred maintenance in both infrastructure and equipment due to past years' budget constraints has put strain on the already aging sewer and water systems and can be seen in the condition of City parks. Staff is grateful that the City has reserves and revenues available this year to fund several capital projects which will address deterioration experienced in parks, sewer, and water systems. These projects are listed in the Capital Improvement Plan.

In addition, staff hopes to address the need for improved street maintenance and equipment replacement in the coming fiscal year. The Public Works Department's Three-Year Operational Plan covers the preventative and restorative maintenance proposal in detail.

RGS reviewed staffing structures of Public Works Departments in the comparator agencies and found that many of them were not comparative to Sebastopol due to the services offered. Eight municipalities were found with enough similarity to be comparative for the purpose of this study and are reflected in the chart included in **Appendix H – Public Works**. Sebastopol's Public Works Department does not house engineers, but does currently oversee the engineering consultants.

### **Staffing Needs as Defined by the Department**

Staff requested the part-time Administrative Assistant at the front counter be upgraded to full-time to assist with event and street use permits and cover the counter during all open office hours. Additionally, staff further requested support for the workload of the full-time Management Analyst in the area of contract insurance administration and encroachment permits. If building activities continue to be performed in Public Works, staff also requested a part-time clerical position to assist with compiling permit applications.

### **Identified Staffing Considerations**

***Consideration 1: Add 1.0 FTE Permit Technician to the Public Works Department to support the Management Analyst.***

- The Public Works Management Analyst completes a significant amount of work related to the issuance of permits for both Public Works and Engineering which takes the employee away from higher level analysis and reporting duties for the department. A full-time Permit Technician would be able to cover the counter, collate permit application packets, coordinate vendor insurance with Risk Management, and issue over the counter permits.



- Retain the part-time Administrative Assistant to spell the Permit Technician from counter duties for at least half of the day allowing focused work on permits and the opportunity to meet with applicants on more complex permitting projects.

***Consideration 2: Align Maintenance Classification Titles.***

- Retitle all Maintenance Worker III and/or Lead Worker positions to Senior Maintenance Worker to create a consistent titling structure.

***Consideration 3: Add maintenance staff and time frames.***

- Add 1.0 FTE Maintenance Worker II and assign to the Water System Treatment.
- Add 1.0 FTE Maintenance Worker II and assign to the Sewer System.
- The above Maintenance Worker positions should assist in meeting expectations in maintenance time frames and address deferred maintenance, both mandated and routine.

***Consideration 4: Consider converting Public Works Superintendent to Public Works Director through natural attrition and co-locating Engineering under Public Works.***

- The most common practice in the municipalities reviewed is to co-locate engineering in the Public Works Department. Consider this option and upgrade the Department Head from Superintendent to Public Works Director upon natural attrition.

## APPENDIX A – RGS STUDY METHODOLOGY

- RGS employed the following methodology in conducting this assessment:
  - Review and analyze the documents including current class specifications, personnel allocations, organizational charts, budget documents, and previous classification studies.
  - Conduct Interviews with department heads and key staff in the following areas:
    - City Manager’s Office
    - Administrative Services
    - Building
    - Fire
    - Planning
    - Police
    - Public Works
  - Research staffing models used at other municipal service organizations with similar services, demographics, and geography to find additional options for optimal staffing and efficiency scenarios.
  - Provide a written report presenting the findings and recommendations based on this process.

These efforts provide a picture of the general programming, staffing, and organizational structure of the City today. During the interviews, members of the RGS assessment team also asked about future planned services, projects, risks, benefits, and impacts to the organization.

To provide context for efficient and effective organizational structure, staffing, and service delivery, RGS first looked at the local, regional area of Sonoma, Napa, and Marin Counties and agencies the City had used in the past as traditional comparable entities. Eight (8) traditional agencies were initially selected for their historical use as a comparable and similarity of services for review and comparison as listed below:

- Calistoga
- Corte Madera
- Healdsburg
- Larkspur
- Petaluma
- Sonoma
- St. Helena
- Windsor

To further explore potential effective strategies for staffing structures, RGS then looked at a broader regional area and included an expanded list of City's with similar characteristics in one or more of the following areas: demographics, services, population served, size of budget, culture, or diversity index:

- Rohnert Park
- Cotati
- Cloverdale
- Novato
- Fairfax
- Sausalito
- Mill Valley
- San Anselmo
- Tiburon

## APPENDIX B – CITY MANAGER / CITY ATTORNEY

### ➤ CITY MANAGER

The City Manager serves as the executive and administrative head of the City over operations, programs, services, and personnel, and is appointed by and works under the direction of the City Council. As the personnel officer for the City, the City Manager has the authority for the selection, promotion, demotion, and termination of City employees.

City Manager areas of priority include:

- City Administration
- Council Updates
- City Emergency Services
- Continuity of Operations
- Systems implementation and automation
- Law Enforcement
- Housing
- Budget and Finance
- Communications
- Economic Development
- Personnel Matters

### ➤ CITY ATTORNEY

The City Attorney represents the City Council and all City departments in legal matters, coordinating all City legal representation including outside counsel and preparing ordinances and other legal documents as directed by the City Council for their consideration.

In *The City Attorney/City Manager Survival Guide* by Michael Jenkins of Jenkins & Hogin, LLP that was presented at the League of California Cities 2016 annual conference, Mr. Jenkins promotes “team play” between the roles of City Manager and City Attorney, adding caution by saying:

*The city attorney has a duty to provide his or her best legal advice to the council regardless of whether it impedes a city manager initiative. If the manager’s policy objective or initiative is questionable but not unlawful, that should be the end of it, as far as the attorney is concerned.*

*The City Manager is allowed to take a hard look at the City Attorney’s legal opinions. It is not out of bounds for a city manager to ask the city attorney for the authority on which the lawyer is relying and to question the opinion. The city attorney doesn’t always get it right and should be willing to talk through a conclusion or the law may be ambiguous, and the city manager may perceive the attorney as being unnecessarily conservative.*

## APPENDIX C – CITY CLERK / ASSISTANT CITY MANAGER

### ➤ CITY CLERK

The City Clerk provides staff support to the City Council, ensures the City’s compliance with Public Meeting and Brown Acts, collaborates with the County Registrar’s Office in coordinating local and municipal elections, serves as the Records Administrator, Archivist, and Filing Officer for the City, and manages the City’s records management program. Additionally, the City Clerk administers the Fair Political Practice Commissions and Conflict of Interest legislation requirements in accordance with State laws, maintains the City’s official seal, and provides the City Manager and City Council with accurate and timely information to support decision-making and policy direction.

The City Clerk serves as “first contact” for many visitors to City services and operations, provides staff support to and performs special projects assigned by the City Council, is responsible for the City’s official records, and provides legislative compliance services to the City and Council.

The City Clerk holds a number of mandated roles for the City which include:

Elections Official – (Elections Code 320)

Local Legislation Auditor (Gov. Code 54950 et. Seq.)

Municipal Auditor (Gov. Code 36501)

Clerk of the Council (Gov. Code 36814)

- Perform Attestations (Gov. Code 40806)
- Administer Affirmations/Oaths of Office (Gov. Code 40814) (Gov. Code 36507)
- Maintain Custody of City Seal (Gov. Code 40811)
- Accept Subpoenas and Lawsuits (Gov. Code 37105)
- Countersign General Obligation Bonds (Gov. Code 4362343625)
- File Official Bonds (Gov. Code 36520)

Political Reform Filing Officer (Gov. Code 83111)

- Filing Official for Form 700 – Statement of Economic Interests – Disclosure of personal assets and income—disqualification if decision affects personal financial interests.
- Filing Officer for Campaign Finance Forms – 460, 470, 495, 510, etc. - Campaign Statements and Reporting - Elected officials shall respond to wishes of all citizens equally, contributors shall not gain disproportionate influence over others

Records and Archives Manager (Gov. Code 6250)

- Public records management and archives

City Council Support Services – The City Clerk provides a number of services as staff to the City Council including the preparation, planning, noticing, and execution of:

- City Council meetings
- Agendas and minutes
- Ceremonial Functions
- Ordinances and Resolutions
- Commendations and Awards
- Administrative functions
- Commissions

Additional duties performed by the City Clerk include:

- Ethics filings
- Municipal elections
- Maintaining legal information
- Handling public inquiries & relationships

### ➤ **ASSISTANT CITY MANAGER**

The Assistant City Manager administers a myriad of special projects assigned by the City Manager, provides information on City operations to the City Council, staff, and the public; shepherds and catalyzes a number of assigned initiatives; and provides counsel and oversight for programs and departments.

In addition to the above, the Assistant City Manager must advance the mission and objectives of the City Council through providing executive and administrative support to the City Council, City Manager, and City Department Heads in executing duties and providing openness, transparency, and confidentiality.

Additional duties performed by the Assistant City Manager include:

- Research
- Maintaining historical and institutional knowledge
- Financial administration
- Human resources/personnel administration
- Handling public inquiries and relationships
- Continuity of operations/shelter in place

## APPENDIX D – ADMINISTRATION DEPARTMENT

➤ The Administration Department is primarily responsible for:

- Preparation of the annual City budget
- Monitoring the City's financial health
- Preparing and issuing various financial updates and reports
- Providing payroll services for City employees
- Processing accounts payables and receivables
- Administering employee insurance and benefit programs
- Administering and managing various grants
- Issuing business licenses
- Providing financial management for the City's enterprise funds
- Providing financial support to other departments
- Risk management services
- Maintaining the Fixed Asset inventory for the City
- Coordinating the City's investment portfolio

Oversees contracted Human Resources services which may include:

- Classification and compensation
- Recruitment and selection
- Employee and labor relations
- Employment Contracts and Memorandums of Understanding (MOUs)

Oversees contracted Information Technology (IT) services which may include:

- Installation of software and hardware
- Procurement of IT hardware and supplies
- Backup and recovery of digital assets
- Troubleshooting network issues
- Configuring computers, networks, and other systems
- Providing security management

## APPENDIX E – FIRE DEPARTMENT

- The Fire Department is primarily responsible for:
  - Emergency response to fires (buildings, vehicles, and wildfires)
  - Emergency response to vehicle accidents
  - Emergency response to medical emergencies
  - Performing rescues and handling hazardous conditions
  - Non-emergency response to public and invalid assistance requests
  - Providing public education
  - Fire inspection services (including required fire inspections for Business License approval)
  - Managing the Emergency Operations Center (EOC) during major fires
  - Managing fire strike teams (as needed)
  - Participating in FEMA and Cal OES meetings / filing documentation regarding reimbursable hours
  - Participating in planning for wildfire response, evacuation, and sheltering plans
  - Weed abatement



## APPENDIX F – PLANNING DEPARTMENT

➤ The Planning Department is primarily responsible for:

### Current planning

- Application processing
- Land use
- Subdivision/development permits
- Staff reports and assistance to City Council and City commissions and committees

### Advanced planning

- Zoning and planning
- Long-range planning documentation
- Environmental review
- Policy development and updates
- Impact fees
- Ordinance updates
- General plan updates
- Housing element plan
- Parks planning and grants
- Objective design standards
- Special studies

Contributing to the challenges facing the department, Sebastopol has seen a shift in development pressures:

- The City has become a desirable place for project development
- 2022 Regional Housing Needs Allocation (RHNA) indicated required allocation numbers are higher than ever before and potentially unachievable

## APPENDIX G – POLICE DEPARTMENT

- The Police Department is focused in three main divisions: Administration, Operations, and Technical and Support Services.

These divisions are managed by the Police Chief with a part-time Lieutenant overseeing administrative functions. An overview of the duties, services, and challenges of these divisions follows:

### Administration

- Community Engagement (National Night Out, Foot and bicycle patrols, coffee with a cop, shop with a cop, informational public meetings, school visits, etc.)
- Court Appearances and Depositions, Expert Testimony
- Maintaining departmental case files
- Background investigations
- Administer the Body Cam Program
- Public Information
- Social Media footprint
- Website updates
- Staff reports needed for City Council meetings
- Payroll, invoice reconciliation, and HR-type paperwork
- Community Safety:
  - Elderly and mental health issues
  - Our obligation to keep our officers safe
  - Ensuring we ask the right questions
  - Remain objective
- Identify funding resources to assist with upgrade mandates
- Maintain current and new mandated training
- Regulatory and POST reporting requirements

### Operations

- Sergeant supervision of Dispatch
- Responding for Requests for Civil Well Checks and Civil Standby
- Documenting and writing reports
- Public Safety
- Responding to calls for services
- Traffic Control
- Dispatching of Emergency and General Assistance Calls (includes all calls, Fire, Medical, and PD, as well as 911 within City and now 911 text messages)
- Compiling and investigating cases
- Community Safety:
  - Prioritizing the needs
  - Communicating time status updates
  - Connecting other services, as appropriate (escalation, referral)

### Technical and Support Services

- Code Enforcement
- Parking enforcement (Non-Sworn & Sworn)
- Animal Control (Non-Sworn & Sworn)
- Collection of Evidence, Chain of Custody, and Evidence Room
- Track mandated officer and dispatch training, provide statistics to the state, ensure all personnel meet all mandated training requirements and all mandated data submissions as required by law, which now includes the additional task of submitting RIPA data
- Police Records and Support Services Manager is responsible for the handling of all public records requests. State law mandates and regulates much of how public requests to our dispatch are handled and reported
- Public Records Act requests (handled currently by Police Records and Support Services Manager)
- Compilation of cases, evidence, dispatch, and records information (includes transport to County as necessary)

## APPENDIX H – PUBLIC WORKS

➤ The following responsibilities are assigned to the Public Works Department:

- Water and wastewater operations
- Street maintenance
- Parks, trees, and landscape maintenance
- Trash and vandalism clean-up
- Homeless services (camp clean-up)
- Special events (including set-up and tear down)
- Pool maintenance (including chlorine generation system, monitoring pool chemicals, maintenance, and repair of pumps, etc.)
- Water and other conservation programs and public education
- Maintenance of government buildings/City properties (including lighting, electricity, painting, simple plumbing, parking lots (4), electric vehicle charging stations, etc.)
- Maintenance of City-owned leased buildings, and buildings offered for community use (the Community and Cultural Center, Youth Center, Senior Center, pre-school facility outside maintenance, recreational facilities, pool, etc.)
- Inspections of private and public construction projects on public streets and properties
- Well and septic inspections on public and private properties
- Public Works and Engineering contract administration
- Davis-Bacon public contracting compliance and contractor payroll compliance review
- Public bid opening documents
- Receipt and assessment of permit applications
- Issuance of permits for encroachment, grading, street closures, and events

## APPENDIX I – TABLES

### SERVICES CONTRACTED OUT AGENCY COMPARABLES

Municipality	Human Resources	IT	City Attorney	Planning	Building	Police	Fire	Parks and Recreation
Sebastopol	X	X			Bldg. Insp			
Calistoga	X	X	X					
Corte Madera	X	X	X			X	X	
Healdsburg			X					
Larkspur	X	X	X	Inspection	Bldg. Offcl.	X	X	
Petaluma				Code Enf				
Sonoma			X	Code Enf		X	X	X
St. Helena			X					
Windsor						Dispatch/Patrol	X	
Rohnert Park <sup>1</sup>								
Cotati			X				X	
Cloverdale					Bldg Insp		X	
Novato			X				X	
Fairfax	X		X				X	
Sausalito <sup>2</sup>			X		Code Enf	911	X	
Mill Valley						911		
San Anselmo			X			X	X	
Tiburon			X				X	

<sup>1</sup> \*Rohnert Park is Fire, Police, and Animal Control

\*The Sausalito Parking Analyst is budgeted as part of City

<sup>2</sup> Administration

**CITY MANAGER AGENCY COMPARABLES**

<b>Municipality</b>	<b>Executive</b>	<b>Admin CM Asst</b>	<b>Analytical Assistance</b>	<b>Clerk</b>	<b>Admin CC Assist</b>	<b>FTEs</b>
Sebastopol	City Manager/City Attorney			Assistant City Manager/ City Clerk		2
Calistoga	City Manager			City Clerk	Admin Asst	3
Corte Madera	Town Manager			Town Clerk/ Asst to CM		2
Healdsburg	City Manager	PIO & Outreach	Housing Admin	City Clerk		4
Larkspur	City Manager	Asst to CM		City Clerk	Admin Asst	4
Petaluma	City Manager	Exec Asst to CM	Asst CM & Sr. Mgt Analyst	City Clerk	Deputy Clerk	6
Sonoma	City Manager		Sr. Mgt Analyst & Mgt Analyst	City Clerk/ Exec Asst		5
St. Helena	City Manager	Asst to CM		City Clerk	Admin Records Assist	4
Windsor	Town Manager	Econ Dev Spec	Mgt. Analyst/ Sr. Admin Asst	Town Clerk	Deputy Town Clerk	6
Rohnert Park	City Manager	Admin Asst	Asst CM & Comm Spec	City Clerk	Deputy Clerk / Office Asst	7
Cotati	City Manager	Intern	Analyst	City Clerk	Deputy Clerk	5
Cloverdale	City Manager		HR Analyst (.25)	City Clerk		2.25
Novato	City Manager		Assist CM	City Clerk	Deputy Clerk	4
Fairfax	Town Manager			City Clerk/Asst to TM		3



Municipality	Executive	Admin CM Asst	Analytical Assistance	Clerk	Admin CC Assist	FTEs
Sausalito	City Manager	Admin Asst (.25)		City Clerk	Admin Assistant (.75)	3
Mill Valley	City Manager		Sr. Mgt Analyst/ PIO	City Clerk/ Admin Analyst	Deputy Clerk	6
San Anselmo	Town Manager			Town Clerk		2
Tiburon	Town Manager	Office Asst	Mgt Analyst	Town Clerk		4

**CITY ATTORNEY AGENCY COMPARABLES**

By Contract Service		By Allocated Position - Employee	
Calistoga	Rohnert Park	Sebastopol	
Corte Madera	Cotati	Petaluma	Windsor
Healdsburg	Cloverdale	San Anselmo	
Larkspur	Novato		
Sonoma	Fairfax		
St. Helena	Sausalito		
Tiburon	Mill Valley		

**ADMINISTRATIVE SERVICES AGENCY COMPARABLES**

<b>Municipality</b>	<b>Dept Head</b>	<b>Deputy /Div Mgr</b>	<b>Analyst</b>	<b>Accountant</b>	<b>Technician/Specialist</b>	<b>Admin or Other</b>	<b>FTEs</b>
Sebastopol	Admin Serv Dir		Accountant/Analyst	Junior Accountant	Admin Tech		4
Calistoga	Finance Director		HR/Finance Specialist	Sr Accounting Assistant	Accounting Assistant (proposed)	Admin Serv Technician	5
Corte Madera	Finance Director		Finance Analyst (2)			Admin Analyst	4
Healdsburg	Admin Serv Dir	HR, IT, Fin Mgrs	HR Analyst/Sr Accounting Tech	Accounting Manager	IT, Acct, Payroll/HR Techs	Accounting Asst / GIS, Fleet (3)	14
Larkspur	Admin Serv Dir				Accounting Spec / Accounting Tech		3
Petaluma	Finance Director	IT, Fin, Comm Services	Programmer Analyst	Accountant/Sr Accountant	Accounting Tech/ Rev Spc/ IT Spc	Accounting Asst (6) / GIS / OAI	13
Sonoma	ACM-Admin Serv Dir	AS Mgr/ Deputy Finance		Accountant	Acctg Tech (2) Admin Asst		7
St. Helena	Admin Serv Dir	Asst ASD	HR Analyst		Sr Accounting Tech (2)	Office Assistant	5
Windsor	Admin Serv Dir	Fin Mgr/ Admin Mgr	Admin Operations Supr /Sr Mgmt Analyst		Accounting Tech	Sr Admin / Admin Operations Asst	8
Rohnert Park	Admin Serv Dir		Sr Analyst, Sr Payroll & Fiscal Spec	Supr Accountant (2), Accountant (2)	Payroll/Fiscal Spec (3), Accounting Tech (2)	Accounting Asst, Purchasing Agent	14



Municipality	Dept Head	Deputy /Div Mgr	Analyst	Accountant	Technician/Specialist	Admin or Other	FTEs
Cotati	Admin Serv Dir			Sr Accountant / Accountant	Account Clerk	Intern	5
Cloverdale	Finance Director		Finance & HR Analyst		HR Specialist / Accounting Tech	Accounting Assistant II	5
Novato	Finance Director	Dpty Fin Director	Sr Mgmt Analyst	Sr Acct, Acct I/II	Payroll & Accounting Technician	Sr Accounting Asst / Accounting Asst I/II	7
Fairfax	Finance Director			Accountant (2 PT)		PT Aide or Intern	4
Sausalito	Finance Director			Sr Accountant	Accounting Tech (3)		5
Mill Valley	Finance Director			Accountant	Payroll & Accounting Specialist		3
San Anselmo	Finance & AS Director				Accounting & Benefits Tech - AS Tech		1
Tiburon	Admin Serv Dir	Finance & Accounting Mgr			Accounting & HR Technician		3

**PLANNING STAFF AGENCY COMPARABLES**

Municipality	Dept Head	Planning Mgr/Supr	Experienced Planner	Planning Support	Technicians	Admin or Other	Plng FTEs	Bldg FTEs	Total FTEs	Population	Med Home \$	Ownr Occ %
Sebastopol	Planning Director		Associate Planner			Senior Admin Asst	3	1.5	4.5	7,520	1,095,000	50.0%
Calistoga (includes Code Enforcement)	Planning & Building Dir (.5)		Associate Planner		Permit Technician (.5)	Accounting Asst (.25)	2.25	2	4.25	5,228	634,400	66.0%
Corte Madera	Dir of Planning & Building (.5)		Senior Planner			Admin Analyst / Cust Serv Rep (.5)	3	0.5	3.50	10,222	1,290,100	67.7%
Healdsburg	Comm Dev Director (.5)	Senior Planner (mgt)		Asst Planner		Admin Technician	3.5	5.5	9.00	11,492	8,223,930	55.5%
Larkspur	Planning & Building Dir (.5)	Senior Planner (supr)		Asst Planner	Permit Technician		3.5	1.5	5.00	13,064	1,311,000	48.5%
Petaluma	Comm Dev Director (.5)						0.5	7	7.50	59,085	680,664	67.8%
Sonoma	Planning & Community Serv Dir		Associate Planner (2)		Permit Technician	Sustainability Coord PT	5	4	9.00	10,739	948,364	60.3%
St. Helena	Planning & Building Dir (.5)		Senior Planner		Permit Technician III - Planning		2.5	2.5	5.00	5,430	1,281,500	67.6%
Windsor	Comm Dev Director (.5)		Planner III (2)	Planner I		Sr Admin Asst	4.5	3.5	8.00	26,344	642,701	78.0%
Rohnert Park	Dir of Development Serv (.5)	Planning Manager Housing Program Admin	Planner III / Planner I-II	Comm Dev Spec	Comm Dev Technician	Mgmt Analyst (.5) / Office Asst	8	7	15.00	7,544	508,000	50.7%



Municipality	Dept Head	Planning Mgr/Supr	Experienced Planner	Planning Support	Technicians	Admin or Other	Plng FTEs	Bldg FTEs	Total FTEs	Population	Med Home \$	Ownr Occ %
Cotati	Comm Dev Director (.5)		Senior Planner	Lmtd Trm (Sr. Planner)	Permit Technician (.5)	Admin Analyst (.5)	3.5	4.5	8.00	4,584	541,600	55.8%
Cloverdale	Asst Cty Mgr-Comm Dev Dir		Associate Planner				2	9.5	11.50	8,996	493,500	67.8%
Novato	Comm & Econ Dev Dir (.5)	Planning & Env Serv Mgr	Principal Planner / Senior Planner	Planner I-II / Asst Planner	GIS Tech / GIS Analyst	Senior Office Assistant	8.5	9.5	18.00	53,225	804,900	69.9%
Fairfax	Planning & Building Dir (.5)	Principal Planner		PT Asst Planner (.5)	Planning Technician (.1)		2.1	2.25	4.35	7,605	858,500	59.7%
Sausalito	Comm Dev Director (.75)	Principal Planner	Associate Planner	Assistant Planner (2)	Planning Technician (2)	Office Asst	7.75	2.25	10.00	7,269	1,451,800	56.2%
Mill Valley	Dir of Planning & Building (.5)		Senior Planner (3), Associate Plnr			Admin Aide	5.5	5.5	11.00	14,231	1,625,400	65.9%
San Anselmo	Planning Director		*may be recruiting for Sr. or Assoc	Assistant Planner			2	4.8	6.80	12,830	1,147,100	66.0%
Tiburon	Comm Dev Director (.5)		Senior Planner		Planning Technician	Comm Dev Aide	3.5	4.5	8.00	9,146	2,000,000	70.0%
Ross	Planning and Building Dir (.5)		Senior Planner / Planner				1.5		1.50	2,290	4,600,000	86.0%
Belvedere	Planning and Building Dir (.5)		Senior Planner		Planning Technician		2.5		2.50	2,094	3,700,000	74.9%



**BUILDING STAFF AGENCY COMPARABLES**

<b>Municipality</b>	<b>Dept Head</b>	<b>Bldg Official - mgt</b>	<b>Code Enforcement</b>	<b>Building Inspection</b>	<b>Technicians</b>	<b>Admin or Other</b>	<b>FTEs</b>	<b>Population</b>	<b>Med Home \$</b>	<b>Ownr Occ %</b>
Sebastopol		Building Official (vacant)				Admin. Asst (.5)	1.5	7,520	1,095,000	50.0%
Calistoga	Planning & Building Dir (.5)	Bldg Official	Code Enforcement Officer (.5)				2	5,228	634,400	66.0%
Corte Madera	Dir of Planning & Building (.5)				Permit Technician	Cust Serv Rept (.5)	0.5	10,222	1,290,100	67.7%
Healdsburg	Comm Dev Director (.5)	Bldg Official		Sr Bldg Insp / Bldg Insp II	Dev Serv Technician II	Admin Technician	5.5	11,492	8,223,930	55.5%
Larkspur	Planning & Building Dir (.5)				Permit Technician		1.5	13,064	1,311,000	48.5%
Petaluma	Comm Dev Director (.5)	Chief Bldg Official Housing Manager		Sr Bldg Insp / Bldg Insp I-II (2)	Permit Processing Technician (2) Housing Technician (.5)	Plans Examiner	7	59,085	680,664	67.8%

Municipality	Dept Head	Bldg Official - mgt	Code Enforcement	Building Inspection	Technicians	Admin or Other	FTEs	Population	Med Home \$	Ownr Occ %
Sonoma	Dev Serv Dir (Bldg Official)	Dev Serv Sprv		Building Inspector		Plans Examiner	4	10,739	948,364	60.3%
St. Helena	Planning and Building Dir (.5)	Chief Building Official			Permit Technician\ I - Building		2.5	5,430	1,281,500	67.6%
Windsor	Comm Dev Director (.5)	Building Official		Sr Building Inspector	Comm Dev Technician		3.5	26,344	642,701	78.0%
Rohnert Park	Dir of Developmt Serv (.5)	Eng Mgr-Bldg Official Dev Eng Manager	Code Compliance Officer	Sr Bldg Insp / Building Insp	Eng Technician I-II	Mgmt Analyst (.5) / Sr Office Asst	7	7,544	508,000	50.7%
Cotati	Comm Dev Director (.5)	Building Official	Code Enforcement Official	Building Inspector	Permit Technician (.5)	Admin Analyst (.5)	4.5	4,584	541,600	55.8%
Cloverdale			Code Enforcement Officer	Building Inspector			9.5	8,996	493,500	67.8%
Novato	Comm & Econ Dev Dir (.5)	Chief Bldg Official Development Permit Supr Supr Code Enf Off	Code Enforcement Officer	Housing Insp / Bldg Insp I/II	Permit Technician	Sr Office Assist / Office Asst II	9.5	53,225	804,900	69.9%

Municipality	Dept Head	Bldg Official - mgt	Code Enforcement	Building Inspection	Technicians	Admin or Other	FTEs	Population	Med Home \$	Ownr Occ %
Fairfax	Planning & Building Dir (.5)	PW Director					2.25	7,605	858,500	59.7%
Sausalito	Comm Dev Dir (.25)		Contracted Code Enforcement	Building Inspector			2.25	7,269	1,625,400	65.9%
Mill Valley	Dir of Planning & Building (.5)	Building Official	Code Enforcement Officer	Sr Bldg Insp / Bldg Insp	Perm Srv Coord / Perm Technician	Admin Aide/ Receptionist	5.5	14,231	1,625,400	65.9%
San Anselmo	PW Director (.5)	Building Official	Building Supervisor (.8)	Building Inspector	Permit Serv Technician	Admin Serv Asst I-II (.5)	4.8	12,830	1,147,100	66.0%
Tiburon	Comm Dev Director (.5)	Building Official		Building Inspector	Permit Technician	Permit Clerk	4.5	9,146	2,000,000	70.0%

### FIRE SERVICE AGENCY COMPARABLES

Municipality	Chief	Management	Engineer	Firefighter	Admin	Other	FTE
Sebastopol	Fire Chief		Fire Engineer		Senior Admin Asst (.5)		2.5
Calistoga	Fire Chief	Captain	Engineer (3)	FF (4 FT) (6PT)			10
Corte Madera	<i>Contracts with Central Marin Fire Authority</i>						
Healdsburg	Fire Chief	Captain (3)	Engineer (3)	FF (3)	Fire Inspector, Fire Marshal	Office Asst	29
Larkspur	<i>Contracts with Central Fire Authority</i>						
Petaluma	Fire Chief	Asst Fire Chf, Bat Chfs (3)	Captains (3), Engineer/Para (9)	FF/P (9), FF (9) EMS FF/P (18)	Fire Marshal, Deputy Fire Marshal	Secretary, Admin Asst, Fire Inspector (2)	87.6
Sonoma	<i>Contracts with the Sonoma County Fire Authority</i>						
St. Helena	Fire Chief (.75)		Fire Inspectors	FF (2 FT) (PT (19)		(.5) Admin Analyst CSO / Diversion Coordinator	18
Windsor	<i>Sonoma County Fire Authority</i>						
Rohnert Park <sup>1</sup>	<i>Hybrid Police &amp; Fire combo</i>						
Cotati	<i>Contracts with Rancho Adobe Fire</i>						
Cloverdale	<i>Contracts with Sonoma County Fire Authority</i>						

Municipality	Chief	Management	Engineer	Firefighter	Admin	Other	FTE
Novato	<i>Contracts with Novato Fire</i>						
Fairfax	<i>Southern Marin Fire</i>						
Sausalito <sup>2</sup>	<i>Contracts with Southern Marin Fire</i>						
Mill Valley	Fire Chief	Dpty Chf (2)	Bat Chf (4), Captains (4)	FF (9)	HR Mgr, Fin Mgr, Admin Aide, Plan Reviewr, Vegetati on Mgt, Payroll Spec	Fire Inspectors (3)	
San Anselmo	<i>Contracts with Ross Valley Fire</i>						
Tiburon	<i>Southern Marin Fire</i>						
Central Marin Police <sup>3</sup>	Chief	Captain / Lt (2)	Sergeant (6) / Corporal (5) Officers (19)	Contract with Marin Dispatch	Detectiv e (3) Records (3)	CSO, Traffic (3) SRO, Evid Tech	

<sup>1</sup> \*Rohnert Park is Fire, Police, and Animal Control

<sup>2</sup> \*The Sausalito Parking Analyst is budgeted as part of City Administration

<sup>3</sup> Central Marin Police serves Larkspur, Corte Madera, San Anselmo, parts of Greenbrae



**POLICE SERVICE AGENCY COMPARABLES**

<b>Municipality</b>	<b>Chief</b>	<b>Management</b>	<b>Patrol</b>	<b>Communications</b>	<b>Admin</b>	<b>Other</b>	<b>FTEs</b>
Sebastopol	Chief	Lieutenant (1) Sergeant (4)	Officers (8) / Reserve (4)	Dispatcher (5)	Police Records and Support Services Mgr	Police Technician / Property Room Asst	22
Calistoga	Chief		Sergeant / Corporal / Officers (8)	Dispatch Supr / Dispatcher (4) Dispatcher- Code Enforcement		Youth Division Coordinato r	18
Corte Madera	<i>Contracts with Central Marin Police Authority</i>						
Healdsburg	Chief	Lieutenant	Sergeant (5) / Officers (10)	Dispatch II (5)	Records Tech / Police Tech		29
Larkspur	<i>Contracts with Central Marin Police Authority</i>						
Petaluma	Chief / Deputy Chief	Lieutenant (4)	Sergeant (9) / Officer (50)	Dispatch Supr / Dispatchers (11.6)	Adm Asst / Mgt Analyst/Secret ary Mgt Analyst II	Abandoned Veh Abate Officer CSO, Evidence Tech, Property Tech Neigh Pres. Coord / Comm Engage Liaison / PS Comm Mgr	87.6



Municipality	Chief	Management	Patrol	Communications	Admin	Other	FTEs
Sonoma	<i>Contracts with Sonoma Co Sheriff</i>					Admin Analyst (.5)	
St. Helena	Chief	Lieutenant	Sergeant (2) / Officers (6) / K9 Officer / School Resource Off	Dispatch - Records Supervisor / Records Coord- Dispatcher / Dispatchers (2)		CSO / Diversion Coordinator	18
Windsor	Chief		Sergeant (2) Traffic Officer	<i>Contracts with Sheriff for dispatch and patrol</i>	Admin Sergeant / Admin Aide / Sr. Office Assistant	School Resource Officer / CSO	9
Rohnert Park <sup>1</sup>	Dir of Public Safety <sup>1</sup> / Deputy Chief	Lieutenant (4) / Support Svcs Mgr	Sergeant (10) / PS Officer (41)	Comm Supv / PS Dispatchers (10)	Records Sup / Records Clerk/ Secretary I / Admin Asst	Civilian Fire Marshal / Property Tech / CSO / Fire inspector	77
Cotati	Chief	Lieutenant	Sergeant (2) / Corporals (2) / Officers (7) / Cadets (2) / Reserve (1.5)	Dispatchers (6.6)	Police Services Aide		24.1
Cloverdale	Chief	Lieutenant / Technical Svcs Mgr	Sergeants (2) Officers (9)	Dispatcher (6)		CSO / Crossing Guards	22
Novato	Chief	Captain (2) / Lieutenant (3)	Sergeant (9) Officer (38)		Exec Asst / Office Asst (.5) / Mgt Analyst I-	Evidence Tech / CSO / K-9 officer	59.5

Municipality	Chief	Management	Patrol	Communications	Admin	Other	FTEs
					II / Recrds Sup / Records Spec		
Fairfax	Chief	Police Lieutenant	Sergeant (2)/ Corporal (2) / Officers (5)	Dispatcher (4)	Police Services Tech/CSO		17
Sausalito <sup>2</sup>	Chief	Captain / Lieutenant	Sergeant (4) / Corporal (2) / Officers (10*) *2 positions frozen	<i>Contracts with county for 911</i>	Records Sup - Asst to the Chief / Admin Aide	Managem nt Analyst Parking-IT <sup>2</sup> / Detective / PT Motor /PT Harbor / PT Chaplain / PEO (4)	30
Mill Valley	Chief	Captain / Lieutenant	Sergeant (5) / Corporal (4) / Officer (7) / Reserve (1)	<i>Contracts with county for 911</i>	Admin Asst	Detective / CSO / Prkg Enf Officer Police Records Spec	
San Anselmo	<i>Contracts with Central Marin Police Authority</i>						
Tiburon	Chief	Captain	Sergeants (4) Officers (8)		Secretary	Police Serv Aide (3) Emerg Srvcs Coord	

Municipality	Chief	Management	Patrol	Communications	Admin	Other	FTEs
Central Marin Police <sup>3</sup>	Chief	Captain / Lt (2)	Sergeant (6) / Corporal (5) Officers (19)	<i>Contracts with Marin for Dispatch</i>	Detective (3) Records (3)	CSO, Traffic (3) SRO, Evid Tech	

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<sup>2</sup> \*The Sausalito Parking Analyst is budgeted as part of City Admin

<sup>3</sup> Central Marin Police serves Larkspur, Corte Madera, San Anselmo, parts of Greenbrae

**POLICE SERVICE AGENCY COMPARABLES**

<b>Municipality</b>	<b>Chief</b>	<b>Management</b>	<b>Patrol</b>	<b>Communications</b>	<b>Admin</b>	<b>Other</b>	<b>FTEs</b>
Sebastopol	Chief	Lieutenant (1) Sergeant (4)	Officers (8) / Reserve (4)	Dispatcher (5)	Police Records and Support Services Mgr	Police Technician / Property Room Asst	22
Calistoga	Chief		Sergeant / Corporal / Officers (8)	Dispatch Supr / Dispatcher (4) Dispatcher- Code Enforcement		Youth Division Coordinator	18
Corte Madera	<i>Contracts with Central Marin Police Authority</i>						
Healdsburg	Chief	Lieutenant	Sergeant (5) / Officers (10)	Dispatch II (5)	Records Tech / Police Tech		29
Larkspur	<i>Contracts with Central Marin Police Authority</i>						



Municipality	Chief	Management	Patrol	Communications	Admin	Other	FTEs
Petaluma	Chief / Deputy Chief	Lieutenant (4)	Sergeant (9) / Officer (50)	Dispatch Supr / Dispatchers (11.6)	Adm Asst / Mgt Analyst/Secretary Mgt Analyst II	Abandoned Veh Abate Officer CSO, Evidence Tech, Property Tech Neigh Pres. Coord / Comm Engage Liaison / PS Comm Mgr	87.6
Sonoma	<i>Contracts with Sonoma Co Sheriff</i>					Admin Analyst (.5)	
St. Helena	Chief	Lieutenant	Sergeant (2) / Officers (6) / K9 Officer / School Resource Off	Dispatch - Records Supervisor / Records Coord- Dispatcher / Dispatchers (2)		CSO / Diversion Coordinator	18
Windsor	Chief		Sergeant (2) Traffic Officer	<i>Contracts with Sheriff for dispatch and patrol</i>	Admin Sergeant / Admin Aide / Sr. Office Assistant	School Resource Officer / CSO	9
Rohnert Park <sup>1</sup>	Dir of Public Safety <sup>1</sup> / Deputy Chief	Lieutenant (4) / Support Svcs Mgr	Sergeant (10) / PS Officer (41)	Comm Supv / PS Dispatchers (10)	Records Sup / Records Clerk/ Secretary I / Admin Asst	Civilian Fire Marshal / Property Tech / CSO / Fire inspector	77

Municipality	Chief	Management	Patrol	Communications	Admin	Other	FTEs
Cotati	Chief	Lieutenant	Sergeant (2) / Corporals (2) / Officers (7) / Cadets (2) / Reserve (1.5)	Dispatchers (6.6)	Police Services Aide		24.1
Cloverdale	Chief	Lieutenant / Technical Srvc Mgr	Sergeants (2) Officers (9)	Dispatcher (6)		CSO / Crossing Guards	22
Novato	Chief	Captain (2) / Lieutenant (3)	Sergeant (9) Officer (38)		Exec Asst / Office Asst (.5) / Mgt Analyst I-II / Recrds Sup / Records Spec	Evidence Tech / CSO / K-9 officer	59.5
Fairfax	Chief	Police Lieutenant	Sergeant(2)/ Corporal (2) / Officers (5)	Dispatcher (4)	Police Services Tech/CSO		17
Sausalito <sup>2</sup>	Chief	Captain / Lieutenant	Sergeant (4) / Corporal (2) / Officers (10*) *2 positions frozen	<i>Contracts with county for 911</i>	Records Sup - Asst to the Chief / Admin Aide	Management Analyst Parking-IT <sup>2</sup> / Detective / PT Motor /PT Harbor / PT Chaplain / PEO (4)	30
Mill Valley	Chief	Captain / Lieutenant	Sergeant (5) / Corporal (4) / Officer (7) / Reserve (1)	<i>Contracts with county for 911</i>	Admin Asst	Detective / CSO / Prkg Enf Officer Police Records Spec	

Municipality	Chief	Management	Patrol	Communications	Admin	Other	FTEs
San Anselmo	<i>Contracts with Central Marin Police Authority</i>						
Tiburon	Chief	Captain	Sergeants (4) Officers (8)		Secretary	Police Serv Aide (3) Emerg Srvcs Coord	
Central Marin Police <sup>3</sup>	Chief	Captain / Lt (2)	Sergeant (6) / Corporal (5) Officers (19)	<i>Contracts with Marin for Dispatch</i>	Detective (3) Records (3)	CSO, Traffic (3) SRO, Evid Tech	

<sup>1</sup> \*Rohnert Park is Fire, Police, and Animal Control

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<sup>3</sup> Central Marin Police serves Larkspur, Corte Madera, San Anselmo, parts of Greenbrae



# City of Sebastopol Job Description

**Job Title:** Accountant  
**Division:** Miscellaneous  
**Department:** Administrative Services  
**Location:** City Hall  
**Shift:** Daytime  
**Reports To:** Administrative Services Director  
**Prepared By:** Ana Kwong  
**Approved By:** City Council  
**Approved Date:** 8/3/2021  
**Revisions Dates:** \_\_\_\_\_  
**FLSA Status:** Nonexempt

## **SUMMARY**

Under general supervision, this position performs routine and a variety of complex and technical financial accounting and program support duties in the areas of utility billing, bank reconciliation, accounts payable, accounts receivable, cash receipts, purchasing, project accounting, fixed assets, and general ledger. May be assigned to perform all functions related to and serve as a City resource for one or more accounting related programs administration.

## **DISTINGUISHING CHARACTERISTICS**

This is a professional level position that requires excellent communication skills and the ability to excel in a dynamic and progressive work environment. While this position may overlap with the Accountant/Analyst, they focus on different areas of money management. The incumbents perform the full range of technical accounting duties requiring knowledge of basic principles and methods of one or more designated accounting fields. The Accountant is expected to work independently and exercise judgment and initiative to interpret and process financial data, records, and transactions, and resolve technical accounting problems. Work may include a wide variety of processes and accounts with varying degrees of complexity and responsibility. It is distinguished from administrative positions by the need to understand and apply accounting theories, principles, terms, and practices in the preparation and evaluation of fiscal records, transactions, and reports.

## **SUPERVISION RECEIVED AND EXERCISED**

The Accountant works under general supervision from the Administrative Services Director.

**TYPICAL DUTIES AND RESPONSIBILITIES** include but are not limit to the following:

- Participate in maintaining the City's General Ledger and verify funds, including setting up accounts and preparing and processing standard monthly and special journal entries; review entries for accuracy of account numbers; answer staff and department questions about appropriate accounts for charges of expenses; analyze, verify, and reconcile accounts and records and processes adjusting entries; perform the reconciliation of City bank accounts and the resolution of discrepancies.
- Prepare, file, and submit various schedules, allocations, requests for reimbursement, and reports to internal customers and local, state, and federal agencies; access, analyze, and reconcile data from a variety of sources; prepare special reports for management; maintain encumbrance and

retention schedules; prepare reconciliations for periodic auditing and year-end processing; answer questions about processes and procedures to employees, supervisors, and managers.

- Organize and maintain various files, forms, and other financial documents; assist in the maintenance and security of cash and financial records.
- Participate in month-end and annual close of the City's financial records; review and analyze relevant spreadsheets and the accuracy and appropriateness of adjusting and closing entries; provide assistance during the annual audit by the City's outside auditors.
- May assist in the development and preparation of all citywide budgets, providing information, projecting budget expenditures, and performing financial analyses. Publish the approved budget and distribute to City Council, City Manager, Departments, and the general public.
- Prepare monthly and annual financial reports.
- Participate in debt service accounting for the City's bonds, including accruals for payment of principal and interest and the reconciliation of accounts.
- Provide support in maintaining and ensuring citywide adherence to internal control procedures and accounting standards.
- Review cash receipts for various programs ensuring receipts balance; processes Finance receipts (cash, checks, credit cards, and EFT payments; and may prepare bank deposits.)
- Assist in maintaining and updating the inventory on all City fixed assets and the systems and reports connected with fixed assets.
- Assist in processing and maintaining citywide developer deposits on a regular and timely basis. Identify and report any negative balance conditions to the appropriate department for resolution. Follow up and reports on status of resolution efforts.
- Provide information and assistance to departments on accounting and financial reporting issues.
- Assist in the resolution of computer and systems related problems.
- Prepare a variety of special financial reports as needed and perform research studies, account analysis and special projects as assigned by management.
- Evaluate current procedures and provide recommendations to supervisor. Manage municipal water and sewer billing process and business license questions for the public.
- Serve as a backup when required on City phones and at the public counter; make effective referrals when indicated to appropriate City departments and other agencies.
- Respond to Public Record Requests.
- Provide courteous, accurate, and helpful customer service to internal and external customers in assigned functional area; make effective and timely referrals to appropriate personnel for questions outside your functional area.
- Be a resource to employees for assigned finance system: payroll, payables, receivables, fee calculation; provide technical assistance and guidance to City staff and public customers.
- Maintain a variety of lists, data, and systems (e.g., parcel, customer, employee, fee, vendor) interface with employees, supervisors, vendors, customers, property owners and respond to inquiries from same.
- Research and follow up on inaccurate data, submit reports to appropriate Department, supervisor, or agency; prepare and mail necessary courtesy change notices.
- Assist in the implementation and upgrades of accounting related software and development of related procedures.
- Provide back-up for other assignments within the Finance division as needed, (e.g., backup for the Utility Billing Program or public phones and counter.
- Assist with periodic updates and upgrades to the City's financial software.
- Understand and conform with the City's Policies and Procedures.
- Understand and conform with the City's Safety Program.

- Perform other related duties as assigned.

## MINIMUM QUALIFICATIONS

To perform the job successfully, an individual must be able to have the following:

### Knowledge of:

- Principles and practices of general, fund, and governmental accounting including financial statement preparation and methods of financial control and reporting.
- Principles and practices of cost accounting; internal control and audit principles and practices.
- Laws and regulations relating to the financial administration of public agencies.
- City functions, including grant-supported programs, capital improvement projects, and associated financial management and reporting issues.
- Monitors and reports on status of federal, state, and local grants, reviews grant regulations and policies, grant contracts, amendments, and other documents to ensure compliance.
- Principles and practices of information technology particularly related to the processing of accounting and financial information; the operations, requirements, and account codes of the City's general ledger system.
- City personnel rules, policies, and labor contract provisions; principles and practices of effective supervision.
- Familiar with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) Pronouncements.
- Principles and practices of basic City government organization and procedural processes.
- Technical knowledge, computer skills and other expertise needed for the specialized area of assignment.
- Principles and practices of public relations and internal/external customer service techniques.
- Relevant local, State, and Federal laws, rules and regulations related to area of assignment.

### Ability to:

- Operate computer and spreadsheet software.
- Analyze and make-sound recommendations on complex financial data and operations.
- Understand, interpret, explain, and apply City, State, and Federal laws regulating City financial accounting, reporting and recordkeeping.
- Understand and accurately use the City's Chart of Accounts, financial accounting system, understanding of fund accounting, and maintenance and reconciliation of general ledger accounts.
- Develop and implement financial procedures and controls.
- Perform complicated mathematical calculations and analyses.
- Prepare clear, concise, and comprehensive financial statements, reports, and written materials.
- Exercise sound independent judgment within general policy guidelines.
- Function appropriately in stressful times.
- Complete assignments in an accurate manner on a timely basis.
- Plan and evaluate financial procedures and systems and make sound recommendations for improvement.
- Attend state, regional, or local meetings and training opportunities as deemed necessary.
- Use sound judgment in recognizing scope of authority.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work with various cultural and ethnic groups in a tactful, and effective manner.

- Communicate clearly and concisely, both orally and in writing.

### **EDUCATION and EXPERIENCE**

Any combination of education, experience, and training that would provide the required knowledge, skills, and abilities required for this position is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree from an accredited college or university with major course work in accounting, finance, business administration or a related field; and three years of professional accounting experience; municipal accounting experience preferred; or equivalent combination of education and experience.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

The ability to transport oneself from one work location to another in a timely manner as required for meetings, duties, and responsibilities.

### **OTHER QUALIFICATIONS**

Knowledge of methods, practices and terminology used in financial and statistical work, to include some knowledge of cost and budgetary accounting principles. Ability to set up and revise account or statistical record keeping procedures and records; to review, code, post, adjust and summarize fiscal transactions or statistical data; maintain and reconcile control records and prepare final reports and statements. Ability to operate a typewriter, calculator, and computer-based word processing, spreadsheet, and financial programs.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an office environment, and the incumbent is frequently required to sit for an extended period of time. The incumbent is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch; and talk and hear. The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, peripheral vision, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an office environment where the noise level is usually moderate.

**City of Sebastopol**  
**Job Description**

**Job Title:** Permit Technician  
**Division:** Public Works and Engineering  
**Department:** Public Works  
**Location:** Public Corporation Yard  
**Shift:** Full Time  
**Reports To:** Superintendent of Public Works  
**Prepared By:** Superintendent of Public Works  
**Approved By:** City Council  
**Approved Date:**  
**FLSA Status:** Non-Exempt

**PURPOSE**

Under general supervision, performs a variety of routine to complex administrative and technical support duties related to the intake and issuance of permits for the Public Works and Engineering Departments and in support of related services and activities; explains requirements, and department procedures to contractors and the general public pertaining to improvement permit requests, and concerns; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is a fully qualified journey-level classification in the Public Works and Engineering Departments. Positions at this level perform the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned supervisory or management personnel. Exercises no supervision of staff.

**TYPICAL JOB DUTIES** *include but are not limited to the following. Other duties may be assigned.*

- Serves as primary staff to greet and provide information to the public and City staff at the counter, by telephone and through written correspondence in response to questions regarding any of the various development activity permits, functions, and services offered by the City and, as necessary, direct public inquiries to the appropriate department/person.
- Conducts permit processing for the Public Works and Engineering departments; reviews permit applications, plans, specifications, and supporting documents for completeness and compliance with legal standards and City requirements; calculates permit fees; prepares bills, collects fees, and issues receipts.
- Assists the public in completing permit applications, explains reasons for routine denial of applications, identifies additional requirements, and explains the process of re-applying.
- Provides appropriate information regarding procedures, and requirements to the public including homeowners, developers, contractors, engineers, and architects, in person and over the counter and telephone; assists the public in the application process for Public Works and Engineering permits and other developmental processes; responds to citizen complaints.
- Proactively works with applicable City staff to improve permit and permit tracking processes, procedures, and systems.
- Applies departmental policies and procedures in determining completeness of applications, records, and reports; provides appropriate forms to the public; processes

- appropriate information.
- Notifies applicants when plans or permits are ready for delivery or issuance; provides status updates.
- Performs detailed, review of insurance requirements and/or permit support work.
- Performs a wide variety of routine to complex administrative duties in support of the Public Works and Engineering Departments; answers phone calls and responds to email inquiries from the public; establishes and maintains filing systems; creates and modifies forms as necessary; prepares and proofreads a wide variety of correspondence, letters, memoranda, reports, statistical charts, and other written materials; distributes reports internally and to various governmental offices; organizes and assembles documents; files and catalogues maps, photos, and other documents; verifies accuracy of information; researches discrepancies and records information.
- Assists with public information, including website content, public access television and social media or flyer content.
- Provides backup for the duties performed by administrative positions within the City as needed, including the Senior Administrative Assistant job classes.
- Provides support for other Public Works and Engineering staff in the performance of various administrative and technical duties.
- Compiles information and data for statistical and financial reports; maintains a variety of statistical records; checks and tabulates statistical data.
- Responds to public requests for records, as needed, through the City Clerk.
- Contacts the public and outside agencies in acquiring and providing information and making referrals.
- Observes and complies with City and mandated safety rules, regulations, and protocols.
- Assists with the creation, maintenance and management of the Departments' electronic permit management and record storage system.
- Performs related duties as required.

## **KNOWLEDGE, SKILLS, and ABILITIES**

### Knowledge of:

- Basic permit practices, including construction drawings and blueprints, construction types and occupancies.
- Operations and services of a Public Works and/or Engineering Department.
- Encroachment and Special Event application types, methods, and techniques of permit review practices, permit filing, and approval procedures.
- Sources of information for reference purposes as it relates to the City's permit processing.
- Methods and techniques of calculating permit fees.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and procedures relevant to assigned areas of responsibility.
- Business letter writing and basic report preparation.
- Business arithmetic techniques.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Standard English usage, spelling, vocabulary, grammar, and punctuation.

- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Understand and explain City policies, procedures, fees, and regulations to the general public, permit applicants, and City staff.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures.
- Perform detailed, review of insurance requirements and/or permit support work.
- Perform the full range of office and administrative support duties and tasks.
- Respond to and effectively prioritize multiple phone calls, walk-up traffic, and other requests and interruptions.
- Compose correspondence and reports independently or from brief instructions.
- Maintain accurate logs, records, and basic written records of work performed.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Make accurate arithmetic, financial, and statistical computations.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, and maintain positive and effective working relationships with all those contacted in the course of work.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and EXPERIENCE**

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

### **Experience:**

Two (2) years of administrative support or customer service experience, including working directly with members of the general public. Experience reviewing basic public works engineering code and encroachment permit insurance requirements in a public agency setting is highly desirable.

### **Education:**

Equivalent to completion of the twelfth (12th) grade. Completion of additional education past high school, equivalent to a two-year associate degree program in construction technology, building inspection, civil engineering, or a related field, can be substituted for years of experience.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

This position may require the use of a vehicle while conducting City business. In order to drive,



individuals must be physically capable of operating the vehicle safely and possess a valid, Class C, California driver's license OR be able to demonstrate the ability to travel on scheduled or unscheduled visits to various locations in the City which may or may not be reachable by public transportation.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret professional journals, technical procedures, and governmental regulations. Ability to write clear, concise, and effective reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, customers, and the general public.

### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as proportions, percentages, square footages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **OTHER QUALIFICATIONS**

Ability to communicate clearly to the public on matters related to the permit application process; perform research under minimal direction; write clearly and concisely; read basic construction drawings and maps, such as Zoning Maps, and Assessor's Parcel Maps. Ability to interact in a positive and helpful manner with members of the public, City staff, and other agencies, possession of a strong work ethic and sound organizational skills. Need to be able to type, use PC-based word-processing software, and have basic computer skills. GIS or other permitting software skills a plus.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is required to stand and/or walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The noise level in the work environment is usually moderate.

### **WORK ENVIRONMENT**

Work is performed in an office environment utilizing modern office equipment and technology and may require sitting for prolonged periods of time using a computer. The incumbent stands, walks, and may twist, reach, bend, crouch and kneel.

**City of Sebastopol**  
**Job Description**

**Job Title:** Planning Technician  
**Division:** Planning  
**Department:** Planning  
**Location:** City Hall  
**Shift:** As Assigned  
**Reports To:** Planning Director  
**Prepared By:** Planning Director  
**Approved By:** City Council  
**Approved Date:**  
**FLSA Status:** Non-Exempt

**PURPOSE**

Under the general direction of the Planning Director, performs a variety of routine to complex administrative and technical duties related to the issuance of planning permits and in support of related services and activities of the Planning Department; explains ordinances, requirements, and City codes and department procedures to architects, engineers, builders, homeowners, and the general public pertaining to land development and improvement, permit requests, and concerns; and performs related technical and administrative work as required.

**DISTINGUISHING CHARACTERISTICS**

This is an entry-level professional classification in the planning classification series that performs both routine and complex technical and administrative work in processing and reviewing applications related to planning, zoning, land development and building permits. The incumbent is expected to possess knowledge of basic principles, practices, and procedures related to city and regional planning, land development, zoning ordinances, site planning, and architectural design and be able to convey this information to the public and other City personnel. This class is distinguished from office administrative support classifications by the performance of professional level planning work evaluating applications and the performance of difficult, technical, and/or specialized duties that require application of a larger base of technical knowledge and skill.

**SUPERVISION RECEIVED AND EXERCISED**

General direction is provided by the Planning Director; technical and functional direction may be provided by other Planning Department professional staff.

**TYPICAL JOB DUTIES** include but are not limited to the following. Other duties may be assigned.

- Serve as first line of contact to internal and external customers on planning and use application related issues, and provide information and direction to the public related to the permit process via phone, email, and counter work
- Receive, review, and process a variety of planning and use applications, including review of applications for completeness and compliance with appropriate regulations and policies
- Review, interpret, and provide information and direction to the public regarding applicable local, State and Federal regulations, codes, ordinances, documents, standards, and guidelines, including the General Plan, Zoning Ordinance, Subdivision Ordinance, and other City regulations
- Review plan or other permit submittals from applicants to ensure compliance with application requirements
- Calculate and collect fees for submittals and process payments by customers
- Perform plan check for building permits for compliance with zoning requirements
- Track submittals through the review process

- Maintain a variety of files and records
- Participate in analyzing and researching land use data and trends
- Read and interpret basic site and architectural plans, maps, architectural drawings, zoning maps, Assessor's Parcel Maps, and similar maps
- Prepare written reports, including staff reports, findings, and determination letters for less complex applications (signs, tree removal, temporary use permits, administrative review permits, adjustments, film permits, vacation rentals, etc.)
- Perform a variety of routine and complex office, administrative, and technical support tasks, and duties, including organization and coordination of work
- Assist with project management and contract administration as required, including setting priorities and meeting deadlines
- May attend meetings of various commissions, committees and other bodies or pertaining to special projects, and may serve as staff liaison to committees
- Perform other research using property ownership, zoning, and other property requirements
- Prepare and distribute public hearing notices, ensuring that required notice requirements are met
- Establish positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and members of the public
- Work collaboratively with other City employees as well as board and commission members
- Perform other duties as assigned

## **KNOWLEDGE, SKILLS and ABILITIES**

Knowledge of:

- Basic principles, practices, and procedures related to City and regional planning, development, and zoning administration.
- Concepts and current norms for land use
- Researching and reporting methods, techniques, and procedures
- Basic mathematical and statistical principles
- English usage, spelling, grammar, and punctuation
- Office methods and equipment including filing systems
- Terminology, methods, practices, and techniques of drafting, graphics, and printing

Ability to:

- Read and record planning and building documents (maps, plans, elevations) and related figures, symbols, notations, and map coordinates, accurately
- Understand and follow oral and written instruction and sketches.
- Operate a variety of common and specialized office machines
- Graphically convey data and planning proposals in the form of maps, charts, and graphs.
- Make, understand, and record mathematical and statistical computations accurately.
- Establish and maintain effective working relationships with a broad cross section of people
- Convey ideas in a persuasive and understandable manner
- Communicate orally and in writing clearly, concisely, and effectively in English
- Deal tactfully and courteously with City visitors, planning department customers, other stakeholders, and City and County staff

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Qualified candidates for the position of Planning Technician will have knowledge of basic principles, practices, and procedures related to city and regional planning, development, zoning administration, site planning, environmental sustainability, and architectural design. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and EXPERIENCE**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

### **Experience:**

Two (2) years of responsible administrative experience involving extensive public contact and document processing of which one (1) year involves reading and interpreting plans, preparing permit application files for review, or other permitting activities, preferably with a public agency.

### **Education:**

High School Diploma or equivalent and post high-school coursework, training, or experience in city or environmental planning, geography, public policy, public administration, or similar area.

An Associate's or Bachelor's degree, or completion of two years of college-level coursework or training in city planning, geography, architecture, landscape architecture, public policy or public administration is desirable.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Possession of, or ability to obtain, a valid California Driver's license.

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret professional journals, technical procedures, and governmental regulations. Ability to write clear, concise, and effective reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, customers, and the general public.

## **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as proportions, percentages, square footages; area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

## **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **OTHER QUALIFICATIONS**

Ability to communicate clearly to the public on matters related to planning; perform research under minimal direction; write clearly and concisely; read basic site and building plans and maps, such as Zoning Maps, Assessor's Parcel Maps, and similar planning-related maps. Ability to interact in a positive and helpful manner with members of the public, City staff, and other agencies; possession of a strong work ethic and sound organizational skills. Need to be able to type, use PC-based word-processing software, and have basic computer skills. GIS or other permitting or planning software skills a plus.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and climb or balance. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by

this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions and is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually moderate.

## CITY OF SEBASTOPOL - PAY RATES, RANGES & STIPEND

Job Classification	Group	Step	Hourly	Bi-Weekly	Monthly	Annually
City Council	N/A			N/A	\$ 300	\$ 3,600
<b>MANAGEMENT</b>						
City Manager   City Attorney	Appointed	A	\$ 73.99	\$ 5,919	\$ 12,825	\$ 153,902
		B	\$ 77.68	\$ 6,215	\$ 13,465	\$ 161,581
		C	\$ 81.57	\$ 6,525	\$ 14,138	\$ 169,658
		D	\$ 85.65	\$ 6,852	\$ 14,845	\$ 178,145
		E	\$ 89.92	\$ 7,194	\$ 15,587	\$ 187,042
Assistant City Manager   City Clerk	Appointed	A	\$ 68.83	\$ 5,506	\$ 11,930	\$ 143,164
		B	\$ 72.27	\$ 5,782	\$ 12,527	\$ 150,327
		C	\$ 75.88	\$ 6,071	\$ 13,153	\$ 157,834
		D	\$ 79.68	\$ 6,374	\$ 13,810	\$ 165,725
		E	\$ 83.66	\$ 6,693	\$ 14,501	\$ 174,014
Administrative Services Director	Unrepresented	A	\$ 66.93	\$ 5,354	\$ 11,600	\$ 139,206
		B	\$ 70.27	\$ 5,622	\$ 12,181	\$ 146,170
		C	\$ 73.79	\$ 5,903	\$ 12,790	\$ 153,478
		D	\$ 77.47	\$ 6,198	\$ 13,429	\$ 161,144
		E	\$ 81.35	\$ 6,508	\$ 14,101	\$ 169,208
City Clerk	Appointed	A	\$ 62.55	\$ 5,004	\$ 10,841	\$ 130,097
Finance Director	Unrepresented	B	\$ 65.67	\$ 5,253	\$ 11,382	\$ 136,584
		C	\$ 68.96	\$ 5,517	\$ 11,954	\$ 143,443
		D	\$ 72.41	\$ 5,793	\$ 12,552	\$ 150,619
		E	\$ 76.03	\$ 6,082	\$ 13,178	\$ 158,139
Building Official	Unrepresented	A	\$ 56.01	\$ 4,481	\$ 9,708	\$ 116,499
		B	\$ 58.80	\$ 4,704	\$ 10,193	\$ 122,311
		C	\$ 61.75	\$ 4,940	\$ 10,703	\$ 128,442
		D	\$ 64.84	\$ 5,187	\$ 11,239	\$ 134,863
		E	\$ 68.07	\$ 5,446	\$ 11,799	\$ 141,589
Engineering Director Planning Director	Unrepresented	A	\$ 62.88	\$ 5,030	\$ 10,899	\$ 130,785
		B	\$ 66.02	\$ 5,281	\$ 11,443	\$ 137,312
		C	\$ 69.32	\$ 5,546	\$ 12,015	\$ 144,184
		D	\$ 72.79	\$ 5,823	\$ 12,617	\$ 151,400
		E	\$ 76.42	\$ 6,114	\$ 13,247	\$ 158,960
Fire Chief	Unrepresented	A	\$ 63.51	\$ 5,081	\$ 11,009	\$ 132,109
		B	\$ 66.68	\$ 5,334	\$ 11,557	\$ 138,689
		C	\$ 70.02	\$ 5,602	\$ 12,137	\$ 145,640
		D	\$ 73.51	\$ 5,881	\$ 12,742	\$ 152,909
		E	\$ 77.19	\$ 6,175	\$ 13,380	\$ 160,562

**CITY OF SEBASTOPOL - PAY RATES, RANGES & STIPEND**

<b>Job Classification</b>	<b>Group</b>	<b>Step</b>	<b>Hourly</b>	<b>Bi-Weekly</b>	<b>Monthly</b>	<b>Annually</b>
<b>MANAGEMENT</b>						
Police Chief	Unrepresented	A	\$ 64.62	\$ 5,169	\$ 11,200	\$ 134,400
		B	\$ 67.84	\$ 5,427	\$ 11,759	\$ 141,112
		C	\$ 71.24	\$ 5,699	\$ 12,347	\$ 148,169
		D	\$ 74.80	\$ 5,984	\$ 12,965	\$ 155,584
		E	\$ 78.54	\$ 6,283	\$ 13,614	\$ 163,369
Public Works Superintendent	Unrepresented	A	\$ 61.29	\$ 4,903	\$ 10,623	\$ 127,475
		B	\$ 64.34	\$ 5,147	\$ 11,153	\$ 133,830
		C	\$ 67.56	\$ 5,405	\$ 11,711	\$ 140,530
		D	\$ 70.94	\$ 5,675	\$ 12,297	\$ 147,560
		E	\$ 74.49	\$ 5,959	\$ 12,911	\$ 154,935

**CITY OF SEBASTOPOL - PAY RATES, RANGES & STIPEND**

<b>Job Classification</b>	<b>Group</b>	<b>Step</b>	<b>Hourly</b>	<b>Bi-Weekly</b>	<b>Monthly</b>	<b>Annually</b>
<b>MID-MANAGEMENT</b>						
Assistant Public Works Superintendent Engineering Manager	Unrepresented	A	\$ 48.73	\$ 3,898	\$ 8,446	\$ 101,352
		B	\$ 51.16	\$ 4,093	\$ 8,868	\$ 106,410
		C	\$ 53.72	\$ 4,297	\$ 9,311	\$ 111,733
		D	\$ 56.40	\$ 4,512	\$ 9,776	\$ 117,307
		E	\$ 59.22	\$ 4,738	\$ 10,265	\$ 123,185
Fire Engineer	Unrepresented	A	\$ 34.40	\$ 2,752	\$ 5,962	\$ 71,549
		B	\$ 36.12	\$ 2,889	\$ 6,260	\$ 75,124
		C	\$ 37.92	\$ 3,033	\$ 6,573	\$ 78,871
		D	\$ 39.82	\$ 3,185	\$ 6,901	\$ 82,816
		E	\$ 41.81	\$ 3,345	\$ 7,247	\$ 86,961
Principal Civil Engineer	Unrepresented	A	\$ 59.12	\$ 4,730	\$ 10,248	\$ 122,976
		B	\$ 66.50	\$ 5,320	\$ 11,527	\$ 138,319
		C	\$ 69.82	\$ 5,586	\$ 12,102	\$ 145,230
		D	\$ 73.32	\$ 5,865	\$ 12,708	\$ 152,499
		E	\$ 76.98	\$ 6,159	\$ 13,344	\$ 160,125
Senior Civil Engineer	Unrepresented	A	\$ 52.44	\$ 4,195	\$ 9,089	\$ 109,068
		B	\$ 58.98	\$ 4,719	\$ 10,224	\$ 122,682
		C	\$ 61.93	\$ 4,954	\$ 10,734	\$ 128,812
		D	\$ 65.02	\$ 5,202	\$ 11,271	\$ 135,247
		E	\$ 68.28	\$ 5,462	\$ 11,834	\$ 142,013
Police Captain	Unrepresented	A	\$ 58.87	\$ 4,709	\$ 10,204	\$ 122,444
		B	\$ 61.81	\$ 4,945	\$ 10,714	\$ 128,566
		C	\$ 64.90	\$ 5,192	\$ 11,250	\$ 134,994
		D	\$ 68.15	\$ 5,452	\$ 11,812	\$ 141,744
		E	\$ 71.55	\$ 5,724	\$ 12,403	\$ 148,831
Police Lieutenant	Unrepresented	A	\$ 54.07	\$ 4,326	\$ 9,373	\$ 112,474
		B	\$ 56.79	\$ 4,543	\$ 9,843	\$ 118,114
		C	\$ 59.62	\$ 4,770	\$ 10,335	\$ 124,019
		D	\$ 62.60	\$ 5,008	\$ 10,850	\$ 130,202
		E	\$ 65.74	\$ 5,259	\$ 11,394	\$ 136,730



## CITY OF SEBASTOPOL - PAY RATES, RANGES & STIPEND

Job Classification	Group	Step	Hourly	Bi-Weekly	Monthly	Annually
<b>MISCELLANEOUS</b>						
Accountant   Analyst (Confidential)	Unrepresented	A	\$ 41.81	\$ 3,345	\$ 7,247	\$ 86,961
		B	\$ 43.90	\$ 3,512	\$ 7,610	\$ 91,317
		C	\$ 46.10	\$ 3,688	\$ 7,990	\$ 95,884
		D	\$ 48.40	\$ 3,872	\$ 8,390	\$ 100,677
		E	\$ 50.82	\$ 4,066	\$ 8,809	\$ 105,708
Accountant	SEIU	A	\$ 38.02	\$ 3,042	\$ 6,590	\$ 79,080
		B	\$ 39.92	\$ 3,193	\$ 6,919	\$ 83,028
		C	\$ 41.91	\$ 3,353	\$ 7,265	\$ 87,180
		D	\$ 44.01	\$ 3,521	\$ 7,628	\$ 91,536
		E	\$ 46.21	\$ 3,697	\$ 8,010	\$ 96,120
Associate Planner	SEIU	A	\$ 40.99	\$ 3,279	\$ 7,104	\$ 85,253
		B	\$ 43.14	\$ 3,452	\$ 7,478	\$ 89,741
		C	\$ 45.42	\$ 3,633	\$ 7,872	\$ 94,468
		D	\$ 47.81	\$ 3,825	\$ 8,287	\$ 99,446
		E	\$ 50.32	\$ 4,026	\$ 8,723	\$ 104,676
Assistant Planner	SEIU	A	\$ 37.45	\$ 2,996	\$ 6,491	\$ 77,891
Junior Accountant		B	\$ 39.33	\$ 3,146	\$ 6,816	\$ 81,797
Management Analyst		C	\$ 41.29	\$ 3,303	\$ 7,156	\$ 85,875
Administrative Technician		D	\$ 43.35	\$ 3,468	\$ 7,514	\$ 90,165
		E	\$ 45.52	\$ 3,642	\$ 7,890	\$ 94,679
Administrative Assistant	SEIU	A	\$ 28.33	\$ 2,266	\$ 4,910	\$ 58,918
		B	\$ 29.74	\$ 2,379	\$ 5,155	\$ 61,857
		C	\$ 31.23	\$ 2,498	\$ 5,413	\$ 64,956
		D	\$ 32.79	\$ 2,623	\$ 5,683	\$ 68,199
		E	\$ 34.44	\$ 2,755	\$ 5,969	\$ 71,629
Account Clerk I	SEIU	A	\$ 24.25	\$ 1,940	\$ 4,203	\$ 50,431
		B	\$ 25.46	\$ 2,036	\$ 4,412	\$ 52,947
		C	\$ 26.73	\$ 2,139	\$ 4,634	\$ 55,608
		D	\$ 28.07	\$ 2,245	\$ 4,865	\$ 58,375
		E	\$ 29.47	\$ 2,358	\$ 5,108	\$ 61,301
Account Clerk II	SEIU	A	\$ 30.22	\$ 2,418	\$ 5,239	\$ 62,864
		B	\$ 31.74	\$ 2,540	\$ 5,502	\$ 66,028
		C	\$ 33.34	\$ 2,667	\$ 5,778	\$ 69,338
		D	\$ 34.99	\$ 2,799	\$ 6,065	\$ 72,780
		E	\$ 36.75	\$ 2,940	\$ 6,371	\$ 76,448
Office Assistant	SEIU	A	\$ 21.67	\$ 1,733	\$ 3,756	\$ 45,069
		B	\$ 22.74	\$ 1,819	\$ 3,942	\$ 47,307
		C	\$ 23.88	\$ 1,911	\$ 4,140	\$ 49,677
		D	\$ 25.09	\$ 2,007	\$ 4,348	\$ 52,179
		E	\$ 26.35	\$ 2,108	\$ 4,567	\$ 54,800

## CITY OF SEBASTOPOL - PAY RATES, RANGES & STIPEND

Job Classification	Group	Step	Bi-			
			Hourly	Weekly	Monthly	Annually
Permit Technician Planning Technician	SEIU	A	\$ 34.04	\$ 2,724	\$ 5,901	\$ 70,812
		B	\$ 35.75	\$ 2,860	\$ 6,196	\$ 74,352
		C	\$ 37.53	\$ 3,003	\$ 6,506	\$ 78,072
		D	\$ 39.41	\$ 3,153	\$ 6,831	\$ 81,972
		E	\$ 41.38	\$ 3,311	\$ 7,173	\$ 86,076
Senior Administrative Assistant	SEIU	A	\$ 32.95	\$ 2,636	\$ 5,711	\$ 68,530
		B	\$ 34.59	\$ 2,767	\$ 5,996	\$ 71,946
		C	\$ 36.31	\$ 2,905	\$ 6,295	\$ 75,534
		D	\$ 38.13	\$ 3,050	\$ 6,609	\$ 79,308
		E	\$ 40.04	\$ 3,204	\$ 6,941	\$ 83,293
<b>POLICE PERSONNEL</b>						
Police Technician	SPOA	A	\$ 24.86	\$ 1,989	\$ 4,309	\$ 51,702
		B	\$ 26.09	\$ 2,087	\$ 4,523	\$ 54,271
		C	\$ 27.40	\$ 2,192	\$ 4,749	\$ 56,985
		D	\$ 28.78	\$ 2,302	\$ 4,988	\$ 59,858
		E	\$ 30.21	\$ 2,417	\$ 5,236	\$ 62,837
Police Dispatcher	SPOA	A	\$ 29.85	\$ 2,388	\$ 5,174	\$ 62,083
		B	\$ 31.35	\$ 2,508	\$ 5,434	\$ 65,207
		C	\$ 32.92	\$ 2,633	\$ 5,705	\$ 68,464
		D	\$ 34.56	\$ 2,765	\$ 5,990	\$ 71,880
		E	\$ 36.29	\$ 2,903	\$ 6,290	\$ 75,481
Police Records & Support Services Manager	SPOA	A	\$ 35.68	\$ 2,854	\$ 6,184	\$ 74,210
		B	\$ 37.46	\$ 2,997	\$ 6,493	\$ 77,918
		C	\$ 39.33	\$ 3,147	\$ 6,818	\$ 81,810
		D	\$ 41.30	\$ 3,304	\$ 7,158	\$ 85,901
		E	\$ 43.36	\$ 3,469	\$ 7,516	\$ 90,191
Police Officer	SPOA	A	\$ 39.07	\$ 3,126	\$ 6,772	\$ 81,267
		B	\$ 41.03	\$ 3,282	\$ 7,111	\$ 85,332
		C	\$ 43.07	\$ 3,445	\$ 7,465	\$ 89,582
		D	\$ 45.23	\$ 3,619	\$ 7,840	\$ 94,084
		E	\$ 47.49	\$ 3,799	\$ 8,232	\$ 98,784
Police Sergeant	SPOA	A	\$ 45.65	\$ 3,652	\$ 7,913	\$ 94,958
		B	\$ 47.93	\$ 3,835	\$ 8,308	\$ 99,697
		C	\$ 50.32	\$ 4,026	\$ 8,723	\$ 104,676
		D	\$ 52.85	\$ 4,228	\$ 9,160	\$ 109,919
		E	\$ 55.49	\$ 4,439	\$ 9,618	\$ 115,413

**CITY OF SEBASTOPOL - PAY RATES, RANGES & STIPEND**

<b>Job Classification</b>	<b>Group</b>	<b>Step</b>	<b>Hourly</b>	<b>Bi-Weekly</b>	<b>Monthly</b>	<b>Annually</b>
<b>SEIU PHYSICAL   FIELD PERSONNEL</b>						
Laborer	SEIU	A	\$ 20.51	\$ 1,641	\$ 3,555	\$ 42,659
		B	\$ 21.53	\$ 1,723	\$ 3,733	\$ 44,791
		C	\$ 22.61	\$ 1,809	\$ 3,919	\$ 47,029
		D	\$ 23.74	\$ 1,899	\$ 4,115	\$ 49,385
		E	\$ 24.93	\$ 1,994	\$ 4,321	\$ 51,848
Maintenance Worker I	SEIU	A	\$ 25.07	\$ 2,006	\$ 4,346	\$ 52,152
		B	\$ 26.32	\$ 2,106	\$ 4,562	\$ 54,748
		C	\$ 27.64	\$ 2,211	\$ 4,791	\$ 57,488
		D	\$ 29.02	\$ 2,322	\$ 5,030	\$ 60,361
		E	\$ 30.47	\$ 2,438	\$ 5,282	\$ 63,380
Maintenance Worker II	SEIU	A	\$ 31.99	\$ 2,559	\$ 5,544	\$ 66,531
		B	\$ 33.59	\$ 2,687	\$ 5,822	\$ 69,868
		C	\$ 35.26	\$ 2,821	\$ 6,112	\$ 73,350
		D	\$ 37.03	\$ 2,962	\$ 6,418	\$ 77,017
		E	\$ 38.88	\$ 3,110	\$ 6,739	\$ 80,870
Maintenance Worker III Senior Parks & Facilities Maintenance Worker III	SEIU	A	\$ 37.38	\$ 2,990	\$ 6,479	\$ 77,745
		B	\$ 39.24	\$ 3,139	\$ 6,802	\$ 81,625
		C	\$ 41.21	\$ 3,297	\$ 7,143	\$ 85,716
		D	\$ 43.27	\$ 3,461	\$ 7,499	\$ 89,992
		E	\$ 45.42	\$ 3,634	\$ 7,873	\$ 94,481
Senior Maintenance Worker	SEIU	A	\$ 38.32	\$ 3,066	\$ 6,642	\$ 79,705
		B	\$ 40.24	\$ 3,219	\$ 6,974	\$ 83,690
		C	\$ 42.25	\$ 3,380	\$ 7,323	\$ 87,874
		D	\$ 44.35	\$ 3,548	\$ 7,688	\$ 92,257
		E	\$ 46.58	\$ 3,726	\$ 8,073	\$ 96,877
Senior Maintenance Worker-Water System Treatment Operator Senior Maintenance Worker-Sanitary Sewer System Operator	SEIU	A	\$ 39.08	\$ 3,127	\$ 6,774	\$ 81,294
		B	\$ 41.04	\$ 3,283	\$ 7,113	\$ 85,358
		C	\$ 43.09	\$ 3,448	\$ 7,470	\$ 89,635
		D	\$ 45.24	\$ 3,619	\$ 7,841	\$ 94,097
		E	\$ 47.50	\$ 3,800	\$ 8,234	\$ 98,810

## CITY OF SEBASTOPOL - PAY RATES, RANGES

Job Classification	Amount	Hourly	Monthly
<b>TEMPORARY/SEASONAL UNCLASSIFIED POSITIONS</b>			
Living Wage - Per Ordinance		\$ 20.43	
Laborer		\$ 20.43	
Maintenance Assistant		\$ 20.43	
Office Assistant		\$ 20.43	
Per Diem Police Dispatcher Trainee		\$ 20.43	
Police Aide Trainee		\$ 20.43	
Video Recording Operator		\$ 20.43	
City Attorney			\$ 7,790
Part-time City Engineer		\$ 50.00	
Account Clerk (Temporary)		\$ 29.47	
Interim Professional - Temporary Staff	\$30 - \$60		
Per Diem Police Dispatcher <sup>1</sup>		\$ 34.56	
Police Reserve Officer <sup>2</sup>		\$ 39.07	
Police Officer Trainee <sup>3</sup>		\$ 31.26	

<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

<sup>3</sup> Based on Police Officer Step A hourly rate less 20% with benefits

# CITY OF SEBASTOPOL - PAY RATES, RANGES & STIPEND

## **VOLUNTEER FIREFIGHTER STIPEND**

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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

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

A RESOLUTION OF THE CITY COUNCIL APPROVING THE REVISED TO THE SALARY PLAN IN ACCORDANCE WITH ORDINANCE NO. 563

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WHEREAS the City of Sebastopol Municipal Code Section 2.60.040 provides that the City Council may by resolution adopt a classification plan for all the positions in City employment; and

WHEREAS the City of Sebastopol Municipal Code Section 2.12.110 authorizes the City Manager to recommend reorganizations of offices, positions, departments or units under his direction as may be indicated in the interest of efficient, effective, and economical conduct of the City's business; and

WHEREAS, the City of Sebastopol maintains a classification plan that includes classification specifications and job descriptions for all positions within the City; and

WHEREAS the recommendation includes new classifications of Accountant, Permit & Planning Technician be established and the classification specifications and pay rates and ranges be approved; and

WHEREAS staff has determined that three positions are non exempt under the Federal Labor Standards Act and that the positions are best aligned with the Service Employee's International Union (SEIU); 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, the City Council previously approved the City Pay Rates and Ranges document dated August 2, 2022 pursuant to Resolution No. 6469-2022, and

NOW, THEREFORE, BE IT RESOLVED that the salary range and steps contained in this resolution be revised as stated, established and shall become effective on February 21, 2023;

IN COUNCIL DULY PASSED this 21<sup>st</sup> day of February, 2023.

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