

## RESOLUTION 2023-25

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EXETER AMENDING THE CITY'S 2023/2024 SALARY SCHEDULE AND PERSONNEL ALLOCATION

**WHEREAS**, the City Council of the City of Exeter previously adopted the City's 2022/2023 and 2023/2024 Fiscal Year budgets and positions allocations and has appropriated all funds necessary to pay salaries as part of adopting the 2022/2023 and 2023/2024 budget; and,

**WHEREAS**, the City Council of the City of Exeter adopted the 2023/2024 Salary Schedule for all Regular and Part-Time Employees, City Council Members and Seasonal/Temporary Employees on June 28, 2022; and,

**WHEREAS**, staff has identified a need to add a Finance Manager classification, set the rate of pay, and amend the personnel allocation to delete the Financial Analyst and add Finance Manager; and,

**WHEREAS**, a recruitment to fill the vacant Finance Director position and a market study has been conducted and a 5% increase in pay is necessary.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF EXETER, does hereby resolve as follows:

SECTION 1. That the Citywide Salary and Pay Schedule contained in Attachment "A", attached hereto and made a part hereof, is hereby amended to:

- \* Adding the classification to the salary schedule for the Finance Manager and setting the rate of pay effective September 25, 2023.
- \* Increasing the rate of pay for Finance Director by 5% effective September 25, 2023.

SECTION 2. That the City's 2023/2024 Fiscal Year Position Allocation contained in Attachment "B," attached hereto and made a part hereof, is hereby approved and adopted stating the number of positions allocated (this includes the deletion of a Financial Analyst and an addition of a Finance Manager) effective September 25, 2023.


SECTION 3. That the City Administrator is required to bring any additions to the position allocation or any changes in any position's salary ranges to be made during the fiscal year to the City Council for further approval;

SECTION 4. That the City Administrator is authorized to make changes to job descriptions, including without limitation title changes that do not affect the positional role in the position allocation or the positional salary range; to make changes to job responsibilities that do not affect the position allocation or require approval as part of the collective bargaining process, and to re-allocate funding sources among divisions for any positions; and

SECTION 5. That the City Administrator, or his or her designee, is authorized to recruit and fill in anticipation of known upcoming vacancies to minimize periods where there are key unfilled positions even though employee counts temporarily exceed the authorized position count for a particular position; provided, however, that there will be no adjustment to the total divisional appropriations and all such costs must be covered by savings in other line items so that the total division budget remains unchanged.

**Passed, approved, and adopted this 12<sup>th</sup> day of September 2023, by the following vote:**

AYES: *Riddle, Sally, Johnson, and Alves*  
NOES: *N/A*  
ABSTAIN: *N/A*  
ABSENT: *Mills*

  
\_\_\_\_\_  
Mayor

ATTEST:

  
\_\_\_\_\_  
Christina Arias, Deputy City Clerk

# CITY OF EXETER FY2023-2024 SALARY SCHEDULE

Effective date: 09/25/2023

MISCELLANEOUS CLASSIFICATIONS	STEP A	STEP B	STEP C	STEP D	STEP E	PATTERN
City Administrator	11,987	12,618	13,143	13,691	14,262	5,4,4,4
Finance Director	8,326	8,764	9,225	9,712	10,223	5*
Public Works Director	7,367	7,755	8,164	8,594	9,045	5*
Community Services Director	7,221	7,602	8,002	8,423	8,866	5*
City Clerk/Human Resources Manager	6,642	6,991	7,359	7,747	8,154	5*
Operations Manager	5,825	6,132	6,455	6,794	7,152	5*
Deputy City Clerk/Personnel Officer	5,481	5,770	6,073	6,392	6,728	5*
Finance Manager	5,825	6,132	6,455	6,794	7,152	5*
Chief Operator	4,925	5,184	5,458	5,745	6,047	5*
Operator II, Water/Wastewater	4,466	4,703	4,950	5,210	5,485	5*
Operator I, Water/Wastewater	4,239	4,461	4,696	4,943	5,204	5*
Crew Leader	4,037	4,249	4,473	4,709	4,956	5*
Mechanic II	4,026	4,239	4,461	4,695	4,943	5*
Senior Clerk Dispatcher	3,886	4,091	4,306	4,532	4,771	5*
Recreation Supervisor	3,886	4,091	4,306	4,532	4,771	5*
Community Services Officer	3,886	4,091	4,306	4,532	4,771	5*
Maintenance Technician	3,835	4,027	4,228	4,439	4,661	5*
Skilled Maintenance Worker	3,472	3,654	3,847	4,049	4,261	5*
Accounting Assistant	3,472	3,654	3,847	4,049	4,261	5*
Administrative Assistant	3,472	3,654	3,847	4,049	4,261	5*
Recreation Coordinator	3,472	3,654	3,847	4,049	4,261	5*
Records Clerk	3,424	3,604	3,793	3,994	4,204	5*
Animal Control/Code Enforcement	3,378	3,556	3,743	3,940	4,147	5*
Maintenance I	3,303	3,478	3,660	3,854	4,057	5*
Office Assistant	2,999	3,157	3,323	3,498	3,682	5*
Recreation Leader	2,999	3,157	3,323	3,498	3,682	5*

POLICE CLASSIFICATIONS	STEP A	STEP B	STEP C	STEP D	STEP E	PATTERN
Chief of Police	9,954	10,451	10,870	11,306	11,757	5,4,4,4
Lieutenant	7,691	8,075	8,479	8,903	9,348	*5
Sergeant	6,069	6,372	6,691	7,026	7,377	*5
Police Officer	4,755	4,993	5,243	5,505	5,780	*5
Police Officer Trainee	4,517	4,743	4,981	5,225	5,492	*5

*E-Step Police Officer is the benchmark position upon which linked formulas are based.*

*\*\*All salaries shown are monthly amounts.*

HOURLY EMPLOYEE SALARY SCHEDULE	Effective 1/1/2020	Effective 1/1/2021	Effective 1/1/2022	Effective 1/1/2023
Recreation Assistant	13.00	14.00	15.00	15.50
Recreation Leader	N/A	18.00	18.00	18.00
Sport Official	13.00	14.00	15.00	15.50
Maintenance	13.00	14.00	15.00	15.50
Office/ Administrative I	13.00	14.00	15.00	15.50
Office/ Administrative II	15.00	16.00	17.00	17.00
*Police Reserve	19.00	19.00	25.00	25.00
Special Projects and Training Coordinator				53.93

\*Includes California Minimum Wage Increases pursuant to State Law

## CITY COUNCIL MEMBERS

Exeter City Council Member

\*\$10.00 per meeting not to exceed four meetings in any calendar month pursuant to

City of Exeter Municipal Code §2.04.030

**CITY OF EXETER  
FY2022-2023 PERSONNEL ALLOCATION**

FTE	DEPT	CLASSIFICATION	GENERAL FUND							NON-GENERAL FUNDS					Total		
			GEN							GENERAL FUND	INS	MSR P	Water	Sewer		Refuse	NON GF FUND
			ADMIN	FIN	GOVT	POLICE	STREETS	REC	PARKS								
1	Admin	City Administrator	0.30				0.08		0.38	0.09		0.25	0.25	0.03	0.62	1.00	
1	Admin	City Clerk/Human Resources Manager	0.15		0.20				0.35	0.25		0.25	0.15		0.65	1.00	
1	Admin	Deputy City Clerk/Personnel Officer	0.15		0.20				0.35	0.25		0.25	0.15		0.65	1.00	
1	Code Enf	Community Services Officer							-		1.00				1.00	1.00	
1	Finance	Accounting Assistant			0.30				0.30			0.30	0.30	0.10	0.70	1.00	
1	Finance	Accounting Assistant			0.30				0.30			0.30	0.30	0.10	0.70	1.00	
1	Finance	Finance Director		0.25			0.10		0.35	0.08		0.27	0.26	0.04	0.65	1.00	
1	Finance	Financial Manager		0.15			0.10		0.25	0.05		0.30	0.30	0.10	0.75	1.00	
1	Finance	Office Assistant			0.10				0.10			0.40	0.30	0.20	0.90	1.00	
1	Public Works	Administrative Assistant					0.15		0.15			0.45	0.40		0.85	1.00	
1	Public Works	Crew Leader					0.05	0.20	0.25			0.38	0.38		0.75	1.00	
1	Public Works	Maintenance Technician					0.15		0.15			0.43	0.42		0.85	1.00	
1	Public Works	Maintenance Technician					0.50		0.50			0.45	0.05		0.50	1.00	
1	Public Works	Mechanic II				0.20	0.20		0.40			0.30	0.30		0.60	1.00	
1	Public Works	Operations Manager				0.10	0.20		0.30			0.40	0.25	0.05	0.70	1.00	
1	Public Works	Public Works Director					0.30		0.30			0.35	0.25	0.10	0.70	1.00	
1	Public Works	Skilled Maintenance Worker/Maint I (Flexibly Allocated)					0.35		0.35			0.40	0.20	0.05	0.65	1.00	
1	Public Works	Skilled Maintenance Worker/Maint I (Flexibly Allocated)					0.10		0.10			0.75	0.15		0.90	1.00	
1	Public Works	Skilled Maintenance Worker/Maint I (Flexibly Allocated)					0.10		0.10			0.75	0.15		0.90	1.00	
1	Recreation	Recreation Coordinator					0.95		0.95	0.05					0.05	1.00	
19	PD	Police Positions				18.00			18.00		1.00				1.00	19.00	
39.00		TOTAL:	0.60	0.40	1.10	18.30	2.38	0.95	0.20	23.93	0.77	2.00	6.98	4.56	0.77	15.07	39.00
		Funding Allocation %	1.5%	1.0%	2.8%	46.9%	6.1%	2.4%	0.5%	61.4%			17.9%	11.7%	2.0%	38.6%	100.0%

<b>Police Personnel</b>		
Chief	1	
Lieutenant	2	
Sergeant	4	Note on Police Officer Allocation
Detective	2	*1 FTE offset w/Measure P Fund
Police Officer/Police Officer Trainee	8	*Police Officer Positions can be flexibly allocated with the Police Officer Trainee
Records Clerk	1	
Sr. Clerk Dispatcher	1	
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changed title of Financial analyst to financial Manager