

## RESOLUTION 2023-28

### 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 adopted Resolution 2023-19 adopting the City's 2023/24 Salary schedule for all Regular and Part-Time Employees, City Council Members, and Seasonal/Temporary Employees of the City;

WHEREAS, effective January 1, 2024, the general statewide minimum wage will increase by .50 cents bringing the hourly rate from \$15.50 to \$16.00 per hour;

WHEREAS, pursuant to California Labor Code §515, subd.(a), exempt employees must meet certain job duty requirements and earn a monthly salary equivalent to no less than two times the state minimum wage for full-time employment. With the increase in minimum wage to \$16.00 per hour, the new minimum entry salary for exempt employees will be \$66,560 annually, or \$5,547 per month.

WHEREAS, pursuant to the above state law, adjustments to the City's salary schedule for hourly and exempt employee classifications of Deputy City Clerk/Personnel positions require updating effective January 1, 2024, to remain in compliance.

WHEREAS, it was noted on the personnel allocation that it states 2 detectives and a need exists to increase that number to 3 detectives for shift coverages and reduce police officers to 7 for no net increase in total personnel.

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 Exhibit "A" and the Personnel Allocation continued in Exhibit "B", attached hereto and made a part hereof, are hereby amended to:

\* Update the hourly rate increase for minimum wage earners to \$16.00 per hour effective January 1, 2024.

\*Update the entry salary for exempt employee classifications of Deputy City Clerk/Personnel Officer from \$65,772 (annual) to \$66,560 (annual) effective January 1, 2024.

\*Revise the personnel allocation to 3 detectives and 7 police officers with no net increase to personnel.


SECTION 2. 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 3. 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 4. 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 14<sup>th</sup> day of November 2023, by the following vote:**

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

  
\_\_\_\_\_  
Mayor

ATTEST:


  
\_\_\_\_\_  
Deputy City Clerk

Exhibit "A"

## CITY OF EXETER FY2023-2024 SALARY SCHEDULE

Effective date: 01/01/2024

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	5,554	5,832	6,124	6,430	6,751	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	Effective 1/1/2024
* Recreation Assistant	13.00	14.00	15.00	15.50	16.00
* Recreation Leader	N/A	18.00	18.00	18.00	18.00
* Sport Official	13.00	14.00	15.00	15.50	16.00
* Maintenance	13.00	14.00	15.00	15.50	16.00
* Office/ Administrative I	13.00	14.00	15.00	15.50	16.00
Office/ Administrative II	15.00	16.00	17.00	17.00	17.00
*Police Reserve	19.00	19.00	25.00	25.00	25.00
Special Projects and Training Coordinator				53.93	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  
FY2023-2024 PERSONNEL ALLOCATION

FTE	DEPT	CLASSIFICATION	GENERAL FUND							NON-GENERAL FUNDS					TOTAL		
			ADMIN	FIN	GEN GOVT	POLICE	STREETS	REC	PARKS	GENERAL FUND	INS	MSR P	Water	Sewer		Refuse	NON GF FUND
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	
20	PD	Police Positions				19.00				19.00		1.00			1.00	20.00	
40.00		TOTAL:	0.60	0.40	1.10	19.30	2.38	0.95	0.20	24.93	0.77	2.00	6.98	4.56	0.77	15.07	40.00
		Funding Allocation %	1.5%	1.0%	2.8%	48.3%	6.0%	2.4%	0.5%	62.3%			17.4%	11.4%	1.9%	37.7%	100.0%

Police Personnel		
Chief	1	
Lieutenant	2	
Sargeant	4	<b>Note on Police Officer Allocation</b>
Detective	3	*1 FTE offset w/Measure P Fund)
Police Officer/Police Officer Trainee	7	*Police Officer Positions can be flexibly allocated with the Police Officer Trainee
School Resource Officer	1	
Records Clerk	1	
Sr. Clerk Dispatcher	1	
	<u>20</u>	