

## **RESOLUTION 2024-02**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EXETER AMENDING THE CITY'S 2023/2024 SALARY SCHEDULE CHANGING THE SALARY FOR THE CLASSIFICATION OF CHIEF OF POLICE EFFECTIVE JANUARY 1, 2024**

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, 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 approved the Chief of Police's contract, which includes a 3% salary increase effective January 1, 2024.

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", attached hereto and made a part hereof, is hereby amended to:

\* Change the Chief of Police salary range by an increase of 3% effective January 1, 2024.

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 23<sup>rd</sup> day of January 2024, by the following vote:**

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



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Mayor

ATTEST:

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

Exhibit "A"

# CITY OF EXETER FY2023-2024 SALARY SCHEDULE

Effective date: 01/19/2024

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	10,253	10,765	11,197	11,645	12,109	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

**01/23/2024: Council Adopted a Salary Adjustment (Resolution 2024-02)**

**SALARY INCREASE EFFECTIVE FIRST FULL PAY PERIOD OF JANUARY 2024:**

An updated salary scale was adopted to show a 3% increase to the Chief of Police classification effective 02/27/2023 to renew his employment contract. In addition, effective the first full pay period of January 2024, salary scale to be increased an additional 3%.

**11/14/2023: Council Affirmed Salary Increases and approved Personnel Allocation and Classifications Changes (Resolution 2023-28)**

**SALARY INCREASES:**

Updating the salary range for exempt employee classification of Deputy City Clerk/Personnel Officer position salary range from \$65,772 (annual) to \$66,650 (annual) effective January 1, 2024, due to the minimum wage increase as of 01/01/2023 from \$15.50 to \$16.00.

**ALLOCATION CHANGES:**

From 2 FTE Detectives to 3 FTE Detectives  
From 8 FTE Police Officers to 7 FTE Police Officers

**9/12/2023: Council Adopted Salary Adjustment and a Classification Changes (Resolution 2023-25)**

**CLASSIFICATION CHANGE EFFECTIVE 9/25/2023:**

Adding new classification Finance Manager and setting the rate of pay  
Deleting the classification of Financial Analyst

**SALARY INCREASES:**

Updated salary scale to show a 5% increase to the Finance Director classification effective 09/25/2023 to adopt Finance Directors employment contract.

**6/13/2023: Council Adopted a Salary Adjustment**

**SALARY INCREASE EFFECTIVE 07/03/2023:**

Updated salary scale was adopted to show a 2% increase for all BU employees, unrep middle managers, Dept Heads, and City Administrator as of 07/03/2023

**02/14/2023: Council Adopted a Salary Adjustment**

**SALARY INCREASE EFFECTIVE 02/27/2023:**

Updated salary scale was adopted to show a 3% increase to the Chief of Police classification effective 02/27/2023 to renew his employment contract.

**10/25/2022: Council Adopted Salary Adjustment and a Classifications Change (Resolution 2022-43)**

**CLASSIFICATION CHANGE EFFECTIVE 10/25/2022:**

Correcting the Police Officer Trainee (New as of 06/28/2022) bargaining unit designation from Unrepresented to CLOCEA.

**SALARY ADJUSTMENTS EFFECTIVE 12/16/2022:**

Updating the salary range for exempt employee classification of Deputy City Clerk/Personnel Officer and Financial Analyst positions salary range from \$64,468-\$79,156 (annual) to \$64,480-\$79,156 (annual) effective December 19, 2022 due to the minimum wage increase as of 01/01/2023 from \$15.00 to \$15.50.



**6/28/2022: Council Affirmed Salary Increases and approved Personnel Allocation and Classifications Changes (Resolution 2022-25)**

**ALLOCATION CHANGES:**

From 3 FTE Maintenance I to 3 FTE Maintenance I / Skilled Maintenance Worker (Flexible Allocation)

From 1 FTE Maintenance I to 1 FTE Crew Leader

From 2 FTE Maintenance I to 2 FTE Maintenance Technician

From 8.0 FTE Police Officer to 8.0 FTE Police Officer/Police Officer Trainee (Flexible Allocation)

**CLASSIFICATION CHANGES:**

Adding new classifications: Maintenance Technician; Skilled Maintenance Worker; and Police Officer Trainee

Deleting the classifications of Maintenance II; Maintenance III and Office/Police Records Assistant.

**SALARY INCREASES:**

Affirming salary increases 2% for all BU employees, unrep middle managers, Dept Heads, and City Administrator as of 07/04/2022

Approving salary increase to hourly minimum wage from \$15.00/hr to \$15.50/hr effective 01/01/2023

Correcting PD Lieutenant Classification Step error for B-E:

DESC	B STEP	C STEP	D STEP	E STEP
Was	\$ 7,917	\$ 8,233	\$ 8,564	\$ 8,906
Corrected	\$ 7,917	\$ 8,313	\$ 8,728	\$ 9,165
Inc from Corrections:		0.96%	1.92%	2.91%

**12/14/2021 Council Approved Personnel Allocation and Classification Changes (Resolutions 2021-32 & 2021-33)**

Allocation Changes

\*Admin-from 2.5 FTE to 3.0 FTE (Replacing 0.5 FTE OA with a Deputy City Clerk/PO)

\*Recreation-2.0 FTE to 1.0 FTE (Delete Rec Supervisor & Rec Leader and Add Rec Coordinator-New Classification)

\*Finance-4.0 FTE to 5.0 FTE (Add OA)

\*PD-18.5 FTE to 19.0 FTE (Replacing a 0.5 OA with a Records Clerk)

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Net FTE changes: from 38.00 to 39.00 (increase by 1.0 FTE)

Classification Changes

Added Rec Coordinator classification with a salary range \$3,337-\$4,096 per month

Set Rec Leader hourly at \$18.00 per hour for 2021 and 2022 calendar years

Retitled Clerk Dispatcher to Records Clerk

**8/10/2021 Council Approved Salary Increase (Resolution 2021-16)**

Salary Increase: Police Reserve \$25 per hour effective July 5, 2021.

Correcting salary schedule approved by Resolution 2021-14:

<p>*Added omitted classification: Community Services Officer with 3% pay increase effective July 5, 2021;          *Corrected typographical error for job title Records Clerk/Office Assistant.</p>
<p><b>6/22/2021 Council Approved Salary Increases (Resolution 2021-14)</b>          Salary Increases: 3.0% for CLOCEA &amp; EPOA members, Misc. Mid-Managers, Department Heads, and City Administrator effective July 5, 2021.</p>
<p><b>5/11/2021 Council Approved New Classification (Resolution 2021-10)</b>          New Classification: Community Services Officer.          Increase in pay for part-time employees effective January 1, 2022 (Police Reserve \$19 to \$25 per hour and California Minimum Wage Increases pursuant to State Law).</p>
<p><b>11/10/2020 Council Approved New Classification (Resolution 2020-43)</b>          New Classification: Records Clerk/Office Assistant.</p>
<p><b>7/14/2020 Council Approved Salary Increase &amp; New Classification (Resolution 2020-34)</b>          Salary Increase: 5.41% for Chief of Police effective July 6, 2020.          New Classification: Crew Leader</p>
<p><b>6/25/2019 Council Approved Salary Increases, Reclassification &amp; New Classification (Resolution 2019-18)</b>          Salary Increase: 1% for CLOCEA &amp; EPOA members, Misc. Mid-Managers, Department Heads and City Administrator effective July 1, 2019.          New Classification: Financial Analyst          Reclassification: City Clerk/Personnel Officer to City Clerk/Human Resources Manager; increase in salary range.</p>
<p><b>11/27/2018 Council Approved Salary Increases EPOA (Resolution 2018-34)</b>          Salary Increase: 1% for EPOA members effective November 12, 2018; 1.2% for EPOA members effective December 10, 2018.</p>
<p><b>8/14/2018 Council Approved Salary Increases CLOCEA (Resolution 2018-24)</b>          Salary Increase: 1% for CLOCEA members effective July 23, 2018.</p>
<p><b>7/10/2018 Council Approved Salary Increases Unrepresented Middle Managers, Department Heads and City Administrator (Resolution 2018-21)</b>          Salary Increase: 1% for unrepresented Middle Managers, Department Heads and City Administrator effective July 1, 2018.</p>