



CITY OF PACIFIC GROVE
300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Leticia Livian, Human Resources Manager
MEETING DATE: August 3, 2016
SUBJECT: Ordinance amending the classification schedule for the Chief of Police
CEQA: Does not constitute a "Project" under California Environmental Quality Act (CEQA) Guidelines Section 15378.

RECOMMENDATION

Hold second reading and adopt an ordinance to amend the classification schedule for the Chief of Police position.

DISCUSSION

No changes have been made to the ordinance following its approval of the first reading on July 20, 2016. This ordinance has been published as required by the City Charter.

The City's classification and compensation schedule identifies the job classifications that have been approved by Council (e.g., Maintenance Supervisor) and the hourly rates of pay for each classification at each step authorized by the Personnel Rules. Pursuant to Pacific Grove Municipal Code (PGMC) Section 4.20.280, approval and amendment to the classification schedule must be adopted by the Council. In the past, such amendments have frequently been made by ordinance.

The City completed a successful recruitment for Chief of Police. The Chief of Police seat was left vacant when the City terminated its contract for shared services with the City of Seaside. At that time, a determination was made that it was in the best interest of the City to permanently fill the vacancy with a full-time City employee.

Since December 2015, Interim Police Chief Steven Belcher has been leading the Pacific Grove Police Department. Interim Chief Belcher has agreed to continue in his capacity until the selected candidate transitions into the Chief of Police role, approximately a week after hire.

The City contracted with recruitment firm Ralph Anderson and Associates to assist in conducting nationwide executive-level recruitment. The recruitment was launched in March, attracting over fifty qualified applicants. Seven finalists were invited to interview with a panel of local Police Chiefs and City officials, as well as City Department Heads. Three out of the seven candidates were identified as the top candidates for the City Manager to meet for second interviews.

The City Manager completed his interviews with the three candidates, selecting Amy Christey as his top choice. Ms. Christey is currently the Chief of Police in Morro Bay, California. Following selection of Chief Christey as the top choice, the City Manager and the Police Department Administrative Manager conducted a field visit to meet with stakeholders in Morro Bay and greater San Luis Obispo County. The field visit was conducted as an informal background investigation to confirm Chief Christey as the best fit for the needs of the community, department and municipal organization.

Following the successful field visit, a conditional offer of employment, which includes successful completion of a formal background investigation, pre-employment drug and medical screening and ratification by City Council, was made to Chief Christey. Base annual compensation offered to Chief Christey is \$151,000. This allows for a lateral move for Chief Christey from her current role at the City of Morro Bay.

Current annual base salary for Chief of Police in the City of Pacific Grove is \$143,021 at the 7th longevity step. Therefore, an adjustment in compensation is necessary and appropriate to maintain and attract qualified individuals such as Chief Christey, who brings with her over twenty-four years of law enforcement experience.

The proposed hourly salary schedule for the Chief of Police positions is as follows:

Position	Steps	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Chief of Police	Hourly	\$65.86	\$69.15	\$72.60	\$76.23	\$80.04	\$84.04	\$86.14	\$88.29
	Annual	\$136,989	\$143,832	\$151,008	\$158,558	\$166,483	\$174,803	\$179,171	\$183,643

There is a 5% differential between step one (1) through six (6). Steps seven (7) and eight (8) are longevity steps with a 2.5% difference between steps.

OPTIONS

1. Do nothing
2. Approve minor changes to the wording of the ordinance. Minor, non-substantive changes would not require a new first reading.
3. Provide alternative direction.

FISCAL IMPACT

Funding for the Chief of Police position is allocated for within the adopted FY 16-17 budget.

ATTACHMENTS

1. Ordinance amending the full-time position classification schedule

RESPECTFULLY SUBMITTED:



Leticia Livian, Human Resources Manager

REVIEWED BY:



Jocelyn Francis, City Manager Pro Tempore

ORDINANCE NO. 16-_____

**ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE
AMENDING THE FULL-TIME POSITION CLASSIFICATION SCHEDULE**

Findings

WHEREAS, the Chief of Police position in the City is vacant and a recruitment to fill the position is necessary; and

WHEREAS, the field of Chief of Police is becoming increasingly competitive to fill; and

WHEREAS, for the City to be competitive and recruit the most qualified candidates, an amendment to the full-time position classification schedule is recommended; and

WHEREAS, staff recommends amendment of the classification salary schedule for the Chief of Police position; and

WHEREAS, Amendment to the classification plan must be adopted by the City Council pursuant to Pacific Grove Municipal Code (PGMC) Section 4.20.280; and

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

Ordinance

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

SECTION 1. The foregoing findings of the City Council are incorporated into this Ordinance as if set forth in full.

SECTION 2. The position classification plan approved and adopted by the City Council pursuant to PGMC § 4.20.280 is amended for the Chief of Police position, with the following salary schedule:

Position	Steps	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Chief of Police	Hourly	\$65.86	\$69.15	\$72.60	\$76.23	\$80.04	\$84.04	\$86.14	\$88.29
	Annual	\$136,989	\$143,832	\$151,008	\$158,558	\$166,483	\$174,803	\$179,171	\$183,643

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

SECTION 4. In accord with Article 15 of the City Charter, this ordinance shall become effective upon its adoption.

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE
this 3rd day of August, 2016, by the following vote:

AYES:

NOES:

ABSENT:

APPROVED:

BILL. KAMPE, Mayor

ATTEST:

SANDRA KANDELL, City Clerk

APPROVED AS TO FORM:

DAVID C. LAREDO, City Attorney