

**ORDINANCE NO. 20-021**

**ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE  
AMENDING THE SALARY SCHEDULE TO ADD COMMUNITY SERVICE OFFICER  
CLASSIFICATION**

**Findings**

1. Due to the COVID-19 pandemic, a much greater demand has been placed on sworn police personnel regarding health and safety enforcement; and
2. The City Manager has authorized through emergency actions to suspend the requirements of an ordinance to add a new classification to the salary schedule; and
3. This allows for immediate recruitment and transfer of current personnel to this new classification, Community Service Officer; and
4. This ordinance administratively follows the City Managers emergency actions; and
5. The Community Service Officer classification allows for more flexibility in assigning tasks and managing workload during increased police services demand during the pandemic; and
6. Amendment to the salary schedule classification plan must be adopted by the City Council pursuant to Pacific Grove Municipal Code (PGMC) Section 4.20.280; and
7. 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 Community Service Officer classification.

Classification	Step						
	1A	2B	3C	4D	5E	6F	7G
Community Service Officer	\$25.91	\$27.20	\$28.56	\$29.99	\$31.49	\$32.67	\$33.89

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 on September 16, 2020.

**PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE**  
this 16th day of September 2020, by the following vote:

AYES: Mayor Peake, Mayor Pro Tem Huitt, Councilmembers Amelio, Garfield, McAdams, Smith, and Tomlinson.

NOES: None.

ABSENT: None.

APPROVED:

DocuSigned by:  
*Bill Peake*  
6C76B8B632C34D0...  
BILL PEAKE, Mayor

ATTEST: **9/19/2020**  
DATED: \_\_\_\_\_

DocuSigned by:  
*Sandra Kandell*  
4F41A61C950B4E1...  
SANDRA KANDELL, City Clerk

APPROVED AS TO FORM:

DocuSigned by:  
*David C. Laredo*  
F08545E32B2640E...  
DAVID C. LAREDO, City Attorney