

Attachment 1

RESOLUTION 26-XXX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL PASO DE ROBLES APPROVING THE CREATION OF A PART-TIME COMMUNITY EVENTS COORDINATOR POSITION, THE JOB DESCRIPTION, AND THE UPDATED MASTER PAY SCHEDULE

WHEREAS, the City organizes and allocates employee resources based on operational needs and assigns duties consistent with its established job classification system; and

WHEREAS, historically, responsibility for community events—including planning, coordination, and event execution—was assigned to the Public Works Director; and

WHEREAS, in 2026, the Director retired after 22 years of service with the City; and

WHEREAS, given the strong connection between these activities and existing recreation programming, staff determined the function would be more appropriately managed within the Community Services Department; and

WHEREAS, to ensure community event responsibilities can be effectively managed without overextending current staff resources, City management recommends the creation of a new part-time Community Events Coordinator position; and

WHEREAS, the California Public Employees Retirement System (CalPERS) requires governing bodies of local agencies that contract with CalPERS for retirement benefits to approve and adopt a publicly available pay schedule in accordance with public meeting laws.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF EL PASO DE ROBLES DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. All of the above recitals are true and correct and incorporated herein by reference.

Section 2. The master pay schedule contained in Exhibit A, attached hereto and incorporated herein by reference, is hereby approved and adopted in accordance with CalPERS requirements. (California Code of Regulations, Title 2, Section 570.5).

Section 3. The City Council hereby approves that the Community Events Coordinator Position be added to the Authorized Job Listing and the Job Description as attached hereto as Exhibit B.

APPROVED this 17th day of March, 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

John R. Hamon, Jr., Mayor

Attachment 1

ATTEST:

Melissa Martin, City Clerk

Exhibit A – Master Pay Schedule

Exhibit B – Community Events Coordinator Job Description