



Agenda Item No: 1.g

PLACENTIA CITY COUNCIL AGENDA REPORT

Meeting Date: April 15, 2025

Submitted by: Alice Burnett

From: City Administrator

Subject:

Resolutions to Amend the 2024-25 Position Allocation Plan and Amend the Management Unit Compensation Plan Establishing and Revising Various Classifications and Salary Ranges

Financial Impact:

Fiscal Impact:

1. Reclassification of one (1) Director of Finance to one (1) Deputy City Administrator/ Director of Finance in the Finance Department. The impact of the reclassification is approximately \$20,700 for a full fiscal year; and
2. Reclassification of one (1) Building Supervisor to one (1) Building Inspection Manager in the Development Services Department. The impact of the reclassification is approximately \$49,000 for a full fiscal year; and
3. Eliminate the Sr. Management Analyst position in the City Administrator's Department from the position allocation plan. The impact of the elimination of this position is a cost savings of \$149,000 for a full fiscal year.

The net effect of the action will generate a net savings of \$(79,300)

Summary:

Amendments to the City's position allocation and classification plan shall be submitted for review and recommendation per the Personnel Rules, Rule III.

Proposed changes to the Position Allocation Plan have been received and are recommended:

1. Add one (1) Director of Public Works/City Engineer classification in the Public Works Department to the allocation plan and discontinue underfill of the Deputy City Administrator position. There is no fiscal impact as this position was budgeted at the Director of Public Works salary; and
2. Reclassification of one (1) Deputy Director of Public Works/City Engineer to Deputy Director of Public Works. There is no fiscal impact for this reclassification.
3. Reclassification of one (1) Director of Finance to one (1) Deputy City Administrator/ Director of Finance in the Finance Department. The impact of the reclassification is approximately \$20,700 for a full fiscal year; and
4. Reclassification of one (1) Building Supervisor to one (1) Building Inspection Manager in the Development Services Department. The impact of the reclassification is approximately \$49,000 for a full fiscal year; and
5. Eliminate the Sr. Management Analyst position in the City Administrator's Department

from the position allocation plan. The impact of the elimination of this position is \$149,000 for a full fiscal year.

Recommendation:

Recommended Action: It is recommended that the City Council take the following action to:

1. Adopt Resolution R-2025-14, a Resolution of the City Council of the City of Placentia, California amending the Position Allocation plan for fiscal year 2024-25; and
2. Adopt Resolution R-2025-15, amending the unrepresented mid-management and executive management employee's compensation plan establishing and revising the various classifications and salary ranges; and
3. Authorize the Interim City Administrator and/or his designee, to execute all the necessary documents, in a form approved by the City Attorney.

Strategic Plan Statement:

This item is consistent with the City Council approved 5-Year Strategic Goal #7 to Enhance Employee Development, under Objective #1, which are bolster ranks of city employees.

Discussion:

Recommended for approval are requests for the following classification actions:

1. Add one (1) Director of Public Works/City Engineer in the Public Works Department; and
2. Reclassification of one (1) Deputy Director of Public Works/City Engineer to one (1) Deputy Director of Public Works in the Public Works Department; and
3. Reclassification of one (1) Director of Finance to one (1) Deputy City Administrator/Director of Finance in the Finance Department; and
4. Reclassification of one (1) Building Supervisor to one (1) Building Inspection Manager in the Development Services Department; and
5. Eliminate the Sr. Management Analyst position in the City Administrator's Department (Economic Development).

Current budget constraints and various vacancies across the organization have necessitated further review and analysis of the needs of the City. Below is a summary of the proposed changes.

Public Works Department: The position of Deputy City Administrator is currently underfilled by the Director of Public Works/City Engineer. Adding the Director of Public Works/City Engineer and revising the Deputy Director of Public Works/City Engineer position clearly and accurately describes the classifications for the public works department. There is no fiscal impact for this addition.

City Administrator's Department: The Sr. Management Analyst incumbent in the City Administrator's Department has been recently transferred to the vacant Sr. Management Analyst position in Public Works. The proposal is to eliminate the remaining Sr. Management Analyst position in the City Administrator's Department from the Position Allocation Plan. This yields a net savings of \$149,000 annually.

Finance Department: As the City continues with the recruitment of our next City Administrator, the Interim City Administrator intends to promote the Director of Finance to the newly reclassified position of Deputy City Administrator/Director of Finance. This reclassification will assist with providing the executive level oversight needed while augmenting the current

Director of Finance's experience in an advanced executive level leadership role. Staff recommends the salary range of \$17,414.72 - \$21,167.70 monthly for the proposed Deputy City Administrator/Director of Finance. The fiscal impact of this reclassification is approximately \$20,700 but the costs will be covered within existing appropriations.

Development Services Department – Building Inspection Manager: This proposal will reclassify the current vacant Building Supervisor position to a Building Inspection Manager. This position would be a higher-level field inspector position as well as provide oversight, management, training and development for our Building Inspector and Permit Technicians in our Building Division. Staff recommends that the monthly salary range for the proposed Building Inspection Manager be established at \$10,408.04-\$12,651.03. At this time, this work is contracted out to various consultants. The proposed reclassification would provide the necessary management and oversight to this division. Fiscal impact of the reclassification is \$49,000 and would yield a net overall savings in professional services for an annualized savings of \$134,145.

Fiscal Impact Summary:

The cost associated with the approval of this item is estimated to be a new savings of \$(79,300) for a full fiscal year. Due to timing of the reclassifications as well as vacancy savings anticipated within the FY 2024-25 budget, no additional appropriations for the FY 2024-25 budget is being requested.

Attachments

[Attachment 1 - Resolution R-2025-14 -Position Allocation Plan.docx](#)

[Position Allocation Plan FY25.26.pdf](#)

[Resolution R-2025-15 - Amending the Exhibit A of the unrepresented mid-management and executive management comp plan.doc](#)

[Exhibit A Salary Table Revised 2025.04.15.pdf](#)