



Agenda Item No: 1.m

PLACENTIA CITY COUNCIL AGENDA REPORT

Meeting Date: June 3, 2025

Submitted by: Nancy Albitre-Seely

From: City Attorney's Office

Subject:

City Administrator Employment Agreement with Jennifer Lampman

Financial Impact:

Fiscal Impact:

There is no fiscal impact as this is a budgeted position.

Summary:

At its meeting on May 20, 2025, the City Council formally voted to appoint Jennifer Lampman, who currently serves as Deputy City Administrator and Finance Director, as Placentia's next City Administrator. The Appointment was made contingent upon the execution of an employment agreement. Therefore, as required by the City's Charter, the attached resolution and employment agreement have been prepared for the Council's consideration and approval at tonight's meeting.

Recommendation:

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

1. Adopt a resolution approving an employment agreement between the City of Placentia and Jennifer Lampman to serve as City Administrator; and
2. Authorize the Mayor to execute the Employment Agreement, in a form approved by the City Attorney.

Strategic Plan Statement:

There is no specific Strategic Plan Goal or Objective associated with this Council action.

Discussion:

Following the departure of former City Administrator Damien Arrula in late 2024, the City Council ordered a recruitment be conducted to find his replacement. In order to allow time for the recruitment, the Council appointed retired City Manager, Tom Hatch, to serve as the City's Interim City Administrator. After successfully serving in the position for a number of months, Mr. Hatch stepped down on May 8, 2025. The City Council subsequently appointed Jennifer Lampman, who currently serves as Deputy City Administrator/Finance Director, to serve as the Acting City Administrator.

Starting in early 2025, the City Council began conducting a recruitment for the next City Administrator. Based on that recruitment, the City Council ultimately decided on May 20, 2025,

that Jennifer Lampman should be appointed the permanent City Administrator. The Council stated the appointment was contingent upon the Council's approval of an employment agreement, as well as a resolution required by Section 800 of the City's Charter. These documents have been prepared and are being presented at tonight's meeting for the City Council's consideration and approval.

The proposed Employment Agreement provides, among other terms, for an annual base salary of \$270,062.28. This salary is within the current approved pay range for the City Administrator position and is consistent with the City Council's goals. The agreement also provides for an annual evaluation. At the completion of the evaluation bonuses or other cost of living adjustments may be granted by the Council in their discretion based on performance. Since the City Administrator position is at-will, the contract provides a severance of up to nine (9) months base pay, including normal contributions to Health Benefits, as defined by the agreement, in the event of a termination without cause.

Under the terms of the agreement an auto allowance of \$600 per month and a telecommunication allowance of \$100 will be paid, but both of these are benefits already being received by Ms. Lampman in her current position, so there is no increase. All other benefits are the same as Ms. Lampman already receives in her role as Deputy City Administrator/Director of Finance. These are the same benefits received by the members of the City's Executive Management group

Attachments

[Resolution No. R-2025-28.docx](#)

[2025 J. Lampman Employment Agreement 06-03-25 Final.docx](#)