



Staff Report

TO: City Council
FROM: Kari Mendoza, Administrative Services Director
DATE: September 17, 2024
SUBJECT: Authorize Changes to the Uniform Compensation Plan and Position Allocation Table

Description The attached compensation plan has been updated to reflect all new classifications approved in the FY 2025 adopted budget, one title change and additional position request.

Background and Analysis:

On June 4, 2024, Council adopted the FY 24/25 budget with 247 full time equivalent employees. The new classifications authorized included Lifeguard, Water Safety Instructor, Pool Manager, Principal Management Analyst and Senior Planner. The new position salaries were studied through subscriptions with Neogov and Govinvest Live Compensation Module.

Staff and administration are consistently evaluating current positions, staffing levels and individual department organizational structures. The Finance Department seeks to re-title a vacant position from Budget Specialist to Budget Analyst, which is more consistent with industry standard. The City Manager's office seeks to add the Community Development Director position back to the City's classification list.

Fiscal Impact:

The new classifications that were fully budgeted in FY 24/25 budget include the approved Lifeguard, Water Safety Instructor, Pool Manager, Principal Management Analyst and Senior Planner. The additional positions are currently vacant, prior to the position being filled staff will bring back a budget adjustment.

Staff estimates the cost to prepare this staff report is \$513.

Recommended Action:

Approve the attached Uniform Compensation Plan.

Approve the addition of one Community Development Director.

Approve the elimination of one Budget Specialist.

Approve the addition of one Budget Analyst.

Attachments:

- A. Uniform Compensation Plan