



CITY OF PALM DESERT
CITY MANAGER'S OFFICE
INTEROFFICE MEMORANDUM

Date: February 13, 2025
To: Honorable Mayor and Councilmembers
From: Anthony J. Mejia, City Clerk
Subject: City Council Meeting of February 13, 2025

Below you will find questions received from the Mayor or Councilmembers and answers provided by City staff regarding tonight's City Council meeting:

ITEM 10r: ADOPT RESOLUTIONS APPROVING THE FISCAL YEAR 2024-25 MID-YEAR BUDGET ADJUSTMENTS AND REVISED STAFF ALLOCATION SCHEDULE

Q1: Can staff summarize the changes between Resolution 2024-047 and the proposed replacement?

A1: The proposed changes between Resolution 2024-047 and the replacement resolution include various position adjustments, transfers, additions, and deletions across multiple departments. A side-by-side comparison is attached for reference. The changes are as follows:

Position Changes:

- **Human Resources:** HR Manager reclassified to HR Director.
- **City Clerk:** Administrative Assistant I/II reclassified to Senior Administrative Assistant.
- **Finance:**
 - Management Analyst II reclassified to Senior Management Analyst.
 - Accounting Technician II reclassified to Payroll Coordinator.
 - Accounting Technician I/II reclassified to Management Analyst I/II.
 - Administrative Assistant I/II reclassified to Senior Administrative Assistant.
- **Housing:** Management Analyst II reclassified to Senior Management Analyst.
- **Information Technology:**
 - Senior Network Engineer reclassified to Cyber Security Officer.
 - Business Systems Enterprise reclassified to Senior Business Systems Enterprise.
- **Permit Center:** Land Development Technician reclassified to Permit Technician I/II position.
- **Public Affairs:**
 - Marketing Assistant reclassified to Management Aide I/II.
 - Visitor Services Assistant (Full-Time) reclassified to Visitor Services Specialist.
- **Community Services:** Landscape Supervisor reclassified to Public Works Superintendent.

- **Traffic Signal:** Senior Project Manager reclassified to Project Manager position.

Transfers, Additions and Deletions:

- **Engineering Services:** Deleted City Engineer, Senior Engineer, and two Assistant Engineer positions.
- **Finance:** Added Accounting Manager position.
- **Public Affairs:** Added two part-time Visitor Services Assistant positions.
- **Engineering Services (Moved under Development Services):** Added Associate Engineer position.
- **Public Works:** Transferred Administrative Assistant I/II position from Street Maintenance Division to Business Operations Division.
- **Street Maintenance:**
 - Added Public Works Superintendent position.
 - Added four Maintenance Worker I/II positions.

Q2: Are the proposed position increases for currently filled roles?

A2: Most of the reclassified positions are currently filled, with the exception of the Maintenance Worker positions, where one vacancy remains.

Q3: What is the rationale for implementing position upgrades mid-year instead of as part of the new budget cycle?

A3: The approach to mid-year position upgrades is guided by established personnel policies and the authority granted to the City Manager to make necessary adjustments throughout the fiscal year.

SECTION I - ALLOCATED POSITIONS AND AUTHORIZED CLASSIFICATIONS

The City of Palm Desert's Personnel System, Section 2.52 of the Palm Desert Municipal Code prescribes specific terms for appointment and tenure of all City employees. Exhibit A contains the tables of salary ranges that will be retroactively effective to July 1, 2024.

The City Manager is annually authorized to modify the Allocated Classifications, Positions and Salary Schedule during each fiscal year that he determines are reasonably necessary or appropriate for business necessity including, without limitation, the implementation of title and responsibility changes, any minimum wage laws, use of over-hires for training, limited term student internships and modification of vacant positions in so far as such modifications do not exceed the adopted 2024-25 budget. Such modifications have been included in the resolution and accompanying allocated positions; however, it may be necessary to modify them again based on the business necessity of the City. Changes to the allocation will be updated as necessary by the City Manager, and brought back to City Council at year-end for ratification.

Q4: While these changes remain within the current fiscal year allocations, what are the projected annualized impacts on next year's budget?

A4: The estimated net increase for all position changes is \$281,397, assuming all vacant positions are filled by the end of the fiscal year. Based on current vacancy projections, the estimated cost impact of unfilled positions is approximately \$265,012.