



CITY OF CORONADO

CITY COUNCIL STAFF REPORT

April 15, 2025

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ADOPTION OF “A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORONADO, CALIFORNIA, AMENDING ITS FISCAL YEAR 2024-25 PERSONNEL AUTHORIZATION AND COMPENSATION PLAN TO INCORPORATE CLASSIFICATION CHANGES AND CLARIFY BENEFIT LANGUAGE”

RECOMMENDATION:

Adopt “A Resolution of the City Council of the City of Coronado, California, Amending its Fiscal Year 2024-25 Personnel Authorization and Compensation Plan to Incorporate Classification Changes and Clarify Benefit Language.”

BACKGROUND:

The Personnel Authorization and Compensation Plan (PACP) outlines the number of authorized positions and classifications, as well as the approved pay ranges for each classification. When compensation, benefit, or classification adjustments are recommended, the City Council is presented with them.

The complete PACP (Exhibit A) and the Memoranda of Understanding (MOU) for the Coronado Police Officers’ Association (CPOA), Coronado Firefighters Association’ (CFA), and American Federation of State, County and Municipal Employees (AFSCME), Local 127 can be found at:

<https://www.coronado.ca.us/186/City-Employment-Salaries-Memoranda-of-Un>

and are available for review in the City Clerk’s office.

ANALYSIS:

The City’s Classification and Compensation plan currently defines a total of 104 classification specifications. Of the 104 classifications, 91 fall under the City’s Civil Service Rules, and 13 are classified as unclassified Executive positions. Each of the 254.75 positions is allocated to a classification specification. Each classification specification outlines a general statement of the level of work, objectives, examples of essential duties, and the qualifications for the classification.

In early 2025, Public Services and Engineering submitted a reclassification request to Administrative Services to reclassify an Assistant Engineer to a Senior Engineer.

Human Resources staff conducted a review of the classification and service level requirements and found the reclassification request to be justified. The City Manager is supportive of the reclassification request, and the change to the PACP listed below is requested.

1. Section 3. Authorized regular full-time and part-time positions

Public Services and Engineering – Reclassification

- a. Reclassify the Assistant Engineer to the existing Senior Engineer classification. The classification review confirmed that there is a strategic need to reallocate resources toward higher-level engineering functions. This reclassification aligns with departmental goals to deliver capital improvement projects efficiently, directly impacting the quality of life for the community.

Additionally, there are additional PACP sections that require changes for clarity or correction and are recommended:

2. Various Sections – Replaced language of Director of Fire Services with Fire Chief and Director of Police Services with Police Chief to mirror recent updates made to the City's municipal code for these specific Executive position titles.
3. Section 14. Holidays
Under section E, add clarification on the number of floating holiday hours earned based on a variety of schedules as follows:
“...whose normal day off falls on a holiday will receive a FLOATING HOLIDAY, the quantity being determined by an employee's typical workweek: Employees working a 40-hour (or more) workweek will receive 8 hours; those working a 30-hour workweek will receive 6 hours; and those working a 20-hour workweek will receive 4 hours. These FLOATING HOLIDAY hours will be added to their leave bank in lieu of time off.”
4. Section 27. Rounding of Salaries
As of the pay period beginning March 22, 2025, the City transitioned to a new payroll processing software system. The legacy payroll system used up to six (6) decimal places for payroll calculations. The new system, Tyler Munis ERP, uses up to four (4) decimal places for payroll calculations. The rounding language in the PACP must be updated to reflect this change.

The above amendments will not alter the number of FTEs; consequently, the PACP will continue to reflect a total of 254.75 authorized positions.

FISCAL IMPACT:

Of the proposed changes to the Personnel Authorization and Compensation Plan (PACP), the reclassification of Assistant Engineer to Senior Engineer (item 1) is projected to increase future expenditures by a maximum of \$51,518 per fiscal year, based on FY 2024-2025 salary rates.

Due to Public Services & Engineering Department vacancies during FY 2024-25, the higher compensation of the reclassification will be absorbed within the FY 2024-25 adopted budget and no additional appropriations are required.

ALTERNATIVE:

Council may not adopt the Resolution and direct staff to take different actions.

CALIFORNIA ENVIRONMENTAL QUALITY ACT:

Not Applicable.

PUBLIC NOTICE:

No notice required.

ATTACHMENTS:

1. Resolution 2025-14

Submitted By: Administrative Services Department / John Kim