Robert S. McKinnell
City Clerk

Kevin A. Larson
City Treasurer

Jennifer Lampman
City Administrator

Christian L. Bettenhausen
City Attorney

Placentia City Council
Placentia City Council as Successor to the Placentia Redevelopment Agency
Placentia Industrial Commercial Development Authority
Placentia Public Financing Authority

AGENDA
October 7, 2025

Council Chambers
401 E Chapman Ave.
Placentia, CA 92870

Phone: (714) 993-8117
Email: administration@placentia.org
www.placentia.org

KEVIN KIRWIN
Mayor
District 2

CHAD P. WANKE
Mayor Pro Tem
District 4

THOMAS HUMMER
Councilmember
District 1

WARD L. SMITH
Councilmember
District 5

JEREMY B. YAMAGUCHI
Councilmember
District 3

Mission Statement

The City Council is committed to keeping Placentia a pleasant place by providing a safe family atmosphere, superior public services and policies that promote the highest standards of community life.

Vision Statement

The City of Placentia will maintain an open, honest, responsive and innovative government that delivers quality services in a fair and equitable manner while optimizing available resources.

Copies of all agenda materials are available for public review in the Office of the City Clerk, online at www.placentia.org, and at Placentia Library Reference Desk. Persons who have questions concerning any agenda item may call the City Clerk's Office, (714) 993-8231, to make inquiry concerning the nature of the item described on the agenda.

Procedures for Addressing the Council/Board Members

Any person who wishes to speak regarding an item on the agenda or on a subject within the City's jurisdiction during the **"Oral Communications"** portion of the agenda should fill out a **"Speaker Request Form"** and give it to the City Clerk BEFORE that portion of the agenda is called. Testimony for Public Hearings will only be taken at the time of the hearing. Any person who wishes to speak on a Public Hearing item should fill out a **"Speaker Request Form"** and give it to the City Clerk BEFORE the item is called.

The Council and Board members encourage free expression of all points of view. To allow all persons the opportunity to speak, please keep your remarks brief. If others have already expressed your position, you may simply indicate that you agree with a previous speaker. If appropriate, a spokesperson may present the views of an entire group. To encourage all views, the Council and Board discourage clapping, booing or shouts of approval or disagreement from the audience.

PLEASE SILENCE ALL PAGERS, CELL PHONES, AND OTHER ELECTRONIC EQUIPMENT WHILE COUNCIL AND BOARD MEMBERS ARE IN SESSION.

Special Accommodations

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's Office at (714) 993-8231. Notification 48 hours prior to the meeting will generally enable City staff to make reasonable arrangements to ensure accessibility. (28 CFR 35.102.35.104 ADA Title II)

In compliance with California Government Code § 54957.5, any writings or documents provided to a majority of the City Council regarding any item on this agenda that are not exempt from disclosure under the Public Records Act will be made available for public inspection at the City Clerk's Office at City Hall, 401 East Chapman Avenue, Placentia, during normal business hours.

Study Sessions are open to the public and held in the City Council Chambers or City Hall Community Room. Closed Sessions are held in the Council Caucus Room. While the public may be in attendance during oral announcements preceding Closed Sessions, Closed Sessions are not open to the public.

PLACENTIA CITY COUNCIL
REGULAR MEETING AGENDA - CLOSED SESSION
October 7, 2025 5:00 p.m. - City Council Chambers
401 E. Chapman Avenue, Placentia, CA

CALL TO ORDER:

ROLL CALL:
Councilmember/Board Member Hummer
Councilmember/Board Member Smith
Councilmember/Board Member Yamaguchi
Mayor Pro Tem/Board Vice Chair Wanke
Mayor/Board Chair Kirwin

ORAL COMMUNICATIONS:
At this time the public may address the City Council and Boards of Directors concerning any items on the Closed Session Agenda only. There is a five (5) minute time limit for each individual addressing the City Council and Boards of Directors. The City Council and Boards of Directors will recess to the City Council Caucus Room for the purpose of conducting their Closed Session proceedings.

CLOSED SESSION PROCEEDINGS:
The City Council and Boards of Directors will recess to the City Council Caucus Room for the purpose of conducting their Closed Session proceedings.

Pursuant to Government Code Section 54956.9(d)(4)
CONFERENCE WITH LEGAL COUNSEL – Initiation of Litigation
(1 case)

Pursuant to Government Code Section 54957.6
CONFERENCE WITH LABOR NEGOTIATOR

Agency Designated Representatives:	Jennifer Lampman, City Administrator
	Alice Burnett, Director of Human Resources
Employee Organizations:	Placentia City Employees Association (PCEA)
	Placentia Firefighters Association (PFA)
	Placentia Fire Management Association (PFMA)
	Placentia Police Management Association (PPMA)
	Placentia Police Officers Association (PPOA)
	Unrepresented Employees

RECESS: The City Council and Boards of Directors will recess to their 7:00 p.m. Regular Meeting.

PLACENTIA CITY COUNCIL
REGULAR MEETING AGENDA
October 7, 2025 7:00 p.m. - City Council Chambers
401 E. Chapman Avenue, Placentia, CA

CALL TO ORDER:

ROLL CALL:
Councilmember/Board Member Hummer
Councilmember/Board Member Smith
Councilmember/Board Member Yamaguchi
Mayor Pro Tem/Board Vice Chair Wanke
Mayor/Board Chair Kirwin

INVOCATION: Chaplain Kenneth Curry

PLEDGE OF ALLEGIANCE: Participants in the Placentia Tiny Tots Program

PRESENTATIONS:

A. Proclamation of October 5-11, 2025, as Fire Prevention Week
Presenters: Mayor Kirwin and City Council
Recipient: Placentia Fire Marshal Amanda Horner

B. Heritage Festival Presentation
Presenter: Director of Community Services, Lydie Gutfeld

CLOSED SESSION REPORT:

CITY ADMINISTRATOR REPORT:

ORAL COMMUNICATIONS:
At this time the public may address the City Council and Boards of Directors concerning any agenda item, which is not a public hearing item, or on matters within the jurisdiction of the City Council and Boards of Directors. There is a five (5) minute time limit for each individual addressing the City Council and Boards of Directors.

CITY COUNCIL MEMBER COMMENTS:

1. CONSENT CALENDAR (1.a. through 1.h.):
All items on the Consent Calendar are considered routine and are enacted by one motion approving the recommended action listed on the Agenda. Any Member of the City Council and Boards of Directors or City Administrator may request an item be removed from the Consent Calendar for discussion. All items removed shall be considered immediately following action on the remaining items.

1.a Consideration to Waive Reading in Full of all Ordinances and Resolutions

Recommended Action: It is recommended that the City Council:
Approve.

1.b Registers for October 7, 2025

Check Register

Fiscal Impact: $1,052,693.42

Electronic Disbursement Register

Fiscal Impact: $1,300,641.49

Recommended Action: It is recommended that the City Council:
Receive and file.

1.c Receive and File the Citywide Classification Specification and Compensation Study and Adopt a Resolution Approving the Classification Plan.

Fiscal Impact:
There is no fiscal impact to receive and file the report or adopt the classification plan.

Recommended Action: It is recommended that the City Council:

1. Receive and file the findings of the Citywide Classification and Compensation Study conducted by MGT of America Consulting, LLC (MGT); and
2. Approve Resolution No. R-2025-51, adopting the updated Classification Plan in accordance with Personnel Rules and Regulations, Rule III, Section 2 – Classification: Adoption, Amendment, and Revision of the Plan.

1.d Approval of Plans and Specifications and Award of Construction Contract to R.J. Noble Company for the Fiscal Year 2024-25 Residential Street Rehabilitation Project, City Project No. 26-104.

Fiscal Impact:

Expense:

$2,251,280.96	Total Construction Costs
$1,972,915.05	Construction Contract Amount
$ 197,291.51	Construction Contingency Amount
$ 81,074.40	Construction Inspection Costs

Available Budget:

$4,718,909.00	Total Project Budget	Project# 26-104
$1,414,458.00	Fiscal Year 2025-26 CIP (217-90300-9600)	State Gas Tax-RMRA
$2,343,879.00	Fiscal Year 2025-26 CIP (102-90300-9600)	Measure U
$ 151,548.00	Fiscal Year 2025-26 CIP (218-90300-9600)	State Gas Tax
$ 654,176.00	Fiscal Year 2025-26 CIP (211-90300-9600)	Measure M
$ 154,848.00	Fiscal Year 2025-26 CIP (303-90300-9800)	Traffic Impact Fee

Recommended Action: It is recommended that the City Council:

1. Approve the Plans and Specifications prepared by the Public Works Department - Engineering Division for the FY 2024-25 Residential Street Rehabilitation Project No. 26-104; and
2. Approve a Public Works Agreement with R.J. Noble Company for the FY 2024-25 Residential Street Rehabilitation Project in the amount of $1,972,915.05; and
3. Reject all other bids received and authorize return of the bid bonds; and
4. Authorize the City Administrator to approve contract change orders up to ten

percent (10%) of the contract amount, or $197,291.51, for a total construction contract not-to-exceed amount of $2,170,206.56; and
5. Approve a purchase order with Z&K Consultants to provide construction inspection services for a not-to-exceed amount of $81,074.40; and
6. Authorize the City Administrator and/or her designee to execute all necessary documents, in a form approved by the City Attorney.

1.e Reject All Bids for Jaycee Parkette Renovation Project and Authorize the Initiation of a New Procurement Process by Staff

Fiscal Impact:
None.

Recommended Action: It is recommended that the City Council:
1. Reject all bids and authorize the return of the bid bonds; and
2. Authorize Staff to initiate a new procurement process for the Jaycee Parkette Renovation Project; and
3. Authorize the City Administrator and/or her designee to execute all necessary documents, in a form approved by the City Attorney.

1.f Authorization for the Submittal of Application for the Rubberized Pavement Grant Program and All Other CalRecycle Grants for the Next Five (5) Years for Which the City of Placentia is Eligible

Fiscal Impact:
There is no fiscal impact associated with the recommended action.

Recommended Action: It is recommended that the City Council:
1. Adopt Resolution No. R-2025-49, a Resolution of the City Council of the City of Placentia, California, authorizing submittal of application(s) for all CalRecycle grants for which the City of Placentia is eligible; and
2. Authorize the City Administrator and/or her designee to submit a grant application to the Department of Resources Recycling and Recovery (CalRecycle) for the CalRecycle Rubberized Pavement Grant Program Funding; and execute all necessary grant documents to accept grant funding in a form approved by the City Attorney.

1.g Fiscal Year 2025-26 Q1 Financial Report

Fiscal Impact:

Fund	**Revenues** (Including Transfers-In)	**Appropriations** (Including Capital & Transfers-Out)
General Fund	-	(713,276)
Special Revenue	-	37,500
Capital Projects (All Funds)	8,874,557	21,368,816
Enterprise Funds	-	-
Internal Service Fund	60,000	60,000
Total	**8,934,557**	**20,753,040**

Recommended Action: It is recommended that the City Council:

1. Approve the First Quarter Budget Report and adopt Resolution No. R-2025-53, amending the City's FY 2025-26 Budget; and
2. Authorize Position Allocation Plan.

1.h Tentative Parcel Map No. TPM 2023-143 pertaining to the subdivision of an +/ - 0.803 acre lot into two parcels located at 200 Orange Grove Avenue within the R-1 (Single-Family Residential) Zoning District

Fiscal Impact:
None.

Recommended Action: It is recommended that the City Council:
Adopt Resolution No. R-2025-50, a Resolution of the City Council of the City of Placentia, California, adopting a categorical exemption pursuant to the California Environmental Quality Act (Public Resources Code §§ 21000-21177 and §15000 et seq. of Title 14 of the California Code of Regulations) (CEQA) and Approving Tentative Parcel Map No. TPM 2023-143 pertaining to the subdivision of property located at 200 Orange Grove Avenue into two parcels (Assessor's Parcel Number 339-041-09) and making findings in support thereof.

2. PUBLIC HEARINGS (2.a. through 2.c.):

2.a Public Hearing for 2025 Sewer Rate Adoption

Fiscal Impact:
There is no direct fiscal impact to the City's General Fund Budget associated with the recommended actions. City Council approval of the proposed sewer rate adjustments will generate additional revenue into the City's Sewer Enterprise Fund that will help fund the ongoing maintenance and operation of the City's sewer utility, as well as provide additional funds for needed capital improvements to the sewer collection system.

Recommended Action: It is recommended that the City Council:

1. Open the Public Hearing concerning the proposed sewer rate adjustment; and
2. Receive the Staff Report, consider all public testimony, and ask any questions of Staff; and
3. Close the Public Hearing and direct the City Clerk to tabulate the written protests and report the results of the tabulation to City Council; and
4. Waive full reading, by title only, and introduce for first reading Ordinance No. O-2025-09, an Ordinance of the City Council of the City of Placentia, California, adopting revised Sewer System Service Rates for Sanitary Sewer Service and amending sections of Chapter 5.24 of the Placentia Municipal Code pertaining to the Sewer System Service Fees; and
5. Adopt Resolution No. R-2025-52, a Resolution of the City Council of the City of Placentia, California, declaring the results of a noticed protest proceeding and approving certain actions for rates, fees, and charges for sanitary sewer services.

2.b Public Hearing to consider Ordinance No. O-2025-10, an Ordinance of the City of Placentia, California, Extending an Urgency Ordinance Establishing a Moratorium on

Short-Term Rental Permits in Placentia, California.

Fiscal Impact:
Potential for approximately $235,000 in revenue annually from Transient Occupancy Tax, based on FY 24-25 actuals, assuming current Short-Term Rental permits remain active.

Recommended Action: It is recommended that the City Council:

1. Open the Public Hearing concerning Ordinance No. O-2025-10; and
2. Receive the Staff report and consider all public testimony; and
3. Close the Public Hearing; and
4. Find that Ordinance No.O-2025-10 is not subject to CEQA pursuant to Sections 15060(c)(2), 15060(c)(3) and/or 15061(b)(3) of the State CEQA Guidelines; and
5. Adopt Ordinance No. O-2025-10, an Ordinance of the City of Placentia, California, Extending an Urgency Ordinance Establishing a Moratorium on Short-Term Rental Permits in Placentia, California; and
6. Provide direction to Staff, as appropriate, regarding proposed changes to local regulations related to Short Term Residential Rentals, if any.

2.c Continued Public Hearing: Consideration of the Chapman Corridor Revitalization Plan Which Includes the Adoption of the Chapman Corridor Revitalization Plan, the Chapman Corridor Streetscape Master Plan, General Plan Amendment (GPA) 2025-01, Zone Change (ZCA) 2025-03, and Specific Plan Amendment (SPA) 2025-01 to Establish the Chapman Corridor Specific Plan with New Development Standards

Fiscal Impact:
No direct fiscal impacts are associated with this agenda item. Potential significant economic benefit to the local Placentia economy, including jobs, public & private investment, and annual/one-time revenue.

Recommend Action: It is recommended that the City Council:

1. Open the continued Public Hearing concerning the Chapman Corridor Revitalization Plan, the Chapman Corridor Streetscape Master Plan, General Plan Amendment (GPA) 2025-01, Zone Change (ZCA) 2025-03, and Specific Plan Amendment (SPA) 2025-01; and
2. Receive the Staff report and consider all public testimony; and
3. Close the Public Hearing; and
4. Adopt Resolution No. R-2025-48, a Resolution of the City Council of the City of Placentia, California, finding that General Plan Amendment (GPA) 2025-01, Zone Change (ZCA) 2025-03, and Specific Plan Amendment (SPA) 2025-01 are exempt under State California Environmental Quality Act (CEQA) Guidelines Section 15061(b)(3); and approving General Plan Amendment (GPA) 2025-01 to change the current land use designation area from existing various designations to “Specific Plan” and to make conforming Land Use Element Amendments for the Chapman Corridor project area; and, approving the Chapman Corridor Streetscape Master Plan; and
5. Waive full reading, by title only, and introduce for first reading, Ordinance No. O-2025-08, an Ordinance of the City Council of the City of Placentia, California approving Zone Change (ZCA) 2025-03 and Specific Plan Amendment (SPA)

2025-01 adding Chapter 23.113 entitled “Chapman Corridor Specific Plan” to the Placentia Municipal Code, adopting the Chapman Corridor Specific Plan with development standards and amending Municipal Code Section 23.08.010 to establish the Chapman Corridor District, and amending the official Zoning Map of the City of Placentia changing the existing zoning for the Chapman Corridor project area from existing various zoning designations to Chapman Corridor Specific plan for the Chapman Corridor Project Area.

3. REGULAR AGENDA: None

CITY COUNCIL MEMBERS REQUESTS:
Council Members may make requests or ask questions of Staff. If a Council Member would like to have formal action taken on a requested matter, it will be placed on a future Council or Board Agenda.

ADJOURNMENT
The City Council/Successor Agency/ICDA/PPFA Board of Directors will adjourn to a regular City Council meeting on Tuesday, October 21, 2025, at 5:00 p.m.

CERTIFICATION OF POSTING
I, Brooke Lovell, Deputy City Clerk for the City of Placentia and Assistant Secretary of the Industrial Commercial Development Authority, the Successor Agency, and the Placentia Financing Authority hereby certify that the Agenda for the October 7, 2025, meetings of the City Council, Successor Agency, and Industrial Commercial Development Authority, and the Placentia Public Financing Authority was posted on October 2, 2025.

_____
Brooke Lovell, Deputy City Clerk

PLACENTIA CITY COUNCIL AGENDA REPORT

Meeting Date: October 7, 2025

Submitted by: Brooke Lovell

From: City Attorney's Office

Subject:

Pursuant to Government Code Section 54956.9(d)(4)
CONFERENCE WITH LEGAL COUNSEL – Initiation of Litigation
(1 case)

Pursuant to Government Code Section 54957.6
CONFERENCE WITH LABOR NEGOTIATOR

Agency Designated Representatives:	Jennifer Lampman, City Administrator
	Alice Burnett, Director of Human Resources
Employee Organizations:	Placentia City Employees Association (PCEA)
	Placentia Firefighters Association (PFA)
	Placentia Fire Management Association (PFMA)
	Placentia Police Management Association (PPMA)
	Placentia Police Officers Association (PPOA)
	Unrepresented Employees

Agenda Item No: 1.a

PLACENTIA CITY COUNCIL AGENDA REPORT

Meeting Date: October 7, 2025
Submitted by: Brooke Lovell
From: City Clerk

Subject:
Consideration to Waive Reading in Full of all Ordinances and Resolutions

Recommendation:
Recommended Action: It is recommended that the City Council:
Approve.

Agenda Item No: 1.b

PLACENTIA CITY COUNCIL AGENDA REPORT

Meeting Date: October 7, 2025
Submitted by: Christian Bandley
From: Finance

Subject:
Registers for October 7, 2025
Check Register
Fiscal Impact: $1,052,693.42
Electronic Disbursement Register
Fiscal Impact: $1,300,641.49

Recommendation:
Recommended Action: It is recommended that the City Council:
Receive and file.

Attachments
Check Register 9-18-25.pdf
Check Register 9-25-25.pdf
EFT-ACH Register 9-18-25.pdf
Check Register 9-11-25.pdf
EFT-ACH Register 9-11-25.pdf
EFT-ACH Register 9-25-25.pdf

City of Placentia
Check Register 9/18/2025

Name	Memo	Amount	Check #	Date
V001779 YORBA LINDA WATER DISTRICT	Water Charges: July to August 2025	$ 1,716.98	135877	9/18/2025
V001723 UNDERGROUND SERVICE ALERT/SC	Dig Alert Services - August 2025	$ 212.98	135876	9/18/2025
V000639 ULINE	Purchase of tables for the Multi-purpose room for Placentia Navigation Center	$ 6,205.72	135875	9/18/2025
V001720 UC REGENTS	8/7 CAST Exam Services	$ 875.00	135874	9/18/2025
V001716 TURNOUT MAINTENANCE COMPANY LLC	Fire PPE	$ 116.63	135873	9/18/2025
V001715 TURBO DATA SYSTEMS INC	August Parking Citation Services	$ 3,008.19	135872	9/18/2025
V001697 TRAFFIC MANAGEMENT	Street Supplies	$ 336.72	135871	9/18/2025
V001678 THINKSUPPLIES.COM	Paper-Office Supplies	$ 118.32	135870	9/18/2025
V001678 THINKSUPPLIES.COM	Office Supplies	$ 325.87	135869	9/18/2025
V001676 THE SHERWIN WILLIAMS COMPANY	Paint Purchase	$ 288.56	135868	9/18/2025
V001812 TEMPORARY STAFFING PROFESSIONALS INC	Contract Temp for Finance, Accounting Tech	$ 1,915.52	135866	9/18/2025
V001812 TEMPORARY STAFFING PROFESSIONALS INC	Contract Temp for Finance, Accounting Tech	$ 1,915.52	135865	9/18/2025
V000638 T-MOBILE	Cell Phone GPS Tracking	$ 165.00	135864	9/18/2025
V001787 SYNAGRO COMPOST FACILITY	SB 1383 Procurement Requirement Assistance	$ 31,964.46	135863	9/18/2025
V002049 SPECTRUM AQUATICS	Charger for wheelchair lift at Gomez Pool	$ 367.33	135862	9/18/2025
V000636 SOUTHERN CALIFORNIA EDISON	Electrical Charges: August 2025	$ 62,422.81	135861	9/18/2025
V001593 SO CAL GAS	Gas Charges: July to September 2025	$ 374.47	135860	9/18/2025
V000524 SMITH DONNA	Summer 2025 Instructor Payment	$ 598.45	135859	9/18/2025
V001590 SKYHAWKS SPORTS ACADEMY LLC	Summer 2025 Instructor Payment	$ 1,047.60	135858	9/18/2025
V001567 SECO ELECTRIC & LIGHTING INC	PD Dispatch Repairs	$ 690.45	135857	9/18/2025
V001559 SCA OF CA LLC	Street Sweeping Services - August 2025	$ 14,608.00	135856	9/18/2025
V001558 SC FUELS	Fuel Purchases: 8/16/25 - 8/31/25	$ 12,136.95	135855	9/18/2025
V000634 SAFETY-KLEEN CORP	City Vehicle Repair - Parts and Supplies	$ 848.41	135854	9/18/2025
V001545 RYDIN DECAL	Printing Services - Parking Permits	$ 2,228.19	135853	9/18/2025
V001532 ROADLINE PRODUCTS	Street Supplies - Paint	$ 529.38	135852	9/18/2025
V001530 RIVERSIDE COUNTY SHERIFFS DEPT	Registration for Jung and Evertsen	$ 1,520.00	135851	9/18/2025
V001501 QUADIENT INC	Parcel Pending October 2025 Services	$ 136.86	135850	9/18/2025
V001500 QUADIENT FINANCE USA INC	Mail Machine Postage	$ 3,611.94	135849	9/18/2025
V001468 POWERSTRIDE BATTERY CO INC	Fleet Repair Supplies - Battery	$ 881.24	135848	9/18/2025
V001445 PEST OPTIONS INC	Champions Snack Shack	$ 230.00	135847	9/18/2025
V001427 PARS	Annual Asset Fee (prorated monthly) for July	$ 495.97	135846	9/18/2025
V001424 PARKHOUSE TIRE INC	Tires for City Vehicles	$ 539.70	135845	9/18/2025
V001406 ORANGE COUNTY TREASURER TAX COLLECTOR	LAFCO Allocation Cost FY25-26	$ 8,911.25	135844	9/18/2025
V001346 NAPA AUTO PARTS	Fleet Repair Supplies	$ 1,141.94	135843	9/18/2025
V001339 MUNITEMPS	Records - Deputy City Clerk Temp	$ 5,008.50	135842	9/18/2025
V001785 MINUTEMAN PRESS COVINA	PD Uniform Embroidery	$ 391.50	135841	9/18/2025
V001305 MCKESSON MEDICAL-SURGICAL GOVERNMENT SOLUTIONS LLC	EMS Supplies	$ 951.94	135840	9/18/2025
V001301 MCFADDEN-DALE HARDWARE CO.	Facilities Repair Supplies	$ 181.49	135839	9/18/2025
V000326 MARTIN ARMANDO	Dead Animal Removal Services - August 2025	$ 600.00	135838	9/18/2025
V002058 MARSHA STEFFEN	Roofing Bond Refund: 30-25-111	$ 100.00	135837	9/18/2025
V001901 MANHATTAN STITCHING COMPANY INC	Public Works Items for Heritage Festival	$ 908.45	135836	9/18/2025
V001266 LONG BEACH BMW MOTORCYCLES	PD Motorcycle Repairs	$ 913.98	135835	9/18/2025
V001262 LN CURTIS & SONS	Fire Operations	$ 1,926.00	135834	9/18/2025
V001262 LN CURTIS & SONS	Fire Operations	$ 1,236.27	135833	9/18/2025
V001262 LN CURTIS & SONS	Fire Operations	$ 142.75	135832	9/18/2025
V001262 LN CURTIS & SONS	Fire PPE	$ 1,825.25	135831	9/18/2025
V001250 LEHR AUTO	Getac Power Adapter	$ 303.63	135830	9/18/2025
V002032 KORMEX CONSTRUCTION INC	Renovation of Kraemer Memorial Park Fountain	$ 29,925.00	135829	9/18/2025

City of Placentia
Check Register 9/18/2025

V001854 KENT AUTOMOTIVE	Fac Supplies - Microfiber Towels, Gloves	$ 107.51	135828	9/18/2025
V001148 HR GREEN PACIFIC INC	FY 25-26 On-Call Plan Check	$ 28,501.75	135827	9/18/2025
V001147 HOYT ROOFS INC	Roofing Bond Refund: 30-25-030	$ 100.00	135826	9/18/2025
V001861 HOSPITAL ASSOCIATION OF SOUTHERN CALIFORNIA	Dispatch Software	$ 1,656.00	135825	9/18/2025
V001140 HI-WAY SAFETY RENTALS INC	Street Supplies - Signs	$ 81.57	135824	9/18/2025
V001132 HF&H CONSULTANTS LLC	Waste Negotiations Support - July 2025	$ 3,802.50	135823	9/18/2025
V002055 GREG MARQUEZ	4300 - Damage Deposit Refund	$ 100.00	135822	9/18/2025
V001094 GOLDEN STATE WATER COMPANY	Water Charges: July to August 2025	$ 14,263.08	135821	9/18/2025
V001086 GLASBY MAINT. SUPPLY CO.	Restroom supplies for Tuffree Park	$ 554.16	135820	9/18/2025
V001075 GALLS LLC	Fire Uniforms	$ 913.67	135819	9/18/2025
V001054 FIS	Interchange Fees July 2025	$ 390.24	135818	9/18/2025
V001029 FACTORY MOTOR PARTS	Vehicle Repair Parts	$ 558.52	135817	9/18/2025
V001823 FACILITY SOLUTIONS GROUP INC	Tuffree Park Sports Fields Lig	$ 131,391.00	135816	9/11/2025
V000962 DFS FLOORING INC	Carpet Cleaning Services - August 2025	$ 744.00	135815	9/18/2025
V000903 COMMERCIAL AQUATIC SERVICES	Pool Maintenance Contract - August	$ 5,900.00	135814	9/18/2025
V000902 COMLOCK	City Hall Door Repairs	$ 805.49	135813	9/18/2025
V000892 CLIFTONLARSONALLEN LLP	Financial Audit FY24/25	$ 4,195.00	135812	9/18/2025
V000873 CITY OF BREA	Invitations for State of the City	$ 116.17	135811	9/18/2025
V000873 CITY OF BREA	Business Cards: Daniel Chang and Cyndi Alvarenga	$ 24.99	135810	9/18/2025
V000861 CHARTER COMMUNICATIONS	Spectrum Acct 189080101	$ 2,347.08	135809	9/18/2025
V001827 CARDIO PARTNERS INC	Fire Training Supplies	$ 1,541.00	135808	9/18/2025
V000799 BUCHALTER	Professional Legal Services	$ 506.50	135807	9/18/2025
V000794 BRENNAN ESTIMATING SERVICES INC	Fire and Security Alarm Monitoring - September 2025	$ 441.00	135806	9/18/2025
V000747 AXIS GENERAL CONTRUCTION INC	Storm Water Pump Station Maintenance: Placentia - August 2025	$ 2,925.00	135805	9/18/2025
V000616 AT&T	FirstNet Fire & PD FAN # 08048052 - Aug 2025	$ 2,243.39	135804	9/18/2025
V000616 AT&T	Acct 333291678 - CH Fiber	$ 116.99	135803	9/18/2025
V000616 AT&T	FirstNet FAN # 57557082 - Aug 2025	$ 1,712.48	135802	9/18/2025
V000616 AT&T	CalNet Charges: August - September 2025	$ 12,054.61	135801	9/18/2025
V000691 ALLIANCE BUSINESS SERVICES INC	FD Internet Fiber	$ 1,493.29	135800	9/18/2025
V000688 ALL CITY MANAGEMENT SERVICES INC.	8/17-8/30 Crossing Guard Services	$ 1,758.24	135799	9/18/2025
V000659 AGA ENGINEERS INC	On Call Traffic Engineering: July 2025	$ 2,310.00	135798	9/18/2025
V001826 ADVANTEC CONSULTING ENGINEERS INC.	On Call Traffic Engineering: July 2025	$ 2,260.00	135797	9/18/2025
V000651 AAA ELECTRIC MOTOR SALES & SERVICE	Repairs at Tuffree Park	$ 1,140.00	135796	9/18/2025
Total		$ 433,956.40		

City of Placentia
Check Register 9/25/25

Name	Memo	Amount	Document Number	Date
V001780 YORBA REGIONAL ANIMAL HOSPITAL	K9 Medical Services - Zero	196.75	135945	9/25/2025
V001735 V MONTOYA ENTERPRISES INC	Payment for invoice 34496	88.00	135944	9/25/2025
V001732 US BANK PARS #6746022400	PR#2501019 PARS EE & ER	3,691.70	135943	9/25/2025
V002061 TWIST AND SHOUT EVENTS, INC	Heritage Festival	1,206.00	135942	9/25/2025
V001716 TURNOUT MAINTENANCE COMPANY LLC	Fire - PPE Cleaning	185.00	135941	9/25/2025
V001706 TRILLIUM CNG (1720)	CNG - July 2025 Charges	300.01	135940	9/25/2025
V001697 TRAFFIC MANAGEMENT	Street Supplies - Paint	796.34	135939	9/25/2025
V001680 THREADCRAFT EMBOIDERY & PRINTING	Uniforms	146.44	135938	9/25/2025
V001678 THINKSUPPLIES.COM	Paper-Office Supplies	118.32	135937	9/25/2025
V001678 THINKSUPPLIES.COM	Office Supplies	22.98	135936	9/25/2025
V001804 THE SHERIDAN GROUP	June 2025 Storage Fee	56.03	135935	9/25/2025
V001672 THE PAPER DEPOT	Oct 4th City Paper Shredding Event	750.00	135934	9/25/2025
V002065 THE EMBLEM AUTHORITY	Pink Patches & Key Chains	589.00	135933	9/25/2025
V001663 THE BEE MAN	Bee Removal - NE Chapman & San Gabriel	245.00	135932	9/25/2025
V001663 THE BEE MAN	Invoice #134929 -	245.00	135931	9/25/2025
V001812 TEMPORARY STAFFING PROFESSIONALS INC	Contract Temp for Finance, Accounting Tech	1,915.52	135930	9/25/2025
V002025 SVT FLEET LLC	Vehicle Maintenance FY25-26	1,229.61	135929	9/25/2025
V001802 STERICYCLE INC	Shredding Services: August 2025	1,884.94	135928	9/25/2025
V002060 STEPHEN FULLERTON	Code Enforcement Citation Reimbursement	300.00	135927	9/25/2025
V000636 SOUTHERN CALIFORNIA EDISON	Electrical Charges: August 2025	8,042.12	135926	9/25/2025
V001567 SECO ELECTRIC & LIGHTING INC	Exterior Lighting Repairs - Bradford Park	520.00	135925	9/25/2025
V001558 SC FUELS	Fuel Purchases: 9/1/25 - 9/15/25	11,895.68	135924	9/25/2025
V001549 SAGECREST PLANNING AND ENVIRONMENTAL	Environmental Inspections: July 2025	316.80	135923	9/25/2025
V001477 PRESTIGE ROOFING	Roofing Bond Refund: 30-25-108	100.00	135922	9/25/2025
V001466 POWER PLUS	Rental Generator Services 5/08/2025 through 06/04/2025	4,137.62	135921	9/25/2025
V001460 PLACENTIA YORBA LINDA UNIFIED SCHOOL DISTRIC	Bus Services for Day Camp/Parks	458.75	135920	9/25/2025
V001434 PCEA C/O NORTH ORANGE CO	PR#2501019 PCEA UNION DUES	45.36	135919	9/25/2025
V001396 ORANGE COUNTY EMPLOYEES ASSN	PR#2501019 OCEA UNION DUES	525.00	135918	9/25/2025
V002035 OCY MANAGEMENT LLC	Transportation Services - August 2025	8,153.10	135917	9/25/2025
V001384 OCGIA	Registration for Iniguez, Gillis, and Evertsen	250.00	135916	9/25/2025
V001346 NAPA AUTO PARTS	Fleet Maintenance Repair Supplies	142.53	135915	9/25/2025
V001317 MIDAMERICA	2Q25 Administration Fee (ER)	25.00	135914	9/25/2025
V001301 MCFADDEN-DALE HARDWARE CO.	Street Repair Supplies	330.25	135913	9/25/2025
V001289 MARIPOSA LANDSCAPES INC	FY 25-26 Citywide landscape maintenance: July 2025	19,460.87	135912	9/25/2025
V002044 MARIA MEDINA	Damage Deposit Refund	166.00	135911	9/25/2025
V001262 LN CURTIS & SONS	PD Uniforms - Harlow	1,222.81	135910	9/25/2025
V001832 KES MAIL INC	Printing and Mailing: Public Hearing Notice	4,815.89	135909	9/25/2025
V001203 JONES & MAYER	Professional Legal Services	49,800.18	135908	9/25/2025
V002002 JIM MURRAY ROOFING INC	Roofing Bond Refund: 30-25-104	1,800.00	135907	9/25/2025
V001880 JARVIS FAY LLP	Legal Services 08/2025 Utility Users Tax	1,026.00	135906	9/25/2025
V001165 INGLIS IMPORTS INC	K9 Supplies - Zero	1,494.55	135905	9/25/2025
V001161 IMPERIAL SPRINKLER SUPPLY	CS Irrigation Supplies - FY 25/26	1,433.81	135904	9/25/2025
V001136 HINDERLITER DE LLAMAS & ASSOC	Transaction Tax July-Sept 2025	300.00	135903	9/25/2025
V001140 HI-WAY SAFETY RENTALS INC	Street Signs Purchase	2,076.37	135902	9/25/2025

City of Placentia
Check Register 9/25/25

V001123 HAZ PARTY RENTALS	Table, Table, Tent Rental NNO	3,592.00	135901	9/25/2025
V001118 GUARDIAN ROOFS	Building Permit Cancellation and Reimbursement #B25-0799	273.50	135900	9/25/2025
V001094 GOLDEN STATE WATER COMPANY	Water Charges: August to September 2025	13,799.81	135899	9/25/2025
V001086 GLASBY MAINT. SUPPLY CO.	FY 25-26 Janitorial Services	3,562.49	135898	9/25/2025
V001067 FRANCHISE TAX BOARD	PR#2501019	57.73	135897	9/25/2025
V002059 ENCORP	Tynes Gym Roof	1,655.00	135896	9/25/2025
V000961 DF POLYGRAPH	August Polygraph Exams	225.00	135895	9/25/2025
V000938 CTS APPLIANCE	Replacement washer for Fire Station 1	1,499.66	135894	9/25/2025
V001794 COUNTY OF ORANGE	August AFIS Services	1,565.00	135893	9/25/2025
V000873 CITY OF BREA	2025/26 ILJAOC Agency Fees	23,855.00	135892	9/25/2025
V001818 CHARLES ABBOTT ASSOCIATES INC	FOG Program MGMT SVS: Aug 2025	438.75	135891	9/25/2025
V002063 California Municipal Statistics	Direct & Overlapping Debt Statement 06/30/2025	600.00	135890	9/25/2025
V002050 CALIFORNIA CONSERVATION CORPS	Prop 68 La Placita Parkette Renovation	3,000.00	135889	9/25/2025
V000808 CALBO	CALBO EDUCATION WEEK (DiMaria, Morgado, Bravo)	2,355.00	135888	9/25/2025
V001798 BRIGHTVIEW LANDSCAPE SERVICES INC	Park Landscaping Services - September	31,824.51	135887	9/25/2025
V000775 BIGGS CARDOSA ASSOCIATES INC	GoldenAv Bridge JL61116	2,512.62	135886	9/25/2025
V000751 B & M LAWN & GARDEN CENTER	Maintenance Equipment/Supplies	105.11	135885	9/25/2025
V000747 AXIS GENERAL CONTRUCTION INC	Storm Water Pump Station Maintenance: July Quarterly - Kraemer	2,925.00	135884	9/25/2025
V000744 AWARDS BY PAUL	Heritage Festival Ribbons	1,649.92	135883	9/25/2025
V000616 AT&T	CalNet Charges: August - September 2025	292.23	135882	9/25/2025
V000706 AMERICAN PUBLIC WORKS ASSOCIATION	APWA Renewal Fee for Kevin Koura	306.25	135881	9/25/2025
V001819 ALL AMERICAN BUILDING SERVICES INC	Residential Streets Curb Ramps	18,553.50	135880	9/25/2025
V000678 AED INSTITUTE OF AMERICA INC	AED Equipment	1,639.95	135879	9/25/2025
V001826 ADVANTEC CONSULTING ENGINEERS INC.	On Call Traffic Engineering: Aug 2025	500.00	135878	9/25/2025
Total		249,293.36		

City of Placentia
ACH/EFT Register 9/18/2025

Vendor	Date	Memo	Amount	EFT Status
V000869 CIRA	9/18/2025	Property FY 25-26	354,941.31	EFT Payment
V000105 SPENCER BRANDON	9/18/2025	Employee Reimbursement - Spencer Brandon	639.99	EFT Payment
V001164 INFRASTRUCTURE ENGINEERS	9/18/2025	FY 23-24 Roadway Rehab Constru	10,665.00	EFT Payment
V001480 PRINCIPAL FINANCIAL GROUP	9/18/2025	Sept 2025 - Whole Life Insurance - Executive Bonus	1,455.65	ACH - Paid Online
V002037 MARCUS A RYCKMAN	9/18/2025	Employee Reimbursement - Marcus Ryckman	650.00	EFT Payment
V001801 KOSMONT TRANSACTIONS SERVICES INC	9/18/2025	Project 2307.6 Placentia KMTC	2,010.25	EFT Payment
V000460 ROBERTS JULIE	9/18/2025	Tuition Reimbursement - #24-23	370.50	EFT Payment
Total			370,732.70	
		Total EFT	369,277.05	
		Total ACH	1,455.65	

City of Placentia
Check Register 9/11/2025

Name	Memo	Amount	Check #	Date
V001466 POWER PLUS	Rental Generator Services 7/2/2025 through 7/30/2025	$ 8,745.24	135795	9/11/2025
V002053 COUNTY OF ORANGE -CASHIERING	Golden Ave Bridge Project - Permit Review	$ 166.74	135794	9/11/2025
V000875 CITY OF FULLERTON	CPF Orangethorpe Rehab	$ 97,503.23	135793	9/11/2025
V000641 WELLS FARGO VENDOR FIN SERV	Kyocera Printer Lease Customer # 3691949048	$ 6,675.61	135792	9/11/2025
V001732 US BANK PARS #6746022400	PR#2501018 PARS EE & ER	$ 5,074.10	135791	9/11/2025
V001694 TOWNSEND PUBLIC AFFAIRS INC.	To provide legislative advocacy and grant funding services.	$ 6,500.00	135790	9/11/2025
V001678 THINKSUPPLIES.COM	Office Supplies	$ 60.65	135789	9/11/2025
V001812 TEMPORARY STAFFING PROFESSIONALS INC	Contract Temp for Finance, Accounting Tech	$ 1,915.52	135788	9/11/2025
V000636 SOUTHERN CALIFORNIA EDISON	Electrical Charges: July to August 2025	$ 35,142.71	135787	9/11/2025
V001593 SO CAL GAS	Gas Charges: July to August 2025	$ 51.40	135786	9/11/2025
V001549 SAGECREST PLANNING AND ENVIRONMENTAL	August 2025 On-Call Building Inspection Services	$ 208.40	135785	9/11/2025
V001443 PERIMETER PROTECTION AND SURVEILLANCE SYSTEMS IN(	Cameras Video Monitoring for City	$ 14,595.00	135784	9/11/2025
V001442 PERFORMA LABS INC	PD Training Reg - Use of Force	$ 4,875.00	135783	9/11/2025
V001434 PCEA C/O NORTH ORANGE CO	PR#2501018 PCEA UNION DUES	$ 44.28	135782	9/11/2025
V001415 PACIFIC EMBROIDERY	Code Enforcement Badges for Uniforms	$ 110.00	135781	9/11/2025
V001406 ORANGE COUNTY TREASURER TAX COLLECTOR	AUGUST 2025 PARKING CITATIONS	$ 9,790.00	135780	9/11/2025
V001406 ORANGE COUNTY TREASURER TAX COLLECTOR	2025-26 Unsecured Property Tax TC Ref #0839819	$ 2,420.93	135779	9/11/2025
V001402 ORANGE COUNTY SANITATION DISTRICT	August 2025 OCSD Capital Facilities Capacity ChargeAug 2025 / 5% City Issuance Fee	$ 58,979.70	135778	9/11/2025
V001396 ORANGE COUNTY EMPLOYEES ASSN	PR#2501018 OCEA UNION DUES	$ 512.50	135777	9/11/2025
V001262 LN CURTIS & SONS	PD Uniforms - Lee	$ 356.10	135776	9/11/2025
V001824 LC ACTION POLICE SUPPLY	40MM Sponge Rounds	$ 4,952.78	135775	9/11/2025
V001862 IOTUM INC.	Callbridge Subscription 9/1-9/30	$ 269.92	135774	9/11/2025
V001169 INSIGHT PUBLIC SECTOR INC	VEEAM CLOUD BACKUP RENEWAL 08/17/25--08/16/26	$ 5,097.44	135773	9/11/2025
V001148 HR GREEN PACIFIC INC	EFID Design: Feb 2025	$ 9,226.25	135772	9/11/2025
V001120 HALO CONFIDENTIAL INVESTIGATIONS LLC	Aug PD Training Mgmt	$ 1,668.62	135771	9/11/2025
V001094 GOLDEN STATE WATER COMPANY	Water Charges: July to August 2025	$ 47,857.78	135770	9/11/2025
V001079 GARY L KUSUNOKI HEARING EXAMINERS	9/3 Hearing Examiner Services	$ 110.00	135769	9/11/2025
V001067 FRANCHISE TAX BOARD	PR#2501018 PE8/30, PD9/5	$ 57.73	135768	9/11/2025
V001060 FOREMOST PROMOTIONS	Halloween Tote Bags	$ 1,221.84	135767	9/11/2025
V001810 FIRST AMERICAN DATA TREE LLC	July 2025 Bulk Data	$ 416.67	135766	9/11/2025
V001810 FIRST AMERICAN DATA TREE LLC	August 2025 Bulk Data	$ 716.67	135765	9/11/2025
V001015 EPROMOS PROMOTIONAL PRODUCTS LLC	Promotional Items	$ 1,479.76	135764	9/11/2025
V001794 COUNTY OF ORANGE	7/1-9/30 800 MHz Cost Share Allocation	$ 31,199.10	135763	9/11/2025
V002056 COATS PRODUCTS INC	Vehicle Maintenance	$ 698.18	135762	9/11/2025
V000892 CLIFTONLARSONALLEN LLP	Financial Audit FY24/25	$ 2,971.50	135761	9/11/2025
V000868 CICCS/EAP	CICCS Trust EAP by Anthem - Sept 2025	$ 453.10	135760	9/11/2025
V000861 CHARTER COMMUNICATIONS	Acct 189952201	$ 5,524.57	135759	9/11/2025
V000823 CALIFORNIA FORENSIC PHLEBOTOMY INC	Aug Blood Draws	$ 929.28	135758	9/11/2025
V001878 BEST 5TH AVE INC	Aug PD Dry Cleaning Services	$ 821.18	135757	9/11/2025
V000651 AAA ELECTRIC MOTOR SALES & SERVICE	Repairs at Tuffree Park, sales tax	$ 44.18	135756	9/11/2025
Total		$ 369,443.66		

City of Placentia
EFT/ACH Register 9/11/2025

Vendor	Date	Memo	Document Number	Amount	EFT Status
V001325 MISSION SQUARE	9/11/2025	PR#2501017 457		34,317.60	ACH - Paid Online
V001805 ORACLE AMERICA INC	9/11/2025	Financials ERP Software System		8,738.11	EFT Payment
V000086 MICHAEL BUTTS	9/11/2025	Aug Toll Road Charges		439.85	EFT Payment
V000622 AMAZON CAPITAL SERVICES	9/11/2025	PW Admin Purchases: August 2025		155.31	EFT Payment
V000831 CALIFORNIA STATE DISBURSEMENT UNIT	9/11/2025	PR#2501018 CHILD SUPPORT - CA		1,812.44	ACH - Paid Online
V001453 PLACENTIA FIREFIGHTERS ASSOCIATION	9/11/2025	PR#2501018 PFFA UNION DUES		1,050.00	EFT Payment
V001457 PLACENTIA POLICE MANAGEMENT	9/11/2025	PR#2501018 PPMA UNION DUES		1,303.65	EFT Payment
V001458 PLACENTIA POLICE OFFICERS ASSOCIATIOI	9/11/2025	PR#2501018 PPOA UNION DUES		2,982.47	EFT Payment
V000640 US BANK	9/11/2025	2023A LRB Trustee Fee		2,700.00	EFT Payment
V002047 KEVIN KOURA	9/11/2025	Reimbursement for Terminated Withholding Order		315.00	EFT Payment
V002042 EMERGENCY AMBULANCE SERVICE, INC	9/11/2025	ALS Emergency Medical Services - August 2025		61,666.67	EFT Payment
V001527 RING CENTRAL INC	9/11/2025	Telephone Subscription		7,889.88	EFT Payment
V000725 ARAMARK REFRESHMENT SERVICES	9/11/2025	Coffee Supplies		497.00	EFT Payment
V000725 ARAMARK REFRESHMENT SERVICES	9/11/2025	Coffee Supplies		486.00	EFT Payment
V000836 CALPERS	9/11/2025	GASB-68		12,621.80	ACH - Paid Online
V001325 MISSION SQUARE	9/11/2025	PR#2501018 401A FIRE		13,691.09	ACH - Paid Online
Total				150,666.87	
			ACH TOTAL	62,442.93	
			EFT TOTAL	88,223.94	

City of Placentia
ACH/EFT Register 9/25/25

Vendor	Date	Memo	Amount	EFT Status
V000934 CSG CONSULTANTS INC	9/25/2025	August 2025 Plan Review FY 25/26 On-Call Building Services	28,272.80	EFT Payment
V000831 CALIFORNIA STATE DISBURSEMENT UNIT	9/25/2025	PR#2501019 CHILD SUPPORT - CA	1,812.44	ACH - Paid Online
V001164 INFRASTRUCTURE ENGINEERS	9/25/2025	August 2025 Plan Check Services	11,500.00	EFT Payment
V001325 MISSION SQUARE	9/25/2025	PR#2501019 401A MGMNT	2,296.29	ACH - Paid Online
V001462 PLACEWORKS	9/25/2025	July 2025 Chapman Corridor Requirements & Design Guidelines	10,853.78	EFT Payment
V001752 WASHINGTON STATE DEPARTMENT OF	9/25/2025	PR#2501019 CHILD SUPPORT - WA	823.09	ACH - Paid Online
V001453 PLACENTIA FIREFIGHTERS ASSOCIATION	9/25/2025	PR#2501019 PFFA UNION DUES	1,050.00	EFT Payment
V001457 PLACENTIA POLICE MANAGEMENT	9/25/2025	PR#2501019 PPMA UNION DUES	1,303.65	EFT Payment
V001458 PLACENTIA POLICE OFFICERS ASSOCIATION	9/25/2025	PR#2501019 PPOA UNION DUES	2,982.47	EFT Payment
V000374 MAC NAVARRO	9/25/2025	Training reimbursement for Interview for First Responders	58.56	EFT Payment
V001173 INTERNAL REVENUE SERVICE	9/25/2025	PR#2501019 FED WH	144,292.06	ACH - Paid Online
V000748 AXON ENTERPRISES INC	9/25/2025	BWC License Renewal	325,470.27	EFT Payment
V001007 EMPLOYMENT DEVELOPMENT DEPT	9/25/2025	PR#2501019 CA STATE WH	45,533.17	ACH - Paid Online
V001325 MISSION SQUARE	9/25/2025	PR#2501019 401A FIRE	48,105.40	ACH - Paid Online
V001486 PRUDENTIAL OVERALL SUPPLY	9/25/2025	Uniform and Laundry Services: 9.10.25	320.68	EFT Payment
E002062 Joseph W Higgins	9/25/2025	RETIREE OCTOBER 2025	564.00	EFT Payment
V001805 ORACLE AMERICA INC	9/25/2025	Financials ERP Software System	462.00	EFT Payment
V000829 CALIFORNIA PUBLIC EMPLOYEE'S RETIREMENT SYSTE	9/25/2025	PR#2501019 CalPERS	144,022.95	ACH - Paid Online
V000260 JUNG ALEXANDER	9/25/2025	Meals and Mileage for DRE Classroom training	455.40	EFT Payment
V000337 MCINERNEY BRIAN	9/25/2025	Meals and Mileage reimbursement for Supervisory Course	535.40	EFT Payment
V000622 AMAZON CAPITAL SERVICES	9/25/2025	Supplies for Senior Center and Let's dance	2,116.31	EFT Payment
V001164 INFRASTRUCTURE ENGINEERS	9/25/2025	Inspection Services for Aug 2025	3,420.00	EFT Payment
V000944 DAVID TAUSSIG AND ASSOCIATES INC	9/25/2025	July 2025 Development Impact Fee Study/CFD 2024-01 Annexation1 and CFD 2024-01 Admin.	800.62	EFT Payment
V001486 PRUDENTIAL OVERALL SUPPLY	9/25/2025	Uniform and Laundry Services: August 27, 2025	156.60	EFT Payment
V000943 DATA TICKET INC.	9/25/2025	July 2025 Code Enforcement Citation Processing	2,033.98	EFT Payment
Total			779,241.92	

Total EFT	392,356.52
Total ACH	386,885.40

Agenda Item No: 1.c

PLACENTIA CITY COUNCIL AGENDA REPORT

Meeting Date: October 7, 2025

Submitted by: Alice Burnett

From: Human Resources

Subject:
Receive and File the Citywide Classification Specification and Compensation Study and Adopt a Resolution Approving the Classification Plan.

Financial Impact:
Fiscal Impact:
There is no fiscal impact to receive and file the report or adopt the classification plan.

Summary:
The last comprehensive Classification Specification and Compensation Study for the City was completed in 2008. Since then, there have been significant changes in the labor market, job responsibilities, and compensation trends. To ensure that the City's compensation and classification structures remain competitive and equitable, a new study was completed this year.

The City engaged MGT of America Consulting, LLC (MGT) to conduct a comprehensive Classification and Compensation Study for all City positions. The study reviewed current job data, duties, and minimum qualifications to ensure classifications accurately reflect the work performed. The study included market salary surveys, recommendations for job titles and updated job descriptions, as well as recommendations for revised salary ranges reflecting results of external and internal relationship analysis. An overall written report with recommendations and best practice guidance for policies and procedures for developing and maintaining a position allocation and compensation plan is attached for your review.

Recommendation:
Recommended Action: It is recommended that the City Council:

1. Receive and file the findings of the Citywide Classification and Compensation Study conducted by MGT of America Consulting, LLC (MGT); and
2. Approve Resolution No. R-2025-51, adopting the updated Classification Plan in accordance with Personnel Rules and Regulations, Rule III, Section 2 – Classification: Adoption, Amendment, and Revision of the Plan.

Strategic Plan Statement:
This item is consistent with the City Council approved Five Year Strategic Plan, Goal 7: Enhance Employee Development, specifically Objective 7.4: Initiate class and comp study.

Discussion:
On June 4, 2024, the City entered into a professional services agreement with MGT for a citywide classification and compensation study. As part of the study, compensation and benefits data were collected from eight (8) peer entities for City and Police personnel and from twelve (12) peer entities for sworn Fire personnel. In total, 131 job classifications were reviewed and updated. Of these classifications, fifty percent (50%) were compared to the peer compensation market. Findings indicate that five (5) job classifications are above the market median, thirteen (13) are at the median, and forty-six (46) are below the median. Two (2) classifications had insufficient comparable matches for analysis.

Personnel Rules and Regulations, Rule III, Section 2 – Classification: Adoption, Amendment, and Revision of the Plan provides:

> *"The classification plan shall be adopted and may be amended from time to time by resolution of the City Council"*.

The complete full-time Classification Plan is attached. Once adopted, any subsequent amendments to the plan must also be submitted to the City Council for review and approval.

While the study included compensation recommendations, the City does not currently have sufficient funding to implement comprehensive compensation adjustments. However, the compensation analysis was considered during the meet-and confer process with labor groups for the 2025-2027 budget years.

Several positions were addressed and adjusted during the last quarter of the 2024-25 budget and through the adoption of the FY 2025-26 budget. Additional proposed adjustments are included in the First Quarter Fiscal Year Report being presented to City Council on this same date.

A classification plan and salary recommendations for part-time, non-benefitted positions are not included in this action. Part-time classifications will be presented to the City Council in November for adoption in connection with the 2026 Minimum wage increase.

Fiscal Impact Summary:
There is no fiscal impact to receive and file the report or adopt the classification plan.

Attachments
City of Placentia Final Report 09.23.2025.pdf
Resolution No. R-2025-51.docx
Exhibit A - Classification Plan - Class Specs.pdf

CLASSIFICATION AND COMPENSATION STUDY

CLASSIFICATION & TOTAL COMPENSATION STUDY

Final Report

09/23/2025

City of Placentia, California

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INFORMATION TECHNOLOGY PROJECT MANAGER 18
INFORMATION TECHNOLOGY SPECIALIST 18
INFORMATION TECHNOLOGY TECHNICIAN 19
OFFICE SPECIALIST 19
PUBLIC SAFETY COMMUNICATIONS MANAGER 19
PUBLIC SAFETY COMMUNICATIONS SUPERVISOR 20
PUBLIC SAFETY DISPATCHER 20
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COMMUNICATIONS AND MARKETING MANAGER 23

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EXECUTIVE SUMMARY

MGT Consulting Group is pleased to present its report on the classification and compensation review of job classes and benefits for 131 classifications in the City of Placentia. Placentia, located in northern Orange County, California, is a thriving suburban community situated approximately 35 miles southeast of downtown Los Angeles. Known for its strong sense of community and commitment to preserving its rich heritage, Placentia has earned recognition as a "Pleasant Place to Live." The city's roots date back to the late 1800s and are deeply tied to Southern California's agricultural history, especially in citrus production. Major transportation routes such as State Route 57 (Orange Freeway) and State Route 91 (Riverside Freeway) provide convenient access to the greater Los Angeles and Orange County regions. As of the 2020 Census, Placentia had a population of 51,824 residents.

Placentia agreed to review classification job descriptions, conduct a market survey and benefits. MGT would conduct a market analysis on approximately 50% of selected benchmark positions.

Job descriptions were reviewed and updated based on input from the job content questionnaires (JCQ), supervisor interviews and recommendations from MGT Consulting Group.

The classification portion of the study included 131 job descriptions for review. Supervisors provided feedback on specific job descriptions for Placentia to consider, resulting in the creation of new or amended job descriptions. The suggested final draft job descriptions were delivered under separate cover, in track change format, and as a PDF final draft version.

The compensation portion of this report presents findings and recommendations from the survey of benchmark job classes, providing an external comparison for a cross-section of the various job families. The data point used for comparison is the mid-range of the midpoint for each job surveyed. If a job at Placentia is within 5% above or below the market midpoint, in the case of the methodology of this study, the salary is within the midpoint band. Any job paid more than 5% above the midpoint percentile at mid-range is reported as "above" the midpoint band. Placentia jobs paid at more than 5% below the midpoint percentile band at mid-range are reported as "below" the midpoint band. Placentia may wish to consider adjusting the range in these cases.

The findings and recommendations of the wage survey of 50% of selected benchmark job classes found 3 positions were above the market median, 13 positions are at market median, 42 are below the market median, and 2 had insufficient matches. If the City is experiencing recruitment and retention issues, it may consider adjusting the rates to address the recruitment and retention of highly qualified employees.

Each table in this report contains the data for Placentia, the average, and the market median. Recommendations address the relative relationship of Placentia's wages to the mathematical band from 5% above and below the market midpoint.

INTRODUCTION

In August 2024, Placentia contracted with MGT Consulting Group, to conduct a classification review of job titles, benefits analysis and a compensation review based on 59 identified benchmark jobs.

The project established the following goals:

- Conduct Initial Meeting and Finalize Project Work Plan.
- Implement a Communications Strategy; Hold Orientation Sessions.
- Review Existing Data and the Existing Compensation System.
- Gather Employee Input and Job Data for Analysis.
- Identify Recruitment Market(s) & Conduct Market Surveys.
- Gather Data and Conduct Benefits Comparisons.
- Evaluate and Benchmark Positions; Establish Pathways.
- Update Job Descriptions as Needed.
- Conduct Market Review & Develop Compensation System.
- Develop Cost Estimates & Implementation Strategies.
- Prepare & Submit Draft & Final Reports.
- Conduct Project Management Activities.

SCOPE OF STUDY

Placentia asked MGT Consulting Group to review job class descriptions and selected 59 benchmark positions for market survey analysis. To accomplish the goals of the study, MGT Consulting Group undertook the following tasks:

- Conducted meetings with the Human Resources Team to discuss goals and objectives of the study; to confirm the scope of the study, the work plan, the selection of comparison agencies for external salary data collection; and to manage the study calendar and timeline.
- Reviewed applicable City of Placentia documents, including policies, regulations, salary schedules and existing job descriptions.
- Distributed a job content survey to all employees; analyzed questionnaires that were returned.
- Conducted virtual interviews with a cross-section of supervisors as needed for clarification.
- Presented draft job descriptions to the HR Team for review and discussion of class concepts and work described.
- Reviewed the draft job description revisions with Human Resources and department directors for their feedback and input.
- Drafted final job descriptions for review, discussion, and action.

INCUMBENT/SUPERVISOR INTERVIEWS

Between December 2024 and January 2025, employees and/or supervisors were interviewed by a Consultant from MGT based on gathering additional information regarding job content questionnaires

(JCQs) and supervisor comments. Supervisors were also given an opportunity to review the draft job descriptions and provide input. Comments from employees and supervisors were used to guide the final draft recommendations presented to Placentia under separate cover. Below is a list of employees/supervisors who were interviewed to obtain additional information: regarding the position:

Records Supervisor
Public Works Manager
Administrative Assistant

DATA REVIEWED AND WAGE COMPENSATION SURVEY

Each job has a classification review component and a wage rate comparison component. The classification review has an extensive data-gathering process, including input from the incumbents and their supervisors. From that data, MGT Consulting prepares updated job class descriptions, which are subject to a final review by supervisors and the Human Resources Department. The descriptions were then finalized and provided to the Human Resources Team. Revised job descriptions were provided under separate cover.

The data collected from comparison organizations included correct matching of similar jobs at the entities identified by Placentia. Data was gathered through online research. The minimum wage and maximum wage were derived from the current salary schedules of the comparison entities and calculating the mid-point values for the matched jobs. When a matching job was not identified in an entity, the entity without a comparable position was not included in the wage data table.

Salary data were collected from the following 8 peer entities:

Brea
Buena Park
Cypress
Fountain Valley
Fullerton
La Habra
Seal Beach
Tustin

Placentia selected 12 peer entities to compare positions within the Fire Department:

Brea
Coronado
Fountain Valley
Fullerton
La Verne
Loma Linda
Monrovia
Montclair
National City
Poway
San Gabriel
Santee

When evaluating the data collected, MGT Consulting Group recognizes the value of the midpoint as a stable comparison for assessing the market. This mid-data point reflects the competitive position of Placentia in the market.

The primary comparison data points used in this review are Step 1 and the Max Step of each Cities pay range (without "longevity"), and a calculated value at the mid-range, i.e., the calculated value between Step 1 and Maximum Step using the formula: (Step 1 + Max step) ÷ 2. Note that the peer comparison Cities do not have the same number of steps on their respective pay ranges. Regardless of the actual number of steps, the term "Max Step" refers to highest step on the range of each City without longevity.

The data are presented in table format for each of the jobs surveyed. The tables rank the Cities with matching jobs using the mid-range rate data point. Placentia is inserted into this ranking based on its mid-range value, though that value was not used in calculating the median values shown on the bottom rows of each table. The ranking tables include the matched job titles, the first step rate and the max step rate at each City, and the number of steps on the Cities range in the column "Max Step #."

Findings and recommendations are summarized below the table for each of the jobs surveyed. For this survey, if the wage of a job at Placentia is within 5% above or below the midpoint, that is considered "at the midpoint." A wage outside that narrow band is regarded as above or below the midpoint.

From a strategic standpoint in the current recruitment climate, when employers face difficulties recruiting enough qualified candidates to fill vacancies, it may be necessary to pay more aggressively than at the midpoint. This is especially true for critical jobs experiencing recruitment and retention difficulties.

Conversely, as pressure mounts to increase wage rates to overcome recruitment challenges, it is essential to monitor potential wage compression, which can adversely affect the retention of the current workforce.

If the need to raise wage rates presents a challenge to the budget, one solution could be smaller incremental adjustments over a specified time for jobs experiencing high turnover and/or low

application rates. For example, jobs that are below midpoint, Placentia would become at midpoint by implementing an initial increase for the most critical job classes (and other closely allied jobs). A smaller percentage increase could be established for other jobs where warranted. In an ongoing effort to achieve a strategic level of competitive wages, the parties may conduct market surveys more frequently. Other structural approaches could be adding steps and eliminating lower steps to move the salary structure into a more competitive position.

SELECTED POSITIONS

Placentia identified 131 job classification titles to be studied.

Placentia's job descriptions have been undergoing revisions, with some of the most recent updates occurring in 2023, while others date back as far as 2007. To ensure job descriptions accurately reflect current duties, functions, and minimum qualifications, Placentia should continue maintaining a rotating schedule for updates every two to five years or at the time of turnover.

CITY OF PLACENTIA SALARY SCHEDULES

The City of Placentia has one salary schedule with 5 steps which are appropriate to the various types of positions used to staff the organization. The City of Placentia has one salary schedule that categorizes positions across multiple classifications, ensuring appropriate compensation for various roles within the organization. The schedule establishes structured pay ranges for elected officials, executive management, non-represented management, professional, supervisory, represented and general miscellaneous employees.

DATA COLLECTION - JOB CONTENT QUESTIONNAIRE (JCQ)

MGT Consulting Group used a survey instrument (Job Content Questionnaire - JCQ) to collect data on all job classifications for deeper analysis. The data from the JCQ were used to verify the essential functions and duties of each classification, collecting job data on several factors, including:

- Essential job duties.
- Knowledge, skills, and abilities.
- Function within the organization.
- Education required.
- Experience required.
- Work performed.
- Responsibility and leadership.
- Decision-making.
- Financial authority.
- Physical and dexterity requirements.
- Environmental hazards and working conditions.
- Sensory requirements.

CLASSIFICATIONS STUDIED

Administrative Assistant

Synopsis:

Under the direction of the department director, the Administrative Assistant provides departmental support by handling a wide range of challenging administrative, technical, secretarial, and clerical tasks, such as administering databases, supporting commissions and committees, and preparing and reviewing records and reports. Furthermore, this role offers technical guidance or oversight to administrative and clerical support personnel to guarantee a high-performing, customer-focused workplace that meets city goals and service standards.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Administrative Intern

Synopsis:

Under the direction of the department director, the Administrative Intern performs fundamental administrative, technical, and research responsibilities in support of a department or one or more divisions as part of an internship to gain valuable experience and understanding in development service operations.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Administrative Specialist

Synopsis:

Under the direction of the Deputy City Clerk and Department Director, the Administrative Specialist is responsible for processing all public records requests, contract routing and execution, record keeping, and assisting the office of the City Clerk in all capacities.

Findings:

- The position has not previously had an official job description within the organization
- A comprehensive job survey was conducted to collect detailed information about the duties, responsibilities, and scope of work associated with the position.
- The survey results have informed the development of a new job class description that accurately reflects the nature of the work performed.

Recommendations:

- Approve the newly developed job class description, which is based on data gathered through the job survey and is designed to clearly define the expectations and responsibilities of the position. A draft of the proposed job class description is provided under separate cover for review.

Deputy City Administrator

Synopsis:

Under the direction of the City Administrator, the Deputy City Administrator, plans, directs, and oversees the work of the Administration Department, including the Information Technology Division, Risk Management Division, Public Safety Communications Division, City Clerk's Office, and Emergency Health Services Manager; provides staff assistance to the City Council, commissions, committees, and departments; participates as a member of the Executive Management Team; and performs other related duties as assigned.

Findings:

- The position has not previously had an official job description within the organization.
- A comprehensive job survey was conducted to collect detailed information about the duties, responsibilities, and scope of work associated with the position.
- The survey results have informed the development of a new job class description that accurately reflects the nature of the work performed.

Recommendations:

- Approve the newly developed job class description, which is based on data gathered through the job survey and is designed to clearly define the expectations and responsibilities of the position. A draft of the proposed job class description is provided under separate cover for review.

Deputy City Clerk

Synopsis:

Under the direction of the City Clerk, the Deputy City Clerk functions as the legislative manager, records manager, and election official. This role handles a wide range of professional administrative and clerical activities for the elected City Clerk, manages the day-to-day operations of the City Clerk's Office, and supervises clerical personnel.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Deputy Director of Administrative Services

Synopsis:

Under the direction of the Deputy City Administrator, the Deputy Director of Administrative Services plans and manages the implementation of administrative services programs, assists in the effective and efficient achievement of departmental policy goals and objectives, assists in ensuring that resources are utilized in conformance with state and federal laws, rules, and regulations, responsible for special project development, and performs other related duties as assigned.

Findings:

- The position has not previously had an official job description within the organization.
- A comprehensive job survey was conducted to collect detailed information about the duties, responsibilities, and scope of work associated with the position.
- The survey results have informed the development of a new job class description that accurately reflects the nature of the work performed.

Recommendations:

- Approve the newly developed job class description, which is based on data gathered through the job survey and is designed to clearly define the expectations and responsibilities of the position. A draft of the proposed job class description is provided under separate cover for review.

Director of Human Resources

Synopsis:

Under the direction of the City Administrator, the Director of Human Resources plans, directs, manages, and oversees the activities and operations of the Human Resources Department.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Human Resources Analyst

Synopsis:

Under the direction of the assigned director or manager, the Human Resources Analyst manages programs and services, serves as a departmental liaison, and conducts expert assessments, surveys, and studies involving administrative, financial, and statistical data, and departmental processes.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Human Resources Clerk

Synopsis:

Under the direction of the assigned director or manager, the Human Resources Clerk supports the Human Resources division's operations by performing routine clerical, customer service, records management, and administrative duties, such as maintaining records, providing clerical and customer support duties, and handling highly confidential documents and sensitive matters.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Human Resources Manager

Synopsis:

Under the direction of the assigned director or manager, the Human Resources Manager oversees the programs and services of the Human Resources Department, including recruitment and selection, classification and compensation, health and welfare benefits, employee and labor relations, training and development, and manages department staff.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Human Resources Technician

Synopsis:

Under the direction of the assigned director or manager, the Human Resources Technician is responsible for several technical and administrative activities related to the city's human resource administration, employment and benefit plans, and records management programs.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Information Technology Manager

Synopsis:

Under the direction of Deputy City Administrator, the Information Technology Project Manager plans, organizes, and manages information technology applications, databases, mobile, and automation initiatives. This position also supervises the work of contractors, vendors, and information technology support workers, manages the organization's IT budget, and assures compliance with industry standards, rules, and regulations.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Information Technology Specialist

Synopsis:

Under the direction of the IT Manager, the Information Technology Specialist supports the Information Technology division by providing technical assistance, system implementation, maintenance, debugging, and other related services, such as monitoring system performance, responding to complex user support problems, and performing technical and complex tasks related to information technology services and programs.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Information Technology Technician

Synopsis:

Under the direction of the Information Technology Project Manager, the Information Technology Technician administers, operates, maintains, and improves computer automation and information systems, such as computer hardware, networks, firmware, and telecommunications systems, while also providing technical user support.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Office Specialist

Synopsis:

Under the direction of an assigned supervisor, the Office Specialist conducts a variety of receptionist, clerical, customer service, database, and records management activities, as well as document typing, processing, distribution, and filing, as assigned.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Public Safety Communications Manager

Synopsis:

Under the direction of an assigned administrator, the Public Safety Communications Manager supervises the communication and automation functions of a joint public safety emergency communications center and oversees the day-to-day operations, including calls for service, radio and computer aids dispatch of police, fire, and EMS units, computerized communication, and record management systems.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Public Safety Communications Supervisor

Synopsis:

Under the direction of the Public Safety Communications Manager, the Public Safety Communications Supervisor organizes, plans, schedules, coordinates, supervises, and evaluates the work and activities of civilian personnel engaged in the preparation, processing, maintenance, and retrieval of law enforcement records and public safety dispatch services for police, fire, and EMS on an assigned shift; prepares and presents internal management reports and statutory reports; and performs related duties as assigned.

Findings:

- The position has not previously had an official job description within the organization.
- A comprehensive job survey was conducted to collect detailed information about the duties, responsibilities, and scope of work associated with the position.
- The survey results have informed the development of a new job class description that accurately reflects the nature of the work performed.

Recommendations:

- Approve the newly developed job class description, which is based on data gathered through the job survey and is designed to clearly define the expectations and responsibilities of the position. A draft of the proposed job class description is provided under separate cover for review.

Public Safety Dispatcher

Synopsis:

Under the direction of the Public Safety Supervisor, Manager, The Public Safety Dispatcher receives and processes all incoming emergency and non-emergency requests for police, fire, and medical help before dispatching the appropriate units.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.

- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Risk Manager

Synopsis:

Under the direction of the Deputy City Administrator, the Risk Manager plans, organizes, and directs a wide range of comprehensive risk management activities with city-wide implications, such as general liability lawsuits and claims, property and general insurance administration, workers' compensation, employee safety programming, loss control, and loss prevention, to ensure that the city's risk management program, loss control, and related insurance functions are administered professionally and cost-effectively.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Senior Human Resources Analyst

Synopsis:

Under the direction of the assigned director or manager, the Senior Human Resources Analyst supports the city's human resources programs by performing a variety of professional, technical, and administrative activities such as recruiting, testing, and selection, classification, compensation, and benefits training, and safety and employee relations research.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Senior Human Resources Technician

Synopsis:

Under the direction of the assigned director or manager, the Senior Human Resources Technician performs a variety of technical and administrative duties in support of the city's Human Resources division, including ensuring accurate data entry of employee payroll and benefits information, maintaining accurate personnel files for all employees, managing the city's employee evaluation system, and assisting the department head and Human Resource Analysts as needed.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

City Administrator

Synopsis:

In line with the City's Charter and under the direction of the City Council, the City Administrator is in charge of developing and implementing city and departmental goals, programs, and services that are aligned with City Council initiatives and community needs, reviewing and approving capital projects and the annual city budget in collaboration with City Council, and directing and evaluating the work of department directors and City Administrator's Office staff.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Communications and Marketing Manager

Synopsis:

Under the direction of the Deputy Director of Administrative Services, the Communications and Marketing Manager oversees the Communications and Marketing Program, which includes advertising, branding, promotions, social media, and broadcast and cable television production. This position also serves as the city's website administrator, prepare speeches on behalf of the City Council and the City Administrator, and gives presentations on sensitive local issues.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Digital Media Analyst

Synopsis:

Under the direction of the Communication and Marketing Manager, the Digital Media Analyst is responsible for a variety of professional and technical support tasks linked to the operation and maintenance of citywide multimedia systems, such as producing video programming, flyer development and photography.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Executive Assistant to the City Administrator

Synopsis:

Under the direction of the City Administrator, the Executive Assistant to the City Administrator provides executive and confidential support, such as scheduling calendars, meetings, and special events, as well as managing letters, records, and other communications.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Senior Management Analyst Economic Development

Synopsis:

Under the direction of the Deputy Director of Administrative Services, the Senior Management Analyst oversees intricate professional studies and analyses pertaining to economic development, housing programs, capital budgets, financial expenditures, operational procedures and associated factors. This role may also plan, organize, oversee, and assess the work of administrative and technical support personnel, as well as monitor current operations and emerging trends.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Senior Management Analyst Public Works

Synopsis:

Under the direction of the Director of Public Works, the Senior Management Analyst (Public Works) plans, organizes, and manages the administrative division of the Public Works Department, capital budgets, financial expenditures and staffing levels, operational practices, information systems, legislative analysis, and related factors on a departmental and citywide basis; creates and recommends new policies, programs, and practices; plans, lays out, supervises, and evaluates the work of administrative and technical support staff; and performs other related duties as assigned.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Clerical Aide

Synopsis:

Under the direction of an assigned administrator, The Clerical Aide is responsible for a variety of clerical support tasks, such as basic typing, data entry, filing, and receptionist duties, as well as providing information and assisting with logistics for community events and activities.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Community Services Coordinator

Synopsis:

Under the direction of the Recreation Services Supervisor, the Community Services Coordinator is in charge of recreation facility and community center operations, which include planning and organizing special events, developing, promoting, promoting, overseeing, and evaluating recreation programs, as well as supervising and scheduling part-time and seasonal workers.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Community Services Leader

Synopsis:

Under the direction of the Community Services Coordinator, Community Services Program Coordinator, or Senior Specialist, the Community Services Leader assists in conducting assigned community services activities, sports, and other leisure services.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Community Services Specialist

Synopsis:

Under the direction of the Community Services Coordinator, Community Services Program Coordinator, or Community Services Sr. Specialist, the Community Services Specialist plans and organizes special events, develops, promotes, oversees, and evaluates recreation programs, plans and schedules the work of part-time and seasonal staff, and manages the operations of designated recreation facilities and community centers. They also provide direction and oversight to Community Services Leaders, Senior Leaders, and Volunteers managing recreation programs.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Community Services Supervisor

Synopsis:

Under the direction of the Community Services Manager, The Community Services Supervisor organizes recreational programs, activities, and events, monitors programs and budgets as part of the Community Services or Cultural Arts Division, and acts as a liaison to community groups, schools, and other departments for specific programs.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Deputy Director of Community Services

Synopsis:

Under the direction of the Director of Administrative Services and Community Services, the Deputy Director of Community Services oversees the operations of the Community Services Department, which includes the Recreation Division, Facility and Park Development, Administration, and Neighborhood Services divisions, as well as related activities and events. This role also provides staff assistance to the City Council, commissions, committees, and departments, manages professional, technical, and clerical staff, and assists the Director with highly responsible tasks.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Director of Community Services

Synopsis:

Under the direction of City Administrator, the Director of Community Services plans, directs, and oversees the work of the Community Services Department, including the Human Services Division,

Recreation Division, Facility and Park Development/Operations, administration, and related programs and events; provides staff assistance to the City Council, commissions, committees, and departments; recommends staffing levels and controls operating and capital improvements budgets; participates as a member of the Executive Management Team; and performs other related duties as assigned. The incumbents in this classification provide the City with department-wide programs and have greater policymaking, budgetary, and supervisory authority than staff, as well as more frequent interfaces with the City Administrator, City Council, and the Recreation and Park Commission, Cultural Arts Commission, and other advisory groups.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Instructor Guard

Synopsis:

Under the direction of the Community Services Coordinator or Senior Instructor Guard, the Instructor Guard protects swimming pool and facility users by monitoring pool areas for accidents and hazards, enforcing pool safety rules, instructing swimming and water safety lessons, and assisting in the Community Services Department's Aquatics Program activities and programs.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Lifeguard

Synopsis:

Under the direction of Senior Instructor Guard and Community Services Coordinator, the Lifeguard protects swimming pool and facility users by monitoring pool areas for accidents and hazards and enforcing pool safety rules.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Office Assistant

Synopsis:

Under the direction of the supervisor, manager, or director, The Office Assistant performs receptionist, clerical, customer service, and records management activities.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Pool Manager

Synopsis:

Under the direction of the Community Services Coordinator or Community Services Supervisor, the Pool Manager organizes, coordinates, and manages pool operations for all scheduled classes, services, and free swim activities, as well as marketing and promotional activities, ensuring proper aquatics staff training and development, and adhering to local and state health and safety regulations and licensing standards.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Senior Community Services Leader

Synopsis:

Under the direction of the Community Services Coordinator and Community Services Program Coordinator, the Senior Community Services Leader assists in conducting assigned community services activities, sports, and other leisure services.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Senior Community Services Specialist – Tiny Tots

Synopsis:

Under the direction of the Community Services Coordinator, the Senior Community Services Specialist - Tiny Tots manages and oversees the Placentia Tiny Tot program's operations, which include organizing, promoting, instructing, supervising, and evaluating fee-based recreational Tiny Tot courses for preschool-aged children.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Senior Instructor Guard

Synopsis:

Under the direction of the Community Services Coordinator or Community Services Supervisor, the Senior Instructor Guard teaches protects swimming pool and facility users by monitoring pool areas for accidents and hazards, enforcing pool safety rules, instructing swimming and water safety lessons, and assisting in the Community Services Department's Aquatics Program activities and programs.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Associate Planner

Synopsis:

Under the direction of the Director of Development Services and/or the Planning Manager, the Associate Planner performs a number of professional and technical planning activities, including acting as project manager for development projects, preparing staff reports, reviewing and approving routine improvement plans, and carrying out rather challenging current and advance planning projects.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Building Inspector

Synopsis:

Under the direction of the Director of Development Services and/or the Building Official, the Building Inspector inspects buildings and structures to ensure compliance with building, zoning, mechanical, plumbing, electrical, energy, fire, accessibility, safety, and other standards and regulations that govern their construction, alteration, repair, and usage.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Building Permit Technician

Synopsis:

Under the direction of the Director of Development Services and/or the Building Official, The Building Permit Technician conducts technical and clerical activities relating to the review, processing, and maintenance of building permits and related documents, such as calculating fees, preparing monthly and annual revenue reports, and monitoring the status of plan checks and inspections.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Chief Building Official

Synopsis:

Under the direction of the Director of Development Services, The Chief Building Official plans, organizes, and manages the activities of the Building and Safety Division, guarantees compliance with building and safety rules, and oversees the division budget.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Code Enforcement Manager

Synopsis:

Under the direction of the Director of Development Services, the Code Enforcement Manager creates, manages, and executes city code enforcement programs, which include drafting, interpreting, and enforcing codes, ordinances, health and safety, and environmental regulations, testifying on findings and recommendations, and actively coordinating code enforcement actions at the community level.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Code Enforcement Officer

Synopsis:

Under the direction of the Director of Development Services, the Code Enforcement Officer enforces municipal codes and laws and explains regulations governing zoning, land use, planning, health and safety, and other standards and requirements.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Code Enforcement Supervisor

Synopsis:

Under the direction of the Director of Development Services, the Code Enforcement Supervisor organizes, assigns, and reviews code enforcement cases, and trains code enforcement officers in proper work methods and procedures. Additionally, this position enforces municipal and county codes and ordinances and explains zoning, land use, planning, health and safety, and related standards and requirements.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Director of Development Services

Synopsis:

Under the direction of City Administrator, The Director of Development Services plans, organizes, and directs the Development Services Department's work, including developing recommendations on various planning matters and general plan elements, ensuring compliance with laws, land use policies, zoning regulations, and planning procedures, recommending staffing levels and controlling departmental budget, and serving on the Executive Management Team.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

GIS Technician

Synopsis:

Under the direction of the Director of Development Services and/or Planning Manager, The GIS Technician uses geo-base information software (GIS) to create and update databases, conduct

research, and prepare physical records, exhibits, and reports to map the locations of city infrastructure such as streets, buildings, storm drains and sewer systems, lighting districts and standards, landscaped areas, parcel boundaries, and other structures.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Planner I

Synopsis:

Under the direction of the Director of Development Services and/or Planning Manager, in a teaching capacity, the Planner I collects and tabulates data on the city's land use, population, and relevant social, economic, and environmental factors. This role contributes to data analysis for general planning goals and zoning issues, as well as planning drafting.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Planning Aide

Synopsis:

Under general direction, the Planning Aide performs a wide variety of public service and technical assistance at the public counter, responds to requests for documents and information, reviews and processes service applications, issues permits, calculates and processes fees, and receives, files, and maintains records of documents, maps, and other materials.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.

- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Planning Manager

Synopsis:

Under the direction of the Director of Development Services, the Planning Manager supervises the Planning Division's daily operations, conducts major planning activities, and develops complicated planning reports and recommendations for policy decisions.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Planning Technician

Synopsis:

Under the direction of the Director of Development Services and/or the Planning Manager, the Planning Technician provides public service and technical assistance at the public counter, responds to requests for documents and information, reviews and processes service applications, issues permits, calculates and processes fees, and receives, files, and maintains records of documents, maps, and other materials.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Plans Examiner

Synopsis:

Under the direction of the Director of Development Services, the Plans Examiner reviews architectural plans for compliance with building, electrical, mechanical, plumbing, energy, and accessibility codes and local ordinances.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Senior Building Inspector

Synopsis:

Under the direction of the Chief Building Official and/or the Director of Development Services, the Senior Building Inspector inspects buildings and structures to ensure compliance with building, zoning, mechanical, plumbing, electrical, energy, fire, accessibility, safety, and other standards and regulations that govern their construction, alteration, repair, and usage.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Senior Engineering Aide

Synopsis:

Under the direction of an assigned administrator, the Senior Engineering Aide is responsible for a wide range of sub-professional engineering tasks, including drafting, inspecting, traffic control, and validating engineering calculations.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Senior Planner

Synopsis:

Under the direction of the Director of Development Services and/or the Planning Manager, the Senior Planner directs, coordinates, and executes advanced planning duties, serves as project manager for development projects and studies, compiles staff reports, reviews and approves plans, and delivers presentations to the Planning Commission and other organizations.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Account Clerk

Synopsis:

Under the direction of the Accountant, Senior Accountant, or Finance Services Manager, the Account Clerk performs clerical accounting work related to accounts receivable, accounts payable, and billing activities; prepares and maintains accounting records; and performs related duties as assigned.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Accountant

Synopsis:

Under the direction of the Director of Finance and Finance Manager, the Accountant performs a variety of journey-level and advanced professional accounting functions; prepares complex accounting and financial reports related to revenues, expenditures, and the annual budget; completes special accounting analyses; and performs related work as assigned.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Accounting Technician

Synopsis:

Under the direction of the Finance Director and/or Finance Manager, the Accounting Technician performs difficult and responsible payroll, accounts payable, accounts receivable, billing, and purchasing support work in the preparation, processing, and maintenance of accounting records. This position is also responsible for customer service assistance and cashiering services, processes payments and city business licenses and renewals, prepares monthly reports and quarterly state reporting, and performs related duties as assigned.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Director of Finance

Synopsis:

Under the direction of City Administrator, the Director of Finance organizes, plans, and directs the work of the Finance Department, including accounting, budgeting, revenue and expenditures, accounts payable, business licensing, cashiering, purchasing, and financial reporting, and related contract services; develops recommendations on various financial, accounting, and financial liability matters; serves as a member of the Executive Management Team; and performs other related duties as assigned.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Finance Manager

Synopsis:

Under the direction of the department director, the Finance Manager plans, directs, and manages the day-to-day activities of the Accounting Section to include general accounting, accounts payable, accounts receivable, payroll, debt service, and other systems as assigned; prepares the Annual Comprehensive Financial Report (ACFR); supervises and evaluates the performance of assigned staff; and serves as Acting Finance Director in the absence of the Director.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Senior Accountant I

Synopsis:

Under the direction of the Director of Finance or Finance Manager, the Senior Accountant I performs varied and difficult professional accounting work; administers the general ledger and chart of accounts and balances and reconciles monthly accounting reports and statements involving accounts payable, accounts receivable, and fund accounting; provides technical direction to accounting staff; ensures and develops procedures according to the Governmental Accounting Standards Board (GASB) and Generally Accepted Accounting Principles; and monitors internal control procedures.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Senior Accountant II

Synopsis:

Under the direction of the Director of Finance or Finance Manager, the Senior Accountant II performs a variety of advanced and complex financial analysis, budgeting, and professional accounting work; prepares and maintains the city's financial accounting system and performs complex budgeting analyses involving revenues, expenditures, and related feasibility and cost analyses; provides technical direction to accounting staff; and performs related duties as assigned.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Senior Accounting Technician

Synopsis:

Under the direction of the Director of Finance, the Senior Accounting Technician is responsible for payroll, accounts payable, accounts receivable, billing, and purchasing support work in the preparation, processing, and maintenance of accounting records; and performs related duties as assigned.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Senior Budget Analyst

Synopsis:

Under the direction of the assigned administrator, the Senior Budget Analyst analyzes financial information and prepares budgets. This role is responsible for preparing, monitoring, and adjusting the budget for the city; reconciling capital project budgets; debt service payments; banking/treasury support, bank reconciliations; support of the Director of Finance; and audit support.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Deputy Fire Chief

Synopsis:

Under the direction of the Fire Chief, the Deputy Fire Chief is the top-level administrative management position reporting directly to the Fire Chief. Employees at this level possess a thorough knowledge of city and department policies and procedures, principles of emergency management, fire suppression techniques, budget and personnel administration, employee discipline, and public safety principles and practices.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Fire Battalion Chief

Synopsis:

Under the direction of the Fire Chief, the Fire Battalion Chief administers a division or an operations shift within the Fire and Life Safety Department; commands authority and responsibility for all emergency activity during assigned shifts; supervises, plans, and coordinates fire and life safety operations, such as fire suppression, emergency medical services, community risk reduction, training activities, and maintenance of equipment and facilities. Provides administrative support for the development of budgets, departmental policies, and procedures; manages assigned programs and complex staff assistance; may be assigned to a variety of non-command or command special assignments; and performs other related work as assigned.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Fire Captain

Synopsis:

Under the direction of the assigned administrator, the Fire Captain serves as first line supervisor of a fire station operation; responsible for personnel, apparatus, facilities, and equipment maintenance; provides staff support and assistance in the planning, development and implementation of fire prevention, fire inspection, fire training, public education, support services, and emergency operations programs and services; may serve as an emergency ground commander until relieved by a superior officer; and performs other related duties as required.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Fire Chief

Synopsis:

Under the direction of the City Administrator, the Fire Chief plans, organizes, coordinates, and directs all functions and activities of the Fire & Life Safety Department and the Community Risk Reduction Division, including administration, fleet services, operations, training, and fire prevention; this position is also responsible for the management of personnel, equipment, budget, and the overall day-to-day operations; and performs other related work as required.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Fire Engineer

Synopsis:

Under the direction of the assigned supervisor, the Fire Engineer responds to fire alarms and other emergency calls to protect life and property; drives, operates, and maintains fire apparatus and equipment; assumes a lead responsibility or performs specialized functions in the implementation of public education programs, fire prevention, fire inspection, code enforcement programs, and support services programs; assumes responsibility for carrying out Fire Captain responsibilities in their absence; ensures proper training to respond to hazardous materials incidents, structure fire responses, confined space incidents, vehicle accidents, and medical emergencies. and performs other related duties as assigned.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.

- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Fire Marshal

Synopsis:

Under the direction of the assigned administrator, the Fire Marshal directs, manages, supervises, and coordinates the activities and operations of programs and activities of the Community Risk Reduction Division within the Fire & Rescue Department; coordinates activities with other city departments, divisions, and outside agencies; and provides highly responsible and complex administrative support to the Fire Chief.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Fire Patrol Engineer

Synopsis:

Under the direction of assigned administrator, the Fire Patrol Engineer responds to fire alarms and other emergency calls to protect life and property; drives, operates, and maintains fire apparatus and equipment; assumes a lead responsibility or performs specialized functions in the implementation of public education programs, fire prevention, fire inspection, code enforcement programs, and support services programs; assumes responsibility for carrying out Fire Captain responsibilities in their absence; and performs other related duties as assigned.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Fire Prevention Specialist

Synopsis:

Under the direction of the Fire Marshal, the Fire Prevention Specialist performs technical fire prevention inspection and enforcement tasks to ensure compliance with applicable codes to include state and local fire, life/safety, and building codes and ordinances; provide public information and develop educational programs regarding fire safety practices; and perform other duties as assigned.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Firefighter

Synopsis:

Under the direction of the assigned administrator, the Firefighter participates in all phases of emergency operations to include fire suppression, rescue operations, medical care, disaster response, and hazardous materials abatement to protect life, property, and the environment; participates in community risk reduction by performing fire prevention inspections, and delivering public fire education programs; participates in training activities, station and equipment maintenance, and performs related work as required.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Community Services Officer

Synopsis:

Under the direction of the Police Sergeant, the Community Services Officer patrols city areas to enforce parking laws, assists with traffic accident investigations, coordinates street sweeping and parking permit programs and activities, and performs other related duties as assigned.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Crime Analyst

Synopsis:

Under the direction of the Police Sergeant, the Crime/Management Analyst prepares, analyzes, and disseminates a wide range of crime analysis reports; research trends, compiles statistics, and uses crime analysis software for management reports and case administration; assists operational and administrative personnel with determining the most effective use of department resources to prevent and suppress criminal activities; and performs related duties as assigned.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Crime Prevention Officer Community Outreach Coordinator

Synopsis:

Under the direction of the Administrative Lieutenant, the Crime Prevention Officer Community Outreach Coordinator plans, develops, organizes, implements, and participates in a variety of crime prevention and community relations programs directed to adults, juveniles, senior citizens, businesses, and community groups, and performs related duties as assigned.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Parking Control Officer

Synopsis:

Under the direction of Police Sergeant, the Parking Control Officer performs civilian parking enforcement functions, assists with special events and calls for service, learns to perform public counter, records, and other field support duties such as towing vehicles, responding to traffic collisions, issuing tickets to vehicles that are not within regulation, and performs other related duties as assigned.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Police Academy Trainee

Synopsis:

Under the direction of the Police Training Officer and Police Sergeant, the Police Academy Trainee attends and successfully completes Police Officer training at a police academy.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Police Cadet

Synopsis:

Under the direction of the Police Sergeant or similar supervisory position, the Police Cadet performs routine clerical and technical support duties to administrative and field operations; and performs other related duties as assigned.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Police Captain

Synopsis:

Under the direction of the Police Chief, the Police Captain commands field operations or administrative activities of the Police Department as part of a major division; manages and leads the planning, organizing, and oversight of the city's law enforcement, crime prevention, information systems, record maintenance programs, and special initiatives as part of the police management team; acts on behalf of the Police Chief; and performs related duties as assigned.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Police Chief

Synopsis:

Under the direction of the City Administrator, the Police Chief plans, oversees, and directs the work of the Police Department, including the Field Services and Administrative Services Divisions, and animal control contracts, information technology, and other police services; assesses community needs and develops and evaluates the attainment of law enforcement goals and objectives; provides a vision for policy and direction for public safety and crime prevention through strategic planning and dissemination through the chain of command; organizes departmental staffing and controls budget; participates as a member of the executive management team; and performs related duties as assigned.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Police Civilian Investigator

Synopsis:

Under the direction of the Police Sergeant, the Police Civilian Investigator performs police civilian investigations involving data collection, interviewing witnesses, suspects, victims, and specialists, the analysis of evidence, and the presentation of findings and reports that are used in the prosecution of crimes; prepares and fields press releases; serves in other special assignments; and performs other related duties as assigned.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Police Lieutenant

Synopsis:

Under the direction of the Police Captain, the Police Lieutenant manages assigned programs, personnel, and operations for a major bureau, administrative function, or work shift; prepares and evaluates field and staff reports. This position acts as a mid-manager, assisting the Administrative Captain and Chief of Police with administrative duties. This position is responsible for supervising the Investigations Bureau, Professional Standards Bureau, and Community Outreach Coordinator, ensuring compliance with departmental policies and procedures, handling personnel matters, performance evaluations, strategic planning, and the biennial report, and performs other related duties as assigned.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Police Officer

Synopsis:

Under the direction of the Police Sergeant, the Police Officer patrols an assigned area, enforces public safety laws, codes, and regulations and maintains order, prevents, detects, and investigates crime, responds to emergencies and calls for service, carries out special assignments in the protection of life and property, and performs other related duties as assigned.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Police Property Technician

Synopsis:

Under the direction of the Police Services Supervisor, the Police Property Technician organizes and controls property and evidence within the police property room; stores, transport, releases, and/or disposes of property and evidence; keeps a variety of records; and performs other related duties as assigned.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Police Reserve Officer Level I

Synopsis:

Under the direction of the Police Sergeant, the Police Reserve Officer Level I performs important community service, in support of law enforcement, involves citizens of varying occupations in police prevention patrol activities and expands channels of communication between the Police Department and the public.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Police Sergeant

Synopsis:

Under the direction of the Police Lieutenant, the Police Sergeant coordinates and participates in police operations relating to patrol, traffic enforcement or safety, crime prevention, investigation, special details, or related police services; participates in the training and evaluation of sworn and non-sworn personnel; supervise police officers to ensure they are enforcing local, state, and federal laws

appropriately; assist with training, mentoring, evaluating officers and their performance. and performs other related duties as assigned.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Police Services Officer

Synopsis:

Under the direction of the Police Services Supervisor, the Police Services Officer performs a variety of duties and works in several areas of the police department, including the jail; processes the entry and release of persons in custody, including preparing booking reports and release forms; fingerprinting, photographing, and safeguarding entrusted property; prepares reports that do not require the presence of a sworn officer; enforces parking violations; impounds vehicles; and performs other related duties as assigned.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Police Services Supervisor

Synopsis:

Under the direction of the Police Sergeant, the Police Services Supervisor performs and supervises a variety of technical law enforcement-related functions in such areas as communications, property, evidence, jail and other police services activities, and technical law enforcement-related functions; participates in the research and development activities of the Police Department; and does other auxiliary police functions as required.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Public Safety Dispatch and Records Supervisor

Synopsis:

Under the direction of Public Safety Communications Manager, the Public Safety Dispatch and Records Supervisor organizes, plans, schedules, coordinates, supervises, and evaluates the work and activities of civilian personnel engaged in the preparation, processing, maintenance, and retrieval of law enforcement records and public safety dispatch services for police services, fire, and EMS on an assigned shift; prepares and presents internal management reports and statutory reports; and performs related duties as assigned.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Records Specialist

Synopsis:

Under the direction of the Police Services Supervisor, the Records Specialist prepares, processes, maintains, and retrieves police records, data, and reports; answers question and provides information and assistance to other agencies and the public, in person and by telephone; provides a variety of clerical and general office assistance to Police Department personnel: and performs related duties as assigned.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Senior Administrative Assistant

Synopsis:

Under the direction of the Chief of Police, the Senior Administrative Assistant provides executive and confidential support to the City Director, Manager and/or Supervisor; performs a broad range of varied and difficult administrative, technical, secretarial, and clerical functions in support of a department or one or more divisions; administers databases, supports commissions or committees, prepares and reviews records and reports; provides technical direction or supervision to clerical and administrative support staff; and performs related duties as assigned.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Associate Engineer

Synopsis:

Under the direction of the Deputy Director of Public Works - Engineering, the Associate Engineer performs varied professional engineering work involving the research, design, and construction of public works, private development, transportation, and utility construction and maintenance projects; reviews plans, evaluates costs, conducts field reviews, and participates in the preparation of engineering reports; and performs related duties as assigned.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Custodian

Synopsis:

Under the direction of the Public Works Supervisor, the Custodian performs routine cleaning and basic maintenance involving city buildings; sets up facilities; requests and replaces supplies; and performs other related duties as assigned.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Deputy Director of Public Works – Engineering

Synopsis:

Under the direction of the Director of Public Works/City Engineer, the Deputy Director of Public Works – Engineering plans, coordinates, and manages the work of the Engineering Division, including private land development review, public works engineering construction projects, traffic engineering and transportation planning, engineering inspections, and consulting contracts; manages the division budget; assures compliance with engineering standards and specifications; and performs related duties as required.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Deputy Director of Public Works – Maintenance

Synopsis:

Under the direction of the Director of Public Works, the Deputy Director of Public Works - Maintenance plans and manages the activities and operations of the Maintenance Services Divisions within the Public Works Department; coordinates maintenance programs, services, and special events with other departments, agencies, contractors, and the general public; provides highly responsible and complex staff assistance to the Director; and performs related duties as required.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Director of Public Works – City Engineer

Synopsis:

Under the direction of the City Administrator, the Director of Public Works/City Engineer plans, organizes, directs, and coordinates a comprehensive city-wide program of public works, including all engineering, maintenance, transportation, and administration division functions; develops integrated policies and procedures to ensure the proper development and maintenance of city public works; recommends and controls departmental budget, staffing, and priorities; and performs related duties and responsibilities as required.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Engineering Technician

Synopsis:

Under the direction of the Deputy Director of Public Works - Engineering, the Engineering Technician assists with technical sub-professional engineering work; prepares and maintains engineering maps, transportation plans, and other public works documents; conducts traffic surveys; makes basic engineering calculations; assists in obtaining and providing plan checks; and performs related duties as assigned.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Environmental Programs Coordinator

Synopsis:

Under the direction of the assigned administrator, the Environmental Programs Coordinator enforces and administers environmental compliance, inspection, and monitoring requirements within the city that are related to the National Pollutant Discharge Elimination System (NPDES) permits and associated industrial waste, refuse, wastewater, and hazardous materials management programs and processes; administers watershed and grant-funded projects; and performs other related duties as assigned.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Equipment Mechanic

Synopsis:

Under the direction of the Public Works Supervisor, the Equipment Mechanic performs skilled and semi-skilled technical diagnostic, repair, and maintenance work on a variety of automotive vehicles, trucks, tractors, and other light and heavy power-driven equipment and performs other related duties as assigned.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Facilities Maintenance Technician

Synopsis:

Under the direction of the Public Works Supervisor, the Facilities Maintenance Technician performs a variety of journey-level tasks in the construction, alteration, maintenance, and repair of city buildings, facilities, irrigation systems and equipment and performs other related duties as assigned.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Maintenance Aide

Synopsis:

Under the direction of Public Works Supervisor, the Maintenance Aide performs basic maintenance and cleaning services in parks, streets, trees, and related buildings and facilities; follows established work and safety procedures; uses hand and power tools; and performs related duties as assigned.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Maintenance Crew Leader

Synopsis:

Under the direction of Public Works Supervisor, the Maintenance Crew Leader leads the work of a regularly assigned crew in maintenance projects involving city parks, park facilities, landscaping, medians, streets, and sanitation systems maintenance; operates specialized equipment and performs more difficult or skilled tasks; and performs other related duties as assigned.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Maintenance Worker

Synopsis:

Under the direction of the Public Works Supervisor or Crew Leader, the Maintenance Worker performs varied or specialized duties involving maintenance, construction, and repairs for one or more of the following services: parks, landscaped areas, medians, streets, sanitation, irrigation, field preparation, and buildings and facilities; follows established work and safety procedures and uses various types of motorized equipment and hand and power tools; and performs related duties as assigned.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Management Analyst

Synopsis:

Under the direction of the assigned director or manager, the Management Analyst performs professional analyses, surveys, and studies involving administrative, financial, and statistical data and departmental practices; acts as departmental liaison and coordinates programs and services; evaluates the effectiveness of departmental policies or work practices; and performs other related duties as assigned.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Management Assistant

Synopsis:

Under the direction of the assigned director or manager, the Management Assistant assists in tracking, compiling, analyzing, and preparing data used by management and staff for department reports and correspondence; administers records and surveys and relieves management of administrative details; and performs other related duties as assigned.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Public Works Inspector

Synopsis:

Under the direction of the Deputy Director of Public Works, the Public Works Inspector performs skilled and detailed inspections of engineering construction, maintenance, and public works projects;

interprets plans and specifications to ensure compliance with contracts and work plans; prepares and recommends change orders and cost estimates; and performs other related duties as assigned.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Public Works Superintendent

Synopsis:

Under the direction of the Deputy Director of Public Works - Maintenance, the Public Works Superintendent organizes, coordinates, and oversees designated maintenance services, programs, and contracts within the Public Works Maintenance Division and performs related duties as required.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Public Works Supervisor

Synopsis:

Under the direction of the Public Works Superintendent, the Public Works Supervisor supervises, assigns, and participates in public works maintenance duties involving parks, streets, sewers, storm water collection, and other fleet and facility maintenance and construction services work performed by city staff or contractors; manages operations for city buildings; manages multiple contracts, including landscaping, fire and burglar alarms, tree services, HVAC, pest control, elevators, and uniforms and performs related duties as assigned.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.

- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Senior Civil Engineer

Synopsis:

Under the direction of the Deputy Director of Public Works - Engineering, the Senior Civil Engineer supports a major section or function of the Engineering Division; performs difficult and complex professional civil engineering work to include reviewing a variety of plans, designs, and other documents for conformance to applicable codes, standards, and specifications; supervises professional and technical engineering staff as assigned; coordinates the work of the function/section assigned with other city departments, divisions, and outside agencies; and performs related work as required.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Senior Custodian

Synopsis:

Under the direction of Maintenance Services Supervisor, the Senior Custodian leads custodial work performed on city buildings and facilities by part-time and full-time custodial personnel; performs varied cleaning and maintenance tasks; orders supply; completes daily log and reports upon status of assignments; and performs other related duties as assigned.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

Transportation Manager

Synopsis:

Under the direction of the department head, the Transportation Manager plans, coordinates, and conducts varied and complex professional traffic engineering studies, projects, and transportation management and active transportation planning work; analyzes and recommends improvements to neighborhood traffic and parking management systems; analyzes traffic demand and safety problems; designs and inspects new traffic systems and improvements to traffic management centers or modifications in compliance with engineering standards; responds to and resolves citizen complaints; coordinates ADA improvements and functions as the city's accessibility coordinator; acts as staff liaison to city Traffic Safety Commission; and performs other traffic-related duties as assigned.

Findings:

- The position is properly classified and continues to be assigned work typical of that characterized in the job description.
- The job class description accurately reflects the duties and responsibilities of the employees, with minor edits and clarification needed.

Recommendations:

- Approve a revised job class description that reflects edits and clarification of the duties and responsibilities of the job class. A draft job class description for consideration is provided under separate cover.

CLASSIFICATION CREATION AND RECLASSIFICATION

Organizations treat the development of new classifications and reclassifications in several ways. Classification creation or reclassification may occur when the work being performed undergoes significant changes over time, new technology is introduced, or an organization's goal is altered in response to evolving service requirements or laws. The need for a new or revised classification can also occur when organizational demands or job duties change through design or evolution.

Classification creation and reclassifications are typically initiated through Human Resources but may also be initiated at the request of an individual or their supervisor. If an individual or supervisor initiates a request for creation or reclassification, it is usually accompanied by written supporting documentation. Reclassification should also consider other positions within the overall classification system and should not be determined independently of these positions and without consideration to the department and organizational hierarchy.

When a reclassification or new classification request is received or initiated by Human Resources, a Job Content Questionnaire (JCQ), or other authorized survey document to understand an employees' job duties and requirements, should be completed by the supervisor and/or all incumbents holding the same job title, as applicable. Key questions concerning the job should be answered to assist in determining the proper level within the overall pay and classification system. For reclassifications, the position audit results should be compared to the current position description for the various classification levels to determine the correct classification assignment.

If it is determined that a creation or reclassification is justified, Human Resources should notify and make a recommendation to the Superintendent for approval/authorization of the change. Current employees in reclassified positions should either maintain their current salary or be adjusted to a salary in the assigned pay grade for the reclassified position per organizational policy. Reclassification is not considered the same as a demotion, and therefore, an employee's salary should either be maintained at its present level or increased according to the reclassified position's pay grade and organizational policy for moving employees along the pay line of their pay grade. If the reclassified position's pay grade indicates a lower salary, the current employee's salary should be maintained and adjusted over time per organizational policy and not be reduced due to reclassification. This may mean that the employee's salary is temporarily frozen at its present level until movement in the assigned pay grade is allowed per an organization's longevity and merit policies.

JOB ANALYSIS

Job analysis is the systematic process of gathering, documenting, and analyzing information about a job, including its duties, responsibilities, qualifications, and working conditions. An important concept in job analysis is that the job, not the person doing the job, is assessed, even though some job analysis data may be collected from incumbents. Job analysis aims to provide a comprehensive understanding of a position's requirements, facilitating effective HR functions such as recruitment, performance appraisal, and training. The outcomes typically include job descriptions that serve as a foundation for various personnel management activities.

Job analysis should be performed when:

- A new job is created.
- An existing job has changed significantly due to additional or changes in core duties or qualifications, organizational restructuring, advancements in technology that impact the job function, or to meet legal requirements.
- There is a need to clarify the job duties, responsibilities, and expectations for current or potential employees.
- There is a need to design or revise human resources activities, such as recruitment, selection, training and development programs, performance evaluation system creation or updates, and compensation system updates, to ensure these activities are aligned with job requirements and organizational goals.

It is imperative that jobs be titled accurately to industry standards and that their job descriptions be written properly and accurately to best reflect the function and requirements of the position. Job descriptions influence critical decisions, such as candidate selection, pay, training, and career pathways.

A job analysis does not include:

- A review of an employee's performance
- How well tasks are performed
- How much work is performed
- When an employee is eligible for a promotion
- A salary reduction

Job analysis commonly includes the following process steps:

1. **Define the purpose and scope of the job analysis.**
   Clearly outline the purpose of the job analysis, such as for recruitment, performance evaluation, training, or other HR purposes. Identify the specific job(s) to be analyzed based on their importance and impact on organizational goals.

2. **Conduct job data collection through job description review, interviews, or surveys.**
   Choose a data collection method that suits the organization's resources and needs. Conduct structured interviews or surveys with employees performing the job, supervisors, and other

relevant stakeholders. Ask about key job elements such as tasks, responsibilities, skills, and qualifications. Compile the collected data into a concise format.

3. **Review and validate the job data collected.**
   Validate the job information by seeking feedback from employees and supervisors. Ensure that the documented information accurately reflects the actual requirements of the job. Address any discrepancies or gather additional information if needed.

4. **Create or update job descriptions.**
   Develop or update job descriptions to be clear and comprehensive based on the analyzed data. Include key information such as job title, duties, qualifications, and reporting relationships. Ensure that the job descriptions align with the organization's goals and provide a solid foundation for HR functions.

Job data are often collected through questionnaires/surveys, direct observation, interviews, job shadowing, and work time studies (logs). The most effective technique when collecting information for a job analysis is to obtain information through questionnaires/surveys, and/or interviews with incumbents and leadership. The information collected from the questionnaire is reviewed to make distinctions about job duties, roles, and responsibilities to determine if positions are accurately titled, FLSA designation, and to inform pay analyses and adjustments, if any.

Some Human Resource departments use the information collected in the job analysis to assist them in other areas of Human Capital.

These include:

Jobs (or job descriptions) should be regularly reviewed and updated to align with changes in job roles and organizational needs. Annual performance reviews are an opportune time for supervisors and

employees to discuss job descriptions and make any needed changes. Fair Labor Standards Act (FLSA)

Fair Labor Standards Act (FLSA)

The Fair Labor Standards Act (FLSA) establishes minimum wage, overtime pay, recordkeeping, and youth employment standards affecting employees in the private sector and in Federal, State, and local governments. Covered non-exempt workers are entitled to a minimum wage of not less than $7.25 per hour effective July 24, 2009. Overtime pay is defined at a rate not less than one and one-half times the regular rate of pay after 40 hours of work in a workweek. Employees will be advised of their exemption status at the time of hire (e.g., via their offer letter) or at the time of promotion or transfer if any change in their current position occurs.

All employees are classified as non-exempt or exempt according to the following:

A. Non-Exempt Status
Non-exempt employees are employees whose job positions do not meet Federal Fair Labor Standards Act (FLSA) exemption tests, and who are not exempt from minimum wage and overtime pay requirements. Non-exempt employees are eligible to receive overtime pay for hours worked in excess of 40 hours in a given workweek.

B. Exempt Status
Exempt employees are employees whose job assignments meet specific tests established by the Federal Fair Labor Standards Act (FLSA) and state law and who are exempt from minimum wage and/or overtime pay requirements. Employees performing exempt work are paid on a salary basis and receive a predetermined amount of pay each pay period. Exempt employees are expected to fulfill the duties of their positions regardless of the hours worked. Exempt employees do not receive premium overtime, straight overtime, or compensatory time for working more than 40 hours in a work week.

Human Resources should conduct FLSA reviews when new positions are created, when positions are merged or split, or when the scope of a position changes. All final FLSA determinations and changes should be made by Human Resources and communicated to affected employees.

MARKET SURVEYS

Introduction

MGT evaluated the City of Placentia's current compensation and classification structures for non-represented employees' positions. After receiving Placentia's salary schedules, job descriptions and other pertinent data, MGT made recommendations that are outlined under each wage graph. The results of the latest review are included in this report.

This report includes Wage Tables and comparisons for Placentia positions. A Proposed Pay Plan, with new grade assignments for all positions examined in this study. The allocation on this new Proposed Pay Plan is determined by market analysis, which includes the minimum, midpoint, and maximum data points. It is important to note that some positions are adjusted to compensate for internal equity and compression concerns.

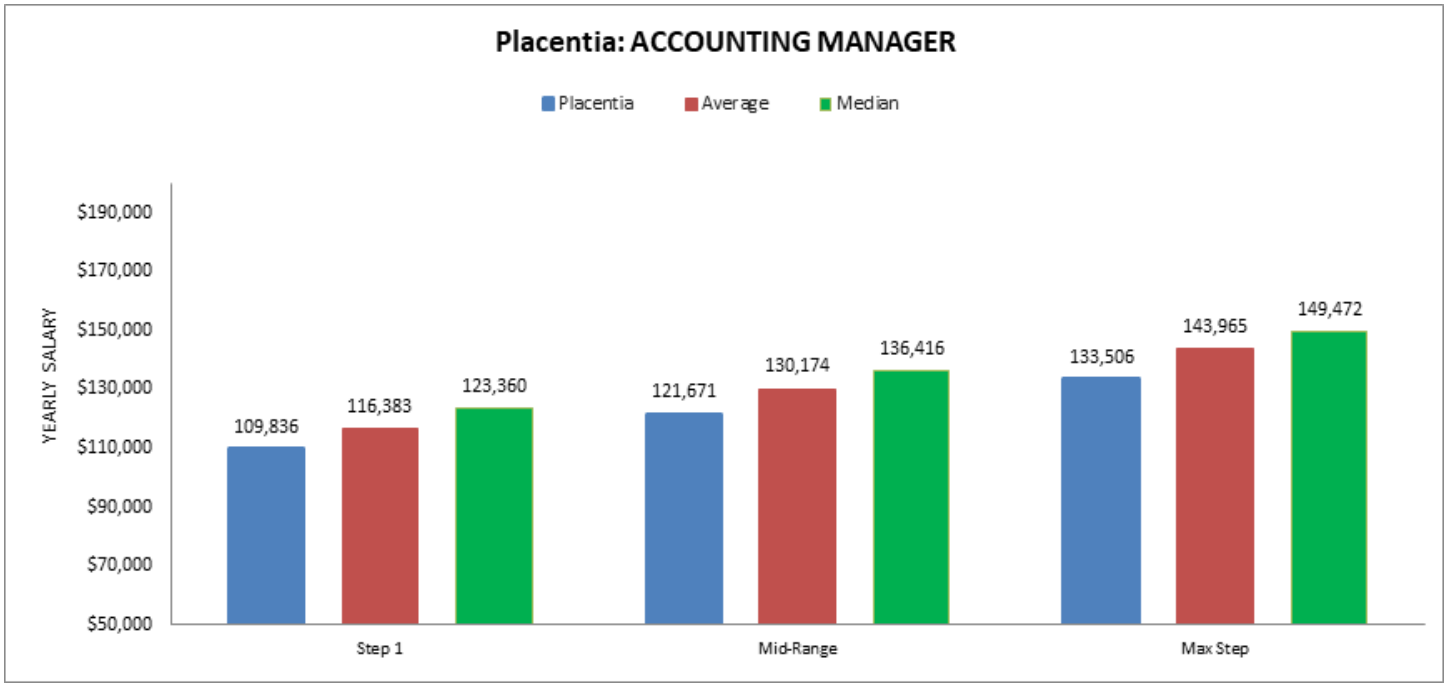
Overall, when 50% of Placentia's classes were compared to the peer market, 5 job classes are above the median, 13 are at the median, 46 are below the median and 2 had insufficient matches. Placentia has the opportunity to make the appropriate salary adjustments based on their city's needs.

Peer Market Data

Wage Data Table 1.1: Accounting Manager

(Ranked descending on Mid-Range Rate/Yearly)

Rank	Agency	Identified Title	Min	Mid-Range	Max	Steps	Eff. Date
1	City of Brea	Financial Services Manager	$127,412	$145,255	$163,098	11	07/08/23
2	City of Fountain Valley	Accounting Manager	$130,738	$144,825	$158,913	5	06/22/24
3	City of La Habra	Finance Manager	$125,217	$140,798	$156,379	10	07/13/24
4	City of Buena Park	Finance Manager	$123,360	$136,416	$149,472	5	06/22/24
5	City of Seal Beach	Finance Manager	$117,265	$129,900	$142,536	5	09/06/24
6	**Placentia**	**ACCOUNTING MANAGER**	**$109,836**	**$121,671**	**$133,506**	**5**	**N/A**
7	City of Cypress	Accounting Supervisor	$98,916	$109,572	$120,228	2	07/05/24
8	City of Fullerton	Accounting Supervisor	$91,776	$104,454	$117,132	6	09/17/24
-	City of Tustin	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
	Average	Calculation DOES Not include Placentia	**$116,383**	**$130,174**	**$143,965**		
	Median	Calculation DOES Not include Placentia	**$123,360**	**$136,416**	**$149,472**		
		Placentia Variance to the Median	**-10.96%**	**-10.81%**	**-10.68%**		



Findings:

- Placentia ranks 6th of 8 when compared to this market.
- N/A - Data Unavailable for: City of Tustin.

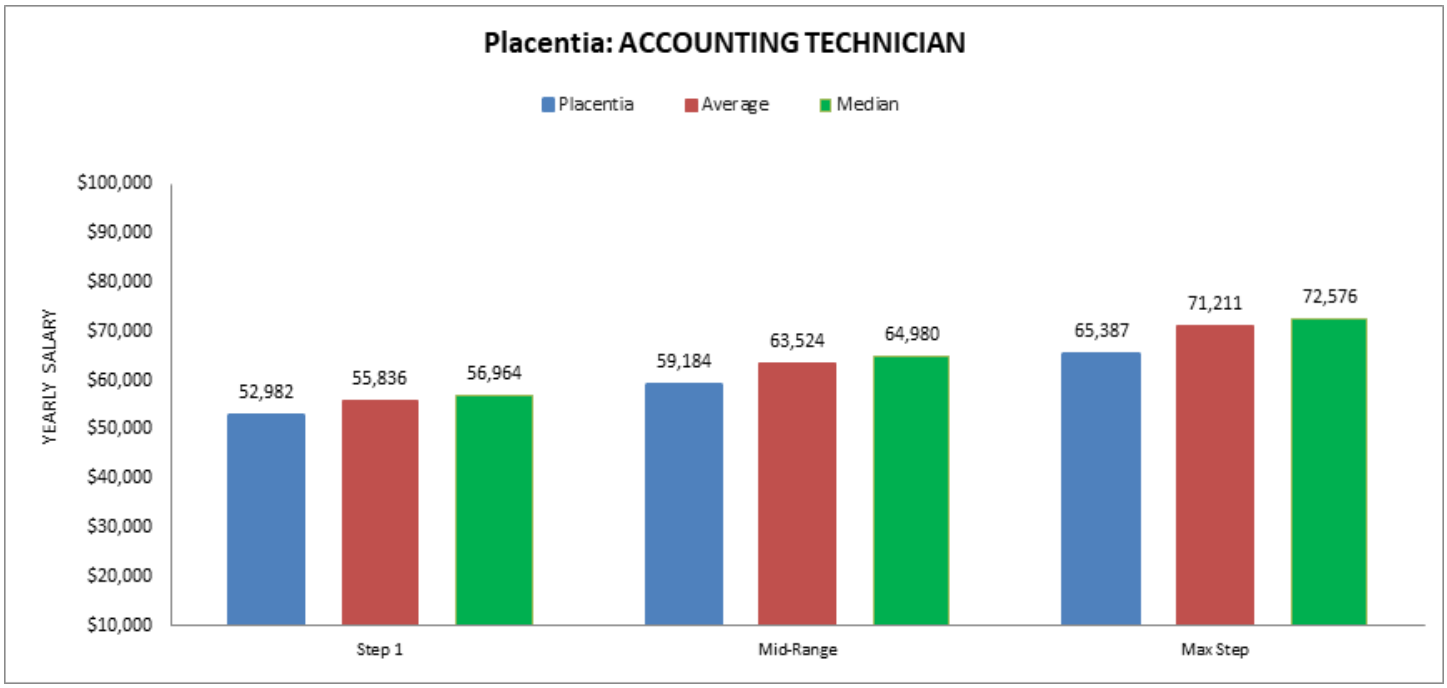
Recommendation:

- Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation. Value: -6.83% (*Value = the percentage difference between the Average market salary and Placentia.)

Wage Data Table 1.2: Accounting Technician

(Ranked descending on Mid-Range Rate/Yearly)

Rank	Agency	Identified Title	Min	Mid-Range	Max	Steps	Eff. Date
1	City of La Habra	Accounting Technician	$55,638	$66,963	$78,287	8	07/13/24
2	City of Seal Beach	Accounting Technician	$60,204	$66,691	$73,178	5	09/06/24
3	City of Fountain Valley	Accounting Technician II	$59,801	$66,244	$72,688	5	01/01/24
4	City of Buena Park	Accounting Technician	$57,384	$64,980	$72,576	6	06/22/24
5	City of Cypress	Account Clerk II	$56,964	$63,114	$69,264	2	07/05/24
6	City of Tustin	Accounting Specialist	$50,856	$59,665	$68,474	7	07/01/24
7	Placentia	ACCOUNTING TECHNICIAN	$52,982	$59,184	$65,387	5	N/A
8	City of Brea	Accounting Technician I	$50,005	$57,008	$64,010	11	07/08/23
-	City of Fullerton	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
	Average	Calculation DOES Not include Placentia	**$55,836**	**$63,524**	**$71,211**		
	Median	Calculation DOES Not include Placentia	**$56,964**	**$64,980**	**$72,576**		
		Placentia Variance to the Average	**-5.11%**	**-6.83%**	**-8.18%**		



Findings:

- Placentia ranks 7th of 8 when compared to this market.
- N/A - Data Unavailable for: City of Fullerton.

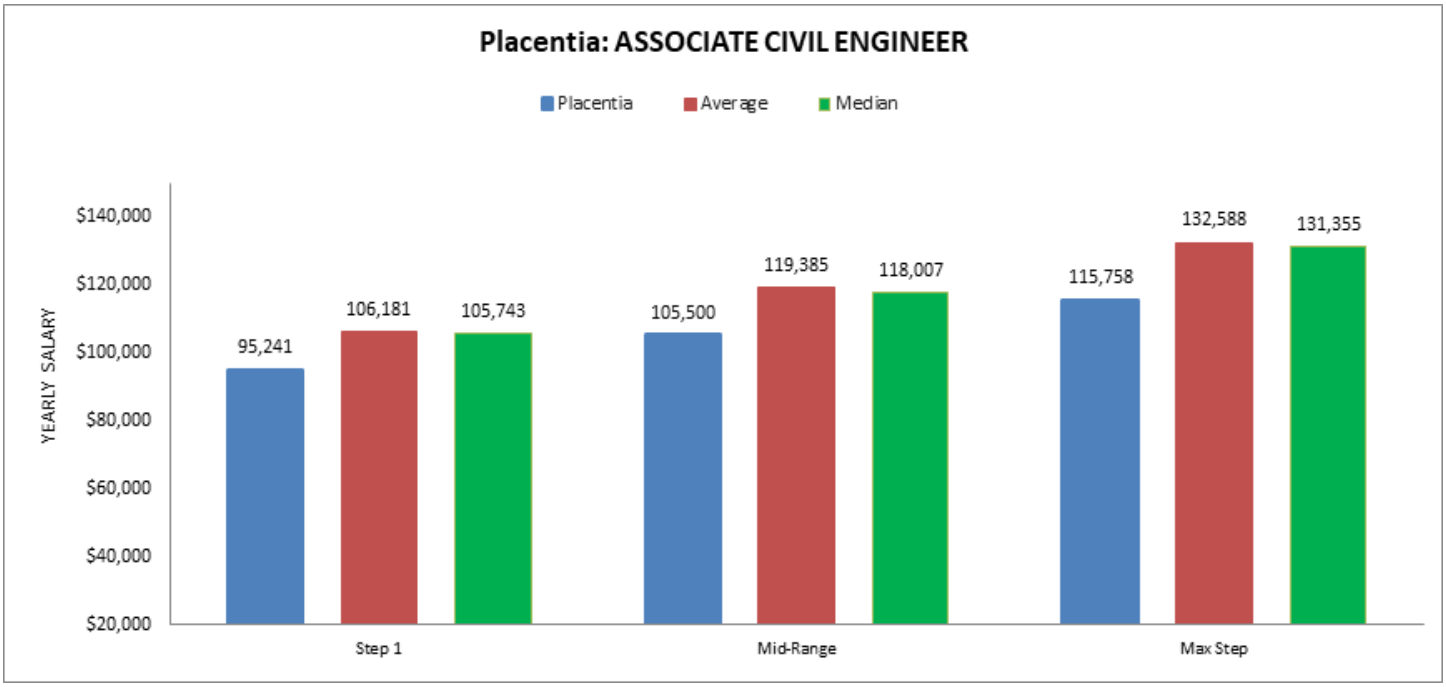
Recommendation:

- Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation. Value: -6.3% (*Value = the percentage difference between the Average market salary and Placentia.)

Wage Data Table 1.3: Associate Civil Engineer

(Ranked descending on Mid-Range Rate/Yearly)

Rank	Agency	Identified Title	Min	Mid-Range	Max	Steps	Eff. Date
1	City of Seal Beach	Associate Engineer	$117,265	$129,900	$142,536	5	09/06/24
2	City of Fountain Valley	Engineering Associate	$114,007	$126,292	$138,576	5	01/01/24
3	City of Buena Park	Associate Engineer	$112,008	$123,846	$135,684	5	06/22/24
4	City of Cypress	Associate Engineer	$107,196	$118,746	$130,296	2	07/05/24
5	City of La Habra	Associate Civil Engineer	$104,290	$117,267	$130,243	10	07/13/24
6	City of Tustin	Associate Engineer	$98,342	$115,378	$132,413	7	07/01/24
7	City of Brea	Associate Engineer	$98,227	$111,983	$125,739	11	07/08/23
8	City of Fullerton	Associate Engineer	$98,112	$111,666	$125,220	6	09/17/24
9	**Placentia**	**ASSOCIATE CIVIL ENGINEER**	**$95,241**	**$105,500**	**$115,758**	**5**	**N/A**
	Average	Calculation DOES Not include Placentia	**$106,181**	**$119,385**	**$132,588**		
	Median	Calculation DOES Not include Placentia	**$105,743**	**$118,007**	**$131,355**		
		Placentia Variance to the Average	**-10.3%**	**-11.63%**	**-12.69%**		



Findings:

- Placentia ranks 9th of 9 when compared to this market.

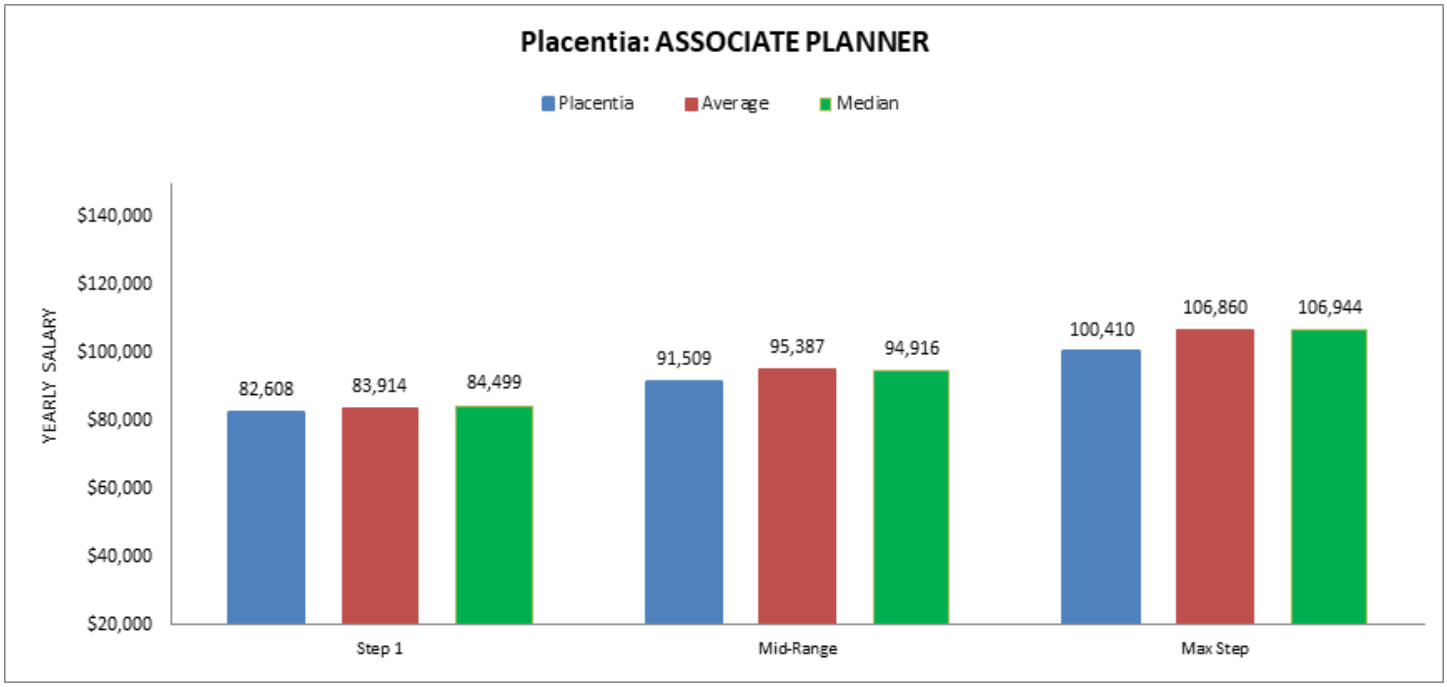
Recommendation:

- Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation. Value: -11.63% (*Value = the percentage difference between the Average market salary and Placentia.)

Wage Data Table 1.4: Associate Planner

(Ranked descending on Mid-Range Rate/Yearly)

Rank	Agency	Identified Title	Min	Mid-Range	Max	Steps	Eff. Date
1	City of Seal Beach	Associate Planner	$96,245	$106,615	$116,986	5	09/06/24
2	City of Cypress	Associate Planner	$88,920	$98,478	$108,036	2	07/05/24
3	City of Brea	Associate Planner	$84,950	$96,846	$108,743	11	07/08/23
4	City of Buena Park	Associate Planner	$84,048	$95,304	$106,560	6	06/22/24
5	City of Fountain Valley	Associate Planner	$85,332	$94,527	$103,721	5	01/01/24
6	City of Tustin	Associate Planner	$79,747	$93,538	$107,328	7	07/01/24
7	**Placentia**	**ASSOCIATE PLANNER**	**$82,608**	**$91,509**	**$100,410**	**5**	**N/A**
8	City of Fullerton	Associate Planner	$79,992	$91,038	$102,084	6	09/17/24
9	City of La Habra	Associate Planner	$72,076	$86,747	$101,419	8	07/13/24
	Average	Calculation DOES Not include Placentia	**$83,914**	**$95,387**	**$106,860**		
	Median	Calculation DOES Not include Placentia	**$84,499**	**$94,916**	**$106,944**		
		Placentia Variance to the Average	**-1.56%**	**-4.07%**	**-6.04%**		



Findings:

- Placentia ranks 7th of 9 when compared to this market.

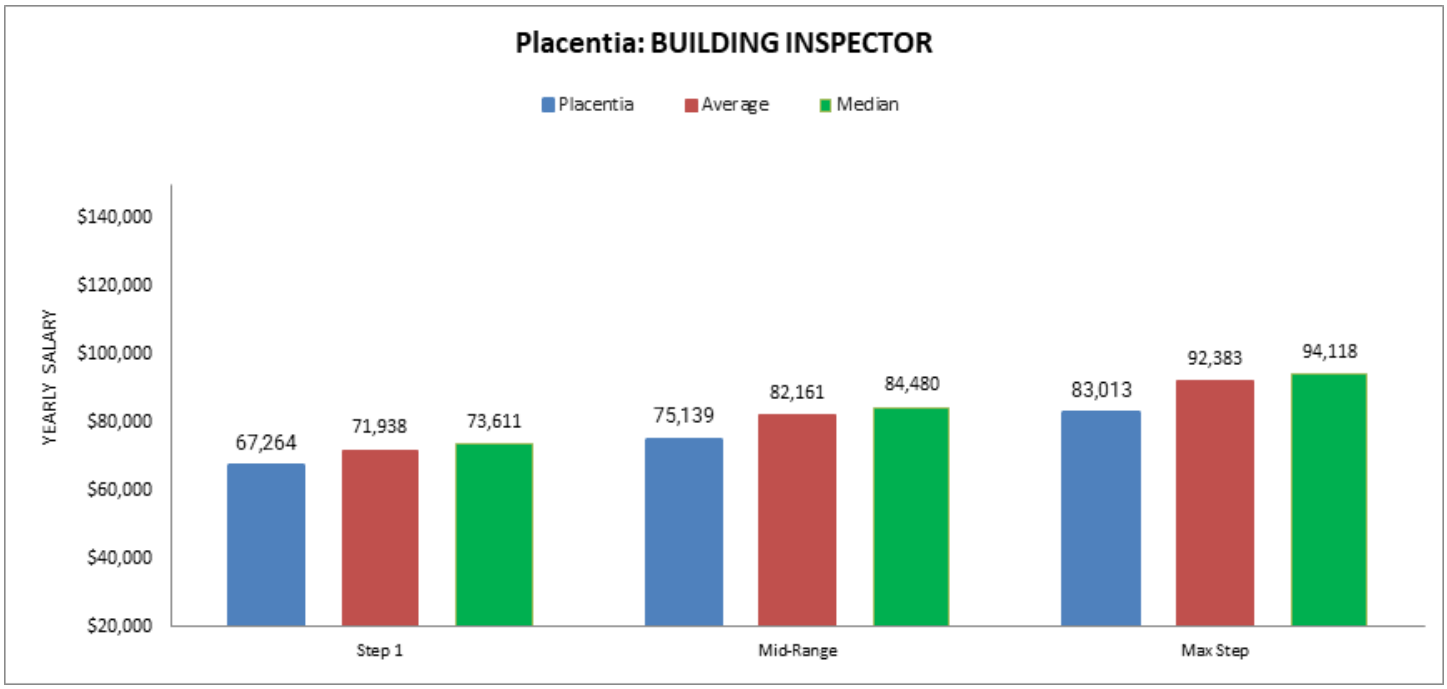
Recommendation:

- Placentia is within 5% above or below the Mid-Range of the Average of its peers' market and is within the Median Band. Value: -4.07% (*Value = the percentage difference between the Average market salary and Placentia.)

Wage Data Table 1.5: Building Inspector

(Ranked descending on Mid-Range Rate/Yearly)

Rank	Agency	Identified Title	Min	Mid-Range	Max	Steps	Eff. Date
1	City of Fountain Valley	Building Inspector	$81,695	$90,498	$99,301	5	01/01/24
2	City of Tustin	Building Inspector	$73,611	$86,362	$99,112	7	07/01/24
3	City of Seal Beach	Building Inspector	$77,066	$85,370	$93,674	5	09/06/24
4	City of Buena Park	Building Inspector	$74,448	$84,480	$94,512	6	06/22/24
5	City of La Habra	Building Inspector	$66,889	$80,503	$94,118	8	07/13/24
6	City of Fullerton	Building Inspector I	$66,912	$76,152	$85,392	6	09/17/24
7	**Placentia**	**BUILDING INSPECTOR**	**$67,264**	**$75,139**	**$83,013**	**5**	**N/A**
8	City of Brea	Combination Inspector I	$62,945	$71,760	$80,575	11	01/20/24
-	City of Cypress	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
	Average	Calculation DOES Not include Placentia	**$71,938**	**$82,161**	**$92,383**		
	Median	Calculation DOES Not include Placentia	**$73,611**	**$84,480**	**$94,118**		
		Placentia Variance to the Average	**-6.5%**	**-8.55%**	**-10.14%**		



Findings:

- Placentia ranks 7th of 8 when compared to this market.
- N/A - Data Unavailable for: City of Cypress.

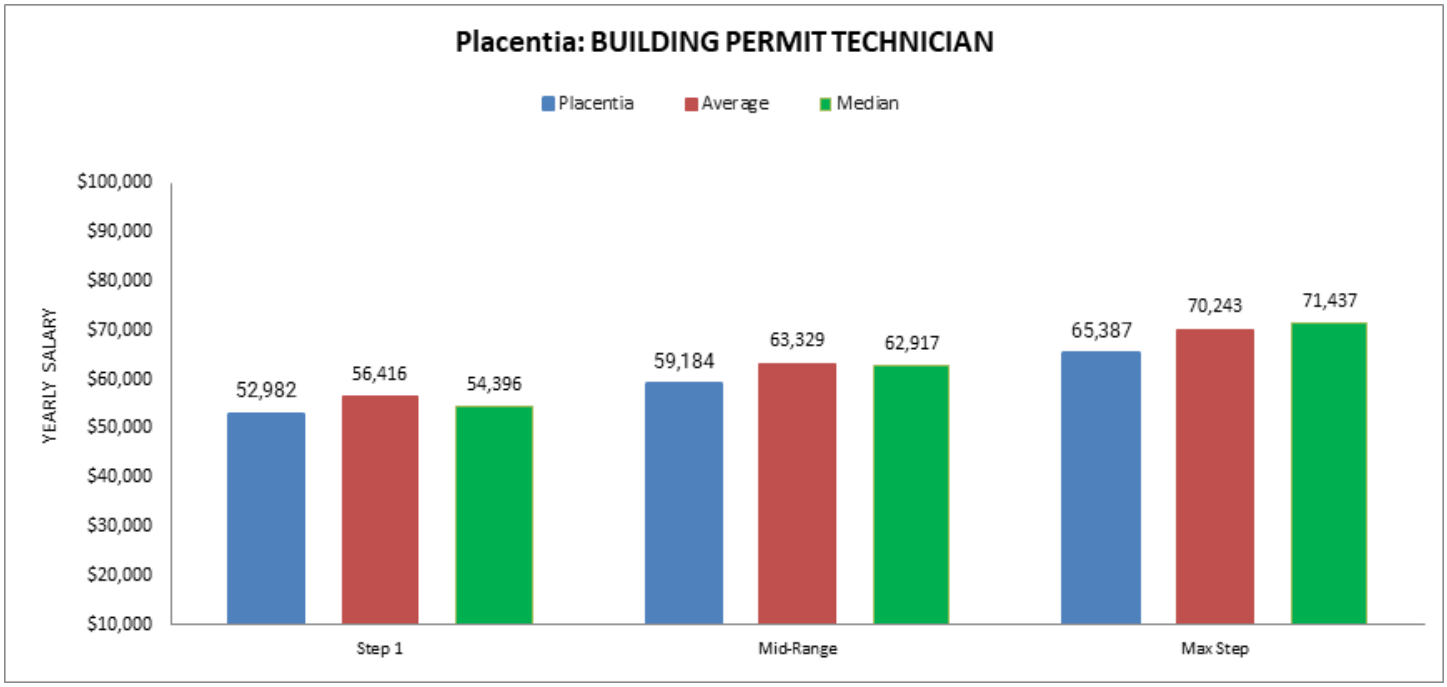
Recommendation:

- Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation. Value: -8.55% (*Value = the percentage difference between the Average market salary and Placentia.)

Wage Data Table 1.6: Building Permit Technician

(Ranked descending on Mid-Range Rate/Yearly)

Rank	Agency	Identified Title	Min	Mid-Range	Max	Steps	Eff. Date
1	City of La Habra	Permit Technician I	$66,889	$71,025	$75,161	8	07/13/24
2	City of Fountain Valley	Permit Technician	$62,963	$69,747	$76,532	5	01/01/24
3	City of Tustin	Building Permit Technician	$54,829	$64,314	$73,798	7	07/01/24
4	City of Brea	Permit Technician	$53,962	$61,519	$69,076	11	07/08/23
5	**Placentia**	**BUILDING PERMIT TECHNICIAN**	**$52,982**	**$59,184**	**$65,387**	**5**	**N/A**
6	City of Buena Park	Permit Technician	$52,128	$59,052	$65,976	6	06/22/24
7	City of Fullerton	Permit Technician	$47,724	$54,318	$60,912	6	09/17/24
-	City of Cypress	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Seal Beach	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
	Average	Calculation DOES Not include Placentia	**$56,416**	**$63,329**	**$70,243**		
	Median	Calculation DOES Not include Placentia	**$54,396**	**$62,917**	**$71,437**		
		Placentia Variance to the Average	**-6.09%**	**-6.55%**	**-6.91%**		



Findings:

- Placentia ranks 5th of 7 when compared to this market.
- N/A - Data Unavailable for: City of Cypress, City of Seal Beach.

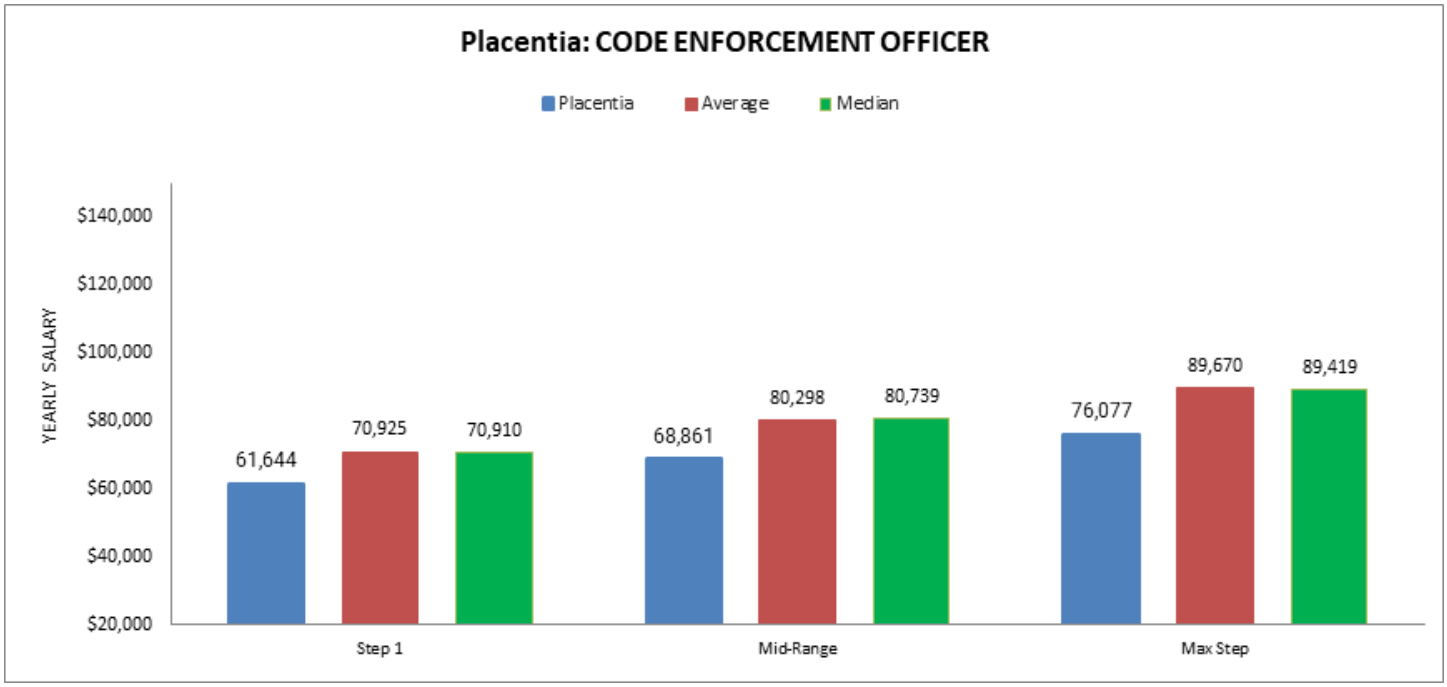
Recommendation:

- Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation. Value: -6.55% (*Value = the percentage difference between the Average market salary and Placentia.)

Wage Data Table 1.7: Code Enforcement Officer

(Ranked descending on Mid-Range Rate/Yearly)

Rank	Agency	Identified Title	Min	Mid-Range	Max	Steps	Eff. Date
1	City of Cypress	Code Enforcement Officer II	$77,016	$85,320	$93,624	2	07/05/24
2	City of Brea	Code Enforcement Officer	$74,160	$84,546	$94,931	11	07/08/23
3	City of Tustin	Code Enforcement Officer	$70,720	$82,961	$95,202	7	07/01/24
4	City of Fountain Valley	Code Enforcement Officer	$73,017	$80,885	$88,753	5	01/01/24
5	City of Buena Park	Code Enforcement Officer	$71,100	$80,592	$90,084	6	06/22/24
6	City of Seal Beach	Code Enforcement Officer	$69,818	$77,341	$84,864	5	09/06/24
7	City of La Habra	Code Enforcement Inspector	$66,889	$77,116	$87,343	8	07/13/24
8	City of Fullerton	Code Enforcement Officer	$64,680	$73,620	$82,560	6	09/17/24
9	**Placentia**	**CODE ENFORCEMENT OFFICER**	**$61,644**	**$68,861**	**$76,077**	**5**	**N/A**
	Average	Calculation DOES Not include Placentia	**$70,925**	**$80,298**	**$89,670**		
	Median	Calculation DOES Not include Placentia	**$70,910**	**$80,739**	**$89,419**		
		Placentia Variance to the Average	**-13.09%**	**-14.24%**	**-15.16%**		



Findings:

- Placentia ranks 9th of 9 when compared to this market.

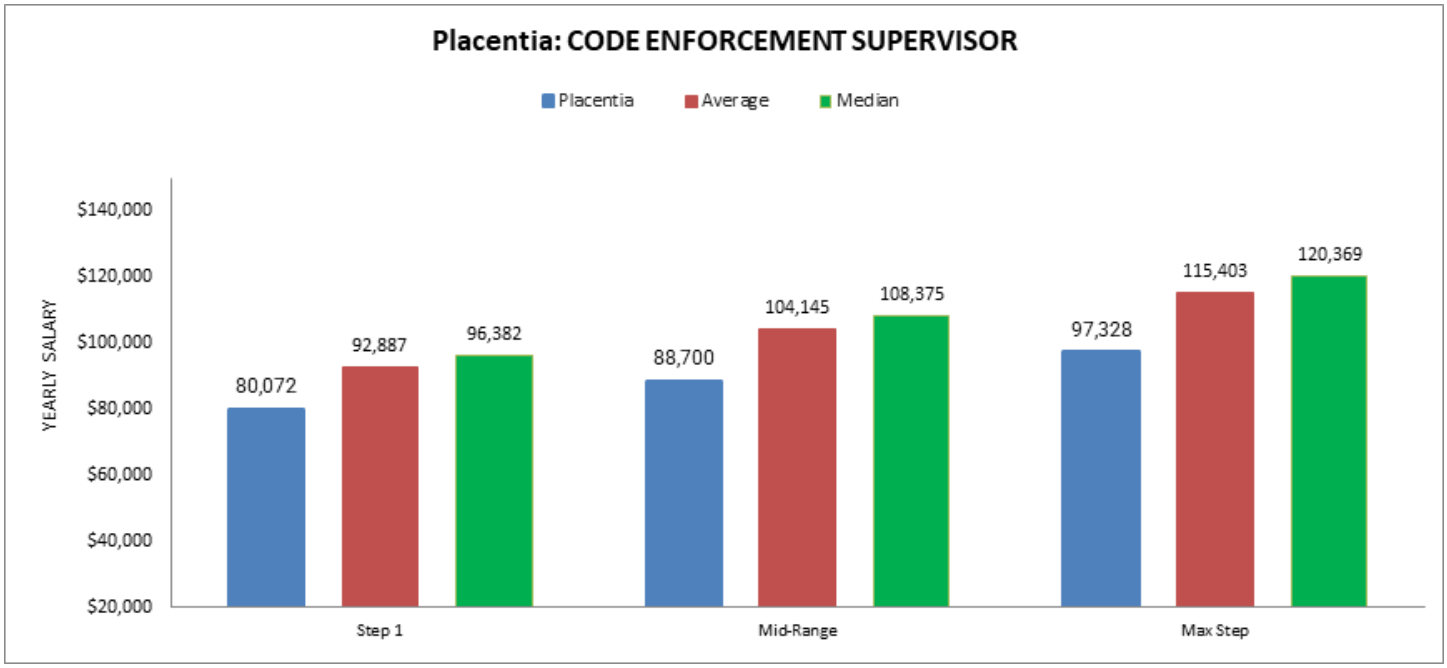
Recommendation:

- Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation. Value: -14.24% (*Value = the percentage difference between the Average market salary and Placentia.)

Wage Data Table 1.8: Code Enforcement Supervisor

(Ranked descending on Mid-Range Rate/Yearly)

Rank	Agency	Identified Title	Min	Mid-Range	Max	Steps	Eff. Date
1	City of Buena Park	Code Enforcement Supervisor	$101,760	$112,416	$123,072	5	06/22/24
2	City of La Habra	Code Enforcement Supervisor (no JD)	$96,382	$108,375	$120,369	10	07/13/24
3	City of Fullerton	Code Enforcement Supervisor	$80,520	$91,644	$102,768	6	09/17/24
4	**Placentia**	**CODE ENFORCEMENT SUPERVISOR**	**$80,072**	**$88,700**	**$97,328**	**5**	**N/A**
-	City of Brea	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Cypress	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Fountain Valley	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Seal Beach	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Tustin	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
	Average	Calculation DOES Not include Placentia	**$92,887**	**$104,145**	**$115,403**		
	Median	Calculation DOES Not include Placentia	**$96,382**	**$108,375**	**$120,369**		
		Placentia Variance to the Average	**-13.8%**	**-14.83%**	**-15.66%**		



Findings:

- Placentia ranks 4th of 4 when compared to this market.
- N/A - Data Unavailable for: City of Brea, City of Cypress, City of Fountain Valley, City of Seal Beach, City of Tustin.

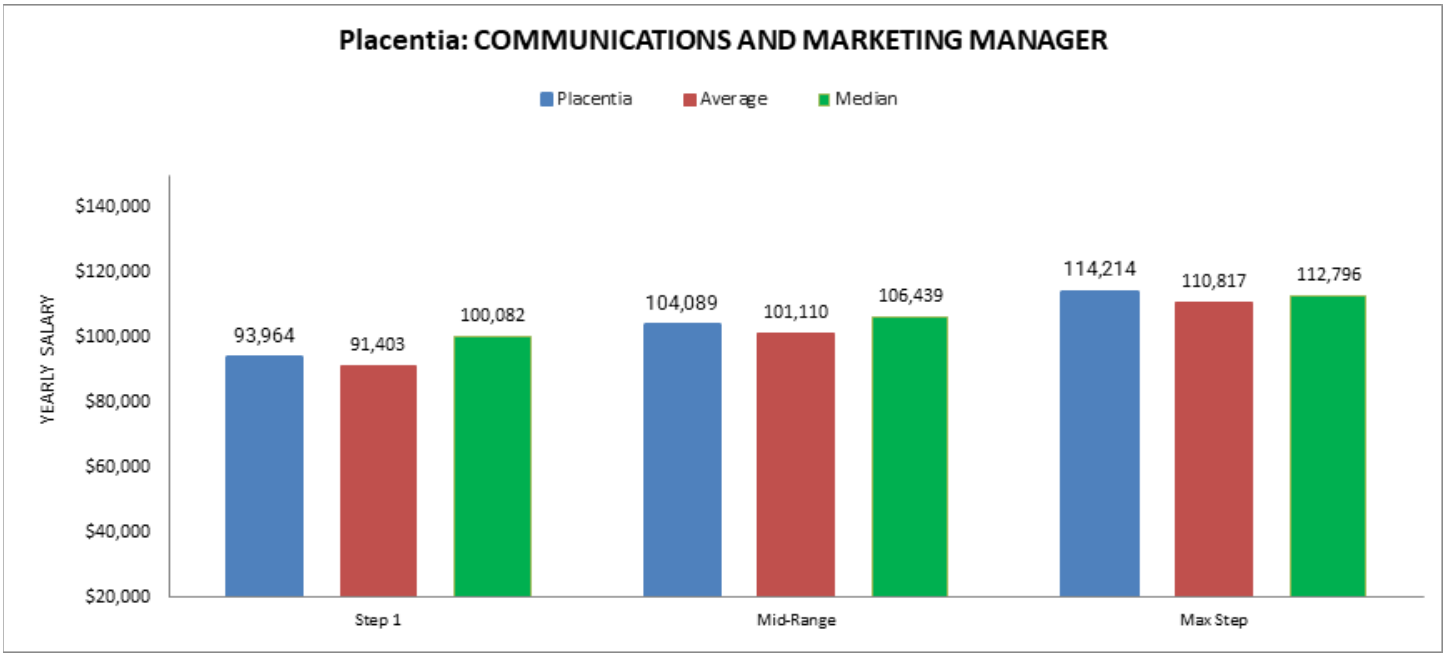
Recommendation:

- Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation. Value: -15.66% (*Value = the percentage difference between the Average market salary and Placentia.)

Wage Data Table 1.9: Communications and Marketing Manager

(Ranked descending on Mid-Range Rate/Yearly)

Rank	Agency	Identified Title	Min	Mid-Range	Max	Steps	Eff. Date
1	City of Brea	Communications and Marketing Manager	$119,068	$135,743	$152,417	11	07/08/23
2	City of Fountain Valley	Public Information Officer (no JD)	$108,160	$108,160	$108,160	1	01/01/24
3	City of Fullerton	Public Information Coordinator	$92,004	$104,718	$117,432	6	07/06/24
4	**Placentia**	**COMMUNICATIONS AND MARKETING MANAGER**	**$93,964**	**$104,089**	**$114,214**	**5**	**N/A**
5	City of La Habra	Public Information Officer (no JD)	$46,380	$55,820	$65,260	8	07/13/24
-	City of Buena Park	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Cypress	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Seal Beach	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Tustin	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
	Average	Calculation DOES Not include Placentia	**$91,403**	**$101,110**	**$110,817**		
	Median	Calculation DOES Not include Placentia	**$100,082**	**$106,439**	**$112,796**		
		Placentia Variance to the Average	**2.8%**	**2.95%**	**3.07%**		



Findings:

- Placentia ranks 4th of 5 when compared to this market.
- N/A - Data Unavailable for: City of Buena Park, City of Cypress, City of Seal Beach, City of Tustin.

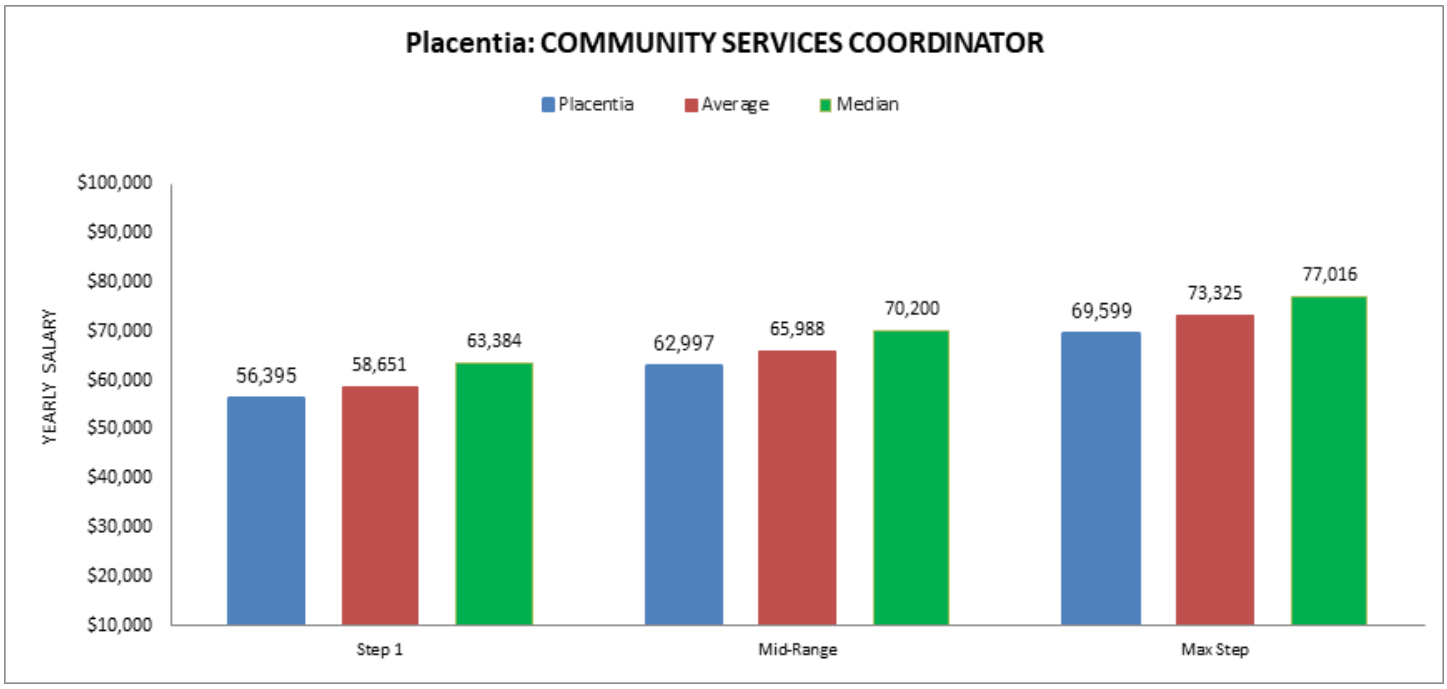
Recommendation:

- Placentia is within 5% above or below the Mid-Range of the Average of its peers' market and is within the Median Band. Value: 2.95% (*Value = the percentage difference between the Average market salary and Placentia.)

Wage Data Table 1.10: Community Services Coordinator

(Ranked descending on Mid-Range Rate/Yearly)

Rank	Agency	Identified Title	Min	Mid-Range	Max	Steps	Eff. Date
1	City of Seal Beach	Community Services Coordinator	$68,115	$75,454	$82,794	5	09/06/24
2	City of Buena Park	Community Services Coordinator	$66,120	$74,940	$83,760	6	06/22/24
3	City of Fountain Valley	Recreation Coordinator	$63,724	$70,590	$77,457	5	01/01/24
4	City of Cypress	Recreation Coordinator	$63,384	$70,200	$77,016	2	07/05/24
5	City of La Habra	Recreation and Community Services Coordinator	$53,416	$64,289	$75,161	8	07/13/24
6	**Placentia**	**COMMUNITY SERVICES COORDINATOR**	**$56,395**	**$62,997**	**$69,599**	**5**	**N/A**
7	City of Fullerton	Parks and Recreation Coordinator	$51,492	$58,602	$65,712	6	09/17/24
8	City of Brea	Community Services Coordinator	$44,304	$47,840	$51,376	7	04/01/23
-	City of Tustin	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
	Average	Calculation DOES Not include Placentia	**$58,651**	**$65,988**	**$73,325**		
	Median	Calculation DOES Not include Placentia	**$63,384**	**$70,200**	**$77,016**		
		Placentia Variance to the Average	**-3.85%**	**0%**	**-5.08%**		



Findings:

- Placentia ranks 6th of 8 when compared to this market.
- N/A - Data Unavailable for: City of Tustin.

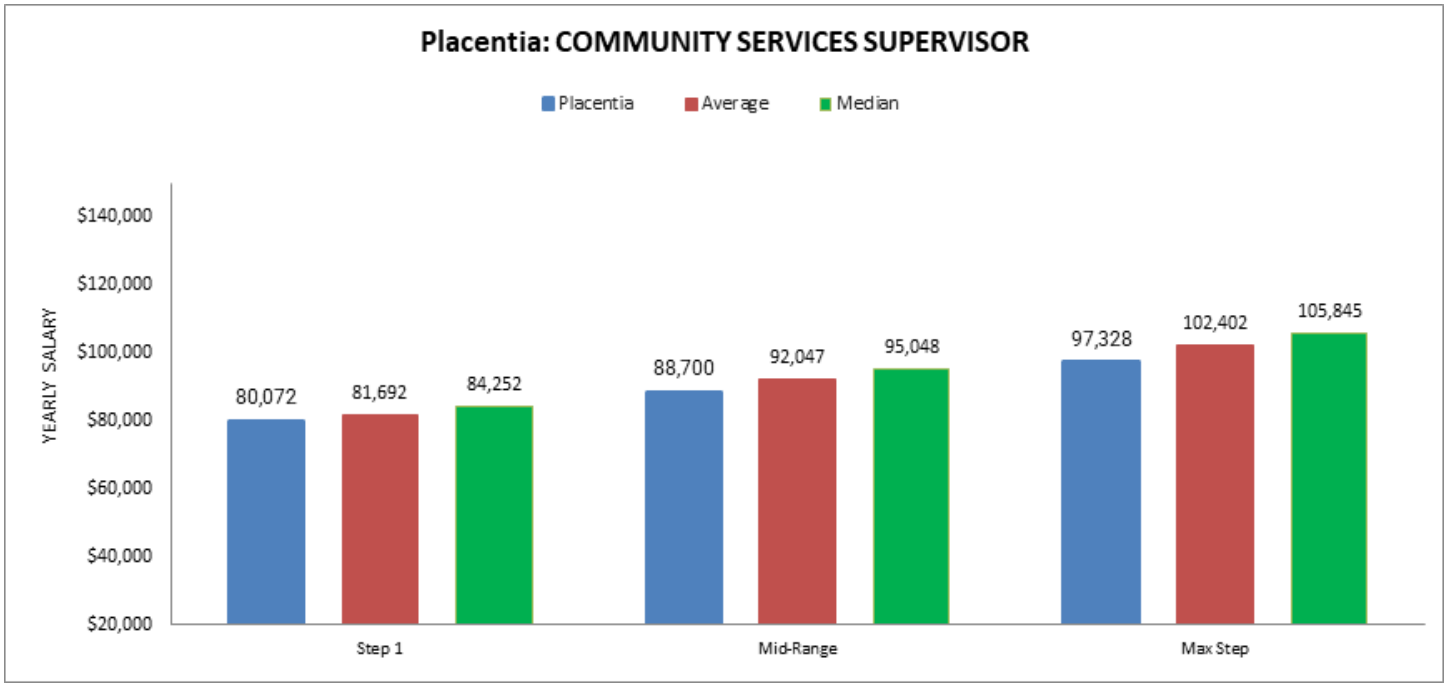
Recommendation:

- Placentia is within 5% above or below the Mid-Range of the Average of its peers' market and is within the Median Band. Value: 0.% (*Value = the percentage difference between the Average market salary and Placentia.)

Wage Data Table 1.11: Community Services Supervisor

(Ranked descending on Mid-Range Rate/Yearly)

Rank	Agency	Identified Title	Min	Mid-Range	Max	Steps	Eff. Date
1	City of Brea	Community Services Supervisor	$88,562	$100,965	$113,367	11	07/08/23
2	City of Buena Park	Community Services Supervisor	$90,144	$99,630	$109,116	5	06/22/24
3	City of Fountain Valley	Community Services Supervisor	$87,468	$96,892	$106,317	5	01/01/24
4	City of Cypress	Recreation Supervisor	$81,036	$93,204	$105,372	2	07/05/24
5	City of La Habra	Recreation Supervisor	$79,869	$89,808	$99,746	10	07/13/24
6	**Placentia**	**COMMUNITY SERVICES SUPERVISOR**	**$80,072**	**$88,700**	**$97,328**	**5**	**N/A**
7	City of Fullerton	Parks and Recreation Supervisor I	$63,072	$71,784	$80,496	6	09/17/24
-	City of Seal Beach	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Tustin	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
	Average	Calculation DOES Not include Placentia	**$81,692**	**$92,047**	**$102,402**		
	Median	Calculation DOES Not include Placentia	**$84,252**	**$95,048**	**$105,845**		
		Placentia Variance to the Average	**-1.98%**	**-3.64%**	**-4.96%**		



Findings:

- Placentia ranks 6th of 7 when compared to this market.
- N/A - Data Unavailable for: City of Seal Beach, City of Tustin.

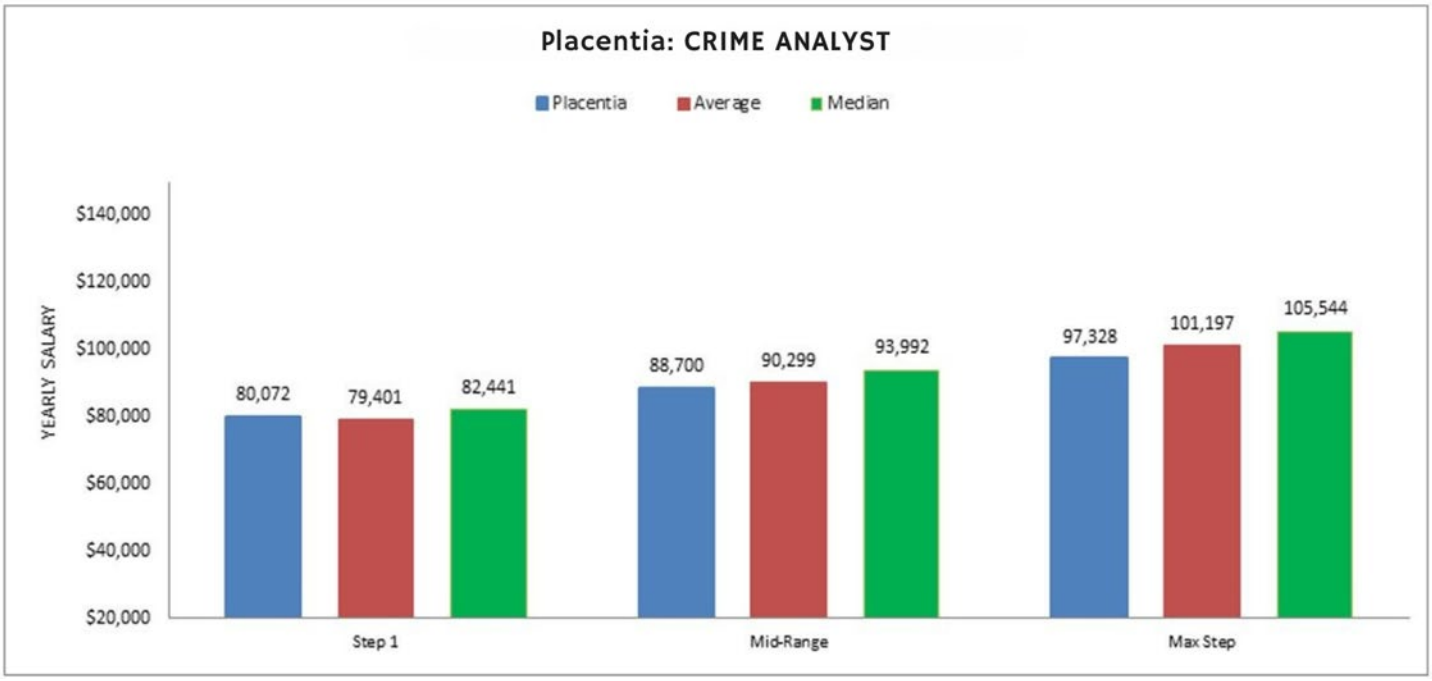
Recommendation:

- Placentia is within 5% above or below the Mid-Range of the Average of its peers' market and is within the Median Band. Value: -3.64% (*Value = the percentage difference between the Average market salary and Placentia.)

Wage Data Table 1.12: Crime Analyst

(Ranked descending on Mid-Range Rate/Yearly)

Rank	Agency	Identified Title	Min	Mid-Range	Max	Steps	Eff. Date
1	City of Fountain Valley	Crime Analyst	$89,141	$98,746	$108,351	5	01/01/24
2	City of Buena Park	Crimes Analyst	$83,508	$95,046	$106,584	6	06/22/24
3	City of Brea	Crime Analyst	$82,441	$93,992	$105,544	11	01/06/24
4	**Placentia**	**CRIME ANALYST**	**$80,072**	**$88,700**	**$97,328**	**5**	**N/A**
5	City of La Habra	Crime Analyst-Information Specialist	$74,129	$86,564	$99,000	9	07/13/24
6	City of Fullerton	Crime Analyst	$67,788	$77,148	$86,508	6	09/17/24
-	City of Cypress	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Seal Beach	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Tustin	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
	Average	Calculation DOES Not include Placentia	**$79,401**	**$90,299**	**$101,197**		
	Median	Calculation DOES Not include Placentia	**$82,441**	**$93,992**	**$105,544**		
		Placentia Variance to the Average	**0.84%**	**-1.77%**	**-3.82%**		



Findings:

- Placentia ranks 4th of 6 when compared to this market.
- N/A - Data Unavailable for: City of Cypress, City of Seal Beach, City of Tustin.

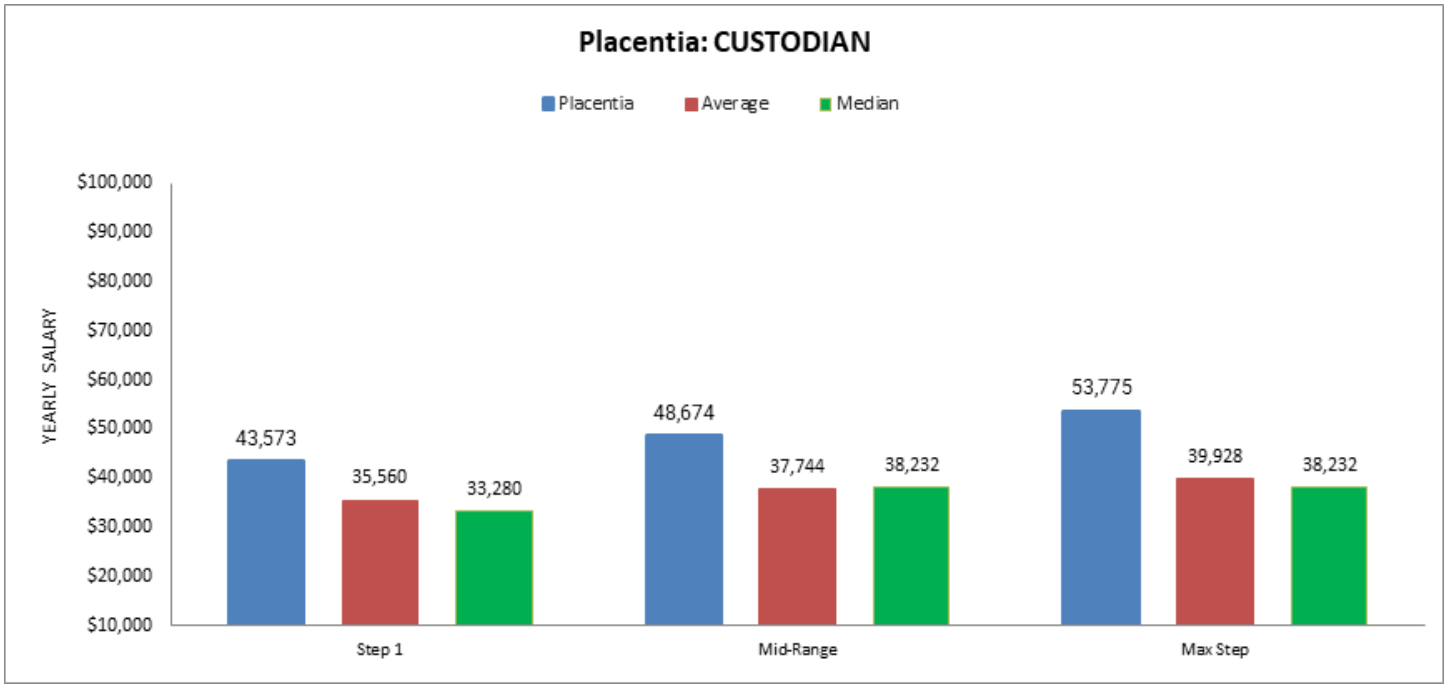
Recommendation:

- Placentia is within 5% above or below the Mid-Range of the Average of its peers' market and is within the Median Band. Value: -1.77% (*Value = the percentage difference between the Average market salary and Placentia.)

Wage Data Table 1.13: Custodian

(Ranked descending on Mid-Range Rate/Yearly)

Rank	Agency	Identified Title	Min	Mid-Range	Max	Steps	Eff. Date
1	Placentia	CUSTODIAN	$43,573	$48,674	$53,775	5	N/A
2	City of Brea	Facilities Worker	$40,269	$43,482	$46,696	7	04/01/23
3	City of La Habra	Custodian	$32,739	$39,406	$46,072	2	N/A
4	City of Buena Park	Maintenance Assistant	$38,232	$38,232	$38,232	1	06/22/24
5	City of Cypress	Recreation Facilities Attendant	$33,280	$34,320	$35,360	2	07/05/24
6	City of Fullerton	Laborer	$33,280	$33,280	$33,280	1	06/18/24
-	City of Fountain Valley	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Seal Beach	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Tustin	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
	Average	Calculation DOES Not include Placentia	$35,560	$37,744	$39,928		
	Median	Calculation DOES Not include Placentia	$33,280	$38,232	$38,232		
		Placentia Variance to the Average	**22.53%**	**28.96%**	**34.68%**		



Findings:

- Placentia ranks 1st of 6 when compared to this market.
- N/A - Data Unavailable for: City of Fountain Valley, City of Seal Beach, City of Tustin.

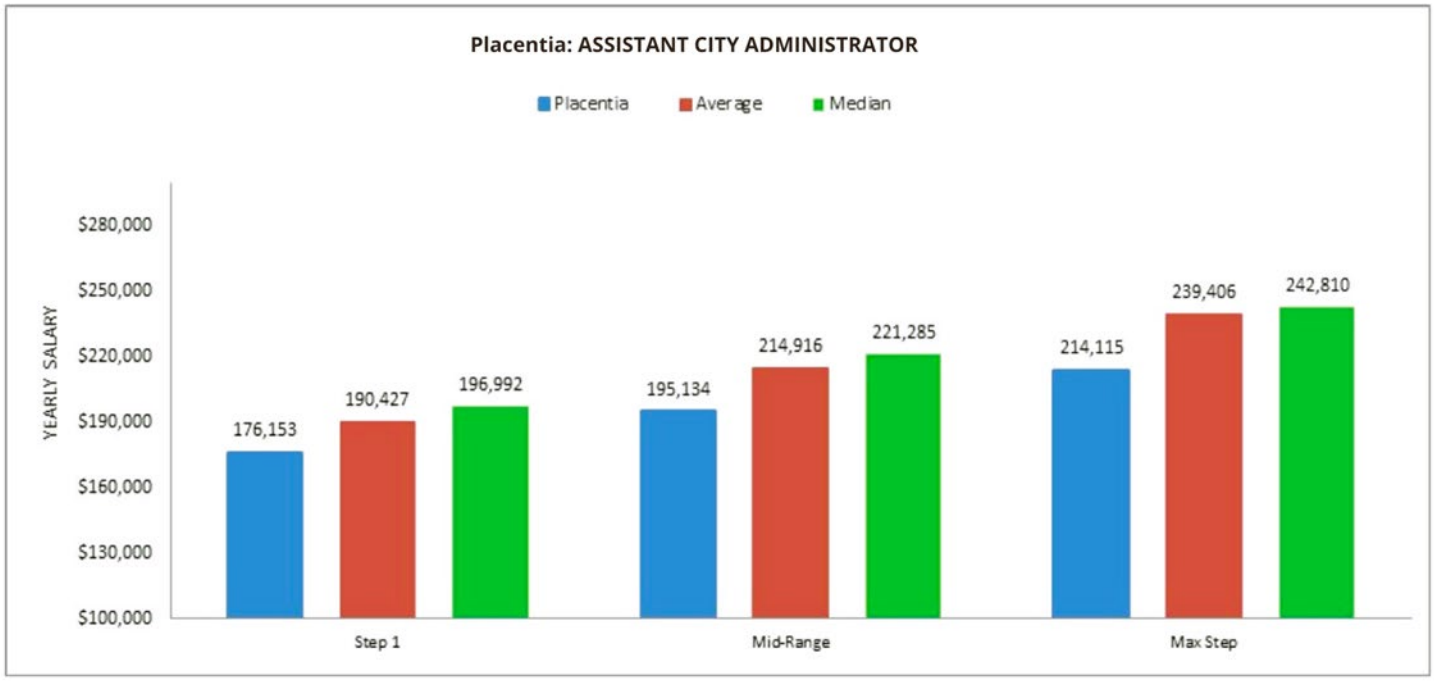
Recommendation:

- Placentia is more than 5% above the Mid-Range of the Average of its peers' market, therefore no change in salary range allocation is suggested. Value: 28.96% (*Value = the percentage difference between the Average market salary and Placentia.)

Wage Data Table 1.14: Assistant City Administrator

(Ranked descending on Mid-Range Rate/Yearly)

Rank	Agency	Identified Title	Min	Mid-Range	Max	Steps	Eff. Date
1	City of Tustin	Assistant City Manager (no JD)	$221,853	$252,990	$284,128	6	09/23/24
2	City of Brea	Assistant City Manager	$218,000	$236,656	$255,312	2	07/08/23
3	City of Buena Park	Assistant City Manager-Director of Human Resources	$196,992	$222,600	$248,208	2	06/22/24
4	City of Seal Beach	Assistant City Manager	$199,761	$221,285	$242,810	5	09/06/24
5	City of La Habra	Assistant City Manager	$194,412	$218,603	$242,794	10	07/13/24
6	City of Fountain Valley	Deputy City Manager (no JD)	$177,042	$196,119	$215,196	5	06/22/24
7	**Placentia**	**DEPUTY ASSISTANT CITY ADMINISTRATOR**	**$176,153**	**$195,134**	**$214,115**	**5**	**N/A**
8	City of Fullerton	Deputy City Manager	$124,930	$156,162	$187,395	2	07/06/24
-	City of Cypress	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
	Average	Calculation DOES Not include Placentia	**$190,427**	**$214,916**	**$239,406**		
	Median	Calculation DOES Not include Placentia	**$196,992**	**$221,285**	**$242,810**		
		Placentia Variance to the Average	**-7.5%**	**-9.2%**	**-10.56%**		



Findings:

- Placentia ranks 7th of 8 when compared to this market.
- N/A - Data Unavailable for: City of Cypress.

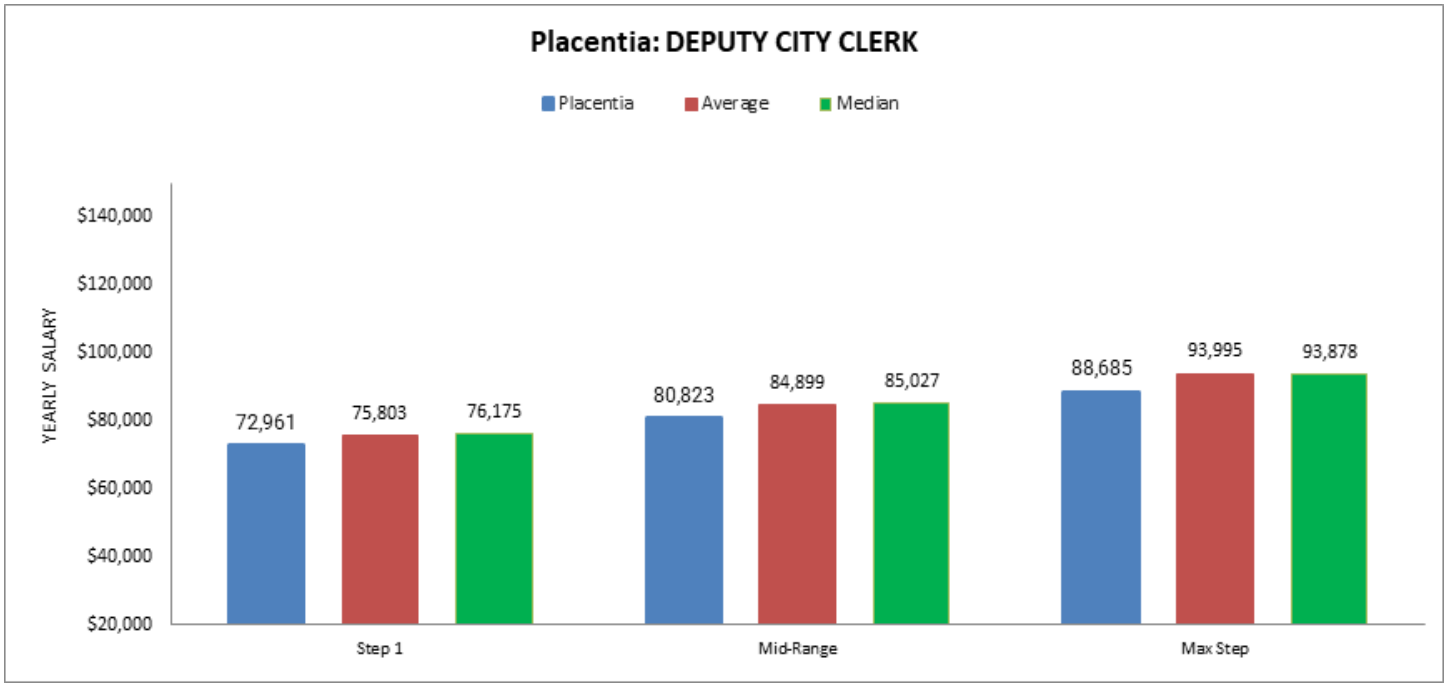
Recommendation:

- Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation. Value: -9.2% (*Value = the percentage difference between the Average market salary and Placentia.)

Wage Data Table 1.15: Deputy City Clerk

(Ranked descending on Mid-Range Rate/Yearly)

Rank	Agency	Identified Title	Min	Mid-Range	Max	Steps	Eff. Date
1	City of Buena Park	Assistant City Clerk	$87,984	$97,218	$106,452	5	06/22/24
2	City of Brea	Deputy City Clerk-Records Supervisor	$81,570	$92,993	$104,416	11	07/08/23
3	City of La Habra	Deputy City Clerk-Records Coordinator	$77,164	$86,766	$96,367	10	07/13/24
4	City of Seal Beach	Deputy City Clerk	$75,186	$83,288	$91,389	5	09/06/24
5	**Placentia**	**DEPUTY CITY CLERK**	**$72,961**	**$80,823**	**$88,685**	**5**	**N/A**
6	City of Cypress	Recording Secretary-Deputy City Clerk	$71,364	$79,080	$86,796	2	07/05/24
7	City of Fullerton	Deputy City Clerk	$61,548	$70,050	$78,552	6	09/17/24
-	City of Fountain Valley	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Tustin	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
	Average	Calculation DOES Not include Placentia	**$75,803**	**$84,899**	**$93,995**		
	Median	Calculation DOES Not include Placentia	**$76,175**	**$85,027**	**$93,878**		
		Placentia Variance to the Average	**-3.75%**	**-4.8%**	**-5.65%**		



Findings:

- Placentia ranks 5th of 7 when compared to this market.
- N/A - Data Unavailable for: City of Fountain Valley, City of Tustin.

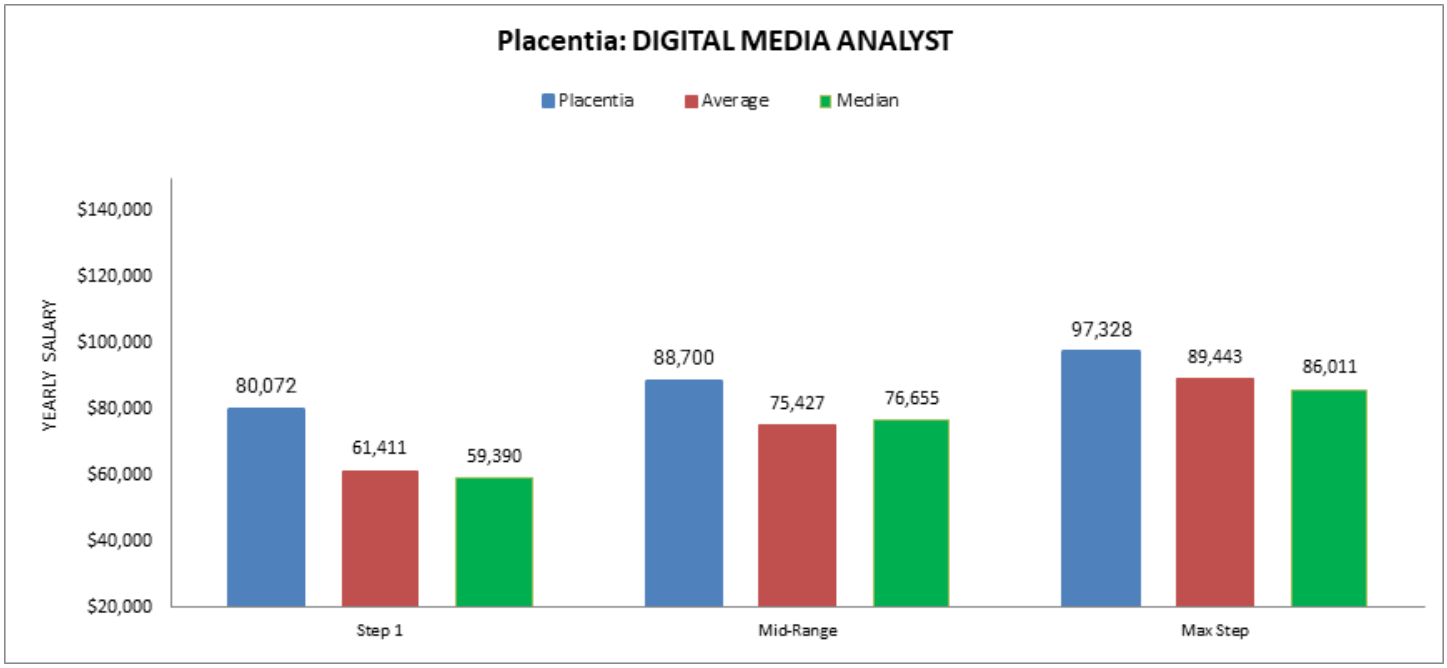
Recommendation:

- Placentia is within 5% above or below the Mid-Range of the Average of its peers' market and is within the Average Band. Value: -4.8% (*Value = the percentage difference between the Average market salary and Placentia.)

Wage Data Table 1.16: Digital Media Analyst

(Ranked descending on Mid-Range Rate/Yearly)

Rank	Agency	Identified Title	Min	Mid-Range	Max	Steps	Eff. Date
1	Placentia	DIGITAL MEDIA ANALYST	$80,072	$88,700	$97,328	5	N/A
2	City of Buena Park	Video Technician	$54,084	$85,284	$116,484	2	06/22/24
3	City of Fullerton	Public Information Specialist	$72,780	$82,836	$92,892	6	09/17/24
4	City of Brea	Media Services Specialist I - Audio Visual	$61,816	$70,473	$79,130	11	07/08/23
5	City of Cypress	Administrative Services Technician II	$56,964	$63,114	$69,264	2	07/05/24
-	City of Fountain Valley	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of La Habra	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Seal Beach	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Tustin	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
	Average	Calculation DOES Not include Placentia	**$61,411**	**$75,427**	**$89,443**		
	Median	Calculation DOES Not include Placentia	**$59,390**	**$76,655**	**$86,011**		
		Placentia Variance to the Average	**30.39%**	**17.6%**	**8.82%**		



Findings:

- Placentia ranks 1st of 5 when compared to this market.
- N/A - Data Unavailable for: City of Fountain Valley, City of La Habra, City of Seal Beach, City of Tustin.

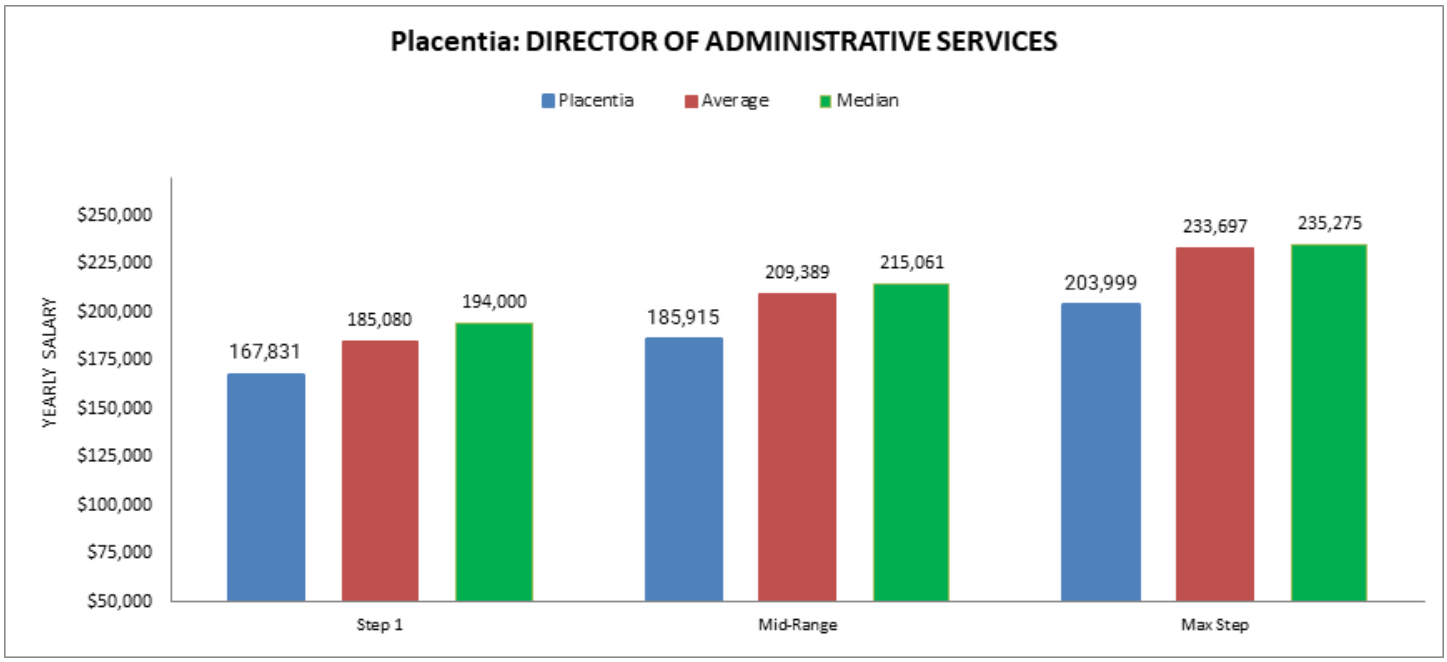
Recommendation:

- Placentia is more than 5% above the Mid-Range of the Average of its peers' market, therefore no change in salary range allocation is suggested. Value: 17.6% (*Value = the percentage difference between the Average market salary and Placentia.)

Wage Data Table 1.17: Director of Administrative Services

(Ranked descending on Mid-Range Rate/Yearly)

Rank	Agency	Identified Title	Min	Mid-Range	Max	Steps	Eff. Date
1	City of Cypress	Finance and Administrative Services Director	$205,692	$226,266	$246,840	2	07/05/24
2	City of Brea	Administrative Services Director (no JD)	$207,385	$225,128	$242,871	2	07/08/23
3	City of La Habra	Director of Administrative Services (no JD)	$182,308	$204,993	$227,678	10	07/13/24
4	**Placentia**	**DIRECTOR OF ADMINISTRATIVE SERVICES**	**$167,831**	**$185,915**	**$203,999**	**5**	**N/A**
5	City of Fullerton	Director of Administrative Services (no JD)	$144,934	$181,167	$217,400	2	07/06/24
-	City of Buena Park	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Fountain Valley	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Seal Beach	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Tustin	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
	Average	Calculation DOES Not include Placentia	**$185,080**	**$209,389**	**$233,697**		
	Median	Calculation DOES Not include Placentia	**$194,000**	**$215,061**	**$235,275**		
		Placentia Variance to the Average	**-9.32%**	**-11.21%**	**-12.71%**		



Findings:

- Placentia ranks 4th of 5 when compared to this market.
- N/A - Data Unavailable for: City of Buena Park, City of Fountain Valley, City of Seal Beach, City of Tustin.

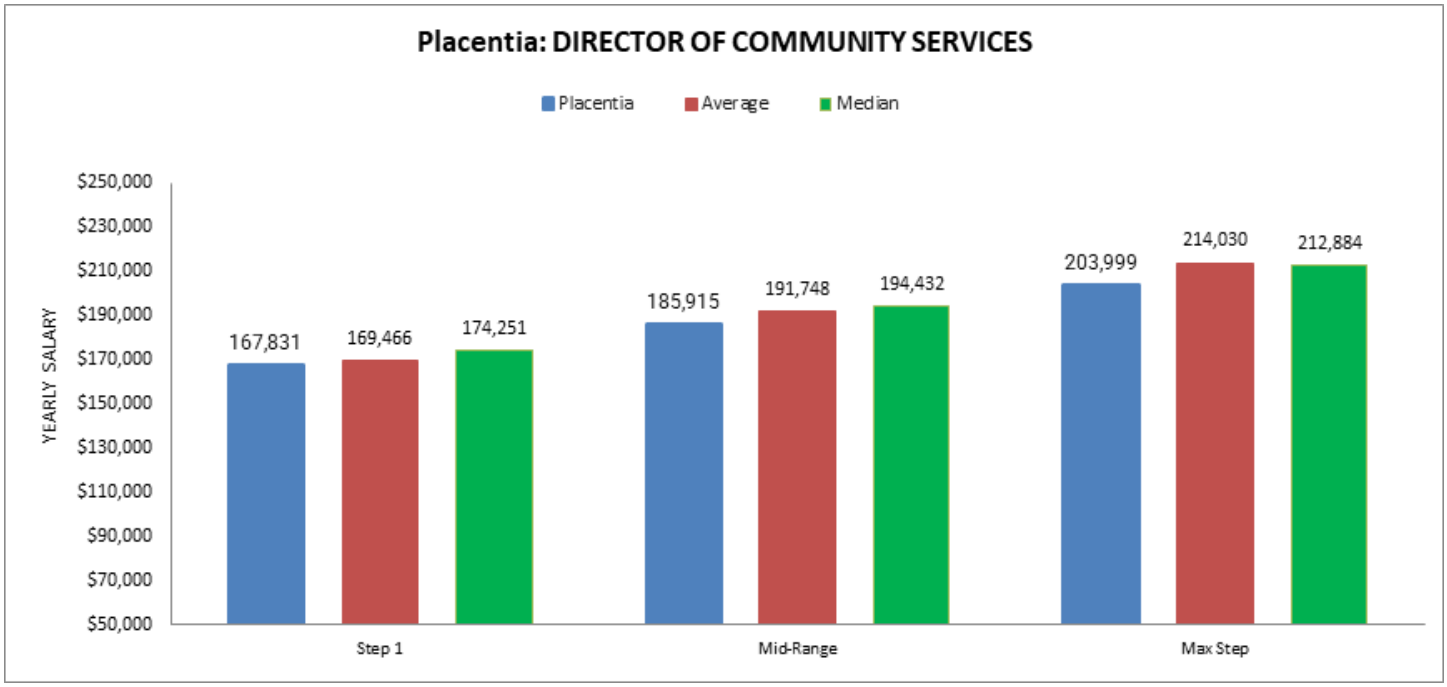
Recommendation:

- Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation. Value: -11.21% (*Value = the percentage difference between the Average market salary and Placentia.)

Wage Data Table 1.18: Director of Community Services

(Ranked descending on Mid-Range Rate/Yearly)

Rank	Agency	Identified Title	Min	Mid-Range	Max	Steps	Eff. Date
1	City of Buena Park	Director of Community Services	$184,308	$208,272	$232,236	3	06/22/24
2	City of Brea	Community Services Director	$185,720	$200,570	$215,421	2	07/08/23
3	City of Fountain Valley	Community Services Director	$180,072	$199,475	$218,879	5	06/22/24
4	City of La Habra	Community Services Director	$168,430	$189,388	$210,346	10	07/13/24
5	**Placentia**	**DIRECTOR OF COMMUNITY SERVICES**	**$167,831**	**$185,915**	**$203,999**	**5**	**N/A**
6	City of Cypress	Recreation and Community Services Director	$160,452	$180,516	$200,580	2	07/05/24
7	City of Fullerton	Director of Parks and Recreation	$137,813	$172,266	$206,720	2	07/06/24
-	City of Seal Beach	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Tustin	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
	Average	Calculation DOES Not include Placentia	**$169,466**	**$191,748**	**$214,030**		
	Median	Calculation DOES Not include Placentia	**$174,251**	**$194,432**	**$212,884**		
		Placentia Variance to the Average	**-0.96%**	**-3.04%**	**-4.69%**		



Findings:

- Placentia ranks 5th of 7 when compared to this market.
- N/A - Data Unavailable for: City of Seal Beach, City of Tustin.

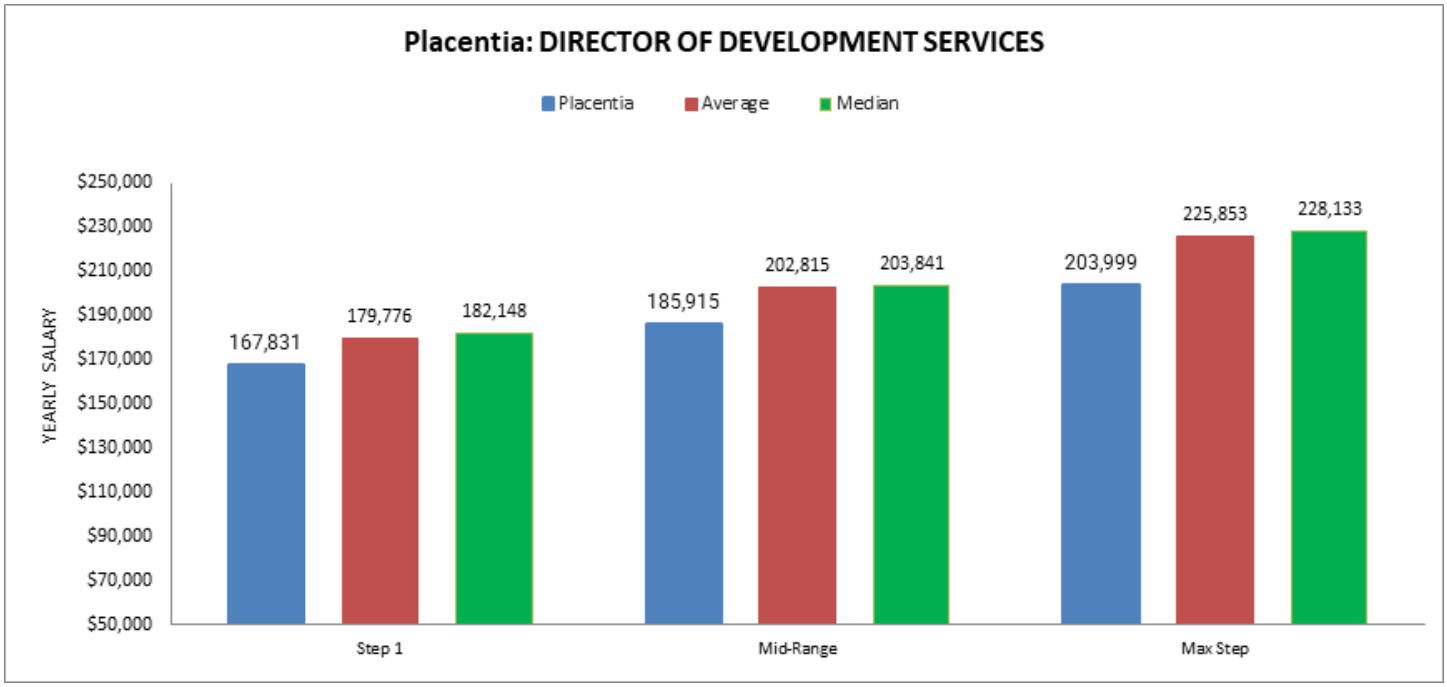
Recommendation:

- Placentia is within 5% above or below the Mid-Range of the Average of its peers' market and is within the Average Band. Value: -3.04% (*Value = the percentage difference between the Average market salary and Placentia.)

Wage Data Table 1.19: Director of Development Services

(Ranked descending on Mid-Range Rate/Yearly)

Rank	Agency	Identified Title	Min	Mid-Range	Max	Steps	Eff. Date
1	City of Fountain Valley	Community Development Director	$192,462	$213,201	$233,939	5	06/22/24
2	City of Brea	Community Development Director	$192,814	$210,015	$227,216	2	07/08/23
3	City of Buena Park	Director of Community Development	$184,308	$208,272	$232,236	3	06/22/24
4	City of Tustin	Director of Community Development	$180,731	$205,691	$230,651	6	09/23/24
5	City of Cypress	Planning Director	$183,564	$201,990	$220,416	2	07/05/24
6	City of La Habra	Director of Community and Economic Development	$176,969	$198,990	$221,010	10	07/13/24
7	City of Seal Beach	Director of Community Development (no JD)	$174,664	$193,485	$212,306	5	09/06/24
8	City of Fullerton	Director of Community and Economic Development	$152,699	$190,874	$229,049	2	07/06/24
9	Placentia	DIRECTOR OF DEVELOPMENT SERVICES	$167,831	$185,915	$203,999	5	N/A
	Average	Calculation DOES Not include Placentia	$179,776	$202,815	$225,853		
	Median	Calculation DOES Not include Placentia	$182,148	$203,841	$228,133		
		Placentia Variance to the Average	-6.64%	-8.33%	-9.68%		



Findings:

- Placentia ranks 9th of 9 when compared to this market.

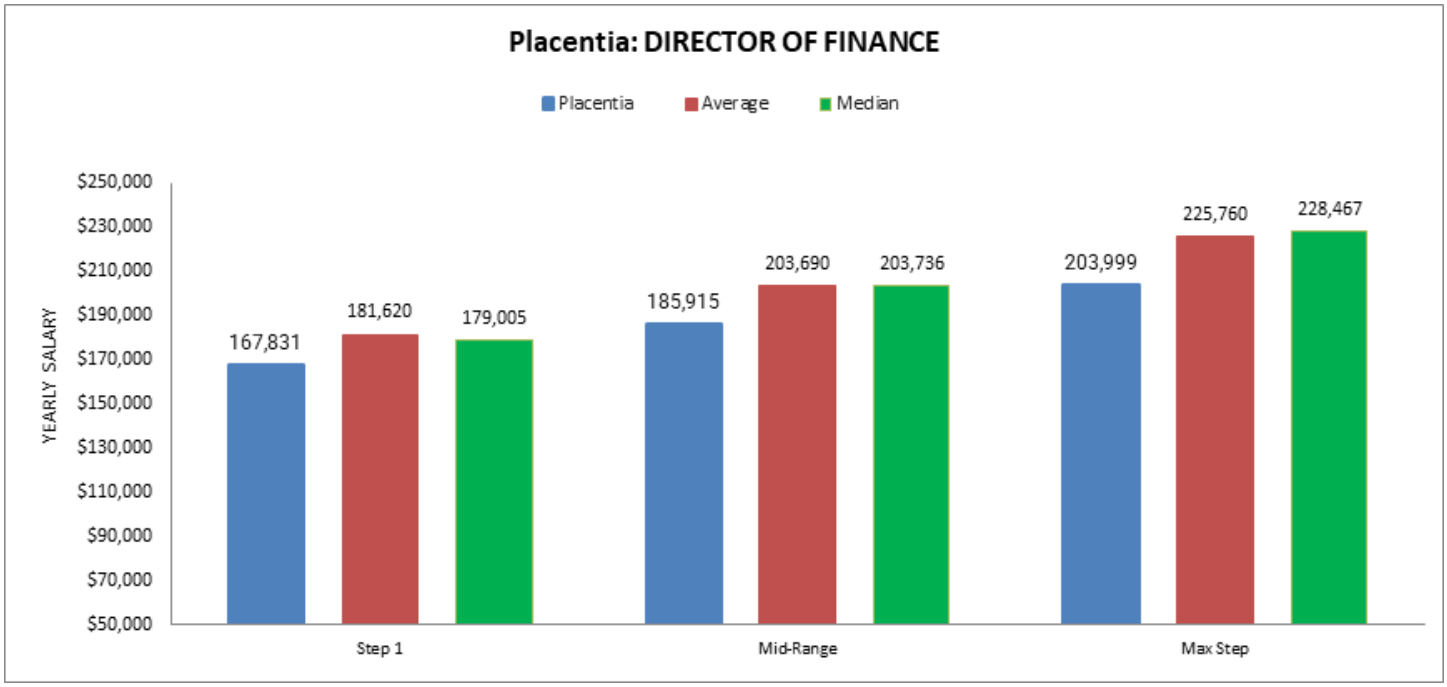
Recommendation:

- Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation. Value: -8.33% (*Value = the percentage difference between the Average market salary and Placentia.)

Wage Data Table 1.20: Director of Finance

(Ranked descending on Mid-Range Rate/Yearly)

Rank	Agency	Identified Title	Min	Mid-Range	Max	Steps	Eff. Date
1	City of Fountain Valley	Finance Director	$193,155	$213,968	$234,781	5	06/22/24
2	City of Buena Park	Director of Finance-City Treasurer	$184,308	$208,272	$232,236	3	06/22/24
3	City of Tustin	Director of Finance-City Treasurer	$179,005	$203,736	$228,467	6	09/23/24
4	City of La Habra	Director Of Finance	$176,969	$198,990	$221,010	10	07/13/24
5	City of Seal Beach	Director of Finance	$174,664	$193,485	$212,306	5	09/06/24
6	**Placentia**	**DIRECTOR OF FINANCE**	**$167,831**	**$185,915**	**$203,999**	**5**	**N/A**
-	City of Brea	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Cypress	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Fullerton	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
	Average	Calculation DOES Not include Placentia	**$181,620**	**$203,690**	**$225,760**		
	Median	Calculation DOES Not include Placentia	**$179,005**	**$203,736**	**$228,467**		
		Placentia Variance to the Average	**-7.59%**	**-8.73%**	**-9.64%**		



Findings:

- Placentia ranks 6th of 6 when compared to this market.
- N/A - Data Unavailable for: City of Brea, City of Cypress, City of Fullerton.

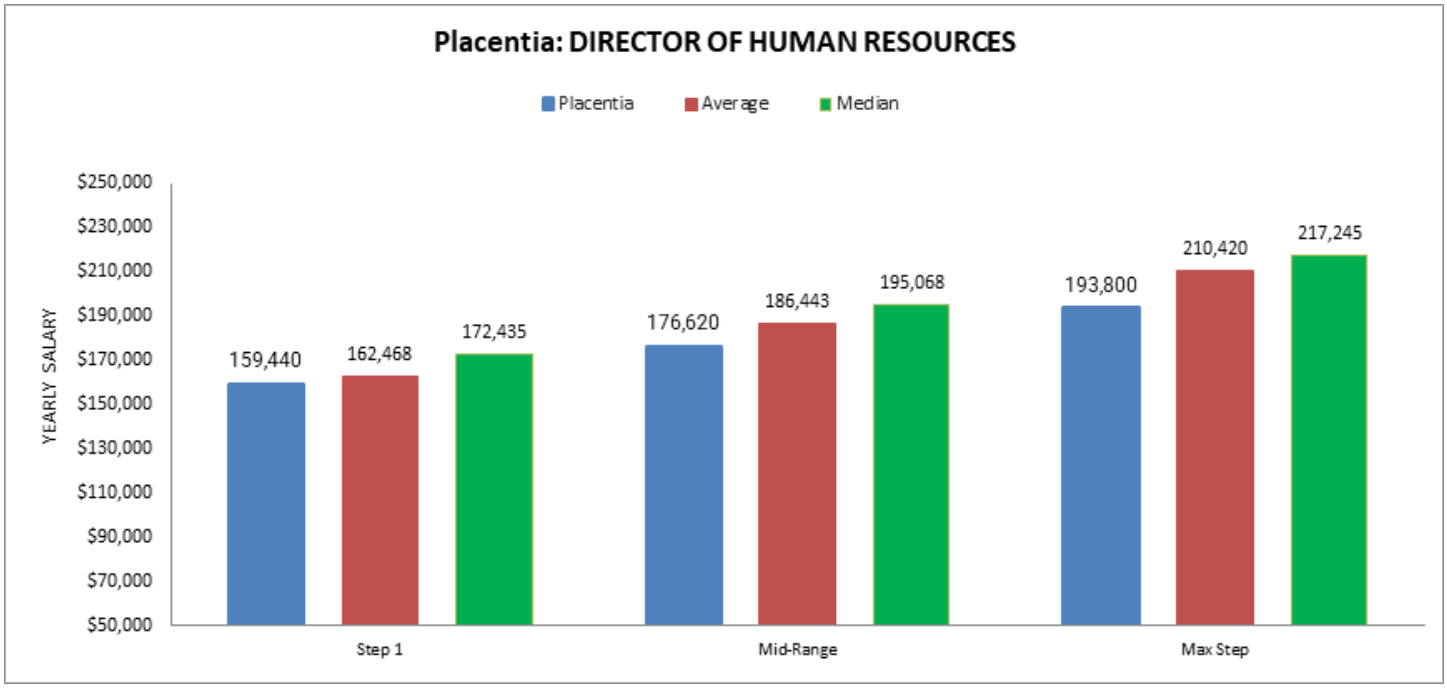
Recommendation:

- Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation. Value: -8.73% (*Value = the percentage difference between the Average market salary and Placentia.)

Wage Data Table 1.21: Director of Human Resources

(Ranked descending on Mid-Range Rate/Yearly)

Rank	Agency	Identified Title	Min	Mid-Range	Max	Steps	Eff. Date
1	City of Fountain Valley	Human Resources Director	$180,072	$199,475	$218,879	5	06/22/24
2	City of Tustin	Director of Human Resources	$172,224	$196,009	$219,794	6	09/23/24
3	City of La Habra	Director of Human Resources	$172,645	$194,127	$215,610	10	07/13/24
4	**Placentia**	**DIRECTOR OF HUMAN RESOURCES**	**$159,440**	**$176,620**	**$193,800**	**5**	**N/A**
5	City of Fullerton	Director of Human Resources	$124,930	$156,162	$187,395	2	07/06/24
-	City of Brea	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Buena Park	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Cypress	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Seal Beach	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
	Average	Calculation DOES Not include Placentia	**$162,468**	**$186,443**	**$210,420**		
	Median	Calculation DOES Not include Placentia	**$172,435**	**$195,068**	**$217,245**		
		Placentia Variance to the Average	**-1.86%**	**-5.27%**	**-7.9%**		



Findings:

- Placentia ranks 4th of 5 when compared to this market.
- N/A - Data Unavailable for: City of Brea, City of Buena Park, City of Cypress, City of Seal Beach.

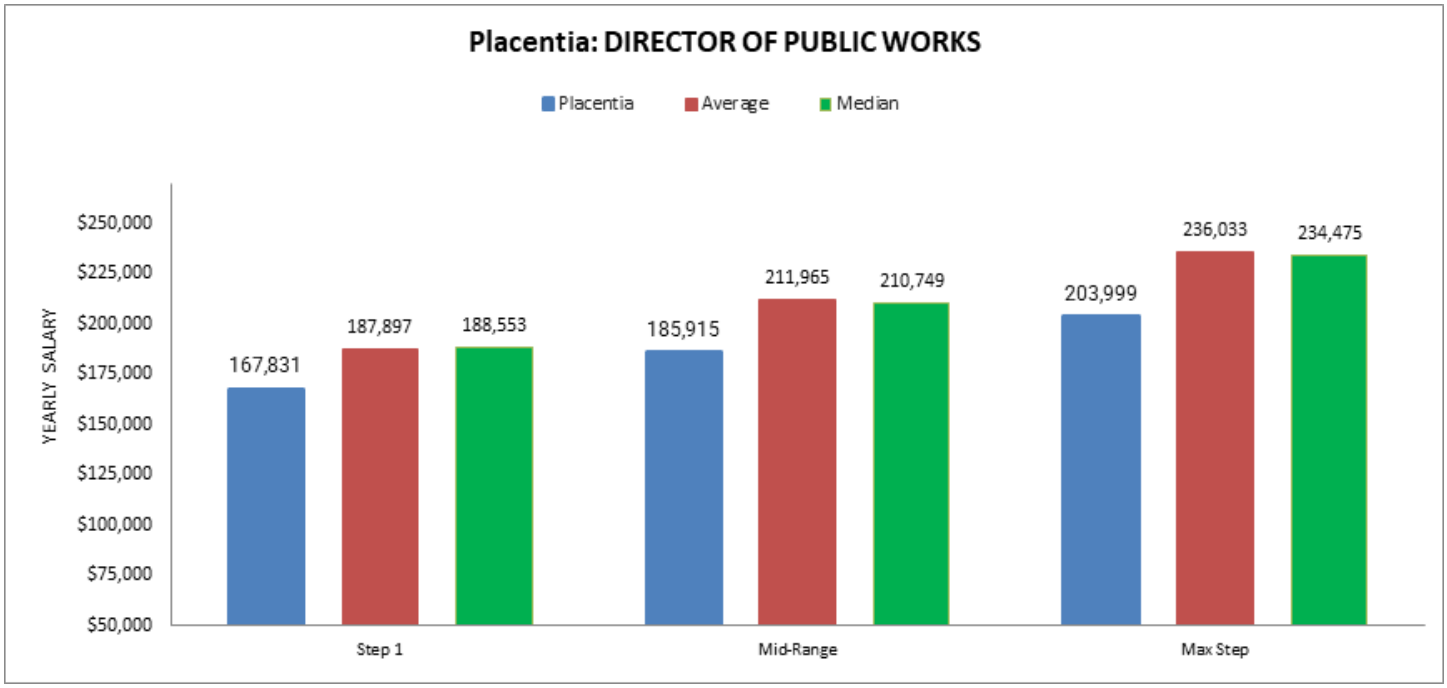
Recommendation:

- Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation. Value: -5.27% (*Value = the percentage difference between the Median market salary and Placentia.)

Wage Data Table 1.22: Director of Public Works

(Ranked descending on Mid-Range Rate/Yearly)

Rank	Agency	Identified Title	Min	Mid-Range	Max	Steps	Eff. Date
1	City of Cypress	Public Works Director	$205,692	$226,266	$246,840	2	07/05/24
2	City of Fountain Valley	Director of Public Works	$198,682	$220,091	$241,499	5	06/22/24
3	City of Seal Beach	Director of Public Works	$192,797	$213,571	$234,346	5	09/06/24
4	City of Brea	Public Works Director	$194,754	$212,291	$229,827	11	07/08/23
5	City of Tustin	Director of Public Works	$183,810	$209,206	$234,603	7	09/23/24
6	City of Buena Park	Director of Public Works-City Engineer	$184,308	$208,272	$232,236	3	06/22/24
7	City of La Habra	Public Works Director	$182,308	$204,993	$227,678	10	07/13/24
8	City of Fullerton	Director of Public Works	$160,822	$201,027	$241,233	2	07/06/24
9	**Placentia**	**DIRECTOR OF PUBLIC WORKS**	**$167,831**	**$185,915**	**$203,999**	**5**	**N/A**
	Average	Calculation DOES Not include Placentia	**$187,897**	**$211,965**	**$236,033**		
	Median	Calculation DOES Not include Placentia	**$188,553**	**$210,749**	**$234,475**		
		Placentia Variance to the Average	**-10.68%**	**-12.29%**	**-13.57%**		



Findings:

- Placentia ranks 9th of 9 when compared to this market.

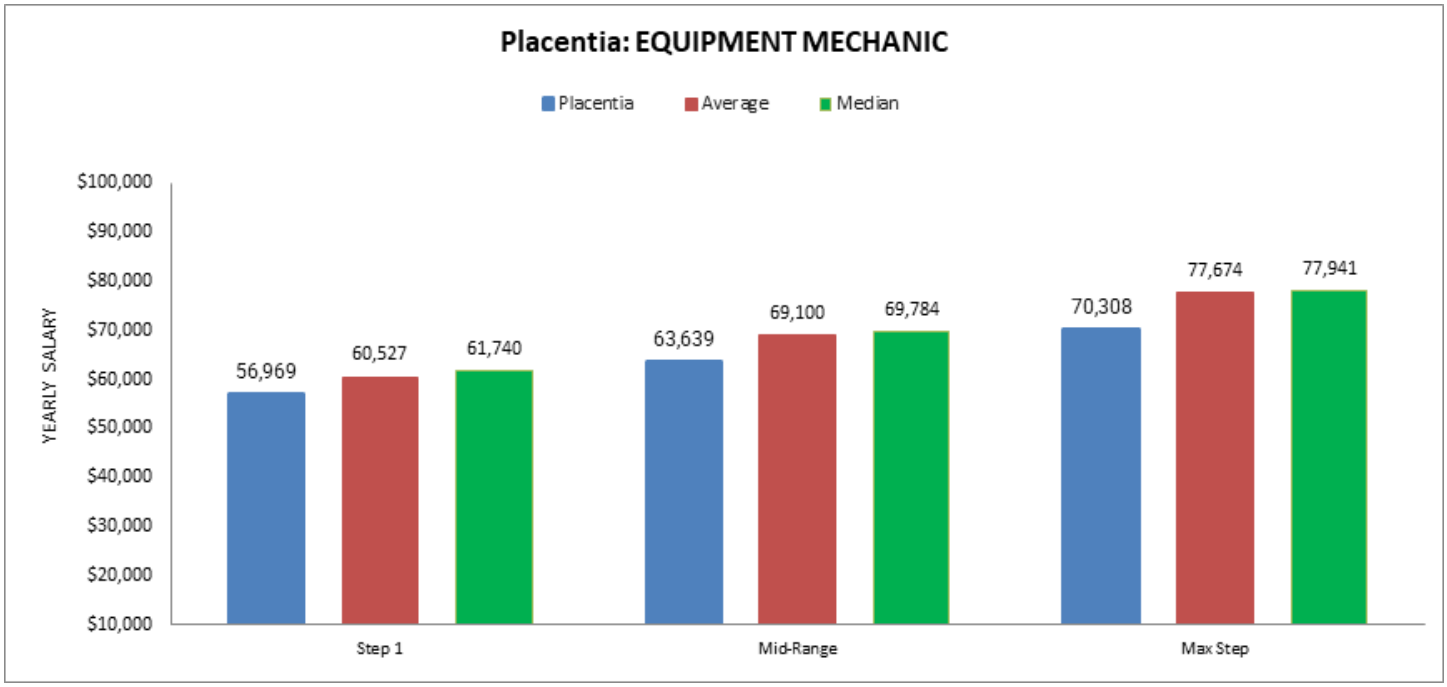
Recommendation:

- Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation. Value: -12.29% (*Value = the percentage difference between the Average market salary and Placentia.)

Wage Data Table 1.23: Equipment Mechanic

(Ranked descending on Mid-Range Rate/Yearly)

Rank	Agency	Identified Title	Min	Mid-Range	Max	Steps	Eff. Date
1	City of Tustin	Equipment Mechanic	$63,232	$74,162	$85,093	7	07/01/24
2	City of Seal Beach	Mechanic	$64,833	$71,819	$78,805	5	09/06/24
3	City of Buena Park	Fleet Mechanic	$63,084	$71,478	$79,872	6	06/22/24
4	City of Fountain Valley	Mechanic	$63,941	$70,831	$77,720	5	01/01/24
5	City of Cypress	Mechanic	$60,396	$68,736	$77,076	2	07/05/24
6	City of La Habra	Equipment Mechanic	$55,548	$66,855	$78,162	8	07/13/24
7	City of Brea	Heavy Equipment Mechanic I	$56,988	$64,968	$72,949	11	07/08/23
8	City of Fullerton	Mechanic I	$56,196	$63,954	$71,712	6	09/17/24
9	**Placentia**	**EQUIPMENT MECHANIC**	**$56,969**	**$63,639**	**$70,308**	**5**	**N/A**
	Average	Calculation DOES Not include Placentia	**$60,527**	**$69,100**	**$77,674**		
	Median	Calculation DOES Not include Placentia	**$61,740**	**$69,784**	**$77,941**		
		Placentia Variance to the Average	**-5.88%**	**-7.9%**	**-9.48%**		



Findings:

- Placentia ranks 9th of 9 when compared to this market.

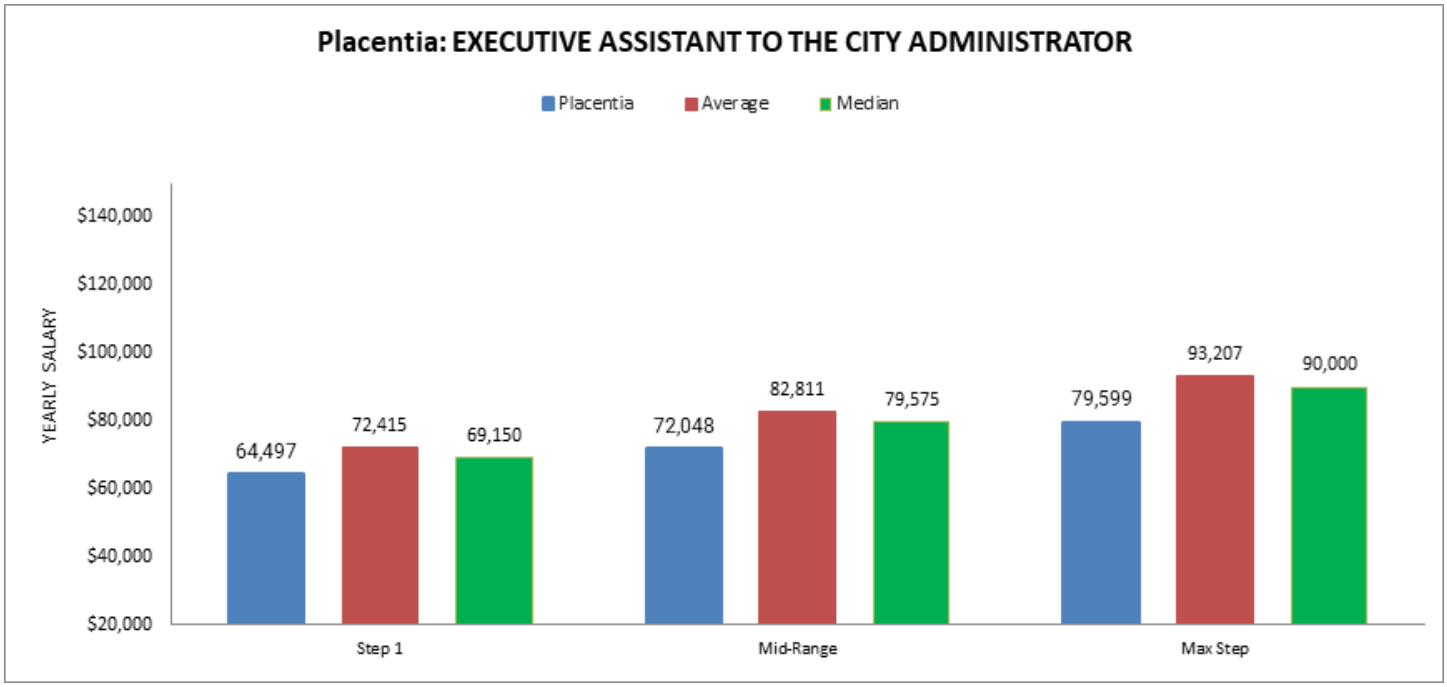
Recommendation:

- Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation. Value: -7.9% (*Value = the percentage difference between the Average market salary and Placentia.)

Wage Data Table 1.24: Executive Assistant to the City Administrator

(Ranked descending on Mid-Range Rate/Yearly)

Rank	Agency	Identified Title	Min	Mid-Range	Max	Steps	Eff. Date
1	City of Brea	Senior Executive Assistant to the City Manager-Office Manager	$83,639	$95,352	$107,065	11	07/08/23
2	City of Tustin	Executive Coordinator	$79,976	$93,808	$107,640	7	09/23/24
3	City of Fullerton	Executive Assistant	$71,184	$81,018	$90,852	6	07/06/24
4	City of Cypress	Executive Assistant	$67,116	$78,132	$89,148	2	07/05/24
5	City of Buena Park	Executive Assistant	$66,120	$74,940	$83,760	6	06/22/24
6	City of Seal Beach	Executive Assistant	$66,454	$73,614	$80,775	5	09/06/24
7	**Placentia**	**EXECUTIVE ASSISTANT TO THE CITY ADMINISTRATOR**	**$64,497**	**$72,048**	**$79,599**	**5**	**N/A**
-	City of Fountain Valley	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of La Habra	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
	Average	Calculation DOES Not include Placentia	**$72,415**	**$82,811**	**$93,207**		
	Median	Calculation DOES Not include Placentia	**$69,150**	**$79,575**	**$90,000**		
		Placentia Variance to the Average	**-10.93%**	**-13%**	**-14.6%**		



Findings:

- Placentia ranks 7th of 7 when compared to this market.
- N/A - Data Unavailable for: City of Fountain Valley, City of La Habra.

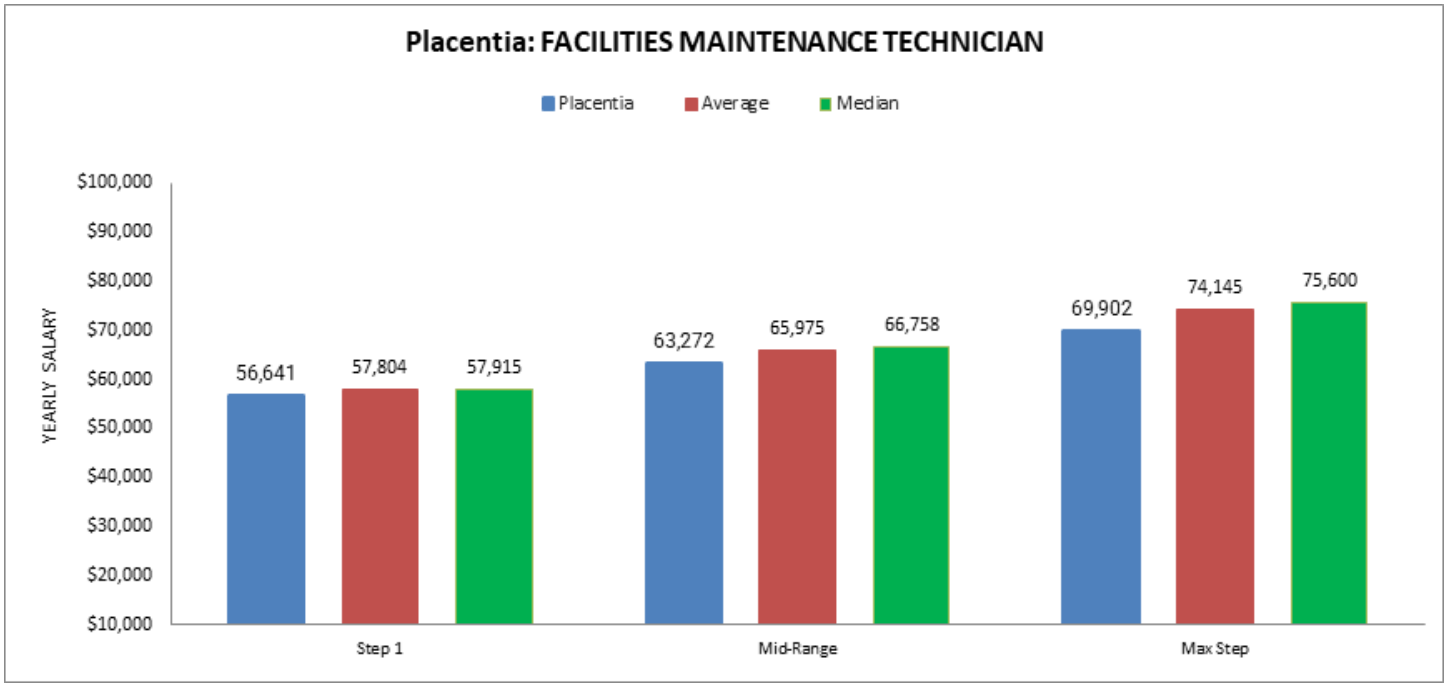
Recommendation:

- Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation. Value: -13% (*Value = the percentage difference between the Average market salary and Placentia.)

Wage Data Table 1.25: Facilities Maintenance Technician

(Ranked descending on Mid-Range Rate/Yearly)

Rank	Agency	Identified Title	Min	Mid-Range	Max	Steps	Eff. Date
1	City of Cypress	Maintenance Specialist - Building	$63,432	$72,204	$80,976	2	07/05/24
2	City of Seal Beach	Senior Maintenance Worker	$64,833	$71,819	$78,805	5	09/06/24
3	City of Brea	Building Maintenance Technician	$61,226	$69,801	$78,375	11	07/08/23
4	City of Tustin	Senior Maintenance Worker	$57,054	$66,945	$76,835	7	07/01/24
5	City of Buena Park	Facilities Maintenance Technician	$58,776	$66,570	$74,364	6	06/22/24
6	**Placentia**	**FACILITIES MAINTENANCE TECHNICIAN**	**$56,641**	**$63,272**	**$69,902**	**5**	**N/A**
7	City of Fountain Valley	Maintenance Worker II- Facilities	$55,442	$61,416	$67,390	5	01/01/24
8	City of La Habra	Building Maintenance Worker	$50,895	$61,256	$71,616	8	07/13/24
9	City of Fullerton	Skilled Maintenance Worker	$50,772	$57,786	$64,800	6	09/17/24
	Average	Calculation DOES Not include Placentia	**$57,804**	**$65,975**	**$74,145**		
	Median	Calculation DOES Not include Placentia	**$57,915**	**$66,758**	**$75,600**		
		Placentia Variance to the Average	**-2.01%**	**-4.1%**	**-5.72%**		



Findings:

- Placentia ranks 6th of 9 when compared to this market.

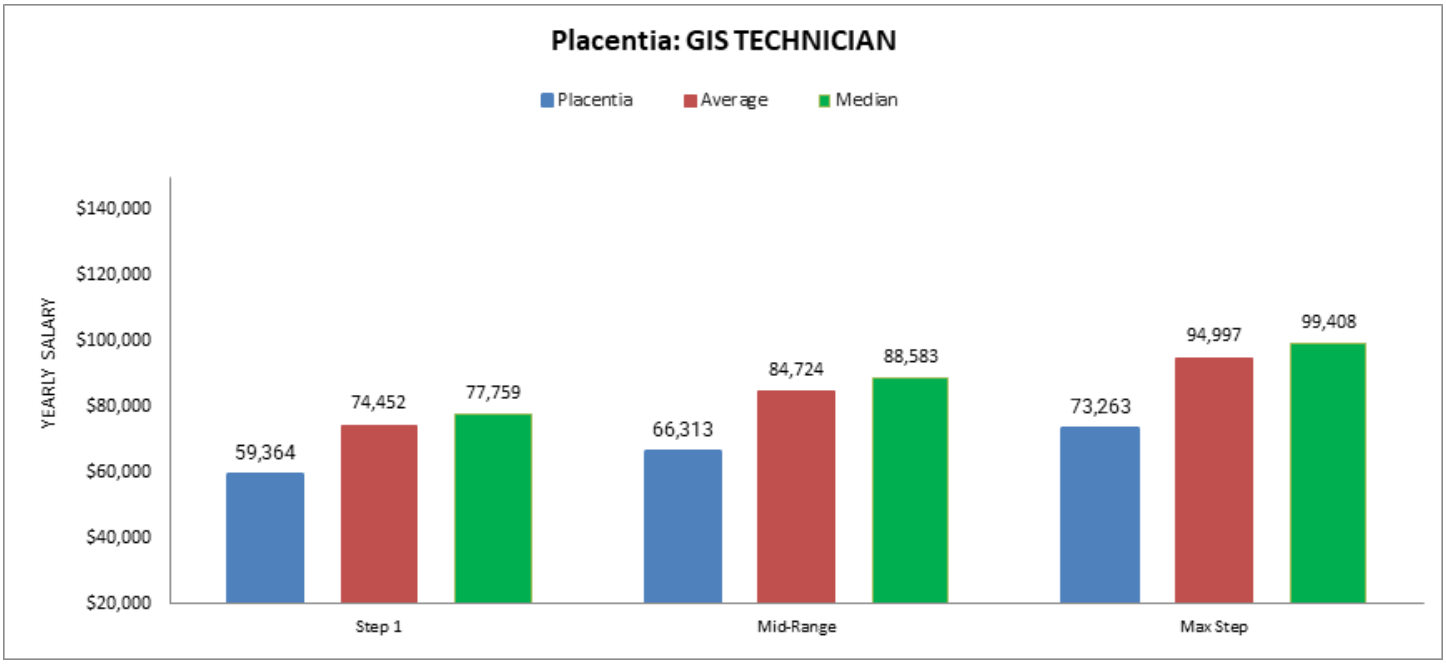
Recommendation:

- Placentia is within 5% above or below the Mid-Range of the Average of its peers' market and is within the Average band. Value: -4.1% (*Value = the percentage difference between the Average market salary and Placentia.)

Wage Data Table 1.26: GIS Technician

(Ranked descending on Mid-Range Rate/Yearly)

Rank	Agency	Identified Title	Min	Mid-Range	Max	Steps	Eff. Date
1	City of Buena Park	Senior Engineering Technician-GIS Specialist	$90,288	$102,450	$114,612	6	06/22/24
2	City of Brea	GIS Analyst	$88,606	$101,014	$113,423	11	07/08/23
3	City of Fullerton	Geographic Information Systems Technician	$66,912	$76,152	$85,392	6	09/17/24
4	**Placentia**	**GIS TECHNICIAN**	**$59,364**	**$66,313**	**$73,263**	**5**	**N/A**
5	City of La Habra	GIS Technician	$52,000	$59,280	$66,560	2	N/A
-	City of Cypress	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Fountain Valley	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Seal Beach	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Tustin	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
	Average	Calculation DOES Not include Placentia	**$74,452**	**$84,724**	**$94,997**		
	Median	Calculation DOES Not include Placentia	**$77,759**	**$88,583**	**$99,408**		
		Placentia Variance to the Average	**-20.26%**	**-21.73%**	**-22.88%**		



Findings:

- Placentia ranks 4th of 5 when compared to this market.
- N/A - Data Unavailable for: City of Cypress, City of Fountain Valley, City of Seal Beach, City of Tustin.

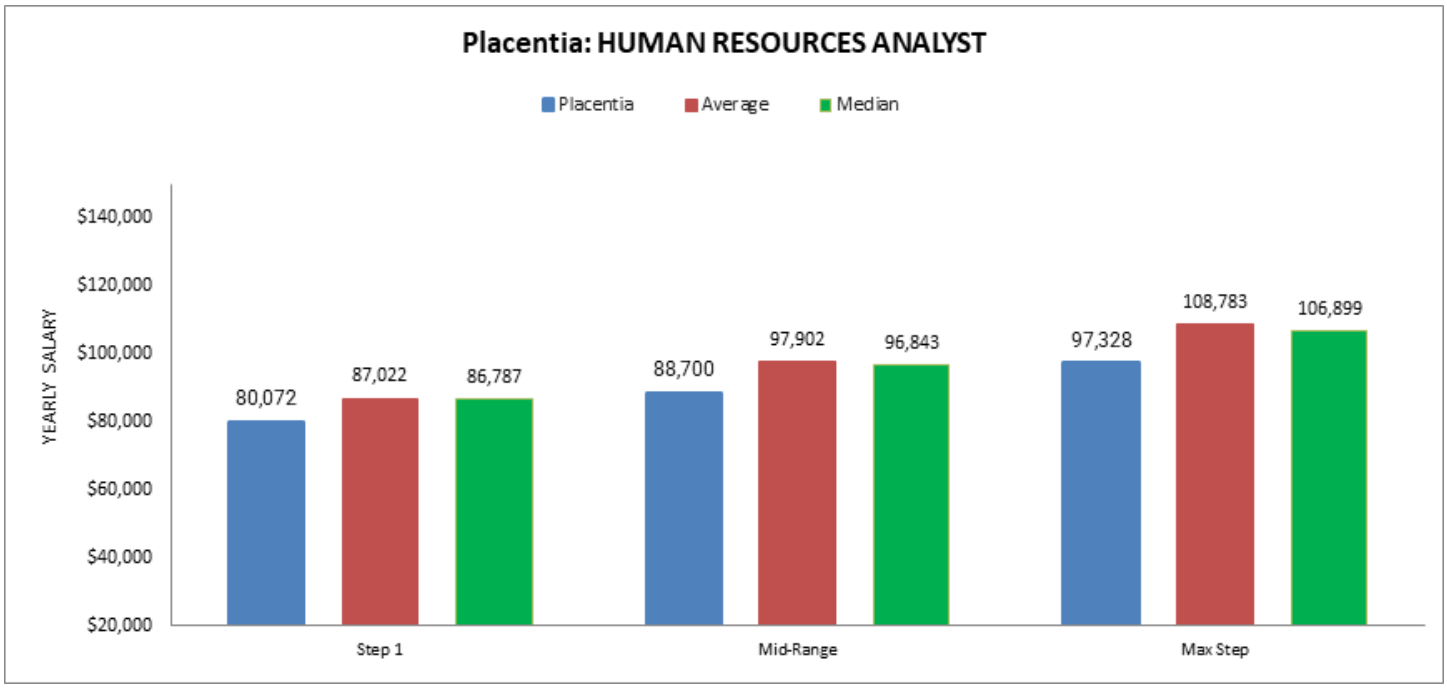
Recommendation:

- Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation. Value: -21.73% (*Value = the percentage difference between the Average market salary and Placentia.)

Wage Data Table 1.27: Human Resources Analyst

(Ranked descending on Mid-Range Rate/Yearly)

Rank	Agency	Identified Title	Min	Mid-Range	Max	Steps	Eff. Date
1	City of Brea	Human Resources Analyst II	$95,339	$108,690	$122,042	11	07/08/23
2	City of Fountain Valley	Human Resources Analyst	$92,482	$102,447	$112,413	5	06/22/24
3	City of Cypress	Human Resources Analyst	$87,984	$97,446	$106,908	2	07/05/24
4	City of La Habra	Human Resources-Risk Management Analyst (no JD)	$85,589	$96,239	$106,889	10	07/13/24
5	City of Buena Park	Human Resources Analyst	$84,048	$95,304	$106,560	6	06/22/24
6	**Placentia**	**HUMAN RESOURCES ANALYST**	**$80,072**	**$88,700**	**$97,328**	**5**	**N/A**
7	City of Fullerton	Human Resources-Risk Management Analyst II	$76,692	$87,288	$97,884	6	07/06/24
-	City of Seal Beach	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Tustin	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
	Average	Calculation DOES Not include Placentia	**$87,022**	**$97,902**	**$108,783**		
	Median	Calculation DOES Not include Placentia	**$86,787**	**$96,843**	**$106,899**		
		Placentia Variance to the Average	**-7.99%**	**-9.4%**	**-10.53%**		



Findings:

- Placentia ranks 6th of 7 when compared to this market.
- N/A - Data Unavailable for: City of Seal Beach, City of Tustin.

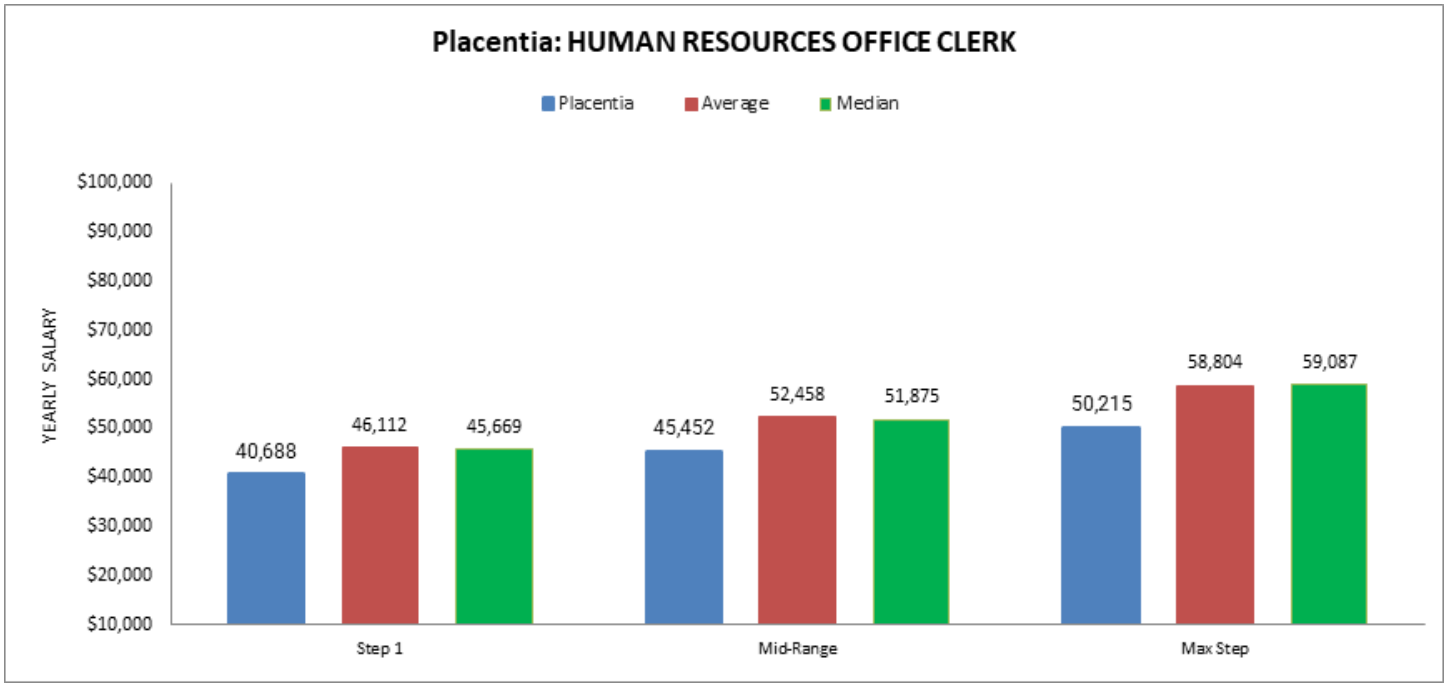
Recommendation:

- Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation. Value: -8.41% (*Value = the percentage difference between the Average market salary and Placentia.)

Wage Data Table 1.28: Human Resources Office Clerk

(Ranked descending on Mid-Range Rate/Yearly)

Rank	Agency	Identified Title	Min	Mid-Range	Max	Steps	Eff. Date
1	City of Fullerton	Administrative Assistant - Confidential	$56,196	$63,954	$71,712	6	07/06/24
2	City of Cypress	Office Assistant II	$49,188	$54,504	$59,820	2	07/05/24
3	City of Brea	Administrative Clerk II	$47,117	$53,715	$60,314	11	07/08/23
4	City of Buena Park	Office Assistant	$44,220	$50,034	$55,848	6	N/A
5	City of La Habra	Intermediate Clerk	$41,471	$49,913	$58,354	8	06/22/24
6	Placentia	HUMAN RESOURCES OFFICE CLERK	$40,688	$45,452	$50,215	5	07/13/24
7	City of Fountain Valley	Office Specialist I	$38,480	$42,626	$46,773	5	01/01/24
-	City of Seal Beach	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Tustin	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
	Average	Calculation DOES Not include Placentia	**$46,112**	**$52,458**	**$58,804**		
	Median	Calculation DOES Not include Placentia	**$45,669**	**$51,875**	**$59,087**		
		Placentia Variance to the Average	**-2.16%**	**-3.93%**	**-5.31%**		



Findings:

- Placentia ranks 6th of 7 when compared to this market.
- N/A - Data Unavailable for: City of Seal Beach, City of Tustin.

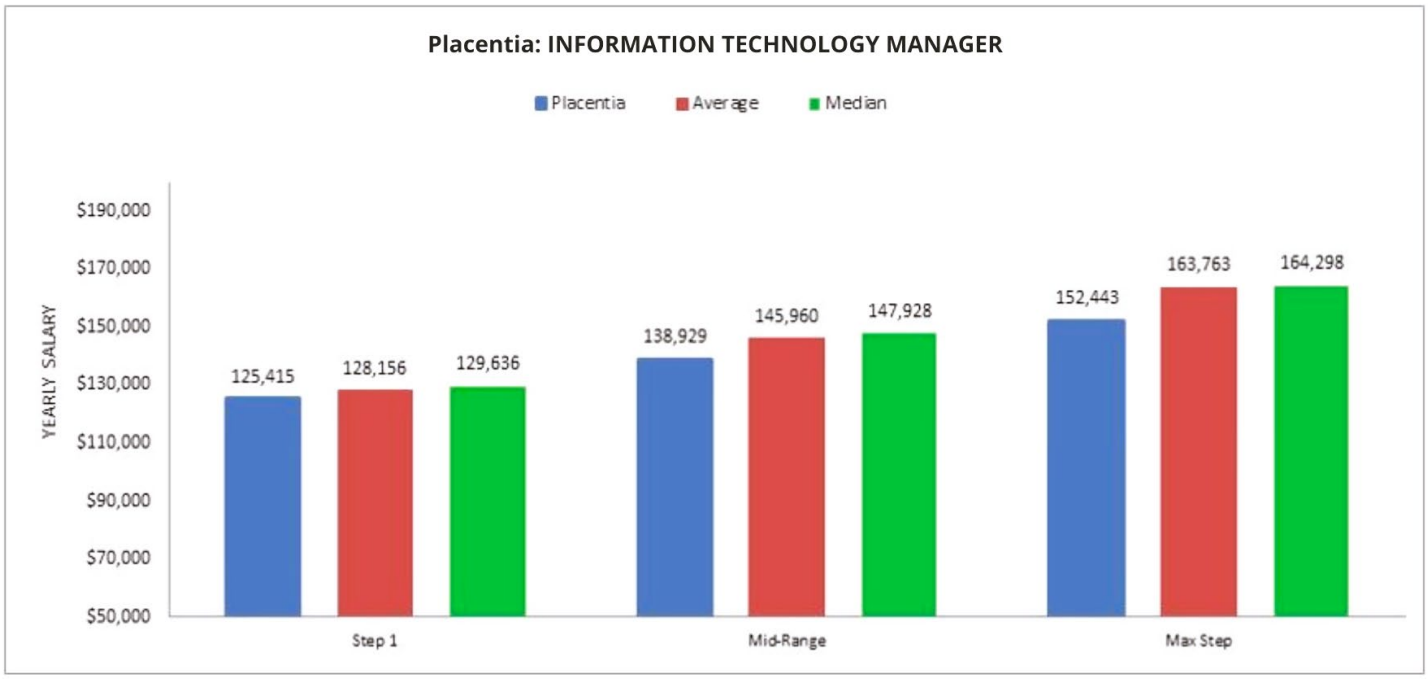
Recommendation:

- Placentia is within 5% above or below the Mid-Range of the Average of its peers' and is within the Average band. Value: -3.93% (*Value = the percentage difference between the Average market salary and Placentia.)

Wage Data Table 1.29: Information Technology Manager

(Ranked descending on Mid-Range Rate/Yearly)

Rank	Agency	Identified Title	Min	Mid-Range	Max	Steps	Eff. Date
1	City of Fountain Valley	Information Technology Manager	$143,254	$158,690	$174,126	5	01/01/24
2	City of Brea	Information Technology Manager	$136,896	$156,068	$175,239	11	07/08/23
3	City of Cypress	Information Technology Manager	$129,636	$149,928	$170,220	2	07/05/24
4	City of La Habra	IT Systems Support Manager (no JD)	$131,558	$147,928	$164,298	10	07/13/24
5	City of Tustin	Information Technology Supervisor	$120,682	$141,575	$162,469	7	09/23/24
6	**Placentia**	**INFORMATION TECHNOLOGY PROJECT MANAGER**	**$125,415**	**$138,929**	**$152,443**	**5**	**N/A**
7	City of Buena Park	Information Technology Supervisor	$120,408	$137,028	$153,648	6	06/22/24
8	City of Fullerton	Information Technology Manager (no JD)	$114,660	$130,500	$146,340	6	09/17/24
-	City of Seal Beach	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
	Average	Calculation DOES Not include Placentia	**$128,156**	**$145,960**	**$163,763**		
	Median	Calculation DOES Not include Placentia	**$129,636**	**$147,928**	**$164,298**		
		Placentia Variance to the Average	**-2.14%**	**-4.82%**	**-6.91%**		



Findings:

- Placentia ranks 6th of 8 when compared to this market.
- N/A - Data Unavailable for: City of Seal Beach.

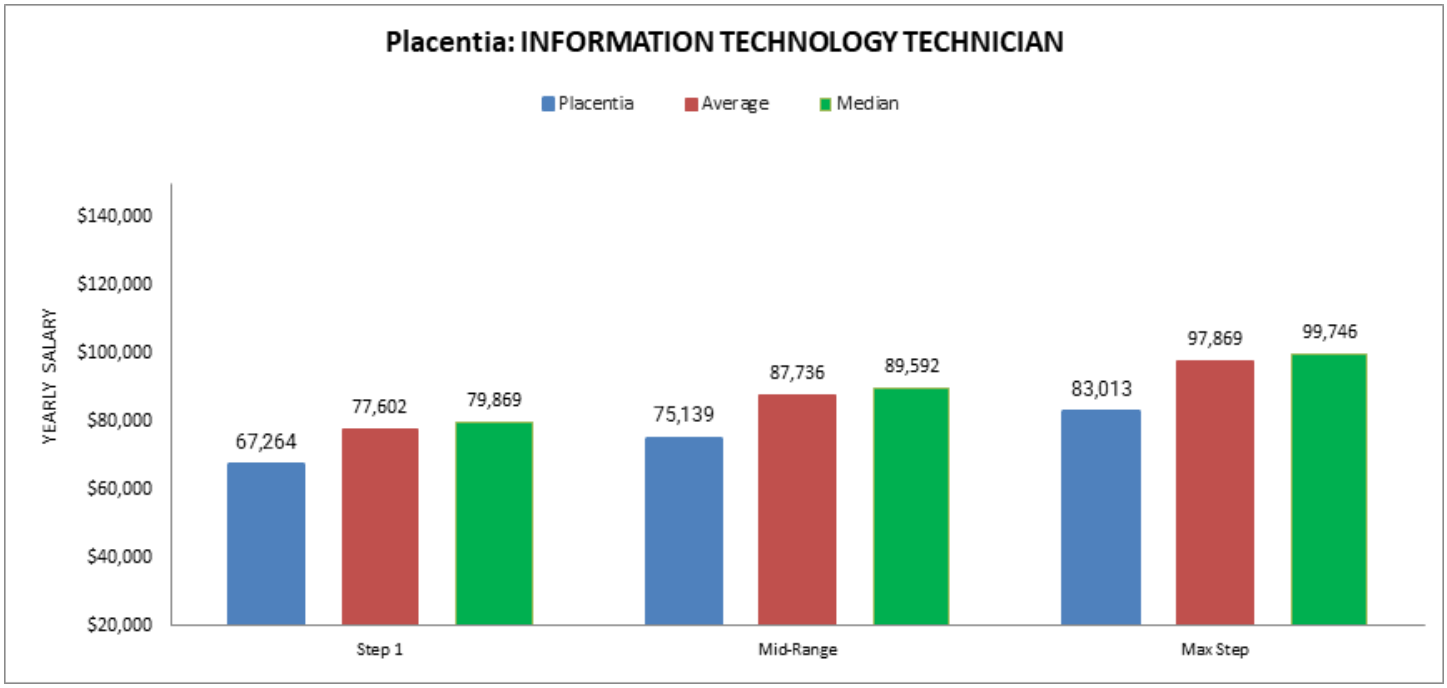
Recommendation:

- Placentia is within 5% above or below the Mid-Range of the Average of its peers' market and is within the Average band. Value: -4.82% (*Value = the percentage difference between the Average market salary and Placentia.)

Wage Data Table 1.30: Information Technology Technician

(Ranked descending on Mid-Range Rate/Yearly)

Rank	Agency	Identified Title	Min	Mid-Range	Max	Steps	Eff. Date
1	City of Brea	Information Technology Specialist I	$80,096	$91,313	$102,530	11	07/08/23
2	City of La Habra	Information Technology System Analyst	$79,869	$89,808	$99,746	10	07/13/24
3	City of Cypress	Computer Support Specialist	$80,880	$89,592	$98,304	2	07/05/24
4	City of Tustin	Information Technology Specialist	$75,462	$88,535	$101,608	7	07/01/24
5	City of Fountain Valley	Information Technology Technician	$71,704	$79,430	$87,157	5	01/01/24
6	**Placentia**	**INFORMATION TECHNOLOGY TECHNICIAN**	**$67,264**	**$75,139**	**$83,013**	**5**	**N/A**
-	City of Buena Park	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Fullerton	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Seal Beach	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
	Average	Calculation DOES Not include Placentia	**$77,602**	**$87,736**	**$97,869**		
	Median	Calculation DOES Not include Placentia	**$79,869**	**$89,592**	**$99,746**		
		Placentia Variance to the Average	**-13.32%**	**-14.36%**	**-15.18%**		



Findings:

- Placentia ranks 6th of 6 when compared to this market.
- N/A - Data Unavailable for: City of Buena Park, City of Fullerton, City of Seal Beach.

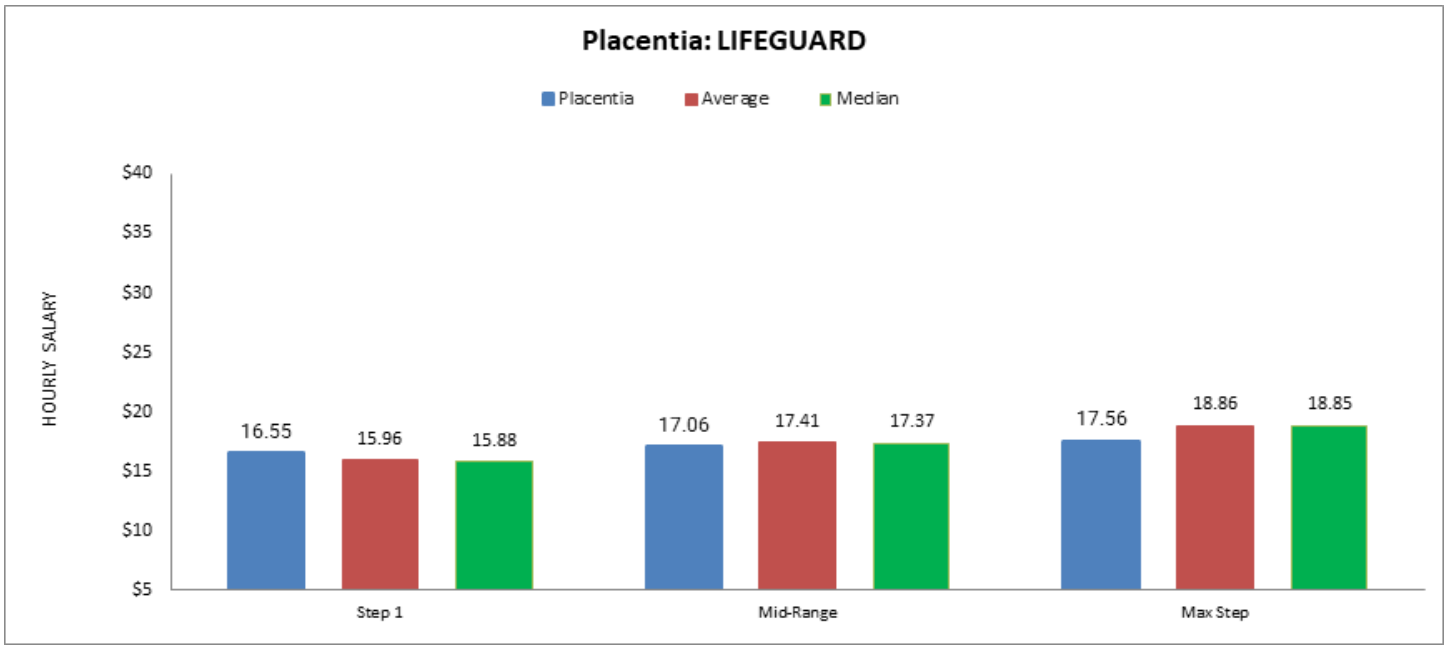
Recommendation:

- Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation. Value: -14.36% (*Value = the percentage difference between the Average market salary and Placentia.)

Wage Data Table 1.31: Lifeguard

(Ranked descending on Mid-Range Rate/Hourly)

Rank	Agency	Identified Title	Min	Mid-Range	Max	Steps	Eff. Date
1	City of Buena Park	Lifeguard	$17.09	$18.91	$20.73	5	06/22/24
2	City of Seal Beach	Pool Lifeguard (no JD)	$16.54	$17.84	$19.14	5	10/10/22
3	City of Brea	Lifeguard	$16.50	$17.82	$19.13	7	01/01/24
4	**Placentia**	**LIFEGUARD**	**$16.89**	**$17.36**	**$17.83**	**4**	**N/A**
5	City of La Habra	Swim Instructor-Lifeguard	$16.50	$16.75	$17.00	2	N/A
-	City of Cypress	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Fountain Valley	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Fullerton	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Tustin	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
	Average	Calculation DOES Not include Placentia	**$16.66**	**$17.83**	**$19.00**		
	Median	Calculation DOES Not include Placentia	**$16.52**	**$17.83**	**$19.14**		
		Placentia Variance to the Average	**1.4%**	**-2.64%**	**-6.16%**		



Findings:

- Placentia ranks 4th of 5 when compared to this market.
- N/A - Data Unavailable for: City of Cypress, City of Fountain Valley, City of Fullerton, City of Tustin.

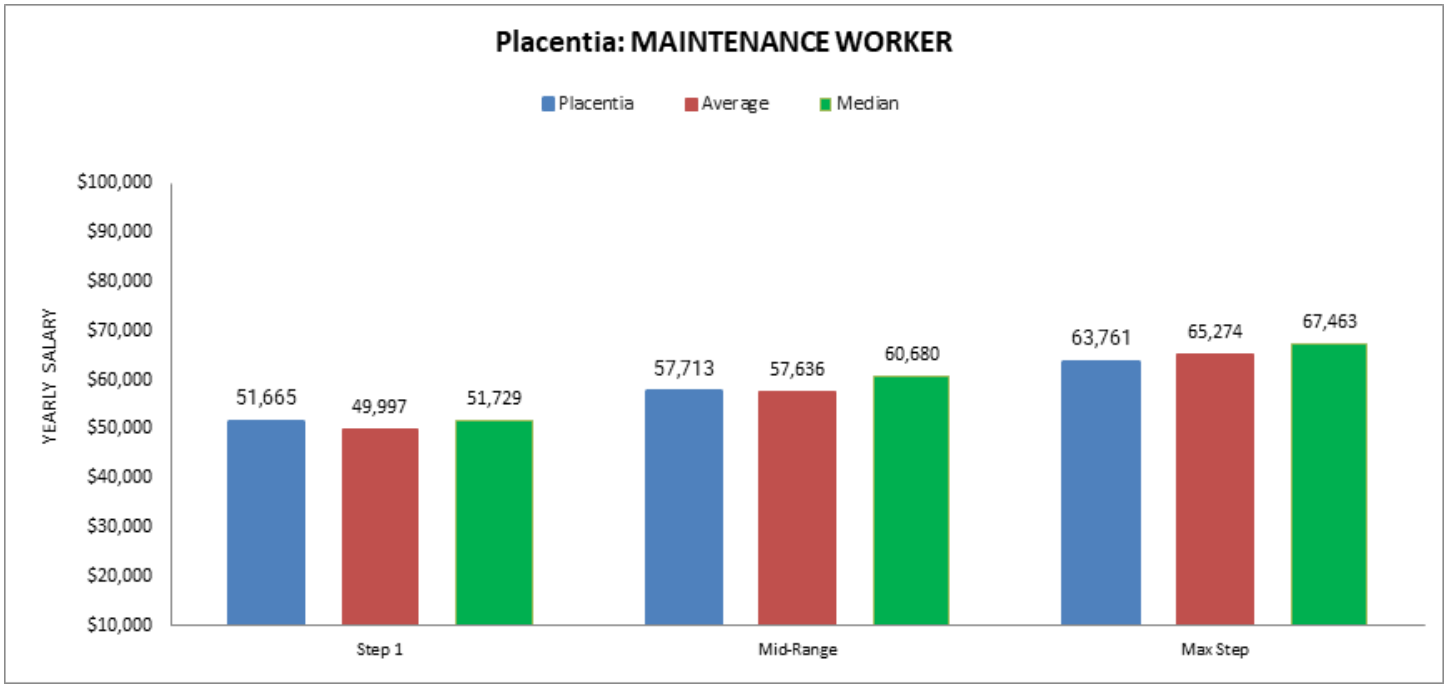
Recommendation:

- Placentia is within 5% above or below the Mid-Range of the Average of its peers' market and is within the Average Band. Value: -2.64% (*Value = the percentage difference between the Average market salary and Placentia.)

Wage Data Table 1.32: Maintenance Worker

(Ranked descending on Mid-Range Rate/Yearly)

Rank	Agency	Identified Title	Min	Mid-Range	Max	Steps	Eff. Date
1	City of Seal Beach	Maintenance Worker	$58,735	$65,064	$71,393	5	09/06/24
2	City of Cypress	Maintenance Worker	$49,656	$61,536	$73,416	2	07/05/24
3	City of Fountain Valley	Maintenance Worker II	$55,442	$61,416	$67,390	5	01/01/24
4	City of Tustin	Maintenance Worker	$51,917	$60,892	$69,867	7	07/01/24
5	City of Buena Park	Maintenance Worker	$53,400	$60,468	$67,536	6	06/22/24
6	City of Brea	Maintenance Services Worker I	$51,540	$58,758	$65,976	11	07/08/23
7	**Placentia**	**MAINTENANCE WORKER**	**$51,665**	**$57,713**	**$63,761**	**5**	**N/A**
8	City of La Habra	Maintenance Laborer	$41,357	$49,774	$58,192	10	07/13/24
9	City of Fullerton	Maintenance Worker	$37,932	$43,176	$48,420	6	09/17/24
	Average	Calculation DOES Not include Placentia	**$49,997**	**$57,636**	**$65,274**		
	Median	Calculation DOES Not include Placentia	**$51,729**	**$60,680**	**$67,463**		
		Placentia Variance to the Average	**3.34%**	**0.13%**	**-2.32%**		



Findings:

- Placentia ranks 7th of 9 when compared to this market.

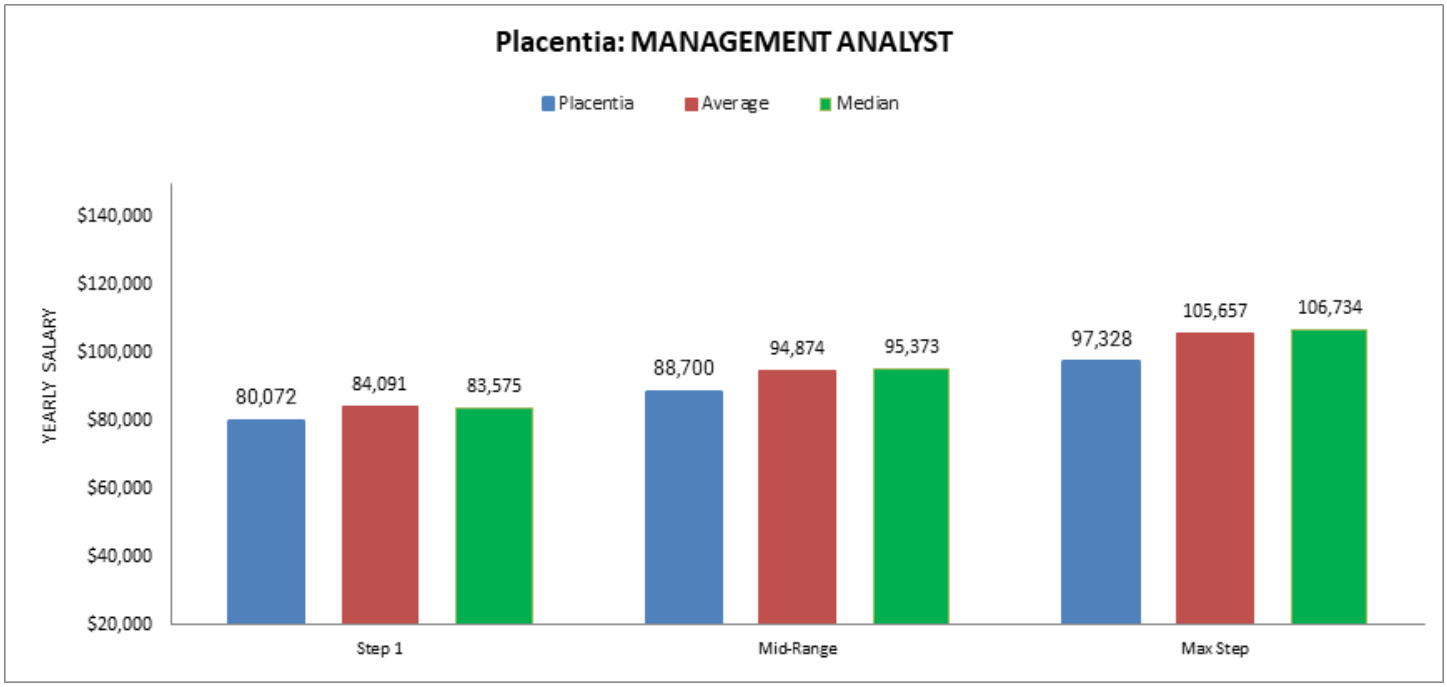
Recommendation:

- Placentia is within 5% above or below the Mid-Range of the Average of its peers' market and is within the Average Band. Value: -4.89% (*Value = the percentage difference between the Average market salary and Placentia.)

Wage Data Table 1.33: Management Analyst

(Ranked descending on Mid-Range Rate/Yearly)

Rank	Agency	Identified Title	Min	Mid-Range	Max	Steps	Eff. Date
1	City of Seal Beach	Management Analyst	$91,607	$101,478	$111,349	5	09/06/24
2	City of Fountain Valley	Management Analyst	$89,141	$98,746	$108,351	5	01/01/24
3	City of Cypress	Management Analyst	$87,984	$97,446	$106,908	2	07/05/24
4	City of Tustin	Management Analyst I TMEA	$81,349	$95,441	$109,533	7	09/23/24
5	City of Buena Park	Management Analyst	$84,048	$95,304	$106,560	6	06/22/24
6	City of Brea	Management Analyst II	$82,714	$94,298	$105,882	11	07/08/23
7	City of La Habra	Management Analyst II	$83,102	$93,443	$103,783	10	07/13/24
8	Placentia	MANAGEMENT ANALYST	$80,072	$88,700	$97,328	5	N/A
9	City of Fullerton	Administrative Analyst II	$72,780	$82,836	$92,892	6	09/17/24
	Average	Calculation DOES Not include Placentia	**$84,091**	**$94,874**	**$105,657**		
	Median	Calculation DOES Not include Placentia	**$83,575**	**$95,373**	**$106,734**		
		Placentia Variance to the Average	**-4.78%**	**-6.51%**	**-7.88%**		



Findings:

- Placentia ranks 8th of 9 when compared to this market.

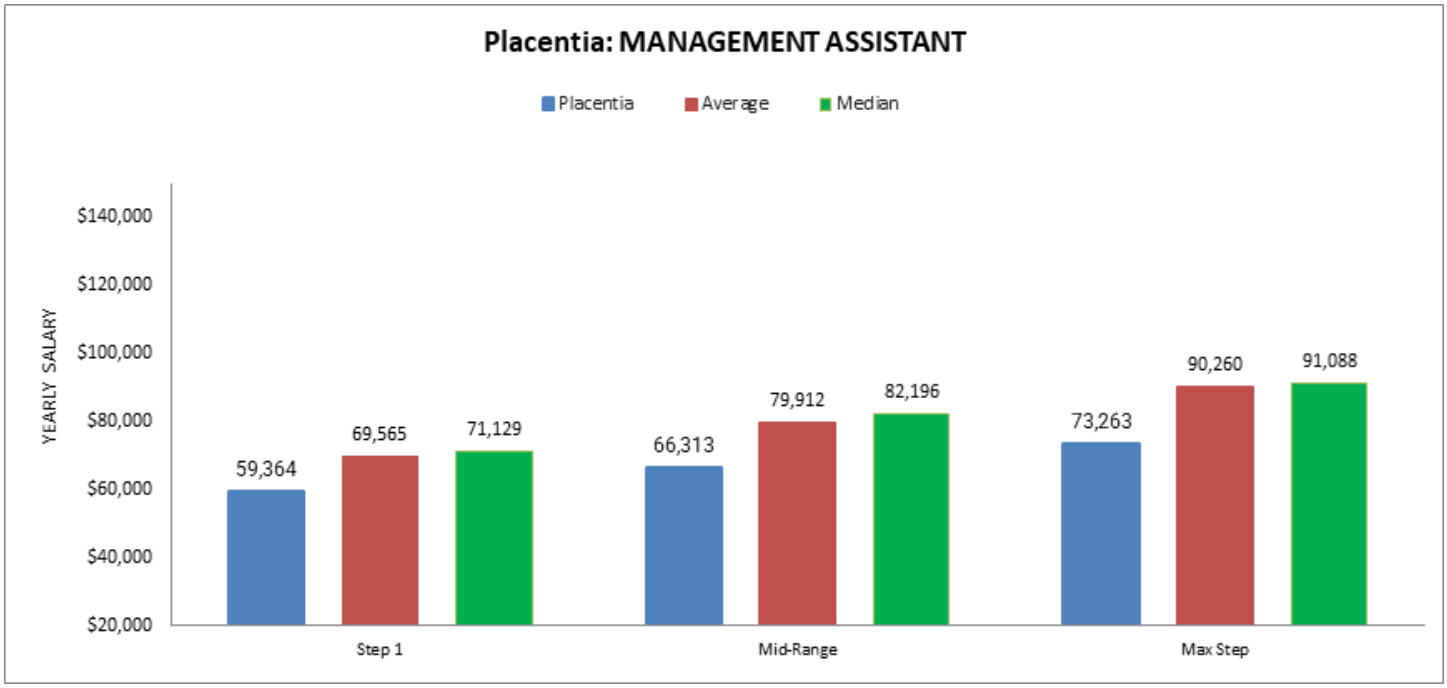
Recommendation:

- Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation. Value: -6.51% (*Value = the percentage difference between the Average market salary and Placentia.)

Wage Data Table 1.34: Management Assistant

(Ranked descending on Mid-Range Rate/Yearly)

Rank	Agency	Identified Title	Min	Mid-Range	Max	Steps	Eff. Date
1	City of La Habra	Management Analyst	$71,157	$85,641	$100,125	8	07/13/24
2	City of Fountain Valley	Management Aide	$75,763	$83,927	$92,091	5	01/01/24
3	City of Brea	Management Analyst I	$73,506	$83,800	$94,094	11	07/08/23
4	City of Buena Park	Management Assistant	$71,100	$80,592	$90,084	6	06/22/24
5	City of Tustin	Management Assistant TMEA	$64,314	$75,462	$86,611	7	07/01/24
6	City of Fullerton	Administrative Analyst I	$61,548	$70,050	$78,552	6	09/17/24
7	**Placentia**	**MANAGEMENT ASSISTANT**	**$59,364**	**$66,313**	**$73,263**	**5**	**N/A**
-	City of Cypress	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Seal Beach	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
	Average	Calculation DOES Not include Placentia	**$69,565**	**$79,912**	**$90,260**		
	Median	Calculation DOES Not include Placentia	**$71,129**	**$82,196**	**$91,088**		
		Placentia Variance to the Average	**-14.66%**	**-17.02%**	**-18.83%**		



Findings:

- Placentia ranks 7th of 7 when compared to this market.
- N/A - Data Unavailable for: City of Cypress, City of Seal Beach.

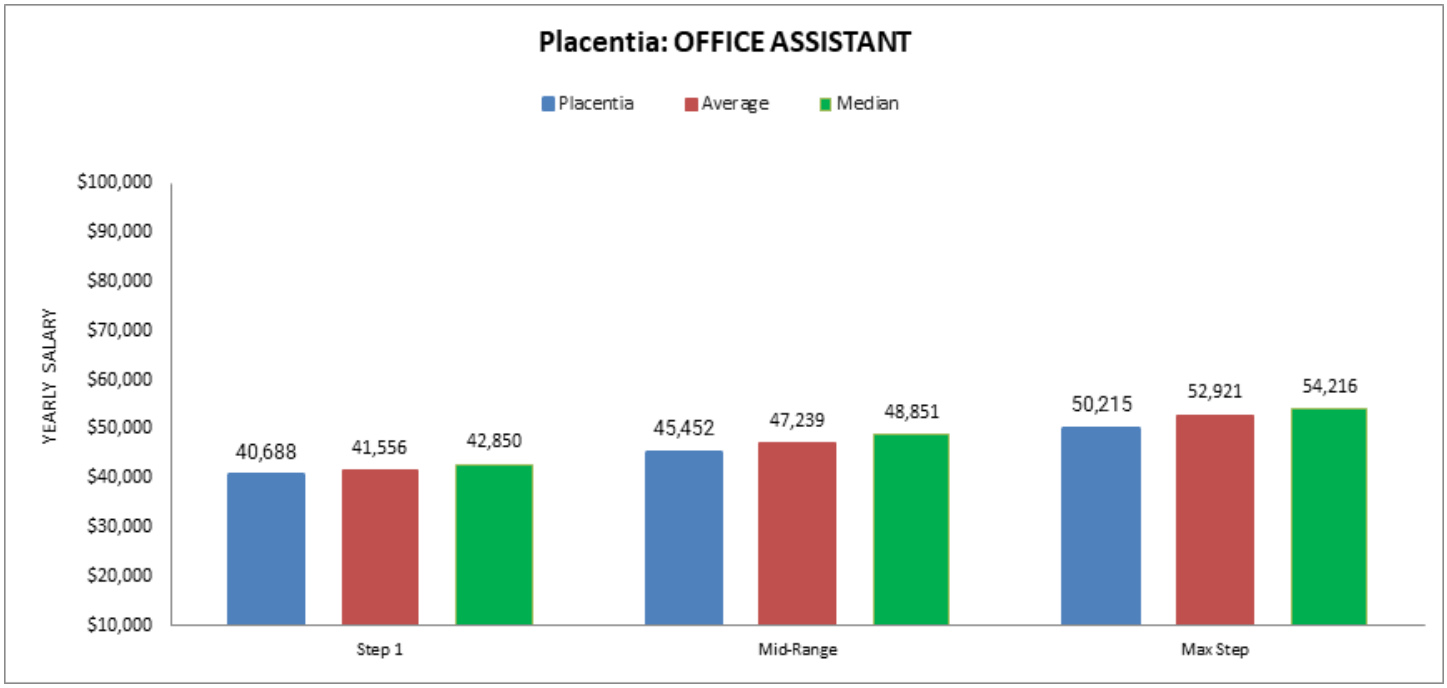
Recommendation:

- Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation. Value: -17.02% (*Value = the percentage difference between the Average market salary and Placentia.)

Wage Data Table 1.35: Office Assistant

(Ranked descending on Mid-Range Rate/Yearly)

Rank	Agency	Identified Title	Min	Mid-Range	Max	Steps	Eff. Date
1	City of Buena Park	Office Assistant	$44,220	$50,034	$55,848	6	06/22/24
2	City of Cypress	Office Assistant I	$44,628	$49,422	$54,216	2	07/05/24
3	City of Brea	Administrative Clerk I	$42,850	$48,851	$54,851	11	07/08/23
4	**Placentia**	**OFFICE ASSISTANT**	**$40,688**	**$45,452**	**$50,215**	**5**	**N/A**
5	City of La Habra	Clerk	$37,604	$45,259	$52,913	8	07/13/24
6	City of Fountain Valley	Office Specialist I - PT	$38,480	$42,630	$46,779	N/A	N/A
-	City of Fullerton	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Seal Beach	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Tustin	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
	Average	Calculation DOES Not include Placentia	**$41,556**	**$47,239**	**$52,921**		
	Median	Calculation DOES Not include Placentia	**$42,850**	**$48,851**	**$54,216**		
		Placentia Variance to the Average	**-2.09%**	**-3.78%**	**-5.11%**		



Findings:

- Placentia ranks 4th of 6 when compared to this market.
- N/A - Data Unavailable for: City of Fullerton, City of Seal Beach, City of Tustin.

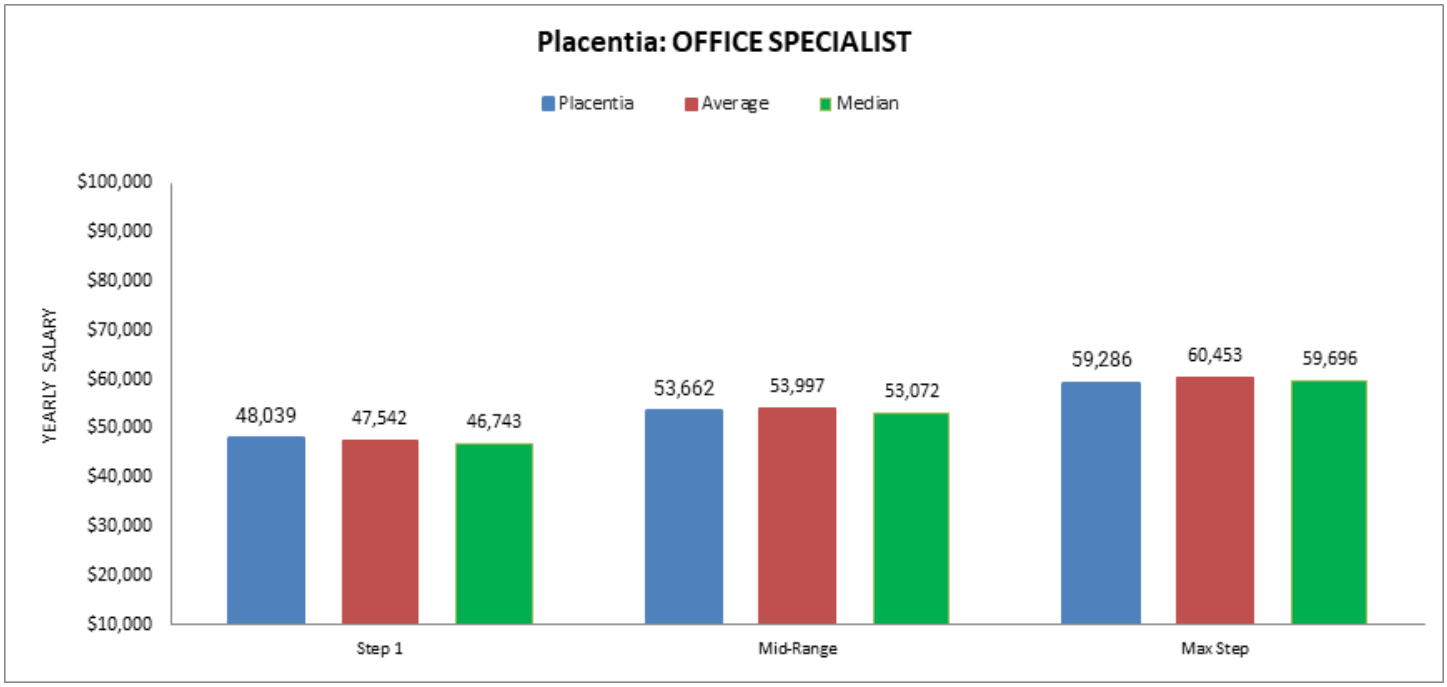
Recommendation:

- Placentia is within 5% above or below the Mid-Range of the Average of its peers' market and is within the Average band. Value: -3.78% (*Value = the percentage difference between the Average market salary and Placentia.)

Wage Data Table 1.36: Office Specialist

(Ranked descending on Mid-Range Rate/Yearly)

Rank	Agency	Identified Title	Min	Mid-Range	Max	Steps	Eff. Date
1	City of Cypress	Office Specialist - Police	$56,964	$63,114	$69,264	2	07/05/24
2	City of Fountain Valley	Office Specialist II - PT	$48,880	$54,147	$59,414	5	01/01/24
3	City of Brea	Administrative Clerk II	$47,117	$53,715	$60,314	11	07/08/23
4	**Placentia**	**OFFICE SPECIALIST**	**$48,039**	**$53,662**	**$59,286**	**5**	**N/A**
5	City of Buena Park	Senior Office Assistant	$46,368	$52,428	$58,488	6	06/22/24
6	City of La Habra	Senior Clerk	$42,625	$51,301	$59,977	9	07/13/24
7	City of Fullerton	Clerical Assistant III	$43,296	$49,278	$55,260	6	09/17/24
-	City of Seal Beach	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Tustin	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
	Average	Calculation DOES Not include Placentia	**$47,542**	**$53,997**	**$60,453**		
	Median	Calculation DOES Not include Placentia	**$46,743**	**$53,072**	**$59,696**		
		Placentia Variance to the Average	**1.05%**	**-0.62%**	**-1.93%**		



Findings:

- Placentia ranks 4th of 7 when compared to this market.
- N/A - Data Unavailable for: City of Seal Beach, City of Tustin.

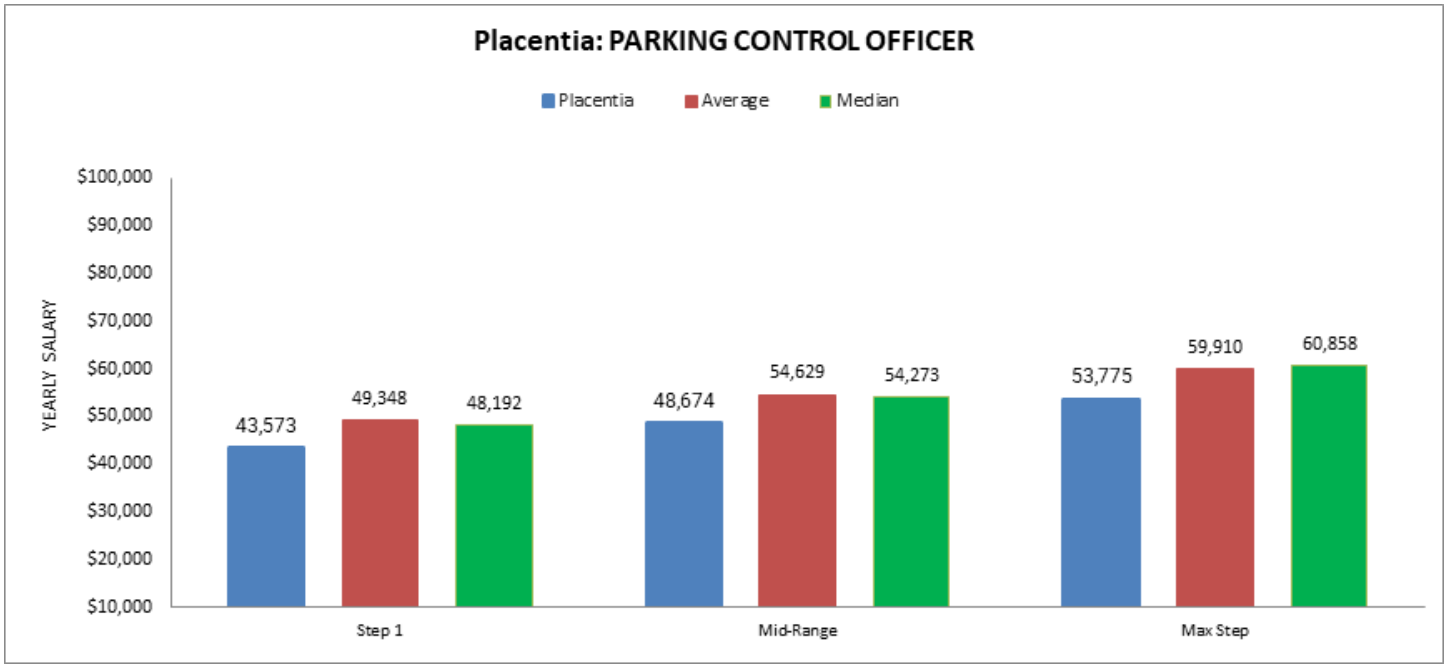
Recommendation:

- Placentia is within 5% above or below the Mid-Range of the Average of its peers' market and is within the Median Band. Value: 0.62% (*Value = the percentage difference between the Average market salary and Placentia.)

Wage Data Table 1.37: Parking Control Officer

(Ranked descending on Mid-Range Rate/Yearly)

Rank	Agency	Identified Title	Min	Mid-Range	Max	Steps	Eff. Date
1	City of Brea	Parking Control Officer	$56,774	$64,729	$72,685	11	01/06/24
2	City of Buena Park	Traffic Enforcement Specialist	$51,144	$58,206	$65,268	6	06/22/24
3	City of Fullerton	Parking Control Officer	$44,232	$50,340	$56,448	6	09/17/24
4	**Placentia**	**PARKING CONTROL OFFICER**	**$43,573**	**$48,674**	**$53,775**	**5**	**N/A**
5	City of La Habra	Parking Enforcement Officer	$45,240	$45,240	$45,240	1	N/A
-	City of Cypress	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Fountain Valley	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Seal Beach	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Tustin	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
	Average	Calculation DOES Not include Placentia	**$49,348**	**$54,629**	**$59,910**		
	Median	Calculation DOES Not include Placentia	**$48,192**	**$54,273**	**$60,858**		
		Placentia Variance to the Average	**-11.7%**	**-10.9%**	**-10.24%**		



Findings:

- Placentia ranks 4th of 5 when compared to this market.
- N/A - Data Unavailable for: City of Cypress, City of Fountain Valley, City of Seal Beach, City of Tustin.

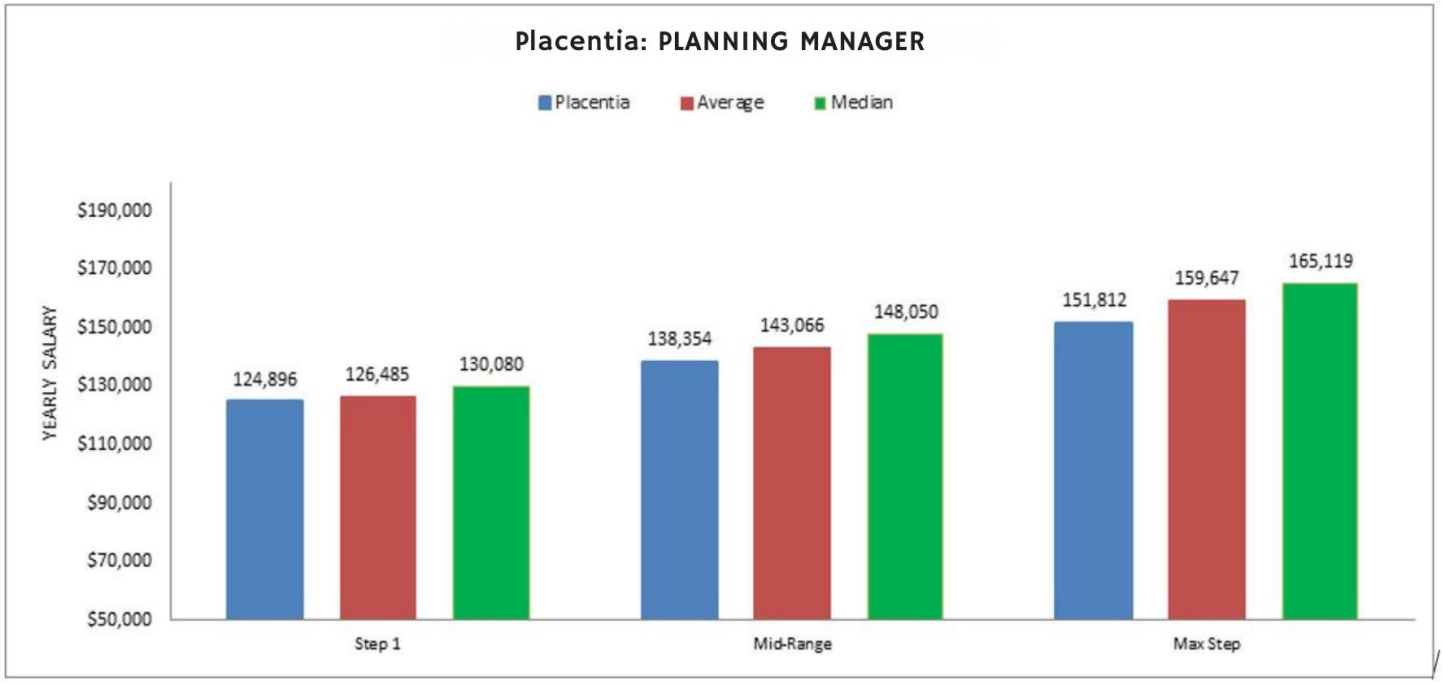
Recommendation:

- Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation. Value: -10.9% (*Value = the percentage difference between the Average market salary and Placentia.)

Wage Data Table 1.38: Planning Manager

(Ranked descending on Mid-Range Rate/Yearly)

Rank	Agency	Identified Title	Min	Mid-Range	Max	Steps	Eff. Date
1	City of Tustin	Assistant Director of Community Development - Planning	$135,346	$158,787	$182,229	7	09/23/24
2	City of La Habra	Planning Manager	$132,216	$148,668	$165,119	10	07/13/24
3	City of Fullerton	Planning Manager	$130,080	$148,050	$166,020	6	09/17/24
4	**Placentia**	**PLANNING SERVICES MANAGER**	**$124,896**	**$138,354**	**$151,812**	**5**	**N/A**
5	City of Buena Park	Planning Manager	$117,516	$129,924	$142,332	5	06/22/24
6	City of Seal Beach	Planning Manager	$117,265	$129,900	$142,536	5	09/06/24
-	City of Brea	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Cypress	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Fountain Valley	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
	Average	Calculation DOES Not include Placentia	**$126,485**	**$143,066**	**$159,647**		
	Median	Calculation DOES Not include Placentia	**$130,080**	**$148,050**	**$165,119**		
		Placentia Variance to the Average	**-1.26%**	**-3.29%**	**-4.91%**		



Findings:

- Placentia ranks 4th of 6 when compared to this market.
- N/A - Data Unavailable for: City of Brea, City of Cypress, City of Fountain Valley.

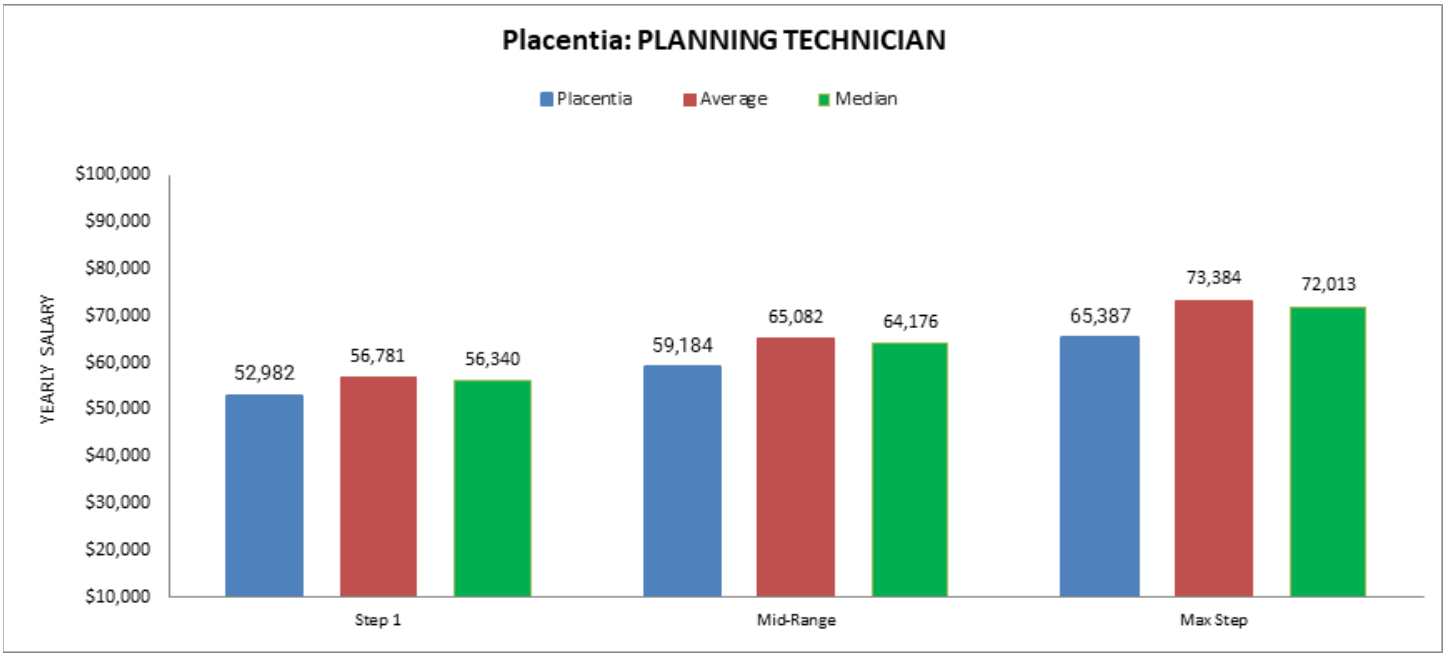
Recommendation:

- Placentia is within 5% above or below the Mid-Range of the Average of its peers' market and is within the Average band. Value: -3.29% (*Value = the percentage difference between the Average market salary and Placentia.)

Wage Data Table 1.39: Planning Technician

(Ranked descending on Mid-Range Rate/Yearly)

Rank	Agency	Identified Title	Min	Mid-Range	Max	Steps	Eff. Date
1	City of Tustin	Planning Technician	$62,317	$72,925	$83,533	7	07/01/24
2	City of Brea	Planning Technician	$57,119	$65,118	$73,117	11	07/08/23
3	City of Fullerton	Planning Technician	$55,560	$63,234	$70,908	6	09/17/24
4	**Placentia**	**PLANNING TECHNICIAN**	**$52,982**	**$59,184**	**$65,387**	**5**	**N/A**
5	City of Buena Park	Planning Technician	$52,128	$59,052	$65,976	6	06/22/24
-	City of Cypress	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Fountain Valley	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of La Habra	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Seal Beach	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
	Average	Calculation DOES Not include Placentia	**$56,781**	**$65,082**	**$73,384**		
	Median	Calculation DOES Not include Placentia	**$56,340**	**$64,176**	**$72,013**		
		Placentia Variance to the Average	**-6.69%**	**-9.06%**	**-10.9%**		



Findings:

- Placentia ranks 4th of 5 when compared to this market.
- N/A - Data Unavailable for: City of Cypress, City of Fountain Valley, City of La Habra, City of Seal Beach.

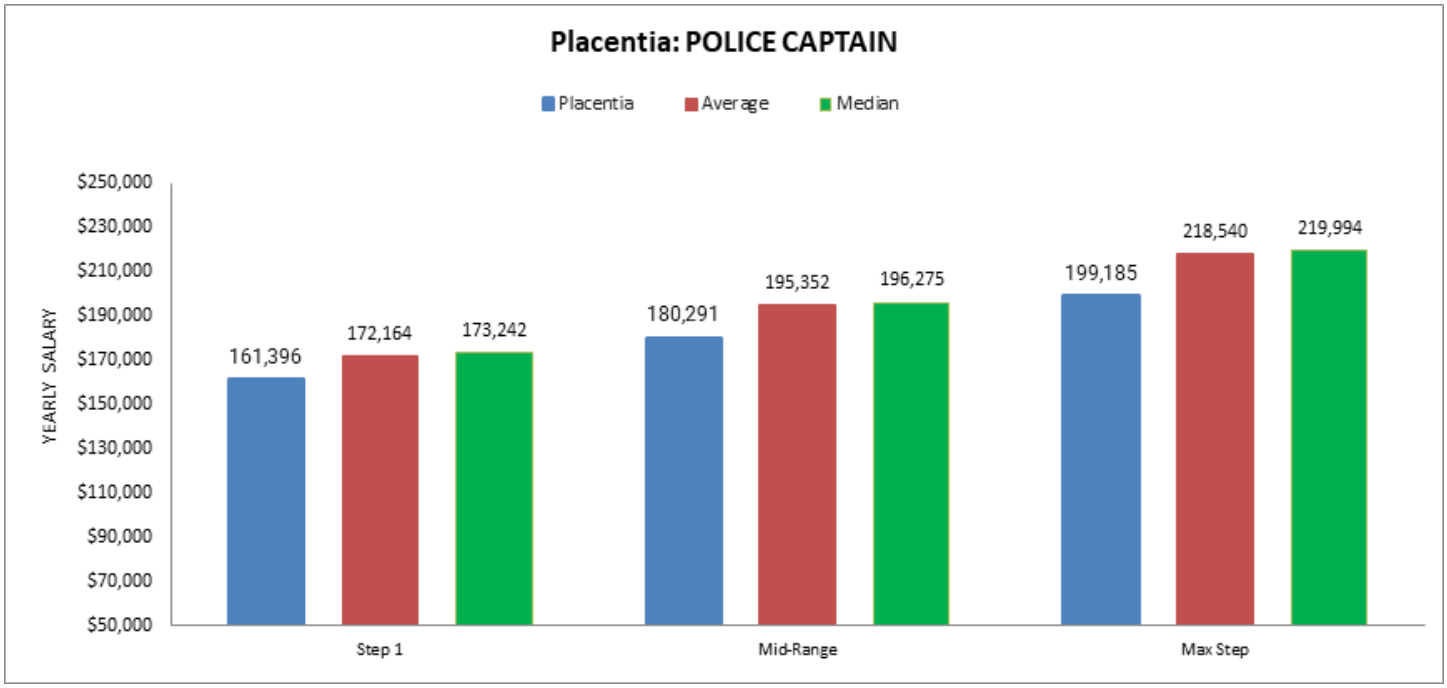
Recommendation:

- Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation. Value: -9.06% (*Value = the percentage difference between the Average market salary and Placentia.)

Wage Data Table 1.40: Police Captain

(Ranked descending on Mid-Range Rate/Yearly)

Rank	Agency	Identified Title	Min	Mid-Range	Max	Steps	Eff. Date
1	City of Cypress	Police Captain	$185,112	$203,664	$222,216	2	07/05/24
2	City of Brea	Police Captain	$178,440	$203,444	$228,448	11	01/06/24
3	City of Tustin	Police Captain	$173,035	$202,977	$232,918	7	07/01/24
4	City of Fullerton	Police Captain	$163,248	$196,476	$229,704	8	07/06/24
5	City of La Habra	Police Captain	$174,376	$196,074	$217,772	10	07/13/24
6	City of Buena Park	Police Captain	$173,448	$195,006	$216,564	6	06/22/24
7	City of Fountain Valley	Police Captain	$166,475	$184,413	$202,351	5	06/22/24
8	City of Seal Beach	Police Captain	$163,178	$180,761	$198,344	5	09/06/24
9	**Placentia**	**POLICE CAPTAIN**	**$161,396**	**$180,291**	**$199,185**	**5**	**N/A**
	Average	Calculation DOES Not include Placentia	**$172,164**	**$195,352**	**$218,540**		
	Median	Calculation DOES Not include Placentia	**$173,242**	**$196,275**	**$219,994**		
		Placentia Variance to the Average	**-6.25%**	**-7.71%**	**-8.86%**		



Findings:

- Placentia ranks 9th of 9 when compared to this market.

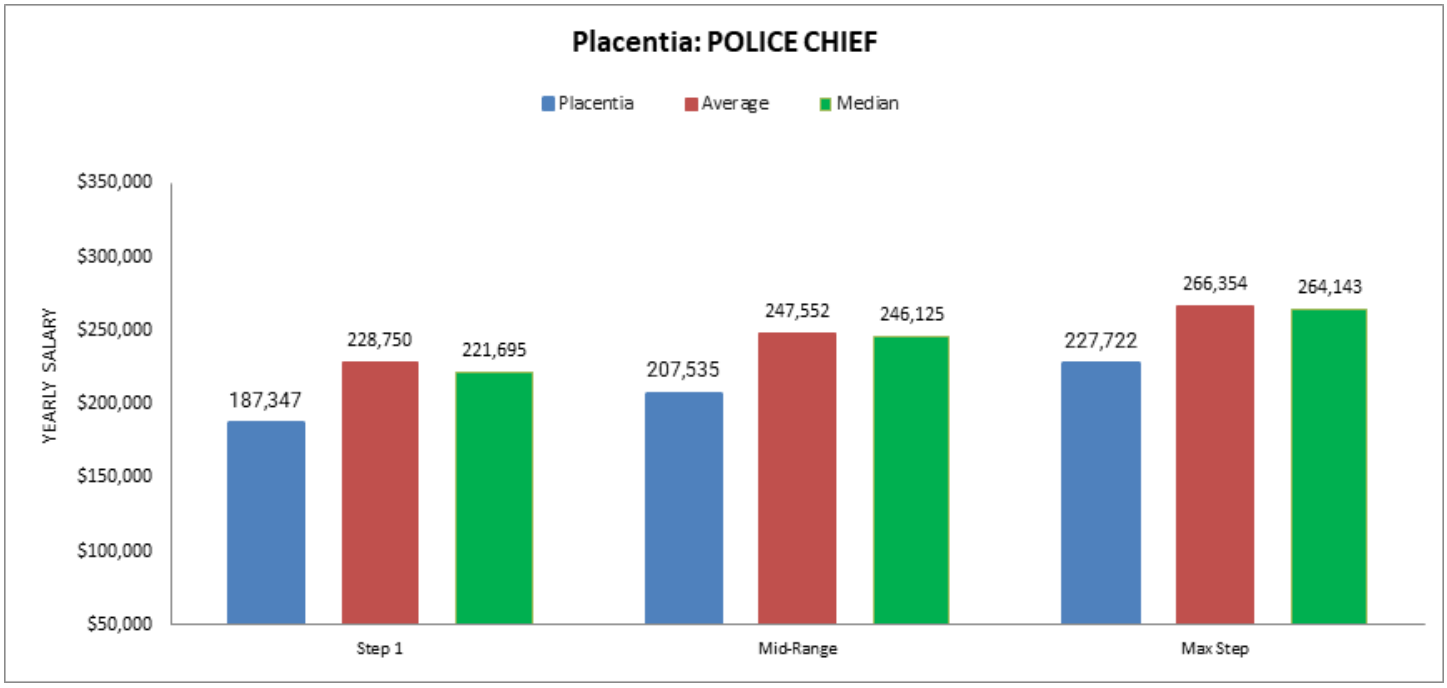
Recommendation:

- Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation. Value: -7.71% (*Value = the percentage difference between the Average market salary and Placentia.)

Wage Data Table 1.41: Police Chief

(Ranked descending on Mid-Range Rate/Yearly)

Rank	Agency	Identified Title	Min	Mid-Range	Max	Steps	Eff. Date
1	City of Brea	Police Chief	$242,115	$263,749	$285,382	2	07/08/23
2	City of Buena Park	Police Chief	$256,440	$256,440	$256,440	1	06/22/24
3	City of Fullerton	Chief of Police	$252,676	$252,676	$252,676	1	07/06/24
4	City of Tustin	Police Chief	$211,058	$247,593	$284,128	7	09/23/24
5	City of Cypress	Police Chief	$225,168	$244,656	$264,144	2	07/05/24
6	City of Fountain Valley	Chief of Police	$218,221	$241,735	$265,249	5	06/22/24
7	City of La Habra	Police Chief	$211,506	$237,824	$264,142	10	07/13/24
8	City of Seal Beach	Police Chief	$212,812	$235,743	$258,674	5	09/06/24
9	**Placentia**	**POLICE CHIEF**	**$187,347**	**$207,535**	**$227,722**	**5**	**N/A**
	Average	Calculation DOES Not include Placentia	**$228,750**	**$247,552**	**$266,354**		
	Median	Calculation DOES Not include Placentia	**$221,695**	**$246,125**	**$264,143**		
		Placentia Variance to the Average	**-18.1%**	**-16.17%**	**-14.5%**		



Findings:

- Placentia ranks 9th of 9 when compared to this market.

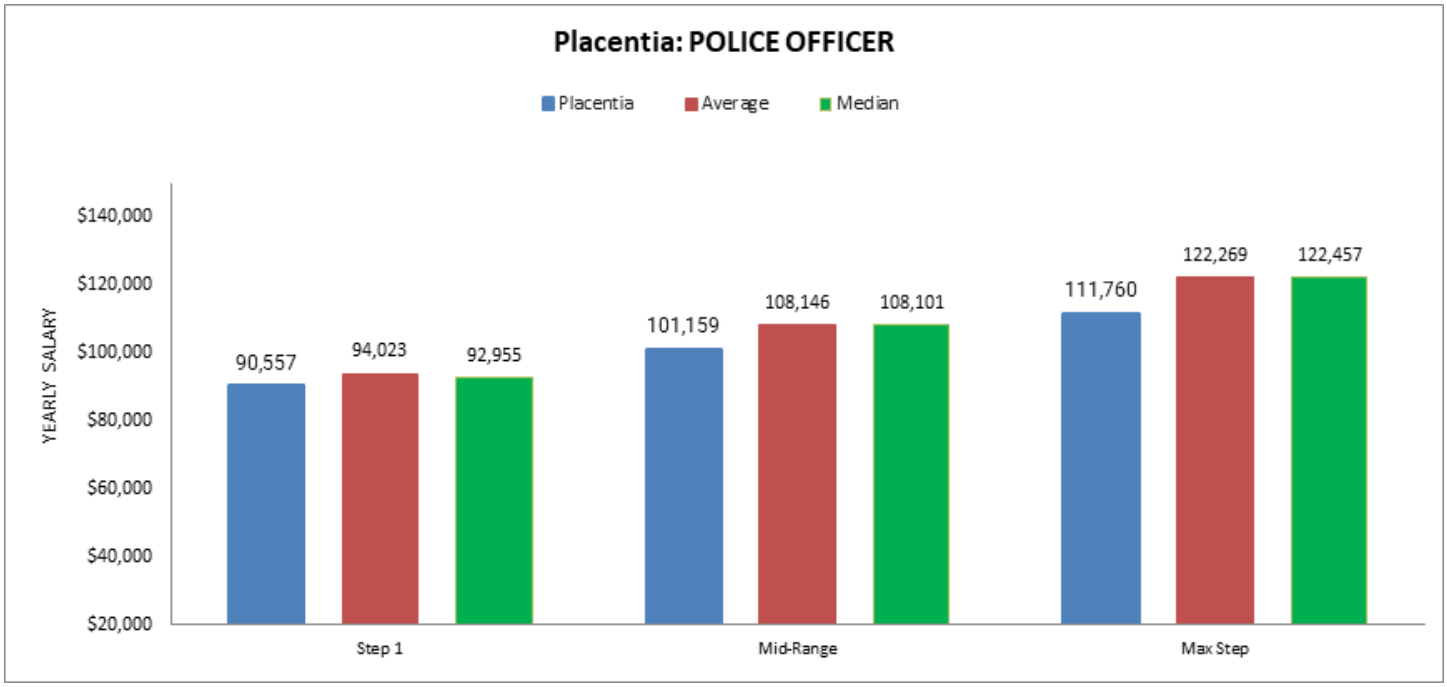
Recommendation:

- Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation. Value: -16.17% (*Value = the percentage difference between the Average market salary and Placentia.)

Wage Data Table 1.42: Police Officer

(Ranked descending on Mid-Range Rate/Yearly)

Rank	Agency	Identified Title	Min	Mid-Range	Max	Steps	Eff. Date
1	City of Seal Beach	Police Officer	$107,240	$118,795	$130,351	5	09/06/24
2	City of Cypress	Police Officer	$94,996	$109,626	$124,256	2	07/05/24
3	City of Tustin	Police Officer	$92,394	$108,462	$124,530	7	07/01/24
4	City of Buena Park	Police Officer	$93,516	$108,222	$122,928	7	06/22/24
5	City of Brea	Police Officer	$94,709	$107,980	$121,251	11	01/06/24
6	City of La Habra	Police Officer	$91,285	$106,635	$121,986	8	07/13/24
7	City of Fullerton	Police Officer I	$85,800	$103,266	$120,732	8	07/06/24
8	City of Fountain Valley	Police Officer	$92,240	$102,180	$112,119	5	06/22/24
9	**Placentia**	**POLICE OFFICER**	**$90,557**	**$101,159**	**$111,760**	**5**	**N/A**
	Average	Calculation DOES Not include Placentia	**$94,023**	**$108,146**	**$122,269**		
	Median	Calculation DOES Not include Placentia	**$92,955**	**$108,101**	**$122,457**		
		Placentia Variance to the Average	**-3.69%**	**-6.46%**	**-8.6%**		



Findings:

- Placentia ranks 9th of 9 when compared to this market.

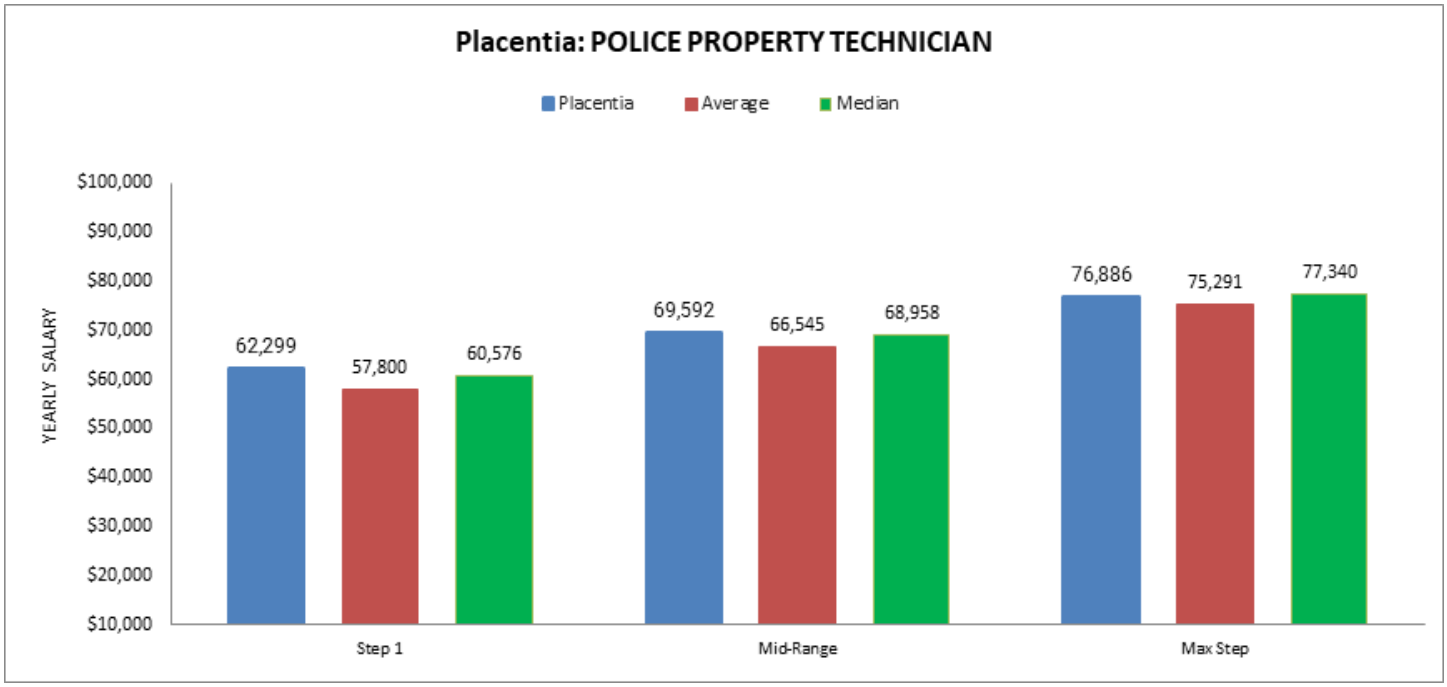
Recommendation:

- Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation. Value: -6.46% (*Value = the percentage difference between the Average market salary and Placentia.)

Wage Data Table 1.43: Police Property Technician

(Ranked descending on Mid-Range Rate/Yearly)

Rank	Agency	Identified Title	Min	Mid-Range	Max	Steps	Eff. Date
1	City of Tustin	Property & Evidence Specialist	$64,958	$76,201	$87,443	7	07/01/24
2	City of Brea	Property and Evidence Technician	$62,645	$71,423	$80,201	11	01/06/24
3	**Placentia**	**POLICE PROPERTY TECHNICIAN**	**$62,299**	**$69,592**	**$76,886**	**5**	**N/A**
4	City of Buena Park	Property Technician	$60,576	$68,958	$77,340	6	06/22/24
5	City of Fullerton	Police Property and Evidence Clerk	$53,736	$61,164	$68,592	6	09/17/24
6	City of La Habra	Property-Evidence Technician	$47,083	$54,981	$62,878	9	07/13/24
-	City of Cypress	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Fountain Valley	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Seal Beach	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
	Average	Calculation DOES Not include Placentia	**$57,800**	**$66,545**	**$75,291**		
	Median	Calculation DOES Not include Placentia	**$60,576**	**$68,958**	**$77,340**		
		Placentia Variance to the Average	**7.78%**	**4.58%**	**2.12%**		



Findings:

- Placentia ranks 3rd of 6 when compared to this market.
- N/A - Data Unavailable for: City of Cypress, City of Fountain Valley, City of Seal Beach.

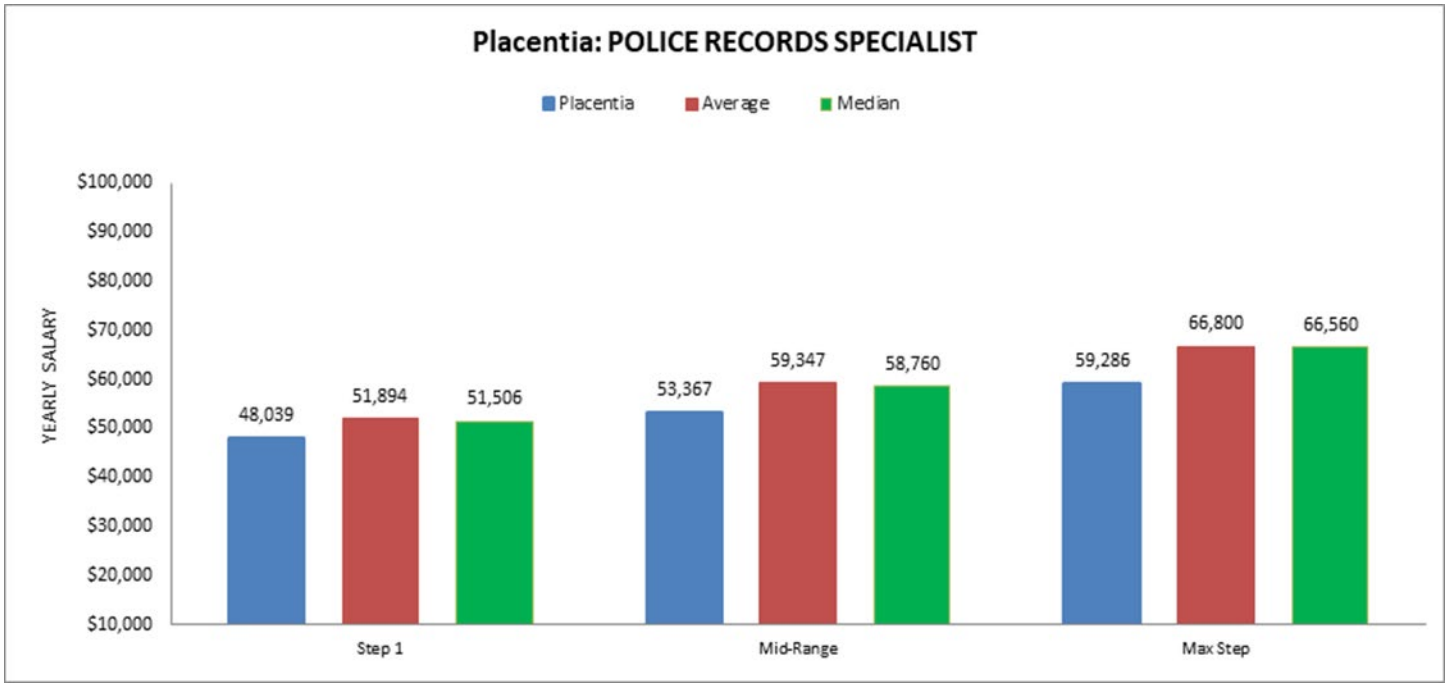
Recommendation:

- Placentia is within 5% above or below the Mid-Range of the Average of its peers' market and is within the Average Band. Value: 4.58% (*Value = the percentage difference between the Average market salary and Placentia.)

Wage Data Table 1.44: Police Records Specialist

(Ranked descending on Mid-Range Rate/Yearly)

Rank	Agency	Identified Title	Min	Mid-Range	Max	Steps	Eff. Date
1	City of Tustin	Police Records Specialist	$54,371	$63,783	$73,195	7	07/01/24
2	City of Fountain Valley	Records Clerk II	$57,034	$63,180	$69,326	5	01/01/24
3	City of Brea	Police Records Technician	$53,919	$61,470	$69,021	11	07/08/23
4	City of La Habra	Police Records Specialist	$47,998	$56,049	$64,099	9	07/13/24
5	City of Buena Park	Police Records Clerk	$49,092	$55,890	$62,688	6	06/22/24
6	City of Fullerton	Police Records Specialist	$48,948	$55,710	$62,472	6	09/17/24
7	**Placentia**	**POLICE RECORDS SPECIALIST**	**$48,039**	**$53,367**	**$59,286**	**N/A**	**N/A**
-	City of Cypress	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Seal Beach	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
	Average	Calculation DOES Not include Placentia	**$51,894**	**$59,347**	**$66,800**		
	Median	Calculation DOES Not include Placentia	**$51,506**	**$58,760**	**$66,560**		
		Placentia Variance to the Average	**-7.43%**	**-10.08%**	**-11.25%**		



Findings:

- Placentia ranks 7th of 7 when compared to this market.
- N/A - Data Unavailable for: City of Cypress, City of Seal Beach.

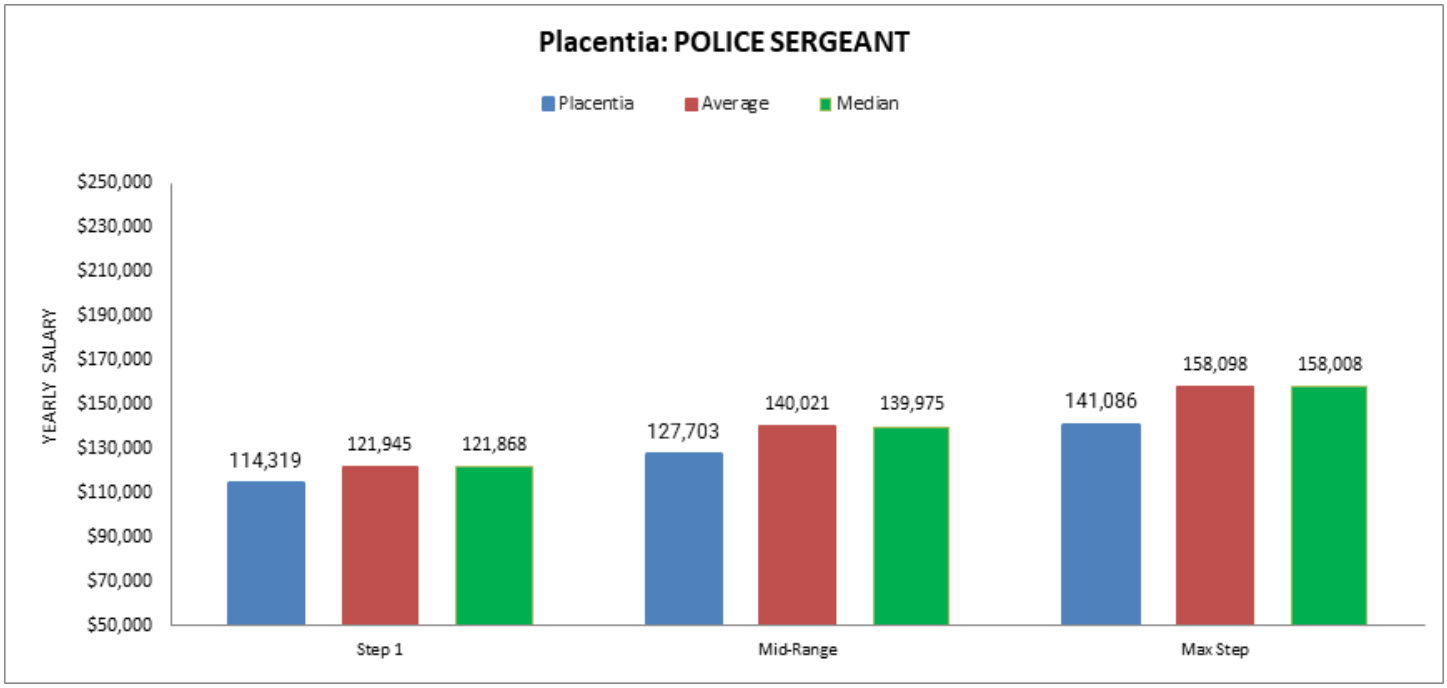
Recommendation:

- Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation. Value: -10.08% (*Value = the percentage difference between the Average market salary and Placentia.)

Wage Data Table 1.45: Police Sergeant

(Ranked descending on Mid-Range Rate/Yearly)

Rank	Agency	Identified Title	Min	Mid-Range	Max	Steps	Eff. Date
1	City of Seal Beach	Police Sergeant	$137,276	$152,068	$166,860	5	09/06/24
2	City of Tustin	Police Sergeant	$122,512	$143,738	$164,965	7	07/01/24
3	City of Cypress	Police Sergeant	$124,583	$141,808	$159,033	2	07/05/24
4	City of Buena Park	Police Sergeant	$121,332	$140,394	$159,456	7	06/22/24
5	City of Brea	Police Sergeant	$122,404	$139,555	$156,707	11	01/06/24
6	City of La Habra	Police Sergeant	$117,472	$137,227	$156,982	8	07/13/24
7	City of Fullerton	Police Sergeant I	$110,916	$133,488	$156,060	8	07/06/24
8	City of Fountain Valley	Police Sergeant	$119,062	$131,891	$144,720	5	06/22/24
9	**Placentia**	**POLICE SERGEANT**	**$114,319**	**$127,703**	**$141,086**	**5**	**N/A**
	Average	Calculation DOES Not include Placentia	**$121,945**	**$140,021**	**$158,098**		
	Median	Calculation DOES Not include Placentia	**$121,868**	**$139,975**	**$158,008**		
		Placentia Variance to the Average	**-6.25%**	**-8.8%**	**-10.76%**		



Findings:

- Placentia ranks 9th of 9 when compared to this market.

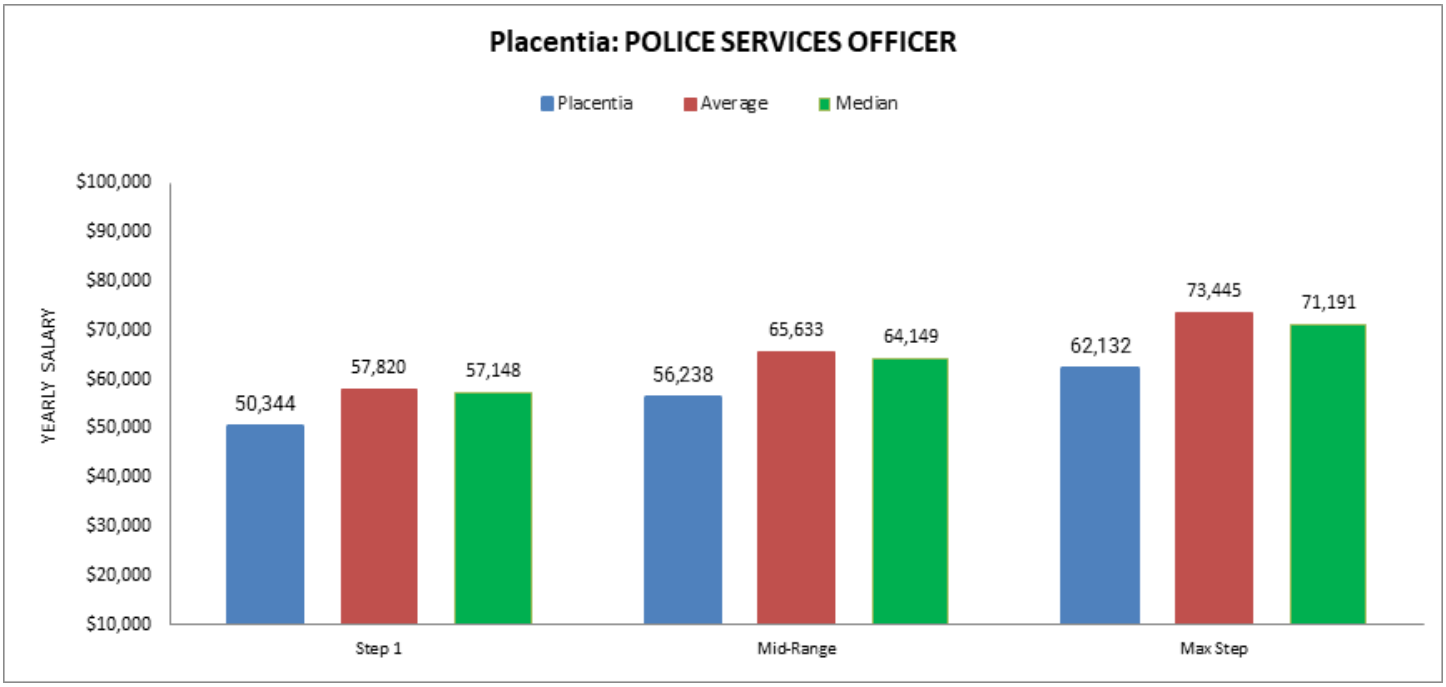
Recommendation:

- Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation. Value: -8.8% (*Value = the percentage difference between the Average market salary and Placentia.)

Wage Data Table 1.46: Police Services Officer

(Ranked descending on Mid-Range Rate/Yearly)

Rank	Agency	Identified Title	Min	Mid-Range	Max	Steps	Eff. Date
1	City of Tustin	Police Services Officer I	$62,504	$73,341	$84,178	7	07/01/24
2	City of Cypress	Police Services Officer	$64,920	$71,934	$78,948	2	07/05/24
3	City of Brea	Police Services Officer	$62,455	$71,207	$79,958	11	01/06/24
4	City of Seal Beach	Community Services Officer (no JD)	$58,735	$65,064	$71,393	5	09/06/24
5	City of Fullerton	Police Services Representative I	$55,560	$63,234	$70,908	6	09/17/24
6	City of La Habra	Community Service Officer	$53,154	$62,071	$70,988	9	07/13/24
7	City of Buena Park	Police Services Officer	$53,232	$60,606	$67,980	6	06/22/24
8	City of Fountain Valley	Police Services Officer	$52,000	$57,603	$63,206	5	01/01/24
9	**Placentia**	**POLICE SERVICES OFFICER**	**$50,344**	**$56,238**	**$62,132**	**5**	**N/A**
	Average	Calculation DOES Not include Placentia	**$57,820**	**$65,633**	**$73,445**		
	Median	Calculation DOES Not include Placentia	**$57,148**	**$64,149**	**$71,191**		
		Placentia Variance to the Average	**-12.93%**	**-14.31%**	**-15.4%**		



Findings:

- Placentia ranks 9th of 9 when compared to this market.

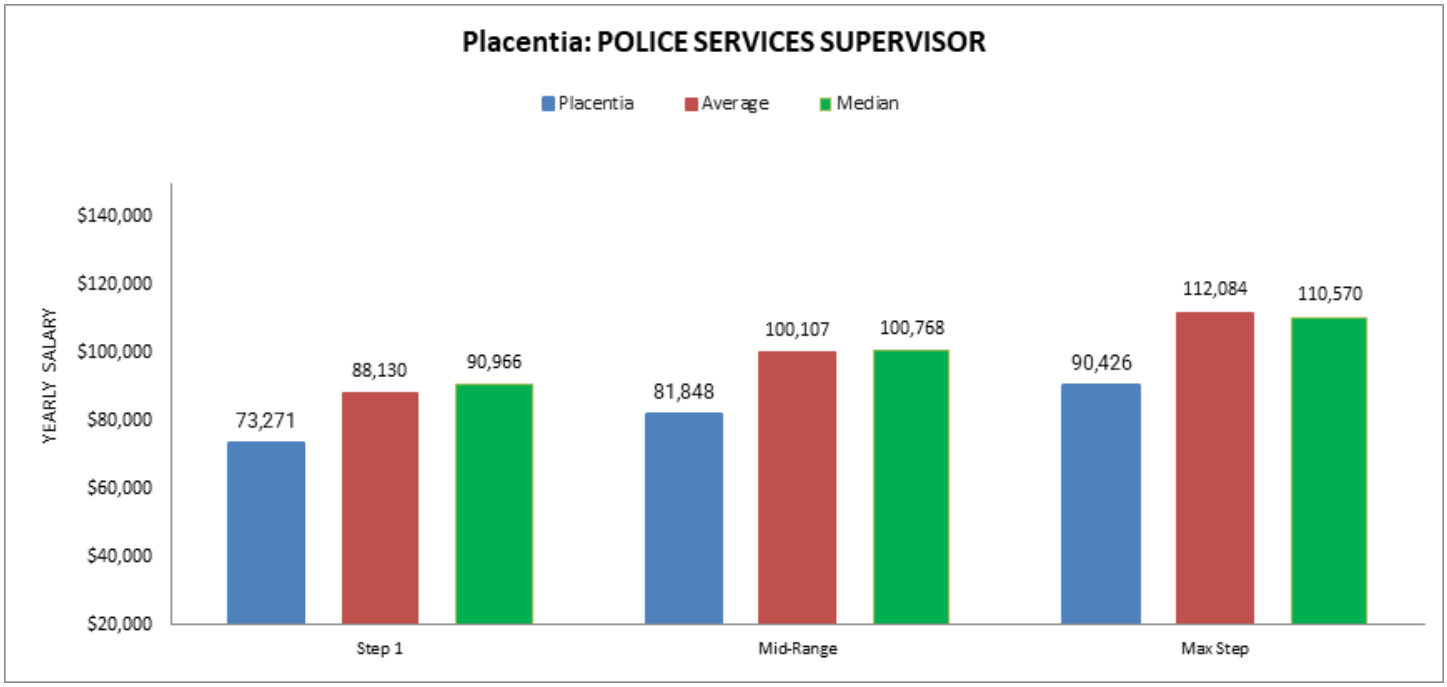
Recommendation:

- Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation. Value: -14.31% (*Value = the percentage difference between the Average market salary and Placentia.)

Wage Data Table 1.47: Police Services Supervisor

(Ranked descending on Mid-Range Rate/Yearly)

Rank	Agency	Identified Title	Min	Mid-Range	Max	Steps	Eff. Date
1	City of Tustin	Police Support Services Supervisor	$94,515	$110,594	$126,672	7	07/01/24
2	City of Brea	Police Records Supervisor (no JD)	$95,142	$108,465	$121,789	11	01/20/24
3	City of Fountain Valley	Support Services Supervisor	$90,966	$100,768	$110,570	5	01/01/24
4	City of Cypress	Police Support Services Supervisor	$81,036	$93,204	$105,372	2	07/05/24
5	City of Seal Beach	Police Services Manager (no JD)	$78,992	$87,504	$96,016	5	09/06/24
6	**Placentia**	**POLICE SERVICES SUPERVISOR**	**$73,271**	**$81,848**	**$90,426**	**5**	**N/A**
-	City of Buena Park	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Fullerton	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of La Habra	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
	Average	Calculation DOES Not include Placentia	**$88,130**	**$100,107**	**$112,084**		
	Median	Calculation DOES Not include Placentia	**$90,966**	**$100,768**	**$110,570**		
		Placentia Variance to the Average	**-16.86%**	**-18.24%**	**-19.32%**		



Findings:

- Placentia ranks 6th of 6 when compared to this market.
- N/A - Data Unavailable for: City of Buena Park, City of Fullerton, City of La Habra.

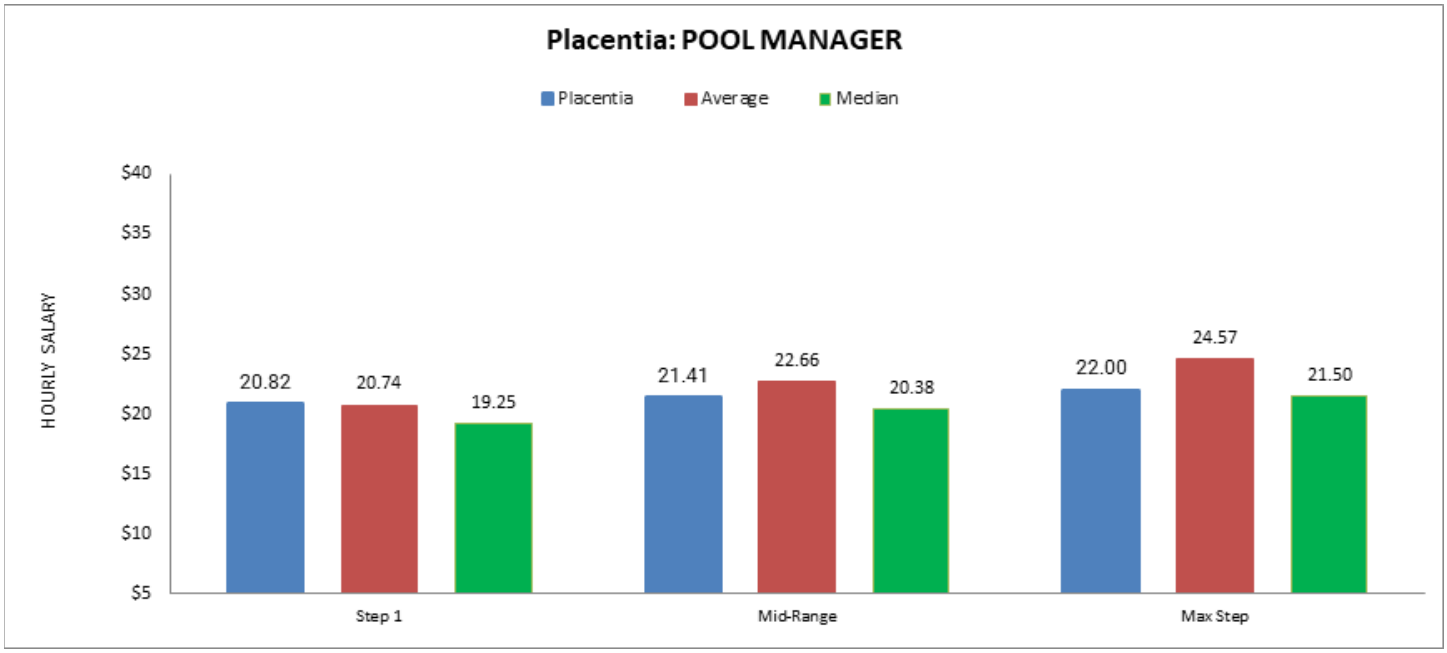
Recommendation:

- Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation. Value: -18.24% (*Value = the percentage difference between the Average market salary and Placentia.)

Wage Data Table 1.48: Pool Manager

(Ranked descending on Mid-Range Rate/Hourly)

Rank	Agency	Identified Title	Min	Mid-Range	Max	Steps	Eff. Date
1	City of Buena Park	Pool Manager	$27.21	$30.15	$33.08	5	06/22/24
2	**Placentia**	**POOL MANAGER**	**$20.82**	**$21.41**	**$22.00**	**4**	**N/A**
3	City of La Habra	Pool Manager	$19.25	$20.38	$21.50	2	N/A
4	City of Seal Beach	Pool Manager (no JD)	$15.75	$17.45	$19.14	5	10/10/22
-	City of Brea	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Cypress	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Fountain Valley	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Fullerton	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Tustin	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
	Average	Calculation DOES Not include Placentia	**$20.74**	**$22.66**	**$24.57**		
	Median	Calculation DOES Not include Placentia	**$19.25**	**$20.38**	**$21.50**		
		Placentia Variance to the Average	**0.4%**	**-5.52%**	**-10.47%**		



Findings:

- Placentia ranks 2nd of 4 when compared to this market.
- N/A - Data Unavailable for: City of Brea, City of Cypress, City of Fountain Valley, City of Fullerton, City of Tustin.

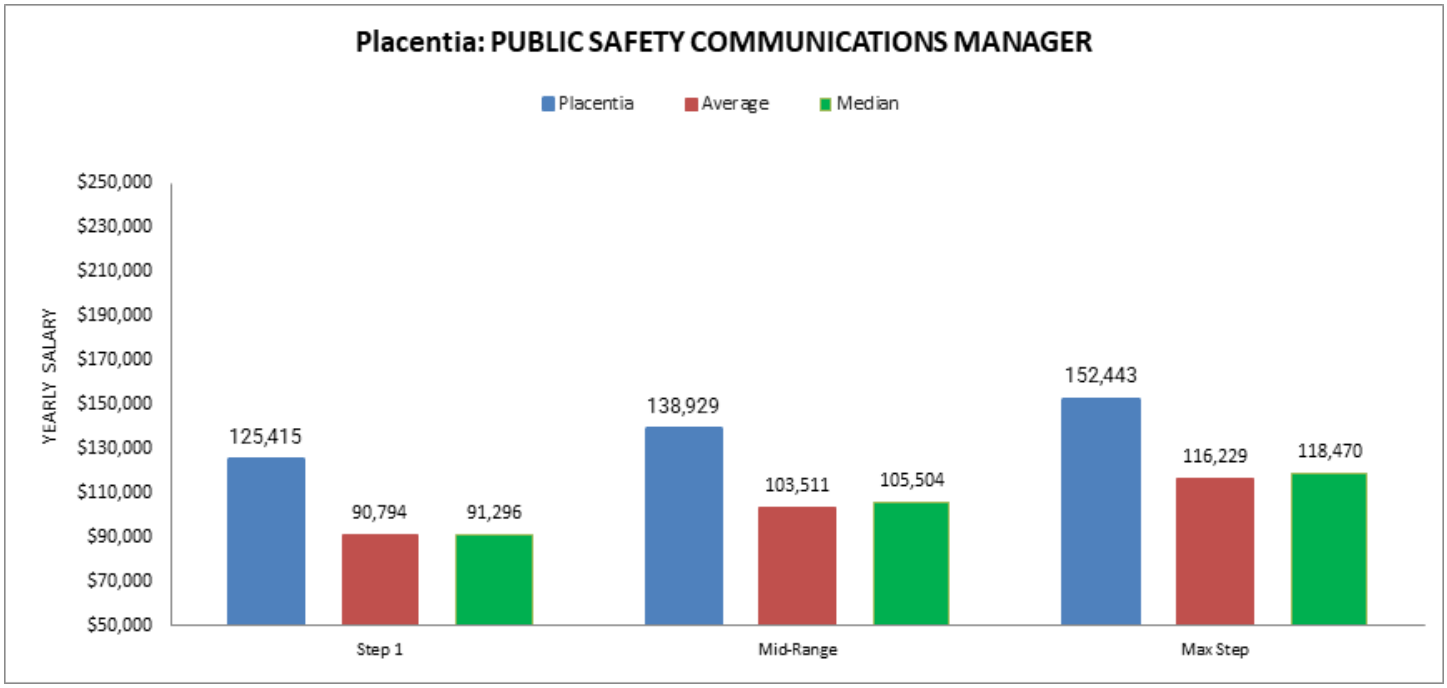
Recommendation:

- Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation. Value: 5.55% (*Value = the percentage difference between the Average market salary and Placentia.)

Wage Data Table 1.49: Public Safety Communications Manager

(Ranked descending on Mid-Range Rate/Yearly)

Rank	Agency	Identified Title	Min	Mid-Range	Max	Steps	Eff. Date
1	Placentia	PUBLIC SAFETY COMMUNICATIONS MANAGER	$125,415	$138,929	$152,443	5	N/A
2	City of Fountain Valley	Support Services Manager	$111,353	$123,351	$135,350	5	01/01/24
3	City of Buena Park	Police Dispatcher Supervisor	$91,296	$105,666	$120,036	7	06/22/24
4	City of Brea	Communications Supervisor	$92,537	$105,504	$118,470	11	01/06/24
5	City of Fullerton	Police Communications Supervisor	$80,520	$91,644	$102,768	6	09/17/24
6	City of La Habra	Communications Operator Supervisor	$78,262	$91,391	$104,520	9	07/13/24
-	City of Cypress	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Seal Beach	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Tustin	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
	Average	Calculation DOES Not include Placentia	**$90,794**	**$103,511**	**$116,229**		
	Median	Calculation DOES Not include Placentia	**$91,296**	**$105,504**	**$118,470**		
		Placentia Variance to the Average	**38.13%**	**34.22%**	**31.16%**		



Findings:

- Placentia ranks 1st of 6 when compared to this market.
- N/A - Data Unavailable for: City of Cypress, City of Seal Beach, City of Tustin.

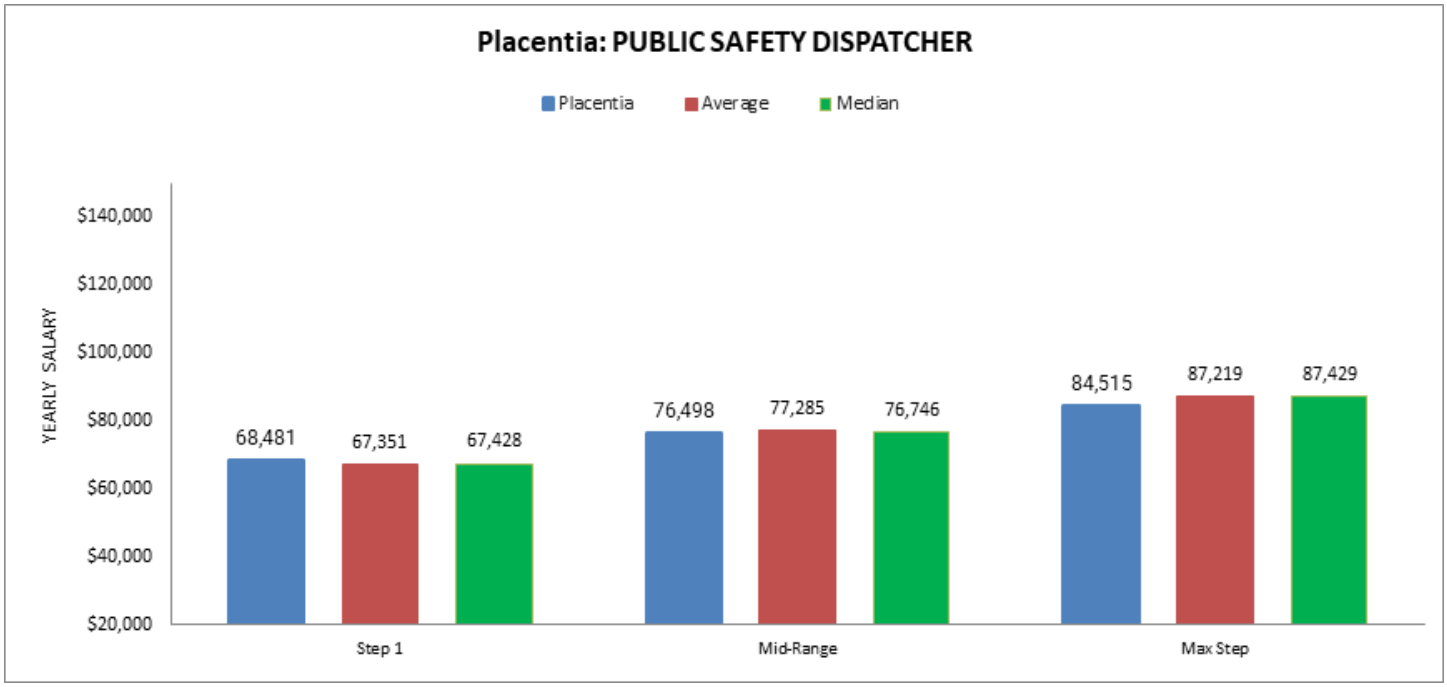
Recommendation:

- Placentia is more than 5% above the Mid-Range of the Average of its peers' market, therefore no change in salary range allocation is suggested. Value: 34.22% (*Value = the percentage difference between the Average market salary and Placentia.)

Wage Data Table 1.50: Public Safety Dispatcher

(Ranked descending on Mid-Range Rate/Yearly)

Rank	Agency	Identified Title	Min	Mid-Range	Max	Steps	Eff. Date
1	City of Tustin	Police Communications Officer II	$74,048	$86,642	$99,237	7	07/01/24
2	City of Fountain Valley	Dispatcher	$74,235	$82,234	$90,233	5	01/01/24
3	City of Buena Park	Police Dispatcher	$67,560	$78,180	$88,800	7	06/22/24
4	City of Cypress	Police Dispatcher	$67,428	$76,746	$86,064	2	07/05/24
5	**Placentia**	**PUBLIC SAFETY DISPATCHER**	**$68,481**	**$76,498**	**$84,515**	**5**	**N/A**
6	City of La Habra	Communications Operator	$65,466	$76,447	$87,429	9	07/13/24
7	City of Brea	Public Safety Dispatcher I	$63,596	$72,507	$81,418	11	01/06/24
8	City of Fullerton	Police Dispatcher	$59,124	$68,238	$77,352	7	07/06/24
-	City of Seal Beach	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
	Average	Calculation DOES Not include Placentia	**$67,351**	**$77,285**	**$87,219**		
	Median	Calculation DOES Not include Placentia	**$67,428**	**$76,746**	**$87,429**		
		Placentia Variance to the Average	**1.68%**	**-1.02%**	**-3.1%**		



Findings:

- Placentia ranks 5th of 8 when compared to this market.
- N/A - Data Unavailable for: City of Seal Beach.

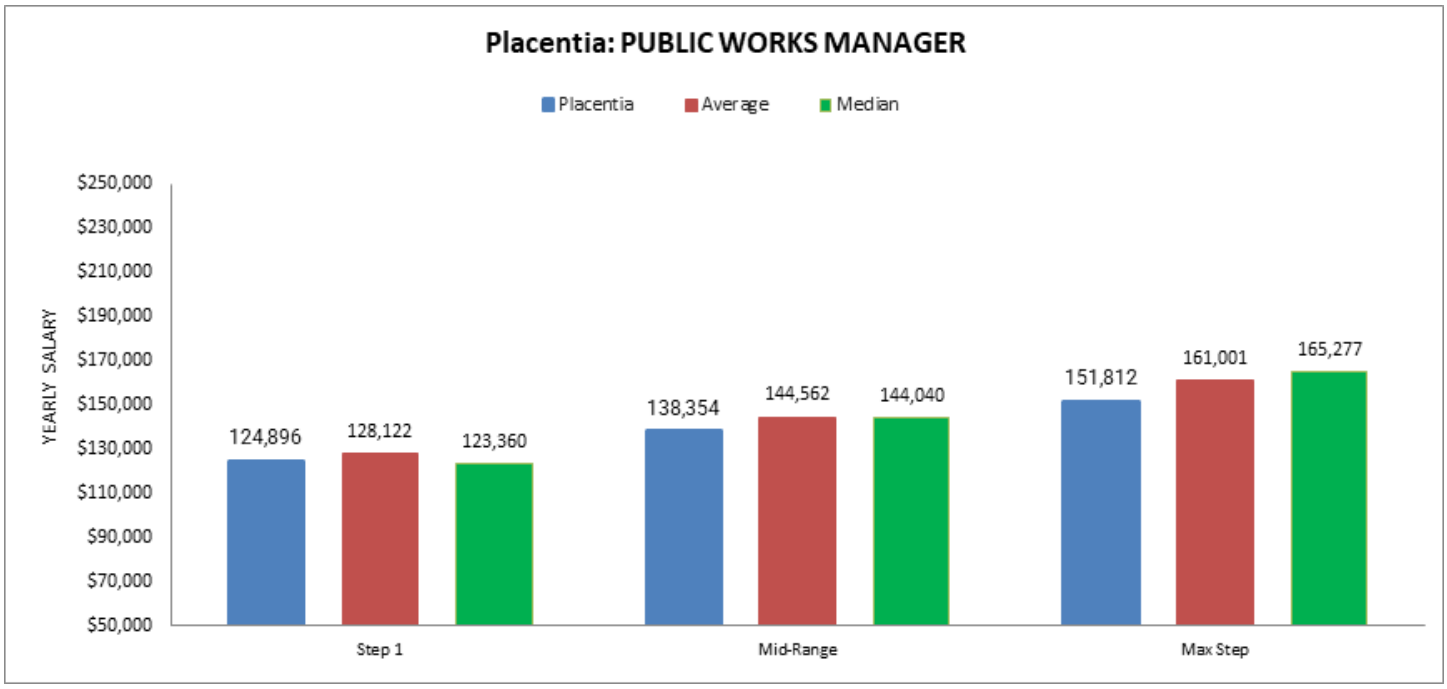
Recommendation:

- Placentia is within 5% above or below the Mid-Range of the Average of its peers' market and is within the Average Band. Value: -1.02% (*Value = the percentage difference between the Average market salary and Placentia.)

Wage Data Table 1.51: Public Works Manager

(Ranked descending on Mid-Range Rate/Yearly)

Rank	Agency	Identified Title	Min	Mid-Range	Max	Steps	Eff. Date
1	City of La Habra	Public Works Director	$153,400	$172,488	$191,575	10	07/13/24
2	City of Fountain Valley	Field Services Manager	$146,737	$162,548	$178,359	5	01/01/24
3	City of Tustin	Field Services Manager	$122,803	$144,040	$165,277	7	09/23/24
4	**Placentia**	**PUBLIC WORKS MANAGER**	**$124,896**	**$138,354**	**$151,812**	**5**	**N/A**
5	City of Buena Park	Public Works Manager	$123,360	$136,416	$149,472	5	06/22/24
6	City of Fullerton	Facilities Manager	$94,308	$107,316	$120,324	6	09/17/24
-	City of Brea	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Cypress	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Seal Beach	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
	Average	Calculation DOES Not include Placentia	**$128,122**	**$144,562**	**$161,001**		
	Median	Calculation DOES Not include Placentia	**$123,360**	**$144,040**	**$165,277**		
		Placentia Variance to the Average	**-2.52%**	**-4.29%**	**-5.71%**		



Findings:

- Placentia ranks 4th of 6 when compared to this market.
- N/A - Data Unavailable for: City of Brea, City of Cypress, City of Seal Beach.

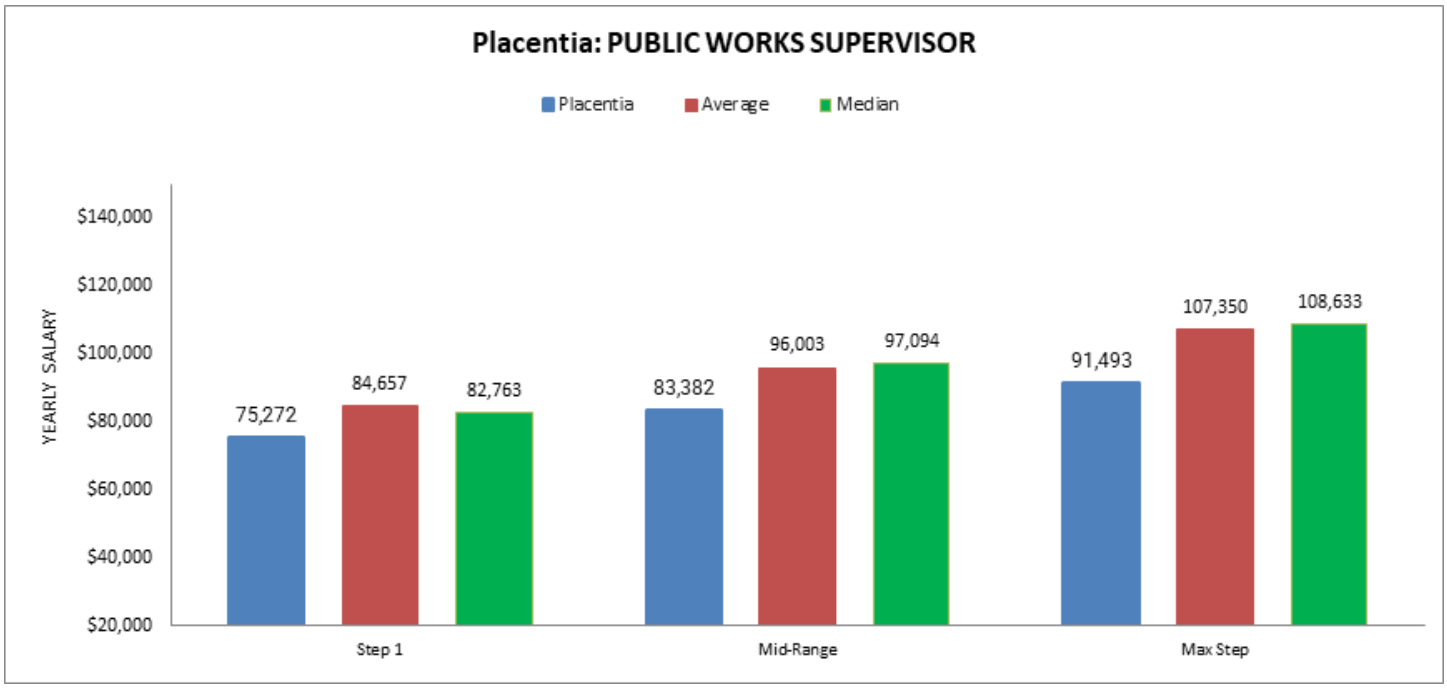
Recommendation:

- Placentia is within 5% above or below the Mid-Range of the Average of its peers' market and is within the Median Band. Value: -4.29% (*Value = the percentage difference between the Average market salary and Placentia.)

Wage Data Table 1.52: Public Works Supervisor

(Ranked descending on Mid-Range Rate/Yearly)

Rank	Agency	Identified Title	Min	Mid-Range	Max	Steps	Eff. Date
1	City of Fountain Valley	Public Services Supervisor	$95,436	$105,720	$116,003	5	01/01/24
2	City of Seal Beach	Maintenance Services Supervisor	$89,373	$99,003	$108,633	5	09/06/24
3	City of Tustin	Maintenance Supervisor	$82,763	$97,094	$111,426	7	09/23/24
4	City of Cypress	Maintenance Supervisor	$81,036	$93,204	$105,372	2	07/05/24
5	City of Fullerton	Building and Facilities Supervisor	$74,676	$84,996	$95,316	6	09/17/24
6	**Placentia**	**PUBLIC WORKS SUPERVISOR**	**$75,272**	**$83,382**	**$91,493**	**5**	**N/A**
-	City of Brea	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Buena Park	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of La Habra	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
	Average	Calculation DOES Not include Placentia	**$84,657**	**$96,003**	**$107,350**		
	Median	Calculation DOES Not include Placentia	**$82,763**	**$97,094**	**$108,633**		
		Placentia Variance to the Average	**-11.09%**	**-13.15%**	**-14.77%**		



Findings:

- Placentia ranks 6th of 6 when compared to this market.
- N/A - Data Unavailable for: City of Brea, City of Buena Park, City of La Habra.

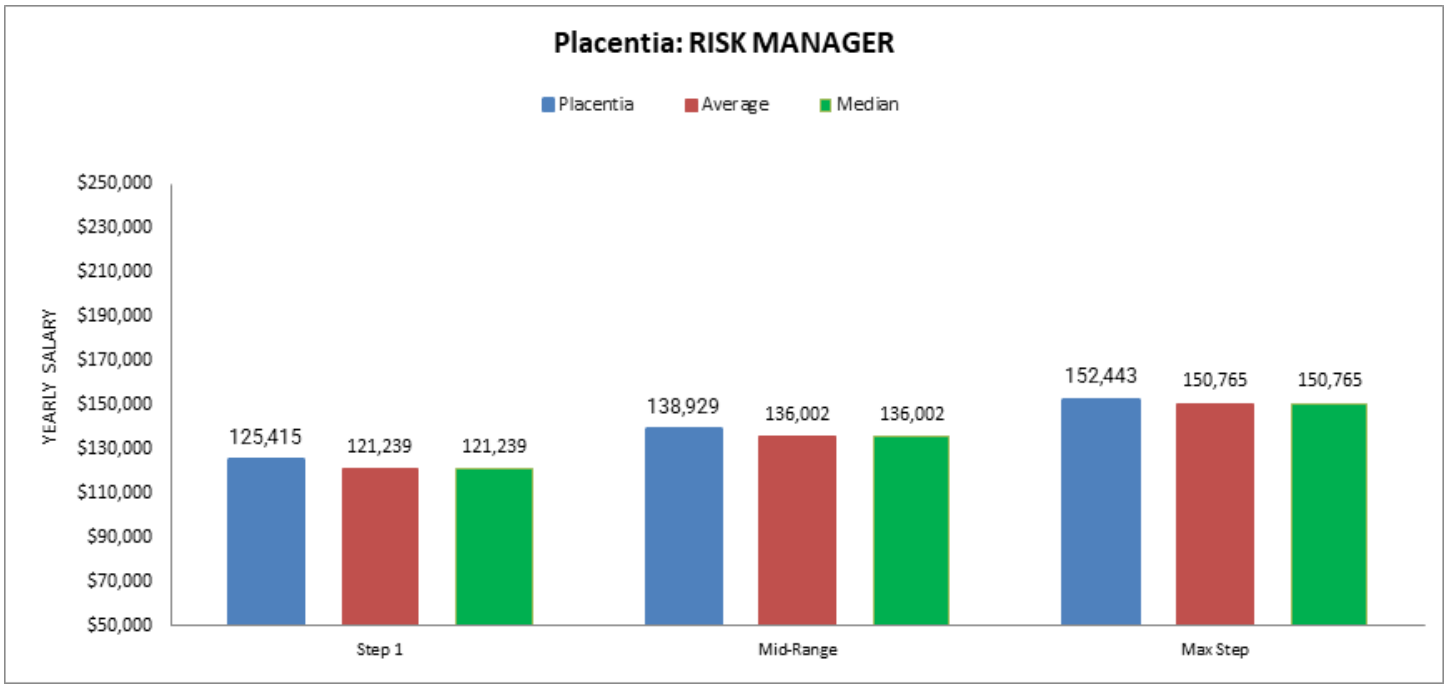
Recommendation:

- Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation. Value: -13.15% (*Value = the percentage difference between the Average market salary and Placentia.)

Wage Data Table 1.53: Risk Manager

(Ranked descending on Mid-Range Rate/Yearly)

Rank	Agency	Identified Title	Min	Mid-Range	Max	Steps	Eff. Date
1	City of Fountain Valley	Risk Manager	$130,745	$144,834	$158,922	5	06/22/24
2	**Placentia**	**RISK MANAGER**	**$125,415**	**$138,929**	**$152,443**	**5**	**N/A**
3	City of Fullerton	Risk Manager	$111,732	$127,170	$142,608	6	07/06/24
-	City of Brea	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Buena Park	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Cypress	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of La Habra	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Seal Beach	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Tustin	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
	Average	Calculation DOES Not include Placentia	**$121,239**	**$136,002**	**$150,765**		
	Median	Calculation DOES Not include Placentia	**$121,239**	**$136,002**	**$150,765**		
		Placentia Variance to the Average	**3.44%**	**2.15%**	**1.11%**		



Findings:

- Placentia ranks 2nd of 3 when compared to this market.
- N/A - Data Unavailable for: City of Brea, City of Buena Park, City of Cypress, City of La Habra, City of Seal Beach, City of Tustin.

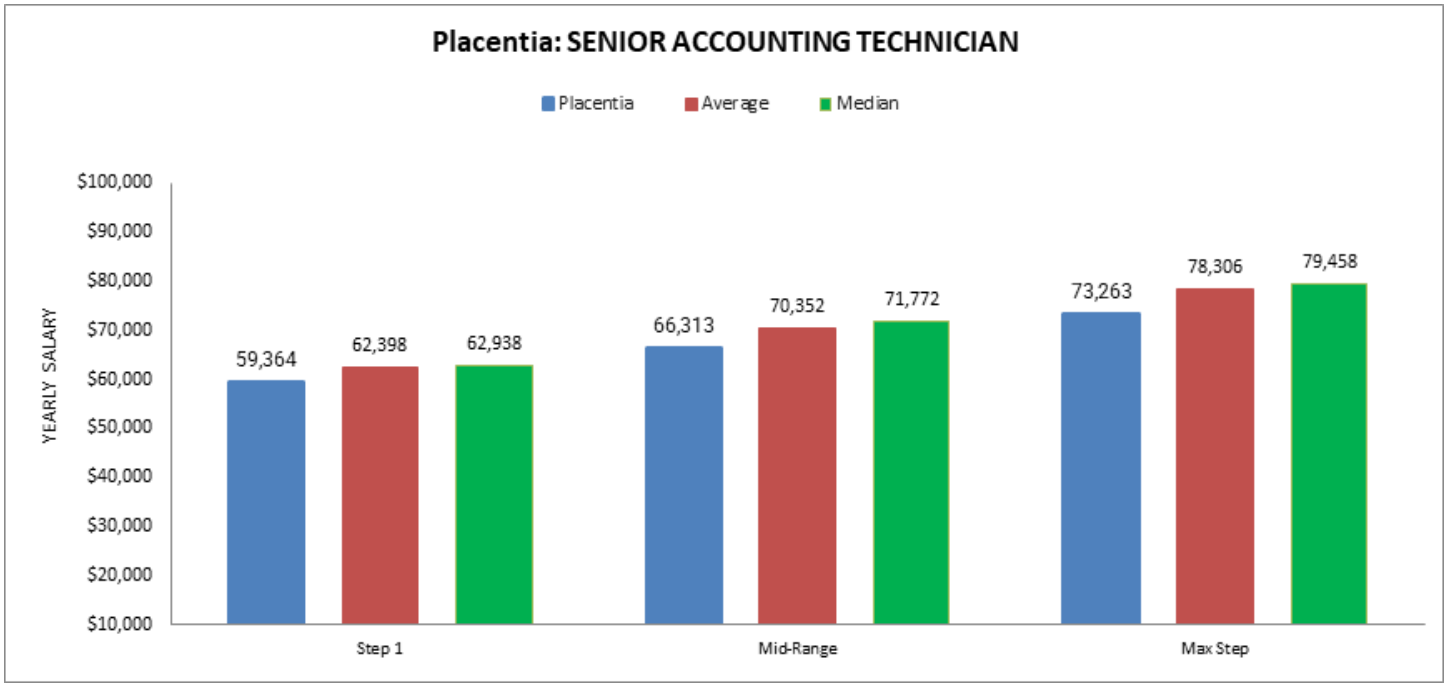
Recommendation:

- Fewer than three comparable peer markets were available, resulting in insufficient data for a reliable market analysis.

Wage Data Table 1.54: Senior Accounting Technician

(Ranked descending on Mid-Range Rate/Yearly)

Rank	Agency	Identified Title	Min	Mid-Range	Max	Steps	Eff. Date
1	City of Seal Beach	Senior Accounting Technician	$66,454	$73,614	$80,775	5	09/06/24
2	City of Tustin	Senior Accounting Specialist	$61,963	$72,686	$83,408	7	07/01/24
3	City of Cypress	Senior Account Clerk	$65,088	$72,096	$79,104	2	07/05/24
4	City of Buena Park	Senior Accounting Technician	$63,084	$71,448	$79,812	6	06/22/24
5	City of Fountain Valley	Senior Accounting Technician (no JD)	$62,791	$69,557	$76,322	5	01/01/24
6	**Placentia**	**SENIOR ACCOUNTING TECHNICIAN**	**$59,364**	**$66,313**	**$73,263**	**5**	**N/A**
7	City of Brea	Accounting Technician II	$55,008	$62,711	$70,414	11	07/08/23
-	City of Fullerton	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of La Habra	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
	Average	Calculation DOES Not include Placentia	**$62,398**	**$70,352**	**$78,306**		
	Median	Calculation DOES Not include Placentia	**$62,938**	**$71,772**	**$79,458**		
		Placentia Variance to the Average	**-4.86%**	**-5.74%**	**-6.44%**		



Findings:

- Placentia ranks 6th of 7 when compared to this market.
- N/A - Data Unavailable for: City of Fullerton, City of La Habra.

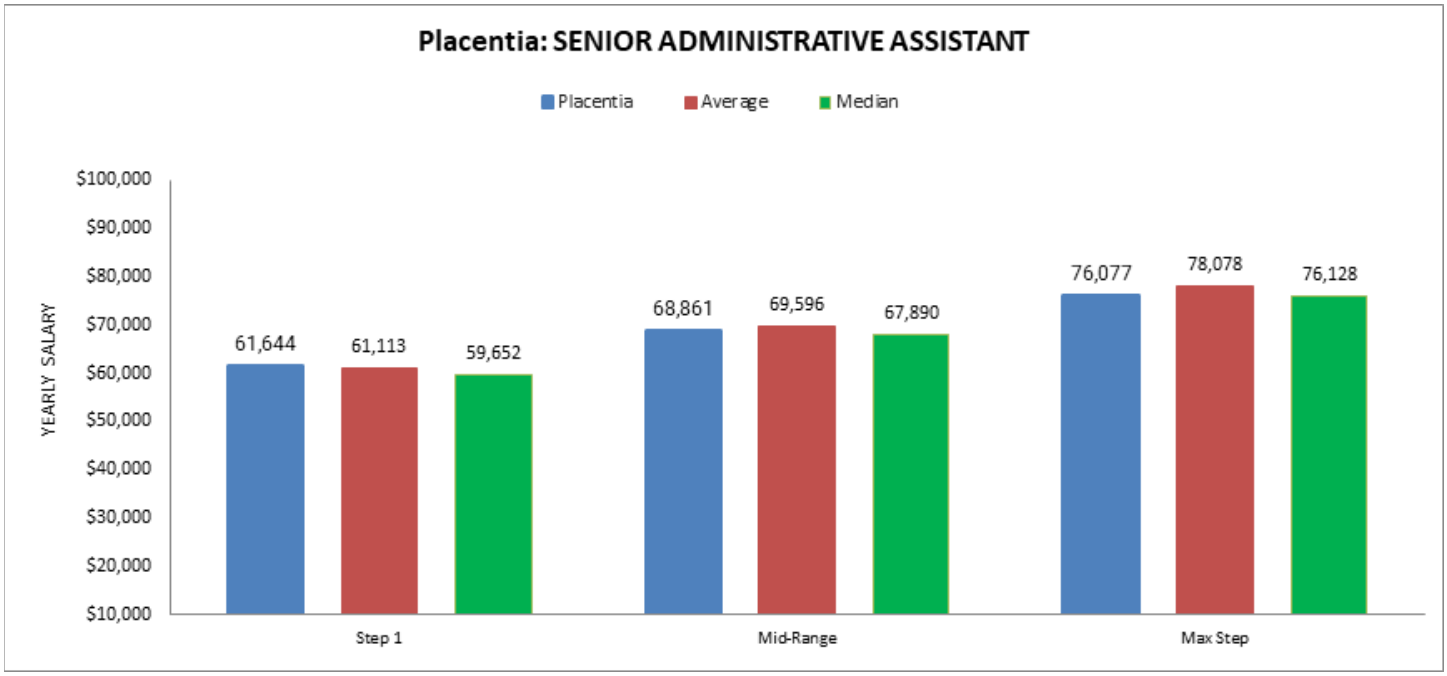
Recommendation:

- Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation. Value: -5.74% (*Value = the percentage difference between the Average market salary and Placentia.)

Wage Data Table 1.55: Senior Administrative Assistant

(Ranked descending on Mid-Range Rate/Yearly)

Rank	Agency	Identified Title	Min	Mid-Range	Max	Steps	Eff. Date
1	City of Brea	Executive Assistant	$64,455	$73,481	$82,507	11	07/08/23
2	**Placentia**	**SENIOR ADMINISTRATIVE ASSISTANT**	**$61,644**	**$68,861**	**$76,077**	**5**	**N/A**
3	City of Buena Park	Senior Administrative Assistant - BPPA	$59,652	$67,890	$76,128	6	06/22/24
4	City of Fullerton	Administrative Assistant II	$59,232	$67,416	$75,600	6	09/17/24
-	City of Cypress	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Fountain Valley	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of La Habra	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Seal Beach	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Tustin	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
	Average	Calculation DOES Not include Placentia	**$61,113**	**$69,596**	**$78,078**		
	Median	Calculation DOES Not include Placentia	**$59,652**	**$67,890**	**$76,128**		
		Placentia Variance to the Average	**0.87%**	**-1.06%**	**-2.56%**		



Findings:

- Placentia ranks 2nd of 4 when compared to this market.
- N/A - Data Unavailable for: City of Cypress, City of Fountain Valley, City of La Habra, City of Seal Beach, City of Tustin.

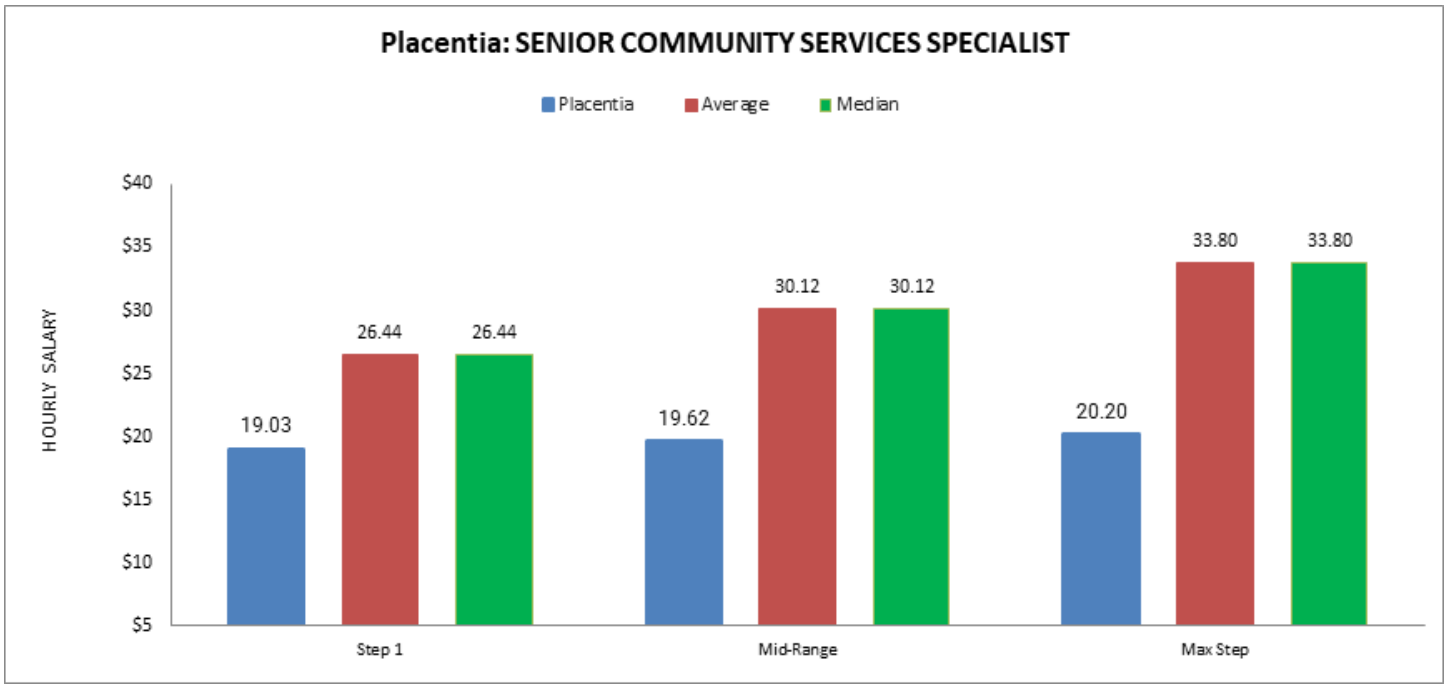
Recommendation:

- Placentia is within 5% above or below the Mid-Range of the Average of its peers' market and is within the Average Band. Value: -1.06% (*Value = the percentage difference between the Average market salary and Placentia.)

Wage Data Table 1.56: Senior Community Services Specialist

(Ranked descending on Mid-Range Rate/Hourly)

Rank	Agency	Identified Title	Min	Mid-Range	Max	Steps	Eff. Date
1	City of Brea	Community Services Specialist II	$32.05	$36.54	$41.02	11	07/08/23
2	City of Fullerton	Tiny Tots Teacher	$20.82	$23.70	$26.57	6	09/17/24
3	**Placentia**	**SENIOR COMMUNITY SERVICES SPECIALIST**	**$19.03**	**$19.62**	**$20.20**	**4**	**N/A**
-	City of Buena Park	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Cypress	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Fountain Valley	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of La Habra	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Seal Beach	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Tustin	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
	Average	Calculation DOES Not include Placentia	**$26.44**	**$30.12**	**$33.80**		
	Median	Calculation DOES Not include Placentia	**$26.44**	**$30.12**	**$33.80**		
		Placentia Variance to the Average	**-28.01%**	**-34.86%**	**-40.23%**		



Findings:

- Placentia ranks 3rd of 3 when compared to this market.
- N/A - Data Unavailable for: City of Buena Park, City of Cypress, City of Fountain Valley, City of La Habra, City of Seal Beach, City of Tustin.

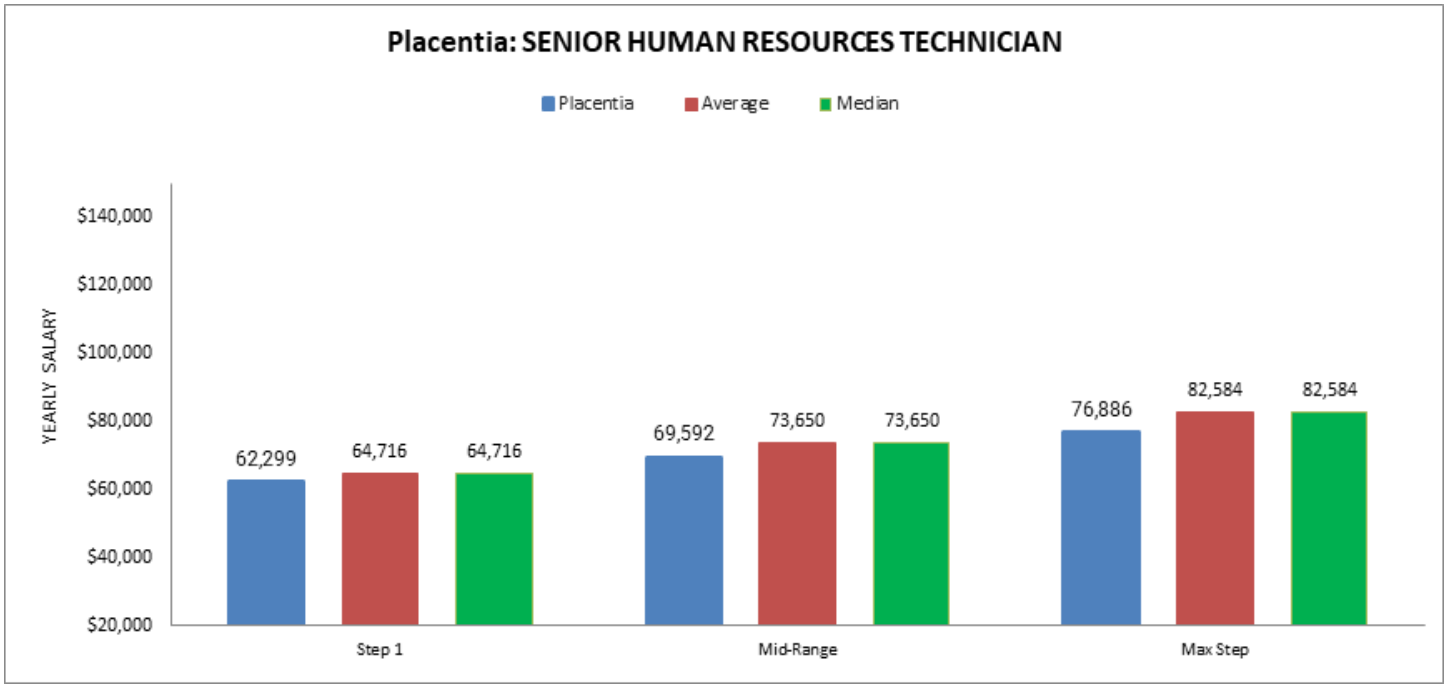
Recommendation:

- Fewer than three comparable peer markets were available, resulting in insufficient data for a reliable market analysis.

Wage Data Table 1.57: Senior Human Resources Technician

(Ranked descending on Mid-Range Rate/Yearly)

Rank	Agency	Identified Title	Min	Mid-Range	Max	Steps	Eff. Date
1	City of Fullerton	Human Resources Technician II	$64,716	$73,650	$82,584	6	07/06/24
2	Placentia	SENIOR HUMAN RESOURCES TECHNICIAN	$62,299	$69,592	$76,886	5	N/A
-	City of Brea	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Buena Park	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Cypress	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Fountain Valley	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of La Habra	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Seal Beach	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Tustin	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
	Average	Calculation DOES Not include Placentia	$64,716	$73,650	$82,584		
	Median	Calculation DOES Not include Placentia	$64,716	$73,650	$82,584		
		Placentia Variance to the Average	-3.73%	-5.51%	-6.9%		



Findings:

- Placentia ranks 2nd of 2 when compared to this market.
- N/A - Data Unavailable for: City of Brea, City of Buena Park, City of Cypress, City of Fountain Valley, City of La Habra, City of Seal Beach, City of Tustin.

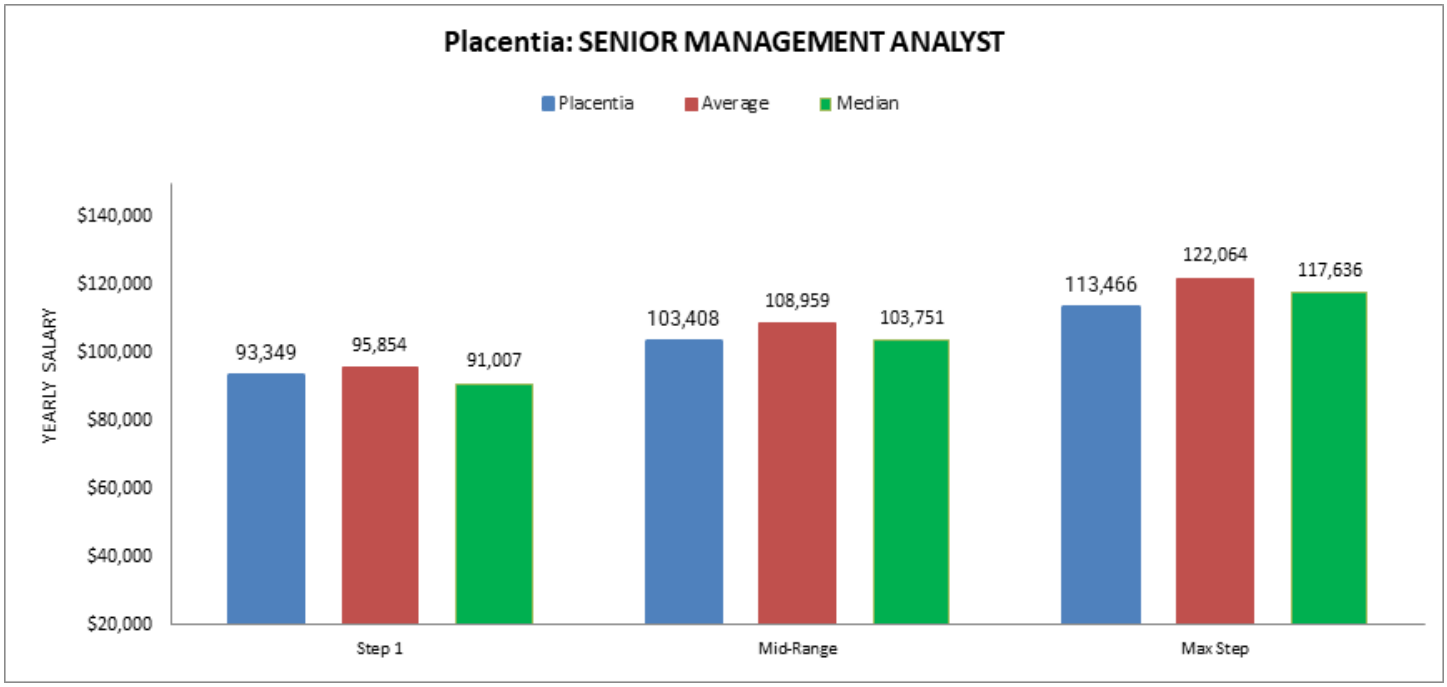
Recommendation:

- Fewer than three comparable peer markets were available, resulting in insufficient data for a reliable market analysis.

Wage Data Table 1.58: Senior Management Analyst

(Ranked descending on Mid-Range Rate/Yearly)

Rank	Agency	Identified Title	Min	Mid-Range	Max	Steps	Eff. Date
1	City of Tustin	Senior Management Analyst MGMT	$113,277	$132,995	$152,714	7	09/23/24
2	City of Buena Park	Senior Management Analyst	$112,008	$123,846	$135,684	5	06/22/24
3	City of Fountain Valley	Senior Management Analyst	$101,964	$112,950	$123,937	5	06/22/24
4	City of Brea	Senior Management Analyst	$91,007	$103,751	$116,496	11	07/08/23
5	**Placentia**	**SENIOR MANAGEMENT ANALYST**	**$93,349**	**$103,408**	**$113,466**	**5**	**N/A**
6	City of Cypress	Senior Management Analyst	$87,984	$102,810	$117,636	2	07/05/24
7	City of La Habra	Management Analyst II	$83,102	$93,443	$103,783	10	07/13/24
8	City of Fullerton	Senior Administrative Analyst	$81,636	$92,916	$104,196	6	09/17/24
-	City of Seal Beach	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
	Average	Calculation DOES Not include Placentia	**$95,854**	**$108,959**	**$122,064**		
	Median	Calculation DOES Not include Placentia	**$91,007**	**$103,751**	**$117,636**		
		Placentia Variance to the Average	**-2.61%**	**-5.09%**	**-7.04%**		



Findings:

- Placentia ranks 5th of 8 when compared to this market.
- N/A - Data Unavailable for: City of Seal Beach.

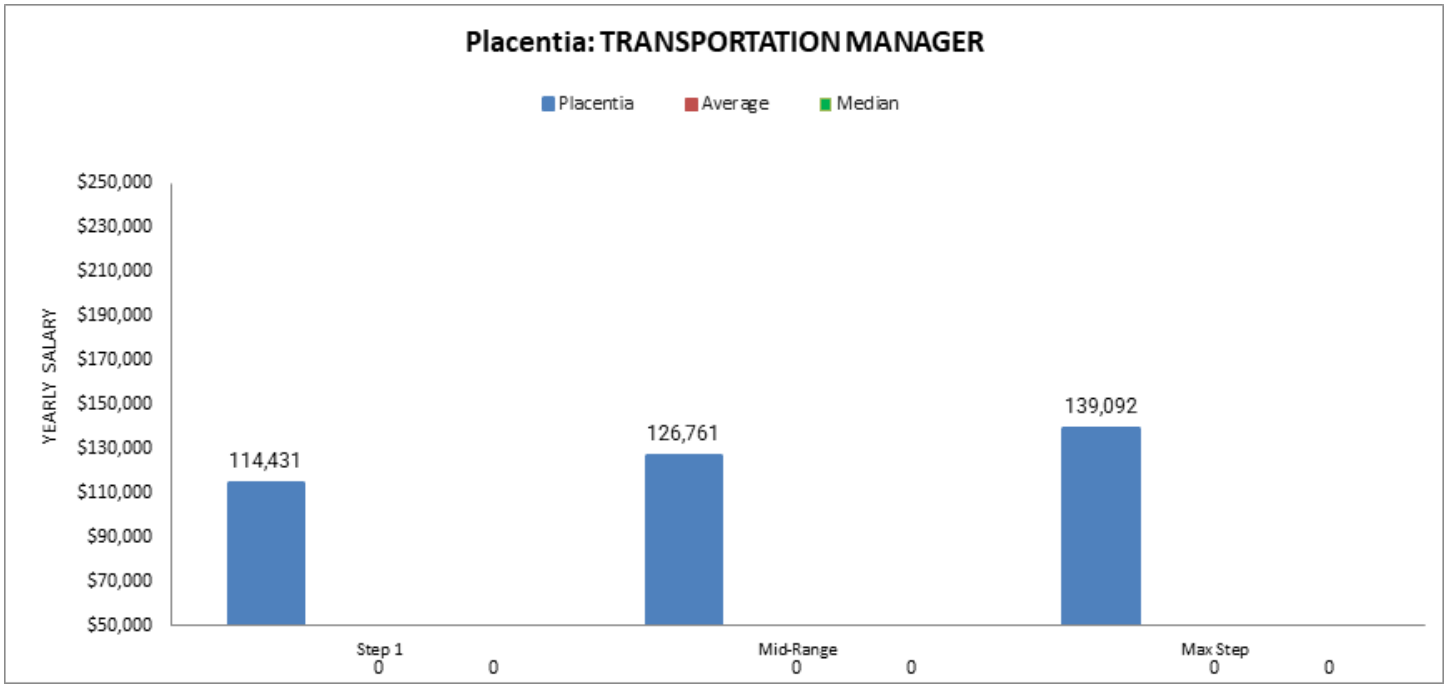
Recommendation:

- Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation. Value: -5.09% (*Value = the percentage difference between the Average market salary and Placentia.)

Wage Data Table 1.59: Transportation Manager

(Ranked descending on Mid-Range Rate/Yearly)

Rank	Agency	Identified Title	Min	Mid-Range	Max	Steps	Eff. Date
1	Placentia	TRANSPORTATION MANAGER	$114,431	$126,761	$139,092	5	N/A
-	City of Brea	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Buena Park	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Cypress	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Fountain Valley	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Fullerton	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of La Habra	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Seal Beach	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	City of Tustin	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
	Average	Calculation DOES Not include Placentia	**N/A**	**N/A**	**N/A**		
	Median	Calculation DOES Not include Placentia	**N/A**	**N/A**	**N/A**		
		Placentia Variance to the Median	**N/A**	**N/A**	**N/A**		



Findings:

- N/A - Data Unavailable for: City of Brea, City of Buena Park, City of Cypress, City of Fountain Valley, City of Fullerton, City of La Habra, City of Seal Beach, City of Tustin.

Recommendation:

- N/A

Benchmark Summary

CLASS COUNTS	COLOR LEGEND
3 Job Classes are above Average	This color cell indicates that Placentia Is already paying more than 5% above the Mid-Range of the Average of its peers' market.
19 Job Classes at Average	This color cell indicates that Placentia Is within 5% above or below the Mid-Range of the Average of its peers' market and is considered to be within the Median Band.
33 Job Classes are below Average	This color cell indicates that Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation.
4 Job Classes had insufficient matches	Fewer than three comparable peer markets were available, resulting in insufficient data for a reliable market analysis.
-6% of 57 viable Job Classes	Of the charts with sufficient data, this Is the average of the Average value.

	# Jobs Matched	Job Rank	Placentia Rate Relative to MEDIAN of Market at Mid-Range	Placentia Relative to AVERAGE of Market at Mid-Range	Market Comparison Recommendations
ACCOUNTING MANAGER	8	6th	-10.81%	-6.53%	Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation.
ACCOUNTING TECHNICIAN	8	7th	-8.92%	-6.83%	Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation.
ASSOCIATE CIVIL ENGINEER	9	9th	-10.60%	-11.63%	Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation.
ASSOCIATE PLANNER	9	7th	-3.59%	-4.07%	Placentia is within 5% above or below the Mid-Range of the Average of its peers' market and is within the Median Band.
BUILDING INSPECTOR	8	7th	-11.06%	-8.55%	Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation.
BUILDING PERMIT TECHNICIAN	7	5th	-5.93%	-6.55%	Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation.
CODE ENFORCEMENT OFFICER	9	9th	-14.71%	-14.24%	Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation.
CODE ENFORCEMENT SUPERVISOR	4	4th	-18.15%	-14.83%	Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation.
COMMUNICATIONS AND MARKETING MANAGER	5	4th	-2.21%	2.95%	Placentia is within 5% above or below the Mid-Range of the Average of its peers' market and is within the Median Band.
COMMUNITY SERVICES COORDINATOR	8	5th	-6.00%	0.00%	No Client Data Available
COMMUNITY SERVICES SUPERVISOR	7	6th	-6.68%	-3.64%	Placentia is within 5% above or below the Mid-Range of the Average of its peers' market and is within the Median Band.
CRIME ANALYST	6	4th	-5.63%	-1.77%	Placentia is within 5% above or below the Mid-Range of the Average of its peers' market and is within the Median Band.
CUSTODIAN	6	1st	27.31%	28.96%	Placentia is more than 5% above the Mid-Range of the Average of its peers' market, therefore no change in salary range allocation is suggested.
DEPUTY ASSISTANT CITY ADMINISTRATOR	8	7th	-11.82%	-9.20%	Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation.
DEPUTY CITY CLERK	7	5th	-4.94%	-4.80%	Placentia is within 5% above or below the Mid-Range of the Average of its peers' market and is within the Median Band.
DIGITAL MEDIA ANALYST	5	1st	15.71%	17.60%	Placentia is more than 5% above the Mid-Range of the Average of its peers' market, therefore no change in salary range allocation is suggested.
DIRECTOR OF ADMINISTRATIVE SERVICES	5	4th	-13.55%	-11.21%	Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation.
DIRECTOR OF COMMUNITY SERVICES	7	5th	-4.38%	-3.04%	Placentia is within 5% above or below the Mid-Range of the Average of its peers' market and is within the Median Band.
DIRECTOR OF DEVELOPMENT SERVICES	9	9th	-8.79%	-8.33%	Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation.
DIRECTOR OF FINANCE	6	6th	-8.75%	-8.73%	Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation.
DIRECTOR OF HUMAN RESOURCES	5	4th	-9.46%	-5.27%	Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation.
DIRECTOR OF PUBLIC WORKS	9	9th	-11.78%	-12.29%	Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation.
EQUIPMENT MECHANIC	9	9th	-8.81%	-7.90%	Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation.
EXECUTIVE ASSISTANT TO THE CITY ADMINISTRATOR	7	7th	-9.46%	-13.00%	Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation.
FACILITIES MAINTENANCE TECHNICIAN	9	6th	-5.22%	-4.10%	Placentia is within 5% above or below the Mid-Range of the Average of its peers' market and is within the Median Band.
GIS TECHNICIAN	5	4th	-25.14%	-21.73%	Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation.
HUMAN RESOURCES ANALYST	7	6th	-8.41%	-9.40%	Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation.
HUMAN RESOURCES OFFICE CLERK	7	4th	-2.85%	-3.93%	Placentia is within 5% above or below the Mid-Range of the Average of its peers' market and is within the Median Band.
INFORMATION TECHNOLOGY MANAGER	8	6th	-6.08%	-4.82%	Placentia is within 5% above or below the Mid-Range of the Average of its peers' market and is within the Median Band.
INFORMATION TECHNOLOGY TECHNICIAN	6	6th	-16.13%	-14.36%	Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation.
LIFEGUARD	5	4th	-2.64%	-2.64%	Placentia is within 5% above or below the Mid-Range of the Average of its peers' market and is within the Median Band.
MAINTENANCE WORKER	9	7th	-4.89%	0.13%	Placentia is within 5% above or below the Mid-Range of the Average of its peers' market and is within the Median Band.
MANAGEMENT ANALYST	9	8th	-7.00%	-6.51%	Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation.
MANAGEMENT ASSISTANT	7	7th	-19.32%	-17.02%	Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation.
OFFICE ASSISTANT	6	4th	-6.96%	-3.78%	Placentia is within 5% above or below the Mid-Range of the Average of its peers' market and is within the Median Band.
OFFICE SPECIALIST	7	4th	1.11%	-0.62%	Placentia is within 5% above or below the Mid-Range of the Average of its peers' market and is within the Median Band.

	# Jobs Matched	Job Rank	Placentia Rate Relative to MEDIAN of Market at Mid-Range	Placentia Relative to AVERAGE of Market at Mid-Range	Market Comparison Recommendations
PARKING CONTROL OFFICER	5	4th	-10.32%	-10.90%	Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation.
PLANNING MANAGER	6	4th	-6.55%	-3.29%	Placentia is within 5% above or below the Mid-Range of the Average of its peers' market and is within the Median Band.
PLANNING TECHNICIAN	5	4th	-7.78%	-9.06%	Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation.
POLICE CAPTAIN	9	9th	-8.14%	-7.71%	Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation.
POLICE CHIEF	9	9th	-15.68%	-16.17%	Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation.
POLICE OFFICER	9	9th	-6.42%	-6.46%	Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation.
POLICE PROPERTY TECHNICIAN	6	3rd	0.92%	4.58%	Placentia is within 5% above or below the Mid-Range of the Average of its peers' market and is within the Median Band.
POLICE RECORDS SPECIALIST	7	7th	-9.18%	-10.08%	Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation.
POLICE SERGEANT	9	9th	-8.77%	-8.80%	Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation.
POLICE SERVICES OFFICER	9	9th	-12.33%	-14.31%	Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation.
POLICE SERVICES SUPERVISOR	6	6th	-18.78%	-18.24%	Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation.
POOL MANAGER	4	2nd	5.05%	-5.52%	Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation.
PUBLIC SAFETY COMMUNICATIONS MANAGER	6	1st	31.68%	34.22%	Placentia is more than 5% above the Mid-Range of the Average of its peers' market, therefore no change in salary range allocation is suggested.
PUBLIC SAFETY DISPATCHER	8	5th	-0.32%	-1.02%	Placentia is within 5% above or below the Mid-Range of the Average of its peers' market and is within the Median Band.
PUBLIC WORKS MANAGER	6	4th	-3.95%	-4.29%	Placentia is within 5% above or below the Mid-Range of the Average of its peers' market and is within the Median Band.
PUBLIC WORKS SUPERVISOR	6	6th	-14.12%	-13.15%	Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation.
RISK MANAGER	3	2nd	2.15%	2.15%	Fewer than three comparable peer markets were available, resulting in insufficient data for a reliable market analysis.
SENIOR ACCOUNTING TECHNICIAN	7	6th	-7.61%	-5.74%	Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation.
SENIOR ADMINISTRATIVE ASSISTANT	4	2nd	1.43%	-1.06%	Placentia is within 5% above or below the Mid-Range of the Average of its peers' market and is within the Median Band.
SENIOR COMMUNITY SERVICES SPECIALIST	3	3rd	-34.86%	-34.86%	Fewer than three comparable peer markets were available, resulting in insufficient data for a reliable market analysis.
SENIOR HUMAN RESOURCES TECHNICIAN	2	2nd	-5.51%	-5.51%	Fewer than three comparable peer markets were available, resulting in insufficient data for a reliable market analysis.
SENIOR MANAGEMENT ANALYST	8	5th	-0.33%	-5.09%	Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation.
TRANSPORTATION MANAGER	1	1st	100.00%	100.00%	Fewer than three comparable peer markets were available, resulting in insufficient data for a reliable market analysis.

Benchmark Summary Sort Descending

CLASS COUNTS	COLOR LEGEND
3 Job Classes are above Average	This color cell indicates that Placentia Is already paying more than 5% above the Mid-Range of the Average of its peers' market.
19 Job Classes at Average	This color cell indicates that Placentia Is within 5% above or below the Mid-Range of the Average of its peers' market and is considered to be within the Median Band.
33 Job Classes are below Average	This color cell indicates that Placentia Is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation.
4 Job Classes had insufficient matches	Fewer than three comparable peer markets were available, resulting in insufficient data for a reliable market analysis.
-6% of 57 viable Job Classes	Of the charts with sufficient data, this Is the average of the Average value.

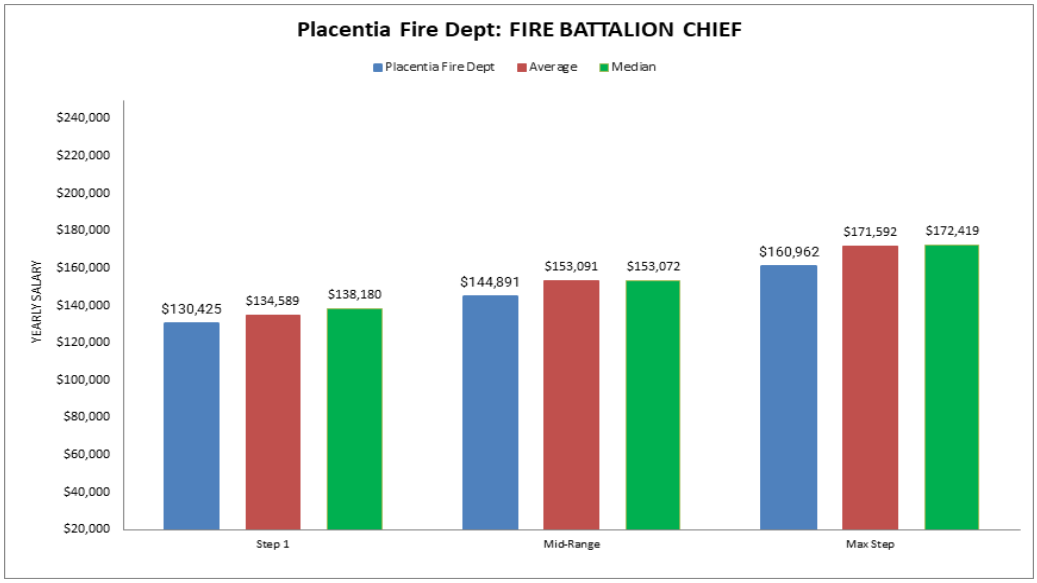
	# Jobs Matched	Job Rank	Placentia Rate Relative to MEDIAN of Market at Mid-Range	Placentia Relative to AVERAGE of Market at Mid-Range	Market Comparison Recommendations
PUBLIC SAFETY COMMUNICATIONS MANAGER	6	1st	31.68%	34.22%	Placentia is more than 5% above the Mid-Range of the Average of its peers' market, therefore no change in salary range allocation is suggested.
CUSTODIAN	6	1st	27.31%	28.96%	Placentia is more than 5% above the Mid-Range of the Average of its peers' market, therefore no change in salary range allocation is suggested.
DIGITAL MEDIA ANALYST	5	1st	15.71%	17.60%	Placentia is more than 5% above the Mid-Range of the Average of its peers' market, therefore no change in salary range allocation is suggested.
POLICE PROPERTY TECHNICIAN	6	3rd	0.92%	4.58%	Placentia is within 5% above or below the Mid-Range of the Average of its peers' market and is within the Median Band.
COMMUNICATIONS AND MARKETING MANAGER	5	4th	-2.21%	2.95%	Placentia is within 5% above or below the Mid-Range of the Average of its peers' market and is within the Median Band.
MAINTENANCE WORKER	9	7th	-4.89%	0.13%	Placentia is within 5% above or below the Mid-Range of the Average of its peers' market and is within the Median Band.
COMMUNITY SERVICES COORDINATOR	8	5th	-6.00%	0.00%	No Client Data Available
OFFICE SPECIALIST	7	4th	1.11%	-0.62%	Placentia is within 5% above or below the Mid-Range of the Average of its peers' market and is within the Median Band.
PUBLIC SAFETY DISPATCHER	8	5th	-0.32%	-1.02%	Placentia is within 5% above or below the Mid-Range of the Average of its peers' market and is within the Median Band.
SENIOR ADMINISTRATIVE ASSISTANT	4	2nd	1.43%	-1.06%	Placentia is within 5% above or below the Mid-Range of the Average of its peers' market and is within the Median Band.
CRIME ANALYST	6	4th	-5.63%	-1.77%	Placentia is within 5% above or below the Mid-Range of the Average of its peers' market and is within the Median Band.
LIFEGUARD	5	4th	-2.64%	-2.64%	Placentia is within 5% above or below the Mid-Range of the Average of its peers' market and is within the Median Band.
DIRECTOR OF COMMUNITY SERVICES	7	5th	-4.38%	-3.04%	Placentia is within 5% above or below the Mid-Range of the Average of its peers' market and is within the Median Band.
PLANNING MANAGER	6	4th	-6.55%	-3.29%	Placentia is within 5% above or below the Mid-Range of the Average of its peers' market and is within the Median Band.
COMMUNITY SERVICES SUPERVISOR	7	6th	-6.68%	-3.64%	Placentia is within 5% above or below the Mid-Range of the Average of its peers' market and is within the Median Band.
OFFICE ASSISTANT	6	4th	-6.96%	-3.78%	Placentia is within 5% above or below the Mid-Range of the Average of its peers' market and is within the Median Band.
HUMAN RESOURCES OFFICE CLERK	7	4th	-2.85%	-3.93%	Placentia is within 5% above or below the Mid-Range of the Average of its peers' market and is within the Median Band.
ASSOCIATE PLANNER	9	7th	-3.59%	-4.07%	Placentia is within 5% above or below the Mid-Range of the Average of its peers' market and is within the Median Band.
FACILITIES MAINTENANCE TECHNICIAN	9	6th	-5.22%	-4.10%	Placentia is within 5% above or below the Mid-Range of the Average of its peers' market and is within the Median Band.
PUBLIC WORKS MANAGER	6	4th	-3.95%	-4.29%	Placentia is within 5% above or below the Mid-Range of the Average of its peers' market and is within the Median Band.
DEPUTY CITY CLERK	7	5th	-4.94%	-4.80%	Placentia is within 5% above or below the Mid-Range of the Average of its peers' market and is within the Median Band.
INFORMATION TECHNOLOGY MANAGER	8	6th	-6.08%	-4.82%	Placentia is within 5% above or below the Mid-Range of the Average of its peers' market and is within the Median Band.
SENIOR MANAGEMENT ANALYST	8	5th	-0.33%	-5.09%	Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation.
DIRECTOR OF HUMAN RESOURCES	5	4th	-9.46%	-5.27%	Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation.
POOL MANAGER	4	2nd	5.05%	-5.52%	Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation.
SENIOR ACCOUNTING TECHNICIAN	7	6th	-7.61%	-5.74%	Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation.
POLICE OFFICER	9	9th	-6.42%	-6.46%	Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation.
MANAGEMENT ANALYST	9	8th	-7.00%	-6.51%	Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation.
ACCOUNTING MANAGER	8	6th	-10.81%	-6.53%	Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation.
BUILDING PERMIT TECHNICIAN	7	5th	-5.93%	-6.55%	Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation.
ACCOUNTING TECHNICIAN	8	7th	-8.92%	-6.83%	Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation.

	# Jobs Matched	Job Rank	Placentia Rate Relative to MEDIAN of Market at Mid-Range	Placentia Relative to AVERAGE of Market at Mid-Range	Market Comparison Recommendations
POLICE CAPTAIN	9	9th	-8.14%	-7.71%	Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation.
EQUIPMENT MECHANIC	9	9th	-8.81%	-7.90%	Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation.
DIRECTOR OF DEVELOPMENT SERVICES	9	9th	-8.79%	-8.33%	Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation.
BUILDING INSPECTOR	8	7th	-11.06%	-8.55%	Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation.
DIRECTOR OF FINANCE	6	6th	-8.75%	-8.73%	Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation.
POLICE SERGEANT	9	9th	-8.77%	-8.80%	Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation.
PLANNING TECHNICIAN	5	4th	-7.78%	-9.06%	Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation.
DEPUTY ASSISTANT CITY ADMINISTRATOR	8	7th	-11.82%	-9.20%	Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation.
HUMAN RESOURCES ANALYST	7	6th	-8.41%	-9.40%	Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation.
POLICE RECORDS SPECIALIST	7	7th	-9.18%	-10.08%	Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation.
PARKING CONTROL OFFICER	5	4th	-10.32%	-10.90%	Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation.
DIRECTOR OF ADMINISTRATIVE SERVICES	5	4th	-13.55%	-11.21%	Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation.
ASSOCIATE CIVIL ENGINEER	9	9th	-10.60%	-11.63%	Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation.
DIRECTOR OF PUBLIC WORKS	9	9th	-11.78%	-12.29%	Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation.
EXECUTIVE ASSISTANT TO THE CITY ADMINISTRATOR	7	7th	-9.46%	-13.00%	Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation.
PUBLIC WORKS SUPERVISOR	6	6th	-14.12%	-13.15%	Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation.
CODE ENFORCEMENT OFFICER	9	9th	-14.71%	-14.24%	Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation.
POLICE SERVICES OFFICER	9	9th	-12.33%	-14.31%	Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation.
INFORMATION TECHNOLOGY TECHNICIAN	6	6th	-16.13%	-14.36%	Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation.
CODE ENFORCEMENT SUPERVISOR	4	4th	-18.15%	-14.83%	Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation.
POLICE CHIEF	9	9th	-15.68%	-16.17%	Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation.
MANAGEMENT ASSISTANT	7	7th	-19.32%	-17.02%	Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation.
POLICE SERVICES SUPERVISOR	6	6th	-18.78%	-18.24%	Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation.
GIS TECHNICIAN	5	4th	-25.14%	-21.73%	Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation.
SENIOR COMMUNITY SERVICES SPECIALIST	3	3rd	-34.86%	-34.86%	Placentia is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation.
TRANSPORTATION MANAGER	1	1st	100.00%	100.00%	Fewer than three comparable peer markets were available, resulting in insufficient data for a reliable market analysis
RISK MANAGER	3	2nd	2.15%	2.15%	Fewer than three comparable peer markets were available, resulting in insufficient data for a reliable market analysis
SENIOR HUMAN RESOURCES TECHNICIAN	2	2nd	-5.51%	-5.51%	Fewer than three comparable peer markets were available, resulting in insufficient data for a reliable market analysis

Wage Data Table 2.1: Fire Battalion Chief

(Ranked descending on Mid-Range Rate/Yearly)

Rank	Agency	Identified Title	Min	Mid-Range	Max	Steps	Eff. Date
1	Fountain Valley	Battalion Chief	$158,775	$175,884	$192,993	5	08/13/24
2	Brea	Fire Battalion Chief	$152,132	$173,449	$194,766	11	06/01/24
3	La Verne	Fire Battalion Chief	$154,385	$171,021	$187,656	5	09/16/24
4	Fullerton	Battalion Chief	$140,628	$169,248	$197,868	8	07/06/24
5	Montclair	Fire Battalion Chief	$138,180	$153,072	$167,964	5	N/A
6	Santee	Fire Battalion Chief	$127,186	$149,802	$172,419	2	10/24/24
7	**Placentia Fire Dept**	**FIRE BATTALION CHIEF**	**$130,425**	**$144,891**	**$160,962**	**5**	**N/A**
8	Loma Linda	Fire Battalion Chief	$118,203	$136,463	$154,724	2	07/01/23
9	National City	Fire Battalion Chief	$119,084	$135,074	$151,064	5	01/09/24
10	Poway	Fire Battalion Chief	$102,732	$113,802	$124,872	5	06/24/24
-	Coronado	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	Monrovia	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	San Gabriel	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
	Average	Calculation DOES Not include Placentia Fire Dept	**$134,589**	**$153,091**	**$171,592**		
	Median	Calculation DOES Not include Placentia Fire Dept	**$138,180**	**$153,072**	**$172,419**		
		Placentia Fire Dept Variance to the Average	**-3.09%**	**-5.36%**	**-6.19%**		



Findings:

- Placentia Fire Dept ranks 7th of 10 when compared to this market.
- No data is available for San Gabriel, Monrovia, Coronado.

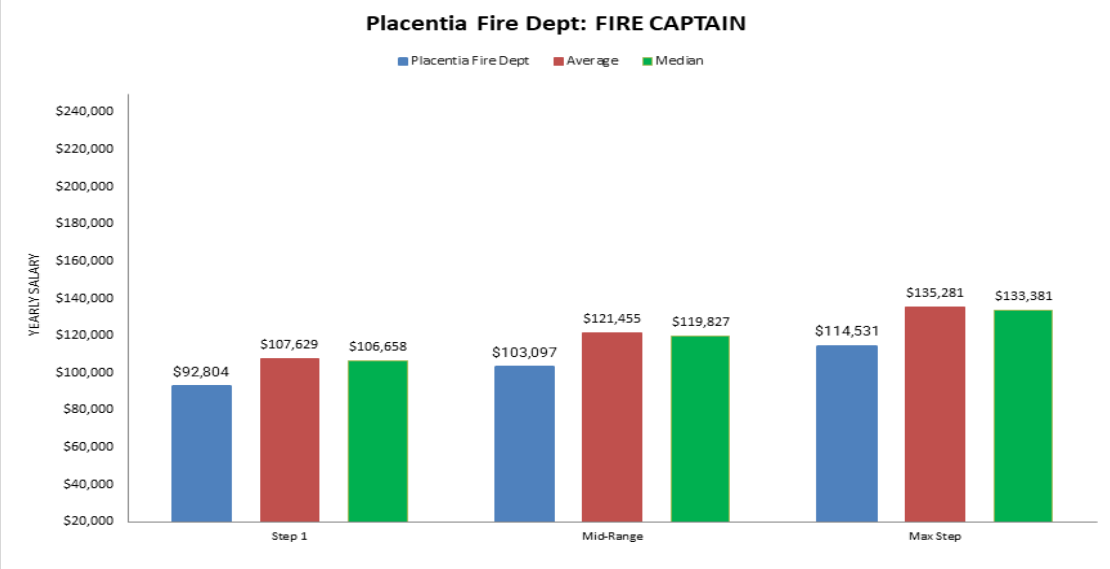
Recommendation:

- Placentia Fire Dept is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation. Value: -5.36% (*Value = the percentage difference between the average market salary and Placentia Fire Dept.)

Wage Data Table 2.2: Fire Captain

(Ranked descending on Mid-Range Rate/Yearly)

Rank	Agency	Identified Title	Min	Mid-Range	Max	Steps	Eff. Date
1	La Verne	Fire Captain	$126,033	$139,613	$153,193	5	09/16/24
2	Monrovia	Fire Captain	$114,637	$133,970	$153,303	2	03/19/24
3	San Gabriel	Fire Captain	$119,736	$132,636	$145,536	5	06/29/24
4	Fountain Valley	Fire Captain	$113,576	$125,814	$138,052	5	08/13/24
5	Poway	Fire Captain/Paramedic	$112,836	$124,998	$137,160	5	06/24/24
6	Santee	Fire Captain	$109,743	$121,568	$133,393	5	07/04/24
7	Brea	Fire Captain	$103,573	$118,086	$132,599	11	06/01/24
8	Fullerton	Fire Captain	$99,516	$116,442	$133,368	6	07/06/24
9	Montclair	Fire Captain	$103,356	$114,492	$125,628	5	N/A
10	Loma Linda	Fire Captain	$97,246	$112,269	$127,292	2	07/01/23
11	National City	Fire Captain	$100,326	$111,137	$121,947	5	01/09/24
12	Coronado	Fire Captain	$90,967	$106,436	$121,905	7	07/13/24
13	**Placentia Fire Dept**	**FIRE CAPTAIN**	**$92,804**	**$103,097**	**$114,531**	**5**	**N/A**
	Average	Calculation DOES Not include Placentia Fire Dept	**$107,629**	**$121,455**	**$135,281**		
	Median	Calculation DOES Not include Placentia Fire Dept	**$106,658**	**$119,827**	**$133,381**		
		Placentia Fire Dept Variance to the Average	**-13.77%**	**-15.12%**	**-15.34%**		



Findings:

- Placentia Fire Dept ranks 13th of 13 when compared to this market.

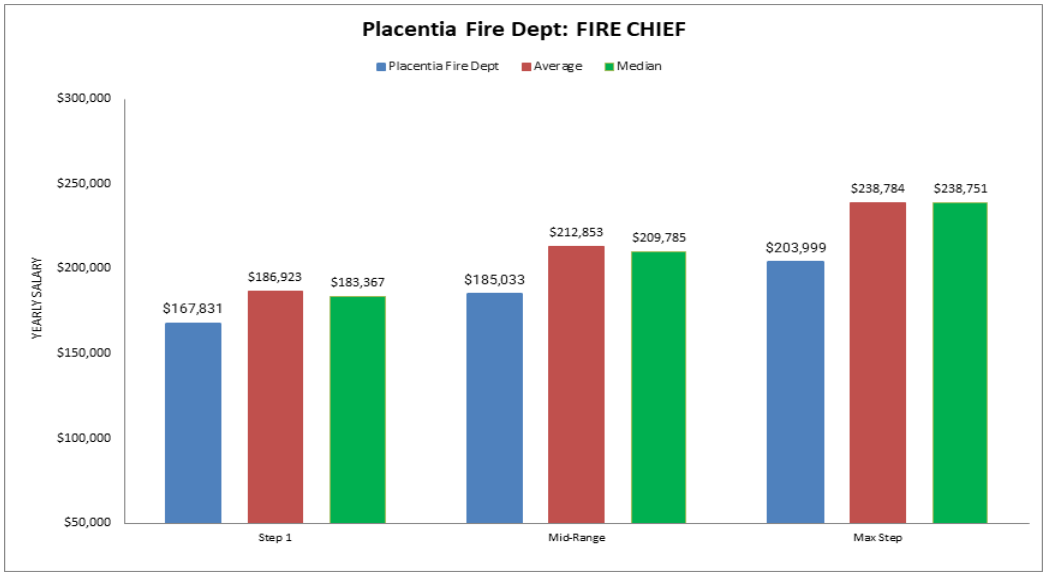
Recommendation:

- Placentia Fire Dept is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation. Value: -15.12% (*Value = the percentage difference between the average market salary and Placentia Fire Dept.)

Wage Data Table 2.3: Fire Chief

(Ranked descending on Mid-Range Rate/Yearly)

Rank	Agency	Identified Title	Min	Mid-Range	Max	Steps	Eff. Date
1	Brea	Fire Chief	$226,586	$245,056	$263,526	2	N/A
2	Fountain Valley	Fire Chief	$212,664	$235,579	$258,495	5	08/13/24
3	La Verne	Fire Chief	$202,335	$224,137	$245,940	5	09/16/24
4	Coronado	Director of Fire Services	$198,771	$217,595	$236,418	2	07/13/24
5	Santee	Fire Chief	$183,745	$211,793	$239,841	2	10/24/24
6	Monrovia	Fire Chief	$180,800	$211,544	$242,289	2	03/19/24
7	Montclair	Fire Chief	$187,788	$208,026	$228,264	5	N/A
8	Poway	Fire Chief	$169,764	$203,712	$237,660	2	06/24/24
9	Fullerton	Fire Chief	$162,673	$203,342	$244,010	2	04/27/24
10	San Gabriel	Fire Chief	$182,988	$202,704	$222,420	5	06/29/24
11	Loma Linda	Fire Chief	$170,754	$199,858	$228,962	2	07/01/23
12	National City	Fire Chief	$164,204	$190,892	$217,580	5	01/09/24
13	**Placentia Fire Dept**	**FIRE CHIEF**	**$167,831**	**$185,033**	**$203,999**	**5**	**N/A**
	Average	Calculation DOES Not include Placentia Fire Dept	**$186,923**	**$212,853**	**$238,784**		
	Median	Calculation DOES Not include Placentia Fire Dept	**$183,367**	**$209,785**	**$238,751**		
		Placentia Fire Dept Variance to the Average	**-10.21%**	**-13.07%**	**-14.57%**		



Findings:

- Placentia Fire Dept ranks 13th of 13 when compared to this market.

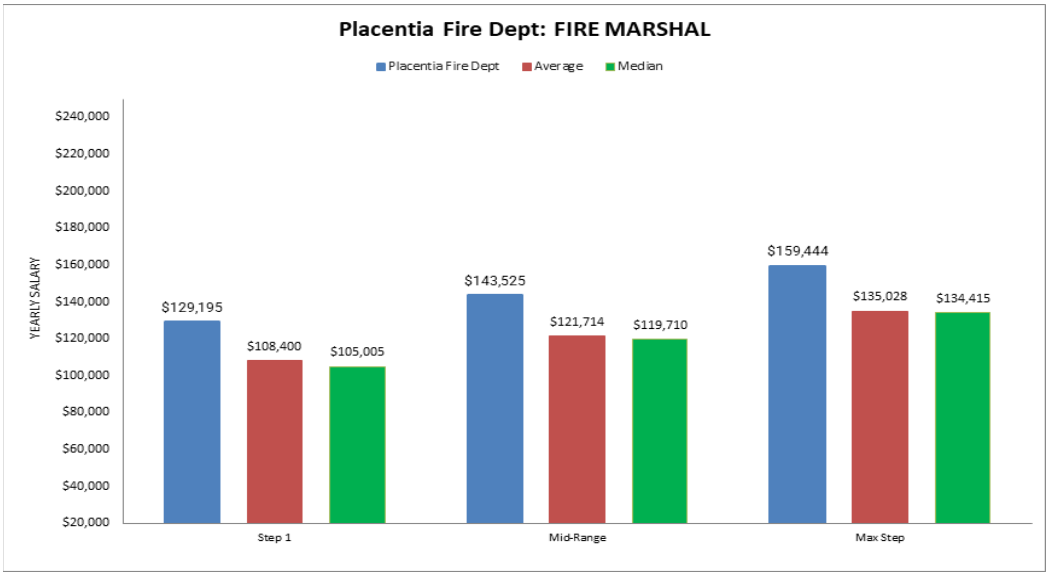
Recommendation:

- Placentia Fire Dept is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation. Value: -13.07% (*Value = the percentage difference between the average market salary and Placentia Fire Dept.)

Wage Data Table 2.4: Fire Marshal

(Ranked descending on Mid-Range Rate/Yearly)

Rank	Agency	Identified Title	Min	Mid-Range	Max	Steps	Eff. Date
1	Santee	Fire Marshal	$129,748	$149,520	$169,291	2	10/24/24
2	Fountain Valley	Fire Marshal	$133,822	$148,241	$162,661	5	08/13/24
3	**Placentia Fire Dept**	**FIRE MARSHAL**	**$129,195**	**$143,525**	**$159,444**	**5**	**N/A**
4	Loma Linda	Fire Marshal I	$118,203	$136,463	$154,724	2	07/01/23
5	La Verne	Fire Marshal	$112,112	$124,193	$136,273	5	09/16/24
6	Brea	Fire Marshal - Non Sworn	$105,005	$119,710	$134,415	11	07/08/23
7	National City	Deputy Fire Marshal	$100,326	$111,137	$121,947	5	01/09/24
8	Poway	Deputy Fire Marshal	$100,224	$111,024	$121,824	5	06/24/24
9	San Gabriel	Deputy Fire Marshal	$92,748	$102,738	$112,728	5	06/29/24
10	Montclair	Deputy Fire Marshal	$83,412	$92,400	$101,388	5	N/A
-	Coronado	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	Fullerton	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	Monrovia	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
	Average	Calculation DOES Not include Placentia Fire Dept	**$108,400**	**$121,714**	**$135,028**		
	Median	Calculation DOES Not include Placentia Fire Dept	**$105,005**	**$119,710**	**$134,415**		
		Placentia Fire Dept Variance to the Average	**19.18%**	**17.92%**	**18.08%**		



Findings:

- Placentia Fire Dept ranks 3rd of 10 when compared to this market.
- No data is available for Monrovia, Fullerton, Coronado.

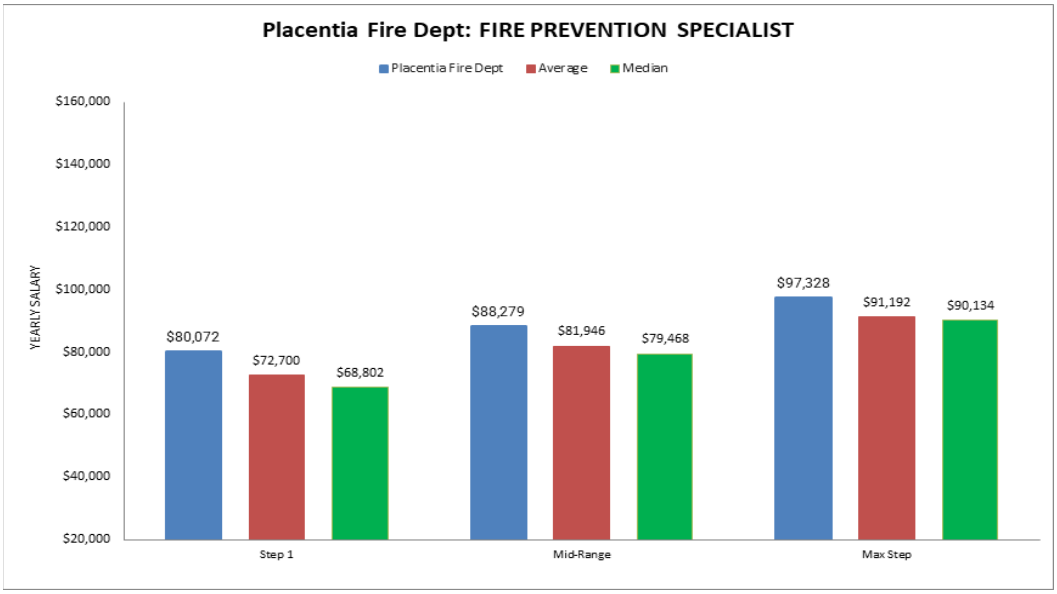
Recommendation:

- Placentia Fire Dept is more than 5% above the Mid-Range of the Average of its peers' market; therefore, no change in salary range allocation is suggested. Value: 17.92% (*Value = the percentage difference between the average market salary and Placentia Fire Dept.)

Wage Data Table 2.5: Fire Prevention Specialist

(Ranked descending on Mid-Range Rate/Yearly)

Rank	Agency	Identified Title	Min	Mid-Range	Max	Steps	Eff. Date
1	Fountain Valley	Fire Prevention Specialist	$94,359	$104,527	$114,694	5	08/13/24
2	**Placentia Fire Dept**	**FIRE PREVENTION SPECIALIST**	**$80,072**	**$88,279**	**$97,328**	**5**	**N/A**
3	Poway	Fire Safety Inspector	$78,288	$86,724	$95,160	5	06/24/24
4	Brea	Fire Prevention Spec I	$69,796	$79,570	$89,345	11	07/08/23
5	Loma Linda	Fire Prevention Inspector	$67,809	$79,366	$90,924	2	07/01/23
6	Fullerton	Fire Prevention Specialist I	$64,812	$73,764	$82,716	6	07/06/24
7	La Verne	Fire Safety Specialist	$61,138	$67,726	$74,314	5	09/16/24
-	Coronado	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	Monrovia	N/A - Data Unavailable	N/A	N/A	N/A	2	03/19/24
-	Montclair	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	National City	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	San Gabriel	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
-	Santee	N/A - Data Unavailable	N/A	N/A	N/A	N/A	N/A
	Average	Calculation DOES Not include Placentia Fire Dept	**$72,700**	**$81,946**	**$91,192**		
	Median	Calculation DOES Not include Placentia Fire Dept	**$68,803**	**$79,468**	**$90,135**		
		Placentia Fire Dept Variance to the Average	**10.14%**	**7.73%**	**6.73%**		



Findings:

- Placentia Fire Dept ranks 2nd of 7 when compared to this market.
- No data is available for Santee, San Gabriel, National City, Montclair, Monrovia, Coronado.

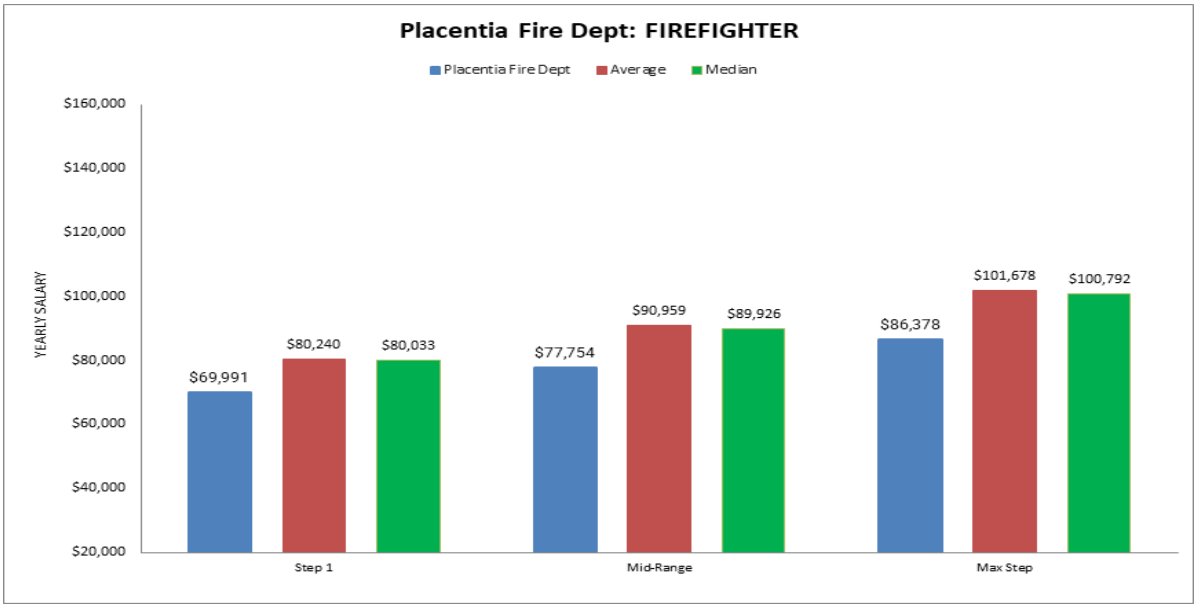
Recommendation:

- Placentia Fire Dept is more than 5% above the Mid-Range of the Median of its peers' market; therefore, no change in salary range allocation is suggested. Value: 7.73% (*Value = the percentage difference between the average market salary and Placentia Fire Dept.)

Wage Data Table 2.6: Firefighter

(Ranked descending on Mid-Range Rate/Yearly)

Rank	Agency	Identified Title	Min	Mid-Range	Max	Steps	Eff. Date
1	Poway	Firefighter/Paramedic	$90,948	$100,746	$110,544	5	06/24/24
2	La Verne	Firefighter	$90,010	$99,708	$109,407	5	09/16/24
3	Monrovia	Firefighter	$84,874	$99,306	$113,739	2	03/19/24
4	San Gabriel	Firefighter-EMT	$85,728	$94,962	$104,196	5	06/29/24
5	Fountain Valley	Firefighter	$84,784	$93,920	$103,056	5	08/13/24
6	Montclair	Firefighter/Paramedic	$81,552	$90,336	$99,120	5	N/A
7	Brea	Firefighter	$78,513	$89,515	$100,517	11	01/06/24
8	Coronado	Firefighter/Paramedic	$75,309	$88,116	$100,922	7	07/13/24
9	Santee	Firefighter	$71,539	$86,101	$100,663	8	07/04/24
10	Fullerton	Firefighter	$75,060	$85,428	$95,796	6	07/06/24
11	National City	Firefighter	$75,456	$83,587	$91,718	5	01/09/24
12	Loma Linda	Firefighter-EMT	$69,111	$79,787	$90,464	2	07/01/23
13	**Placentia Fire Dept**	**FIREFIGHTER**	**$69,991**	**$77,754**	**$86,378**	**5**	**N/A**
	Average	Calculation DOES Not include Placentia Fire Dept	**$80,240**	**$90,959**	**$101,679**		
	Median	Calculation DOES Not include Placentia Fire Dept	**$80,033**	**$89,926**	**$100,793**		
		Placentia Fire Dept Variance to the Average	**-12.77%**	**-14.52%**	**-15.05%**		



Findings:

- Placentia Fire Dept ranks 13th of 13 when compared to this market.

Recommendation:

- Placentia Fire Dept is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation. Value: -14.52% (*Value = the percentage difference between the average market salary and Placentia Fire Dept.)

BENCHMARK SUMMARY – FIRE DEPT

CLASS COUNTS	COLOR LEGEND
2 Job Classes are above Average	This color cell indicates that Placentia Fire Dept Is already paying more than 5% above the Mid-Range of the Average of its peers' market.
0 Job Classes at Average	This color cell indicates that Placentia Fire Dept Is within 5% above or below the Mid-Range of the Average of its peers' market and is considered to be within the Median Band.
4 Job Classes are below Average	This color cell indicates that Placentia Fire Dept Is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation.
-4% of 6 viable Job Classes	Of the charts with sufficient data, this Is the average of the Average value.

	# Jobs Matched	Job Rank	Placentia Rate Relative to MEDIAN of Market at Mid-Range	Placentia Relative to AVERAGE of Market at Mid-Range	Market Comparison Recommendations
FIRE BATTALION CHIEF	10	7th	-5.34%	-5.36%	Placentia Fire Dept is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation.
FIRE CAPTAIN	13	13th	-13.96%	-15.12%	Placentia Fire Dept is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation.
FIRE CHIEF	13	13th	-11.80%	-13.07%	Placentia Fire Dept is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation.
FIRE MARSHAL	10	3rd	19.89%	17.92%	Placentia Fire Dept is more than 5% above the Mid-Range of the Average of its peers' market, therefore no change in salary range allocation is suggested.
FIRE PREVENTION SPECIALIST	7	2nd	11.09%	7.73%	Placentia Fire Dept is more than 5% above the Mid-Range of the Average of its peers' market, therefore no change in salary range allocation is suggested.
FIREFIGHTER	13	13th	-13.54%	-14.52%	Placentia Fire Dept is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation.

BENCHMARK SUMMARY SORT DESCENDING – FIRE DEPT

CLASS COUNTS	COLOR LEGEND
2 Job Classes are above Average	This color cell indicates that Placentia Fire Dept Is already paying more than 5% above the Mid-Range of the Average of its peers' market.
0 Job Classes at Average	This color cell indicates that Placentia Fire Dept Is within 5% above or below the Mid-Range of the Average of its peers' market and is considered to be within the Median Band.
4 Job Classes are below Average	This color cell indicates that Placentia Fire Dept Is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation.
-4% of 6 viable Job Classes	Of the charts with sufficient data, this Is the average of the Average value.

	# Jobs Matched	Job Rank	Placentia Rate Relative to MEDIAN of Market at Mid-Range	Placentia Relative to AVERAGE of Market at Mid-Range	Market Comparison Recommendations
FIRE MARSHAL	10	3rd	19.89%	17.92%	Placentia Fire Dept is more than 5% above the Mid-Range of the Average of its peers' market, therefore no change in salary range allocation is suggested.
FIRE PREVENTION SPECIALIST	7	2nd	11.09%	7.73%	Placentia Fire Dept is more than 5% above the Mid-Range of the Average of its peers' market, therefore no change in salary range allocation is suggested.
FIRE BATTALION CHIEF	10	7th	-5.34%	-5.36%	Placentia Fire Dept is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation.
FIRE CHIEF	13	13th	-11.80%	-13.07%	Placentia Fire Dept is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation.
FIREFIGHTER	13	13th	-13.54%	-14.52%	Placentia Fire Dept is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation.
FIRE CAPTAIN	13	13th	-13.96%	-15.12%	Placentia Fire Dept is more than 5% below the Mid-Range of the Average of its peers' market. Consider adjusting compensation.

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PROPOSED PLAN AND IMPLEMENTATION

This report section includes recommendations for updating the City of Placentia's Pay Plan and position assignments to ensure accuracy, equity, and market competitiveness. Placentia's pre-study Pay Plan is provided in **Appendix C** for reference.

The City of Placentia's Salary Schedule outlines a structured, classification-based pay system effective July 7, 2024. The schedule provides detailed annual, monthly and hourly pay rates for all authorized city positions, following a five-step progression system that allows employees to advance incrementally in salary.

The salary schedule maintains a consistent 5% progression between steps, ensuring a predictable and structured advancement system. Public safety employees follow a structured pay scale based on rank and classification, while part-time and seasonal positions, such as recreation staff, administrative support, and public works employees, have wages varying based on experience and classification. The schedule ensures pay transparency and stability across all job classifications. While the classification-based pay structure remains effective, any potential transition to generalized pay grades should be carefully evaluated to assess its impact on salary progression, workforce retention, and overall organizational equity.

Recommendations:

- The current Salary Schedule is easily accessible, clearly structured, and straightforward to interpret. It is recommended that this practice remains unchanged.
- One of the primary challenges in these assessments involves evaluating the spacing between steps within the classification structure. The City of Placentia has effectively implemented a 5% progression between steps, and we recommend maintaining this approach without modification.
- While the existing classification-based pay grade system remains effective, the possibility of transitioning to a more generalized pay grade structure can be considered in the future as part of ongoing assessments and strategic workforce planning.

MGT conducted a comprehensive review of the City of Placentia's job classifications, resulting in the update and/or development of 131 classifications. As part of the compensation study, 56 full-time and 3 part-time classifications were identified as benchmark positions and analyzed against comparable roles in peer agencies.

Compensation Plan Options for Consideration

The City of Placentia established a compensation objective of maintaining salaries within ±5% of the average midpoint salary among comparator agencies. Based on this analysis, MGT developed two options for the City's consideration:

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- **Option 1** retains the existing classification-based pay structure, recommending salary adjustments only for positions currently more than 5% below the midpoint market average.
- **Option 2** introduces a streamlined pay grade-based system, consolidating the current structure from over 60 distinct pay ranges into 35 pay grades.

The recommended pay grade adjustments, presented in Exhibit 1-1, reflects the findings of the market analysis conducted during this study.

As shown in **Exhibit 1-1**, the study analysis indicated that 34 full-time positions and 1 part-time position fell below 5% or more of the midpoint average of comparable market agencies. As a result, MGT recommends adjusting the pay grades for these 35 classifications identified in the study as indicated in the below **Exhibit 1-1**.

``

EXHIBIT 1- 1: OPTION 1 – PROPOSED PAY GRADE ADJUSTMENTS

CLASS TITLE	Grade Percent Update Option 1
GIS TECHNICIAN	21.4%
SENIOR COMMUNITY SERVICES SPECIALIST	18.3%
POLICE SERVICES SUPERVISOR	16.2%
MANAGEMENT ASSISTANT	14.5%
POLICE CHIEF	13.3%
FIRE CAPTAIN	11.9%
CODE ENFORCEMENT SUPERVISOR	11.5%
FIRE FIGHTER	11.1%
INFORMATION TECHNOLOGY TECHNICIAN	10.9%
POLICE SERVICES OFFICER	10.9%
CODE ENFORCEMENT OFFICER	10.8%
HUMAN RESOURCES OFFICE CLERK	9.6%
PUBLIC WORKS SUPERVISOR	9.4%
FIRE CHIEF	9.3%
EXECUTIVE ADMINISTRATIVE ASSISTANT TO THE CA	9.2%
DIRECTOR OF PUBLIC WORKS	8.3%
PARKING CONTROL OFFICER	6.6%
POLICE RECORDS SPECIALIST	5.7%
HUMAN RESOURCES ANALYST	4.9%
DEPUTY CITY ADMINISTRATOR	4.6%
PLANNING TECHNICIAN	4.5%
SERGEANT	4.2%
DIRECTOR OF FINANCE	4.1%
DIRECTOR OF DEVELOPMENT SERVICES	3.6%
EQUIPMENT MECHANIC	3.2%
CAPTAIN - POLICE	2.9%
ACCOUNTING TECHNICIAN	2.0%
BUILDING PERMIT TECHNICIAN	1.7%
ACCOUNTING MANAGER	1.6%
MANAGEMENT ANALYST	1.6%
POLICE OFFICER	1.6%
SENIOR ACCOUNTING TECHNICIAN	0.8%
SENIOR HUMAN RESOURCES TECHNICIAN	0.5%
FIRE BATTALION CHIEF	0.4%
DIRECTOR OF HUMAN RESOURCES	0.3%

Source: MGT Consulting Group, 2025.

Summary of Proposed Pay Plan – Option 1

MGT proposed Option 1 Pay Plan is shown in **Exhibit 1-2.** The Proposed Pay Plan is developed according to an organization's market goals and policies and by using the market value for the highest and lowest benchmarks to determine the appropriate size of the plan needed to accommodate positions' variable markets. The number of positions at an organization and the space needed to accommodate hierarchies and supervisory lines are also considered. MGT updated the City of Placentia's Pay Plan.

The City of Placentia may want to consider using the Proposed Pay Plan to stay competitive and attract and retain employees.

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EXHIBIT 1- 2: OPTION 1 - PROPOSED PAY PLAN – MIN/MAX

CLASS TITLE	Proposed Min Option 1	Proposed Mid Option 1	Proposed Max Option 1
COMMUNITY SERVICES LEADER	$ 16.50	$ 16.50	$ 16.50
PRODUCTION ASSISTANT	$ 16.50	$ 16.50	$ 16.50
MAINTENANCE AIDE	$ 16.71	$ 16.71	$ 16.71
POLICE CADET	$ 16.71	$ 16.71	$ 16.71
ADMINISTRATIVE INTERN	$ 16.71	$ 16.71	$ 16.71
SENIOR COMMUNITY SERVICES LEADER	$ 16.89	$ 17.06	$ 17.23
LIFEGUARD	$ 16.89	$ 17.06	$ 17.23
COMMUNITY SERVICES SPECIALIST	$ 17.57	$ 18.11	$ 18.64
INSTRUCTOR GUARD	$ 17.57	$ 18.11	$ 18.64
CLERICAL AIDE	$ 18.54	$ 19.11	$ 19.67
PRODUCTION COORDINATOR	$ 19.50	$ 20.10	$ 20.69
SENIOR INSTRUCTOR GUARD	$ 19.69	$ 20.30	$ 20.90
POOL MANAGER	$ 20.82	$ 21.45	$ 22.09
PROGRAM COORDINATOR	$ 21.00	$ 21.65	$ 22.29
POLICE OFFICER RESERVE - LEVEL 1	$ 21.43	$ 23.57	$ 25.71
SENIOR COMMUNITY SERVICES SPECIALIST	$ 22.52	$ 23.22	$ 23.90
CUSTODIAN	$ 43,573.32	$ 48,674.34	$ 53,775.36
HUMAN RESOURCES OFFICE CLERK	$ 44,612.24	$ 49,834.83	$ 55,057.41
PARKING CONTROL OFFICER	$ 46,458.61	$ 51,897.40	$ 57,336.20
OFFICE SPECIALIST	$ 48,048.00	$ 53,393.60	$ 59,300.80
POLICE RECORDS SPECIALIST	$ 49,299.07	$ 56,379.61	$ 63,460.16
COMMUNITY SERVICES OFFICER	$ 50,377.60	$ 55,952.00	$ 62,150.40
MAINTENANCE WORKER	$ 51,664.92	$ 57,713.16	$ 63,761.40
ADMINISTRATIVE ASSISTANT	$ 52,693.56	$ 58,538.11	$ 65,030.93
SENIOR CUSTODIAN	$ 53,214.82	$ 59,117.18	$ 65,674.21
BUILDING PERMIT TECHNICIAN	$ 53,857.69	$ 60,162.64	$ 66,467.59
ACCOUNTING TECHNICIAN	$ 54,022.96	$ 60,347.25	$ 66,671.55
PLANNING TECHNICIAN	$ 55,348.60	$ 61,828.09	$ 68,307.58
POLICE SERVICES OFFICER	$ 55,816.58	$ 62,350.90	$ 68,885.22
COMMUNITY SERVICES COORDINATOR	$ 56,394.60	$ 62,996.58	$ 69,598.56
ADMINISTRATIVE SPECIALIST	$ 56,394.64	$ 62,649.69	$ 69,598.55
FACILITY MAINTENANCE TECHNICIAN	$ 56,640.84	$ 63,271.62	$ 69,902.40
EQUIPMENT MECHANIC	$ 58,765.82	$ 65,645.37	$ 72,524.93
SENIOR ACCOUNTING TECHNICIAN	$ 59,830.13	$ 66,834.29	$ 73,838.45
SENIOR ADMINISTRATIVE ASSISTANT	$ 61,644.00	$ 68,860.50	$ 76,077.00
PROPERTY TECHNICIAN	$ 62,299.20	$ 69,592.38	$ 76,885.56
SENIOR HUMAN RESOURCES TECHNICIAN	$ 62,635.01	$ 69,967.50	$ 77,299.99
ENVIRONMENTAL COMPLIANCE OFFICER	$ 63,232.00	$ 70,241.60	$ 78,041.60
PUBLIC WORKS INSPECTOR	$ 66,384.23	$ 73,747.29	$ 81,927.05
MANAGEMENT ASSISTANT	$ 67,960.54	$ 75,916.50	$ 83,872.47

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CLASS TITLE	Proposed Min Option 1	Proposed Mid Option 1	Proposed Max Option 1
CODE ENFORCEMENT OFFICER	$ 68,288.35	$ 76,282.69	$ 84,277.03
PUBLIC SAFETY DISPATCHER	$ 68,481.36	$ 76,498.32	$ 84,515.28
POLICE CIVILIAN INVESTIGATOR	$ 69,777.73	$ 77,517.22	$ 86,115.12
EXECUTIVE ADMINISTRATIVE ASSISTANT TO THE CA	$ 70,425.65	$ 78,670.16	$ 86,914.67
GIS TECHNICIAN	$ 72,052.85	$ 80,487.89	$ 88,922.93
INFORMATION TECHNOLOGY TECHNICIAN	$ 74,614.08	$ 83,348.90	$ 92,083.73
FIRE FIGHTER	$ 76,228.00	$ 86,411.40	$ 96,595.05
FIRE ENGINEER	$ 79,638.39	$ 88,471.90	$ 98,284.31
CRIME ANALYST	$ 80,071.56	$ 88,699.56	$ 97,327.56
DIGITAL MEDIA ANALYST	$ 80,071.56	$ 88,699.56	$ 97,327.56
FIRE PREVENTION SPECIALIST	$ 80,071.56	$ 88,278.96	$ 97,327.56
MANAGEMENT ANALYST	$ 81,363.06	$ 90,130.22	$ 98,897.39
PUBLIC WORKS SUPERVISOR	$ 82,331.69	$ 91,203.18	$ 100,074.67
ASSOCIATE PLANNER	$ 82,607.76	$ 91,509.06	$ 100,410.36
HUMAN RESOURCES ANALYST	$ 83,960.30	$ 93,007.32	$ 102,054.35
POLICE SERVICES SUPERVISOR	$ 85,135.14	$ 95,101.67	$ 105,068.19
POLICE ACADEMY TRAINEE	$ 86,029.59	$ -	$ -
CODE ENFORCEMENT SUPERVISOR	$ 89,314.00	$ 98,937.91	$ 108,561.81
POLICE OFFICER	$ 91,971.54	$ 102,738.43	$ 113,505.32
SENIOR ACCOUNTANT	$ 92,553.72	$ 102,040.48	$ 112,499.62
SENIOR FINANCIAL ANALYST	$ 93,349.03	$ 102,917.31	$ 113,466.32
SENIOR MANAGEMENT ANALYST	$ 93,349.08	$ 103,407.72	$ 113,466.36
COMMUNICATIONS & MARKETING MANAGER	$ 93,963.84	$ 104,088.78	$ 114,213.72
PUBLIC WORKS SUPERINTENDENT	$ 93,963.88	$ 103,595.18	$ 114,213.69
PUBLIC SAFETY COMMUNICATION SUPERVISOR - DISP	$ 95,136.93	$ 105,689.14	$ 117,411.75
FIRE CAPTAIN	$ 102,247.55	$ 115,382.29	$ 128,516.95
ACCOUNTING MANAGER	$ 111,636.47	$ 123,665.67	$ 135,694.87
TRANSPORTATION MANAGER	$ 114,430.92	$ 126,761.22	$ 139,091.52
SERGEANT	$ 119,079.77	$ 133,020.11	$ 146,960.45
PLANNING MANAGER	$ 124,896.48	$ 138,354.42	$ 151,812.36
PUBLIC WORKS MANAGER	$ 124,896.53	$ 138,354.44	$ 151,812.36
INFORMATION TECHNOLOGY MANAGER	$ 125,415.12	$ 138,928.98	$ 152,442.84
PUBLIC SAFETY COMMUNICATIONS MANAGER	$ 125,415.12	$ 138,928.98	$ 152,442.84
FIRE BATTALION CHIEF	$ 127,860.01	$ 145,436.05	$ 160,761.94
FIRE MARSHAL	$ 129,195.12	$ 143,524.56	$ 159,443.64
CITY ENGINEER/DEPUTY DIRECTOR OF PUBLIC WORKS	$ 137,386.19	$ 151,468.28	$ 166,993.79
LIEUTENANT	$ 137,735.91	$ 153,013.02	$ 169,984.63
DEPUTY DIRECTOR OF ADMINISTRATIVE SERVICES	$ 150,035.47	$ 165,414.11	$ 182,369.06
DEPUTY FIRE CHIEF	$ 150,035.47	$ 165,414.11	$ 182,369.06
DIRECTOR OF HUMAN RESOURCES	$ 154,344.33	$ 177,121.33	$ 199,898.33
CAPTAIN - POLICE	$ 166,135.33	$ 185,584.30	$ 205,033.26
DIRECTOR OF COMMUNITY SERVICES	$ 167,830.56	$ 185,914.80	$ 203,999.04
DIRECTOR OF DEVELOPMENT SERVICES	$ 173,932.23	$ 192,673.94	$ 211,415.65
DIRECTOR OF FINANCE	$ 174,683.03	$ 193,505.65	$ 212,328.26
FIRE CHIEF	$ 177,576.58	$ 202,210.57	$ 226,844.55
DIRECTOR OF PUBLIC WORKS	$ 181,779.18	$ 201,366.43	$ 220,953.67
DEPUTY CITY ADMINISTRATOR	$ 184,310.72	$ 204,170.74	$ 224,030.75
POLICE CHIEF	$ 212,298.41	$ 235,174.27	$ 258,050.13
CITY ADMINISTRATOR	$ 234,151.00	$ 234,151.00	$ 234,151.00

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Positions were assigned to pay grades per their market benchmarks and were reviewed and adjusted relative to recruiting needs, job family hierarchies, and supervisory lines, as necessary. Recommendations proposed are to uphold the robustness of the pay plan and to circumvent wage compression.

The ideal strategy for transitioning current employees to the proposed pay plans is to position them at a level that closely aligns with their current compensation, ensuring no reduction in their existing pay. As an alternative, employees could be positioned at a level that guarantees a minimum pay increase of 5% of their current compensation. The execution of these strategies should be meticulously managed to uphold Placentia's budgetary constraints.

MGT provided Placentia with an option for approaching the implementation of this study's recommendations.

EXHIBIT 1- 3: OPTION 1 - TOTAL ADJUSTMENT COST ESTIMATES BY DEPT

Department	Sum of Annual Salary	Sum of Updated Salary	Sum of Adjustment Cost
PD/PUBLIC SAFETY - POLICE/OPERATING DIVISION/OPERATING	$ 1,706,370	$ 1,720,956	$ 14,587
FIRE & LIFE SAFETY/FIRE SUPPRESSION	$ 1,347,732	$ 1,359,508	$ 11,776
DEVELOPMENT SERVICES/PLANNING	$ 65,957	$ 72,053	$ 6,096
PUBLIC WORKS/ADMINISTRATION	$ 176,238	$ 181,779	$ 5,541
PUBLIC WORKS/ENGINEERING SERVICES	$ 62,566	$ 67,961	$ 5,394
ADMINISTRATIVE SERVICES/INFORMATION TECHNOLOGY	$ 145,683	$ 149,369	$ 3,686
DEVELOPMENT SERVICES/CODE ENFORCEMENT	$ 141,086	$ 144,396	$ 3,309
PUBLIC WORKS/MAINTENANCE	$ 170,539	$ 173,831	$ 3,292
		Grand Total:	**$ 53,681**

Source: MGT Consulting Group, 2025.

The total estimated cost to implement Option 1, which adjusts salaries to the minimum of the proposed pay ranges, is $53,681. This represents a 0.25% increase to the City of Placentia's current payroll of $21,607,425, resulting in a projected payroll of $21,661,106. Detailed figures are provided in **Exhibit 1-4**: Option 1 - Cost Estimates with Payroll Impact.

EXHIBIT 1- 4: OPTION 1 - COST ESTIMATES WITH PAYROLL IMPACT

Current Payroll	Estimated Adjustment Costs	Percent Change in Payroll	Proposed Payroll
$ 21,607,425	$ 53,681	0.25%	$ 21,661,106

Source: MGT Consulting Group, 2025.

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Summary of Proposed Pay Plan – Option 2

Option 2 recommends implementing a new pay grade-based system that consolidates the City of Placentia's existing structure from over 60 individual pay ranges into a streamlined system of 35 pay grades. This approach introduces standardized salary ranges tied to market data, providing greater consistency, transparency, and ease of administration. The new system aligns more closely with market practices and allows for improved internal equity and career progression across job classifications. Detailed pay grade assignments are provided **in Exhibit 1-5:** Option 2 – Proposed Pay Plan.

EXHIBIT 1- 5: OPTION 2 - PROPOSED PAY PLAN

CLASS TITLE	Proposed Grade Option 2	Proposed Min Option 2	Proposed Mid Option 2	Proposed Max Option 2
COMMUNITY SERVICES LEADER	1	$ 16.50	$ 18.69	$ 20.87
LIFEGUARD	1	$ 16.50	$ 18.69	$ 20.87
MAINTENANCE AIDE	1	$ 16.50	$ 18.69	$ 20.87
POLICE CADET	1	$ 16.50	$ 18.69	$ 20.87
ADMINISTRATIVE INTERN	1	$ 16.50	$ 18.69	$ 20.87
PRODUCTION ASSISTANT	1	$ 16.50	$ 18.69	$ 20.87
SENIOR COMMUNITY SERVICES LEADER	2	$ 17.23	$ 19.63	$ 22.02
COMMUNITY SERVICES SPECIALIST	3	$ 18.18	$ 20.71	$ 23.23
INSTRUCTOR GUARD	3	$ 18.18	$ 20.71	$ 23.23
CLERICAL AIDE	4	$ 19.18	$ 21.84	$ 24.51
PRODUCTION COORDINATOR	5	$ 20.20	$ 23.02	$ 25.86
SENIOR INSTRUCTOR GUARD	5	$ 20.20	$ 23.02	$ 25.86
SENIOR COMMUNITY SERVICES SPECIALIST	5	$ 20.20	$ 23.02	$ 25.86
POOL MANAGER	6	$ 21.35	$ 24.31	$ 27.28
POLICE RESERVE OFFICER - LEVEL 1	7	$ 22.52	$ 25.65	$ 28.78
PROGRAM COORDINATOR	7	$ 22.52	$ 25.65	$ 28.78
CUSTODIAN	7	$ 46,848.60	$ 52,054.00	$ 59,862.10
HUMAN RESOURCES OFFICE CLERK	7	$ 46,848.60	$ 52,054.00	$ 59,862.10
PARKING CONTROL OFFICER	8	$ 49,425.30	$ 54,917.00	$ 63,154.55
OFFICE SPECIALIST	9	$ 52,143.30	$ 57,937.00	$ 66,627.55
COMMUNITY SERVICES OFFICER	9	$ 52,143.30	$ 57,937.00	$ 66,627.55
ADMINISTRATIVE ASSISTANT	10	$ 55,011.60	$ 61,124.00	$ 70,292.60
MAINTENANCE WORKER	10	$ 55,011.60	$ 61,124.00	$ 70,292.60
ACCOUNTING TECHNICIAN	11	$ 58,037.40	$ 64,486.00	$ 74,158.90
BUILDING PERMIT TECHNICIAN	11	$ 58,037.40	$ 64,486.00	$ 74,158.90
PLANNING TECHNICIAN	11	$ 58,037.40	$ 64,486.00	$ 74,158.90
POLICE SERVICES OFFICER	11	$ 58,037.40	$ 64,486.00	$ 74,158.90
SENIOR CUSTODIAN	11	$ 58,037.40	$ 64,486.00	$ 74,158.90
ADMINISTRATIVE SPECIALIST	12	$ 61,229.70	$ 68,033.00	$ 78,237.95

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CLASS TITLE	Proposed Grade Option 2	Proposed Min Option 2	Proposed Mid Option 2	Proposed Max Option 2
COMMUNITY SERVICES COORDINATOR	12	$ 61,229.70	$ 68,033.00	$ 78,237.95
EQUIPMENT MECHANIC	12	$ 61,229.70	$ 68,033.00	$ 78,237.95
FACILITY MAINTENANCE TECHNICIAN	12	$ 61,229.70	$ 68,033.00	$ 78,237.95
PROPERTY TECHNICIAN	13	$ 64,597.50	$ 71,775.00	$ 82,541.25
SENIOR ACCOUNTING TECHNICIAN	13	$ 64,597.50	$ 71,775.00	$ 82,541.25
SENIOR ADMINISTRATIVE ASSISTANT	13	$ 64,597.50	$ 71,775.00	$ 82,541.25
SENIOR HUMAN RESOURCES TECHNICIAN	13	$ 64,597.50	$ 71,775.00	$ 82,541.25
ENVIRONMENTAL COMPLIANCE OFFICER	13	$ 64,597.50	$ 71,775.00	$ 82,541.25
CODE ENFORCEMENT OFFICER	15	$ 71,899.20	$ 79,888.00	$ 91,871.20
MANAGEMENT ASSISTANT	15	$ 71,899.20	$ 79,888.00	$ 91,871.20
EXECUTIVE ADMINISTRATIVE ASSISTANT TO THE CA	15	$ 71,899.20	$ 79,888.00	$ 91,871.20
GIS TECHNICIAN	15	$ 71,899.20	$ 79,888.00	$ 91,871.20
PUBLIC SAFETY DISPATCHER	15	$ 71,899.20	$ 79,888.00	$ 91,871.20
PUBLIC WORKS INSPECTOR	15	$ 71,899.20	$ 79,888.00	$ 91,871.20
INFORMATION TECHNOLOGY TECHNICIAN	16	$ 75,853.80	$ 84,282.00	$ 96,924.30
POLICE CIVILIAN INVESTIGATOR	16	$ 75,853.80	$ 84,282.00	$ 96,924.30
FIRE FIGHTER	17	$ 80,026.20	$ 88,918.00	$ 102,255.70
MANAGEMENT ANALYST	18	$ 84,427.20	$ 93,808.00	$ 107,879.20
CRIME ANALYST	18	$ 84,427.20	$ 93,808.00	$ 107,879.20
DIGITAL MEDIA ANALYST	18	$ 84,427.20	$ 93,808.00	$ 107,879.20
FIRE ENGINEER	18	$ 84,427.20	$ 93,808.00	$ 107,879.20
FIRE PREVENTION SPECIALIST	18	$ 84,427.20	$ 93,808.00	$ 107,879.20
HUMAN RESOURCES ANALYST	18	$ 84,427.20	$ 93,808.00	$ 107,879.20
ASSOCIATE PLANNER	19	$ 89,070.30	$ 98,967.00	$ 113,812.05
CODE ENFORCEMENT SUPERVISOR	19	$ 89,070.30	$ 98,967.00	$ 113,812.05
POLICE ACADEMY TRAINEE	19	$ 89,070.30	$ 98,967.00	$ 113,812.05
POLICE SERVICES SUPERVISOR	19	$ 89,070.30	$ 98,967.00	$ 113,812.05
PUBLIC WORKS SUPERVISOR	19	$ 89,070.30	$ 98,967.00	$ 113,812.05
POLICE OFFICER	21	$ 99,137.70	$ 110,153.00	$ 126,675.95
COMMUNICATIONS & MARKETING MANAGER	21	$ 99,137.70	$ 110,153.00	$ 126,675.95
PUBLIC SAFETY COMMUNICATION SUPERVISOR - DISP	21	$ 99,137.70	$ 110,153.00	$ 126,675.95
PUBLIC WORKS SUPERINTENDENT	21	$ 99,137.70	$ 110,153.00	$ 126,675.95
SENIOR ACCOUNTANT	21	$ 99,137.70	$ 110,153.00	$ 126,675.95
SENIOR FINANCIAL ANALYST	21	$ 99,137.70	$ 110,153.00	$ 126,675.95
SENIOR MANAGEMENT ANALYST	21	$ 99,137.70	$ 110,153.00	$ 126,675.95
FIRE CAPTAIN	23	$ 110,342.70	$ 122,603.00	$ 140,993.45
ACCOUNTING MANAGER	24	$ 116,411.40	$ 129,346.00	$ 148,747.90
POLICE SERGEANT	25	$ 122,814.00	$ 136,460.00	$ 156,929.00
TRANSPORTATION MANAGER	25	$ 122,814.00	$ 136,460.00	$ 156,929.00
INFORMATION TECHNOLOGY MANAGER	26	$ 129,568.50	$ 143,965.00	$ 165,559.75
PLANNING MANAGER	26	$ 129,568.50	$ 143,965.00	$ 165,559.75
PUBLIC SAFETY COMMUNICATIONS MANAGER	26	$ 129,568.50	$ 143,965.00	$ 165,559.75
PUBLIC WORKS MANAGER	26	$ 129,568.50	$ 143,965.00	$ 165,559.75
FIRE MARSHAL	27	$ 136,694.70	$ 151,883.00	$ 174,665.45
FIRE BATTALION CHIEF	27	$ 136,694.70	$ 151,883.00	$ 174,665.45
POLICE LIEUTENANT	28	$ 144,213.30	$ 160,237.00	$ 184,272.55
CITY ENGINEER/DEPUTY DIRECTOR OF PUBLIC WORKS	28	$ 144,213.30	$ 160,237.00	$ 184,272.55
DEPUTY DIRECTOR OF ADMINISTRATIVE SERVICES	30	$ 160,513.20	$ 178,348.00	$ 205,100.20

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CLASS TITLE	Proposed Grade Option 2	Proposed Min Option 2	Proposed Mid Option 2	Proposed Max Option 2
DEPUTY FIRE CHIEF	30	$ 160,513.20	$ 178,348.00	$ 205,100.20
DIRECTOR OF HUMAN RESOURCES	31	$ 169,341.30	$ 188,157.00	$ 216,380.55
POLICE CAPTAIN	32	$ 178,655.40	$ 198,506.00	$ 228,281.90
DIRECTOR OF COMMUNITY SERVICES	32	$ 178,655.40	$ 198,506.00	$ 228,281.90
DIRECTOR OF DEVELOPMENT SERVICES	32	$ 178,655.40	$ 198,506.00	$ 228,281.90
DIRECTOR OF FINANCE	32	$ 178,655.40	$ 198,506.00	$ 228,281.90
DIRECTOR OF PUBLIC WORKS	32	$ 178,655.40	$ 198,506.00	$ 228,281.90
FIRE CHIEF	33	$ 188,481.60	$ 209,424.00	$ 240,837.60
DEPUTY CITY ADMINISTRATOR	34	$ 198,847.80	$ 220,942.00	$ 254,083.30
POLICE CHIEF	35	$ 209,784.60	$ 233,094.00	$ 268,058.10
CITY ADMINISTRATOR	Negotiated			

Source: MGT Consulting Group, 2025.

Summary of Fiscal Impact – Option 2

Under Option 2, the proposed transition to a pay grade-based system would result in an estimated total adjustment cost of **$160,464.92**. The current annual salary total across the affected departments is **$3,655,425.28**, which would increase to **$3,731,463.00** following implementation, representing a **4.39%** overall increase in payroll for the positions impacted by this proposal. These figures reflect the cost of aligning salaries with the new pay grade structure and are detailed by department in **Exhibit 1-6:** Option 2 – Total Adjustments Cost Estimates by Department**.**

EXHIBIT 1- 6: OPTION 2 - TOTAL ADJUSTMENT COST ESTIMATES BY DEPT

Department	Sum of Annual Salary	Sum of Updated Rate	Sum of Adjustment Cost
PD/PUBLIC SAFETY - POLICE/OPERATING DIVISION/OPERATING	$ 894,316.80	$ 948,534.30	$ 54,217.50
FIRE STATION/FIRE & LIFE SAFETY/FIRE SUPPRESSION	$ 1,064,889.28	$ 1,111,896.90	$ 47,007.62
CITY YARD/PUBLIC WORKS/MAINTENANCE	$ 233,916.80	$ 245,942.10	$ 12,025.30
PUBLIC WORKS/ENGINEERING SERVICES/MANAGEMENT ASSISTANT	$ 62,566.40	$ 71,899.20	$ 9,332.80
DEVELOPMENT SERVICES/CODE ENFORCEMENT	$ 64,979.20	$ 71,899.20	$ 6,920.00
ADMINISTRATIVE SERVICES/INFORMATION TECHNOLOGY	$ 145,683.20	$ 151,707.60	$ 6,024.40
DEVELOPMENT SERVICES/PLANNING	$ 65,956.80	$ 71,899.20	$ 5,942.40
PD/PUBLIC SAFETY - POLICE/ADMINISTRATIVE DIVISION/ADMIN	$ 136,448.00	$ 141,213.60	$ 4,765.60
FIRE & LIFE SAFETY/FIRE ADMINISTRATION	$ 185,036.80	$ 188,481.60	$ 3,444.80
ADMINISTRATIVE SERVICES/PUBLIC SAFETY COMMUNICATIONS	$ 68,494.40	$ 71,899.20	$ 3,404.80
PUBLIC WORKS/ADMINISTRATION	$ 176,238.40	$ 178,655.40	$ 2,417.00
DEVELOPMENT SERVICES/BUILDING	$ 55,848.00	$ 58,037.40	$ 2,189.40
CITY ADMINISTRATOR/ECONOMIC DEVELOPMENT	$ 98,051.20	$ 99,137.70	$ 1,086.50
CITY ADMINISTRATOR/COMMUNICATIONS & MARKETING	$ 182,748.80	$ 183,564.90	$ 816.10
FIRE & LIFE SAFETY/COMMUNITY RISK REDUCTION	$ 136,177.60	$ 136,694.70	$ 517.10
ADMINISTRATIVE SERVICES/HUMAN RESOURCES	$ 84,073.60	$ 84,427.20	$ 353.60
Grand Total:	**$ 3,655,425.28**	**$ 3,731,463.00**	**$ 160,464.92**

Source: MGT Consulting Group, 2025.

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The total estimated cost to implement Option 2, which adjusts salaries to the minimum of the proposed pay ranges, is $160,465. This represents a 0.74% increase to the City of Placentia's current payroll of $21,607,425, resulting in a projected payroll of $21,767,890. Detailed figures are provided in **Exhibit 1-8**: Option 2 - Cost Estimates with Payroll Impact.

EXHIBIT 1- 8: OPTION 2 - COST ESTIMATES WITH PAYROLL IMPACT

Current Payroll	Estimated Adjustment Costs	Percent Change in Payroll	Proposed Payroll
$ 21,607,425	$ 160,465	0.74%	$ 21,767,890

Source: MGT Consulting Group, 2025.

MGT encourages the City of Placentia to move forward with the timely implementation of either Option 1 or Option 2, as both pay plan recommendations are grounded in the most current and competitive market data available. To support a smooth and strategic rollout, MGT recommends establishing the following phase-in priorities:

All employees below the minimum salary of their recommended assigned pay grade should be adjusted to the minimum salary as soon as possible (within one year as best practice).

A proportion of the remaining adjustment costs should be applied during the first year of implementation to avoid compression (15-25% of estimated cost or by targeting priority or hard-to-recruit positions).

All remaining adjustments should be completed based upon a set implementation schedule (and as the budget allows) to avoid compression, maintain internal equity, and ensure classifications stay competitive with the market.

It is recommended that employee salaries be either maintained at their current level or adjusted upward according to the proposed pay plans and policy recommendations provided in this report, and that no employee salaries be reduced. The estimates provided are based on the latest employee information provided to MGT by Placentia. Any employee data changes occurring after this date should be accounted for in the implementation plan prior to taking effect.

Administration and Maintenance of the Plan

Salary systems should be adjusted annually, or at least biennially if annually is not feasible, based on the Consumer Price Index (CPI) and appropriate market data sources to maintain market competitiveness and adjust for inflation and changing recruitment markets. The guidelines outlined here may be utilized for salary maintenance and administration of the proposed salary schedule. These guidelines should be applied according to base pay salary, not including additional pay received as bonuses, supplements, or pay for additional assignments. In all cases in which a computed salary is greater than the top pay within the new pay grade, the salary may be frozen at the maximum salary until subsequent adjustments are made to the

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salary schedule that would allow increases, or as dictated by internal policy regarding employees who reach the maximum of their assigned pay grades.

Compression

Areas of compression within pay structures can occur over time or in response to pay range updates, in which there is little difference, or distance, between a lower pay grade and a higher pay grade (i.e., there is little difference in pay and earning potential of an employee and director supervisor, or between new hires and long-term employees). Modeling the structural and financial impacts of various approaches for wage shifts to an existing salary structure, as well as for those organizations without a formal pay structure, is critical to the success of any wage increase and to understand the ripple effects of making the adjustment, which will vary by organization.

Following any pay plan adjustments, pay ranges should also be assessed for potential compression. Compression can lead to employees acquiring salaries that are comparable or surpass those salaries of positions with higher qualifications or supervisory authority.

Actions that can reduce instances of compression:

- Promoting from within instead of hiring externally.
- Set a standard hiring range and do not hire further into the pay range.
- Implementing the compensation system and policies governing movement in the system consistently.
- Conducting regular updates to the pay plan for market adjustments and inflation.
- Individual positions may be adjusted to higher pay grades that house other comparable positions according to hierarchy and supervisory lines.
- Another method is to develop additional pay grade ranges at the top of the pay structure to shift positions upward as needed to relieve compression points.
- Compression relief should also be a consideration for the pay range widths, which may require the maximum salaries to be increased to allow for adequate movement and earning potential along each pay grade's salary range.

Organizations should be proactive in addressing compression concerns to avoid higher costs for correction in the future. Pay compression can be relieved in a few limited ways. Assessing an employee's placement within a pay range by time in position, which can indicate if newer employees are approaching, matching, or surpassing employees with longer tenure, can indicate areas of or at-risk for compression. Supervisor pay may also be compared to direct reports' pay (any employee pay that is within 15-20% of a supervisor's pay should be monitored, and any between 5-10% should be addressed by updating grade assignment(s). The best and most comprehensive approach is to conduct a compensation study to update or create a new pay structure, particularly for older pay structures. Comprehensive compensation studies are recommended at least every 5 years.

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COMPARATIVE BENEFITS AND POLICIES REVIEW

This report section focuses on a comparative assessment of the City of Placentia's overall benefits program in comparison to its selected peers. Benefits data were gathered from peer organizations through outreach (see Chapter 2.0). For the purpose of comparing benefits, the General Unit's Memorandum of Understanding was selected for each agency.

Police and Fire employees were treated separately for this analysis, and tables with benefits data for those employees are presented following each general employee exhibit.

The following cities were used in the comparison of benefits offered to general employees and police officers of the City of Placentia:

- City of Brea
- City of Buena Park
- City of Cypress
- City of Fountain Valley
- City of Fullerton
- City of La Habra
- City of Seal Beach
- City of Tustin

The cities below were used in the comparison of benefits offered to fire personnel with the City of Placentia:

- City of Brea
- City of Coronado
- City of Fountain Valley
- City of Fullerton
- City of La Verne
- City of Loma Linda
- City of Montclair
- City of National City
- City of Poway
- City of San Gabriel
- City of Santee

Overview of City of Placentia's Benefits

MGT reviewed the benefits information provided by the City of Placentia to understand the current state of its benefits program. The City of Placentia offers the following benefits:

- Health insurance premium contributions up to $722 per month for employee-only coverage and up to $1,877 per month for employee + family coverage for general employees and fire employees. The city contributes $735 per month for employee-only coverage and $1,972 per month for employee + family coverage for police officers. The city contributes $744 per month for employee-only coverage and $2,076 per month for employee + family coverage for police and fire management employees.
- New general and police employees accrue up to 176 hours of Paid Time Off annually
    - Up to 96 hours of Alternative Health and Wellness (AHW/sick leave equivalent).
    - Up to 80 hours of Paid Time Off (PTO/vacation equivalent)

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Fire employees accrue up to 216 hours of Paid Time Off annually

  - Up to 96 hours of Alternative Health and Wellness (AHW/sick leave equivalent).
  - Up to 120 hours of Paid Time Off (PTO/vacation equivalent)

- The most senior general and police sworn employees accrue up to 264 hours of Paid Time Off annually

  - Up to 96 hours of Alternative Health and Wellness (AHW/sick leave equivalent).
  - Up to 168 hours of Paid Time Off (PTO/vacation equivalent)

  Fire Sworn employees accrue up to 276 hours of Paid Time Off annually

  - Up to 96 hours of Alternative Health and Wellness (AHW/sick leave equivalent).
  - Up to 180 hours of Paid Time Off (PTO/vacation equivalent)

- Basic Short-term Disability
- Basic Long-term Disability
- Basic Life Insurance
- Accidental death & dismemberment coverage
- Dental coverage
- Vision coverage
- Employee Assistance Program coverage
- Supplemental insurance that an employee can purchase:

  - Life insurance
  - Short-term disability
  - Pre-paid legal and identity theft services
  - Pet insurance

Benefits Comparative Analysis

Data were collected on health insurance premium contributions made by the employer for full-time staff covered under the General Unit's MOU and unrepresented mid-management compensation plan.

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Exhibit 1 reflects the comparable agencies' contribution towards the employee's health insurance premiums for employees who select employee-only coverage.

As shown in Exhibit 1, the City of Placentia contributes up to $722 per month to employee-only health insurance premiums for full-time **City Employees**. This is $482 (or 40%) below average compared to the other cities in the study. The average monthly contribution from comparable agencies is $1,203, and the median monthly contribution is $1,082.

Exhibit 1. Employee-Only Health Insurance Comparison (City Employee)

City	Maximum Monthly Employer Health Insurance Contribution Employee-Only Coverage
City of Cypress	$2,243.70
City of La Habra	$1,725.00
City of Fountain Valley	$1,200.00
City of Fullerton	$1,164.45
City of Tustin	$1,000.00
City of Buena Park	$989.00
City of Brea	$800.00
City of Placentia	**$722.00**
City of Seal Beach	$500.00

Exhibit 2, the City of Placentia contributes up to $735 per month to employee-only **Police Officer** health insurance premiums for full-time police department employees. This is $268 (or 27%) below average compared to the other cities in the study. The average monthly contribution from comparable agencies is $1,003, and the median monthly contribution is $1,164.

Exhibit 2. Employee-Only Health Insurance Comparison (Police Officer)

City	Maximum Monthly Employer Health Insurance Contribution Employee-Only Coverage
City of Cypress	$1,200.00
City of Tustin	$1,200.00
City of Buena Park	$1,198.00
City of Fountain Valley	$1,164.45
City of Fullerton	$1,164.45
City of Brea	$800.00
City of Placentia	**$735.00**
City of La Habra	$700.00
City of Seal Beach	$600.00

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As shown in **Exhibit 3**, the City of Placentia provides a maximum monthly employer health insurance contribution of $735 for employee-only coverage for full-time **Police Management** employees. This amount is $268 (or 27%) lower than the average contribution of $1,003 among comparable agencies and significantly below the median contribution of $1,164. Among the cities analyzed, Placentia's contribution ranks near the bottom, with only the City of Fullerton offering a lower amount at $716.09. In contrast, cities such as Cypress and La Habra provide significantly higher contributions of $1,800 and $1,450, respectively.

Exhibit 3. Employee-Only Health Insurance Comparison (Police Management)

City	Maximum Monthly Employer Health Insurance Contribution Employee-Only Coverage
City of Cypress	$1,800.00
City of La Habra	$1,450.00
City of Tustin	$1,200.00
City of Buena Park	$1,198.00
City of Seal Beach	$1,166.99
City of Fountain Valley	$1,075.00
City of Brea	$800.00
City of Placentia	**$744.00**
City of Fullerton	$716.09*

**City of Fullerton contributes different amounts based on plan chosen, the amount above is an average of employer contributions over four different plan options.*

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As shown in **Exhibit 4**, the City of Placentia contributes up to $722 per month to employee-only health insurance premiums for full-time **Firefighter Association** employees. This is $494 (or 41%) below average compared to the other cities in the study. The average monthly contribution from comparable agencies is $1,216, and the median monthly contribution is $1,182.

Exhibit 4. Employee-Only Health Insurance Comparison (Firefighter Association)

City	Maximum Monthly Employer Health Insurance Contribution Employee-Only Coverage
City of Poway	100%
City of Coronado	$2,030.00
City of Loma Linda	$1,842.35
City of Monrovia	$1,600.00
City of Fountain Valley	$1,200.00
City of National City	$1,200.00
City of Fullerton	$1,164.45
City of Montclair	$1,025.00
City of Brea	$800.00
City of Placentia	**$722.00**
City of Santee	$700.00
City of La Verne	$600.00
City of San Gabriel	$536.00

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As shown in **Exhibit 5,** the City of Placentia provides a maximum monthly employer health insurance contribution of $735 for employee-only coverage for full-time **Fire Management** employees. This amount is $494 (or 41%) lower than the average contribution of $1,216 among comparable agencies and falls below the median contribution of $1,182. Placentia's contribution is among the lowest in the study, with only the cities of Santee ($700) and La Verne ($650) offering less. In contrast, cities such as Coronado and Loma Linda provide significantly higher contributions of $2,168 and $1,700, respectively.

Exhibit 5. Employee-Only Health Insurance Comparison (Fire Management)

City	Maximum Monthly Employer Health Insurance Contribution Employee-Only Coverage
City of Poway	100%
City of Coronado	$2,168.00
City of Loma Linda	$1,700.00
City of Monrovia	$1,675.00
City of San Gabriel	$1,568.00
City of Montclair	$1,550.00
City of National City	$1,200.00
City of Fullerton	$1,164.45
City of Brea	$800.00
City of Fountain Valley	$774.00
City of Placentia	**$735.00**
City of Santee	$700.00
City of La Verne	$650.00

``

As shown in **Exhibit 6**, the City of Placentia contributes up to $1,877 per month to family health insurance premiums for full-time **City Employees**. This is $119 (or 1%) above the average contribution of all comparable agencies. The average monthly contribution from comparable agencies is $1,858, and the median monthly contribution is $1,638.

Exhibit 6. Family Health Insurance Comparison (City Employee)

City	Maximum Monthly Employer Health Insurance Contribution Family Coverage
City of Fullerton	$3,506.29
City of Cypress	$2,243.70
City of Buena Park	$1,940.00
City of Placentia	**$1,877.00**
City of La Habra	$1,725.00
City of Brea	$1,550.00
City of Tustin	$1,500.00
City of Fountain Valley	$1,200.00
City of Seal Beach	$1,200.00

As shown in **Exhibit 7,** the City of Placentia contributes up to $1,972 per month to family health insurance premiums for full-time **Police Officer** employees. This is $88 (or 4%) above the average contribution of all comparable agencies. The average monthly contribution from comparable agencies is $2,060, and the median monthly contribution is $1,550.

Exhibit 7. Family Health Insurance Comparison (Police Officer)

City	Maximum Monthly Employer Health Insurance Contribution Family Coverage
City of Fountain Valley	$3,506.29
City of Fullerton	$3,506.29
City of Buena Park	$2,119.00
City of Placentia	**$1,972.00**
City of Tustin	$1,800.00
City of Brea	$1,550.00
City of La Habra	$1,400.00
City of Seal Beach	$1,400.00
City of Cypress	$1,200.00

``

As shown in **Exhibit 8,** the City of Placentia provides a maximum monthly employer health insurance contribution of $2,076 for family coverage for full-time **Police Management** employees. This amount is slightly above the contributions offered by La Habra ($1,950), Tustin ($1,800), and Cypress ($1,800) but falls below the average of $1,977 among comparable agencies. Placentia's contribution is also lower than those provided by cities such as Seal Beach ($2,332.12), Buena Park ($2,119), and Fountain Valley ($2,100), which offer significantly higher employer contributions for family coverage.

Exhibit 8. Family Health Insurance Comparison (Police Management)

City	Maximum Monthly Employer Health Insurance Contribution Family Coverage
City of Seal Beach	$2,332.12
City of Buena Park	$2,119.00
City of Fountain Valley	$2,100.00
City of Fullerton	$2,071.53*
City of Placentia	**$2,076.00**
City of La Habra	$1,950.00
City of Tustin	$1,800.00
City of Cypress	$1,800.00
City of Brea	$1,550.00

**City of Fullerton contributes different amounts based on plan chosen, the amount above is an average of employer contributions over four different plan options.*

``

As shown in **Exhibit 9,** the City of Placentia contributes up to $1,877 per month to family health insurance premiums for full-time **Firefighter Association** employees. This is $192 (or 11%) above the average contribution of all comparable agencies. The average monthly contribution from comparable agencies is $1,685, and the median monthly contribution is $1,575.

Exhibit 9. Family Health Insurance Comparison (Firefighter Association)

City	Maximum Monthly Employer Health Insurance Contribution Family Coverage
City of Poway	100%
City of Fullerton	$3,506.29
City of Coronado	$2,030.00
City of Placentia	**$1,877.00**
City of Loma Linda	$1,842.35
City of Monrovia	$1,600.00
City of Santee	$1,600.00
City of San Gabriel	$1,568.00
City of Brea	$1,550.00
City of La Verne	$1,300.00
City of Fountain Valley	$1,200.00
City of National City	$1,200.00
City of Montclair	$1,025.00

``

As shown in **Exhibit 10**, the City of Placentia provides a maximum monthly employer health insurance contribution of $2,076 for family coverage for full-time **Fire Management** employees. While this amount is higher than contributions from cities such as Loma Linda ($1,700), Monrovia ($1,675), and Santee ($1,600), it falls well below the highest contribution in the study. For example, the City of Fullerton provides a significantly higher contribution of $3,506.29, while Poway covers 100% of the employee's premium plus 60% of family coverage. Placentia's contribution remains competitive within the mid-range of comparable agencies but is still lower than those offered by cities such as Coronado ($2,168)

Exhibit 10. Family Health Insurance Comparison (Fire Management)

City	Maximum Monthly Employer Health Insurance Contribution Family Coverage
City of Poway	100% EE + 60% Family
City of Fullerton	$3,506.29
City of Coronado	$2,168.00
City of Placentia	**$2,076.00**
City of Loma Linda	$1,700.00
City of Monrovia	$1,675.00
City of Santee	$1,600.00
City of Fountain Valley	$1,579.00
City of San Gabriel	$1,568.00
City of Brea	$1,550.00
City of Montclair	$1,550.00
City of La Verne	$1,500.00
City of National City	$1,200.00

``

Exhibit 11 shows the number of annual hours of leave accrued for full-time **City Employees** who were recently hired. The City of Placentia offers a total of 176 paid hours of leave each year, which is divided into 96 sick hours and 80 vacation hours. This is identical to 6 of the 8 cities in this study. The average paid time off for this group of employees is 180 hours annually and the median is 173.

Exhibit 11. Leave Comparison: New Full-Time Employees (City)

	Leave for New Full-time Employees		
City	**Sick Hours**	**Vacation**	**Total Paid Time Off**
City of Seal Beach	96	120	216
City of Fullerton	96	80	176
City of Cypress	96	80	176
City of Buena Park	96	80	176
City of Placentia	**96**	**80**	**176**
City of La Habra	96	80	176
City of Brea	96	80	176
City of Fountain Valley	96	80	176
City of Tustin	96	80	168

Exhibit 12 shows the number of annual hours of leave accrued for full-time **Police Officer** employees who were recently hired. The City of Placentia offers a total of 176 paid hours of leave each year, which is divided into 96 sick hours and 80 vacation hours. This is identical to 4 of the 8 comparison cities. The average paid time off for this group of employees is 200 hours annually and the median is 176.

Exhibit 12. Leave Comparison: New Full-Time Employees (Police Officer)

	Leave for New Full-time Employees		
City	**Sick Hours**	**Vacation**	**Total Paid Time Off**
City of La Habra	120	144	264
City of Seal Beach	120	144	264
City of Buena Park	96	100	196
City of Placentia	**96**	**80**	**176**
City of Fullerton	96	80	176
City of Fountain Valley	96	80	176
City of Brea	96	80	176
City of Cypress	96	80	176
City of Tustin	96	80	168

``

As shown in **Exhibit 13**, the City of Placentia provides new full-time **Police Management** employees with a total of 176 hours of paid leave annually, consisting of 96 hours of sick leave and 80 hours of vacation. This amount is identical to that offered by the City of Brea and falls below the average of 200 hours among comparable agencies. While Placentia's leave policy aligns with some cities, others, such as Seal Beach (268 hours) and Buena Park (236 hours), provide significantly higher total paid time off. Meanwhile, cities like Cypress (216 hours), La Habra (200 hours), and Fullerton (200 hours) also offer more generous leave benefits for new employees.

Exhibit 13. Leave Comparison: New Full-Time Employees (Police Management)

	Leave for New Full-time Employees		
City	**Sick Hours**	**Vacation**	**Total Paid Time Off**
City of Seal Beach	148	120	268
City of Buena Park	96	140**	236
City of Cypress	96	120	216
City of La Habra	120	80	200
City of Fullerton	96	104	200
City of Fountain Valley	120	80	200
City of Tustin	160	40*	200
City of Placentia	**96**	**80**	**176**
City of Brea	96	80	176

**City of Tustin allocates 40 hours of administrative leave to compensate for overtime. City of Tustin combines vacation and sick leave as PTO. **City of Buena Park allocates 40 hours of administrative leave in lieu of overtime. ***City of Fountain Valley offers administrative leave upon Polic Chief approval per the following: Police Lieutenants 120 hours, Police Captains 108 hours. Not reflected in numbers on table due to position specifics.*

``

Exhibit 14 shows the number of annual hours of leave accrued for full-time **Firefighter Association** employees who were recently hired. The City of Placentia offers a total of 216 paid hours of leave each year, which is divided into 96 sick hours and 120 vacation hours. This is lower than approximately half of all comparable agencies. The average paid time off for this group of employees is 233 hours annually and the median is 259.

Exhibit 14. Leave Comparison: New Full-Time Employees (Firefighter Association)

	Leave for New Full-time Employees		
City	**Sick Hours**	**Vacation**	**Total Paid Time Off**
City of Santee	144	168	312
City of Montclair	144	144	288
City of Coronado	134	138	272
City of Brea	144	120	264
City of Monrovia	144	120	264
City of La Verne	96	166	262
City of Fountain Valley	144	112	256
City of Placentia	**96**	**120**	**216**
City of Poway	66	144	210
City of Fullerton	96	80	176
City of San Gabriel	36	144	168
City of Loma Linda	60	80	160
City of National City	66	37	103

``

As shown in **Exhibit 15**, the City of Placentia provides new full-time **Fire Management** employees with a total of 216 hours of paid leave annually, consisting of 96 hours of sick leave and 120 hours of vacation. This is the same amount offered by National City and Santee and is above the median leave accrual of 208 hours among comparable agencies. However, it remains lower than cities such as Monrovia (376 hours) and San Gabriel (281 hours), which offer significantly more total paid time off. While Placentia's leave benefits are competitive with several cities, others, including Montclair (276 hours) and Loma Linda (212 hours), provide slightly higher vacation accruals.

Exhibit 15. Leave Comparison: New Full-Time Employees (Fire Management)

	Leave for New Full-time Employees		
City	**Sick Hours**	**Vacation**	**Total Paid Time Off**
City of Monrovia	96	280***	376
City of San Gabriel	144	137	281
City of Montclair	96	180*	276
City of National City	96	120	216
City of Placentia	**96**	**120**	**216**
City of Santee	96	120	216
City of Loma Linda	84	128	212
City of La Verne	96	112	208
City of Coronado	144	60**	204
City of Fullerton	96	104	200
City of Poway	144	50	194
City of Brea	96	80	176
City of Fountain Valley	96	80	176

**City of Montclair allocates 100 hours in lieu of overtime. **City of Coronado allocates 60 hours in lieu of overtime. Sick and Vacation leaves are combined. ***City of Monrovia allocates 80 hours in lieu of overtime.*

``

Exhibit 16 shows the number of annual hours of leave accrued for an agency's most senior full-time **City Employees**. The City of Placentia offers 264 paid hours of leave each year for this group of employees. This is more than six of the comparable agencies. The average paid time off for this group is 262 hours annually and the median is 256.

Exhibit 16. Leave Comparison: Senior Full-Time Employees (City)

	Leave for Senior Full-time Employees		
City	**Sick Hours**	**Vacation**	**Total Paid Time Off**
City of Seal Beach	144	168	312
City of Brea	96	200	296
City of Placentia	**96**	**168**	**264**
City of Fullerton	96	160	256
City of Cypress	96	160	256
City of Buena Park	96	160	256
City of Fountain Valley	96	160	256
City of La Habra	196	176	248
City of Tustin	96	120	216

``

Exhibit 17 shows the number of annual hours of leave accrued for an agency's most senior full-time **Police Officer** employees. The City of Placentia offers 264 paid hours of leave each year for this group of employees. Four comparable agencies offer less paid time off and four comparable agencies offer more paid time off. The average paid time off for this group is 287 hours annually and the median is 256.

Exhibit 17. Leave Comparison: Senior Full-Time Employees (Police Officer)

	Leave for Senior Full-time Employees		
City	**Sick Hours**	**Vacation**	**Total Paid Time Off**
City of La Habra	168	192	360
City of Seal Beach	168	192	360
City of Buena Park	96	200	296
City of Brea	96	200	296
City of Placentia	**96**	**168**	**264**
City of Fountain Valley	96	160	256
City of Fullerton	96	160	256
City of Cypress	96	160	256
City of Tustin	96	120	216

``

As shown in **Exhibit 18** the City of Placentia provides senior full-time **Police Management** employees with a total of 264 hours of paid leave annually, consisting of 96 hours of sick leave and 168 hours of vacation. This is higher than the City of Cypress (256 hours) but falls below the average of 297 hours among comparable agencies. Cities such as Seal Beach (348 hours) and Buena Park (336 hours) offer significantly more total paid time off, while others, including Fountain Valley (320 hours) and Brea (296 hours), provide more generous vacation accruals. Placentia's leave benefits for senior employees are competitive but remain below the median of 288 hours.

Exhibit 18. Leave Comparison: Senior Full-Time Employees (Police Management)

	Leave for Senior Full-time Employees		
City	**Sick Hours**	**Vacation**	**Total Paid Time Off**
City of Seal Beach	148	200	348
City of Buena Park	96	240***	336
City of Fountain Valley	120	200	320
City of Brea	96	200	296
City of La Habra	120	173*	293
City of Tustin	248	40**	288
City of Fullerton	96	176	272
City of Placentia	**96**	**168**	**264**
City of Cypress	96	160	256

** City of La Habra allocates 5 additional hours of administrative leave. **City of Tustin allocates 40 hours of administrative leave to compensate for overtime. City of Tustin combines vacation and sick leave as PTO. ***City of Buena Park allocates 40 hours of administrative leave in lieu of overtime. ****City of Fountain Valley offers administrative leave upon Polic Chief approval per the following: Police Lieutenants 120 hours, Police Captains 108 hours. Not reflected in numbers on table due to position specifics.*

``

Exhibit 19. Leave Comparison: Senior Full-Time Employees (Firefighter Association)shows the number of annual hours of leave accrued for an agency's most senior full-time **Firefighter Association** employees. The City of Placentia offers 276 paid hours of leave each year for this group of employees. This is fewer than all but two of the comparable agencies. The average paid time off for this group is 343 hours annually and the median is 334.

Exhibit 19. Leave Comparison: Senior Full-Time Employees (Firefighter Association)

	Leave for Senior Full-time Employees		
City	**Sick Hours**	**Vacation**	**Total Paid Time Off**
City of Brea	144	300	444
City of Monrovia	144	180	410
City of National City	144	240	384
City of San Gabriel	133	240	373
City of Fountain Valley	144	224	368
City of La Verne	96	267	363
City of Montclair	144	290	334
City of Coronado	134	192	326
City of Santee	144	168	312
City of Poway	66	240	306
City of Placentia	**96**	**180**	**276**
City of Fullerton	96	160	256
City of Loma Linda	96	160	240

``

As shown in **Exhibit 20**, the City of Placentia provides senior full-time **Fire Management** employees with a total of 216 hours of paid leave annually, consisting of 96 hours of sick leave and 120 hours of vacation. This is the second-lowest total paid time off among the cities analyzed, surpassing only Poway (194 hours). Placentia's leave benefits fall well below the average of 303 hours and the median of 296 hours. Cities such as Monrovia (456 hours), Montclair (396 hours), and San Gabriel (366 hours) offer significantly more leave time, while even mid-range cities like Brea, La Verne, and Santee provide 296 hours of total paid time off.

Exhibit 20. Leave Comparison: Senior Full-Time Employees (Fire Management)

	Leave for New Full-time Employees		
City	**Sick Hours**	**Vacation**	**Total Paid Time Off**
City of Monrovia	96	360***	456
City of Montclair	96	300*	396
City of San Gabriel	144	222	366
City of Santee	96	200	296
City of Brea	96	200	296
City of La Verne	96	200	296
City of Fountain Valley	96	200	296
City of Loma Linda	84	208	292
City of Coronado	232	60**	292
City of Fullerton	96	176	272
City of National City	96	160	256
City of Placentia	**96**	**180**	**216**
City of Poway	144	50	194

**City of Montclair allocates 100 hours in lieu of overtime. **City of Coronado allocates 60 hours in lieu of overtime. Sick and Vacation leaves are combined. ***City of Monrovia allocates 80 hours in lieu of overtime.*

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The City of Placentia offers vision and dental benefits fully paid by the city, with no premiums paid by the employee. Most comparison cities offer vision plans at a low monthly cost (typically $12.50 per month) for employees. Only Fullerton offers vision benefits at no cost to employees. Dental coverage is also offered by Fullerton at no cost to employees, while employees at other comparison cities do bear some of the cost of dental coverage, as shown in **Exhibit 21.**

Exhibit 21. Vision and Dental Benefits Comparison

City	Vision	Dental
City of Placentia	**Full coverage paid for by the City, no premiums paid by employees**	**Full coverage paid for by the City, no premiums paid by employees**
City of Brea	VSP plans start at $12.50 per month.	Delta Dental PPO plans cost between $30 and $70 per month.
City of Buena Park	VSP plan is 100% employee funded.	Delta Dental available and employees pay a portion of cost. HMO is provided at no cost to employees.
City of Coronado	VSP, with plans starting at approximately $12.50 per month	Delta Dental, including PPO and HMO options. Costs typically range from $30 to $70 per month.
City of Cypress	VSP plans start at $12.50 per month.	Delta Dental plans with an annual maximum of $1,500 per person
City of Fountain Valley	VSP plans starting at around $12.50 per month	Delta Dental plans similar to Placentia
City of Fullerton	VSP plans fully covered for eligible employees.	Delta Dental PPO and DHMO plans, fully covered for eligible employee
City of La Habra	VSP plans starting at $12.50 per month.	Delta Dental PPO plans ranging from $30 to $70 per month.
City of La Verne	VSP plans starting at $12.50 per month.	Delta Dental, with PPO plans costing between $30 and $70 per month.
City of Loma Linda	VSP, with costs starting at $12.50 per month.	Delta Dental, with both PPO and HMO plans available.
City of Monrovia	VSP, with costs starting at $12.50 per month.	Delta Dental, with PPO plans costing between $30 and $70 per month.
City of Montclair	VSP, with costs starting at $12.50 per month.	Delta Dental, with PPO plans costing between $30 and $70 per month.
City of National City	VSP, with costs starting at $12.50 per month.	Delta Dental, with PPO plans costing between $30 and $70 per month.
City of Poway	VSP, with costs starting at $12.50 per month.	Delta Dental, with PPO plans costing between $30 and $70 per month.
City of San Gabriel	VSP, with costs starting at $12.50 per month.	Delta Dental, with PPO plans costing between $30 and $70 per month.
City of Santee	VSP, with costs starting at $12.50 per month.	Delta Dental, with PPO plans costing between $30 and $70 per month
City of Seal Beach	VSP plans for employees plus their qualified dependents, through a cafeteria plan.	Delta Dental PPO and DeltaCare HMO plans
City of Tustin	EyeMed vision plans costing $8.36 per month for individual coverage	Delta Dental PPO plans costing $41.78 per month for individual coverage.

``

In addition to health, dental, vision, and paid time off, the responding organizations provided information about the other benefits offered to their **city, police department**, and **fire department employees**, as shown in **Exhibit 22.** Due to the wide range of possible additional benefits, data was only collected on the most common benefits offered by organizations.

The City of Placentia offers Life Insurance, Short Term Disability, Long Term Disability, and Accident Insurance (AD&D). This is consistent with comparable agencies.

The City of Placentia does offer an Employee Assistance Program (EAP). At least 14 comparable agencies offer an Employee Assistance Program.

Exhibit 22. Additional Benefits Offered (City, Police, and Fire)

Additional Benefits					
City	**EAP**	**Life Insurance**	**Short Term Disability**	**Long Term Disability**	**AD&D**
City of Placentia	**Y**	**Y**	**Y**	**Y**	**Y**
City of Brea	Y	Y	Y	Y	Y
City of Buena Park	Y	Y	N	Y	Y
City of Coronado	Y	Y	Y	Y	Y
City of Cypress	N	Y	Y	Y	N
City of Fountain Valley	Y	Y	Y	Y	Y
City of Fullerton	Y	Y	N	Y	Y
City of La Habra	N	Y	Y	N	N
City of La Verne	N	Y	N	Y	Y
City of Loma Linda	Y	Y	Y	Y	Y
City of Monrovia	Y	Y	Y	Y	Y
City of Montclair	Y	Y	N	Y	Y
City of National City	Y	Y	Y	Y	Y
City of Poway	Y	Y	Y	N	N
City of San Gabriel	Y	Y	N	Y	Y
City of Santee	Y	Y	Y	Y	Y
City of Seal Beach	Y	Y	Y	Y	Y
City of Tustin	Y	Y	Y	Y	Y

``

Exhibit 23 shows the additional compensation for **City Employees.** Placentia provides a comprehensive additional compensation package that includes Education Pay at 2.50% of base salary, Longevity Pay at 5% of base salary, and Bilingual Pay of $2,100.00**,** which is the highest among the listed cities (tied with La Habra). This makes Placentia one of the few cities offering all three forms of additional compensation, ensuring incentives for continued education, long-term service, and bilingual proficiency. These benefits reflect Placentia's commitment to attracting and retaining skilled employees while recognizing experience and specialized skills.

Exhibit 23. Additional Compensation - PCEA

Agency	Education	Longevity	Bilingual Pay
Placentia	2.50%	5%	$ 2,100.00
City of Brea	$ -	$ -	$ 1,800.00
City of Buena Park	$ 1,080.00	3%	$ 420.00
City of Cypress	$ -	$ -	$ 1,200.00
City of Fountain Valley	$ -	$ -	$ 420.00
City of Fullerton	$ -	$ -	$ 720.00
City of La Habra	$ -	$ -	$ 2,100.00
City of Seal Beach	$ -	10%	$ 1,365.00
City of Tustin	$ -	$ -	$ 1,200.00

Exhibit 24 shows the additional compensation for **Mid Managers**. The table outlines additional benefits across Education Pay, Longevity Pay, and Bilingual Pay. Placentia provides one of the most comprehensive compensation packages, offering Education Pay at 6% of base salary, Longevity Pay at 5%, and the highest Bilingual Pay at $2,100.00.

Exhibit 24. Additional Compensation Mid Managers

Agency	Education	Longevity	Bilingual Pay
Placentia	6%	5%	$ 2,100.00
City of Brea	$ -	$ -	$ 1,200.00
City of Buena Park	$ 2,400.00	3%	$ 1,800.00
City of Cypress	$ -	$ -	$ -
City of Fountain Valley	$ -	$ -	$ 900.00
City of Fullerton	$ -	$ 4,000.00	$ 720.00
City of La Habra	$ -	$ -	$ -
City of Seal Beach	$ -	7.5%	$ 1,365.00
City of Tustin	$ -	$ -	$ 1,200.00

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Exhibit 25 shows the additional compensations for Police Officers and Police Management in the form of payment for certifications, education incentives, and special assignments. The City of Placentia offers a 2.5% to 7% increase in base salary for POST certification and a 2% to 7% increase in base salary for an Associate's or Bachelor's Degree. Special Assignments include Field Training Officer, Canine Unit, and School Resource Officer.

Exhibit 25. Additional Compensation for Police and Police Management

Additional Compensation for Police and Police Management		
City	**Certifications & Education**	**Special Pay / Assignments**
City of Placentia	**Basic POST (+2.5% base salary) (POA only)** **Associate's or Int. POST (+4.5% base salary) (POA and Police Sgts)** **Bachelor's or Adv. POST (+7% base salary) (POA and Police Sgts)** **Supervisory POST (+6.5% base salary) (Police Mgmt)** **Associates Lieutenants/Captains: (+2% base salary)** **Bachelor's Lieutenants/Captains: (+4% base salary)** **Master's (Lieutenants/Captains/Chiefs: +6% base salary)** **Marksmanship Distinguished Expert ($150) and Expert ($100) (POA only)**	**Bilingual ($165-250/month)** **Longevity 2.5% at 7 yrs; 5% at 15 yrs (Police Mgmt)** **Investigations, Canine, Personnel and Training, Field Training Officer, Traffic Division, School Resources, Homeless Liaison, Administration, Information Technology (+5% base salary)** **New Employee Finder's Fee ($1,000)**
City of Brea	Int. POST (+7.5% base salary) Adv. POST (+12.5% base salary) Master's (+5% base salary) Mgmt. POST (+3-7% base salary) Master's and Mgmt. POST (+8-12% base salary)	Bilingual ($200/month) Corporal, Investigations, K-9 Handler, Traffic, School Resource, Downtown Liaison, Crime Suppression, Homeless Liaison, Detective, Professional Standards (+5% base salary) Field Training Officer (Officer: +5% base salary; Corporals/Sergeants: +10% base salary) Drug Recognition Expert ($200/month) Composite Artist Pay ($100/month)
City of Buena Park	Int. POST (Officer: 4% base salary; Dispatcher: $300/month) Adv. POST (Officer: +9% base salary; Dispatcher: $625/month) Supervisory Leadership Institute (Officer: +10% base salary; Dispatcher: $700/month) Associate's (Officer: 4% base salary; Dispatcher: $300/month) Bachelor's (Officer: +9% base salary; Dispatcher: $625/month) Master's (Officer: +12% base salary; Dispatcher: $120/month)	Bilingual ($300/month) Detectives, Professional Standards, Commercial Enforcement ($150/month) Motor Officer ($250/month) Mounted Patrol ($500/month)
City of Cypress	Int. POST ($225/month) Adv. POST ($425/month) Supervisory POST ($600/month) Associate's ($100/month) Bachelor's ($300//month)	Bilingual ($100/month) Longevity (3% base salary - POA) Detectives, SIU, Task Force, Personnel & Training, School Resource Officer, Traffic Safety, Motors, Canine Handler (+5% base salary) SWAT ($100/month)

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Additional Compensation for Police and Police Management		
City	**Certifications & Education**	**Special Pay / Assignments**
City of Fountain Valley	Int. POST (Officer: +5% base salary) Adv. POST (Officer: +12% base salary, Mgmt. w/ Bachelor's: +12% base salary)	Bilingual (Officer: $100-200/month; Mgmt: $150-200/month) Longevity (9% base salary - POA); (10% - Police Mgmt) Detective, School Resource, Community Resource, Field Training Officer, Traffic Detail, Personnel and Training ($400/month) SWAT, Drug Recognition Expert ($200/month) Canine Officer (+5% base salary)
City of Fullerton	Int. POST (+3% base salary) Adv. POST (+7.5% base salary) Associate's (+3% base salary) Bachelor's (+7.5% base salary)	Bilingual (+3% base salary) Longevity (10% base salary) Field Training Officer, Accident Investigator, Motorcycle (+5% base salary)
City of La Habra	Int. POST ($500/month) Adv. POST ($800/month) Supervisory POST ($1,100/month) Associate's ($60/month) Bachelor's ($100/month) Master's ($125/month)	Bilingual ($175-250/month) Investigation, Personnel and Training, Traffic, Administration, K-9, Motor, School Resource ($400/month) Field Training Officer (+2.5-5% base salary)
City of Seal Beach	Int. POST (Officer: $275/month; Mgmt: $400) Adv. POST (Officer: $375/month; Mgmt: $500/month) Bachelor's (Officer: $375/month; Mgmt: $500/month)	Bilingual ($52.50/pay period) Longevity (up to 15% base salary) Motor, SWAT, Crisis Negotiator, Detective, Administrative, Detention Services, Rangemaster (+5% base salary)
City of Tustin	Int. POST (+5% base salary) Adv. POST (+10% base salary) Supervisory POST (+11% base salary) Mgmt. POST (+12% bas salary) Associate's ($175/month) Bachelor's (Officer: $412/50/month; Mgmt: 575/month) Master's (Officers: $462.50/month; Captains: $600/month)	Bilingual ($275/month) Longevity (5% base salary) Community Impact, Homeless Liaison, Gang Unit, Directed Enforcement Unit, Investigator, K-9 officer, Motorcycle Patrol, Professional Standards Personnel (Officer: +5% base salary; Sergeants: +3% base salary) Field Training Officer (+7% base salary)

``

Exhibit 26 shows the additional compensation for Firefighters and Fire Management in the form of payment for certifications, education incentives, and special assignments. The City of Placentia offers a $195 monthly bonus for a Firefight Certification while fire management can receive $245-260/month for Captain, Company Officer, or Chief Officer Certification. Special Pay includes a bilingual bonus of $175/month.

Exhibit 26. Additional Compensation for Firefighters and Fire Management

Additional Compensation for Firefighters and Fire Management		
City	**Certifications & Education**	**Special Pay / Assignments**
City of Placentia	**Firefighter Cert. ($195/month)** **Fire/Patrol Engineer Cert. ($223/month)** **Fire Captain Cert. ($260/month)** **Batt Chiefs Company Officer/Chief Officer Cert.** **Max 2 certificates: ($245/month)** **Associate's (+2% base salary)** **Bachelor's (+4% base salary)** **Master's (+6% base salary)**	**Bilingual ($165/month)** **Longevity: (9% base salary Firefighters); (5% Fire Mgmt)**
City of Brea	Paramedic Recertification ($500) Rescue Specialist, Truck Academy, Investigator, Confined Space Operational Technician, Public Education, Fire Prevention, Company/Chief Officer ($500/year per certificate)	Bilingual ($100/month) Fire Administration (+10% base salary) Fire Division Chief (+10% base salary) Fire Deputy Chief (+20% base salary)
City of Coronado	Paramedic Recert. ($412.50/year) Associate's ($80/month) Bachelor's ($160/month)	Paramedic (Engineer: +4% base salary; Captain: +2% base salary)
City of Fountain Valley	Paramedic Recert. ($350-650 one-time bonus) Firefighter II Cert. (+5% base salary) Fire Officer Cert. (+9% base salary) Chief Officer Cert. (+9% base salary) Strike Leader Cert. (+0.65% base salary)	Longevity (9% base salary) Paramedic (+14.5% base salary) Fire Engineer (+1% base salary) Administrative Fire Captain (+15.2% base salary)
City of La Verne	Chief Officer ($1,750/year) Company Officer Cert. ($1,500/year) Driver Operator Cert. ($600/year) CICCS Qualification ($1,000/year) Associate's (+2.5% base salary) Bachelor's (+5% base salary)	Bilingual ($75/month) Paramedic (+15% base salary) SCBA, Telestaff, Arson Investigator, Haz Mat, Urban Search and Rescue, PPE Specialist ($175/month)
City of Loma Linda	Firefighter II Cert. (+3.5% base salary) Company Officer Cert. (+4% base salary) Chief Officer Cert. (+5% base salary) Exec. Officer Cert. (+5% base salary) Int. Fire Cert. ($300-350/month) Adv. Fire Cert. ($325-400/month) Associate's (+3% base salary) Bachelor's (+5% base salary) Master's (+7% base salary)	Paramedic ($400) Fire Inspector (+4.5% base salary) Fire Marshal (+5.5% base salary)
City of Monrovia	Chief Officer Cert. ($450/month) Fire Officer Cert. ($400/month) Associate's ($275/year) Bachelor's ($425/year) Master's ($575/year) PhD ($725/year)	Tiller Truck ($100/month) EMT ($450/month) USAR ($100/month)

``

Additional Compensation for Firefighters and Fire Management		
City	**Certifications & Education**	**Special Pay / Assignments**
City of Montclair	Education Reimbursement (up to $1,300/year)	Bilingual ($50/month) Longevity (12.5% base pay) Haz Mat ($100/month)
City of National City	Fire Investigation ($500/year) Education Reimbursement (up to $2,500/year)	EMT-P (+15% base salary) Acting Assignments (+5-10% base salary) Longevity ($30/month at 25 years)
City of Poway	Associate's ($250 one-time) Bachelor's ($500 one-time)	Paramedic Recert. ($1,800/year)
City of San Gabriel	Fire Officer Cert. & Associate's (+6% base salary) Chief Fire Officer Cert ($300/month) Master's or Executive Chief Officer Cert. (Management: $600/month) Master's & Executive Chief Officer Cert. (Management: $800/month)	Paramedic Coordinator, Auxiliary Coordinator, Community Emergency Response Team, SCBA Team ($250/month) Urban Search & Rescue ((FF: $250/month; Management: $350/month) Arson Investigator (FF: $250/month; Management: $350/month)
City of Santee	Fire Science (+1.5-3% base salary) Associate's (+4.5% base salary) Bachelor's (+6% base salary)	Acting Battalion Chief (+16% base salary) Paramedic Bonus ($1,000 one-time) Preceptor/Mentor ($2,500/training series)

``

Considerations

1. **Health Insurance Contributions:**
   - The City of Placentia's employee-only health insurance contribution is significantly below average:
     - General Employees: $722/month (40% below average)
     - Police Officers: $735/month (27% below average)
     - Police Management: $744/month (27% below average)
     - Firefighters: $722/month (41% below average)
     - Fire Management: $744/month (41% below average)
   - Family coverage contributions are slightly above average but do not compensate for the low employee-only contribution.

2. **Paid Time Off (PTO):**
   - General & Police Employees:
     - New hires receive 176 hours, slightly below comparable cities' average of 180 hours.
     - Senior employees receive 264 hours, below the median of 287 hours.
   - Firefighters:
     - New hires receive 216 hours, below the median of 259 hours.
     - Senior employees receive 276 hours, among the lowest in comparable cities.
   - Fire Management:
     - Receives 216 hours, well below the average of 303 hours.

3. **Other Benefits:**
   - Vision and Dental: Placentia covers 100% of employee premiums, making it competitive compared to most cities where employees contribute.
   - Disability & Life Insurance: The city offers basic short-term disability, long-term disability, life insurance, and AD&D, aligning with comparable agencies.
   - Employee Assistance Program (EAP): Available at no cost, similar to most comparable cities.

4. **Additional Compensation:**
   - General & Mid-Managers:
     - Offers education pay (2.5-6%), longevity pay (5%), and bilingual pay ($2,100/year), making it one of the best compensation structures.
   - Police Officers & Management:

``

- POST certifications pay ranges from 2.5% to 7%, competitive with other agencies.
- Longevity pay (5-9%) and special assignments (5% premium) align with most cities.

- Firefighters & Fire Management:
  - Certification and education pay is lower than most comparable agencies.
  - Bilingual pay ($165-175/month) is competitive.

Summary of Benefits and Total Compensation Analysis

MGT compiled a comprehensive total compensation analysis for key employee groups, including Police, Fire, the Placentia City Employees Association (PCEA), and Placentia Mid Managers. This analysis highlights not only base salary but also additional forms of compensation such as incentive pay, specialty pay, and employer-paid benefits.

While complete total compensation estimates were developed for the Police and Fire classifications, full calculations for PCEA and Mid Managers could not be completed due to the wide variety of classifications and pay ranges within those groups. Nonetheless, the report provides a detailed overview of the additional compensation offered to each group.

The data supporting this analysis, including detailed charts and breakdowns, can be found in **Appendix C**.

``

Recommendations

1. **Increase Health Insurance Contributions:**
   - Bring employee-only contributions closer to the average ($1,203) to improve competitiveness and attract top talent.
   - Prioritize police and fire employees as contributions are well below market standards (-41%).

2. **Enhance PTO Accruals:**
   - Increase PTO for general and police employees to at least 180 hours for new hires and 280+ hours for senior employees to match industry standards.
   - Increase firefighters' senior PTO accrual from 276 to 300+ hours to improve retention.

3. **Enhance Fire Compensation:**
   - Increase certification pay and education incentives for firefighters and fire management to align with other cities.

4. **Evaluate Cost-Effective Benefit Enhancements:**
   - Consider **tiered longevity bonuses** to reward retention.
   - Explore **health savings accounts (HSA) contributions** to supplement lower employer contributions.

By implementing these recommendations, the City of Placentia can enhance employee retention, boost recruitment competitiveness, and improve workforce satisfaction.

``

CONCLUSION

This report serves as an opportunity for the City of Placentia to discuss and analyze its next best steps regarding its job descriptions and compensation plan. The MGT Consulting Group understands there may be some constraints which impact the implementation of some of the recommendations. Realities such as Placentia's policies, organizational culture, and financial projections are some examples.

MGT Consulting Group thanks the employees and administrators for their time and attention to this portion of the study and looks forward to continuing this project.

Appendix A: MANAGEMENT ISSUES PAPER (MIP)

MANAGEMENT ISSUES PAPER

This tool is designed to collect information about specific concerns that you may have related to your organization's current compensation and classification system. The information that you submit will be used to assist MGT Consulting Group, in the overall position evaluation and to make recommendations for updating and improving the current system.

Your Name: _____ **Your Classification Title:** _____

Department Name: _____

Management Issue Detail:

I. OFFICIAL CLASSIFICATION TITLE (JOB TITLE) RELATED TO ISSUE: _____

II. EMPLOYEES IN CLASS RELATED TO THE ISSUE:
(Please list names of class incumbents. The back of this paper may be used for additional space if necessary):

_____

_____

_____

III. DESCRIPTION/RESOLUTION OF ISSUE:

CHECK ALL THAT APPLY	NATURE OF ISSUE	RECOMMENDED RESOLUTION
	Recruitment/Retention of qualified employees	
	Current Pay Grade/Salary Range should be revised/updated	Recommended New Pay Grade or Salary Range:
	Classification Title should be revised/updated	Recommended New Title:
	Career Path/Advancement for this Classification	Recommended New Series or Advancement level::
	Other (please briefly describe)	

IV. BACKGROUND OF ISSUE:

Please briefly describe the nature of the issue(s) checked in Part III:

_____

_____

Are other related classifications comparable to this classification in terms of required skill, effort, responsibility or working conditions? Please list titles and pay grades:

_____

_____

Appendix B: JOB CONTENT QUESTIONNAIRE (JCQ)

JOB CONTENT QUESTIONNAIRE© (JCQ)

The following survey is designed to collect information about your role in the organization and the job that you perform. The data collected from this survey will be analyzed to develop a classification and compensation structure for your organization that is equitable and market competitive.

Survey results may be used to:

- Create accurate and up-to-date job descriptions.
- Determine if job titles accurately reflect the position and duties.
- This information will form the basis of market competitiveness and Equal Pay for Equal Work analyses.

This survey will NOT:

- Determine how well you perform your job. This is not a performance evaluation.
- Evaluate the need for a position or seek to eliminate roles.

This survey includes four main sections:

I. **Basic Job-Related Information**
Section 1.0 – Employment Status

II. **Job Description, Duties, Responsibilities, and Requirements**
Section 2.0 – Job Description
Section 3.0 – Job Duties
Section 4.0 – Knowledge, Skills, and Abilities
Section 5.0 – Function within the Organization
Section 6.0 – Educational Preparation
Section 7.0 – Experience Required

III. **Work Performed, Responsibility and Leadership, Communication, and Decision-Making Job Factors**
Section 8.0 – Work Performed
Section 9.0 – Responsibility and Leadership
Section 10.0 – Communication
Section 11.0 – Decision-Making

IV. **Financial Authority, Tools and Equipment, and Physical Job Factors**
Section 12.0 – Financial Authority
Section 13.0 – Tools and Equipment Usage
Section 14.0 – Working Conditions and Physical Requirements

``

I. Basic Job-Related Information

Name

_____

E-mail _____ **Phone** _____

Supervisor's Name

_____

Supervisor's E-mail

_____

SECTION 1.0 - EMPLOYMENT STATUS

Official Job Title:

_____

Working Title:*

_____

*Unofficial title if different from official title.

Status (choose one): ❑ **Full-time** ❑ **Part-time**

II. Job Description, Duties, Responsibilities, and Requirements

SECTION 2.0 - JOB DESCRIPTION

1. **Please provide a brief general description of the purpose and responsibilities of your position. Please do not list specific duties here. You will list your specific duties in Section 3.0.**

_____

_____

_____

_____

_____

_____

2. **Indicate the number of Full-time and Part-time individuals you supervise:**
   (Supervision is the management or supervision of employees who report directly to you.)

   Full-Time _____ **Part-Time** _____

SECTION 3.0 - JOB DUTIES

1. **Please list the major job duties of your position and indicate the percentage of time that you spend annually on each major job duty.**
   (The % of Time column should total 100 percent.)

ESSENTIAL DUTIES	% OF TIME
Example 1 - Prepare briefing documents on cash availability.	20
Example 2 - Address citizen concerns on permit applications.	55
Example 3 - Develop complex software solutions for internal users.	25

ESSENTIAL TASKS	% OF TIME

PERCENT OF TIME SHOULD TOTAL 100%

2. **Please describe any additional related job duties:**

_____

_____

_____

_____

_____

(If you need more space, continue on a sheet of paper and staple it to the back of the questionnaire.)

``

SECTION 4.0 - KNOWLEDGE, SKILLS, AND ABILITIES

1. **Please describe the Knowledge, Skills, and Abilities necessary to perform the functions of your job.**
   Knowledge, Skills, and Abilities are additional qualifications and attributes that are necessary to successfully perform the functions of a specific job.

   Examples of such statements include:

   - Knowledge of maintenance equipment and procedures
   - Knowledge of operations, services, and policies.
   - Knowledge of general office procedures and protocols.
   - Knowledge of financial rules, regulations, laws, and procedures.
   - Skill in cutting a board to within 1-16" inch of required measurement.
   - Skill in typing 40 words-per-minute.
   - Ability to communicate effectively orally and in writing.

SECTION 5.0 - FUNCTION WITHIN THE ORGANIZATION

1. **Please indicate the following organizational level that most closely matches your position within the organization and skip to the section indicated in parentheses at the bottom of this page. Once you have completed the section indicated in the parentheses, skip to Section 6.0 Educational Preparation.**

- ❑ **Clerical/Manual** (skip to SECTION 5.1) - Work involves clerical tasks; following standardized procedures, techniques, or procedures; and carrying out practices according to standards set by a supervisor or employers.
- ❑ **Technical/Paraprofessional** (skip to SECTION 5.1) - Work involves inspecting, measuring, or comparing to a standard; utilizing special training to perform a defined function; following standardized procedures, techniques, or procedures.
- ❑ **Computer Professional** (skip to SECTION 5.2) - Work involves maintaining/supporting computer software, hardware, or operating systems through activities like programming, designing, developing, documenting, and analyzing computer systems or software.
- ❑ **Administrator** (skip to SECTION 5.3) - Work is directly related to assisting with running or servicing of the business or department.
- ❑ **Professional** (skip to SECTION 5.3) - Work requires advanced learning acquired by a prolonged course of specialized intellectual instruction; or work involves advising clients or assisting customers or clients with running their business.
- ❑ **Executive/Managerial** (skip to SECTION 5.4) - Work involves managing employees; planning, designing, or overseeing the implementation of organization projects or policies.
- ❑ **Artistic Profession** (skip to SECTION 6.0) - Work requires invention, imagination, originality, or talent in recognized field of artistic or creative endeavor.
- ❑ **Protective Services** (skip to SECTION 6.0) - Work involves preventing, controlling, or extinguishing fires of any type; rescuing fire, crime or accident victims; preventing or detecting crimes; conducting investigations or inspections for violations of law; pursuing, restraining, and apprehending suspects; detaining or supervising suspected and convicted criminals, including those on probation or parole; or other, similar activities.
- ❑ **Outside Sales** (skip to SECTION 6.0) - Work takes place away from employer's place of business and involves making sales.

If you chose Clerical/Manual or Technical/Paraprofessional, skip to SECTION 5.1.

If you chose, Computer Professional, skip to SECTION 5.2.

If you chose Administrator or Professional, skip to SECTION 5.3.

If you chose Executive/Managerial, skip to SECTION 5.4.

If you chose Artistic Profession, Protective Services, or Outside Sales, skip to SECTION 6.0.

SECTION 5.1 - ADMINISTRATIVE DUTIES

Only complete this section if you selected Clerical/Manual or Technical/Paraprofessional in Section 5.0, Function within the Organization. Next, skip to Section 6.0, Educational Preparation.

1. **Do your primary duties involve performing office or non-manual work directly related to management or general business operations of your employer or its clients?**

   For example, do you perform work directly related to assisting with the running or servicing of the business, such as working on a manufacturing production line or selling a product in a retail or service establishment. This includes, but is not limited to, work in functional areas such as finance; quality control; purchasing/procurement; marketing; research; safety/health; human resources; public or government relations; network/database administration; compliance; and similar activities.

   ❑ **Yes** ❑ **No**

2. **Do your primary duties include the exercise of discretion and independent judgment in matters of significance?**

   Discretion and independent judgment implies that the authority to make an independent choice, free from immediate direction or supervision. NOTE: You can exercise discretion and independent judgment even if your decisions or recommendations are reviewed at a higher level.

   Consider the following factors and check the applicable factors to guide you in determining whether to answer yes or no.

   - Have authority to formulate, affect, interpret, or implement management policies or operating practices
   - Perform work that affects operations to a substantial degree
   - Have authority to waive or deviate from established policies and procedures, without prior approval
   - Have authority to negotiate and bind the organization on significant matters or that have financial impact
   - Provide consultation or expert advice to management; involved in planning long- or short-term objectives
   - Investigate and resolves matters of significance on behalf of management
   - Represent the organization in handling complaints, arbitrating disputes, or resolving grievances
   - Make recommendations about significant matters to supervisors for action after comparing and evaluating possible courses of action

   ❑ **Yes** ❑ **No**

``

SECTION 5.2 - COMPUTER DUTIES

Only complete this section if you selected Computer Professional in Section 5.0, Function within the Organization. Next, skip to Section 6.0, Educational Preparation.

1. **Select "Yes" if your primary duties consist of the following:**

- The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software, or system functional specifications
- The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications
- The design, documentation, testing, creation or modification of computer programs related to machine operating systems
- A combination of the aforementioned duties, the performance of which requires the same level of skills

❑ **Yes** ❑ **No**

``

SECTION 5.3 - ADMINISTRATIVE AND PROFESSIONAL DUTIES

Only complete this section if you selected Administrator or Professional in Section 5.0, Function within the Organization. Next, skip to Section 6.0, Educational Preparation.

1. **Do your primary duties involve performing office or non-manual work directly related to management or general operations of your employer or its clients?**

   ❑ Yes ❑ No

2. **Do your primary duties include the exercise of discretion and independent judgment in matters of significance?**

   Discretion and independent judgment implies that the authority to make an independent choice, free from immediate direction or supervision. NOTE: You can exercise discretion and independent judgment even if your decisions or recommendations are reviewed at a higher level.

   Consider the following factors to guide you in determining whether to answer yes or no.

   - Have authority to formulate, affect, interpret, or implement management policies or operating practices
   - Carry out major assignments in conducting the operations of the organization
   - Perform work that affects operations to a substantial degree
   - Have authority to commit the employer in matters that have significant financial impact
   - Have authority to waive or deviate from established policies and procedures, without prior approval
   - Have authority to negotiate and bind the organization on significant matters
   - Provide consultation or expert advice to management; involved in planning long- or short-term objectives
   - Investigate and resolves matters of significance on behalf of management
   - Represent the organization in handling complaints, arbitrating disputes, or resolving grievances
   - Make recommendations about significant matters to supervisors for action after comparing and evaluating possible courses of action

   ❑ Yes ❑ No

3. **Does your primary duty consist of work requiring advanced knowledge in a field of science or learning acquired by a prolonged course of specialized intellectual instruction as distinguished from a general academic education?**

   Consider the following factors and definitions before answering yes or no.

   - "Advanced knowledge" means work that is predominately intellectual in character, and which includes work requiring the consistent exercise of discretion and judgment
   - Advanced knowledge is generally used to analyze, interpret or make deductions from varying facts or circumstances
   - Advanced knowledge cannot be attained at the high school level
   - "Prolonged course of specialized intellectual instruction" means that the learned professional exemption is limited to professions where specialized, academic training is a standard prerequisite for entering the profession

   ❑ **Yes** ❑ **No**

4. **Does your work require the use of creativity, invention, or imagination in a recognized field of artistic endeavor?**

   ❑ **Yes** ❑ **No**

5. **Is your work predominantly intellectual and varied in character rather than routine mental, manual, mechanical or physical work?**

   ❑ **Yes** ❑ **No**

SECTION 5.4 - EXECUTIVE DUTIES

Only complete this section if you selected Executive in Section 5.0, Function within the Organization. Next, skip to Section 6.0, Educational Preparation.

1. **Does your primary duty consist of managing a department or subdivision?**

   Factors to consider in determining importance of duty are:

   - Supervising and directing the work of other employees, ordering items, managing the budget and authorizing
   - The relative importance of your management duties as compared with other types of duties
   - The amount of time you spend performing management work. Usually spending more than 50% of ones time performing management work will satisfy the primary duty requirement, but one can spend less time and also meet the primary duty requirement based on other factors
   - Your relative freedom from direct supervision
   - The relationship between your salary and the wages paid to other non-management workers for the same kind of non-management work

   Consider the following management duties to guide you in determining whether to answer yes or no.

   - Supervising employees and/or interviewing, selecting, and training of employees
   - Setting and adjusting pay rates and work hours
   - Directing the work of employees
   - Conducting performance appraisals
   - Handling employee complaints and grievances
   - Disciplining employees
   - Planning work and apportioning the work among the employees
   - Running or servicing a organization, such as determining the items to be bought, stocked and sold
   - Planning and controlling the budget
   - Monitoring or implementing legal compliance measures

   ❑ **Yes** ❑ **No**

2. **Do you have the authority to hire and fire employees or do you provide suggestions or recommendations regarding hiring, firing, and advancement decisions, which are given weight in the decision-making process?**

   To determine weight, consider the following factors:

   - The degree to which your duties require making suggestions and recommendations
   - The frequency with which suggestions and recommendations are made or requested
   - The frequency with which your suggestions and recommendations are relied upon
     Note: You need not have authority to make the ultimate decision. Suggestions and recommendations may be reviewed by a higher level manager

   ❑ **Yes** ❑ **No**

3. **Do you regularly direct the work of two or more full-time employees?**

   ❑ Yes ❑ No

4. **Do you decide when to perform non-management duties, and when performing such duties do you remain responsible for the success or failure of the organization's operation?**

   ❑ Yes ❑ No

5. **Are you a shift manager or leader?**

   Typically a shift manager is not responsible for success or failure of the business operation, but rather directs employees while also performing similar work to the employees.

   ❑ Yes ❑ No

6. **Does your primary duty consist of work requiring advanced knowledge in a field of science or learning acquired by a prolonged course of specialized intellectual instruction as distinguished from a general academic education?**

   Consider the following factors and definitions before answering yes or no.

   - "Advanced knowledge" means work that is predominately intellectual in character, and which includes work requiring the consistent exercise of discretion and judgment
   - Advanced knowledge is generally used to analyze, interpret or make deductions from varying facts or circumstances
   - Advanced knowledge cannot be attained at the high school level
   - "Prolonged course of specialized intellectual instruction" means that the learned professional exemption is limited to professions where specialized, academic training is a standard prerequisite for entering the profession

   ❑ Yes ❑ No

7. **Does your work require the use of creativity, invention, or imagination in a recognized field of artistic endeavor?**

   ❑ Yes ❑ No

8. **Is your work predominantly intellectual and varied in character rather than routine mental, manual, mechanical or physical work?**

   ❑ Yes ❑ No

SECTION 6.0 - EDUCATIONAL

1. What level of education is required for your position?

- ☐ Up to and including some high school
- ☐ Completion of high school/GED
- ☐ Some college
- ☐ Completion of Associate's degree
- ☐ Completion of Bachelor's degree
- ☐ Some graduate work
- ☐ Completion of master's degree
- ☐ Completion of doctorate degree

2. If applicable, please indicate the field required for this position's education degree (e.g. Bachelor's in English).

_____

3. What certifications, licenses, or professional designations, if any, are required for your position?

_____

4. What certifications, licenses, or professional designations, if any, are preferred for your position?

_____

SECTION 7.0 - EXPERIENCE

1. How much experience is required for your position?

- ☐ No experience required
- ☐ 6 months
- ☐ 1 year
- ☐ 2 years
- ☐ 3 years
- ☐ 4 years
- ☐ 5 years
- ☐ 6 years
- ☐ 7 years
- ☐ 8 years
- ☐ Over 8 years

2. If applicable, please indicate the field required for this position's years of experience (e.g. 1 year of experience in administrative support).

_____

3. Can education be substituted for experience?

☐ Yes ☐ No

4. Can experience be substituted for education?

☐ Yes ☐ No

``

III. Work Performed, Responsibility and Leadership, Communication, and Decision-making Job Factors

SECTION 8.0 - WORK PERFORMED

Please read each statement below and check the one that is the closest match to your major job duties.

CLOSEST FACTOR	FACTOR
	Perform clerical or manual tasks Example: May copy, compile, maintain basic files systems or enter data, or compute data using addition, subtraction, multiplication, and division; or compare items against a standard; or operate light equipment such as lawn mowers, floor buffers, pickup truck, van; or perform general housekeeping/custodial duties.
	Perform clerical or manual tasks involving intensive understanding of a field, unit or division Example: May summarize, tabulate, or format data or information, or gather data and information for later evaluation; or perform arithmetic operations including basic geometry or algebra, including computing discounts, interest rates, ratios and/or percents; or uses or operates medium use equipment such as chainsaws, mowing equipment; or journeyman level trades work.
	Perform specialized technical work involving data collection, evaluation, analysis, and troubleshooting, or reports on operations and activities of a department, or performs general coordination of individual or departmental activities Example: May use descriptive statistics, advanced geometry or algebra; requires the use of a wide range of administrative and/or technical methods in the solution of problems; or operate heavy construction equipment; or perform master level trades duties.
	Perform entry level professional work including basic data analysis and synthesis, or report on operations and activities of an organization; or perform quality assurance and compliance activities Example: May use advanced algebra, inferential statistics, and/or financial models.
	Perform professional level work requiring a wide range of administrative, technical, scientific, engineering, accounting, legal, or managerial methods applied to complex problems Example: May plan or direct the sequence of department or division activities
	Perform professional or managerial work including advanced data analysis and synthesis Example: May develop policies, procedures, or methodologies based on new facts or knowledge; or interpret or apply established policies.
	Perform advanced professional work methods to formulate important recommendations or make technical decisions that have an organization-wide impact Example: May require the use of creative ability and resourcefulness in the analysis and solution of complex problems; may develop new approaches or methodologies to solve problems not previously encountered.
	Perform executive or expert professional work to establish policy, long-range plans, and programs, identify funding sources and allocate funds Example: May develop or use theoretical mathematical concepts to formulate new techniques, or make decisions that impact both the organization and the discipline.

``

SECTION 9.0 - RESPONSIBILITY AND LEADERSHIP

Please read each statement below and check the one that is the closest match to your major job duties.

CLOSEST FACTOR	FACTOR
	Follow instructions or work orders; or read routine sentences, instructions, regulations, or procedures.
	Follow technical instructions, procedure manuals and charts to solve practical problems, or compose routine or specialized reports or forms and business letters, or ensure compliance with clear guidelines and standards.
	Follow complex technical instructions, solve technical problems, or disseminate information regarding policies and procedures; may compose unique reports or analysis, or provide extensive customer service to internal or external customers.
	Follow complex rules or systems, using professional literature and technical reports; or enforce laws, rules, regulations, or ordinances.
	Supervise, instruct, or train others through explanation, demonstration, and supervised practice or make recommendations based on technical expertise. May have first-level supervisory duties including administration of performance feedback; or coordinate work activity schedules for teams.
	Direct, manage, or lead others; may determine work procedures, assign duties, maintain harmonious relations, or promote efficiency; may develop and administer operational programs; or may write or present extremely complex papers and reports.
	Formulate and issue policies, procedures, and instructions; responsible for long term planning within an agency, department or division.
	Guide organization-wide development; leads the development of organization mission, vision, and principles; directs capital improvement initiatives.

``

SECTION 10.0 - COMMUNICATION

Please read each statement below and check the one that is the closest match to your major job duties.

CLOSEST FACTOR	FACTOR
	Communicate using routine sentences, complete routine job forms and incident reports, or communicate routine information regarding daily activities.
	Communicate to convey or exchange general work-related information or service to internal or external customers.
	Communicate information to guide or assist people; may give instructions or assignments to helpers or assistants.
	Communicate with internal and external groups, write manuals and complex reports, persuade or influence others in favor of a service, point of view, or course of action.
	Communicate information among co-workers, customers, vendors, and management; or speak before professional and civic groups; may write complex articles and reports or develop presentations for specialized audiences; may read scientific or technical journals or reports.
	Communicate with operational and functional leaders; read and interpret professional materials involving advanced bodies of knowledge.
	Communicates through negotiation and consensus building to exchange ideas, information, and opinions or develop decisions, conclusions, or solutions.
	Communicate with key stakeholders to affect long term planning and to secure organization position and resources.

SECTION 11.0 - DECISION-MAKING

Please read each statement below and check the one that is the closest match to your major job duties.

CLOSEST FACTOR	FACTOR
	Perform routine or semi-routine work under direct supervision. Requires very few decisions, affecting only the individual.
	Perform semi-routine work involving set procedures, but which may require problem-solving, serve clients or co-workers, or respond to requests. Requires some decisions that affect a few co-workers.
	Perform semi-skilled work involving some set procedures and frequent problem-solving. Requires frequent decision-making affecting co-workers or the general public; may be responsible for providing information to those who depend on a service.
	Perform skilled work involving almost constant problem solving. May be responsible for actions of others, requiring almost constant decisions affecting co-workers, clients or others in the general public. ,
	Perform coordinating work involving guidelines and rules with constant problem-solving. May be responsible for actions of others requiring development of procedures and constant decisions affecting subordinate workers, clients, or others in the general public.
	Perform management and supervisory work involving policy and guideline interpretation, solving both people and work-related problems. Decision-making is a significant part of job, affecting a large segment of the organization and the general public.
	Perform advanced professional work involving the application of principles of logical thinking to diagnose or define problems, collect data and solve abstract problems with widespread unit or organization impact. Work in a highly dynamic environment, responsible to establish goals, objectives and policies.
	Perform executive work involving the application of broad principles of professional management and leadership to new problems for which conventional solutions may or may or exist. Responsible for long-range goals, planning, and methodologies; works in an evolving environment with emerging knowledge and technologies, competing priorities, and changing politics.

IV. FINANCIAL AUTHORITY, TOOLS AND EQUIPMENT, AND PHYSICAL JOB FACTORS

SECTION 12.0 - FINANCIAL AUTHORITY

Please read each sentence below and select all factors that represent the financial authority your job entails. *(Check all that apply.)*

- ❑ None/Not Applicable
- ❑ Handle cash transactions; prepare and process purchase orders.
- ❑ Bill or reconcile records, including departmental budget records and other related information such as subcontracts.
- ❑ Manage inventory, property, or loss control.
- ❑ Administer benefits by determining individual eligibility and coverage levels or determining compensation levels.
- ❑ Purchasing authority: the ability to purchase goods or services worth more than $100 without securing approval from another authority or Financial Recommendations: the ability to make recommendations that impact resource allocation.
- ❑ Manage or administer budget within assigned department.
- ❑ Budget or allocate funds within or across departments or divisions.

SECTION 13.0 - TOOLS AND EQUIPMENT

Please read each statement below and select all factors that represent the tools or equipment you use to perform your job. *(Check all that apply.)*

- ❑ None/Not Applicable
- ❑ Use office machines such as copiers or calculators.
- ❑ Use computers for data entry; or handle, use, or repair hand-held power equipment or light machinery.
- ❑ Use computers for word processing, spreadsheets, PowerPoint presentations or custom applications or operate or repair large shop equipment and machines or operate or repair vehicles or use firearms.
- ❑ Use, develop, or repair electronics or complex software, hardware, or network systems; operate, install, test or inspect heavy or complex machinery.
- ❑ Supervise the activities of those operating or repairing complex machinery or technology systems.
- ❑ Interpret policy and establish methods and procedures for acquiring, installing, testing, operating or repairing machinery or technology systems.
- ❑ Establish policy for the acquisition, installation, testing, operation, and maintenance of machinery or technology systems.
- ❑ Establish long-range plans and programs for capital improvements, major construction projects, or new technology systems.

SECTION 14.0 - PHYSICAL JOB FACTORS

Please provide details for the working conditions and physical demands that are required to successfully perform your job.

1. **Which of the following physical conditions and hazards are encountered in your position? (check all that apply)**

- ❑ Indoor environment
- ❑ Outdoor environment
- ❑ Noise
- ❑ Extreme temperatures
- ❑ Vibration
- ❑ Moisture and/or humidity
- ❑ Dust
- ❑ Fumes
- ❑ Gases
- ❑ Poor ventilation
- ❑ Electrical hazards
- ❑ Mechanical hazards
- ❑ Chemical hazards
- ❑ Explosive hazards
- ❑ Burn hazards
- ❑ Potential for violence/physical altercations
- ❑ Other_____
- ❑ Other_____

2. **How much time is spent doing the following activities in your position?**
Example: Position requires sitting over 2/3 of the time.

ACTIVITY	AMOUNT OF TIME SPENT			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing	❑	❑	❑	❑
Walking	❑	❑	❑	❑
Sitting	❑	❑	❑	❑
Gripping/feeling with hands; typing/repetitive movement	❑	❑	❑	❑
Reaching with hands and arms	❑	❑	❑	❑
Climbing or balancing	❑	❑	❑	❑
Stooping, kneeling, crouching or crawling	❑	❑	❑	❑
Talking or hearing	❑	❑	❑	❑
Tasting or smelling	❑	❑	❑	❑

3. **Does this job require that weight be lifted? If so, how much and how often?**
Example: Position requires lifting up to 25 pounds over 2/3 of the time.

PHYSICAL REQUIREMENT: WEIGHT LIFTED	AMOUNT OF TIME SPENT			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds	❑	❑	❑	❑
Up to 25 pounds	❑	❑	❑	❑
Up to 50 pounds	❑	❑	❑	❑
Up to 100 pounds	❑	❑	❑	❑
More than 100 pounds	❑	❑	❑	❑

4. **Does this job have any special vision requirements?** *(Check all that apply.)*

- ❑ No special vision requirements.
- ❑ Close vision (clear vision at 20 inches or less)
- ❑ Distance vision (clear vision at 20 feet or more)
- ❑ Color vision (ability to identify and distinguish colors)
- ❑ Peripheral vision (ability to observe an area that can be seen up or down or to the left and right when vision is fixed on a given point)
- ❑ Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- ❑ Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)

SUPERVISOR'S COMMENTS

Supervisor Instructions:

Please review your employee's questionnaire carefully and check if you agree or disagree with the employee's choices or statements. Note any additional information that you feel is important to the understanding of this employee's work. If you disagree with any of the levels checked or statements made in this questionnaire, we ask that you do not change any response nor ask the employee to change a response. Rather, please indicate your comments on this page. If you need additional room, please add a page and staple it to this questionnaire. **Each section must be reviewed.** Failure to review each section thoroughly and to complete this section of the questionnaire will result in a delay in the evaluation process. Thank you for your time and attention to this process.

SECTION	AGREE	DISAGREE	COMMENTS
1.0	❑	❑	
2.0	❑	❑	
3.0	❑	❑	
4.0	❑	❑	
5.0	❑	❑	
6.0	❑	❑	
7.0	❑	❑	
8.0	❑	❑	
9.0	❑	❑	
10.0	❑	❑	
11.0	❑	❑	
12.0	❑	❑	
13.0	❑	❑	
14.0	❑	❑	

Additional Comments:

_____

_____

I certify that I have read and reviewed this questionnaire and that I have noted any additional information or areas of disagreement to the best of my ability.

Supervisor's Signature _____ **Date** _____

Appendix C: PRE-STUDY PAY PLAN

Master Salary Schedule
Job Class and Annual Salary Schedule
Effective July 7, 2024

		A			B			C			D			E		
JOB CLASS	Pay Index	STEP A			STEP B			STEP C			STEP D			STEP E		
		Hr.	Monthly	Annual	Hr.	Monthly	Annual	Hr.	Monthly	Annual	Hr.	Monthly	Annual	Hr.	Monthly	Annual
ACCOUNT CLERK	ACCLK	21.68	3,758.17	45,098.06	22.85	3,961.11	47,533.35	24.09	4,175.01	50,100.15	25.39	4,400.47	52,805.58	26.76	4,638.09	55,657.07
ACCOUNTANT	ACCNT	36.19	6,272.63	75,271.53	38.00	6,586.26	79,035.11	39.90	6,915.57	82,986.86	41.89	7,261.35	87,136.19	43.99	7,624.42	91,493.01
ACCOUNTING MANAGER	ACMGR	52.81	9,152.99	109,835.93	55.45	9,610.64	115,327.74	58.22	10,091.18	121,094.13	61.13	10,595.74	127,148.82	64.19	11,125.52	133,506.27
ACCOUNTING TECHNICIAN	ACTCH	25.47	4,415.17	52,981.99	26.85	4,653.58	55,843.01	28.30	4,904.88	58,858.53	29.83	5,169.74	62,036.88	31.44	5,448.91	65,386.86
ADMINISTRATIVE ASSISTANT	ADAST	25.33	4,391.13	52,693.56	26.70	4,628.25	55,539.01	28.14	4,878.18	58,538.11	29.66	5,141.60	61,699.16	31.26	5,419.24	65,030.93
ADMINISTRATIVE SPECIALIST	ADSPC	27.11	4,699.55	56,394.64	28.58	4,953.33	59,439.93	30.12	5,220.81	62,649.69	31.75	5,502.73	66,032.79	33.46	5,799.88	69,598.55
ASSISTANT CITY ADMINISTRATOR	ASTCA	84.69	14,679.42	176,153.00	88.92	15,413.39	184,960.65	93.37	16,184.06	194,208.69	98.04	16,993.26	203,919.12	102.94	17,842.92	214,115.08
ASSISTANT PLANNER	ASPLN	30.78	5,336.03	64,032.35	32.45	5,624.18	67,490.11	34.20	5,927.88	71,134.57	36.05	6,247.99	74,975.83	37.99	6,585.38	79,024.54
ASSISTANT TO CA / ECONOMIC DEVELOPMENT MANAGER	EDM	58.54	10,146.85	121,762.26	61.47	10,654.20	127,850.37	64.54	11,186.91	134,242.87	67.77	11,746.25	140,955.04	71.16	12,333.56	148,002.78
ASSOCIATE CIVIL ENGINEER	ACENG	45.79	7,936.76	95,241.07	48.07	8,332.52	99,990.27	50.48	8,749.73	104,996.79	53.00	9,186.44	110,237.28	55.65	9,646.54	115,758.50
ASSOCIATE PLANNER	APLNR	39.72	6,883.98	82,607.80	41.70	7,228.18	86,738.20	43.79	7,589.59	91,075.13	45.98	7,969.07	95,628.86	48.27	8,367.53	100,410.31
BUILDING INSPECTOR	BLDIN	32.34	5,605.35	67,264.16	34.08	5,908.04	70,896.44	35.93	6,227.07	74,724.85	37.87	6,563.33	78,759.98	39.91	6,917.75	83,013.01
BUILDING PERMIT TECHNICIAN	BDPTT	25.47	4,415.17	52,981.99	26.85	4,653.58	55,843.01	28.30	4,904.88	58,858.53	29.83	5,169.74	62,036.88	31.44	5,448.91	65,386.86
CHIEF BUILDING OFFICIAL	CBLDO	55.01	9,535.91	114,430.92	57.77	10,012.71	120,152.47	60.65	10,513.34	126,160.09	63.69	11,039.01	132,468.10	66.87	11,590.96	139,091.50
CHIEF DEPUTY CITY CLERK	CDCCL	44.88	7,779.09	93,349.04	47.12	8,168.04	98,016.49	49.48	8,576.44	102,917.31	51.95	9,005.26	108,063.17	54.55	9,455.53	113,466.33
CITY ADMINISTRATOR	ADMIN	112.57	19,512.58	234,151.00	118.20	20,488.21	245,858.56	122.34	21,205.30	254,463.61	143.79	24,923.02	299,076.24	152.41	26,418.40	317,020.82
CITY CLERK SPECIALIST	CCSPL	27.11	4,699.55	56,394.64	28.58	4,953.33	59,439.95	30.12	5,220.81	62,649.71	31.75	5,502.73	66,032.79	33.46	5,799.88	69,598.56
CITY ENGINEER/DEPUTY DIRECTOR OF PUBLIC WORKS	CENGR	66.05	11,448.85	137,386.19	69.35	12,021.29	144,255.50	72.82	12,622.36	151,468.28	76.46	13,253.47	159,041.69	80.29	13,916.15	166,993.79
CODE ENFORCEMENT MANAGER	CDMGR	45.17	7,830.32	93,963.89	47.43	8,221.84	98,662.09	49.81	8,632.93	103,595.19	52.30	9,064.58	108,774.95	54.91	9,517.81	114,213.70
CODE ENFORCEMENT OFFICER	CODEN	29.64	5,137.00	61,643.99	31.24	5,414.40	64,972.77	32.92	5,706.78	68,481.31	34.70	6,014.94	72,179.32	36.58	6,339.75	76,076.99
CODE ENFORCEMENT SUPERVISOR	CDESV	38.50	6,672.63	80,071.59	40.42	7,006.26	84,075.17	42.44	7,356.58	88,278.93	44.56	7,724.41	92,692.92	46.79	8,110.63	97,327.51
COMMUNICATIONS & MARKETING MANAGER	CMMGR	45.17	7,830.32	93,963.89	47.43	8,221.84	98,662.09	49.81	8,632.93	103,595.19	52.30	9,064.58	108,774.95	54.91	9,517.81	114,213.70
COMMUNITY SERVICES COORDINATOR	CSCOR	27.11	4,699.55	56,394.64	28.58	4,953.33	59,439.93	30.12	5,220.81	62,649.69	31.75	5,502.73	66,032.79	33.46	5,799.88	69,598.55
COMMUNITY SERVICES OFFICER	CSOFF	24.20	4,195.35	50,344.20	25.51	4,421.90	53,062.78	26.89	4,660.68	55,928.18	28.34	4,912.36	58,948.30	29.87	5,177.63	62,131.51
COMMUNITY SERVICES SUPERVISOR	CSSUP	38.50	6,672.63	80,071.59	40.42	7,006.26	84,075.17	42.44	7,356.58	88,278.93	44.56	7,724.41	92,692.92	46.79	8,110.63	97,327.51
CRIME ANALYST	CRMAL	38.50	6,672.63	80,071.59	40.42	7,006.26	84,075.17	42.44	7,356.58	88,278.93	44.56	7,724.41	92,692.87	46.79	8,110.63	97,327.51
CRIME PREVENTION OFFICER	CRMPR	24.84	4,305.41	51,664.88	26.18	4,537.90	54,454.79	27.59	4,782.95	57,395.35	29.08	5,041.22	60,494.69	30.65	5,313.45	63,761.41
CUSTODIAN	CUST	20.95	3,631.11	43,573.36	22.08	3,827.19	45,926.31	23.27	4,033.86	48,406.31	24.53	4,251.69	51,020.26	25.85	4,481.28	53,775.36
DEPUTY CHIEF OF POLICE	DPDCF	86.15	14,933.07	179,196.80	90.46	15,679.72	188,156.63	94.98	16,463.71	197,564.47	99.73	17,286.89	207,442.69	104.72	18,151.23	217,814.82
DEPUTY CITY ADMINISTRATOR	DCA	100.47	17,414.72	208,976.62	105.49	18,285.45	219,425.45	110.77	19,199.73	230,396.72	116.31	20,159.71	241,916.56	122.12	21,167.70	254,012.38
DEPUTY CITY CLERK	DPCLK	35.08	6,080.10	72,961.23	36.83	6,384.11	76,609.28	38.67	6,703.31	80,439.73	40.61	7,038.48	84,461.71	42.64	7,390.40	88,684.83
DEPUTY DIRECTOR OF ADMINISTRATIVE SERVICES	DDAS	72.13	12,502.96	150,035.47	75.74	13,128.10	157,537.25	79.53	13,784.51	165,414.11	83.50	14,473.73	173,684.82	87.68	15,197.42	182,369.06
DEPUTY DIRECTOR OF COMMUNITY SERVICES	DDCSE	50.55	8,761.57	105,138.85	53.07	9,199.65	110,395.78	55.73	9,659.63	115,915.58	58.52	10,142.61	121,711.35	61.44	10,649.74	127,796.92
DEVELOPMENT SERVICES COORDINATOR	DVSRC	29.64	5,137.00	61,643.98	31.24	5,414.40	64,972.76	32.92	5,706.77	68,481.29	34.70	6,014.94	72,179.27	36.58	6,339.75	76,076.97
DIGITAL MEDIA ANALYST	DGANL	38.50	6,672.63	80,071.59	40.42	7,006.26	84,075.17	42.44	7,356.58	88,278.93	44.56	7,724.41	92,692.87	46.79	8,110.63	97,327.51
DIRECTOR OF ADMINISTRATIVE SERVICES	DAS	80.69	13,985.88	167,830.53	84.72	14,685.17	176,222.03	88.96	15,419.43	185,033.15	93.41	16,190.40	194,284.81	98.08	16,999.92	203,999.05
DIRECTOR OF COMMUNITY SERVICE	DCS	80.69	13,985.88	167,830.53	84.72	14,685.17	176,222.03	88.96	15,419.43	185,033.15	93.41	16,190.40	194,284.81	98.08	16,999.92	203,999.05
DIRECTOR OF DEVELOPMENT SVCS	DDS	80.69	13,985.88	167,830.53	84.72	14,685.17	176,222.03	88.96	15,419.43	185,033.15	93.41	16,190.40	194,284.81	98.08	16,999.92	203,999.05
DIRECTOR OF FINANCE	DFIN	80.69	13,985.88	167,830.53	84.72	14,685.17	176,222.03	88.96	15,419.43	185,033.15	93.41	16,190.40	194,284.81	98.08	16,999.92	203,999.05
DIRECTOR OF HUMAN RESOURCES	DHR	76.65	13,286.65	159,439.78	80.49	13,950.98	167,411.76	84.51	14,648.53	175,782.36	88.74	15,380.96	184,571.47	93.17	16,150.00	193,800.05
DIRECTOR OF PUBLIC WORKS	DPW	80.69	13,985.88	167,830.53	84.72	14,685.17	176,222.03	88.96	15,419.43	185,033.15	93.41	16,190.40	194,284.81	98.08	16,999.92	203,999.05
ECONOMIC DEVELOPMENT MANAGER	ECMGR	45.17	7,830.32	93,963.89	47.43	8,221.84	98,662.09	49.81	8,632.93	103,595.19	52.30	9,064.58	108,774.95	54.91	9,517.81	114,213.70
ENGINEERING AIDE	ENGAD	20.09	3,481.40	41,776.80	21.17	3,669.40	44,032.76	22.31	3,867.55	46,410.54	23.52	4,076.39	48,916.71	24.79	4,296.52	51,558.23
ENVIRONMENTAL COMPLIANCE OFFICER	ENVOF	30.39	5,267.80	63,213.60	32.03	5,552.26	66,627.14	33.76	5,852.08	70,225.01	35.59	6,168.10	74,017.16	37.51	6,501.17	78,014.08
EQUIPMENT MECHANIC	EQMEC	27.39	4,747.44	56,969.30	28.87	5,003.80	60,045.64	30.43	5,274.01	63,288.11	32.07	5,558.81	66,705.67	33.80	5,858.98	70,307.77
EXECUTIVE ASSISTANT TO CITY ADMINISTRATOR	EXACA	31.01	5,374.79	64,497.48	32.68	5,665.03	67,980.34	34.45	5,970.94	71,651.29	36.31	6,293.37	75,520.45	38.27	6,633.21	79,598.56
FACILITIES MAINTENANCE TECH	FMTCH	27.23	4,720.07	56,640.81	28.70	4,974.95	59,699.39	30.25	5,243.60	62,923.18	31.89	5,526.75	66,321.02	33.61	5,825.20	69,902.35
FACILITIES MAINTENANCE TECH II	FMTII	28.77	4,986.02	59,832.20	30.32	5,255.26	63,063.12	31.96	5,539.04	66,468.52	33.68	5,838.15	70,057.81	35.50	6,153.41	73,840.94
FINANCE SERVICE MANAGER	FNMGR	52.81	9,152.99	109,835.94	55.45	9,610.64	115,327.74	58.22	10,091.18	121,094.12	61.13	10,595.74	127,148.83	64.19	11,125.52	133,506.27
FIRE BATTALION CHIEF	FIRBC	44.79	10,868.79	130,425.51	47.21	11,455.70	137,468.45	49.76	12,074.29	144,891.50	52.44	12,726.31	152,715.69	55.28	13,413.51	160,962.10
FIRE CAPTAIN	FRCAP	31.87	7,733.66	92,803.87	33.59	8,151.28	97,815.32	35.40	8,591.41	103,096.96	37.32	9,055.33	108,663.94	39.33	9,544.29	114,531.51
FIRE CHIEF	FRCHF	80.69	13,985.88	167,830.53	84.72	14,685.17	176,222.04	88.96	15,419.43	185,033.13	93.41	16,190.40	194,284.82	98.08	16,999.92	203,999.04
FIRE DEPUTY CHIEF	FRDPC	72.13	12,502.96	150,035.47	75.74	13,128.10	157,537.25	79.53	13,784.51	165,414.11	83.50	14,473.73	173,684.82	87.68	15,197.42	182,369.06
FIRE ENGINEER	FRENG	27.35	6,636.53	79,638.39	28.83	6,994.90	83,938.78	30.38	7,372.66	88,471.90	32.02	7,770.79	93,249.46	33.75	8,190.36	98,284.31

REVISED: 1/30/2023

Master Salary Schedule
Job Class and Annual Salary Schedule
Effective July 7, 2024

		A			B			C			D			E		
	Pay	STEP A			STEP B			STEP C			STEP D			STEP E		
JOB CLASS	Index	Hr.	Monthly	Annual	Hr.	Monthly	Annual	Hr.	Monthly	Annual	Hr.	Monthly	Annual	Hr.	Monthly	Annual
FIRE FIGHTER	FFGHT	24.04	5,832.57	69,990.89	25.33	6,147.57	73,770.83	26.70	6,479.52	77,754.27	28.14	6,829.41	81,952.91	29.66	7,198.20	86,378.43
FIRE MARSHAL	FMARS	62.11	10,766.26	129,195.08	65.47	11,347.63	136,171.58	69.00	11,960.38	143,524.60	72.73	12,606.25	151,274.98	76.66	13,286.97	159,443.59
FIRE PATROL ENGINEER	PTENG	31.91	6,636.53	79,638.39	33.63	6,994.90	83,938.78	35.45	7,372.66	88,471.90	37.36	7,770.79	93,249.46	39.38	8,190.36	98,284.31
FIRE PREVENTION SPECIALIST	FPREV	38.50	6,672.63	80,071.59	40.42	7,006.26	84,075.17	42.44	7,356.58	88,278.93	44.56	7,724.41	92,692.87	46.79	8,110.63	97,327.51
GIS SPECIALIST	GISTC	25.33	4,391.13	52,693.56	26.70	4,628.25	55,539.01	28.14	4,878.18	58,538.12	29.66	5,141.60	61,699.17	31.26	5,419.24	65,030.93
GIS TECHNICIAN	GISTH	28.54	4,946.98	59,363.79	30.08	5,214.12	62,569.44	31.71	5,495.68	65,948.20	33.42	5,792.45	69,509.42	35.22	6,105.24	73,262.93
HUMAN RESOURCE ANALYST	HRANA	38.50	6,672.63	80,071.59	40.42	7,006.26	84,075.17	42.44	7,356.58	88,278.93	44.56	7,724.41	92,692.87	46.79	8,110.63	97,327.51
HUMAN RESOURCE TECHNICIAN	HRTEC	28.54	4,946.98	59,363.79	30.08	5,214.12	62,569.44	31.71	5,495.68	65,948.20	33.42	5,792.45	69,509.42	35.22	6,105.24	73,262.93
HUMAN RESOURCES MANAGER	HRMGR	45.17	7,830.32	93,963.89	47.43	8,221.84	98,662.09	49.81	8,632.93	103,595.19	52.30	9,064.58	108,774.95	54.91	9,517.81	114,213.70
INFORMATION TECHNOLOGY MANAGER	ITMAN	60.30	10,451.26	125,415.12	63.31	10,973.82	131,685.87	66.48	11,522.51	138,270.15	69.80	12,098.64	145,183.69	73.29	12,703.57	152,442.86
INFORMATION TECHNOLOGY SPECIALIST	ITSPT	38.50	6,672.63	80,071.59	40.42	7,006.26	84,075.17	42.44	7,356.58	88,278.93	44.56	7,724.41	92,692.87	46.79	8,110.63	97,327.51
INFORMATION TECHNOLOGY TECH	ITTEC	32.34	5,605.35	67,264.16	34.08	5,908.04	70,896.44	35.93	6,227.07	74,724.85	37.87	6,563.33	78,759.98	39.91	6,917.75	83,013.01
IT POLICE SERGEANT	ITSGT	57.93	10,041.06	120,492.67	61.06	10,583.27	126,999.29	64.35	11,154.77	133,857.26	67.83	11,757.13	141,085.55	71.49	12,392.01	148,704.16
MAINTENANCE CREW LEADER	CRLDR	27.95	4,844.26	58,131.09	29.46	5,105.85	61,270.16	31.05	5,381.56	64,578.73	32.72	5,672.17	68,066.00	34.49	5,978.46	71,741.55
MAINTENANCE WORKER	MNTWK	24.84	4,305.41	51,664.87	26.18	4,537.90	54,454.76	27.59	4,782.94	57,395.32	29.08	5,041.22	60,494.66	30.65	5,313.45	63,761.37
MANAGEMENT ANALYST	MGANL	38.50	6,672.63	80,071.59	40.42	7,006.26	84,075.17	42.44	7,356.58	88,278.93	44.56	7,724.41	92,692.87	46.79	8,110.63	97,327.51
MANAGEMENT ASSISTANT	MGAST	28.54	4,946.98	59,363.79	30.08	5,214.12	62,569.44	31.71	5,495.68	65,948.20	33.42	5,792.45	69,509.42	35.22	6,105.24	73,262.93
MEDIA SERVICES SPECIALIST	MESPC	29.64	5,137.00	61,643.99	31.24	5,414.40	64,972.77	32.92	5,706.78	68,481.31	34.70	6,014.94	72,179.32	36.58	6,339.75	76,076.99
NEIGHBORHOOD SERVICES MANAGER	NSMGR	45.17	7,830.32	93,963.89	47.43	8,221.84	98,662.09	49.81	8,632.93	103,595.19	52.30	9,064.58	108,774.95	54.91	9,517.81	114,213.70
OFFICE ASSISTANT	OFFAS	19.56	3,390.69	40,688.23	20.62	3,573.78	42,885.39	21.73	3,766.77	45,201.20	22.90	3,970.17	47,642.05	24.14	4,184.56	50,214.72
OFFICE CLERK	OCCLK	21.68	3,758.17	45,098.06	22.85	3,961.11	47,533.35	24.09	4,175.01	50,100.15	25.39	4,400.47	52,805.58	26.76	4,638.09	55,657.07
OFFICE SPECIALIST	OFFSP	23.10	4,003.22	48,038.68	24.34	4,219.40	50,632.79	25.66	4,447.25	53,366.96	27.04	4,687.40	56,248.77	28.50	4,940.52	59,286.21
PARKING CONTROL OFFICER	PDPCO	20.95	3,631.11	43,573.36	22.08	3,827.19	45,926.31	23.27	4,033.86	48,406.31	24.53	4,251.69	51,020.26	25.85	4,481.28	53,775.36
PLANNING AIDE	PLNAD	20.09	3,481.40	41,776.80	21.17	3,669.40	44,032.76	22.31	3,867.55	46,410.54	23.52	4,076.39	48,916.71	24.79	4,296.52	51,558.23
PLANNING MANAGER	PLMGR	60.05	10,408.04	124,896.45	63.05	10,928.44	131,141.27	66.20	11,474.86	137,698.34	69.51	12,048.60	144,583.26	72.99	12,651.03	151,812.42
PLANNING TECH	PLNTC	25.47	4,415.17	52,981.99	26.85	4,653.58	55,843.01	28.30	4,904.88	58,858.53	29.83	5,169.74	62,036.88	31.44	5,448.91	65,386.86
PLANS EXAMINER	PLNEX	44.50	7,712.81	92,553.72	46.72	8,098.45	97,181.43	49.06	8,503.37	102,040.48	51.51	8,928.54	107,142.50	54.09	9,374.97	112,499.62
POLICE ACADEMY TRAINEE	PDACD	41.36	7,169.13	86,029.59												
POLICE CAPTAIN	PDCPT	77.59	13,449.69	161,396.29	81.78	14,175.97	170,111.69	86.20	14,941.48	179,297.73	90.86	15,748.32	188,979.81	95.76	16,598.72	199,184.70
POLICE CHIEF	PDCHF	90.07	15,612.28	187,347.41	94.57	16,392.90	196,714.77	99.30	17,212.54	206,550.50	104.27	18,073.17	216,878.03	109.48	18,976.83	227,721.94
POLICE CIVILIAN INVESTIGATOR	PDCIV	33.55	5,814.81	69,777.73	35.36	6,128.81	73,545.74	37.27	6,459.77	77,517.22	39.28	6,808.60	81,703.14	41.40	7,176.26	86,115.12
POLICE LIEUTENANT	PDLT	66.22	11,477.99	137,735.91	69.80	12,097.80	145,173.65	73.56	12,751.09	153,013.02	77.54	13,439.64	161,275.73	81.72	14,165.39	169,984.63
POLICE OFFICER	POLOF	43.54	7,546.45	90,557.46	45.89	7,953.96	95,447.55	48.37	8,383.48	100,601.70	50.98	8,836.18	106,034.20	53.73	9,313.34	111,760.05
POLICE PROPERTY TECHNICIAN	PDTCH	29.95	5,191.60	62,299.21	31.57	5,471.95	65,663.37	33.27	5,767.43	69,209.19	35.07	6,078.88	72,946.50	36.96	6,407.13	76,885.62
POLICE SERGEANT	PDSGT	54.96	9,526.62	114,319.42	57.93	10,041.06	120,492.67	61.06	10,583.27	126,999.27	64.35	11,154.77	133,857.23	67.83	11,757.13	141,085.52
POLICE SERVICE OFFICER	PDPSO	24.20	4,195.35	50,344.20	25.51	4,421.90	53,062.78	26.89	4,660.68	55,928.18	28.34	4,912.36	58,948.30	29.87	5,177.63	62,131.51
POLICE SERVICES SUPERVISOR	PDSSV	35.23	6,105.90	73,270.82	37.13	6,435.62	77,227.43	39.13	6,783.14	81,397.71	41.25	7,149.43	85,793.19	43.47	7,535.50	90,426.01
PUBLIC SAFETY COMMUNICATION MANAGER	PSCOM	60.30	10,451.26	125,415.12	63.31	10,973.82	131,685.87	66.48	11,522.51	138,270.15	69.80	12,098.64	145,183.69	73.29	12,703.57	152,442.86
PUBLIC SAFETY COMMUNICATION SUPERVISOR - DISPATCH	PSSDP	45.74	7,928.08	95,136.93	48.21	8,356.19	100,274.32	50.81	8,807.43	105,689.14	53.56	9,283.03	111,396.35	56.45	9,784.31	117,411.75
PUBLIC SAFETY DISPATCHER	PDISC	32.92	5,706.78	68,481.36	34.70	6,014.95	72,179.36	36.58	6,339.75	76,077.05	38.55	6,682.10	80,185.23	40.63	7,042.94	84,515.22
PUBLIC WORKS INSPECTOR	PWINS	31.92	5,532.02	66,384.23	33.64	5,830.75	69,968.97	35.46	6,145.61	73,747.29	37.37	6,477.47	77,729.66	39.39	6,827.25	81,927.05
PUBLIC WORKS MANAGER	PBWKM	60.05	10,408.04	124,896.45	63.05	10,928.44	131,141.27	66.20	11,474.86	137,698.34	69.51	12,048.60	144,583.26	72.99	12,651.03	151,812.42
PUBLIC WORKS SUPERINTENDENT	PWSPT	45.17	7,830.32	93,963.88	47.43	8,221.84	98,662.07	49.81	8,632.93	103,595.18	52.30	9,064.58	108,774.94	54.91	9,517.81	114,213.69
PUBLIC WORKS SUPERVISOR	PBWKS	36.19	6,272.63	75,271.51	38.00	6,586.26	79,035.09	39.90	6,915.57	82,986.85	41.89	7,261.35	87,136.18	43.99	7,624.42	91,492.99
RISK MANAGER	RISKM	60.30	10,451.26	125,415.12	63.31	10,973.82	131,685.87	66.48	11,522.51	138,270.15	69.80	12,098.64	145,183.69	73.29	12,703.57	152,442.86
SENIOR ACCOUNTANT	SRACC	44.50	7,712.81	92,553.72	46.72	8,098.45	97,181.43	49.06	8,503.37	102,040.48	51.51	8,928.54	107,142.50	54.09	9,374.97	112,499.62
SENIOR ACCOUNTANT II	SRAC2	50.55	8,761.57	105,138.86	53.07	9,199.65	110,395.81	55.73	9,659.63	115,915.59	58.52	10,142.61	121,711.37	61.44	10,649.74	127,796.93
SENIOR ACCOUNTING TECHNICIAN	SRACT	28.54	4,946.98	59,363.79	30.08	5,214.12	62,569.44	31.71	5,495.68	65,948.20	33.42	5,792.45	69,509.42	35.22	6,105.24	73,262.93
SENIOR ADMINISTRATIVE ASSISTANT	SRADA	29.64	5,137.00	61,643.99	31.24	5,414.40	64,972.77	32.92	5,706.78	68,481.31	34.70	6,014.94	72,179.32	36.58	6,339.75	76,076.99
SENIOR BUILDING INSPECTOR	SRINS	32.71	5,669.26	68,031.14	34.47	5,975.40	71,704.82	36.34	6,298.07	75,576.88	38.30	6,638.17	79,658.04	40.37	6,996.63	83,959.56
SENIOR CIVIL ENGINEER	SCVEG	58.54	10,146.85	121,762.26	61.47	10,654.20	127,850.37	64.54	11,186.91	134,242.87	67.77	11,746.25	140,955.04	71.16	12,333.56	148,002.78
SENIOR CODE ENFORCEMENT OFFICER	SRCDE	32.34	5,605.35	67,264.16	34.08	5,908.04	70,896.44	35.93	6,227.07	74,724.85	37.87	6,563.33	78,759.98	39.91	6,917.75	83,013.01
SENIOR CUSTODIAN	SRCUS	25.58	4,434.57	53,214.82	26.97	4,674.03	56,088.40	28.42	4,926.43	59,117.18	29.96	5,192.46	62,309.50	31.57	5,472.85	65,674.21
SENIOR ENGINEERING AIDE	SRENG	28.77	4,986.02	59,832.20	30.32	5,255.26	63,063.12	31.96	5,539.04	66,468.52	33.68	5,838.15	70,057.81	35.50	6,153.41	73,840.94

REVISED: 1/30/2023

Master Salary Schedule
Job Class and Annual Salary Schedule
Effective July 7, 2024

		A			B			C			D			E		
JOB CLASS	Pay Index	STEP A			STEP B			STEP C			STEP D			STEP E		
		Hr.	Monthly	Annual	Hr.	Monthly	Annual	Hr.	Monthly	Annual	Hr.	Monthly	Annual	Hr.	Monthly	Annual
SENIOR FINANCIAL ANALYST	SFINA	44.88	7,779.09	93,349.03	47.12	8,168.04	98,016.49	49.48	8,576.44	102,917.31	51.95	9,005.26	108,063.17	54.55	9,455.53	113,466.32
SENIOR HUMAN RESOURCE ANALYST	SHRAN	44.88	7,779.09	93,349.03	47.12	8,168.04	98,016.49	49.48	8,576.44	102,917.31	51.95	9,005.26	108,063.17	54.55	9,455.53	113,466.32
SENIOR HUMAN RESOURCE TECHNICIAN	SRHRT	29.95	5,191.60	62,299.21	31.57	5,471.95	65,663.37	33.27	5,767.43	69,209.19	35.07	6,078.88	72,946.50	36.96	6,407.13	76,885.62
SENIOR MANAGEMENT ANALYST	SMAN	44.88	7,779.09	93,349.03	47.12	8,168.04	98,016.49	49.48	8,576.44	102,917.31	51.95	9,005.26	108,063.17	54.55	9,455.53	113,466.32
SENIOR PLANNER	SRPLN	50.55	8,761.57	105,138.85	53.07	9,199.65	110,395.78	55.73	9,659.63	115,915.58	58.52	10,142.61	121,711.35	61.44	10,649.74	127,796.92
TRAFFIC ENGINEER	TFMGR	55.01	9,535.91	114,430.91	57.77	10,012.70	120,152.45	60.65	10,513.34	126,160.09	63.69	11,039.01	132,468.11	66.87	11,590.96	139,091.51
TRANSPORTATION MANAGER	TRMGR	55.01	9,535.91	114,430.91	57.77	10,012.70	120,152.45	60.65	10,513.34	126,160.09	63.69	11,039.01	132,468.11	66.87	11,590.96	139,091.51

PART TIME

JOB CLASS	Pay Index	STEP A Hr.	STEP B Hr.	STEPC Hr.	STEP D Hr.
ADMINISTRATIVE INTERN	ADINT		16.06	16.38	16.71
CLERICAL AIDE	CLAID	18.54	18.91	19.29	19.67
COMMUNITY SERVICES LEADER	CSLDR				16.00
COMMUNITY SERVICES SPECIALIST	CSSPC	17.57	17.93	18.28	18.64
INSTRUCTOR GUARD	INGRD	17.57	17.93	18.28	18.64
LIFEGUARD	LFGRD	16.55	16.88	17.22	17.56
MAINTENANCE AIDE	MNAID		16.06	16.38	16.71
POLICE CADET	PDCDT		16.06	16.38	16.71
POLICE RESERVE OFFICER - LEVEL 1	PDRES	21.43	22.82	24.21	25.70
POOL MANAGER	PLMGR	20.82	21.24	21.65	22.00
PRODUCTION ASSISTANT	PRAST				16.00
PRODUCTION COORDINATOR	PRCOR	19.50	19.89	20.29	20.69
PROGRAM COORDINATOR	PRGCO	21.00	21.42	21.85	22.29
SENIOR COMMUNITY SERVICES LEADER	SRCLD	16.23	16.55	16.89	17.23
SENIOR COMMUNITY SERVICES SPECIALIST	SRSPC	19.03	19.41	19.80	20.20
SENIOR INSTRUCTOR GUARD	SRGRD	19.69	20.09	20.49	20.90

ELECTED

JOB CLASS		SALARY MONTHLY
MAYOR/COUNCILMEMBERS		150
CITY CLERK		150
CITY TREASURER		50

Appendix D: TOTAL COMPENSATION EXHIBITS

Exhibit 1 - Police Officer							
Agency	Max Salary	POST	Special Pay	Education	Longevity	Bilingual Pay	Total Comp
City of Seal Beach	$ 130,351.00	$ 4,500.00	$ 6,517.55	$ -	$ 19,552.65	$ 1,365.00	$ 162,286.20
City of Tustin	$ 124,530.00	$ 12,453.00	$ 6,226.50	$ 5,500.00	$ 6,226.50	$ 3,300.00	$ 158,236.00
City of Fullerton	$ 120,732.00	$ 9,054.90	$ 6,036.60	$ -	$ 12,073.20	$ 3,621.96	$ 151,518.66
City of Buena Park	$ 122,928.00	$ 14,751.36	$ 6,000.00	$ -	$ -	$ 3,600.00	$ 147,279.36
City of Cypress	$ 124,256.00	$ 7,200.00	$ 6,212.80	$ 3,600.00	$ 3,727.68	$ 1,200.00	$ 146,196.48
City of Brea	$ 121,251.00	$ 15,156.38	$ 6,062.55	$ -	$ -	$ 2,400.00	$ 144,869.93
City of La Habra	$ 121,986.00	$ 13,200.00	$ 4,800.00	$ 1,500.00	$ -	$ 3,000.00	$ 144,486.00
Placentia	$ 111,760.00	$ 10,058.40	$ 5,588.00	$ -	$ 10,058.40	$ 6,000.00	$ 143,464.80
City of Fountain Valley	$ 112,119.00	$ 13,454.28	$ 4,800.00	$ -	$ 10,090.71	$ 2,400.00	$ 142,863.99

Exhibit 2 - Police Sergeant							
Agency	Max Salary	POST	Special Pay	Education	Longevity	Bilingual Pay	Total Comp
City of Fullerton	$ 166,820.00	$ 12,511.50	$ 8,341.00	$ -	$ 16,682.00	$ 5,004.60	$ 209,359.10
City of Seal Beach	$ 166,860.03	$ 4,500.00	$ 8,343.00	$ -	$ 25,029.00	$ 1,365.00	$ 206,097.04
City of Tustin	$ 164,964.80	$ 18,146.13	$ 4,948.94	$ 5,500.00	$ 8,248.24	$ 3,300.00	$ 205,108.11
City of Buena Park	$ 159,453.00	$ 19,134.36	$ 6,000.00	$ -	$ -	$ 3,600.00	$ 188,187.36
City of Brea	$ 156,707.00	$ 19,588.38	$ 7,835.35	$ -	$ -	$ 2,400.00	$ 186,530.73
City of Cypress	$ 161,518.00	$ 7,200.00	$ 8,075.90	$ 3,600.00	$ 4,845.54	$ 1,200.00	$ 186,439.44
City of La Habra	$ 156,981.76	$ 13,200.00	$ 4,800.00	$ 1,500.00	$ -	$ 3,000.00	$ 179,481.76
City of Fountain Valley	$ 144,720.12	$ 17,366.41	$ 4,800.00		$ 13,024.81	$ 2,400.00	$ 182,311.35
Placentia	$ 141,128.00	$ 9,878.96	$ 7,056.40	$ -	$ 7,056.40	$ 1,980.00	$ 167,099.76

Exhibit 3 - Police Lieutenant							
Agency	Max Salary	POST	Special Pay	Education	Longevity	Bilingual Pay	Total Comp
City of Fullerton	$ 204,279.00	$ 15,320.93	$ -	$ 10,677.87	$ 20,427.90	$ 2,600.00	$ 253,305.70
City of Tustin	$ 196,955.20	$ 23,634.62	$ -	$ 5,700.00	$ 9,847.76	$ 3,300.00	$ 239,437.58
City of Brea	$ 195,720.00	$ 13,700.40	$ 9,786.00	$ 9,786.00	$ -	$ 2,400.00	$ 231,392.40
City of Buena Park	$ 187,221.00	$ 22,466.52	$ -	$ -	$ 9,361.05	$ 3,600.00	$ 222,648.57
City of Fountain Valley	$ 177,346.05	$ 24,828.45	$ -	$ -	$ 17,734.61	$ 2,400.00	$ 222,309.10
City of La Habra	$ 193,908.00	$ 16,800.00	$ 4,800.00	$ 1,500.00	$ -	$ 3,000.00	$ 220,008.00
City of Seal Beach	$ 171,031.51	$ 6,000.00	$ 8,551.58	$ -	$ 25,654.73	$ -	$ 211,237.81
City of Cypress	$ 201,072.00	$ -	$ -	$ -	$ -	$ -	$ 201,072.00
Placentia	$ 169,998.40	$ 11,049.90	$ 8,499.92	$ -	$ 8,499.92	$ 1,980.00	$ 200,028.14

Exhibit 4 - Police Captain							
Agency	Max Salary	POST	Special Pay	Education	Longevity	Bilingual Pay	Total Comp
City of Fullerton	$ 229,704.00	$ 17,227.80	$ -	$ 10,677.87	$ 22,970.40	$ 2,600.00	$ 283,180.07
City of Tustin	$ 232,918.00	$ 27,950.16	$ -	$ 6,000.00	$ 11,645.90	$ 3,300.00	$ 281,814.06
City of Brea	$ 228,448.00	$ 15,991.36	$ 11,422.40	$ 11,422.40	$ -	$ 2,400.00	$ 269,684.16
City of Buena Park	$ 216,564.00	$ 25,987.68	$ -	$ -	$ 10,828.20	$ 3,600.00	$ 256,979.88
City of Fountain Valley	$ 202,351.00	$ 28,329.14	$ -	$ -	$ 20,235.10	$ 2,400.00	$ 253,315.24
City of Seal Beach	$ 198,344.00	$ 6,000.00	$ 9,917.20	$ -	$ 29,751.60	$ -	$ 244,012.80
City of La Habra	$ 217,772.00	$ 16,800.00	$ -	$ 1,500.00	$ -	$ 3,000.00	$ 239,072.00
Placentia	$ 199,185.00	$ 12,947.03	$ -	$ -	$ 9,959.25	$ 1,980.00	$ 224,071.28
City of Cypress	$ 222,216.00	$ -	$ -	$ -	$ -	$ -	$ 222,216.00

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Exhibit 5 - Firefighter							
Agency	Max Salary	Certification	Special Pay	Education	Longevity	Bilingual Pay	Total Comp
City of Monrovia	$ 113,739.00	$ 5,400.00	$ 900.00	$ 8,700.00	$ -	$ 1,500.00	$ 130,239.00
City of Fountain Valley	$ 103,056.00	$ 9,275.04	$ -	$ -	$ 9,275.04	$ -	$ 121,606.08
City of La Verne	$ 109,407.00	$ 1,750.00	$ 2,100.00	$ 5,470.35	$ -	$ 900.00	$ 119,627.35
City of Santee	$ 100,663.00	$ 2,013.26	$ 10,066.30	$ 6,039.78	$ -	$ -	$ 118,782.34
City of Brea	$ 100,517.00	$ 2,500.00	$ 10,051.70	$ -	$ -	$ 1,200.00	$ 114,268.70
City of Montclair	$ 99,120.00	$ -	$ 1,200.00	$ -	$ 12,390.00	$ 600.00	$ 113,310.00
City of San Gabriel	$ 104,196.00	$ 6,251.76	$ 250.00	$ -	$ -	$ -	$ 110,697.76
City of Poway	$ 110,544.00	$ -	$ -	$ -	$ -	$ -	$ 110,544.00
Placentia	$ 86,378.00	$ 2,340.00	$ -	$ 5,182.68	$ 7,774.02	$ 1,980.00	$ 103,654.70
City of Coronado	$ 100,922.00	$ -	$ -	$ 1,920.00	$ -	$ -	$ 102,842.00
City of National City	$ 91,718.00	$ -	$ 1,834.36	$ -	$ 360.00	$ 3,668.72	$ 97,581.08
City of Loma Linda	$ 90,464.00	$ 4,523.20	$ -	$ 325.00	$ -	$ -	$ 95,312.20

Exhibit 6 - Fire Engineer							
Agency	Max Salary	Certification	Special Pay	Education	Longevity	Bilingual Pay	Total Comp
City of Monrovia	$ 132,047.40	$ 5,400.00	$ 900.00	$ 8,700.00	$ -	$ 1,500.00	$ 148,547.40
City of Santee	$ 120,681.64	$ 2,413.63	$ 12,068.16	$ 7,240.90	$ -	$ -	$ 142,404.34
City of La Verne	$ 130,540.00	$ 1,750.00	$ 2,100.00	$ 6,527.00	$ -	$ 900.00	$ 141,817.00
City of Fountain Valley	$ 119,175.56	$ 10,725.80	$ -	$ -	$ 10,725.80	$ -	$ 140,627.16
City of San Gabriel	$ 126,048.00	$ 7,562.88	$ 250.00	$ -	$ -	$ -	$ 133,860.88
City of Brea	$ 112,938.00	$ 2,500.00	$ 11,293.80	$ -	$ -	$ 1,200.00	$ 127,931.80
City of Loma Linda	$ 115,457.14	$ 5,772.86	$ -	$ 350.00	$ -	$ -	$ 121,580.00
City of Montclair	$ 103,080.00	$ -	$ 1,200.00	$ -	$ 12,885.00	$ 600.00	$ 117,765.00
Placentia	$ 98,284.31	$ 2,676.00	$ -	$ 5,897.06	$ 8,845.59	$ 1,980.00	$ 117,682.96
City of Poway	$ 117,552.00	$ -	$ -	$ -	$ -	$ -	$ 117,552.00
City of Coronado	$ 112,563.62	$ -	$ -	$ 1,920.00	$ -	$ -	$ 114,483.62
City of National City	$ 105,693.61	$ -	$ 2,113.87	$ -	$ 360.00	$ 4,227.74	$ 112,395.23

Exhibit 7 - Fire Captain							
Agency	Max Salary	Certification	Special Pay	Education	Longevity	Bilingual Pay	Total Comp
City of Fountain Valley	$ 138,052.00	$ 20,983.90	$ -	$ -	$ 12,424.68	$ -	$ 171,460.58
City of Monrovia	$ 153,303.00	$ 5,400.00	$ 900.00	$ 8,700.00	$ -	$ 1,500.00	$ 169,803.00
City of La Verne	$ 153,193.00	$ 1,750.00	$ 2,100.00	$ 7,659.65	$ -	$ 900.00	$ 165,602.65
City of Santee	$ 133,393.00	$ 2,667.86	$ 13,339.30	$ 8,003.58	$ -	$ -	$ 157,403.74
City of San Gabriel	$ 145,536.00	$ 8,732.16	$ 250.00	$ -	$ -	$ -	$ 154,518.16
City of Brea	$ 132,599.00	$ 2,500.00	$ 13,259.90	$ -	$ -	$ 1,200.00	$ 149,558.90
City of Montclair	$ 125,628.00	$ -	$ 1,200.00	$ -	$ 15,703.50	$ 600.00	$ 143,131.50
City of Poway	$ 137,160.00	$ -	$ -	$ -	$ -	$ -	$ 137,160.00
City of Loma Linda	$ 127,292.00	$ 6,364.60	$ -	$ 400.00	$ -	$ -	$ 134,056.60
Placentia	$ 114,531.00	$ 3,120.00	$ -	$ 6,871.86	$ 5,726.55	$ 1,980.00	$ 132,229.41
City of National City	$ 121,947.00	$ -	$ 2,438.94	$ -	$ 360.00	$ 4,877.88	$ 129,623.82
City of Coronado	$ 121,905.00	$ -	$ -	$ 1,920.00	$ -	$ 145.60	$ 123,970.60

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Exhibit 8 - Fire Battalion Chief							
Agency	Max Salary	Certification	Special Pay	Education	Longevity	Bilingual Pay	Total Comp
City of Fountain Valley	$ 192,993.00	$ 17,369.37	$ 9,649.65	$ 15,053.45	$ 11,579.58	$ -	$ 246,645.05
City of Brea	$ 194,766.00	$ -	$ 19,476.60	$ -	$ -	$ -	$ 214,242.60
City of La Verne	$ 187,656.00	$ -	$ -	$ -	$ -	$ 2,400.00	$ 190,056.00
Placentia	$ 160,962.00	$ 5,880.00	$ -	$ 9,657.72	$ 8,048.10	$ 1,980.00	$ 186,527.82
City of Loma Linda	$ 154,724.00	$ 8,509.82	$ -	$ 10,830.68	$ -	$ -	$ 174,064.50
City of Santee	$ 172,419.00	$ -	$ -	$ -	$ -	$ -	$ 172,419.00
City of Montclair	$ 167,964.00	$ -	$ -	$ -	$ -	$ 600.00	$ 168,564.00
City of National City	$ 151,064.00	$ -	$ 3,021.28	$ -	$ 360.00	$ 6,042.56	$ 160,487.84
City of Poway	$ 124,872.00	$ -	$ -	$ -	$ -	$ -	$ 124,872.00
City of Coronado	-	$ -	$ -	$ -	$ -	$ -	$ -
City of Monrovia	-	$ -	$ -	$ -	$ -	$ -	$ -
City of San Gabriel	-	$ -	$ -	$ -	$ -	$ -	$ -

Exhibit 9 - Additional Compensation - PCEA			
Agency	Education	Longevity	Bilingual Pay
Placentia	2.50%	5%	$ 2,100.00
City of Brea	$ -	$ -	$ 1,800.00
City of Buena Park	$ 1,080.00	3%	$ 420.00
City of Cypress	$ -	$ -	$ 1,200.00
City of Fountain Valley	$ -	$ -	$ 420.00
City of Fullerton	$ -	$ -	$ 720.00
City of La Habra	$ -	$ -	$ 2,100.00
City of Seal Beach	$ -	10%	$ 1,365.00
City of Tustin	$ -	$ -	$ 1,200.00

Exhibit 10 - Additional Compensation Mid Managers			
Agency	Education	Longevity	Bilingual Pay
Placentia	6%	5%	$ 2,100.00
City of Brea	$ -	$ -	$ 1,200.00
City of Buena Park	$ 2,400.00	3%	$ 1,800.00
City of Cypress	$ -	$ -	$ -
City of Fountain Valley	$ -	$ -	$ 900.00
City of Fullerton	$ -	$ 4,000.00	$ 720.00
City of La Habra	$ -	$ -	$ -
City of Seal Beach	$ -	7.5%	$ 1,365.00
City of Tustin	$ -	$ -	$ 1,200.00

RESOLUTION NO. R-2025-51

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PLACENTIA, CALIFORNIA, ADOPTING THE CITYWIDE CLASSIFICATION PLAN PURSUANT TO RULE III, CLASSIFICATION

A. Recitals.

WHEREAS, Personnel Rule III, Classification provides that the City's classification plan shall be adopted and may be amended from time to time by resolution of the City Council; and

WHEREAS, while individual classifications have been amended from time to time, the City's full set of classifications has not been adopted in its entirety since 2008; and

WHEREAS, the City recently completed a comprehensive classification and compensation study, reviewing and updating classifications across the organization; and

WHEREAS, the City Council desires to formally adopt the updated classification plan to ensure accuracy, consistency, and compliance with Personnel Rule II, Classification.

B. Resolution.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF PLACENTIA DOES HEREBY FIND, DETERMINE AND RESOLVE AS FOLLOWS:

Section 1. The City Council hereby adopts the Citywide Classification Plan as set forth in Exhibit "A", pursuant to Personnel Rule III, Classification.

Section 2. This adoption reflects the completion of a comprehensive classification and compensation study and updates the classification plan for Full-Time positions.

Section 3. The City Administrator, or designee, is authorized and directed to implement and maintain the Classification Plan, and to bring forward amendments for Council consideration as necessary in accordance with Personnel Rule III.

APPROVED and ADOPTED this 7th day of October 2025.

_____
Kevin Kirwin, Mayor

ATTEST:

_____
Robert S. McKinnell, City Clerk

STATE OF CALIFORNIA
COUNTY OF ORANGE

I, Robert S. McKinnell, City Clerk of the City of Placentia, do hereby certify that the foregoing Resolution was adopted at a regular meeting of the City Council of the City of Placentia held on the 7th day of October 2025, by the following vote:

AYES:	COUNCILMEMBERS:
NOES:	COUNCILMEMBERS:
ABSENT:	COUNCILMEMBERS:
ABSTAIN:	COUNCILMEMBERS:

_____
Robert S. McKinnell, City Clerk

APPROVED AS TO FORM:

_____
Christian L. Bettenhausen, City Attorney

Job Classification Description

Equal Employment Opportunity

ACCOUNT CLERK

JOB FAMILY: Finance **EEO CATEGORY:** Administrative Support Workers/ Administrative Support **FLSA:** Non-Exempt **WC CLASS CODE:** 8810: Officers/Clerical	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Placentia City Employees' Association (PCEA) **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** June 2007

PURPOSE STATEMENT:

Under the direction of the Accountant, Senior Accountant, or Finance Services Manager, the Account Clerk performs clerical accounting work related to accounts receivable, accounts payable, and billing activities; prepares and maintains accounting records; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS (For use in a job series only)

Positions in this class are distinguished from the Accounting Technician, which performs more specialized payroll and fund accounting functions and reconciles subsidiary ledgers to the General Ledger. This class differs from the Senior Accountant, which is a lead classification that performs a range of professional accounting functions related to accounting, financial statements, and budgetary reports.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Receives, sorts, checks, and distributes incoming bill payments and invoices, as well as warrant checks; and verifies payments against remittance stubs.
- Processes payments for parking citations and credit card transactions.
- Balances cash drawers and codes; prepares and posts daily cash receipts.
- Maintains and updates vendor databases and prepares year-end 1099 forms.
- Assists citizens at the business license counter with business license and permit questions
- Compiles data for state and county reports by summarizing sanitation fees, permit review fees, independent contractor payments, and miscellaneous fees.
- Assists in preparing city payroll and timekeeping records.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application unless otherwise specified)

Knowledge of:

- Basic methods, terminology, and practices of financial record-keeping and governmental accounting
- Accounts payable, accounts receivable, and billing procedures
- Modern office practices, procedures, and equipment
- Business license procedures
- Basic payroll and timekeeping procedures

Skills and Abilities to:

- Organize, prioritize, and complete tasks in accordance with deadlines
- Operate computer hardware and spreadsheet and word processing software
- Operate 10-key touch calculator and standard office equipment
- Follow oral and written instructions
- Communicate effectively
- Read and interpret data, information, and documents
- Analyze and solve problems
- Perform highly detailed work
- Work under intensive deadlines

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- High school or GED equivalent and one year of accounting and clerical support experience. Training or coursework in basic accounting procedures is desirable.

LICENSE(S) REQUIRED:

- None required

CERTIFICATIONS AND TESTING REQUIRED:

- None required

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Typical office conditions, and the noise level is usually quiet or moderately quiet
- Regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel, or operate standard office equipment; reach with hands and arms
- Frequently required to walk and stand and to lift and move records and documents weighing up to 20 pounds
- Requires specific vision abilities, including close vision and the ability to adjust focus

DISASTER SERVICE WORKER:

Under California law (California Government Code Section 3100-3109), all City of Placentia employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Placentia employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

Job Classification Description

Equal Employment Opportunity

ACCOUNTANT

JOB FAMILY: Finance **EEO CATEGORY:** Professionals/Professionals **FLSA:** Exempt **WC CLASS CODE:** 8810: Officers/Clerical	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Unrepresented Mid-Management **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** June 2007

PURPOSE STATEMENT:

Under the direction of the Director of Finance and Finance Manager, the Accountant performs a variety of journey-level and advanced professional accounting functions; prepares complex accounting and financial reports related to revenues, expenditures, and the annual budget; completes special accounting analyses; and performs related work as assigned.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Prepares, records, and reviews monthly journal entries and transactions.
- Produces and distributes monthly financial reports and supporting schedules related to revenues, expenditures, balance sheets, and trial balances.
- Audits internal records and works with technical accounting staff to explain accounting procedures and check transactions for completeness, accuracy, and compliance with accounting standards.
- Reviews and reconciles monthly bank statements and daily cash balances in operating accounts; research accounting transactions given discrepancies.
- Executes city council-approved budget adjustments.
- Assists staff and other departments in resolving technical accounting problems.
- May assist in the administration of a telecommunications network, including user adds, moves, and changes.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application unless otherwise specified)

Knowledge of:

- Generally accepted accounting principles and practices
- Budgeting principles and terminology
- Operations and uses of integrated accounting software systems and spreadsheet applications

Skills and Abilities to:

- Operate computer hardware, calculators, and standard office equipment
- Research and analyze accounting transactions
- Verify the accuracy of financial data and information
- Ensure proper authorization and documentation for disbursements
- Make accurate arithmetic calculations
- Prepare clear, concise, and complete financial documents, statements, and reports
- Organize and prioritize tasks to meet deadlines
- Establish, interact, and maintain effective working relationships with city staff, supervisors, consultants, contractors, vendors, the general public, and others during the course of work.
- Use written and oral communication skills
- Learn and apply new information or new skills
- Work under deadlines with constant interruptions

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- Bachelor's degree in accounting, finance, or a closely related field; or an equivalent combination of training and experience. Four or more years of varied professional and technical accounting experience, preferably involving local government finance.

LICENSE(S) REQUIRED:

- None required

CERTIFICATIONS AND TESTING REQUIRED:

- None required

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Typically works in office conditions; the noise level is frequently quiet or moderately quiet
- Regularly required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms
- Uses finger dexterity in order to operate computer hardware for extended periods of time
- Constantly sit and occasionally walk and stand to access counters, work areas, and files
- Stoop, kneel, or crouch to access or place records or files
- Lift and carry records and documents, typically weighing less than 20 pounds
- Specific vision abilities required by this job include close vision and the ability to adjust focus

DISASTER SERVICE WORKER:

Under California law (California Government Code Section 3100-3109), all City of Placentia employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Placentia employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

Job Classification Description

Equal Employment Opportunity

ACCOUNTING TECHNICIAN

JOB FAMILY: Finance/Accounting **EEO CATEGORY:** Administrative Support Workers/ Administrative Support **FLSA:** Non-Exempt **WC CLASS CODE:** 8810: Officers/Clerical	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Placentia City Employees' Association (PCEA) **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** July 2016

PURPOSE STATEMENT:

Under the direction of the Finance Director and/or Finance Manager, the Accounting Technician performs difficult and responsible payroll, accounts payable, accounts receivable, billing, and purchasing support work in the preparation, processing, and maintenance of accounting records. This position is also responsible for customer service assistance and cashiering services, processes payments and city business licenses and renewals, prepares monthly reports and quarterly state reporting, and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS (For use in a job series only)

Positions in this class are distinguished from the Accounting Clerk by its broader knowledge of payroll and technical accounting procedures. This class differs from the Accountant who performs a variety of journey-level and advanced professional accounting functions; prepares complex accounting and financial reports related to revenues, expenditures, and the annual budget; and completes special accounting analyses.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Audits and adjusts employee timesheets and payroll records; sets up new accounts and adjusts payroll rates, deductions and withholdings given MOU changes; works with payroll vendors to resolve software problems and update applications.
- Processes payroll reports; generates paychecks, direct deposit, and other payroll reports; runs special checks, balances unpaid, accrual earnings, and overtime payments, and calculates retroactive payments, as needed.
- Prepares federal and State payroll tax reports, including tax deposits, quarterly reports, and year-end W-2 and fringe benefit accounts.
- Reviews and processes garnishments, reductions in payments, and payroll verification requests and subpoenas; addresses related questions in working with Human Resources.
- Prepares monthly reports for strong motion and sanitation fees and developer deposit accounts, including sewer and capital facilities capacity charges.
- Prepares and processes business licenses and prints out balances and amounts; researches, adjusts, and follows up on outstanding business license payments. Manages and orders printing of department forms and prepares quarterly state licensing reports.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS (CON'T):

- Processes and records revenue payments, incoming direct deposits, and completes cash deposit reports; manages and balances petty cash transactions and cash receipts; provides counter and phone coverage; and handles related questions.
- Manages the maintenance, supplies, and adds fees to the mail machine.
- Provides purchasing support, including preparing purchase requisitions and checks for payment.
- Provides support for accounts receivable and accounts payable actions.
- Receives and posts account transactions, audits accounts for accuracy and discrepancies, monitors delinquent accounts for submission to collections, and assists customers with payment arrangements.
- Completes and receives cross-training within departmental employees in accounting methods and procedures.
- Creates, enters, and reconciles transactions and data; generates reports in spreadsheets and other software; and organizes files and records.
- Acts as secretary for the financial audit oversight committee and the citizen's oversight committee.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Payroll accounting, accounts receivable, cash reporting, accounts payable, and purchasing procedures
- Billing procedures and accrual methods
- Business license fees and practices
- Terminology and forms used in bookkeeping and accounting work
- Labor agreements, CalPERS formulas, and employee salary and benefit schedules
- Organization or department operations, services, and policies
- Financial rules, regulations, laws, and procedures
- ERP systems and vendor management

Skills and Abilities to:

- Operate computer hardware and use word processing, spreadsheet, and database software applications
- Make arithmetical calculations with speed and accuracy
- Communicate effectively, both orally and in writing
- Establish and maintain cooperative relationships with vendors, contractors, staff, and management
- Analyze and solve problems
- Perform highly detailed work on multiple, concurrent tasks
- Meet intensive and changing deadlines and interact with staff, management, vendors, customers, and the public

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- A high school diploma or G.E.D. equivalent and two years of accounting coursework. A bachelor's degree in accounting or a related field is desirable. Three years of increasingly responsible and complex clerical and technical accounting experience performing financial or statistical work; or an equivalent combination of training and experience.

LICENSE(S) REQUIRED:

- None required

CERTIFICATIONS AND TESTING REQUIRED:

- Technical certification or specialized education in general accounting as well as payroll accounting through CalPERS is desirable

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Works in an office setting with controlled temperature settings and the noise level is moderate, typically below 70 decibels
- Constantly required to sit when using computer hardware to enter and update information and to stand at the public counter and walk in accessing and distributing records
- Use hands to handle, feel, or operate computer hardware and standard office equipment
- Reach with hands and arms above and below shoulder level
- Occasionally lifts and carries records and documents weighing less than 25 pounds
- Ability to see within normal range, including having close range, and the ability to adjust focus, talk, and hear, and use electronic touch keypads

DISASTER SERVICE WORKER:

Under California law (California Government Code Section 3100-3109), all City of Placentia employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Placentia employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

Job Classification Description

Equal Employment Opportunity

ADMINISTRATIVE ASSISTANT

JOB FAMILY: Various **EEO CATEGORY:** Administrative Support Worker/ ADMINISTRATIVE SUPPORT **FLSA:** Non-Exempt **WC CLASS CODE:** 8810: Officers/Clerical	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Placentia City Employees' Association (PCEA) **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** Jan 2007

PURPOSE STATEMENT:

Under the direction of the department director, the Administrative Assistant provides departmental support by handling a wide range of challenging administrative, technical, secretarial, and clerical tasks, such as administering databases, supporting commissions and committees, and preparing and reviewing records and reports. Furthermore, this role offers technical guidance or oversight to administrative and clerical support personnel in order to guarantee a high-performing, customer-focused workplace that meets city goals and service standards.

DISTINGUISHING CHARACTERISTICS (For use in a job series only)

Positions in this class perform difficult work assignments, such as the administration of specialized departmental records, staff support of major commissions or committees, the review and compilation of data for management and staff reports, and the completion of independent research. This class differs from the Executive Assistant to the City Manager in that it directly supports a department director and provides direction or supervision to secretarial and clerical staff.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Organizes and administers information within specialized departmental databases; interprets and utilizes data fields to research and prepare management reports.
- Schedules appointments and meetings; manages staff calendars; and arranges for travel or staff attendance at conferences, workshops, and professional associations.
- Acts as staff liaison to the City Commission and/or one or more committees by preparing agendas, taking minutes, researching items, and compiling, submitting, and relaying presentational materials and information to members.
- Provides divisional and counter support; answers calls, screens visitors, and refers parties to appropriate personnel; assists customers at a public counter and by telephone; responds to complaints from customers and the public.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS (CON'T)

- Compiles budgetary statistics and tracks account expenditures; acquires office supplies and equipment; and conducts research on vendors, contractors, and consultants.
- Prepares, types, and edits correspondence, staff reports, agenda reports, activity reports, audit documents, grant reports, and legislative and statutory correspondence.
- Conducts surveys and replies to requests for data; conducts research on City and departmental records; prepares tables and exhibits; explains policies and practices; draws conclusions and recommends actions.
- Creates fliers, public announcements, website collateral, legal statements, and promotional information, and coordinates special events
- Establishes and updates division records and archives for verification and used in various reports.
- Compiles and verifies information in departmental timesheets, accrued time off records, payroll rate adjustments, and personal information change requests.
- Administers contracts and requisitions for professional services, products, and a variety of other materials; oversees payments of invoices and claims.
- Proofreads and reviews written materials, reports, and documents required for signature are accurate and complete
- Participates in the development and implementation of office and other administrative processes and procedures; develops, maintains, and updates confidential databases, files, records, and archives
- Prepares and processes requisitions, purchase orders, claims, and travel requests; scans and files claim forms, public records requests, and billing invoices
- Designs, develops, and maintains spreadsheets requiring data interpretation and manipulation.
- Manages invoicing and tracks departmental fees and services
- Intake fire plan submittals and upload them for the consultant to review
- Processes and manages departmental purchases in accordance with city policy and departmental budgets
- Organizes, trains, supervises, and evaluates the work of office support personnel, as assigned; explains departmental procedures and policies.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application unless otherwise specified)

Knowledge of:

- City policies and protocols; program administration practices
- Research methods involving the use of department databases
- Database administration practices; office administration practices and procedures
- Correct English usage, including spelling, grammar, and punctuation
- City organization, ordinances, rules, programs, policies, and procedures applicable to departmental operations
- Basic functions of public agencies, including the role of an elected Council and appointed boards and commissions
- Rules and procedures governing public notices and conduct of public meetings

Knowledge of (con't):

- Word processing, spreadsheets, graphics, and database software applications
- Record-keeping, filing, purchasing, and accounting practices and procedures
- Research methods; communications methods
- Supervisory principles and techniques
- Financial rules, regulations, laws, and procedures

Skills and Abilities to:

- Operate a computer terminal and use accounting, word processing, spreadsheet, and database software applications programs
- Plan, organize, and prioritize assignments to meet deadlines
- Take minutes and provide administrative support to assigned commissions or committees
- Type at a proficient and effective rate to complete tasks in a timely manner.
- Coordinate, supervise, and evaluate the work of staff
- Communicate clearly and effectively, both orally and in writing
- Prepare clear, accurate, and concise records and reports
- Establish, interact, and maintain effective working relationships with city managers, staff, vendors, the general public, and others encountered in the course of work
- Exercise tact and diplomacy
- Use written and oral communication skills
- Read and interpret data, information, and documents
- Analyze and solve problems
- Observe and interpret situations
- Learn and apply new information or skills
- Perform highly detailed work
- Work on multiple concurrent tasks with frequent interruptions and intensive deadlines
- Provide customer service in person, over the phone, and through emails
- Coordinate and manage multiple calendars, business travel, meetings, and special events
- Reconcile budgets, travel expenses, PCard charges, and expense reimbursements.

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- A high school diploma or GED or equivalent, supplemented by education, training, and certification in office management, supervision, and the use of office and database software products; five years of administrative, accounting, and customer support experience; or an equivalent combination of training and experience. Some leadership or supervisory experience is desirable.

LICENSE(S) REQUIRED:

- Valid, current driver's license
    - This position does not typically require driving; however, the ability to use reliable transportation for occasional offsite duties may be necessary.

CERTIFICATIONS AND TESTING REQUIRED:

- First aid and CPR certification

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Work under typical office conditions, and the noise level is usually quiet or moderately quiet
- Regularly required to sit, talk, or hear in person and by telephone
- Use hands to finger, handle, feel, or operate standard office equipment
- Reach with hands and arms
- Frequently required to walk and stand and to lift and move records and documents weighing up to 20 pounds
- Specific vision abilities required by this job include close vision and the ability to adjust focus

DISASTER SERVICE WORKER:

Under California law (California Government Code Section 3100-3109), all City of Placentia employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Placentia employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

Job Classification Description

Equal Employment Opportunity

ASSISTANT PLANNER

JOB FAMILY: Development Services **EEO CATEGORY:** Professionals/Skilled Craft **FLSA:** NON-Exempt **WC CLASS CODE:** 9410: Municipal/State/Public Agency	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Placentia City Employees' Association (PCEA) **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** July 1996

PURPOSE STATEMENT:

Under the direction of the Director of Development Services and/or Planning Manager, in a teaching capacity, the Assistant Planner collects and tabulates data on the city's land use, population, and relevant social, economic, and environmental factors. This role contributes to data analysis for general planning goals and zoning issues, as well as planning drafting.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Compiles, analyzes, and interprets data relating to social and economic trends within the city.
- Collects, tabulates, and analyzes data in working with other public and private agencies and their representative personnel.
- Correlates research and reports in cooperation with other departments and agencies pertaining to the various planning problems affecting the city.
- May be required to represent the planning division at citizens' meetings to inform them of various plans and projects.
- Prepares reports regarding applications for zoning hearings, compiles related information, and makes recommendations in line with city policies.
- Inspects projects involved in such applications to collect facts.
- Answers inquiries from the public regarding policies of the city and interprets zoning regulations.
- Attends and assists in staff presentations at Planning Commission meetings when requested.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application unless otherwise specified)

Knowledge of:

- Knowledge of principles and objectives of city planning
- Statistics, graphic presentations, and research methods
- Basic economics, sociology, public administration, environmental design, and engineering design related to city planning, including the development of urban environments and aesthetic needs

Skills and Abilities to:

- Ability to organize and conduct planning surveys; prepare creative designs and plans for a variety of planning problems
- Prepare clear and concise oral and written reports
- Design and develop planning layouts and models
- Collect, tabulate, and compute economic and social statistics
- Read, assimilate, and apply a large volume of technical written materials rapidly and accurately
- Use and interpret statistics and elementary mathematics accurately and effectively
- Establish and maintain effective relations
- Articulate, understandable verbal communication; auditory and visual comprehension (understanding and processing the written and spoken word)
- Effective communication with co-workers and the public in person and by phone
- Short- and long-term memory recall, reading, writing, functioning independently, interacting effectively in group situations, and accepting supervisory authority

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- A bachelor's degree in planning, architecture, landscape architecture, economics, public administration, or related field. Additional internship or graduate training in fields related to urban planning is desirable.

LICENSE(S) REQUIRED:

- Valid, current driver's license
    - This position does not typically require driving; however, the ability to use reliable transportation for occasional offsite duties may be necessary.

CERTIFICATIONS AND TESTING REQUIRED:

- None required

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Frequently required to traverse uneven surfaces at field construction sites, sit and use hands for feeling, simple grasping, firm grasping, and fine manipulation
- Occasionally required to bend, twist, reach, stretch, push, pull, drag, and lift up to 20 pounds
- Specific vision abilities required by this position include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus
- Specific hearing abilities required by the position include adequate hearing at close proximity, at a distance, and in both ears

DISASTER SERVICE WORKER:

Under California law (California Government Code Section 3100-3109), all City of Placentia employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Placentia employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

Job Classification Description

Equal Employment Opportunity

ASSOCIATE ENGINEER

JOB FAMILY: Public Works/Engineering **EEO CATEGORY:** Professionals/Skilled Craft **FLSA:** Exempt **WC CLASS CODE:** 9410: Municipal/State/Public Agency	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Unrepresented Mid-Management **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** June 2007

PURPOSE STATEMENT:

Under the direction of the Deputy Director of Public Works - Engineering, the Associate Engineer performs varied professional engineering work involving the research, design, and construction of public works, private development, transportation, and utility construction and maintenance projects; reviews plans, evaluates costs, conducts field reviews, and participates in the preparation of engineering reports; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS (For use in a job series only)

Positions in this class are journey-level classifications in the professional engineering series. This classification performs varied engineering assignments requiring knowledge of civil engineering principles, design standards, construction contracts, and governmental regulations.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Researches and identifies project design requirements for particular elements, including grading plans, sewer plans, street plans, traffic studies, and other documents, and involving plans, parcel and tract maps, and related engineering documents; reviews drawings and details of construction and implementation plans; drafts and prepares conditions for approval.
- Prepares, reviews, and coordinates cost estimates, construction plans and specifications, including those for various developments, engineering, and capital projects; ensures project compliance with specifications. Monitors project and budget progress.
- Reviews development construction plans and subdivision maps for conformance with city standards; coordinates work performed on development and public works construction projects.
- Conducts field reviews and prepares quarterly progress reports and staff reports; reviews and processes change orders.
- Assists and provides technical guidance to inspectors and aides in studying field problems and incorporating design revisions during grading and construction phases on the basis of site inspections.
- Conducts special studies of street lighting, traffic control needs, sewer maintenance, and similar programs.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS (CON'T):

- Manages multiple Capital Improvement Projects (CIP), including preparation of Request for Proposals (RFP) for selecting consultants to provide engineering design services, selection of construction support services, preparation of staff reports, preparation of bid documents, management of construction activities, field visits, and the overall completion of the project from start to finish.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Theory, principles, and practices of civil engineering design and construction practices
- Basic provisions of the Subdivision Map Act and sub-division design principles
- Hydrology, hydraulics, and soil mechanics principles
- Surveying principles
- Strength, properties, and uses of construction materials
- Legal guidelines for construction and environmental engineering projects
- Communications techniques; cost estimation practices
- Technical report presentation methods
- Customer service techniques

Skills and Abilities to:

- Organize and prioritize tasks to meet deadlines
- Operate a computer terminal and use computer-aided design, mapping, spreadsheets and word processing programs
- Use written and oral communication skills
- Read and interpret data, information, and documents
- Analyze and solve complex problems
- Use math and mathematical reasoning
- Perform highly detailed work under changing, intensive deadlines on multiple concurrent tasks

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- Bachelor's degree in civil engineering; and three or more years of responsible professional civil engineering work, preferably including municipal experience involving public works projects; or an equivalent combination of training and experience.

LICENSE(S) REQUIRED:

- Valid, current driver's license.
    - The City reasonably expects driving to be one of the job functions for the position, and the City reasonably believes that using an alternative form of transportation would not be comparable in travel time or cost to the City.

CERTIFICATIONS AND TESTING REQUIRED:

- Possession of an Engineer-in-Training (EIT) Certificate issued by the California State Board of Registration for Professional Engineers
- Registration as a Professional Engineer with the California State Board of Registration for Civil and Professional Engineers is desirable

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Works in both office and field settings. Within the office, the noise level is frequently quiet or moderately quiet
- May be exposed to construction noise and traffic
- Regularly required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms
- Uses finger dexterity in order to operate computer hardware for extended periods of time
- Required to constantly sit and occasionally walk and stand to access counters, work areas, and files
- Stoop, kneel, or crouch to access or place records or files
- Lift and carry records and documents, typically weighing less than 20 pounds
- Specific vision abilities required by this job include close vision and the ability to adjust focus

DISASTER SERVICE WORKER:

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Job Classification Description

Equal Employment Opportunity

ASSOCIATE PLANNER

JOB FAMILY: Development Services **EEO CATEGORY:** Professionals/Skilled Craft **FLSA:** Exempt **JOB CLASS CODE:** 9410: Municipal/State/Public Agency	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Unrepresented Mid-Management **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** Jan 2007

PURPOSE STATEMENT:

Under the direction of the Director of Development Services and/or the Planning Manager, the Associate Planner performs a number of professional and technical planning activities, including acting as project manager for development projects, preparing staff reports, reviewing and approving routine improvement plans, and carrying out rather challenging current and advance planning projects.

DISTINGUISHING CHARACTERISTICS (For use in a job series only)

Positions in this class are distinguished from the Assistant Planner or Planning Technician by the performance of a broader range of analytical assignments and the presentation of staff reports and studies that involve interfaces with community representatives, planning professionals, and the City Council.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Oversees research projects and develops reports and proposals on land use, zoning, urban design, population trends, transportation, housing, and environmental issues; maintains, updates, and analyzes demographic and other data.
- Participates in the review, development, or amendment of different aspects of the general plan, including environmental impact reports, plans, ordinances, and other rules and procedures.
- Provides information and support to developers, property owners, and the public regarding laws, policies, regulations, standards, and procedures relating to plan submission, application processing, and implementation requirements.
- Reviews, investigates, and processes various plans and applications for subdivision, housing, commercial and industrial developments, variances, permit use, and business licenses; determines compliance with laws, policies, regulations, and procedures; and recommends approval or identifies problems and evaluates alternatives.
- Coordinates the preparation of meeting agendas for various commissions, boards, and community groups; reviews draft materials and prepares comments; organizes conferences and work sessions and ensures timely notification of appropriate parties.
- Prepares a variety of written and visual communications, including analytical reports, commentaries, correspondence, and drafts of revisions to local ordinances, planning policies, and procedures.
- Assigns and routes plan checks, structural, grading, and landscape plans to staff; reviews plan checks for conformity and maintains a monthly log of plan checks processed by the department.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS (CON'T):

- Presents or prepares materials for presentations to the city council, boards, commissions, and community groups.
- May instruct others in explaining work procedures and supporting other staff on a project basis.
- Supervise subordinate staff in the Planning Division, and may supervise subordinate staff department-wide

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application unless otherwise specified)

Knowledge of:

- City Building and Zoning Codes and related municipal ordinances; federal and state planning laws and regulations, including the California Environmental Quality Act
- Principles, practices, and standards of urban planning
- Application of land use, physical design, economic, environmental, architecture, and/or social concepts to the planning process
- Architectural and engineering drafting symbols, terminology, and methods
- Local government organization and the functions and practices of a municipal planning unit
- Planning and technical report presentation methods
- Customer service techniques

Skills and Abilities to:

- Understand and apply local, state and federal laws, regulations, policies, procedures, and standards pertaining to the planning process
- Interpret maps, site and building plans, specifications, graphs, and statistical data
- Make mathematical computations related to land area, floor area, and unit density
- Research, analyze, and summarize planning data
- Prepare clear and concise technical documents, reports, and correspondence
- Make presentations to elected and appointed officials
- Exercise sound independent judgment within established guidelines
- Use computer hardware and word processing, spreadsheets, and related software applications
- Provide technical direction to planning support staff
- Establish, interact, and maintain effective working relationships with department managers and those encountered in the course of the work, including developers, contractors, architects, builders, engineers, appraisers, staff, and public and private representatives
- Analyze and solve complex problems
- Use math and mathematical reasoning
- Perform highly detailed work under changing, intensive deadlines on multiple concurrent tasks
- Work with constant interruptions

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- A bachelor's degree in urban planning or a related field and three years of urban or professional planning experience.

LICENSE(S) REQUIRED:

- Valid, current driver's license
    - This position does not typically require driving; however, the ability to use reliable transportation for occasional offsite duties may be necessary.

CERTIFICATIONS AND TESTING REQUIRED:

- None required

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Works in office conditions; the noise level is frequently quiet or moderately quiet
- Occasional driving is required to attend meetings at various city facilities, professional and public meetings, and special events
- Required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms
- Uses finger dexterity in order to operate computer hardware for extended periods of time
- Required to constantly sit and occasionally walk and stand to access counters, work areas, and files
- Stoop, kneel, or crouch to access or place records or files
- Lift and carry records and documents, typically weighing less than 50 pounds
- Specific vision abilities required by this job include close vision and the ability to adjust focus

DISASTER SERVICE WORKER:

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Job Classification Description

Equal Employment Opportunity

BUILDING INSPECTION MANAGER

JOB FAMILY: Development Services **EEO CATEGORY:** Technicians/Paraprofessionals **FLSA:** Exempt **WC CLASS CODE:** 9410: Municipal/State/Public Agency	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Unrepresented Mid-Management **GRADE:** **UPDATED:** Oct 2025 **Previous Update:** March 2025

PURPOSE STATEMENT:

Under the general direction of the Director of Development Services and/or the Building Official, the Building Inspection Manager performs advanced-level building inspections to ensure compliance with building, zoning, mechanical, plumbing, electrical, energy, fire, accessibility, safety, and other applicable codes and regulations. This is a working manager position responsible for planning, coordinating, and supervising the daily operations of building inspection and permit services. The position provides training, guidance, and performance oversight to inspection and permit staff and supports the development and implementation of division policies and procedures.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Conducts complex and high-level field inspections of residential, commercial, and industrial projects during various construction phases.
- Supervises, mentors, and evaluates inspection and permit staff; assigns daily inspection workloads and monitors performance to ensure consistency, accuracy, and customer service.
- Provides technical guidance and training to staff on building code interpretation, inspection methods, documentation standards, and safety procedures.
- Assists in the development and enforcement of internal policies, procedures, and workflows for efficient delivery of inspection services.
- Serves as the technical lead for the enforcement of building codes, interpreting and explaining building codes, standards, and regulations to staff, contractors, developers, and the public.
- Assists in the process of reviewing and adopting periodic updates to the City's Building Codes, Fire Codes, and all Code revisions related to the Building Division.
- Investigates and resolves complex complaints or violations involving unsafe or non-compliant structures; issues stop work orders, notices of violation, or citations when necessary.
- Reviews inspection records and reports for completeness, accuracy, and compliance with city standards.
- Coordinates closely with the Building Official and Permit Counter staff on plan review, permitting, and inspection scheduling to ensure efficient service delivery.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS (CON'T):

- Maintains regular communication with developers, architects, engineers, and contractors to resolve issues and improve coordination during construction projects.
- Assists in budget preparation and monitoring for inspection operations and makes recommendations for staffing, equipment, and training needs.
- Prepares and presents reports, correspondence, and documentation related to inspection activities and code enforcement actions.
- Represents the City in meetings, hearings, or inspections with regulatory agencies, contractors, or the public.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Uniform Building, Plumbing, Mechanical, Electrical, and Housing Codes and construction classifications
- Federal and state requirements related to accessibility under the Americans with Disabilities Act (ADA)
- Principles, methods, and practices used in various building construction trades, including mechanical, plumbing, electrical, heating, ventilation, and air conditioning, commercial and residential building construction methods and practices
- Laws, ordinances, and codes regulating building construction and zoning practices
- Appropriate safety and fire prevention methods in construction practices
- Building inspection trends and standards
- Supervisory principles, performance management, and staff development techniques
- Construction products and applications; customer service techniques and dispute resolution

Skills and Abilities to:

- Supervise, lead, and train technical staff in a fair, consistent, and professional manner
- Operate computer hardware and use word processing and specialized permit and building inspection software
- Exercise judgement in reviewing and interpreting building plans and specifications
- Determine compliance of plans with regulations and permits
- Organize and prioritize daily inspections
- Inspect building sites during construction, alteration, or repair and enforce building, zoning, and related codes and regulations
- Communicate effectively and courteously with property owners, contractors, developers, architects, engineers, and utility representatives, as well as city staff, supervisors, and management
- Exercise tact in persuading upset individuals to voluntarily comply with codes, standards, and regulations
- Establish priorities, delegate work, and manage time and resources efficiently
- Develop procedures, improve workflows, and contribute to policy decisions
- Prepare and maintain clear and concise records and reports
- Regularly operate a motor vehicle
- Work on-call to respond to emergency inspection needs
- Regularly required to use written and oral communication skills

Skills and Abilities to (con't):

- Read and interpret blueprints, documents, and other types of information
- Analyze and solve complex problems
- Use math and mathematical reasoning
- Perform highly detailed work under changing, intensive deadlines on multiple concurrent tasks
- Work with constant interruptions
- Interact with officials and the public, including dissatisfied or quarrelsome individuals

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- A high school diploma or GED or equivalent
- Advanced coursework, certification, or vocational training in building inspection, construction technology, architecture, or a closely related field.
- Five (5) years of progressively responsible experience in building inspection, including at least two (2) years in a lead or supervisory role.

LICENSE(S) REQUIRED:

- Valid, current driver's license.
    - The City reasonably expects driving to be one of the job functions for the position, and the City reasonably believes that using an alternative form of transportation would not be comparable in travel time or cost to the City.

CERTIFICATIONS AND TESTING REQUIRED:

- International Conference of Building Officials (ICBO) certification as a Combination Building Inspector, or in certification in multiple programs such as building, plumbing, electrical, or inspection practices, is desirable
- Certification as a Plans Examiner, Building Official, or additional ICC certifications are highly desirable.

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Constantly works outdoors in conducting inspections and is exposed to variable weather conditions as well as heat, humidity, and wetness
- Conducts inspections from elevated surfaces and in confined spaces
- Exposed to traffic, fumes, or airborne particles, and the risk of shock during electrical inspections
- The noise level is frequently loud at construction sites
- Administrative and record-keeping functions are typically completed within an office environment where the noise level is quiet or moderately quiet
- Regularly required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms
- Frequently is required to talk or hear
- Frequently required to stand, walk, and sit; climb or balance; stoop, kneel, crouch, or crawl; bend, squat, kneel, and occasional crawling
- Climbs stairs and ladders to access rooftops and elevated inspection areas
- Lifts and carries inspection tools, records, or electronic devices that typically weigh less than 20 pounds
- Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus

DISASTER SERVICE WORKER:

Under California law (California Government Code Section 3100-3109), all City of Placentia employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Placentia employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

Job Classification Description

Equal Employment Opportunity

BUILDING INSPECTOR

JOB FAMILY: Development Services **EEO CATEGORY:** Technicians/Technicians **FLSA:** Non-Exempt **WC CLASS CODE:** 9410: Municipal/State/Public Agency	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Placentia City Employees' Association (PCEA) **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** June 2007

PURPOSE STATEMENT:

Under the direction of the Director of Development Services and/or the Building Official, the Building Inspector inspects buildings and structures to ensure compliance with building, zoning, mechanical, plumbing, electrical, energy, fire, accessibility, safety, and other standards and regulations that govern their construction, alteration, repair, and usage.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Conducts field inspections of residential, commercial, and industrial building projects at various stages of construction for work requiring permits to enforce building, zoning, mechanical, plumbing, electrical, fire, grading, accessibility, safety, and related codes and regulations.
- Inspects sites and buildings before construction or alteration to determine practicability of plans, compliance with regulations, and validity of permits; inspects building sites during construction, alteration, or repair for compliance with the minimum standards of building and related codes and regulations.
- Advises property owners, contractors, architects, engineers, and others on matters relevant to construction methods, materials, types of construction, occupancies, and the applicability of codes and standards.
- Investigates and resolves building and municipal code violations and complaints.
- Reviews plans and specifications for buildings and related construction at the public counter; issues construction permits and certificates of occupancy.
- Interprets codes and regulations and explains inspections and construction requirements to owners, architects, engineers, contractors, rehabilitation program funding recipients, property owners, and the general public.
- Issues correction notices, writes notice of violation or substandard conditions correspondence to property owners or contractors, and recommends prosecution actions in serious situations involving non-compliance; issues citations and stop work notices, as needed.
- Prepares field inspection and permit inspection reports on a regular basis.
- Maintains records of building inspections and plans and actions taken and monitors and completes complaint logs.
- Participates in staff and administrative meetings; coordinates completion of inspections and records with building permit technicians and staff.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Uniform Building, Plumbing, Mechanical, Electrical, and Housing Codes and construction classifications
- Federal and state requirements related to accessibility under the Americans with Disabilities Act (ADA)
- Principles, methods, and practices used in various building construction trades, including mechanical, plumbing, electrical, heating, ventilation, and air conditioning, commercial and residential building construction methods and practices
- Laws, ordinances, and codes regulating building construction and zoning practices
- Appropriate safety and fire prevention methods in construction practices
- Building inspection trends and standards
- Construction products and applications; customer service techniques

Skills and Abilities to:

- Operate computer hardware and use word processing and specialized permit and building inspection software
- Exercise judgement in reviewing and interpreting building plans and specifications
- Determine compliance of plans with regulations and permits
- Organize and prioritize daily inspections
- Inspect building sites during construction, alteration, or repair and enforce building, zoning, and related codes and regulations
- Communicate effectively and courteously with property owners, contractors, developers, architects, engineers, and utility representatives, as well as city staff, supervisors, and management
- Exercise tact in persuading upset individuals to voluntarily comply with codes, standards, and regulations
- Prepare and maintain clear and concise records and reports
- Regularly operate a motor vehicle
- Work on-call to respond to emergency inspection needs
- Regularly required to use written and oral communication skills
- Read and interpret blueprints, documents, and other types of information
- Analyze and solve complex problems
- Use math and mathematical reasoning
- Perform highly detailed work under changing, intensive deadlines on multiple concurrent tasks
- Work with constant interruptions
- Interact with officials and the public, including dissatisfied or quarrelsome individuals

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- A high school diploma or GED or equivalent and successful completion of coursework, certification or vocational training in building technology, building construction, architecture, or a related field and two years of experience in varied building inspection, including the application and interpretation of construction codes and building regulations.

LICENSE(S) REQUIRED:

- Valid, current driver's license.
    - The City reasonably expects driving to be one of the job functions for the position, and the City reasonably believes that using an alternative form of transportation would not be comparable in travel time or cost to the City.

CERTIFICATIONS AND TESTING REQUIRED:

- International Conference of Building Officials (ICBO) certification as a Combination Building Inspector, or in certification in multiple programs such as building, plumbing, electrical, or inspection practices, is desirable

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Constantly works outdoors in conducting inspections and is exposed to variable weather conditions as well as heat, humidity, and wetness
- Conducts inspections from elevated surfaces and in confined spaces
- Exposed to traffic, fumes, or airborne particles, and the risk of shock during electrical inspections
- The noise level is frequently loud at construction sites
- Administrative and record-keeping functions are typically completed within an office environment where the noise level is quiet or moderately quiet
- Regularly required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms
- Frequently is required to talk or hear
- Frequently required to stand, walk, and sit; climb or balance; stoop, kneel, crouch, or crawl; bend, squat, kneel, and occasional crawling
- Climbs stairs and ladders to access rooftops and elevated inspection areas
- Lifts and carries inspection tools, records, or electronic devices that typically weigh less than 20 pounds
- Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus

DISASTER SERVICE WORKER:

Under California law (California Government Code Section 3100-3109), all City of Placentia employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Placentia employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

Job Classification Description

Equal Employment Opportunity

BUILDING PERMIT TECHNICIAN

JOB FAMILY: Development Services **EEO CATEGORY:** Technicians/Administrative Support **FLSA:** Non-Exempt **WC CLASS CODE:** 8810: Officers/Clerical	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Placentia City Employees' Association (PCEA) **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** Jan 2007

PURPOSE STATEMENT:

Under the direction of the Building Inspection Manager, the Building Permit Technician conducts technical and clerical activities related to reviewing, processing, and maintaining building permits and related documents, including calculating fees, preparing monthly and annual revenue reports, and monitoring the status of plan checks and inspections.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Provides customer service to the public at the building counter and over the telephone; processes building permits and applications; responds to inquiries and permit discrepancies; provides information regarding permit procedures, policies, and functions.
- Assists in establishing reliable permit coordination among city departments and the business community.
- Serves as a resource to direct the public as needed to various sources of information, including other divisions and departments.
- Receives, logs, and routes building plans for review checks; verifies plan check status; reviews and calculates fees for approved plans; and files all active and finalized permits.
- Schedules building inspections in cooperation with building inspection personnel after reviewing service requests.
- Tracks and reports on the status of construction projects in plan check review.
- Assists customers in viewing microfiche, laser fiche, hard copies of permits, or in making copies; assists other agencies and customers with record inquiries and retrieves requested building plans and permits from archives.
- Assembles fliers and other related material to facilitate report preparation by supervisory staff.
- Maintains building division records, including a variety of forms and logs; provides downloads of information related to the city's website.
- Prepare departmental activity records and reports, including the faxing of utility releases.
- Compiles data and conducts various reporting related to the Building Division

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application unless otherwise specified)

Knowledge of:

- General inspection practices associated with the use of the Uniform Building Code, Uniform Administrative Code, Uniform Zoning Code, and the legal aspects of Code Administration and City Municipal Code
- Planning review procedures
- Application of building permit fees
- Building inspection scheduling practices
- Customer service principles and techniques
- Basic math calculations and functions.
- General office procedures and protocols, as well as department operations and services

Skills and Abilities to:

- Understand, interpret, and enforce Municipal Code pertaining to the issuance of building permits, handling of documents, and recording of fees
- Operate standard office equipment, including a computer terminal, and use permit processing, word processing, and spreadsheet software programs
- Organize and schedule inspections
- Prepare and maintain records and standard reports
- Analyze and solve basic work problems by applying departmental procedures
- Communicate clearly and concisely, orally and in writing
- Establish, interact, and maintain effective working relations with city staff, other departmental representatives, developers, contractors, and the general public
- Use written and oral communication skills
- Read and interpret data, information, and documents
- Analyze and solve problems
- Use math and mathematical reasoning
- Observe and interpret situations
- Work under deadlines with constant interruptions
- Type at a rate sufficient to effectively perform job duties

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- A high school diploma or G.E.D. or equivalent and two years of experience in permit processing, customer service, and engineering or building services support work.

LICENSE(S) REQUIRED:

- None required

CERTIFICATIONS AND TESTING REQUIRED:

- Possession of or the ability to complete International Conference of Building Officials (ICBO) certification as a Permit Technician or equivalent training within one year from assignment to this classification is required.

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Works in an office setting, and the noise level is typically quiet or moderately quiet
- Frequently required to use hands to finger, handle, feel, or operate objects, controls, and standard office equipment
- Reach with hands and arms
- Frequently required to sit, stand, walk, talk, and hear
- Occasionally required to stoop, kneel, and crouch
- Occasionally lifts and carries plans, permits, and other documents typically weighing less than 25 pounds
- Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus

DISASTER SERVICE WORKER:

Under California law (California Government Code Section 3100-3109), all City of Placentia employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Placentia employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

Job Classification Description

Equal Employment Opportunity

CHIEF BUILDING OFFICIAL

JOB FAMILY: Development Services/Building and Safety	**PAY PLAN:** Full-Time Pay Plan
EEO CATEGORY: Technicians/Officials - Administrators	**UNION STATUS:** Unrepresented Mid-Management
FLSA: Exempt	**GRADE:**
WC CLASS CODE: 9410: Municipal/State/Public Agency	**UPDATED:** Feb 2025
	PREVIOUS UPDATE: Dec 2006

PURPOSE STATEMENT:

Under the direction of the Director of Development Services, The Chief Building Official plans, organizes, and manages the activities of the Building and Safety Division, guarantees compliance with building and safety rules, and oversees the division budget.

DISTINGUISHING CHARACTERISTICS (For use in a job series only)

Positions in this class are distinguished from the Building Inspector and Building Permit Technician by their responsibility for the development and evaluation of division policies and programs and their work on the most complex city inspections and developments. This class differs from the Director of Development Services class, which has accountability for planning and building services, a larger budget, supervisory, and decision-making authority, and greater interfaces with the Planning Commission, City Council, and development community.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Establishes division goals, objectives, and work standards and sets priorities in concert with the department director in response to community needs and development activity.
- Plans, coordinates, and evaluates the work of technical staff; establishes schedules and needs for regular staff and contract support.
- Conducts complex building and construction plan reviews and inspections involving consultation with the Director Of Development Services and City Engineer and/or Public Works Director; checks work for conformance with building, safety, and local standards.
- Assists developers, architects, contractors, and construction personnel with construction and design problems.
- Interfaces with other staff and other departments concerning questions and projects affecting Building and Safety Division operations; explains division practices and use of resources.
- Prepares and presents staff reports and recommendations.
- Evaluates and makes recommendations pertaining to the application of state model codes and code amendments affecting the Building and Safety Division.
- Analyzes, prepares, and considers the adequacy of data used in setting development fees.
- Monitors and keeps informed of current trends in the building inspection and code enforcement field, evaluates their impact on division operations, and recommends policy and procedural improvements; considers office technology applications.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS (CON'T):

- Provides staff support to the Director of Development Services in support of major projects and initiatives.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application unless otherwise specified)

Knowledge of:

- Uniform Building, Electrical, Mechanical, and Plumbing Codes, Placentia Municipal Code, accessibility requirements pursuant to Title XXIV, the Americans with Disabilities Act (ADA), and California Energy Standards
- Regulations governing housing and building construction, rehabilitation, alteration, use, and occupancy
- Trends and appropriate safety and fire prevention methods in construction practices
- Grading plans and building specifications
- Inspection, zoning, and enforcement programs
- Modern methods of building construction and structural design concepts
- Budgetary practices
- Supervisory principles

Skills and Abilities to:

- Plan, organize, assign, review, and evaluate the work of technical and clerical staff
- Understand building specifications, landscape and irrigation plans, civil drawings, and architectural plans
- Understand, interpret, explain, and apply federal, state, and local law and regulations governing building and code enforcement services
- Prepare clear, concise, and complete technical documents, reports, and correspondence
- Analyze and solve operational problems
- Exercise tact in persuading upset individuals to voluntarily comply with standards, codes, and regulations
- Establish, interact, and maintain cooperative working relationships with city staff, management, developers, contractors, property owners, community groups, commission and council representatives, other organizations, and the public
- Operate computer hardware and utilize word processing, spreadsheets, permit processing, and graphics presentation software
- Read and interpret codes, blueprints, standards, specifications, information, and documents
- Interpret policies and procedures
- Use math and mathematical reasoning
- Work under deadlines with constant interruptions

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- A bachelor's degree in engineering, architecture, construction technology, public administration, or a related field and five years of experience in building inspection, construction administration, or a related field, including leadership experience.

LICENSE(S) REQUIRED:

- Valid current Driver's License for frequent travel to inspection and development sites, and attends community and public meetings
    - The City reasonably expects driving to be one of the job functions for the position, and the City reasonably believes that using an alternative form of transportation would not be comparable in travel time or cost to the City.

CERTIFICATIONS AND TESTING REQUIRED:

- Equivalent certification as a Building Official, Plans Examiner, and Combination Building Inspector, Plans Examiner, or other special training and certification in the Building, Mechanical, Electrical, and Plumbing trades through a recognized professional association is highly desirable

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Works in both office and field settings. In the office, the noise level is frequently quiet or moderately quiet
- Constantly works outdoors in conducting inspections and is exposed to variable weather conditions as well as heat, humidity, and wetness
- Conducts inspections from elevated surfaces and in confined spaces
- Exposed to traffic, fumes or airborne particles, and the risk of shock during electrical inspections. The noise level is frequently loud at construction sites
- Regularly required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms
- Frequently is required to talk or hear
- Frequently required to stand, walk, and sit; climb or balance; stoop, kneel, crouch, or crawl
- Frequently walking and standing as well as bending, squatting, kneeling, and occasionally crawling
- Climbs stairs and ladders to access rooftops and elevated inspection areas
- Lifts and carries inspection tools, records, or electronic devices that typically weigh less than 20 pounds
- Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus

DISASTER SERVICE WORKER:

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Job Classification Description

Equal Employment Opportunity

CITY ADMINISTRATOR

JOB FAMILY: Job City Administrator's Office **EEO CATEGORY:** Executive/Senior Level Officials and Managers/Officials - Administrators **FLSA:** Exempt **WC CLASS CODE:** 8810: Officers/Clerical	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** At-Will Executive **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** Jan 2007

PURPOSE STATEMENT:

In line with the City's Charter and under the direction of the City Council, the City Administrator is in charge of developing and implementing city and departmental goals, programs, and services that are aligned with City Council initiatives and community needs, reviewing and approving capital projects and the annual city budget in collaboration with City Council, and directing and evaluating the work of department directors and City Administrator's Office staff.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Administers the execution of City Council priorities and initiatives
- Directs, guides, plans, reviews and approves the development and implementation of city-wide and departmental goals, objectives, programs, and services.
- Plans, oversees, and approves the preparation and administration of the City's long-term and annual budgets with the assistance of departmental directors and management positions.
- Selects, trains, manages, and evaluates the work of department directors and approves the application of personnel rules and disciplinary standards throughout the city
- Works closely with City Council, City Attorney, boards, commissions, a variety of public and private organizations, and citizen groups to implement programs and projects that serve the public interest.
- Serves as Executive Director of the City's Successor to the Placentia Redevelopment Agency, Placentia Industrial Commercial Development Authority and Placentia Public Financing Authority.
- Provides day-to-day leadership and works with the City's executive management team to ensure a high-performance, service-oriented work environment consistent with sound management principles.
- Reviews and approves long-term plans for capital improvements and debt financing.
- Confers with department directors concerning administrative and operational issues and practices; conceives of strategic solutions to major administrative, political, and economic issues in concert with the City Council and other parties.
- Prepares and submits reports on City finances and administrative accomplishments to the City Council.
- Advises the City Council as to the progress of various programs, as well as legislative, staffing, financial, and organizational developments.
- Guides the development of City ordinances, codes, and administrative policies.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS (CON'T):

- Works with the executive management team to develop and retain highly competent, public-service oriented staff through selection, compensation, training, and day-to-day management practices that support the City's mission, operating plans, and objectives.
- Interprets, analyzes, and explains policies, programs, and practices to the City Council, staff, and the public while leading or directing the investigation and resolution of major complaints.
- Communicates with residents, community groups, business representatives, and other individuals having an interest in the affairs of the City; represents the City at civic and professional meetings, as required.
- Represents the City at major community events or in relations with other governmental entities, business and professional groups, and civic associations.
- Represents the City to the press and other information media as required.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Theories and practices of organization, planning, financing, and management of local government
- Current social, political, and economic trends
- Applicable federal and state laws, rules, and regulations regarding local government affairs; principles of effective public relations
- Community outreach practices and intergovernmental management
- Principles of management, finance, and supervision
- Marketing, economic development, and redevelopment practices
- Principles of legislative analysis
- Principles of employee development, motivation, and supervision, performance appraisal, and discipline

Skills and Abilities to:

- Serve effectively as the administrative agent of the City Council and to properly represent the City
- Provide effective leadership and coordinate the activities of a municipal organization
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner
- Exercise effective leadership and judgement in policy, personnel, and budgetary matters and adopt an effective course of action
- Make public presentations
- Establish, interact, and maintain effective relationships with the City Council, department directors, officials, city staff, public and private representatives, community groups and business representatives, vendors, contractors, consultants, and the general public
- Use effective written and oral communication skills
- Read and interpret data, information, and documents
- Explain policies and procedures as applied to specific situations
- Apply independent judgment in solving work problems
- Use math and mathematical reasoning
- Observe and interpret situations

Skills and Abilities to (con't):

- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines
- Learn and apply new information or new skills
- Use tact, initiative, prudence, and sound judgment within general policy, procedural, and legal guidelines
- Effectively use computer systems and software applications relevant to work performed, as well as modern business equipment, to perform a variety of tasks
- Work under deadlines with constant interruptions

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- A bachelor's degree in public administration, public policy, finance, or a related field. A master's degree in public administration, finance, or a related field is preferred. Ten years of city management and administrative experience, including responsibility for the planning, organization, leadership, and implementation of varied interdepartmental programs and services.

LICENSE(S) REQUIRED:

- Valid, current driver's license.
    - The City reasonably expects driving to be one of the job functions for the position, and the City reasonably believes that using an alternative form of transportation would not be comparable in travel time or cost to the City.

CERTIFICATIONS AND TESTING REQUIRED:

- None required

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Works under typical office conditions and the noise level is frequently quiet
- Frequently required to use hands to finger, handle, feel, or operate objects, tools, or controls
- Reach with hands and arms
- Frequently required to sit, talk, or hear and to occasionally lift and carry records and documents typically weighing less than 20 pounds
- Occasionally required to stand and walk
- Specific vision abilities required by this job include close vision and the ability to adjust focus

DISASTER SERVICE WORKER:

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Job Classification Description

Equal Employment Opportunity

CITY CLERK SPECIALIST

JOB FAMILY: ADMINISTRATIVE SERVICES **EEO CATEGORY:** ADMINISTRATIVE SUPPORT WORKERS/ Administrative Support **FLSA:** Non-Exempt **WC CLASS CODE:** 8810: Officers/Clerical	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Placentia City Employees' Association (PCEA) **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** July 2011

PURPOSE STATEMENT:

Under the direction of the Deputy City Clerk and Department Director, the City Clerk Specialist is responsible for processing all public records requests, contract routing and execution, record keeping, and assisting the office of the City Clerk in all capacities.

DISTINGUISHING CHARACTERISTICS (For use in a job series only)

Positions in this class are responsible for assisting the Deputy City Clerk with the daily operations of the City Clerk's Office. An employee in this classification performs a variety of highly responsible administrative duties, including assisting with the preparation and posting of City Council and Redevelopment Agency agendas and minutes and receiving and processing a variety of public records. An incumbent in this classification must have an in-depth knowledge of municipal clerk operations, policies, and procedures and demonstrate a high level of sensitivity, tact, discretion, and professionalism in executing assigned duties. This class differs from other administrative support by its specific assignment to the City Clerk's office and the involvement in specialized and highly responsible functions.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Prepares, assembles, prints, and distributes City Council and Redevelopment Agency agenda packets; coordinates with department representatives to ensure that agenda items are received by the established deadline and meet appropriate format requirements.
- Prepares and coordinates the publication, posting, and distribution of legal notices for public meetings and hearings; assures that legal requirements are met for publication and posting of agenda and notices.
- Transcribes City Council meeting minutes to create the official record; assists with the indexing, retention, and retrieval of documents related to City Council proceedings; ensures documents are in the correct format, include required attachments, and obtains appropriate signatures prior to recording or sending elsewhere for further action.
- Responds to inquiries from elected officials, city management and staff, and the general public regarding City Council actions, official records, procedures, and laws; research and compiles data for special projects and reports, as needed.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS (CON'T):

- Receives economic interest statements and campaign filings for elected and appointed officials, employees, and contractors; assists with tracking status, maintaining logs, and generating notices to designated filers.
- Receives and processes claims against the city, subpoenas, and summons; assists with the timely processing of legal documents such as agreements, contracts, deeds, resolutions, and ordinances.
- Types a variety of materials, including those of a sensitive or confidential nature; performs a variety of administrative support tasks such as photocopying information, answering telephone calls, and maintaining records and files.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application unless otherwise specified)

Knowledge of:

- Objectives, programs, policies, and procedures of a municipal clerk's office
- Office administration practices and procedures
- Correct English usage, including spelling, grammar, and punctuation
- City organization, functions, and procedures applicable to assigned areas of responsibility
- Records management, record keeping, filing, and basic purchasing procedures
- Standard business software, including word processing, spreadsheet, and database programs
- Specialized electronic records management software
- Microsoft Office Suite and other software applications

Skills and Abilities to:

- Interpret, explain, and apply division policies and procedures and pertinent federal, state, and local laws, codes, and regulations
- Maintain professionalism and composure at all times, including in stressful situations, and handle disputes and complaints in a calm, courteous, and tactful manner
- Organize and prioritize projects and tasks in order to meet strict deadlines
- Communicate clearly and concisely, orally and in writing
- Type accurately at a speed of at least 55 net words per minute or higher
- Demonstrate tact and diplomacy and maintain confidentiality of information
- Analyze and solve problems
- Observe and interpret situations
- Learn and apply new information or skills
- Handle confidential and sensitive information
- Be highly detail-oriented and the ability to maintain work accuracy

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- Bachelor's degree and three years of varied office support work, preferably in support of a municipal clerk's office, elected or appointed public agency body, or public agency chief executive; or an equivalent combination of training and experience.

LICENSE(S) REQUIRED:

- Valid, current driver's license.
    - This position does not typically require driving; however, the ability to use reliable transportation for occasional offsite duties may be necessary.

CERTIFICATIONS AND TESTING REQUIRED:

- None required

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Work under typical office conditions, and the noise level is usually quiet or moderately quiet
- Regularly required to sit, talk, or hear, in person and by telephone
- Use hands to finger, handle, feel, or operate standard office equipment
- Reach with hands and arms
- Frequently required to walk and stand and to lift and move records and documents weighing up to 20 pounds
- Specific vision abilities required by this job include close vision and the ability to adjust focus

DISASTER SERVICE WORKER:

Under California law (California Government Code Section 3100-3109), all City of Placentia employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Placentia employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

Job Classification Description

Equal Employment Opportunity

CODE ENFORCEMENT MANAGER

JOB FAMILY: Development Services/Code Enforcement **EEO CATEGORY:** Technicians/Paraprofessionals **FLSA:** Exempt **WC CLASS CODE:** 9410: Municipal/State/Public Agency	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Unrepresented Mid-Management **GRADE:** **UPDATED:** Feb 2025 **PREVIOUS UPDATE:** June 2016

PURPOSE STATEMENT:

Under the direction of the Director of Development Services, the Code Enforcement Manager creates, manages, and executes city code enforcement programs, which include drafting, interpreting, and enforcing codes, ordinances, health and safety, and environmental regulations, testifying on findings and recommendations, and actively coordinating code enforcement actions at the community level.

DISTINGUISHING CHARACTERISTICS (For use in a job series only)

Positions in this class are distinguished from those of the Code Enforcement Supervisor by broader administrative, planning, and budgetary accountabilities and managerial responsibility for an entire division. This class differs from other full-time and part-time code enforcement personnel with more extensive knowledge of health, safety, and environmental legislation and regulations, level of supervision exercised, and decision-making authority in the application of policies and standards.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Assesses community code enforcement needs and priorities in consultation with city officials, law enforcement, and community groups.
- Develops, interprets, and implements approved codes and ordinances and implements enforcement programs to achieve the division's goals and objectives.
- Reviews inquiries and complaints, prioritizes proactive patrol and complaint investigation actions, tracks division cases in the database, and directly handles more complex and sensitive issues.
- Plans, organizes, and coordinates work schedules and inspection activities; manages and evaluates the work of full-time and part-time division code enforcement staff; and provides direction as to how to best resolve cases and engage in proactive enforcement.
- Confers with law enforcement, building, planning, and other departments regarding ongoing cases and with the city attorney regarding high profile cases and legal actions.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS (CON'T):

- Recruits and recommends the hiring of staff; conducts new employee orientations; coordinates, trains, assigns, reviews, and evaluates work; and implements disciplinary actions as needed.
- Serves as a city liaison to committees, commissions, business and community groups, and school officials within the city and surrounding communities and speaks to different groups; makes presentations to City Council.
- Conducts research on code enforcement policies, precedent cases, and actions to create and implement tactics that are consistent with best practices regarding code compliance, neighborhood preservation, and crime prevention; maintains ongoing relations with code enforcement professional associates; and fulfills continuing education and certification requirements.
- Manages special projects involving research and model code development; writes, reviews, and edits code provisions for legal review and presentation; tracks legislative actions and changes in county, state, and federal laws and regulations.
- Reviews and monitors the status of administrative citations involving collection actions by third-party administrators for paid and unpaid tickets and follows up to ensure cases are resolved.
- Testifies in court regarding division enforcement actions and facts regarding disputed cases; acts as initial hearing officer given concerns or appeals of staff actions; and recommendations and consults with law enforcement and other agencies in coordinated responses to crime prevention
- Prepares and reviews staff reports, program summaries, violation notice, and enforcement actions, activity records, and financial records in order to advise interested parties regarding major developments.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application unless otherwise specified)

Knowledge of:

- Modern theories, principles, procedures, standards, practices, information sources, and trends in the field of code enforcement
- Municipal codes and ordinances
- Applicable federal, state, and local health, safety, and environmental codes and regulations
- Building, housing, fire, mechanical, electrical, plumbing, and energy codes
- Policy and procedural development and analysis
- Research methods and statistical techniques and applications
- Modern code enforcement tactics and community engagement principles
- Goal setting, work planning, and organization
- Program evaluation practices
- Principles of supervision, training, and evaluation
- Principles of budget preparation and administration
- Report preparation methods and techniques
- Customer service practices and conflict resolution and mediation practices

Skills and Abilities to:

- Plan, organize, and manage code enforcement programs and prioritize inspection activities to meet community needs
- Administer programs with a minimum of supervision
- Establish, interact, and maintain effective working relationships with city officials, law enforcement, business and community groups, residents, property owners, tenants, staff, subordinates, media, governmental bodies, and others encountered in the course of work
- Read and interpret building and zoning plans and specifications
- Draft, interpret, and apply complex and sensitive codes, policies, and enforcement actions
- Exercise tact and diplomacy in responding to community issues and concerns
- Communicate effectively, both orally and in writing
- Prepare a variety of administrative, code violation, and activity reports and correspondence
- Operate computer hardware and use word processing, spreadsheets, graphics, and related software applications programs
- Perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks
- Occasionally subject to conflicts involving the use of community services

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- A bachelor's degree in construction management, public administration, or a related field and five years of experience in code enforcement and administration, including three years of leadership experience.

LICENSE(S) REQUIRED:

- Valid, current driver's license.
    - The City reasonably expects driving to be one of the job functions for the position, and the City reasonably believes that using an alternative form of transportation would not be comparable in travel time or cost to the City.

CERTIFICATIONS AND TESTING REQUIRED:

- CACEO (California Association of Code Enforcement Officers) Supervisory Certification as part of the Managerial Leadership Training program.
- 832 PC Certification

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Works in both office and field settings in reviewing and investigating code enforcement matters and sites and driving to and from inspection sites and meeting with affected parties
- In the office setting, the noise level is frequently quiet or moderately quiet. In field settings, the employee is exposed to loud noise during construction activities and is exposed to variable weather conditions
- May be contacted at different hours regarding significant code enforcement matters affecting the community
- Regularly required to sit, stand, walk, talk, and hear, both in person and by telephone
- Use hands to finger, handle, feel, or operate standard office equipment
- Reach with hands and arms
- Stoop, kneel, or crouch to access or place records or files

WORK ENVIRONMENT/PHYSICAL DEMANDS (CON'T):

- Lift and carry records and documents, typically weighing less than 20 pounds
- Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus

DISASTER SERVICE WORKER:

Under California law (California Government Code Section 3100-3109), all City of Placentia employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Placentia employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

Job Classification Description

Equal Employment Opportunity

CODE ENFORCEMENT OFFICER

JOB FAMILY: Development Services/Code Enforcement **EEO CATEGORY:** Technicians/Paraprofessionals **FLSA:** Non-Exempt **WC CLASS CODE:** 9410: Municipal/State/Public Agency	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Placentia City Employees' Association (PCEA) **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** July 2016

PURPOSE STATEMENT:

Under the direction of the Director of Development Services, the Code Enforcement Officer enforces municipal codes and laws and explains regulations governing zoning, land use, planning, health and safety, and other standards and requirements.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Responds to inquiries from property owners, investigates public complaints, and identifies potential violations of codes, ordinances, and regulations within the city.
- Conducts onsite inspections and re-inspections of residential, commercial, and industrial properties; determines the existence and types of code violations.
- Advises property owners and the public regarding compliance with zoning regulations, property maintenance standards, regulatory practices, and currently active code enforcement cases.
- Recommends corrective actions in order to achieve compliance; determines time parameters for compliance; assists violators in obtaining compliance.
- Documents violations by issuing notices of violations and citations and continues to work with property owners where progressive enforcement is required, including legal and court actions.
- Maintains records of complaints and inspection statistics.
- Conducts research regarding property ownership history and applicable codes as well as allegations of inappropriate business activities.
- Participates in outreach efforts by orienting new businesses to city services.
- Coordinates enforcement activities with other governmental agencies and city departments.
- Prepares reports for the court via the city attorney in cases involving non-compliance violations.
- Assists management in drafting new or revising ordinances.
- Monitors and reports upon business permit and licensing trends.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application unless otherwise specified)

Knowledge of:

- City Municipal Code and local ordinances
- Applicable local laws, regulations, codes, and standards related to building, zoning, housing, health and safety, property use, and nuisance violations, and uniform codes and regulations
- Operational characteristics, services, and activities of a customer-oriented code enforcement program
- Public relations and conflict resolution methods and techniques
- Business correspondence and basic report preparation techniques
- Modern office procedures, methods, and equipment
- Record-keeping practices
- Basic computer functions and commonly used programs and software
- City parameters and property information
- Radio etiquette and radio codes
- Taser and nonlethal forms of self-defense
- Procedures on gathering and compiling the information of a violation or citation

Skills and Abilities to:

- Operate personal computer to access information and utilize common business applications
- Read and interpret legislation, zoning, and subdivision law as related to zoning enforcement
- Learn the appropriate manner and the necessary skill to deal with the various segments of the public in explaining zoning requirements and procedures
- Recognize conditions that constitute a zoning violation
- Read blueprints and landscaping plans
- Communicate clearly and concisely, orally and in writing; persuade property owners to comply with codes, ordinances, and requirements
- Perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks
- Interact with property owners and renters, business representatives and residents, city officials, contractors, employees, management, and others encountered in the course of work
- Occasionally subject to conflicts involving interpretation of codes and requirements and handle conflicts to the best of their ability.
- Report writing, note-taking, and documentation, including classified information
- Practice self-defense methods.

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- A high school diploma or GED or equivalent and two years of experience in public contact and code enforcement, preferably in a governmental planning or building safety.

LICENSE(S) REQUIRED:

- Valid, current driver's license.
    - The City reasonably expects driving to be one of the job functions for the position, and the City reasonably believes that using an alternative form of transportation would not be comparable in travel time or cost to the City.

CERTIFICATIONS AND TESTING REQUIRED:

- Basic Code Enforcement Officer (CACEO) certification is preferred.
- Penal Code 832 certification is preferred.
- Ability to obtain the above certifications within six months to a year of promotion.

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Works in both office and field settings in reviewing and investigating code enforcement matters and sites and driving to and from inspection sites and meeting with affected parties
- In the office setting, the noise level is frequently quiet or moderately quiet, typically below 70 decibels. In field settings, the employee is occasionally exposed to loud noise during construction activities above 85 decibels and is exposed to variable weather conditions
- May be contacted at different hours regarding significant code enforcement matters affecting the community
- Regularly required to sit, stand, walk, talk, and hear, both in person and by telephone
- Use hands to finger, handle, feel, or operate standard office equipment
- Reach with hands and arms
- Stoop, kneel, or crouch to access or place records or files
- Lift and carry records and documents, typically weighing less than 100 pounds
- Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus

DISASTER SERVICE WORKER:

Under California law (California Government Code Section 3100-3109), all City of Placentia employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Placentia employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

Job Classification Description

Equal Employment Opportunity

CODE ENFORCEMENT SUPERVISOR

JOB FAMILY: Code Enforcement/Development Services **EEO CATEGORY:** Technicians/Paraprofessionals **FLSA:** Exempt **WC CLASS CODE:** 9410: Municipal/State/Public Agency	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Unrepresented Mid-Management **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** July 2016

PURPOSE STATEMENT:

Under the direction of the Director of Development Services, the Code Enforcement Supervisor organizes, assigns, and reviews code enforcement cases, and trains code enforcement officers in proper work methods and procedures. Additionally, this position enforces municipal and county codes and ordinances and explains zoning, land use, planning, health and safety, and related standards and requirements.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Enters and tracks cases in case management database; prioritizes, assigns, and monitors violation notices, enforcement actions, and problem resolution; maintains records of complaints and inspection statistics.
- Trains and supervises code enforcement personnel in proper reporting procedures, codes and case precedents, and conflict resolution techniques; monitors field radio traffic.
- Responds to inquiries from property owners, investigates public complaints, and identifies potential violations of codes, ordinances, and regulations within the city.
- Conducts onsite inspections and re-inspections of residential, commercial, and industrial properties; determines the existence and types of code violations.
- Advises property owners and the public regarding compliance with zoning regulations, property maintenance standards, regulatory practices, and currently active code enforcement cases.
- Recommends corrective actions in order to achieve compliance; determines time parameters for compliance; assists violators in obtaining compliance.
- Documents violations by issuing notices of violations and citations and continues to work with property owners where progressive enforcement is required, including legal and court actions; tracks administrative citations and status of tickets.
- Conducts research regarding property ownership history and applicable codes as well as allegations of inappropriate business activities; presents findings at administrative hearings and recommends corrective actions to the planning commission and city council.
- Coordinates enforcement activities with other governmental agencies and city departments and makes presentations to civic groups regarding code enforcement services.
- Confers with the planning department regarding land use cases and conditional use permits and with the Licensing Department regarding business permit, and licensing trends.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS (CON'T):

- Prepares reports for the court via the city attorney in cases involving non-compliance violations; assists management in drafting new or revising ordinances.
- Prepares evidence in support of legal actions taken by the city; appears in court as necessary; testifies at hearings and in court proceedings as required.
- Prepares staff reports and makes presentations to the city council as needed to provide information related to code enforcement activities.
- Receives, responds to, and resolves difficult and sensitive citizen inquiries, complaints, and reports from other agencies and departments on alleged violations of city zoning and related municipal codes and ordinances; interviews complainants and witnesses; conducts investigations; and provides recommendations for resolution.
- Maintains accurate documentation and case files on all investigations, inspections, enforcement actions, and other job-related activities, including accurate and detailed information regarding code enforcement activity to substantiate violations.
- Manages technical and clerical staff, ensuring that work is performed in a timely manner and in conformance with established policies, procedures, and regulations.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application unless otherwise specified)

Knowledge of:

- City Municipal Code and municipal ordinances
- Supervisory methods and techniques
- Applicable laws, regulations, codes, and standards related to building, zoning, housing, health and safety, fire, mechanical, electrical, plumbing, energy, property use, and nuisance violations
- Operational characteristics, services, and activities of a customer-oriented code enforcement program; research methods
- Public relations and conflict resolution methods and techniques
- Business correspondence and reporting techniques
- Modern office procedures, methods, and equipment
- Record-keeping practices

Skills and Abilities to:

- Operate personal computers and use word processing, spreadsheets, graphics, and database applications
- Read and interpret legislation, zoning, and subdivision law as related to zoning enforcement
- Recognize conditions that constitute a zoning violation
- Read blueprints and landscaping plans
- Communicate clearly and concisely, orally and in writing
- Persuade property owners to comply with codes, ordinances, regulations, and requirements
- Read and interpret data, information, and documents
- Observe and interpret data and situations
- Use math and mathematical reasoning
- Perform highly detailed work under changing, intensive deadlines on multiple concurrent tasks

Skills and Abilities to (con't):

- Interact with property owners and renters, business representatives and residents, city officials, citizen groups, contractors, employees, management, and others encountered in the course of work
- Occasionally subject to conflicts involving interpretation of codes and requirements

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- A high school diploma or GED or equivalent and four years of experience in municipal code enforcement, including leadership experience.

LICENSE(S) REQUIRED:

- Valid, current driver's license.
    - The City reasonably expects driving to be one of the job functions for the position, and the City reasonably believes that using an alternative form of transportation would not be comparable in travel time or cost to the City.

CERTIFICATIONS AND TESTING REQUIRED:

- Supervisory Certification from the California Association of Code Enforcement Officers

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Works in both office and field settings in reviewing and investigating code enforcement matters and sites and driving to and from inspection sites and meeting with affected parties
- In an office setting, the noise level is frequently quiet or moderately quiet, typically below 70 decibels. In field settings, the employee is occasionally exposed to loud noise during construction activities above 85 decibels and is exposed to variable weather conditions
- May be contacted at different hours regarding significant code enforcement matters affecting the community
- Required to sit, stand, walk, talk, and hear, both in person and by telephone
- Use hands to finger, handle, feel or operate standard office equipment
- Reach with hands and arms, stoop, kneel, or crouch to access or place records or files
- Lift and carry records and documents, typically weighing less than 25 pounds

DISASTER SERVICE WORKER:

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Job Classification Description

Equal Employment Opportunity

COMMUNICATIONS AND MARKETING MANAGER

JOB FAMILY: Administrative services/Marketing and Communications **EEO CATEGORY:** Professionals/Professionals **FLSA:** Exempt **WC CLASS CODE:** 8810: Officers/Clerical	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Unrepresented Mid-Management **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** June 2017

PURPOSE STATEMENT:

Under the direction of the Deputy Director of Administrative Services, the Communications and Marketing Manager is in charge of the Communications and Marketing Program, which includes advertising, branding, promotions, social media, and broadcast and cable television production. This position also serves as the city's website administrator, prepare speeches on behalf of the City Council and the City Administrator, and gives presentations on sensitive local issues.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Plans, coordinates, and executes public information campaigns to reach out to specific audiences about city programs and services.
- Creates and implements the city's communication and marketing strategy.
- Creates and implements marketing and advertising campaigns for city events, programs, and services, collaborating with vendors, contractors, and service providers.
- Serves as social media manager; tracks and gathers network and resource information related to community interest in city programs for use by different departments.
- Conducts training on effective media relations and outreach for all city staff; facilitates community meetings and outreach, including Town Hall meetings and workshops.
- Coordinates public television broadcasts and audiovisual programs, collaborates with the news media, and develops topics and scripts to accompany announcements; oversees work done by contractors or assigned staff.
- Serves as the city's website administrator; works with all departments to determine effective means of organizing and presenting important web content related to department and city services.
- Works with City Administrator and City Council members to oversee and prepare for the state of the city addresses; writes speeches for ceremonies, events, and other public functions.
- Participates in community outreach programs to gather information and to identify community concerns and issues and presents the City's position involving community issues in consultation with the City Administrator, City Council, and department representatives.
- Assists in the implementation and monitoring of CRM applications for both internal and external customer use.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS (CON'T):

- Writes scripts, utilizes artwork, and develops multimedia presentations; coordinates consistent marketing messages and branding of city services, including support for business acquisition and development activities.
- Administers division budget for public information programs, public advertising, marketing, and related cable television and video productions.
- Creates marketing and PR materials, including high-quality print and digital fliers, catalogs, and brochures.
- Assists in oversight of contract media production services and operations.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Principles and practices of communications, marketing, advertising, public relations, journalism, and community engagement
- Media relations
- Website administration practices and web-based marketing and graphics design software
- Writing methods and techniques
- Social media resources and applications
- Audiovisual services and public television production
- Use of computer hardware and word processing, spreadsheets, graphics, and other web-based software applications

Skills and Abilities to:

- Plan, coordinate, and execute a range of public information, web-based, social media, and community outreach services
- Write speeches and original material for programs and presentations
- Exercise judgement, tact, and sensitivity in the communication of the City's position in meetings with community groups, media representatives, governmental bodies, and other matters, including law enforcement investigations
- Establish and maintain cooperative working relationships with staff, public officials, broadcast media, and community representatives
- Communicate effectively, both orally and in writing
- Prepare and deliver clear, concise, and accurate announcements, correspondence, and reports
- Operate computer hardware and use word processing, spreadsheet, database, and graphics software programs
- Use written and oral communication skills
- Read and interpret data, information, and documents
- Analyze and solve problems
- Observe and interpret situations
- Learn and apply new information or skills
- Work with frequent interruptions
- Interact with staff, media, management, public officials, and others encountered in the course of work

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- A bachelor's degree in communications, journalism, public relations, marketing, or a related field and three years of experience in communications, public information, social and media relations, or community outreach. Experience working for or with public agencies, or organizations that provide services to public agencies, is preferable.

LICENSE(S) REQUIRED:

- Valid, current driver's license.
    - The City reasonably expects driving to be one of the job functions for the position, and the City reasonably believes that using an alternative form of transportation would not be comparable in travel time or cost to the City.

CERTIFICATIONS AND TESTING REQUIRED:

- None required

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Primarily works in an office setting, and occasional travel is required to different community centers, events, and public meeting sites
- In the office setting, the noise level is frequently moderate and typically below 70 decibels
- Required to sit, stand, walk, talk, and hear, both in person and by telephone
- Use hands to finger, handle, feel, or operate standard office equipment
- Reach with hands and arms
- Stoop, kneel, or crouch to access or place records or files
- Lift and carry records and documents, typically weighing less than 25 pounds
- The ability to see within normal range, the ability to use close vision and adjust focus, and use electronic touch keypads

DISASTER SERVICE WORKER:

Under California law (California Government Code Section 3100-3109), all City of Placentia employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Placentia employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

Job Classification Description

Equal Employment Opportunity

COMMUNITY OUTREACH COORDINATOR

JOB FAMILY: Police/Administration **EEO CATEGORY:** Administrative Support Workers/ Administrative Support **FLSA:** Non-Exempt **WC CLASS CODE:** 8810: Officers/Clerical	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Placentia City Employees' Association (PCEA) **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** Jan 2007

PURPOSE STATEMENT:

Under the direction of the Administrative Lieutenant, the Community Outreach Coordinator plans, develops, organizes, implements, and participates in a variety of crime prevention and community relations programs directed to adults, juveniles, senior citizens, businesses, and community groups, and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS (For use in a job series only)

Positions in this class are distinguished from other civilian classifications by their specialized knowledge of marketing, community outreach, and crime prevention training programs and techniques. Duties of coordinating and conducting public outreach, neighborhood volunteer, and crime prevention programs.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Coordinates the Neighborhood Watch Program, prepares the Neighborhood Watch Newsletter, administers Neighborhood Watch block meetings, and prepares and coordinates agendas, tips, and block captain lists for Neighborhood Watch Board meetings.
- Develops and coordinates school educational crime awareness and safety programs involving parents, students, and school administrators; makes presentations; implements and monitors effectiveness of programs on a continuing basis.
- Prepares and disseminates information related to crime prevention programs to community members, businesses, and city staff, including press releases, brochures, videos, and bulletins regarding events and crime alerts.
- Coordinates and implements the Skills and Assets for Excellence (S.A.F.E.) program for sixth grade students; recruits attendees for related crime prevention programs.
- Coordinates community outreach with other agencies, such as the Red Ribbon Program.
- Conducts home security and business security checks; reviews building designs and blueprints to provide recommendations in accordance with the Crime Prevention Through Environmental Design Program.
- Organizes fundraisers and seeks donations or sponsorships for a variety of events.
- Prepares burglary statistics, release for occupancy, and monthly recap reports.
- Facilitates Community Emergency Response Team training.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- California Penal Codes and Municipal Codes
- Crime prevention and community awareness programs such as S.A.F.E., D.A.R.E., and Crime Prevention Through Environmental Design
- Law enforcement organization, operations, regulations, and practices
- Crime prevention programs, strategies, methods, and practices
- Display and brochure design for program presentations
- Principles, methods, and techniques of community relations for a law enforcement agency
- Media resources and operations
- Customer service and community relations skills
- Law enforcement practices and department services and programs
- Common public questions related to crime trends and neighborhood issues and concerns

Skills and Abilities to:

- Provide training and make effective oral and written presentations
- Plan, organize, and complete work in accordance with deadlines
- Exercise independent judgment and initiative without close supervision
- Read and interpret laws, regulations, manuals, blueprints, and other materials
- Establish and maintain effective working relationships with management, staff, community, school, and business representatives, media, neighborhood, community, and business groups, and others
- Operate computer hardware and word processing, spreadsheets, and graphics software, standard office equipment, and motor vehicle
- Use written and oral communication skills
- Analyze and solve problems
- Observe and interpret situations
- Learn and apply new information or skills
- Perform highly detailed work on multiple concurrent tasks
- Interact with city management, staff, business and community groups, school representatives, media, the public, and others encountered in the course of work

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- Bachelor's degree in communications, marketing, education, criminal justice, or a related field; and three years of experience in the development and presentation of crime prevention and community service-oriented programs.

LICENSE(S) REQUIRED:

- Valid, current driver's license.
    - The City reasonably expects driving to be one of the job functions for the position, and the City reasonably believes that using an alternative form of transportation would not be comparable in travel time or cost to the City.

CERTIFICATIONS AND TESTING REQUIRED:

- None required

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Works in both office and field settings. The noise level is moderately quiet within the office. In the field, the employee is subject to traffic and outdoor weather conditions
- Work extended hours in order to attend meetings with neighborhood watch groups, community associations, business groups, and various professional groups
- Regularly required to sit, talk, or hear, in person and by telephone; use hands to finger, handle, feel, or operate standard office equipment
- Reach with hands and arms
- Frequently required to walk and stand and to lift and move records and documents weighing up to 20 pounds
- Specific vision abilities required by this job include close vision and the ability to adjust focus

DISASTER SERVICE WORKER:

Under California law (California Government Code Section 3100-3109), all City of Placentia employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Placentia employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

Job Classification Description

Equal Employment Opportunity

COMMUNITY SERVICES COORDINATOR

JOB FAMILY: Community Services/Recreation **EEO CATEGORY:** Administrative Support Workers/ Administrative Support **FLSA:** Non-Exempt **WC CLASS CODE:** 9410: Municipal/State/Public Agency	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Placentia City Employees' Association (PCEA) **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** June 2007

PURPOSE STATEMENT:

Under the direction of the Community Services Supervisor, the Community Services Coordinator oversees the operations of recreation facilities and community centers, which include planning and organizing special events, developing, promoting, overseeing, and evaluating recreation programs, as well as supervising and scheduling part-time and seasonal staff.

DISTINGUISHING CHARACTERISTICS (For use in a job series only)

The Community Services Coordinator collaborates closely with the Director of Community Services and the Community Services Supervisor to plan and evaluate programs, aligning with City needs and priorities.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Oversee marketing on social media, websites, and other outlets. Liaison to the City Marketing team on the Palm Quarterly magazine, content creator for social media.
- Coordinates large citywide special events under the direction of the Special Event Supervisor for Heritage Festival and Parade, Tamale Festival, and Tree Lighting, and assists with other special events as needed.
- Oversee leisure and recreation activities for all age groups, including sports, after-school programs, specialty classes, field trips, and special events; create new program concepts, aims, and objectives; and create connected programs.
- Oversees the day-to-day operations of the community centers and recreation facilities; maintains a variety of files, records, and database information related to programs, participants, and activities.
- Develops and maintains effective working relationships with patrons, participants, clients, co-workers, City Department representatives, and outside agencies
- Plans and organizes various special events; orders supplies and equipment; contracts with instructors and other service providers; coordinates facility usage.
- Schedules, trains, supervises, and evaluates the work of staff and contractors; assists in recruiting, hiring, and conducting new employee orientation; plans and coordinates staff assignments, projects, and work schedules.
- Coordinates and develops the monthly calendar of activities and special events; designs, writes, and disseminates program and event publicity materials, including flyers, brochures, and pamphlets.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS (CON'T):

- Ensures community centers and recreation facilities are properly maintained; reports repair or

maintenance needs to the Recreation Services Supervisor, as well as safety incidents, and monitors conditions for safety compliance.
- Compiles data for daily, monthly, and annual center and activity reports indicating program attendance, revenues, maintenance and repairs, incidents, accidents, and participation rates in various programs.
- Assists in the preparation of the annual program and facility budgets; monitors expenses and revenue by account and maintains financial records.
- Maintains inventory of supplies, equipment lists, and other records.
- Prepares and presents written and oral information to program participants, school officials, and community groups regarding program services and events; prepares agendas, staff reports, and correspondence.
- Serves as city liaison to committees, commissions, program participants, community groups, and school officials, within and outside of the city.
- Evaluate programs and staff service delivery daily; make program and personnel recommendations.
- Acts on behalf of the Recreation Services Supervisor, when assigned.

OTHER DUTIES:
- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES
(At time of application)

Knowledge of:
- Modern theories, principles, and practices in the field of recreation
- Applicable federal, state, and local laws, regulations, and ordinances related to health and safety at community facilities
- Accounting, purchasing, and budgeting practices
- Research and report writing, methods and techniques
- Project management, event planning skills, and recreation program curriculum development.
- Local government organization, and the functions and practices of a municipal recreation unit
- Work planning, organization, and employee supervision (minimum 1 year experience) and training
- Modern office equipment

Skills and Abilities to:
- Plan, organize, review, and evaluate the work of part-time and seasonal employees
- Lead, motivate, and train staff in work procedures; plan, organize, and prioritize tasks
- Effectively coordinate and administer a variety of programs, projects, and special events
- Recommend comprehensive programs based upon community needs, available resources, and overall city priorities and policies
- Represent the city effectively in meetings with commissions, community groups, governmental bodies, the media, and the public
- Establish and maintain cooperative working relationships with co-workers, supervisors, vendors, contractors, consultants, government officials, and others contacted in the course of work
- Exercise sound independent judgment within departmental guidelines
- Follow oral and written instructions
- Prepare clear, concise, and complete documents, reports, and correspondence
- Conduct analyses and make accurate recommendations based on study findings

Skills and Abilities to (con't):
- Operate computer hardware and use word processing, spreadsheet, database, and graphics software programs

- Perform highly detailed work under changing, intensive deadlines on multiple concurrent tasks
- Work with constant interruptions
- Interact with city officials, media, citizen groups, employees, management, and others encountered in the course of work
- Handle disputes surrounding the usage of public facilities.

JOB QUALIFICATIONS / REQUIREMENTS:

(*At the time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- A high school diploma or GED or equivalent, supplemented by college-level course work in recreation, business administration, public administration, or a related field, and two years of recreation and program planning experience.

LICENSE(S) REQUIRED:

- Valid, current driver's license.
    - The City reasonably expects driving to be one of the job functions for the position, and the City reasonably believes that using an alternative form of transportation would not be comparable in travel time or cost to the City.

CERTIFICATIONS AND TESTING REQUIRED:

- First Aid and CPR certifications must be obtained within one year of assignment to this classification.

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Works at both community center and office conditions. In the office setting, the noise level is frequently quiet or moderately quiet
- In field settings, the employee is exposed to loud noise during sporting and recreational activities and works under variable weather conditions at different sites and events
- Regularly required to sit, stand, walk, talk, and hear, both in person and by telephone
- Use hands to finger, handle, feel, or operate standard office equipment
- Reach with hands and arms
- Stoop, kneel, or crouch to access or place records or files
- Lift and carry records and documents, typically weighing less than 20 pounds
- Lift, push, pull, and/or carry materials and equipment used for special events weighing up to 50 pounds
- Specific vision abilities required by this job include close vision and the ability to adjust focus

DISASTER SERVICE WORKER:

Under California law (California Government Code Section 3100-3109), all City of Placentia employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Placentia employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

Job Classification Description

Equal Employment Opportunity

COMMUNITY SERVICES OFFICER

JOB FAMILY: Police Department/Traffic **EEO CATEGORY:** Service Workers/Paraprofessionals **FLSA:** Non-Exempt **JOB CLASS CODE:** 9410: Municipal/State/Public Agency	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Placentia City Employees' Association (PCEA) **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** Dec 2006

PURPOSE STATEMENT:

Under the direction of the Police Sergeant, the Community Services Officer patrols city areas to enforce parking laws, assists with traffic accident investigations, coordinates street sweeping and parking permit programs and activities, and performs other related duties as assigned.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Coordinates daily enforcement of the street sweeping program; compiles and reviews data associated with the program and work activities in order to monitor effectiveness, and orders materials used.
- Assists in the implementation of the city's parking permit program; establishes procedures for issuing permits and obtaining current vehicle and owner information; coordinates database information related to permits that have been issued.
- Supervises and trains traffic cadets; schedules work of traffic cadets to ensure coverage for the street sweeping detail and special events; prepares training manuals and procedures for orientation of personnel.
- Enters information from traffic accidents into a computer database; compiles statistics for monthly reports.
- Keeps daily logs associated with radar trailer deployment; develops reports with statistical data tracked by the radar trailer.
- Responds to traffic collisions; takes reports, obtains measurements, and assists with traffic control functions at the scene of accidents.
- Issues citations and arranges for the towing of vehicles in violation of parking regulations.
- Speaks at city-sponsored functions to describe parking and street sweeping ordinances and requirements.

OTHER DUTIES:

- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Laws relating to traffic and parking as described under the California Penal Code, Placentia Municipal Codes, and State Vehicle Code
- Departmental policies and procedures related to traffic investigation and traffic control
- Geography of the city
- Research and statistical analysis techniques, methods, procedures, and report presentation

Skills and Abilities to:

- Obtain information through interviews and observation
- Prepare accurate reports and conduct follow-up investigations
- Communicate effectively, orally and in writing
- Conduct statistical analysis and research
- Analyze traffic records and accident information
- Operate computer hardware and word processing, spreadsheets, and related software applications programs
- Interpret policies and procedures
- Use math and mathematical reasoning
- Learn and apply new information or new skills
- Work under deadlines with constant interruptions
- Interact with city staff, court representatives, and the public, including conflict situations

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- A high school diploma or GED equivalent, supplemented by college-level course work in law enforcement, business administration, public administration, or a closely related field; one year of parking enforcement experience; or an equivalent combination of training and experience.

LICENSE(S) REQUIRED:

- Valid, current driver's license.
    - The City reasonably expects driving to be one of the job functions for the position, and the City reasonably believes that using an alternative form of transportation would not be comparable in travel time or cost to the City.

CERTIFICATIONS AND TESTING REQUIRED:

- None required

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Typically works in both field and office conditions
- Frequently works outdoors and is exposed to variable weather conditions as well as heat, moisture, and traffic

WORK ENVIRONMENT/PHYSICAL DEMANDS (CON'T):

- In working outdoors, the noise level is frequently loud when conducting traffic control on public streets
- Work extended hours or call in to assist with major traffic incidents
- Regularly required to use hands to finger, handle, feel, or operate objects or controls and reach with hands and arms
- Talk and hear
- Frequently sit and occasionally walk and stand to access work areas and files
- Stoop, kneel, or crouch to access or place records or files
- Lift and carry records and documents, typically weighing less than 20 pounds
- Specific vision abilities required by this job include close vision, peripheral vision, and the ability to adjust focus

DISASTER SERVICE WORKER:

Under California law (California Government Code Section 3100-3109), all City of Placentia employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Placentia employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

Job Classification Description

Equal Employment Opportunity

COMMUNITY SERVICES SUPERVISOR

JOB FAMILY: Community Services/Recreation **EEO CATEGORY:** Administrative Support Workers/ Administrative Support **FLSA:** Exempt **WC CLASS CODE:** 410: Municipal/State/Public Agency	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Non-Represented **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** Jun 2025**,** Aug 2016

PURPOSE STATEMENT:

Under the direction of the Community Services Director, the Community Services Supervisor organizes recreational programs, activities, and events, monitors programs and budgets as part of the Community Services Department, and acts as a liaison to community groups, schools, and other departments for specific programs.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Plans, organizes, and evaluates the work of regular and part-time staff and seasonal employees through the Community Services Coordinators and is assigned to adult and athletics, crafts, aquatics, facility maintenance, and other recreation programs and activities.
- Assists in establishing division goals and objectives and oversees the planning and implementation of programs and goals with Community Services Coordinators; evaluates service delivery using productivity, quality, revenue, and customer satisfaction standards and program recommendations.
- Supervises and participates in the development, implementation, and evaluation of work processes and procedures to achieve annual goals, objectives, and work standards.
- Recruits and recommends the hiring of staff; conducts new employee orientations; coordinates, trains, assigns, reviews, and evaluates work; and implements disciplinary actions as needed.
- Serves as a city liaison to committees, commissions, program participants, community groups, sports user groups, and school officials within and outside the city.
- Responds to inquiries, complaints, and requests for service.
- Coordinates, develops, manages, and monitors the performance of the recreation and community services budgets; processes and approves claim forms, purchase orders, and other financial payment processes.
- Assists with the marketing for the department, including the City Website, Social Media, Program Brochure, and Cable TV; promotes, advertises, and publicizes recreation programs, events, and activities.
- Plans, coordinates, develops, and proofreads quarterly marketing brochures, flyers, press releases, and other marketing and promotional materials involving the media.
- Manages and oversees the staff production in various programs, events, and services, including facility maintenance, CIP project management, grant writing, youth, teen, and adult sports programs, after-school programs, contract classes, and aquatics programs.
- Analyzes and develops special and ongoing programs and projects and determines priorities and scheduling; estimates personnel, resources, and time required for program and project completion and implementation.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS (CON'T):

- Prepares and reviews staff reports, program summaries, activity records, and financial records in order to advise interested parties regarding major developments.
- Monitors and keeps informed of current trends in the recreation field, including program development trends, best practices, and potential operational improvements.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Theories, principles, procedures, standards, practices, information sources, and trends in the field of recreation programs and services
- Applicable federal, state, and local health and safety codes and regulations
- Functions and practices of a municipal recreation unit
- Research methods and statistical techniques and applications
- Modern recreation services practices, including program planning, marketing, budgeting, goal setting, work planning, and organization
- Program evaluation practices
- Principles of employee supervision
- Customer service techniques

Skills and Abilities to:

- Plan, organize, assign, review, and evaluate the work of regular full-time and part-time staff
- Train personnel in work procedures
- Design and manage a variety of recreational programs and projects given community needs, available resources, and city policies
- Exercise tact and sensitivity in responding to community issues and concerns
- Establish and maintain cooperative working relationships with commissions, community groups, governmental bodies, the media, and the public
- Prepare a variety of financial, staff, and activity reports and correspondence
- Operate computer hardware and use word processing, spreadsheet, graphics, and related software applications programs
- Use oral and written communication skills
- Read and interpret data, information, and documents
- Analyze and solve problems
- Observe and interpret data and situations
- Use math and mathematical reasoning
- Perform highly detailed work under changing, intensive deadlines on multiple concurrent tasks
- Work with constant interruptions
- Interact with city officials, media, citizen groups, sports officials, contractors, employees, management, and others encountered in the course of work
- Occasionally subject to conflicts involving the use of community services

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- A bachelor's degree in recreation and leisure studies, public administration, business administration, or a related field and three years of professional recreation experience, including the supervision of full-time and part-time professional and support staff.

LICENSE(S) REQUIRED:

- Valid, current driver's license.
    - The City reasonably expects driving to be one of the job functions for the position, and the City reasonably believes that using an alternative form of transportation would not be comparable in travel time or cost to the City.

CERTIFICATIONS AND TESTING REQUIRED:

- None required

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Primarily works in an office setting but also works in the field, traveling to different community centers and events
- In the office setting, the noise level is frequently quiet or moderately quiet. In field settings, the employee is exposed to loud noise during sporting and recreational activities and works under variable weather conditions at different sites and events
- Regularly required to sit, stand, walk, talk, and hear, both in person and by telephone
- Use hands to finger, handle, feel, or operate standard office equipment
- Reach with hands and arms
- Stoop, kneel, or crouch to access or place records or files
- Lift and carry records and documents, typically weighing less than 20 pounds
- Must be able to physically lift, push, pull, and/or carry materials and equipment used for special events weighing up to 50 pounds
- Specific vision abilities required by this job include close vision and the ability to adjust focus

DISASTER SERVICE WORKER:

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Job Classification Description

Equal Employment Opportunity

CRIME/MANAGEMENT ANALYST

JOB FAMILY: Police/Investigations Bureau **EEO CATEGORY:** Professionals/Professionals **FLSA:** Exempt **WC CLASS CODE:** 8810: Officers/Clerical	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Unrepresented Mid-Management **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** June 2016

PURPOSE STATEMENT:

Under the direction of the Police Sergeant, the Crime/Management Analyst prepares, analyzes, and disseminates a wide range of crime analysis reports; research trends, compiles statistics, and uses crime analysis software for management reports and case administration; assists operational and administrative personnel with determining the most effective use of department resources to prevent and suppress criminal activities; and performs related duties as assigned.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Enters, assigns, and reports cleared cases and maintains registrant database; drafts and sends juvenile petitions and alcohol and other drug abuse reports to designated agencies.
- Summarizes and enters all major and lesser crime reports; produces and files required reports with the Department of Justice and other agencies; and produces weekly statistics for briefings.
- Completes and reviews monthly crime reports and patrol statistics including calls for service and other statistics.
- Identifies, researches, and collects crime information from other law enforcement agencies that is needed by the department and circulates to appropriate personnel.
- Analyzes incoming crime data to evaluate patterns and similarities with cases.
- Organize reports and develop charts, graphs, and maps that can be used by the department and other law enforcement agencies for crime analysis.
- Works with software vendors to correct software errors, implement updates, identify potential utility applications, and produce special reports.
- Performs research and analysis to support Criminal Investigations personnel with case linkage, suspect background, and other items as requested to assist with the development of agency tactics, strategies, and planning.
- Prepares a variety of technical and detailed written materials, including statistical summaries, geographic profiles, crime bulletins, crime analysis reports, wanted posters, and correspondence; creates crime maps, charts, graphs, spreadsheets, and presentations.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Strategic and tactical crime analysis methods
- California Penal Codes and Municipal Codes
- Records Management System reporting practices
- Principles, methods, and techniques used in data collection and crime analysis
- Proper English usage, spelling, grammar, and punctuation
- Principles and procedures of record-keeping and reporting

- **Skills and Abilities to:**
  - Plan, organize, and complete work in accordance with deadlines
  - Exercise independent judgment and initiative without close supervision
  - Read and interpret laws, regulations, and reporting standards
  - Establish and maintain effective working relationships with management, staff, law enforcement representatives, and general public
  - Operate computer hardware and use word processing, spreadsheets, graphics, and police records management software and crime analysis databases
  - Use written and oral communication skills
  - Analyze and solve problems
  - Observe and interpret situations
  - Perform highly detailed work on multiple concurrent tasks and meet reporting deadlines
  - Interact appropriately with law enforcement personnel, the general public, and others in the course of work

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- Bachelor's degree in criminal justice, police science, or a related field, and two years of experience in the research, analysis, and interpretation of law enforcement data.

LICENSE(S) REQUIRED:

- Valid, current driver's license
  - This position does not typically require driving; however, the ability to use reliable transportation for occasional offsite duties may be necessary.

CERTIFICATIONS AND TESTING REQUIRED:

- Possession of a Crime and Intelligence Analysis certificate from the California Department of Justice is highly desirable

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Works in an office setting with controlled temperature settings, and the noise level is moderate, typically below 70 decibels

WORK ENVIRONMENT/PHYSICAL DEMANDS (CON'T):

- Regularly required to sit, talk, or hear, in person and by telephone

- Use hands to finger, handle, feel, or operate standard office equipment
- Reach with hands and arms
- Frequently required to walk and stand and to lift and move records and documents weighing up to 25 pounds
- The ability to see within normal range, including having close range, and the ability to adjust focus, talk, hear, and use electronic touch keypads

DISASTER SERVICE WORKER:

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Job Classification Description

Equal Employment Opportunity

CUSTODIAN

JOB FAMILY: Public Works/Building Maintenance **EEO CATEGORY:** Service Workers/Service - Maintenance **FLSA:** Non-Exempt **WC CLASS CODE:** 9420: Municipal/State/Public Agency–Other	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Placentia City Employees' Association (PCEA) **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** Dec 2006

PURPOSE STATEMENT:

Under the direction of the Public Works Supervisor, the Custodian performs routine cleaning and basic maintenance involving city buildings; sets up facilities; requests and replaces supplies; and performs other related duties as assigned.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Dusts and cleans furniture and surfaces; empties wastebaskets.
- Sweeps, dust, washes, waxes, and vacuums floors.
- Cleans and maintains restroom facilities; replaces supplies such as soap and paper products.
- Washes and polishes windows, mirrors, and metal surfaces.
- Operates floor cleaners, buffers, and related equipment and maintains them in proper working order.
- Washes and polishes windows, mirrors, and metal surfaces.
- Keeps custodial closet organized; fills out work order requests and supply forms to purchase cleaning supplies, and perform minor maintenance, such as replacing light bulbs.
- May perform minor plumbing maintenance on bathroom facilities, such as unclogging toilets and tightening loose fixtures.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Modern and efficient custodial methods and cleaning techniques
- Appropriate chemical solutions and their proper use, mixing techniques, and disposal
- Proper use of safety equipment

Skills and Abilities to:

- Safely operate custodial equipment
- Read, follow, and understand safety rules and procedures
- Read and adhere with warning labels on cleaning chemicals
- Properly use, store, and dispose of cleaning supplies
- Work independently without close supervision
- Operate and maintain all custodial equipment
- Establish and maintain effective working relationships with coworkers and the public
- Interact with city staff and the public

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- Graduation from high school or G.E.D. equivalent, and one year of custodial experience, including building and equipment maintenance.

LICENSE(S) REQUIRED:

- Valid, current driver's license.
    - The City reasonably expects driving to be one of the job functions for the position, and the City reasonably believes that using an alternative form of transportation would not be comparable in travel time or cost to the City.

CERTIFICATIONS AND TESTING REQUIRED:

- None required

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Frequently works indoors and is exposed to cleaning solutions and chemicals, dust, and wetness
- Noise level is typically quiet or moderately quiet except when the employee is operating power equipment
- Regularly required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms
- Frequently walk and stand in work areas
- Stoop, squat, and access cleaning areas
- Lift and carry cleaning supplies, typically weighing less than 20 pounds
- Specific vision abilities required by this job include close vision and the ability to adjust focus

DISASTER SERVICE WORKER:

Under California law (California Government Code Section 3100-3109), all City of Placentia employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Placentia employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

Job Classification Description

Equal Employment Opportunity

DEPUTY CITY ADMINISTRATOR

JOB FAMILY: Administrative Services/Support Services **EEO CATEGORY:** Executive/Senior Level Officials and Managers Officials - Administrators **FLSA:** Exempt **WC CLASS CODE:** 8810: Officers/Clerical	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** At-Will Executive **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:**

PURPOSE STATEMENT:

Under the direction of the City Administrator, the Deputy City Administrator, plans, directs, and oversees the work of the Administration Department, including the Information Technology Division, Risk Management Division, Public Safety Communications Division, City Clerk's Office, and Emergency Support Services; provides staff assistance to the City Council, commissions, committees, and departments; participates as a member of the Executive Management Team; and performs other related duties as assigned.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Plans, organizes, and directs programs for the City that include IT, Risk Management, Public Safety Communications and Emergency & Health Services, City Clerk and special assignments assigned by the City Administrator.
- Develops and evaluates the effectiveness of divisional plans, operations, policies, and procedures to improve departmental performance.
- Oversees the work of regular supervisors, professional and administrative staff, including hiring, work coordination, and performance evaluation.
- Oversees the preparation of professional services for assigned divisions; evaluates proposals and recommends contracts to be awarded.
- Manages departmental operating and capital improvement budgets.
- Participates, as assigned, in the development and implementation of goals, objectives, policies, and priorities for citywide government and the City Administrator's Office;
- Performs comprehensive management analysis in a wide range of municipal policies, organization, procedures, finance, and services.
- Coordinates the preparation of departmental agenda items of the City Council.
- Advises and supports the City Administrator's Office, City Council, and various committees; represents the department in policy matters; attends City Council meetings as needed.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application unless otherwise specified)

Knowledge of:

- Modern and highly complex principles and practices of municipal administration, organization, function, and service provision
- Organization and management practices as applied to the analysis and evaluation of programs, policies, and operational needs
- Principles and practices of risk management
- Principles and practices of modern information and technology
- Research techniques, sources and availability of information, and methods of report preparation and presentation
- Principles of effective public relations and communications with community groups and agencies, private businesses, and other levels of government
- Federal, state, and local laws, regulations, and codes
- Work planning processes and organizational methods

Skills and Abilities to:

- Effectively utilize negotiation skills
- Prepare clear, concise, and complete reports and correspondence
- Establish and maintain cooperative working relationships with staff, supervisors, management, commissions, community groups, governmental bodies, City Council members, the media, and the public
- Operate computer hardware and use word processing, spreadsheet, database, and graphics presentation software
- Use oral and written communication skills
- Read and interpret data, information, and documents
- Use math and mathematical reasoning
- Perform highly detailed work under changing, intensive deadlines on multiple concurrent tasks
- Work with constant interruptions
- Interact with city officials, media, citizens groups, employees, and others encountered in the course of work

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- Bachelor's degree from an accredited college or university with major coursework in Public Administration, Business Administration, or a related field. A master's degree in public administration or related field is preferred. Seven or more years of progressively responsible administrative experience in municipal government, including three or more years in a managerial or administrative capacity.

LICENSE(S) REQUIRED:

- Valid, current driver's license.
    - The City reasonably expects driving to be one of the job functions for the position, and the City reasonably believes that using an alternative form of transportation would not be comparable in travel time or cost to the City.

CERTIFICATIONS AND TESTING REQUIRED:

- None required

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Works in office conditions, and the noise level is frequently quiet or moderately quiet
- Occasional driving is required to visit community services facilities, construction and business sites, and community and public meetings and/or events
- Regularly required to sit, stand, walk, talk, and hear, both in person and by telephone
- Use hands to finger, handle, feel, or operate standard office equipment
- Reach with hands and arms
- Stoop, kneel, or crouch to access or place records or files
- Lift and carry records and documents, typically weighing less than 20 pounds
- Specific vision abilities required by this job include close vision and the ability to adjust focus

DISASTER SERVICE WORKER:

Under California law (California Government Code Section 3100-3109), all City of Placentia employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Placentia employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

Job Classification Description

Equal Employment Opportunity

DEPUTY CITY CLERK

JOB FAMILY: **EEO CATEGORY:** Administrative Support Workers/Administrative Support **FLSA:** Exempt **WC CLASS CODE:** 8810: Officers/Clerical	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Unrepresented Mid-Management **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** Unk

PURPOSE STATEMENT:

Under the direction of the City Clerk, the Deputy City Clerk functions as the legislative manager, records manager, and election official. This role handles a wide range of professional administrative and clerical activities for the elected City Clerk, manages the day-to-day operations of the City Clerk's Office, and supervises clerical personnel.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Performs duties on behalf of the elected City Clerk, such as serving as the official custodian of city records, certifying documents, organizing legal advertising and postings, receiving documents on behalf of the city, administering oaths and affirmations, conducting election activities, and ensuring that all government and election codes, as well as city charter provisions, local ordinances, resolutions, and rules, are applied correctly to the office's operations and records.
- Serves as custodian and maintains centralized filing systems for official city documents and records
- Attends meetings of the City Council and serves as recording secretary; records actions taken and arranges for recording of actions in official records; transmits records or notices of action taken to appropriate parties.
- Works with management staff, the public, and others to plan and prepare City Council agendas; receives and reviews agenda items to ensure that all submittals are complete and in compliance with established procedures.
- Prepares and reviews ordinances and resolutions.
- Schedules and performs legally needed operations, such as acceptance, certification, publication, and recording of papers and official notifications in the processing of city activities.
- Serves as a city election official; administers federal, state, and local procedures for selecting local government representatives; assists candidates in meeting their legal responsibilities before, during, and after elections; manages the election process from pre-planning to certification of results and filing of campaign disclosure documents.
- Responds to phone and public counter queries and provides the public with information and materials about the city clerk's office and the city; uses a computer with word processing and other software to create documents, reports, and records.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS (CON'T):

- Conducts surveys, gathers information by conducting in-person interviews with various organizations and studying technical reference materials, creates charts and graphic illustrations, writes comprehensive staff reports on specific issues or problems in the administrative or other projects that are assigned, creates policy and procedure manuals, analyzes and tabulates statistical data, responds to correspondence, creates press releases, and serves as a public information officer, as necessary.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application unless otherwise specified)

Knowledge of:

- Laws, policies, and procedures of the council meeting process
- Brown Act and Public Records Act
- Elections and Fair Political Practices Commission (FPPC) of California rules and policies
- Thorough knowledge of English, grammar, spelling, filing, and arithmetic
- Modern office methods, procedures, terms, and equipment
- Basic principles of a municipal government organization/public administration
- Principles of office organization and administration
- Principles of public relations and artful communications
- Administrative survey techniques, statistics, and report writing
- Budgeting and supervision
- Record-keeping principles and procedures, research methods
- Report writing and supervision

Skills and Abilities to:

- Understand and carry out a wide variety of written and oral instructions
- Act independently and resourcefully in meeting new problems
- Use proper written and oral English
- Handle public complaints tactfully
- Conduct research and write clear and factual staff reports
- Perform complex surveys, collect data, analyze it objectively and present it clearly, and prepare logical and accurate reports with conclusions and recommendations
- Establish and maintain effective working relationships with superiors, co-workers, and the public
- Transcribe from notes or recorded media, conference meetings, and official minutes
- Articulate, understandable verbal communication, auditory and visual comprehension (understanding and processing the written and spoken word), effective communication with co-workers and the public in person and by phone, short- and long-term
- Memory recall, reading, writing, functioning independently, interacting effectively in group situations, and accepting supervisory authority
- Interpret complex regulations and procedures
- Compile and maintain complex and extensive records and edit documents and reports
- Plan and administer municipal elections

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- A bachelor's degree in public administration, business administration, or a related field; or four years of executive-level clerical experience that includes applying sophisticated procedures and maintaining records.

LICENSE(S) REQUIRED:

- Valid, current driver's license.
    - This position does not typically require driving; however, the ability to use reliable transportation for occasional offsite duties may be necessary.

CERTIFICATIONS AND TESTING REQUIRED:

- Notary Public certification
- Certified Municipal Clerk (CMC) certification is highly desirable.

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Frequently required to sit and use hands for feeling, simple grasping, firm grasping, and fine manipulation
- Occasionally required to bend, twist, reach, stretch, push, pull, drag, and lift up to 20 pounds
- Specific vision abilities required by this position include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus
- Specific hearing abilities required by the position include adequate hearing at close proximity, at a distance, and in both ears

DISASTER SERVICE WORKER:

Under California law (California Government Code Section 3100-3109), all City of Placentia employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Placentia employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

Job Classification Description

Equal Employment Opportunity

DEPUTY DIRECTOR OF ADMINISTRATIVE SERVICES

JOB FAMILY: Administrative Services/Support Services **EEO CATEGORY:** Executive/Senior Level Officials and Managers/ Officials - Administrators **FLSA:** Exempt **WC CLASS CODE:** 8810: Officers/Clerical	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Unrepresented Mid-Management **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:**

PURPOSE STATEMENT:

Under the direction of the Deputy City Administrator or assigned supervisor, the Deputy Director of Administrative Services plans and manages the implementation of administrative services programs, assists in the effective and efficient achievement of departmental policy goals and objectives, assists in ensuring that resources are utilized in conformance with state and federal laws, rules, and regulations, responsible for special project development, and performs other related duties as assigned.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Plans, coordinates, implements, and controls a department's various administrative support programs, including administrative services, economic development, property disposition and acquisition, affordable housing, communications and marketing, and special projects in consultation with the city administrator.
- Assists in the development and evaluation of the effectiveness of departmental plans, operations, policies, and procedures to improve departmental performance.
- Assists with the preparation and administration of the department budget and special funds and capital improvement budgets, including revenues derived from user fees, general fund allocations, and grant monies.
- Research, prepares, and presents oral and written reports to City Council, commissions, committees, and boards. Prepares a wide variety of memos, reports, and correspondence regarding department activities and operations.
- Oversees the preparation of professional services and contract specifications; evaluates proposals and recommends contracts to be awarded.
- Applies innovative and emerging methods, technologies, and management practices to the operation of the organization and/or programs.
- May represent the Department in City Council, commission, committee, staff, labor, and public and private agency meetings regarding services, activities, and programs.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS (CON'T):

- May assist with staff selection, establishing employee performance standards, and preparing performance reviews. May assist with the analysis, development and implementation of training programs. May direct and provide guidance to employees, consultants and contractors.
- Plans, directs, and coordinates through subordinate-level managers and supervisors, the city administrator's office objectives; meets with staff to identify and resolve problems; assign project and programmatic areas of responsibility; review and evaluate work methods and procedures.
- Effectuates city property purchases and sales by working with title and escrow companies; acts as property manager for current land and property holdings. Presents at closed session meetings with the City Council on real property negotiations.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Modern and highly complex principles and practices of municipal administration, organization, function, and service provision
- Organization and management practices as applied to the analysis and evaluation of programs, policies, and operational needs
- Research techniques, sources and availability of information, and methods of report preparation and presentation
- Principles of effective public administration, relations, and communications with community groups and agencies, private businesses, and other levels of government
- Pertinent federal, state, and local laws, regulations, and codes
- Supervisory principles and leadership techniques
- Modern office procedures, methods, and equipment, including computers

Skills and Abilities to:

- Operate computer hardware and use word processing, spreadsheet, database, and graphics presentation software
- Use oral and written communication skills
- Read and interpret data, information, and documents
- Analyze and solve problems
- Use math and mathematical reasoning
- Perform highly detailed work under changing, intensive deadlines on multiple concurrent tasks
- Work with constant interruptions
- Interact with city officials, media, citizen groups, employees, and others encountered in the course of work

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- Bachelor's degree from an accredited college or university with major coursework in Public Administration, Business Administration, or a related field. A master's degree in public administration or a related field is preferred. Five (5) or more years of progressively responsible administrative experience in municipal government, economic development-redevelopment, building, and public works management, including three or more years in a managerial or administrative capacity.

LICENSE(S) REQUIRED:

- Valid, current driver's license.
    - The City reasonably expects driving to be one of the job functions for the position, and the City reasonably believes that using an alternative form of transportation would not be comparable in travel time or cost to the City.

CERTIFICATIONS AND TESTING REQUIRED:

- None required

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Works in office conditions, and the noise level is frequently quiet or moderately quiet
- Occasional driving is required to visit community services facilities, construction and business sites, and community and public meetings and/or events
- Regularly required to sit, stand, walk, talk, and hear, both in person and by telephone
- Use hands to finger, handle, feel, or operate standard office equipment
- Reach with hands and arms
- Stoop, kneel, or crouch to access or place records or files
- Lift and carry records and documents, typically weighing less than 20 pounds
- Specific vision abilities required by this job include close vision and the ability to adjust focus

DISASTER SERVICE WORKER:

Under California law (California Government Code Section 3100-3109), all City of Placentia employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Placentia employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

Job Classification Description

Equal Employment Opportunity

DEPUTY DIRECTOR OF COMMUNITY SERVICES

JOB FAMILY: Community Services **EEO CATEGORY:** Executive/Senior Level Officials and Managers/ Officials - Administrators **FLSA:** Exempt **WC CLASS CODE:** 8810: Officers/Clerical	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Unrepresented Mid-Management **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** July 2011

PURPOSE STATEMENT:

Under the direction of the Director of Administrative Services and Community Services, the Deputy Director of Community Services oversees the operations of the Community Services Department, which includes the Recreation Division, Facility and Park Development, Administration, and Neighborhood Services divisions, as well as related activities and events. This role also provides staff assistance to the City Council, commissions, committees, and departments, manages professional, technical, and clerical staff, and assists the Director with highly responsible tasks.

DISTINGUISHING CHARACTERISTICS (For use in a job series only)

The positions in this class are in charge of the Community Services Department's overall program planning, budget management, coordination, and evaluation. They also receive general administrative direction from the Director of Administrative Services and Community Services, have discretion in implementing general goals and policies, and handle organizational and service delivery issues.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Plans, organizes, coordinates, and directs comprehensive community programs that are designed to meet the community's needs for recreation, including sports activities, youth, adult, and senior services, cultural arts, recreational classes, cable programming, and special events.
- Develops and evaluates the effectiveness of departmental plans, operations, policies, and procedures to improve departmental performance.
- Recommends staff appointments, establishes employee performance standards, implements discipline, and prepares performance reviews; develops and implements training programs; directs and provides guidance to employees, consultants, and contractors.
- Oversees the preparation of professional services and facility contract specifications; evaluates proposals and recommends contracts to be awarded.
- Assists with the preparation and administration of the department budget and capital improvement budgets, including revenues derived from user fees, general fund allocations, and grant monies; coordinates the preparation of revenue projections; evaluates the appropriateness of fees and charges; monitors and controls expenditures.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS (CON'T):

- Researches, prepares, and presents oral and written reports to City Council, commissions, committees, and boards; prepares of memos, reports, and correspondence regarding department activities and operations.
- Meets with community groups, business representatives, and advisory committees to plan community services functions to assess the effectiveness of current plans and consider future facilities and programs to meet community needs.
- Plans and evaluates the effectiveness of existing recreation programs, special community events, sports facilities, and social services; considers means to promote community participation and satisfaction with city programs.
- Represents the department in City Council, commission, committee, staff, and public and private agency meetings regarding services, activities, and programs.
- Facilitates community participation, creating community consensus, and working with a wide variety of diverse individuals and community organizations.
- Analyzes fee-supported program structure for use and rental of public facilities; evaluates effective means of marketing and promoting departmental services through a wide range of publicity programs.
- Conducts research on funding sources and implements fundraising efforts; oversees grant application preparation.
- Manages and coordinates analytical, marketing, community education, newsletter, and program support services on behalf of the city.
- Acts on behalf of the Director of Administrative Services and Community Services in their absence.
- Reviews and approves all printed materials, social media posts, committee and commission agendas, and minutes.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Modern principles, practices, and trends of community services, including facilities management, program evaluation, marketing and community education practices, park planning, park maintenance, and related services and programs
- Events planning practices
- Principles of design, construction, and maintenance of public facilities
- Purchasing practices related to equipment and supplies
- Pertinent federal, state, and local laws, regulations, and codes
- Work planning processes and organizational methods
- Principles of management
- Budgetary practices
- Supervisory principles and leadership techniques
- Recreational functions and activities
- General office procedures and protocols
- Financial rules and regulations
- Contract management

Skills and Abilities to:

- Recommend and implement goals, objectives, and practices for providing effective programs
- Manage and administer a variety of projects concurrently
- Plan, organize, and implement department goals, budgets, staffing, policies, and operating practices
- Analyze and evaluate program alternatives and consider effective means of delivering services
- Prepare clear, concise, and complete reports and correspondence
- Make public presentations
- Write marketing and promotional materials
- Manage the selection, training, evaluation, and disciplining of departmental staff
- Establish and maintain cooperative working relationships with staff, supervisors, management, commissions, community groups, governmental bodies, City Council members, the media, and the public
- Operate computer hardware and use word processing, spreadsheet, database, and graphics presentation software
- Use oral and written communication skills
- Read and interpret data, information, and documents
- Use math and mathematical reasoning
- Perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks
- Work with constant interruptions
- Interact with city officials, media, citizen groups, employees and others encountered in the course of work
- Microsoft Office, including Word, Excel, and PowerPoint
- Lead and direct full-time personnel

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- A bachelor's degree in recreation and leisure studies, public administration, business administration, or a related field and eight years of experience managing recreational and social service programs, including facility development. A master's degree in recreation and leisure studies, public administration, business administration, or a related field is highly desirable.

LICENSE(S) REQUIRED:

- Valid, current driver's license.
    - The City reasonably expects driving to be one of the job functions for the position, and the City reasonably believes that using an alternative form of transportation would not be comparable in travel time or cost to the City.

CERTIFICATIONS AND TESTING REQUIRED:

- None required

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Works in office conditions; the noise level is frequently quiet or moderately quiet
- Regularly required to sit, stand, walk, talk, and hear, both in person and by telephone
- Use hands to finger, handle, feel, or operate standard office equipment
- Reach with hands and arms
- Stoop, kneel, or crouch to access or place records or files
- Lift and carry records and documents, typically weighing less than 50 pounds
- Specific vision abilities required by this job include close vision and the ability to adjust focus

DISASTER SERVICE WORKER:

Under California law (California Government Code Section 3100-3109), all City of Placentia employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Placentia employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

Job Classification Description

Equal Employment Opportunity

DEPUTY DIRECTOR OF PUBLIC WORKS - ENGINEERING

JOB FAMILY: Public Works/Engineering **EEO CATEGORY:** Executive/Senior Level Officials and Managers/Officials - Administrators **FLSA:** Exempt **JOB CLASS CODE:** 8810: Officers/Clerical	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Unrepresented Mid-Management **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** July 2016

PURPOSE STATEMENT:

Under the direction of the Director of Public Works/City Engineer, the Deputy Director of Public Works – Engineering plans, coordinates, and manages the work of the Engineering Division, including private land development review, public works engineering construction projects, traffic engineering and transportation planning, engineering inspections, and consulting contracts; manages the division budget; assures compliance with engineering standards and specifications; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS (For use in a job series only)

Positions in this class are distinguished from those of the City Engineer by their far larger responsibility for all division operations, capital projects, and division budgets, consulting contracts, and greater range of interfaces with regulatory agencies, the development community, and public officials while also acting in place of the Director of Public Works/City Engineer during his/her absence.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Plans, coordinates, and manages private development plan review and approvals, capital improvements, public right-of-way construction and grading inspection, and consulting engineering.
- Develops and manages capital improvement budgets; monitors actual expenditures in conformance with division goals and objectives; coordinates project functions with public works personnel.
- Negotiates and enforces the terms of consultant agreements, schedules, and work plans; assures projects are completed within expected timelines, material specifications, and labor costs.
- Reviews change orders; determines whether cost and work modifications meet standards of public safety, cost effectiveness, and technical feasibility.
- Selects, trains, supervises, and evaluates the work of staff and consultants; coordinates projects and assignments; institutes disciplinary procedures and corrective actions for work not meeting standards.
- Meets with other city departments, transportation agencies, developers, contractors, and consultants to plan and implement various projects and programs.
- Advises the Director of Public Works/City Engineer, City Administrator, and City Council regarding engineering and administrative issues.
- Attends City Council, regional planning, and public community meetings and makes presentations of engineering and construction proposals, contracts, engineering reports, and staff recommendations.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Applicable federal and state laws and regulations and local codes governing the administration of engineering projects
- Civil engineering design standards and practices
- Budgeting and contract administration practices
- Principles and practices of management and supervision

Skills and Abilities to:

- Operate computer hardware and use word processing, spreadsheet, and database software applications
- Understand, interpret, explain, and apply state and federal law and regulations and local ordinances, policies, and procedures involving public works engineering services
- Establish, interact, and maintain effective working relationships with city staff, management, the City Council, public and regulatory officials, community groups, developers, and others encountered in the course of work
- Exercise tact and diplomacy in conflict situations
- Work extended hours and on standby basis
- Use written and oral communication skills
- Read and interpret data, information, and documents
- Perform highly detailed work under changing, intensive deadlines on multiple concurrent tasks

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- Bachelor's degree in civil engineering and five years of progressively responsible civil engineering experience, including supervisory experience; or an equivalent combination of training and experience.

LICENSE(S) REQUIRED:

- Valid, current driver's license.
    - The City reasonably expects driving to be one of the job functions for the position, and the City reasonably believes that using an alternative form of transportation would not be comparable in travel time or cost to the City.

CERTIFICATIONS AND TESTING REQUIRED:

- Registration as a Civil Engineer issued by the California State Board of Registration for Civil and Professional Engineers

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Works in an office setting with controlled temperature settings, and the noise level is moderate, typically below 70 decibels
- Occasionally works outdoors to conduct site inspections and attend meetings with contractors, staff, and other departmental representatives, and the noise level exceeds 70 decibels given the presence of construction equipment
- Regularly required to sit, talk, or hear, both in person and by telephone
- Use hands to handle, feel, or operate computer hardware and standard office equipment
- Reach with hands and arms above and below shoulder level
- Occasionally lifts and carries records and documents weighing less than 20 pounds
- Occasionally required to stand and walk within field construction areas to investigate sites and oversee engineering inspection work
- The ability to see within normal range, including having close range and the ability to adjust focus, talk, hear, and use electronic touch keypads

DISASTER SERVICE WORKER:

Under California law (California Government Code Section 3100-3109), all City of Placentia employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Placentia employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

Job Classification Description

Equal Employment Opportunity

DEPUTY DIRECTOR OF PUBLIC WORKS - MAINTENANCE

JOB FAMILY: Public Works/Administration **EEO CATEGORY:** Executive/Senior Level Officials and Managers/Officials - Administrators **FLSA:** Exempt **WC CLASS CODE:** 8810: Officers/Clerical	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Unrepresented Mid-Management **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** Dec 2006

PURPOSE STATEMENT:

Under the direction of the Director of Public Works, the Deputy Director of Public Works - Maintenance plans and manages the activities and operations of the Maintenance Services Divisions within the Public Works Department; coordinates maintenance programs, services, and special events with other departments, agencies, contractors, and the general public; provides highly responsible and complex staff assistance to the Director; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS (For use in a job series only)

The Public Works Manager establishes goals and priorities and assures the implementation of work plans by maintenance supervisors, and indirectly, leads personnel involved in streets, sanitation, parks, trees, landscaping, equipment, and facility maintenance operations. This position reports to the Director of Public Works and works with them in the coordination of capital improvements and construction projects. The Deputy Director of Public Works - Maintenance has broader functional, administrative, and budgetary responsibilities and decision-making authority than the maintenance superintendent and supervisors.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Coordinates the organization, staffing, and operational activities of Public Works maintenance and field services, including landscape maintenance, street sweeping, storm drainage, street maintenance, street lighting, graffiti maintenance, street signage, striping and legends, equipment and facility maintenance, and special events.
- Selects, trains, motivates, and evaluates public works personnel; provides or coordinates staff certification and training; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Leads, coordinates, and reviews work plans for providing field maintenance, equipment maintenance, and related services; meets with staff to identify and resolve problems; assigns work activities and projects.
- Conducts periodic inspections of field operations and work records; works with supervisory personnel and staff to identify and implement improvements in work methods and services.
- Develops and administers public works program budgets; forecasts additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; recommends adjustments as necessary.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS (CON'T):

- Coordinates public works activities with those of other divisions and outside agencies and organizations; provides staff assistance to the Director of Public Works; prepares and presents staff reports to the City Council and commissions and other necessary correspondence.
- Ensures the adherence to safe work practices by maintenance personnel; assumes responsibility for any hazardous waste materials generated by public works services or functions; maintains appropriate records of materials; provides employee training in use and handling of hazardous materials.
- Attends City Council and commission meetings and participates in professional group meetings; stays informed of new trends and innovations in the field of street maintenance, street lighting, storm drainage, street sweeping, fleet and facility services, and trees, and landscaping.
- Investigates and resolves public complaints related to maintenance services and informs the Director of Public Works of actions taken.
- Responds to natural disasters and emergency situations in the city and the need to deploy maintenance personnel.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Operational characteristics, services, and activities of a public works maintenance program, including streets, sanitation, fleet services, parks, trees, and landscape maintenance
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs
- Modern and complex principles and practices of program development and administration
- Occupational hazards and standard safety precautions necessary in maintenance work
- Budget preparation and administration
- Principles of supervision, training, and performance evaluation
- Pertinent federal, state, and local laws, codes, procurement regulations, requirements, and regulations
- Storm drain and national pollutant discharge elimination system (NPDES) regulations
- Capital improvement projects and procedures
- Prevailing wage and labor compliance regulations and requirements of awarding bodies
- Public contract code
- Waste and recycling, organic recycling, and edible food recovery operations and state regulations and requirements for public agencies
- Asset management best practices
- Safe work practices

Skills and Abilities to:

- Manage, plan, coordinate, and evaluate the work of supervisory, professional, technical, and maintenance personnel
- Select, supervise, train, and evaluate staff
- Prepare and administer budgets
- Recommend and implement goals, objectives, and practices for providing effective and efficient street maintenance, traffic signal lighting, street lighting, storm drainage and street sweeping services, fleet maintenance, and parks, trees, and landscape maintenance services

Skills and Abilities to (con't):

- Prepare clear and concise administrative and financial reports
- Operate computer hardware and use word processing and spreadsheet software
- Coordinate and manage projects to meet deadlines
- Understand, interpret, explain, and apply state and local ordinances, policies, and procedures involving public works services
- Use written and oral communication skills
- Use math and mathematical reasoning
- Perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks
- Interact with officials and the public

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- Bachelor's degree in public administration, construction technology, or a related field and six years of progressively responsible construction and maintenance management experience, including supervisory experience; or an equivalent combination of training and experience.

LICENSE(S) REQUIRED:

- Valid, current driver's license.
    - The City reasonably expects driving to be one of the job functions for the position, and the City reasonably believes that using an alternative form of transportation would not be comparable in travel time or cost to the City.

CERTIFICATIONS AND TESTING REQUIRED:

- None required

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Works in both field and office settings. In the office, the noise level is frequently quiet or moderately quiet
- Occasionally works outdoors to conduct site inspections and attend meetings with contractors, staff, and other departmental representatives, and is exposed to loud construction machinery, wetness, humidity, and traffic hazards during field inspections
- Ability to work extended hours in order to oversee maintenance repairs and operations, including disaster response services
- Regularly required to sit, talk, or hear, both in person and by telephone
- Use hands to finger, handle, or feel objects or standard office equipment
- Reach with hands and arms
- Frequently required to stand and walk to coordinate field construction and inspection work
- Occasionally lifts and carries records and documents weighing less than 10 pounds
- Frequently lift and/or records or documents weighing up to 10 pounds
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus

DISASTER SERVICE WORKER:

Under California law (California Government Code Section 3100-3109), all City of Placentia employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Placentia employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

Job Classification Description

Equal Employment Opportunity

FIRE DEPUTY CHIEF

JOB FAMILY: Fire **EEO CATEGORY:** Professionals/Officials - Administrators **FLSA:** Exempt **JOB CLASS CODE:** 7706: Fire Fighters–Not Volunteers	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Unrepresented Mid-Management **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** Feb 2021

PURPOSE STATEMENT:

Under the direction of the Fire Chief, the Fire Deputy Chief is the top-level administrative management position reporting directly to the Fire Chief. Employees at this level possess a thorough knowledge of city and department policies and procedures, principles of emergency management, fire suppression techniques, budget and personnel administration, employee discipline, and public safety principles and practices.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Assists the Fire Chief in the planning, implementing, and directing of services and activities related to the delivery of Fire Department Operations, including but not limited to fire suppression, emergency medical delivery, hazardous situation mitigation, disaster response, and budget preparation.
- Supervises and manages the Battalion Chiefs assigned as Shift Commanders, and coordinates with them on daily operational priorities.
- Establishes strategies and programs to meet the department's operational goals; continuously reviews operational activities and programs to identify issues and create solutions for improving service delivery; recommend sand administers new policies and procedures to increase department efficiency and effectiveness.
- Coordinates department activities with other city departments and outside agencies; provides technical advice.
- Ensures effective and efficient training through data analysis, personnel feedback, and strategic planning.
- Assists in the development and administration of the department budget and conducts internal fire department investigations.
- Assists with the accreditation process with the Center for Public Safety Excellence (CPSE).

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- The Incident Command System, NIMS, NFPA Standards, and other official periodicals pertaining to the effective management of a fire department
- The principles and practices of fire prevention, inspection, suppression, and emergency medical services
- Insurance Services Organization (ISO) system and the relationship to fire service goals and objectives
- The fire service accreditation process
- Principles of personnel management, including performance evaluation, performance improvement, motivation, and mentoring
- Firefighter's Bill of Rights for investigations, discipline, and documentation
- Current trends in the fire services training, education, and community outreach

Skills and Abilities to:

- Analyze programs; identify alternative solutions; project consequences of proposed actions; and implement recommendations in support of goals
- Reduce relatively complex ideas into easily understood presentations
- Establish and maintain effective working relationships with associates and the public
- Communicate clearly and concisely, both orally and in writing
- Be flexible and adaptive to change in the workplace and initiate change to establish modern fire service practices
- Read and interpret data, information, and documents
- Perform highly detailed work under changing, intensive deadlines on multiple concurrent tasks

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- High school diploma or G.E.D. Bachelor of Arts, Bachelor of Science, or master's degree in Fire Science, Fire, Public Administration, or a related field is desirable. Graduate or currently enrolled in the Executive Fire Officer's Program from the National Fire Academy is preferred. Eight (8) or more years of increasingly responsible, professional firefighting experience in a municipal fire department, fire service experience, of which at least three (3) years were in a supervisory position equivalent to a Battalion Chief or above in a fire agency.

LICENSE(S) REQUIRED:

- Valid, current driver's license.
    - The City reasonably expects driving to be one of the job functions for the position, and the City reasonably believes that using an alternative form of transportation would not be comparable in travel time or cost to the City.
- Emergency Medical Technician-Basic Certification (active)

CERTIFICATIONS AND TESTING REQUIRED:

- California State or National Fire Protection Association (NFPA) Fire Instructor 1 or equivalent
- Applicable Incident Command System Coursework Certification in area of assignment
- Hazmat On-Scene Incident Commander Certification is preferred
- California Chief Officer Certificate required by the end of the probationary period
- Chief Fire Officer designation from the Center for Public Safety Excellence is desirable

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Works in typical office conditions; the noise level is frequently quiet or moderately quiet but may be subject to uncomfortable working conditions, including exposure to odors, toxic agents, machinery, explosives, dust, noise, and smoke
- Must be able to perceive color, shapes, and odors
- Regularly required to sit, talk, or hear, both in person and by telephone
- Requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as use of a personal computer or other office equipment and operation of a motor vehicle
- Reach with hands and arms
- Perform on-site field inspections, including exertion of a moderate amount of physical effort to stoop, crouch, climb, and lift in performance of assigned duties
- Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus

DISASTER SERVICE WORKER:

Under California law (California Government Code Section 3100-3109), all City of Placentia employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Placentia employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

Job Classification Description

Equal Employment Opportunity

DIGITAL MEDIA ANALYST

JOB FAMILY: Administration **EEO CATEGORY:** Administrative Support Workers/Administrative Support **FLSA:** Exempt **WC CLASS CODE:** 8810: Officers/Clerical	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Non-Represented **GRADE:** **UPDATED:** Feb 2025 **PREVIOUS UPDATE:** Feb 2022

PURPOSE STATEMENT:

Under the direction of the Communication and Marketing Manager, the Digital Media Analyst is responsible for a variety of professional and technical support tasks linked to the operation and maintenance of citywide multimedia systems, such as producing video programming, flyer development and photography.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Creates live television broadcasts of community meetings, and special events; posts meeting videos to the city's website and social media accounts.
- Works with the communications teams and other city departments to coordinate, produce, and manage video and multimedia productions for web, broadcast, and social media use with both internal and external audiences from program conception to final product.
- Oversees the operation of the city's cable access television channel.
- Selects and schedules pre-produced programming and public service announcements.
- Coordinates audio-visual equipment for community events and set-up and tear down.
- Monitors and maintains audio and visual supplies and equipment inventory.
- Maintains records of maintenance, new installation, and replacement of equipment.
- Assesses ongoing needs for new system design and equipment.
- Assists with the development of bid specifications and makes recommendations regarding the installation of new audio-visual equipment to enhance city-wide facilities.
- Performs basic installation, maintenance, and engineering of video equipment, including cameras, integrated production/broadcast systems, analog and non-linear editing systems, lighting, and sound systems.
- Performs digital photography assignments as directed for all city agencies at special occasions; maintains a digital photography library.
- Maintains the city's YouTube channel and other social media platforms utilized to distribute city video material.
- Research new technological advances; recommend changes and new strategies to improve and increase effectiveness and reach.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS (CON'T):

- Trains city staff how to update website components and perform simple and sophisticated website and mobile app changes, as needed.
- Develops graphics for products, programming, logos, seals, badges, websites, and other multimedia platforms for city departments.
- Designs and creates flyers, ads, cover pages, reports, brochures, and a variety of other documents.
- Enhances and corrects photographs through the use of computer software.
- Assists in budget preparation as it relates to audio-visual equipment and maintenance.
- Operates an Unmanned Aircraft System (drone), as necessary.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Operation of audio-video production techniques utilizing computer programs
- Audio-visual equipment and operation, including audio recorders, monitors, cameras, lights, and microphones
- Computer graphics design software programs, functions, and applications
- Artistic and graphic layout presentation principles, methods, and techniques
- Principles and techniques of communications and marketing
- Principals of on-air broadcasting and technical directing techniques and equipment
- Principles and practices of website content management systems
- Principles and practices of digital photography
- Cable television systems and operations
- Apple Final Cut Pro, Adobe Photoshop, InDesign, and Illustrator

Skills and Abilities to:

- Attend city-sponsored special events
- Provide high-quality photography and video programming for city-sponsored special events, including but not limited to:
    - National Night Out
    - Concerts in the Park (2 per year)
    - Movies in the Park (2 per year)
    - Community Services Recreational Classes and Special Events
    - Tamale Festival and Tree Lighting Ceremony
    - Veterans Day Observance Ceremony
    - Groundbreaking/Grand Opening Ceremonies
    - Swearing In and Promotional Ceremonies
- Be available for emergency situations for live content feeds
- Perform technical support duties in the operation and maintenance of citywide multimedia and broadcast systems
- Understand operations, obey safety rules, and analyze problem systems and equipment
- Remain flexible in an environment with changing priorities, deadlines, and schedules

Skills and Abilities to (con't):

- Possess, or gain, an understanding of the Americans with Disabilities Act (ADA) as it relates to various forms of media, video, and website functions to ensure the city produces accessible ADA forms of communication with stakeholders
- Effectively represent the Department and the city in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals
- Employ attention to detail
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, meet critical time deadlines, and see tasks through to completion
- Communicate effectively, orally and in writing
- Establish and maintain effective working relationships with city officials, employees, co-workers, supervisors, and the general public
- Perform duties on a regular and consistent basis
- Use oral and written communication skills
- Read and interpret complex data
- Thoroughly analyze and solve problems
- Exercise sound judgment in the absence of specific guidelines
- Use math and mathematical reasoning
- Establish priorities and work on multiple assignments and projects concurrently
- Meet intense and changing deadlines given continual interruptions
- Interact appropriately with staff, management, city officials, contractors, consultants, and others encountered in the course of work
- Demonstrate proficiency in operating professional videography equipment, including cameras, sound devices, and lighting setups
- Create graphics and prepare for billboard, poster, and magazine prints

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- An Associate of Arts degree from an accredited college or institution in computer-aided design, art, or a closely related field.
    - Supplemental courses in graphics software, technical illustration, or closely related field is highly desirable.
- Two (2) years of experience in graphics design and artwork, including the use of computerized graphic software programs.
    - Experience in a variety of media and video production areas or television production is desirable.
    - Experience working for or with public agencies or entities that provide services to public agencies such as video or television station production and/or broadcasting is highly desirable.

LICENSE(S) REQUIRED:

- Valid, current driver's license for occasional driving to view proposed property sites and those under development, travel to community services facilities, construction, and business sites, and attend community and public meetings
    - The City reasonably expects driving to be one of the job functions for the position, and the City reasonably believes that using an alternative form of transportation would not be comparable in travel time or cost to the City.

CERTIFICATIONS AND TESTING REQUIRED:

- FAA part 107 license operator

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Works in both office and field settings. In the office, the noise level is frequently quiet or moderately quiet. When conducting field observation, the employee is subject to loud construction noise
- Work occasional evening, weekend, and holiday events as required
- Occasional driving is required to view proposed property sites and those under development
- Travels to community services facilities, construction, and business sites, and attends community and public meetings
- Use hands to finger, handle, feel, or operate objects, tools, or controls, and reach with hands and arms
- Required to talk and hear
- Frequently sit and occasionally stand and walk to access work areas and files
- Stoop, kneel, or crouch to access or place records or files
- Lift and carry records and documents, typically weighing less than 50 pounds
- Specific vision abilities required by this job include close vision and the ability to adjust focus

DISASTER SERVICE WORKER:

Under California law (California Government Code Section 3100-3109), all City of Placentia employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Placentia employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

Job Classification Description

Equal Employment Opportunity

DIRECTOR OF COMMUNITY SERVICES

JOB FAMILY: Community Services **EEO CATEGORY:** Executive/Senior Level Officials and Managers/ Officials - Administrators **FLSA:** Exempt **WC CLASS CODE:** 8810: Officers/Clerical	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** At-Will Executive **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** Jan 2020

PURPOSE STATEMENT:

Under the direction of City Administrator, the Director of Community Services plans, directs, and oversees the work of the Community Services Department, including the Human Services Division, Recreation Division, Facility and Park Development/Operations, administration, and related programs and events; provides staff assistance to the City Council, commissions, committees, and departments; recommends staffing levels and controls operating and capital improvements budgets; participates as a member of the Executive Management Team; and performs other related duties as assigned. The incumbents in this classification provide the City with department-wide programs and have greater policymaking, budgetary, and supervisory authority than staff, as well as more frequent interfaces with the City Administrator, City Council, and the Recreation and Park Commission, Cultural Arts Commission, and other advisory groups.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Plans, organizes, and directs comprehensive community programs for recreation and human services, including social services programs, sports activities, youth, adult, and senior services, cultural arts, recreational classes, and special events.
- Develops and evaluates the effectiveness of departmental plans, operations, policies, and procedures to improve departmental performance.
- Oversees the work of regular supervisory, professional, and administrative staff, as well as part-time personnel and contract instructors, including hiring, work coordination, and performance evaluation.
- Oversees the preparation of professional services and facility contract specifications; evaluates proposals and recommends contracts to be awarded.
- Manages departmental operating and capital improvement budgets, including revenues derived from user fees, general fund allocations, and grant monies.
- Advises and supports the City Administrator's Office, City Council, and various committees; represents the department in policy matters; attends City Council meetings as needed.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS (CON'T):

- Meets with community groups, business representatives, and advisory committees to plan community services functions to assess the effectiveness of current plans and consider future facilities and programs to meet community needs.
- Analyzes fee supported programs structure for use and rental of public facilities; evaluates effective means of marketing and promoting departmental services through a wide range of publicity programs.
- Evaluates the effectiveness of departmental administrative functions, including staff recruitment, personnel, payroll, and staff-assigned duties.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application unless otherwise specified)

Knowledge of:

- Modern principles, practices, and trends of community services, including facilities management, program evaluation, marketing and community education practices, park planning, park maintenance, and related services and programs
- Event planning practices
- Principles of design, construction, and maintenance of public facilities
- Purchasing practices related to equipment and supplies
- Pertinent federal, state, and local laws, regulations, and codes
- Work planning processes and organizational methods
- Principles of management
- Budgetary practices
- Supervisory principles and leadership techniques

Skills and Abilities to:

- Operate computer hardware and use word processing, spreadsheet, database, and graphics presentation software
- Communicate effectively
- Read and interpret data, information, and documents
- Analyze and solve problems
- Observe and interpret data and situations
- Use math and mathematical reasoning
- Perform highly detailed work under changing, intensive deadlines on multiple concurrent tasks
- Interact with city officials, media, citizen groups, employees, and others encountered in the course of work

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- Bachelor's degree from an accredited college or university with major coursework in Leisure Services, Public Administration, Business Administration, or a related field. A master's degree in public administration or a related field is preferred. Seven or more years of progressively responsible administrative experience in parks, recreation, and community services programs, including recreation services, social services, and facility development, including three or more years in a managerial or administrative capacity.

LICENSE(S) REQUIRED:

- Valid, current driver's license.
    - The City reasonably expects driving to be one of the job functions for the position, and the City reasonably believes that using an alternative form of transportation would not be comparable in travel time or cost to the City.

CERTIFICATIONS AND TESTING REQUIRED:

- None required

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Works in office conditions; the noise level is frequently quiet or moderately quiet
- Occasional driving is required to visit community services facilities, construction and business sites, and community and public meetings
- Regularly required to sit, stand, walk, talk, and hear, both in person and by telephone
- Use hands to finger, handle, feel, or operate standard office equipment
- Reach with hands and arms
- Stoop, kneel, or crouch to access or place records or files
- Lift and carry records and documents, typically weighing less than 20 pounds
- Specific vision abilities required by this job include close vision and the ability to adjust focus

DISASTER SERVICE WORKER:

Under California law (California Government Code Section 3100-3109), all City of Placentia employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Placentia employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

Job Classification Description

Equal Employment Opportunity

DIRECTOR OF DEVELOPMENT SERVICES

JOB FAMILY: Development Services/Administration **EEO CATEGORY:** Executive/Senior Level Officials and Managers/ Officials - Administrators **FLSA:** Exempt **WC CLASS CODE:** 8810: Officers/Clerical	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** At-Will Executive **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** Jan 2007

PURPOSE STATEMENT:

Under the direction of City Administrator, the Director of Development Services plans, organizes, and directs the Development Services Department's work, including developing recommendations on various planning matters and general plan elements, ensuring compliance with laws, land use policies, zoning regulations, and planning procedures, recommending staffing levels and controlling departmental budget, and serving on the Executive Management Team.

DISTINGUISHING CHARACTERISTICS (For use in a job series only)

Positions in this class are distinguished from the Chief Building Official, Planning Manager, and subordinate professional, technical, and administrative support staff by their accountability for department-wide programs and services, larger budget, supervisory, and decision-making authority, and greater interfaces with staff, other departments, regulatory agencies, the development community, City Administrator, Planning Commission, and other parties.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Plans, directs, and evaluates the effectiveness of planning, building, and code enforcement programs; sets and assures attainment of objectives, priorities, and timelines for projects.
- Analyzes and evaluates complex, visible, or controversial issues or development services projects and provides direction to staff.
- Confers and coordinates with other department directors, city administrators, legal counsel, governmental agencies, and other parties on development standards and practices of the city.
- Directs the development, implementation, and evaluation of plans, policies, and procedures to achieve departmental and city goals, including the use of technology to improve customer service delivery.
- Prepares and reviews agenda items and reports for review by the Planning Commission and City Council; reviews reports and recommendations, resolutions, and minutes; follows up on requests; provides training opportunities for commissioners.
-

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS (CON'T):

- Advises and coordinates with the city administrator regarding development issues; participates in meetings of the executive management team.
- Meets with residents, businesses, and community groups to encourage action or resolve problems related to department work activities and projects.
- Plans, directs, and oversees conformance with the departmental budget, including the evaluation of revenues from fees and permits and planned expenditures; assists with the Capital Improvement Program (CIP) Budget, including annual general plan conformance findings.
- Represents the department at City Council meetings and other meetings; presents complex projects to decision-makers and responds to questions.
- Selects, trains, motivates, and evaluates department personnel; provides staff training; works with employees to correct deficiencies; establishes staff goals and oversees progress; recommends salary increases and disciplinary action.
- Meets with developers, architects, and engineers regarding development applications; articulates city's goals regarding development; resolves conflicts.
- Ensures the proper administration and enforcement of the city's building, zoning, and related city codes and health and safety standards.
- Administers the City's Zoning Code and assists in administering the Municipal Code including amendments and updates as needed.
- Prepares and reviews agenda items for the Historical Committee, City Council Historical Preservation Committee, and City Council Housing, Community, and Economic Development Committee
- Advises and coordinates with the City Administrator regarding economic development and matters related to housing and affordable housing.
- Administers the Development Impact Fee program, including annual updates and regular periodic Nexus Studies significantly revising the Development Impact Fee Program.
- Administers or creates Community Facilities Districts (CFDs), often in conjunction with or subsequent to adopting long-range planning documents.
- Administer economic development initiatives, programs, and policies and resolves conflicts as they relate to economic development matters.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Theory, principles, practices, techniques of urban planning, building inspection, and code enforcement
- City code, local standards, and applicable federal and state laws and regulations, and local ordinances governing the administration of planning and development services, and health and safety requirements
- General knowledge of redevelopment regulations
- Principles and practices of management, leadership, and supervision
- Project management practices
- Land use, physical design, demographic, environmental, and social/economic concepts as applied to municipal planning
- Building and code enforcement practices

Skills and Abilities to:

- Terminology, symbols, methods, and techniques used in planning exhibits such as site plans, grading plans, landscape/irrigation plans, and architectural elevations
- Plan, organize, assign, review, and evaluate the work of division professionals and technical, and clerical staff
- Motivate employees to complete tasks
- Understand landscape/irrigation plans, civil drawings, architectural plans
- Prepare clear and concise technical planning documents, reports, and correspondence
- Prioritize workload
- Undertake or supervise technical, complex, and sensitive planning projects
- Interpret and apply laws, policies, procedures, regulations, plans, graphs and statistical data
- Make presentations
- Establish and maintain cooperative working relationships with other city department staff, community groups, the Planning Commission, business representatives, and the development community
- Operate computer hardware and utilize word processing, spreadsheet, and graphics presentation software
- Use written and oral communication skills
- Read and interpret data, information, and documents
- Interpret policies and procedures
- Use math and mathematical reasoning
- Learn and apply new information or new skills
- Work under deadlines with constant interruptions
- Interact with city staff, other organizations, and the public
- Occasionally required to deal with applicants and employees in conflict situations

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- A bachelor's degree in urban and regional planning, architecture, political science, or a closely related field and eight years of municipal planning experience, including three years of leadership experience in development services programs.

LICENSE(S) REQUIRED:

- Valid, current Driver's License for occasional driving to view proposed property sites and those under development and travels to community services facilities, construction, and business sites, and attends community and public meetings
    - The City reasonably expects driving to be one of the job functions for the position, and the City reasonably believes that using an alternative form of transportation would not be comparable in travel time or cost to the City.

CERTIFICATIONS AND TESTING REQUIRED:

- None required

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Works in both office and field settings. In the office, the noise level is frequently quiet or moderately quiet. When conducting field observation, the employee is subject to loud construction noise
- Regularly required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms
- Frequently sit and occasionally walk and stand to access work areas and files
- Stoop, kneel, or crouch to access or place records or files
- Lift and carry records and documents, typically weighing less than 25 pounds
- Specific vision abilities required by this job include close vision and the ability to adjust focus

DISASTER SERVICE WORKER:

Under California law (California Government Code Section 3100-3109), all City of Placentia employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Placentia employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

Job Classification Description

Equal Employment Opportunity

DIRECTOR OF FINANCE

JOB FAMILY: Finance/Administration **EEO CATEGORY:** Executive/Senior Level Officials and Managers/Officials - Administrators **FLSA:** Exempt **WC CLASS CODE:** 8810: Officers/Clerical	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** At-Will Executive **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** May 2017

PURPOSE STATEMENT:

Under the direction of City Administrator, the Director of Finance organizes, plans, and directs the work of the Finance Department, including accounting, budgeting, revenue and expenditures, accounts payable, business licensing, cashiering, purchasing, and financial reporting, and related contract services; develops recommendations on various financial, accounting, and financial liability matters; serves as a member of the Executive Management Team; and performs other related duties as assigned.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Plans and directs the preparation of the annual city budget, including the forecasting of revenues, expenditures, fund balances, and capital project's needs, and the implementation of expense controls during the year.
- Oversees year-end accounting, including the preparation and reconciliation of year-end closing financial statements, and the Annual Comprehensive Financial Report (ACFR)
- Directs the general accounting, payroll, accounts payable, accounts receivables, purchasing, and contract administration programs; and reviews monthly reports and actual activities to assess the city's position on a continuing basis.
- Establishes department goals, priorities, and timelines for completion of projects and assignments; evaluates department performance in conformance with established objectives.
- Analyzes and makes recommendations on financial policies, internal controls, and accounting procedures; institutes appropriate changes to increase efficiency, accuracy, and compliance with accounting standards and internal audit controls.
- Reviews financial and accounting statements and approves the payment of invoices, payroll, expenses, disbursements, and other debt obligations, as analyzed by accounting staff.
- Selects, trains, motivates, and evaluates department personnel; provides or arranges for staff training; works with employees to correct deficiencies; establishes staff goals and monitors progress; recommends salary increases, and institutes disciplinary action as needed.
- Prepares periodic and annual financial reports to the City Administrator, and other state and local agencies, including the former Redevelopment Agency and Dissolution Reporting; oversees special studies and reports prepared by staff.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS (CON'T):

- Oversees purchasing and contract administration functions and the establishment of proper procedures and controls.
- Advises and consults with the City Administrator, department heads, and other staff regarding financial issues;
- Represents the department at City Council meetings, Citizens Fiscal Sustainability Task Force, Financial Audit Oversight Committee, and other community meetings, as needed and other gatherings; presents complex financial reports, recommendations and responds to inquiries.
- Monitors new legislation and GASB pronouncements for any potential impact on the city's finances.
- Research advances in technology and its potential to improve and streamline efficiencies in the city's financial operations.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application unless otherwise specified)

Knowledge of:

- Theory, principles, practices, and techniques of public finance
- Municipal budgeting principles and practices
- Internal control standards, auditing practices, and proper accounting procedures
- Treasury and revenue management methods and practices
- GASB and applicable federal, state, and local laws, codes, and regulations pertaining to financial management practices
- Generally accepted accounting principles and practices
- Purchasing and contract administration practices
- Business license practices; financial accounting software
- Principles and practices of management, leadership, and supervision, including the setting of goals and objectives, work planning, and employee evaluation

Skills and Abilities to:

- Select, train, supervise, evaluate, manage, and discipline professional, technical and administrative support employees
- Undertake or supervise technical, complex, and sensitive projects
- Interpret and apply laws, policies, procedures, and regulations, organize; assign, and prioritize projects; and ensure completion in accordance with deadlines
- Establish and maintain cooperative working relationships with other city department staff, brokers, investment advisors, financial institutions, and the general public
- Operate computer hardware and utilize word processing, spreadsheet, and graphic presentation software
- Use written and oral communication skills
- Work under deadlines with constant interruptions

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- Bachelor's degree in finance, accounting, or a closely related field; eight years of progressive responsible financial management and accounting experience, including three or more years of supervisory and management experience; or an equivalent combination of training and experience. Master's Degree or possession of a Certified Public Accountant designation is desirable.

LICENSE(S) REQUIRED:

- Valid, current driver's license.
    - The City reasonably expects driving to be one of the job functions for the position, and the City reasonably believes that using an alternative form of transportation would not be comparable in travel time or cost to the City.

CERTIFICATIONS AND TESTING REQUIRED:

- Certified Public Accountant designation is desirable

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Works in an office setting with controlled temperature settings, and the noise level is moderate, typically below 70 decibels
- Constantly required to sit when using computer hardware to enter and update information and to stand at the public counter and walk in accessing and distributing records
- Must be able to use hands to handle, feel, or operate computer hardware and standard office equipment
- Reach with hands and arms above and below shoulder level
- Occasionally lifts and carries records and documents weighing less than 25 pounds
- Ability to see within normal range, including having close range, and the ability to adjust focus, talk, hear, and use electronic touch keypads

DISASTER SERVICE WORKER:

Under California law (California Government Code Section 3100-3109), all City of Placentia employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Placentia employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

Job Classification Description

Equal Employment Opportunity

DIRECTOR OF HUMAN RESOURCES

JOB FAMILY: HUMAN RESOURCES **EEO CATEGORY:** Executive/Senior Level Officials and Managers/Officials - Administrators **FLSA:** Exempt **WC CLASS CODE:** 8810: Officers/Clerical	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** At-Will Executive **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** Mar 2022

PURPOSE STATEMENT:

Under the direction of the City Administrator, the Director of Human Resources plans, directs, manages, and oversees the activities and operations of the Human Resources Department.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Assumes full management responsibility for all Human Resources services and activities, including classification and compensation, recruitment and selection, employee and labor relations, employee benefits and Workers' Compensation administration, employee performance management, safety program and emergency services operations, employee engagement and development, and training.
- Coordinates Human Resources Division activities with those of other departments needed.
- Advises the City Administrator, City Council, and other City departments on issues pertaining to applicable staffing and human resources matters.
- Serves as the City's Chief Negotiator and administers the meet-and-confer process, oversees agreements when adopted, and may negotiate agreements with employee organizations.
- Develops, recommends, administers, interprets, and enforces departmental policies and procedures and assists in the development and administration of the City's human resources policies and regulations.
- Selects and is responsible for the training, supervision, and evaluation of all human resources staff.
- Counsels and provides advice to City employees, supervisors, and managers on employee performance, discipline, and employee relations policies and procedures.
- Handles and responds to employee grievances, concerns, and other issues; ensures proper administration of employee actions involving discipline or other appropriate corrective actions.
- Directs the preparation and efficient administration of the Human Resources Division Budget.
- Directs and participates in the preparation of a wide variety of studies, reports, contracts, Memorandums of Understanding, resolutions, and ordinances related to human resources and policies.
- Develops and evaluates employee training, development, and special programs, including the employee health and wellness program.
- Manages the development and implementation of the department's goals, objectives, and priorities for each assigned area; develops, recommends, and implements policies and procedures.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS (CON'T):

- Makes oral and written presentations.
- Ensures compliance with applicable laws pertaining to human resources.
- Maintains and updates human resources policies and procedures to ensure compliance with City goals and objectives.
- Ensures human resources services are provided with the highest customer service and ethical standards.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Municipal government personnel, labor relations and workers compensation principles, administration, and operations
- Principles, practices, and methods used in labor relations, recruitment and selection, classification and compensation, employee benefits and insurance, workers' compensation, unemployment insurance, retirement, training, and safety
- Leadership and management theory and practices, effective supervisory techniques, and public sector labor relations
- Budget administration
- Laws, codes, rules, and procedures which apply to government personnel, labor relations, risk management, and workers' compensation practices/procedures and related legal issues
- Goal-setting methods and the design of workload and performance indicators
- Negotiating and conflict resolution techniques
- Public relations and customer service techniques
- Effective methods of making oral and written presentations
- Computer applications and software as needed

Skills and Abilities to:

- Provide leadership for the City's human resources staff and programs
- Plan, organize, assign, and evaluate the work of division professionals, technical staff, and clerical staff; motivate employees to complete tasks; and establish and maintain cooperative working relations with other City department staff
- Formulate and administer effective citywide practices, employee relations, and ergonomic programs
- Analyze problems and recommend and implement effective solutions
- Initiate and carry out required procedural assignments and use independent judgement and initiative
- Select, train, motivate, surprise, and evaluate staff
- Establish and maintain effective relationships with those contacted in the course of work
- Foster a teamwork environment
- Effectively promote and manage workplace diversity issues in a diverse organization
- Successfully negotiate and administer labor contracts
- Encourage and facilitate succession planning within the department and other City departments

JOB QUALIFICATIONS / REQUIREMENTS:
(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:
Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- A bachelor's degree in human resources, public administration, business administration or a related field is required. A graduate degree in human resources, public administration, business administration or a related field is highly preferred. Seven years of public human resources experience, including five years of leadership experience. Two years of experience serving as a chief negotiator with public bargaining groups is required, preferably including experience with sworn police and fire groups.

LICENSE(S) REQUIRED:

- Valid, current driver's license.
    - The City reasonably expects driving to be one of the job functions for the position, and the City reasonably believes that using an alternative form of transportation would not be comparable in travel time or cost to the City.

CERTIFICATIONS AND TESTING REQUIRED:

- None required

WORK ENVIRONMENT / PHYSICAL DEMANDS:
(*Must be performed with or without reasonable accommodations*)

- Required to attend City Council and other meetings after normal business hours
- Occasionally stand, walk, and sit
- Talk and hear
- Use hands for gripping or feeling, and reaching with hands and arms
- Occasionally carry or lift up to 10 pounds

DISASTER SERVICE WORKER:
Under California law (California Government Code Section 3100-3109), all City of Placentia employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Placentia employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

Job Classification Description

Equal Employment Opportunity

DIRECTOR OF PUBLIC WORKS/CITY ENGINEER

JOB FAMILY: **EEO CATEGORY:** Executive/Senior Level Officials and Managers/Officials - Administrators **FLSA:** Exempt **WC CLASS CODE:** 8810: Officers/Clerical	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** At-Will Executive **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** Aug 2024, Jan 2007, Mar 1993

PURPOSE STATEMENT:

Under the direction of the City Administrator, the Director of Public Works/City Engineer plans, organizes, directs, and coordinates a comprehensive city-wide program of public works, including all engineering, maintenance, transportation, and administration division functions; develops integrated policies and procedures to ensure the proper development and maintenance of city public works; recommends and controls departmental budget, staffing, and priorities; and performs related duties and responsibilities as required.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Directs and coordinates the various engineering functions, including the designing of public works, approval of designs submitted by consulting engineers, street surveying and mapping, traffic engineering, procurement of rights-of-way, easements, and other properties, and inspection of construction.
- Oversees the preparation and maintenance of records, field notes, reports, maps, plots, deeds, bench marks, monuments, and similar engineering information and records.
- Participates in meetings and conferences with public agencies, public officials, citizens, and professional groups to discuss various public works problems; provides advice on public works problems; works with planning staff and the public regarding redevelopment activities.
- Directs and coordinates a comprehensive street maintenance program for the city.
- Prepares staff reports and makes recommendations related to maintenance services; prepares and presents budget estimates and work programs for maintenance services, including integrating maintenance services with other city departments and government agencies.
- Controls budget expenditures within the maintenance services division.
- Represents the city in local and other conferences on maintenance programs.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Civil engineering principles and practices
- Field survey, design, traffic engineering, and construction inspection practices and methods
- Engineering economics, project cost estimating, and accounting
- Principles of city planning, local government, organizations, public relations, and city management
- General research, statistical, and report writing methods
- Materials, equipment, and practices employed in street, sewer, curb, gutter, and sidewalk maintenance and construction

Skills and Abilities to:

- Communicate effectively with co-workers and the public in person and by phone
- Interact effectively in group situations
- Accept supervisory authority
- Make independent decisions
- Solve problems
- Adapt in highly stressful situations

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- Bachelor's degree in civil engineering, planning, architecture, public administration, or a related field; at least five years of professional engineering or other experience related to development experience, including two years in a supervisory or administrative capacity. Public sector engineering experience is desirable.

LICENSE(S) REQUIRED:

- Valid, current driver's license.
    - The City reasonably expects driving to be one of the job functions for the position, and the City reasonably believes that using an alternative form of transportation would not be comparable in travel time or cost to the City.

CERTIFICATIONS AND TESTING REQUIRED:

- None required

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Occasional field activity in inclement weather
- Frequently bend, sit, twist, reach, stretch, push, pull, drag, and lift up to 25 pounds
- Use feet to drive
- Use hands for feeling, simple grasping, firm grasping, and fine manipulation (both hands)
- Traverse uneven surfaces at field locations

WORK ENVIRONMENT/PHYSICAL DEMANDS (CON'T):

- Requires close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus
- Requires adequate hearing in close proximity, at a distance, and in both ears

DISASTER SERVICE WORKER:

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Job Classification Description

Equal Employment Opportunity

ENGINEERING TECHNICIAN

JOB FAMILY: Public Works **EEO CATEGORY:** Service Workers/Paraprofessionals **FLSA:** Non-Exempt **WC CLASS CODE:** 9420: Municipal/State/Public Agency–Other	**PAY PLAN:** Part-Time Pay Plan **UNION STATUS:** Placentia City Employees' Association (PCEA) **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** Aug 2016

PURPOSE STATEMENT:

Under the direction of the Deputy Director of Public Works - Engineering, the Engineering Technician assists with technical sub-professional engineering work; prepares and maintains engineering maps, transportation plans, and other public works documents; conducts traffic surveys; makes basic engineering calculations; assists in obtaining and providing plan checks; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS (For use in a job series only)

Positions in this class represent the entry-level engineering technical classification. The job is distinguished from professional engineering classifications that perform design work and require a Professional Engineer license. This position exercises less decision-making and receives greater work direction from the supervisor.

SSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Conducts research on sewer plans, street plans, traffic control installations, public facilities, and other design and construction documents and prepares preliminary sketches, charts, and plans involving parcels, tracts, and location maps involving land sites, public infrastructure, and improvements using computer-aided design and drafting software.
- Prepares the budget, expenses and verifies the quantities of material and labor cost estimates and construction specifications for contracted development and capital work projects and associated engineering permit fees.
- Provides counter assistance with right-of-way questions and is responsible for reviewing, processing and issuing encroachment and transportation permits.
- Maintains and organizes department databases, and retrieves engineering plans, construction documents, maps, change orders, material specifications, inspection records, and plan checks.
- Conducts field inspections of physical sites related to development conditions and traffic control counts and tabulates results of transportation surveys.
- Locates, identifies, and updates information on geographic information systems (GIS) maps of civil engineering and capital improvement plan structures and facilities.
- Assists in checking tentative and final maps for accuracy of reported information.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Engineering principles and transportation plans and permit processes
- Computer-aided drafting and design and mapping methods
- Traffic control surveying techniques
- Construction materials and cost-estimating techniques
- Communications techniques; customer service techniques

Skills and Abilities to:

- Use computer hardware and computer-aided-design and geographic information systems, word processing, and spreadsheet applications programs
- Establish and maintain cooperative working relationships with staff, management, contractors, consultants, developers, and others in the course of work
- Use written and oral communication skills
- Read and interpret data, information, and documents
- Use math and mathematical reasoning
- Work with constant interruptions
- Interact with developers, contractors, consultants, staff, department managers, and the general public

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- Two or more years of technical civil engineering work, preferably including municipal experience and use of computer-aided design and drafting software programs; or an equivalent combination of training and experience. Equivalent to Associate's in Science, enrollment in civil engineering coursework with an accredited college or university leading to a Bachelor's degree in Civil Engineering is highly desirable. Engineer-in-Training (E.I.T.) certification from the California State Board of Registration for Civil and Professional Engineers is desirable.

LICENSE(S) REQUIRED:

- Valid, current driver's license
    - This position does not typically require driving; however, the ability to use reliable transportation for occasional offsite duties may be necessary.

CERTIFICATIONS AND TESTING REQUIRED:

- None required

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Typically works in both office and field settings. In the office, the noise level is frequently quiet or moderately quiet of below 70 decibels with controlled temperature settings
- Occasional driving is required to perform field inspections, of construction site conditions, traffic counts, and other engineering inspections and the noise level exceeds 70 decibels
- Use finger dexterity in order to operate computer hardware and electronic devices
- Constantly sit and occasionally walk and stand to access counters, work areas, and survey sites
- Stoop, kneel, or crouch to access or place records or files
- Lift and carry records and documents, typically weighing less than 20 pounds
- Ability to talk and hear
- Specific vision abilities required by this job include close vision and the ability to adjust focus

DISASTER SERVICE WORKER:

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Job Classification Description

Equal Employment Opportunity

ENVIRONMENTAL PROGRAMS COORDINATOR

JOB FAMILY: PUBLIC WORKS/ENVIRONMENTAL **EEO CATEGORY:** Professionals/Professionals **FLSA:** Non-Exempt **WC CLASS CODE:** 8810: Officers/Clerical	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Placentia City Employees' Association (PCEA) **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** Jun 2023

PURPOSE STATEMENT:

Under the direction of the assigned administrator, the Environmental Programs Coordinator enforces and administers environmental compliance, inspection, and monitoring requirements within the city that are related to the National Pollutant Discharge Elimination System (NPDES) permits and associated industrial waste, refuse, wastewater, and hazardous materials management programs and processes; administers watershed and grant-funded projects; and performs other related duties as assigned.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Ensures compliance with the city's NPDES permit requirements, including its Local Implementation Plan, programs, and ordinances, while ensuring meeting attendance, reporting, and active participation in the development of future NPDES permits.
- Organizes, coordinates, and prioritizes environmental field compliance inspections related to industrial, commercial, and residential properties.
- Conducts inspections and ensures compliance with federal, state, and local regulations governing discharge of non-domestic wastewater into sanitary sewer systems; investigates public complaints regarding storm water contamination and sanitary sewer overflows.
- Communicates with business representatives, residents, and visitors regarding water quality and watershed issues as part of community education and outreach efforts.
- Trains and advises city personnel regarding the enforcement of water quality ordinances and regulations and review, approval, and compliance with water quality and storm water protection standards and California Environmental Quality Act guidelines.
- Administers the fats, oils, and grease (FOG) program, as mandated by the State Waste Discharge requirement; initiates inspections and files reports with the Orange County Health Agency and appropriate agencies, as required.
- Prepares grant applications, administers budget, and prepares performance reports, as required.
- Identifies, posts, and attempts to impound illegal trash receptacles within the city; issues notices and correspondence to business owners.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- National Pollution Discharge and Elimination Systems
- National Environmental Protection Act and California Environmental Quality Act
- Federal and state laws, regulations, and permit requirements, and City and County codes and standards related to water quality, refuse, storm water, and water conservation
- General wastewater treatment plant operations and Occupational Health and Safety Division and Water Resources Control Board standards
- Code enforcement practices, investigation practices, and appeals procedures
- Public relations and conflict resolution methods and techniques
- Grant writing techniques
- Record-keeping practices

Skills and Abilities to:

- Interpret, apply, explain, and reach sound decisions and achieve compliance with laws, regulations, policies, and procedures
- Operate a computer using word processing and spreadsheet software
- Communicate clearly and effectively orally and in writing
- Use tact and discretion in working with city officials, regulators, business representatives, legal representatives, and the public
- Establish and maintain effective working relationships with management, staff, regulatory officials, business representatives, residents, and others encountered in the course of work
- Read and interpret data, information, and documents
- Use math and mathematical reasoning
- Work under deadlines with constant interruptions

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- High school diploma or G.E.D. equivalent, and technical education and certification in environmental studies. Three years of code interpretation, environmental administration, water and wastewater administration, hazardous materials management, and public education experience, preferably involving the enforcement of environmental and safety standards. CWEA Environmental Compliance Inspector I certification or equivalent training is desirable. Direct experience with the preparation or administration of a Local Implementation Plan or other NPDES activities is desirable.

LICENSE(S) REQUIRED:

- Valid, current driver's license.
    - The City reasonably expects driving to be one of the job functions for the position, and the City reasonably believes that using an alternative form of transportation would not be comparable in travel time or cost to the City.

CERTIFICATIONS AND TESTING REQUIRED:

- Ability to obtain Penal Code (PC832) certification through the Peace Officers and Standards Commission (POST) within six months of placement within this job classification
- Ability to complete an appropriate training course related to hazardous material investigation within one year of placement within this classification and meet re-certification standards on a continuing basis

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Typically works in both field and office conditions
- Frequently works outdoors and is exposed to variable weather conditions as well as heat, moisture, and traffic
- Works in proximity to construction and production machinery at industrial and development sites
- Exposed to noxious odors and fumes, wet and dry chemicals, airborne particles, toxic or caustic chemicals or fumes, as well as dust and dirt and construction sites
- Work extended hours in order to attend meetings, conduct inspections, make presentations, and evaluate environmental compliance standards
- Regularly required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms
- Frequently sit and occasionally walk and stand to access work areas and files
- Stoop, kneel, or crouch to inspect drainage areas
- Lift and carry records and documents, typically weighing less than 20 pounds
- Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus

DISASTER SERVICE WORKER:

Under California law (California Government Code Section 3100-3109), all City of Placentia employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Placentia employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

Job Classification Description

Equal Employment Opportunity

EQUIPMENT MECHANIC

JOB FAMILY: Public Works/Vehicle Maintenance **EEO CATEGORY:** Service Workers/Skilled Craft **FLSA:** Non-Exempt **WC CLASS CODE:** 9420: Municipal/State/Public Agency–Other	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Non-Represented **GRADE:** **UPDATED:** Feb 2025 **PREVIOUS UPDATE:** Jan 2007

PURPOSE STATEMENT:

Under the direction of the Public Works Supervisor, the Equipment Mechanic performs skilled and semi-skilled technical diagnostic, repair, and maintenance work on a variety of automotive vehicles, trucks, tractors, and other light and heavy power-driven equipment and performs other related duties as assigned.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Inspects, diagnoses, and locates technical and electrical malfunctions on city automobiles, trucks, and a variety of maintenance and construction equipment and related component systems, including CNG fuel systems.
- Determines the extent of necessary repairs and additional repair work; estimates parts and materials that will be needed; prepares the vehicle service schedule for maintenance; and recommends contract work, as necessary.
- Operates and maintains a complete set of hand, power, and shop tools and computerized diagnostic and test equipment used in the automotive and truck repair trade.
- Reads and interprets schematics, shop manuals, and other related materials in order to perform work assignments and to stay abreast of the current technology; accesses technical information from automated databases and technical manuals.
- Performs minor welding, braising, soldering, and cutting operations.
- Maintains work, time, and material logs and records.
- Observes safe working practices; maintains a clean and orderly work and shop area.
- Manages parts inventory, charges out and orders all shop supplies, including oil, parts, and tires.
- Installs gas pump reading hardware and maintains software for fueling city vehicles.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Preventive maintenance practices and techniques
- Regulations, standards, and guidelines pertaining to the work, including state and federal inspection guidelines
- Current technology in repairing and diagnosing vehicles, equipment, and their component systems
- Operation and repair characteristics of the entire range of city-owned light and heavy equipment
- Welding techniques and methods
- Electrical systems and reading diagrams
- Troubleshooting and following diagnostic procedures

Skills and Abilities to:

- Read and interpret specifications and manuals, schematics, plans, and specifications related to duties
- Understand and follow oral and written instructions
- Establish and maintain effective working relationships with staff, management, vendors, and public
- Interpret policies and procedures
- Use math and mathematical reasoning
- Learn and apply new information or new skills
- Work under deadlines with constant interruptions
- Interact with city staff, management, and vendors

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- Graduation from high school or G.E.D. equivalent and three years of progressively responsible experience and proficiency performing diagnostic and repair duties on a wide variety of vehicles and equipment, including diesel and gas-powered equipment and their component electronic and computerized systems, including CNG fuel systems; specialized training and certification in the maintenance and repair of gas- and diesel-powered equipment and component systems, as well as CNG fuel systems. Training equivalent to successful completion of the National Institute of Automotive Service Excellence (ASE) Certified Automotive and/or Truck Technician tests is highly desirable.

LICENSE(S) REQUIRED:

- Valid, current driver's license.
    - The City reasonably expects driving to be one of the job functions for the position, and the City reasonably believes that using an alternative form of transportation would not be comparable in travel time or cost to the City.
- Possession of or ability to obtain within six months of employment, a valid California Class B Driver's License which is required to drive commercial vehicles during the course of performing the required duties of the position

CERTIFICATIONS AND TESTING REQUIRED:

- As regulations change, incumbents are expected to obtain the state-mandated certifications required in order to work on certain vehicles, equipment, or materials. These certifications will be designated and specified at the time of hire, or as these requirements become necessary to perform the essential functions of the position

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Works indoors and outdoors while accessing and working on equipment
- Exposed to alternating coldness, heat, dust, oils, greases, fumes, moisture, wetness, and various cleaning agents
- Pick up, deliver, and test-drive equipment
- Noise level is loud when employees are operating power tools and equipment
- Regularly required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms
- Frequently stand and walk in work areas and occasionally sit while completing records and reports, and talk and hear
- Stoop, squat, crawl, lie on their backs while facing upward, and work within confined physical spaces
- Climb stairs or small stools and lift and carry parts and equipment, typically weighing less than 100 pounds
- Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus

DISASTER SERVICE WORKER:

Under California law (California Government Code Section 3100-3109), all City of Placentia employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Placentia employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

Job Classification Description

Equal Employment Opportunity

EXECUTIVE ASSISTANT TO THE CITY ADMINISTRATOR

JOB FAMILY: City Administrator/Administration **EEO CATEGORY:** Administrative Support Workers/ Administrative Support **FLSA:** NON-Exempt **WC CLASS CODE:** 8810: Officers/Clerical	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Placentia City Employees' Association (PCEA) **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** Jan 2007

PURPOSE STATEMENT:

Under the direction of the City Administrator, the Executive Assistant to the City Administrator provides executive and confidential support, such as scheduling calendars, meetings, and special events, as well as managing letters, records, and other communications.

DISTINGUISHING CHARACTERISTICS (For use in a job series only)

Positions in this class are distinguished from other jobs in the Administrative Support series by their direct reporting relationship to the City Administrator and support of the City Council, and broader and continuing interfaces with political and elected officials, department heads, and local community representatives. The functions performed require a high level of sensitivity and tact as well as a thorough understanding of city programs, departments, commissions, and committees.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Screens and directs incoming mail and email communications between the City Administrator, City Council and other staff members; determines the priority level and routes incoming correspondence, reports, requests, and instructions.
- Receives and screens visitors and telephone calls, providing information and handling issues that may require sensitivity and use of sound independent judgment; responds to requests for information and complaints, refers matters to appropriate city staff, and takes or recommends action to resolve the request or complaint.
- Acts as a liaison in coordinating matters between the City Administrator's Office and other department heads and managers; refers or recommends referral of matters to appropriate departments and staff for follow-up action and reporting; periodically reviews outstanding items in the system for needed action and closure.
- Organizes and maintains calendar for City Administrator and City Council; arranges meetings, travel, and conferences for City Manager and for members of City Council for City business; coordinates expense reimbursements.
- Schedules committee and staff meetings and appointments; assists in coordinating workshops, professional conferences, and special events.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS (CON'T):

- Composes, proofreads, and edits memoranda, correspondence, City Council transmittals, evaluations, and other documents and reports often of a highly sensitive and confidential nature on behalf of the City Administrator and City Council; works from dictated notes or directions; ensures materials and reports for signature are accurate and complete; proofreads and checks typed and other materials for accuracy, completeness, and compliance with city standards, policies, and procedures.
- Provides administrative support to other City staff in compiling City records; arranges and conducts City Hall tours.
- Researches and assembles information from a variety of sources for the preparation of records and reports; reviews newspaper media and prepares copies of articles for distribution to appropriate parties.
- Organizes, archives, and maintains departmental records and files, including service requests and actions taken by departments and divisions in response to complaints and Council-directed inquiries; maintains stock of office supplies.
- Prepares commendations, proclamations, and certificates for placement on City Council agenda; procures recognition plaques, trophies, and awards for various recipients; arranges events, programs, and ceremonies.
- Assists in developing and compiling the annual budget for the City Council and City Administrator's Office; monitors budget expenditures; coordinates and participates in the purchasing of equipment, materials, and supplies.
- Compiles a listing of attendees, costs, and locations of City Administrator and City Council conferences.
- Functions as notary public and provides services for City Hall.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Office administrative and management practices and procedures
- Principles and practices of sound business communication
- Correct English usage, including spelling, grammar, diction, and punctuation
- Organization of city government and roles and responsibilities of City Administrator and City Council
- Ordinances, rules, policies, and procedures
- Financial record-keeping and management practices
- Research methods and techniques

Skills and Abilities to:

- Operate computer hardware and standard office equipment and word processing and spreadsheet software
- Take dictation at the equivalent rate of 100 words per minute
- Type at a net rate of 60 words per minute
- Make mathematical calculations
- Organize work and set priorities
- Analyze situations and exercise sound independent judgment
- Interpret, apply, and explain laws, regulations, and policies
- Organize and maintain complex office records and files

Skills and Abilities to (con't):

- Compose, proofread, and edit correspondence
- Prepare documents and coordinate events and city calendar
- Conduct research
- Communicate clearly and effectively, orally and in writing
- Prepare clear, accurate, and concise records and reports
- Maintain confidentiality of information
- Use a high degree of tact, discretion, and diplomacy in dealing with sensitive situations and concerned and upset groups and individuals
- Establish and maintain highly effective working relationships with city officials, other governmental agencies, business representatives, community organizations, interest groups, city staff, the general public, and others encountered in the course of work
- Use written and oral communication skills
- Read and interpret data
- Use math and mathematical reasoning
- Analyze and solve problems
- Learn and apply new information
- Perform highly detailed work on multiple concurrent tasks
- Meet intensive and changing deadlines and interact with city officials, city staff, customers, and the public

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- A high school diploma or GED or equivalent and seven years of office administrative or secretarial experience. Experience in a municipal government setting working with elected and appointed officials is preferred.

LICENSE(S) REQUIRED:

- Valid, current driver's license.
    - This position does not typically require driving; however, the ability to use reliable transportation for occasional offsite duties may be necessary.

CERTIFICATIONS AND TESTING REQUIRED:

- Notary public commission is required.

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Typically works in office conditions; the noise level is frequently quiet or moderately quiet
- Constant sitting and occasional walking and standing
- Talks and hears, both in person and by telephone
- Uses hands to operate, finger, handle or feel office equipment
- Reach with hands and arms
- Specific vision abilities required by this job include close vision and the ability to adjust focus
- Bends, stoops, or squats to access, place and retrieve files, supplies and records, and reaches, lifts, and move records and documents weighing up to 25 pounds

DISASTER SERVICE WORKER:

Under California law (California Government Code Section 3100-3109), all City of Placentia employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Placentia employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

Job Classification Description

Equal Employment Opportunity

FACILITIES MAINTENANCE TECHNICIAN

JOB FAMILY: Public Works/Building Maintenance **EEO CATEGORY:** Service Workers/Service - Maintenance **FLSA:** Non-Exempt **WC CLASS CODE:** 9420: Municipal/State/Public Agency–Other	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Placentia City Employees' Association (PCEA) **GRADE:** **UPDATED:** Feb 2025 **PREVIOUS UPDATE:** Dec 2006

PURPOSE STATEMENT:

Under the direction of the Public Works Supervisor, the Facilities Maintenance Technician performs a variety of journey-level tasks in the construction, alteration, maintenance, and repair of city buildings, facilities, irrigation systems and equipment and performs other related duties as assigned.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Prepares, paints, and repaints walls, doors, ceilings, and other structures; removes graffiti as needed.
- Installs or repairs carpets and tiles as part of flooring work.
- Performs basic building construction, plumbing and irrigation maintenance, and carpentry work such as constructing and repairing benches, tables, bleachers, stages, signs, walls, window frames, and doors.
- Installs, inspects and repairs playground equipment for safety purposes.
- Troubleshoots and repairs electrical problems; repairs electrical appliances and fixtures at building and field locations; repairs, installs, and maintains equipment such as motors, lighting circuits, timers, clocks, and other power equipment; repairs or replaces ballasts, switches, outlets, breakers, fuses, and wiring.
- Installs security fencing and gates; repairs locks, handles, and other security mechanisms; fabricates and welds security gates, locks, and chains, as necessary.
- Maintains, troubleshoots, and repairs heating, refrigeration, and ventilation units; checks and maintains proper water chemical levels in cooling towers.
- Performs masonry tasks; performs cement, plaster, or brick work.
- Estimates and requisitions materials and supplies for assigned projects; orders equipment needed and maintains work records.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES
(At time of application)

Knowledge of:

- Uniform Safety Codes
- Basic principles and practices of carpentry, electrical, plumbing, heating, ventilation, plumbing, air conditioning and welding work
- Refrigeration and refrigerant gases and their uses
- Cement, plastering and painting procedures
- Variety hand, power and shop tools
- Basic math
- Safe work methods and practices

Skills and Abilities to:

- Operate a variety of motorized vehicles and hand and power tools and equipment in a safe and effective manner
- Perform mathematical calculations in order to obtain appropriate area estimations
- Read and interpret blueprints and electrical wiring diagrams
- Work independently in the absence of supervision
- Organize and prioritize tasks to meet deadlines
- Establish and maintain effective working relationships with staff, contractors, the general public, and those encountered in the course of the work

JOB QUALIFICATIONS / REQUIREMENTS:
(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:
Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- Graduation from high school or G.E.D. equivalent and three years of journey-level experience in the general building trades; or an equivalent combination of training and experience. Additional training and vocational certification in the building trades is desirable.

LICENSE(S) REQUIRED:

- Valid, current driver's license.
    - The City reasonably expects driving to be one of the job functions for the position, and the City reasonably believes that using an alternative form of transportation would not be comparable in travel time or cost to the City.

CERTIFICATIONS AND TESTING REQUIRED:

- None required

WORK ENVIRONMENT / PHYSICAL DEMANDS:
(*Must be performed with or without reasonable accommodations*)

- Works indoors and outdoors in accessing and performing maintenance and repair functions involving city buildings, facilities, and equipment
- Drives to and from different locations and is exposed to outside weather conditions, traffic, extremely hot and cold surfaces and work areas, moisture, wetness, dust, oils, greases, fumes, and mechanical and electrical hazards

WORK ENVIRONMENT/PHYSICAL DEMANDS (CON'T):

- Works with various cleaning agents
- Noise level is loud when the employee is operating power tools and equipment
- May work on-call or be expected to respond to emergency situations
- Regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms
- Frequently stand and walk in work areas and occasionally sit while completing records and reports, and talk and hear
- Stoop, squat, crawl, and work within confined physical spaces
- Climb stairs, ladders, or small stools, and lift and carry parts, supplies, and equipment, typically weighing less than 100 pounds
- Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus

DISASTER SERVICE WORKER:

Under California law (California Government Code Section 3100-3109), all City of Placentia employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Placentia employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

Job Classification Description

Equal Employment Opportunity

FINANCE SERVICE MANAGER

JOB FAMILY: Finance **EEO CATEGORY:** Professionals/Professionals **FLSA:** Exempt **WC CLASS CODE:** 8810: Officers/Clerical	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Unrepresented Mid-Management **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** Oct 2018

PURPOSE STATEMENT:

Under the direction of the department director, the Finance Service Manager plans, directs, and manages the day-to-day activities of the Accounting Section to include general accounting, accounts payable, accounts receivable, payroll, debt service, and other systems as assigned; prepares the Annual Comprehensive Financial Report (ACFR); supervises and evaluates the performance of assigned staff; and serves as Acting Finance Director in the absence of the Director.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Organizes, coordinates, and directs the operations and activities of accounting functions such as payroll, accounts payable, accounts receivable, cash receipts, and general ledger. Monitors daily work activities to ensure the timely and accurate completion of functional responsibilities.
- Oversees preparation of the city's Annual Comprehensive Financial Report (ACFR) and other annual financial reports. Prepares and files W2's, and 1099's at year end.
- Coordinates the annual audit, including serving as the primary contact, performing research, answering questions, and providing assistance.
- Supervises preparation of the state controller's report.
- Audits cash management activities, subsidiary journals, registers, and other original entries for accuracy and propriety.
- Oversees posting of daily cash receipts.
- Performs special projects as directed; researches and completes projects within specified timelines.
- Oversees accounts receivable billing and follow-up on delinquent accounts.
- Oversees payroll, including troubleshooting, biweekly processing, quarterly and yearly reports, auditing, and review. May serves as backup to payroll.
- Prepares an annual schedule of grant activity and ensures proper reimbursements. Works with departments to ensure grants are billed in a timely manner.
- Adds or makes changes to existing account structure, including new classifications, account title changes, summary account changes, etc. Implements changes to fee and rate schedules.
- Supervises, assigns work, and evaluates the performance of assigned personnel; assists in the selection of new employees; counsels and disciplines employees according to city policies and procedures; and is responsible for staff development.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS (CON'T):

- Develops, recommends, and monitors internal controls and accounting policies and procedures to ensure compliance with laws, codes, and regulations governing municipal accounting.
- Assists in the preparation of the operating budget, capital improvement program budget, and mid-year budget amendment.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application unless otherwise specified)

Knowledge of:

- City government organization, functions, policies, rules, and regulations
- Accounting practices and principles, general, fund, and government accounting, and methods of financial control and reporting, including Generally Accepted Accounting Principles (GAAP), GASB, and Government Accounting, Accounting and Financial Reporting (GAAFR), (Advanced knowledge required)
- City and departmental policies, procedures, and applicable local, state, and federal laws and tax regulations
- Proficient computer skills, including but not limited to Microsoft Office products and financial operating software systems and databases
- Principles and practices of supervision, leadership, customer service techniques, and training

Skills and Abilities to:

- Effectively plan, organize, assign, and supervise work of assigned personnel
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals
- Demonstrate strong attention to detail
- Exercise sound independent judgment within general policy guidelines; establish and maintain effective working relationships with management, staff, auditors, and the general public.
- Communicate clearly, both verbally and in writing
- Exercise discretion in confidential matters
- Understand, interpret, and efficiently carry out complex oral and written instructions
- Work independently from general instructions and broad work expectations
- Work efficiently in a fast-paced work environment subject to frequent interruptions

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- Bachelor's degree in business administration, accounting, finance, or a related field and a minimum of five years increasingly responsible accounting experience, including a minimum of two years supervisory experience or an equivalent combination of related education and experience.

LICENSE(S) REQUIRED:

- None required

CERTIFICATIONS AND TESTING REQUIRED:

- Successful completion of pre-employment background check, including credit check

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Works in an office setting with controlled temperature settings and the noise level is moderate, typically below 70 decibels
- Constantly required to sit when using computer hardware to enter and update information and to stand at the public counter and walk in accessing and distributing records
- Must be able to use hands to handle, feel, or operate computer hardware and standard office equipment
- Reach with hands and arms above and below shoulder level
- Occasionally lifts and carries records and documents weighing less than 50 pounds

DISASTER SERVICE WORKER:

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Job Classification Description

Equal Employment Opportunity

FIRE BATTALION CHIEF

JOB FAMILY: **EEO CATEGORY:** Professionals/Professionals **FLSA:** Non-Exempt **WC CLASS CODE:** 7706: Fire Fighters–Not Volunteers	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Placentia Fire Management Association (PFMA) **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** Dec 2019

PURPOSE STATEMENT:

Under the direction of the Fire Chief, the Fire Battalion Chief administers a division or an operations shift within the Fire and Life Safety Department; commands authority and responsibility for all emergency activity during assigned shifts; supervises, plans, and coordinates fire and life safety operations, such as fire suppression, emergency medical services, community risk reduction, training activities, and maintenance of equipment and facilities. Provides administrative support for the development of budgets, departmental policies, and procedures; manages assigned programs and complex staff assistance; may be assigned to a variety of non-command or command special assignments; and performs other related work as assigned.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Manages a wide variety of emergency and non-emergency operations within the Fire Department, which include firefighting tactics, fire suppression, fire inspection, fire and environmental safety, disaster preparedness, emergency medical services, rescue and salvage operations, and the training and safety of personnel.
- Supervises special assignments such as testing and repairing fire hydrants, conducting fire prevention inspections, and community risk reduction activities.
- Ensures the implementation of goals, objectives, policies, procedures, and work standards of fire management programs and systems; monitors the outcome of activities and proposes recommendations for improvements.
- Manages the department's reserve firefighter program. Supervises and evaluates the work performance of personnel; provides staff training and development programs; provides counsel to correct deficiencies and administer discipline to subordinate personnel, including interpreting and enforcing compliance with city personnel rules and department operating procedures.
- Assists in the administration and development of the department's annual budget.
- Prepares a variety of written reports; researches, analyzes, and evaluates department services and programs, and develops recommendations on current and future needs.
- Establishes and maintains effective working relationships with the public, neighboring agencies, and all levels of city staff; and confers with other departments and local agencies regarding fire activities and procedures.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS (CON'T):

- May be assigned program management at the direction of the Fire Chief; Emergency Medical Services, Training, Operations, Facilities or similar.
- Must be able to serve in an operational capacity.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Principles and practices of program development and administration
- Principles and practices of budget preparation and administration
- Fire prevention and inspection practices as identified in the California Fire Code (CFC)
- Emergency medical services, physical rescue, emergency recognition and safe operation procedures relating to hazardous materials, overhaul, and salvage operations
- Principles of fire behavior, tactics, and control
- Principles and practices of safety and risk avoidance, automatic and mutual aid agreements, and confined space and technical rescue techniques
- Applicable federal, state, and local laws, ordinances, and statutes related to fire suppression and control, emergency management and incident response, and personnel administration

Skills and Abilities to:

- Represent the Fire and Life Safety Department at a variety of community or special events as assigned
- Demonstrate physical endurance, agility, strength, and stamina in the performance of hazardous tasks under emergency conditions
- Communicate effectively, both orally and in writing
- Operate modern office equipment, such as a personal computer and software programs relevant to work performed, to prepare reports, correspondence, and public presentations
- Analyze and solve problems
- Use math and mathematical reasoning
- Remain calm and use effective judgment in dangerous situations
- Exercise discretion and maintain confidentiality when dealing with sensitive information

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- Associate's degree with major course work in fire science or a related field and 8 years of full-time consecutive years of firefighting or other career/professional fire service experience, including 2 years as a fire captain in a professional fire department. A Bachelor's degree is highly desirable.

LICENSE(S) REQUIRED:

- Valid, current driver's license.
    - The City reasonably expects driving to be one of the job functions for the position, and the City reasonably believes that using an alternative form of transportation would not be comparable in travel time or cost to the City.
- Possession of a valid National Registry and/or California Emergency Medical Technician (EMT) License. Must be maintained during the course of employment

CERTIFICATIONS AND TESTING REQUIRED:

- Certification in protective and lifesaving equipment
- CPR Certification – must be maintained during course of employment
- Fire and emergency service Instructor 1 or equivalent
- Completion of all CSFM Chief Officer courses and possession of ICS 100, ICS 200, S-190, S-290, IS-700, IS-800, FFI and II, S-200, S-215, S-330 and fire instructor certification or equivalent. ICS-300, ICS-400 within 1 year of employment

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Frequently works in outside weather conditions, and in a fire apparatus or other fire unit and may operate specialized equipment when assigned to a fire station
- Exposure to extreme heat, smoke, dust, fumes, and inclement weather, as well as loud noises such as, but not limited to, sirens, alarms, and diesel engines
- Require the use of personal protective equipment (PPE)
- Subject to the threat of injury and life-threatening hazards as part of fire operations
- Frequently required to use hands to finger, handle, feel, or operate objects, tools, or controls
- Reach with hands and arms
- Climb or scale walls, ladders, or steps; carry fire safety gear
- Stoop, bend, kneel, crouch, squat, or crawl, as well as walk, sit, and run
- Talking, hearing, and using smell
- Must be able to pull and carry people in emergency situations and administer first aid
- Grasp and carry power and hand tools, and lift, carry, and move people, equipment, and push, pull, or drag objects weighing up to 100 pounds or more

DISASTER SERVICE WORKER:

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Job Classification Description

Equal Employment Opportunity

FIRE CAPTAIN

JOB FAMILY: FIRE **EEO CATEGORY:** Professionals/Professionals **FLSA:** Non-Exempt **WC CLASS CODE:** 7706: Fire Fighters–Not Volunteers	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Placentia Firefighters' Association (PFA) **GRADE:** **UPDATED:** Sept 2024 **PREVIOUS UPDATE:** Dec 2019

PURPOSE STATEMENT:

Under the direction of the assigned administrator, the Fire Captain serves as first line supervisor of a fire station operation; responsible for personnel, apparatus, facilities, and equipment maintenance; provides staff support and assistance in the planning, development and implementation of fire prevention, fire inspection, fire training, public education, support services, and emergency operations programs and services; may serve as an emergency ground commander until relieved by a superior officer; and performs other related duties as required.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Plan, coordinate, direct, and responds to emergencies assigned, including rescues, explosions, and medical emergencies within the area of responsibility, and assumes command on the fireground until relieved by a superior officer.
- Organizes and directs all training at the fire department and implements training programs as directed, including apparatus and equipment and emergency medical care.
- Maintains fire station records systems to include required station logs; completes required periodic reports to include employee evaluations, fire incident reports, and monthly reports.
- Direct and participate in equipment and station maintenance, fire prevention and inspection, and other operational and administrative assignments.
- Directs, coordinates, and supervises personnel in the implementation of inspection, public education, community risk reduction, personnel and public safety, other programs, and work plans.
- Mentors aspiring firefighters and educates youths on fire prevention and firefighting responsibilities.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Principles, practices, and procedures of modern firefighting activities
- Pertinent federal, state, and local laws, codes, and regulations governing fire safety and the handling and storage of hazardous materials
- Fire prevention and inspection practices as identified in the California Fire Code (CFC)
- Emergency medical services, physical rescue, emergency recognition, and safe operation procedures relating to hazardous materials; overhaul and salvage operations
- Maintenance equipment and procedures

Skills and Ability to:

- Demonstrate physical endurance, agility, strength, and stamina in the performance of hazardous tasks under emergency conditions
- Operate modern office equipment, such as a personal computer and software programs relevant to work performed to prepare reports and correspondence
- Communicate clearly and concisely, orally and in writing
- Establish, interact, and maintain cooperative and effective relationships with all levels of city staff, community organizations, business representatives, fire personnel, and the general public
- Use math and mathematical reasoning
- Remain calm and use effective judgment in dangerous situations
- Lead a team, manage resources, and respond efficiently to complex and high-pressure situations.
- Manage personnel in conflict resolution and advancement in career
- Function as a firefighter, fighting fire and performing all duties as a firefighter
- Respond to wildfires, hazards, rescues, and other emergencies
- Respond to medical incidents, traffic collisions, and other emergencies

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- High school diploma or GED equivalent. Five years of current consecutive firefighting or other professional fire service experience. One year of experience as a Fire Engineer with an established Fire Department is highly desirable.

LICENSE(S) REQUIRED:

- Valid, current driver's license.
    - The City reasonably expects driving to be one of the job functions for the position, and the City reasonably believes that using an alternative form of transportation would not be comparable in travel time or cost to the City.
- Possess and maintain a valid National Registry and/or California Emergency Medical Technician (EMT) license

CERTIFICATIONS AND TESTING REQUIRED:

- Possess and maintain a valid American Heart Association Basic Life Support (BLS) certificate or equivalent
- CPR certification
- State of California Certified Driver Operator 1A and 1B or National Fire Protection Association (NFPA) equivalent
- ICS-100 or IS-100, ICS-200 or IS200, IS-700, IS-800, L-180, S-130, S-131, S-190 or equivalent
- S-215, S-230, S-231, S-290, ICS-300 by end of probation
- Hazardous Materials Awareness and Operation certification

HIGHLY DESIRABLE CERTIFICATIONS/QUALIFICATIONS:

- At least 1 year of experience as a fire engineer with an established fire department.
- Associate degree in fire administration, fire science, public administration, or a closely related field.
- Possession of a state firefighter 1 and 2 certification
- Possession of or the ability to obtain a valid State of California Certified Driver Operator 1A and 1B or National Fire Protection Association (NFPA) equivalent.
- Possession of the California State Office of the State Fire Marshal (OSFM) Company Officer (2014) or completion of Company Officer coursework, equivalent. Employees will be subject to industry certifications identified within a future career development plan. Promotable opportunities may be contingent upon the completion of certain certifications.

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Frequently works in outside weather conditions and in a fire apparatus or other fire unit and may operate specialized equipment when assigned to a fire station
- Exposure to extreme heat, smoke, dust, fumes, and inclement weather, as well as loud noises such as, but not limited to, sirens, alarms, and diesel engines
- Require the use of personal protective equipment (PPE)
- Subject to the threat of injury and life-threatening hazards as part of fire operations
- Frequently required to use hands to finger, handle, feel, or operate objects, tools, or controls
- Reach with hands and arms
- Climb or scale walls, ladders, or steps, carry fire safety gear
- Stoop, bend, kneel, crouch, squat, or crawl, as well as walk, sit, and run
- Talking, hearing, and using smell
- Pull and carry people in emergency situations and administer first aid
- Grasp and carry power and hand tools, and lift, carry, and move persons, equipment, and push, pull, or drag objects weighing up to 100 pounds or more

DISASTER SERVICE WORKER:

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Job Classification Description

Equal Employment Opportunity

FIRE CHIEF

JOB FAMILY: FIRE
EEO CATEGORY:
Executive/Senior Level Officials and Managers/ Officials - Administrators
FLSA: Exempt
JOB CLASS CODE: 7706: Fire Fighters–Not Volunteers

PAY PLAN: Full-Time Pay Plan
UNION STATUS: At-Will Executive
GRADE:
UPDATED: Oct 2025
PREVIOUS UPDATE: Dec 2019

PURPOSE STATEMENT:

Under the direction of the City Administrator, the Fire Chief plans, organizes, coordinates, and directs all functions and activities of the Fire & Life Safety Department and the Community Risk Reduction Division, including administration, fleet services, operations, training, and fire prevention; this position is also responsible for the management of personnel, equipment, budget, and the overall day-to-day operations; and performs other related work as required.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Develops and directs the implementation of goals, objectives, policies, procedures, and work standards for the operation of the Fire & Life Safety Department.
- Serves as principal liaison between the Fire & Life Safety Department and other city departments and may represent the city in meetings with governmental and regulatory agencies, elected officials, various community events, and other entities as required.
- Oversee and participate in the development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures; and implement budgetary adjustments as appropriate and necessary.
- Directs the selection, supervision, and work evaluation of department personnel; provides for staff training and professional development programs to ensure retention of qualified staff; monitors and directs employee relations and grievance procedures, including the implementation of discipline and/or termination procedures; and responds to questions and concerns from staff, management, and the public.
- Monitors developments related to fire service matters, evaluates their impact on city operations, and implements policy and procedures as required in a variety of areas.
- Evaluates major incidents or situations and determines the necessary action to ensure an efficient and expedient resolution, including ensuring the determined course of action is carried out by designated command officers in a timely and efficient manner as required.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS (CON'T):

- Coordinates the preparation of a wide variety of reports or presentations to the City Council, various city management, or various outside agencies.
- Responds to public inquiries and complaints and provides resolutions and alternative recommendations.
- Ensures staff observance and compliance with all city, state, and federal regulations related to fire safety and hazardous material codes, as well as applicable laws, regulations, and protocols.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Administrative principles and methods, including goal setting, program development and implementation, budget development, and work planning and organization
- Principles and practices of municipal fire administration, including suppression, prevention, inspection, investigation, and community risk reduction
- Applicable federal, state, and local laws, codes, and regulations relevant to fire operations, including regulations governing hazardous materials, buildings, and fire inspections
- Principles and practices of providing emergency services in a municipal setting
- Operational characteristics of fire apparatus and equipment, including vehicles and communications devices

Skills and Abilities to:

- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner, and set priorities and meet deadlines
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls
- Analyze complex technical and administrative problems, evaluate solutions and alternatives, adopt effective courses of action, and make sound recommendations
- Communicate clearly and concisely, both orally and in writing
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines
- Abide by city/local mandated safety rules, regulations, and protocols
- Use written and oral communication skills
- Read and interpret data, information, and documents
- Analyze and solve complex problems
- Perform highly detailed work under changing, intensive deadlines on multiple concurrent tasks
- Interact with officials and the public, including occasionally dissatisfied or quarrelsome individuals

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- A bachelor's degree in Fire Administration, Fire Science, Public Administration, or a closely related field and 10 years of full-time increasingly responsible command and management or administration experience in professional fire service; including 4 years in a management capacity for a professional fire department.

LICENSE(S) REQUIRED:

- Valid, current driver's license.
    - The City reasonably expects driving to be one of the job functions for the position, and the City reasonably believes that using an alternative form of transportation would not be comparable in travel time or cost to the City.

CERTIFICATIONS AND TESTING REQUIRED:

- National Fire Protection Association (NFPA) Fire Officer IV certificate
  OR
- Executive Chief Fire Officer certificate from the California State Office of the State Fire Marshal (OSFM)

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Works in typical office conditions; the noise level is frequently quiet or moderately quiet
- Exposure to odors, toxic agents, machinery, explosives, dusts, noise and smoke
- Must be able to perceive color, shapes and odors
- Regularly required to sit, talk, or hear, both in person and by telephone
- Hand/eye coordination to perform semi-skilled repetitive movements, such as use of a personal computer or other office equipment and operation of a motor vehicle
- Reach with hands and arms
- Ability to perform on-site field inspections, including exertion of a moderate amount of physical effort to stoop, crouch, climb, and lift in performance of assigned duties.
- Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus

DISASTER SERVICE WORKER:

Under California law (California Government Code Section 3100-3109), all City of Placentia employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Placentia employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

Job Classification Description

Equal Employment Opportunity

FIRE ENGINEER

JOB FAMILY: FIRE
EEO CATEGORY: Service Workers/Protective Service
FLSA: Non-Exempt
WC CLASS CODE: 7706: Fire Fighters–Not Volunteers

PAY PLAN: Full-Time Pay Plan
UNION STATUS: Placentia Firefighters' Association (PFA)
GRADE:
UPDATED: Oct 2025
PREVIOUS UPDATE: Feb 2020

PURPOSE STATEMENT:

Under the direction of the assigned supervisor, the Fire Engineer responds to fire alarms and other emergency calls to protect life and property; drives, operates, and maintains fire apparatus and equipment; assumes a lead responsibility or performs specialized functions in the implementation of public education programs, fire prevention, fire inspection, code enforcement programs, and support services programs; assumes responsibility for carrying out Fire Captain responsibilities in their absence; ensures proper training to respond to hazardous materials incidents, structure fire responses, confined space incidents, vehicle accidents, and medical emergencies. and performs other related duties as assigned.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Responds to fire alarms and other emergency calls by driving assigned automotive equipment or fire apparatus to the required location.
- Drives, operates and inspects and maintains various types of firefighting and suppression apparatus and equipment, including but not limited to pumping and ladder equipment and ground monitors.
- Performs in a lead capacity in the implementation of public education programs, fire prevention and code enforcement programs, field inspections, fire inspections, apparatus maintenance, and other support services programs.
- Trains personnel in the operation and maintenance of fire apparatus and equipment.
- May perform engineering plan checks and technical inspections of fire and life safety systems.
- Maintains skills and knowledge in the public safety and firefighting fields through study of various fire related procedure manuals, applicable fire codes, and applicable courses.
- Inspects safety violations to determine compliance with the California Fire Code (CFC) during building inspections.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Procedures and equipment used in modern firefighting and emergency medical response
- Methods and techniques of handling hazardous materials
- Fire prevention and inspection practices as identified in the California Fire Code (CFC)
- Operation, use and maintenance of pump engines, fire apparatus, and fire equipment
- Mechanical aptitude of multiple vehicles and machines
- Hazardous materials on an operation level
- Wild land firefighting
- Organization or department operations, services, and policies

Skills and Abilities to:

- Interpret and apply applicable federal, state, and local policies, laws, and regulations governing firefighting
- Demonstrate physical endurance, agility, strength, and stamina in the performance of hazardous tasks and heavy equipment under emergency conditions
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing, and operating assigned equipment
- Operate office equipment, including computers, and Microsoft Suite.
- Use written and oral communication skills
- Read and interpret data, information, and documents
- Analyze and solve problems
- Use math and mathematical reasoning
- Remain calm and use effective judgment in dangerous situations
- Interact with citizens, business representatives, City staff, other organizations, fire personnel, and the public, with interfaces influenced by the position assignment
- Microsoft Office, including Excel, Word, and PowerPoint
- Function as a firefighter, fighting fire and performing all duties as a firefighter
- Respond to wildfires, hazards, rescues, and other emergencies
- Respond to medical incidents, traffic collisions, and other emergencies

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- High school diploma or General Educational Development (GED) equivalence and three years of current consecutive firefighting or other sworn fire services experience with a professional fire department, including a minimum of 1 year of career service as a fire engineer or apparatus operator is desirable.

LICENSE(S) REQUIRED:

- Valid, current Driver's License Class A, B, or Restrictive 50 to allow driving of commercial apparatus
    - The City reasonably expects driving to be one of the job functions for the position, and the City reasonably believes that using an alternative form of transportation would not be comparable in travel time or cost to the City.
- National Registry and/or California Emergency Medical Technician (EMT) License

CERTIFICATIONS AND TESTING REQUIRED:

- American Heart Association Basic Life Support (BLS) certificate or equivalent
- State of California Certified Driver Operator 1A and 1B or National Fire Protection Association (NFPA) equivalent
- ICS-100 or IS-100, ICS-200 or IS200, IS-700, IS-800, L-180, S-130, S-131, S-190 or equivalent
- Hazardous Materials Awareness and Operation certification

HIGHLY DESIRABLE CERTIFICATIONS/QUALIFICATIONS:

- An associate degree in Fire Administration, Fire Science, Public Administration, or a closely related field
- Possession of the California State Office of the State Fire Marshal (OSFM) Fire Apparatus Driver/Operator Pump (2015). Employees will be subject to industry certifications identified within a future career development plan. Promotable opportunities may be contingent upon completion of certain certifications

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Frequently works in outside weather conditions, and in a fire apparatus or other fire unit and may operate specialized equipment when assigned to a fire station
- Exposure to extreme heat, smoke, dust, fumes, and inclement weather, as well as loud noises such as, but not limited to, sirens, alarms, and diesel engines
- Require the use of personal protective equipment (PPE)
- Subject to the threat of injury and life-threatening hazards as part of fire operations
- Frequently required to use hands to finger, handle, feel, or operate objects, tools, or controls
- Reach with hands and arms
- Climb or scale walls, ladders, or steps, carry fire safety gear
- Stoop, bend, kneel, crouch, squat, or crawl, as well as walk, sit, and run
- Talking, hearing, and using smell
- Pull and carry people in emergency situations and administer first aid
- Grasp and carry power and hand tools, and lift, carry, and move persons, equipment, and push, pull, or drag objects weighing up to 100 pounds or more
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus

DISASTER SERVICE WORKER:

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Job Classification Description

Equal Employment Opportunity

FIRE MARSHAL

JOB FAMILY: **EEO CATEGORY:** Service Workers/Protective Service **FLSA:** Exempt **WC CLASS CODE:** 7706: Fire Fighters–Not Volunteers	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Unrepresented Mid-Management **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** July 2022

PURPOSE STATEMENT:

Under the direction of the assigned administrator, the Fire Marshal directs, manages, supervises, and coordinates the activities and operations of programs and activities of the Community Risk Reduction Division within the Fire & Rescue Department; coordinates activities with other city departments, divisions, and outside agencies; and provides highly responsible and complex administrative support to the Fire Chief.

DISTINGUISHING CHARACTERISTICS (For use in a job series only)

Positions in this class are the third level in the three-level fire management series responsible for directing and managing the Community Risk Reduction Division. Duties include coaching Fire Prevention personnel to create a positive work environment and maintain department standards. The Fire Marshal provides leadership and management within the Community Risk Reduction Division and performs related duties that support the mission and vision of the organization. The Fire Marshal possesses a clear understanding of how the division's services directly and indirectly impact the community and collaborates with community members and other city departments to improve services. The Fire Marshal is responsible for the greater scope of budgeting authority, administrative responsibilities, and supervisory responsibilities.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Coordinates and participates in the development and implementation of goals, objectives, policies, budget, and priorities for assigned programs, including public relations, public information, public safety education, arson and fire investigation, fire inspection, and plan checking; recommends, within departmental policy, appropriate service and staffing levels; and recommends and administers policies and procedures.
- Evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses workload, administrative and support systems, and internal reporting relationships; and identifies opportunities for improvement and review with the Fire Chief. Serves as a liaison for the Community Risk Reduction Division with other city departments, divisions, and outside agencies; negotiates and resolves significant and controversial issues.
- Participates in a variety of organizational studies, investigations, and operational studies; recommends modifications to fire prevention and inspection programs, policies, and procedures as appropriate.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS (CON'T):

- Manages, directs, coordinates, and reviews the work plan for the Community Risk Reduction Division; meets with staff to identify and resolve problems; assigns work activities, projects, and programs; monitor workflow; reviews and evaluates work products, methods, and procedures.
- Directs the installation of software applications in the Community Risk Reduction Division; ensures the training of all personnel in computer system use; supervises data entry activities for the fire permits program, hazardous materials disclosure program, and emergency plans.
- Performs highly technical plan reviews as part of the city's Planning and Development Services processes and as related to preliminary site reviews, development reviews, fire master plans, multi-story buildings, tenant improvements, and other projects as needed.
- Implements and oversees the administration of a fire permit program to include the collection of fees for fire code permits and review of permit applications to ensure proper issuance of permits and compliance with the Fire Code.
- Provides assistance to fire personnel, city personnel, developers, architects, and others with complex code interpretation, fire inspections, and compliance.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Organization and administrative practices as applied to the analysis and evaluation of programs, policies, and operational needs
- Principles and practices of fire prevention and suppression services program development and administration
- Modern firefighting principles, practices, and techniques
- Principles and practices of municipal budget preparation and administration
- Principles of supervision, training, and performance evaluation
- Pertinent federal, state, and local laws, codes and regulations, including EPA regulations pertaining to hazardous materials

Skills and Abilities to:

- Manage, direct, and coordinate the work of management, supervisory, professional, and technical personnel
- Provide administrative and professional leadership and direction to fire prevention and safety personnel
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals
- Research, analyze, and evaluate new program techniques, methods, and procedures
- Interpret and apply federal, state and local policies, procedures, laws and regulations
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work, including a variety of city and other government officials, community groups, and the general public

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- Bachelor's Degree in Public Administration or a related field, and eight (8) or more years of progressively responsible experience in fire prevention, fire investigation, fire code enforcement, hazardous materials management, and fire education, including two years of administrative and supervisory responsibility is desirable. Master's Degree in Public Administration or related field is preferred.

LICENSE(S) REQUIRED:

- Valid, current driver's license.
    - The City reasonably expects driving to be one of the job functions for the position, and the City reasonably believes that using an alternative form of transportation would not be comparable in travel time or cost to the City.

CERTIFICATIONS AND TESTING REQUIRED:

- PC 832 Peace Officer Standards and Training (P.O.S.T.) Certificate within six (6) months of employment
- Possession of current International Code Council (ICC) Fire Inspector II certification

DESIRABLE:

- Technical certification or coursework in hazardous materials management, code enforcement, and fire investigation practices, or similar level of education, training, and certification. Qualified under the National Wildfire Coordinating Group guidelines in one or more Incident Command System Section Chief positions. Possession of Fire Marshal credential by the Commission on Professional Credentialing. Knowledge of and participation in the CFAI accreditation process.
- Fire Inspector 1, Fire Inspector 2, Fire Marshal, and Plans Examiner certifications, through the Office of the State Fire Marshal is desirable.

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Works in both indoor and outdoor environment
- Exposure to noise and dust
- Frequently required to use hands to finger, handle, feel, or operate objects, tools, or controls
- Reach with hands and arms
- Climb or scale walls, ladders, or steps; carry fire safety gear
- Stoop, bend, kneel, crouch, squat, or crawl, as well as walk, sit, and run
- Talking, hearing, and using smell
- Lift and carry objects weighing up to 50 pounds

DISASTER SERVICE WORKER:

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Job Classification Description

Equal Employment Opportunity

FIRE PREVENTION SPECIALIST

JOB FAMILY: FIRE/FIRE PREVENTION **EEO CATEGORY:** Service Workers/Technicians **FLSA:** Exempt **WC CLASS CODE:** 7706: Fire Fighters–Not Volunteers	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Unrepresented Mid-Management **GRADE:** **UPDATED:** Feb 2025 **PREVIOUS UPDATE:** Mar 2023

PURPOSE STATEMENT:

Under the direction of the Fire Marshal, the Fire Prevention Specialist performs technical fire prevention inspection and enforcement tasks to ensure compliance with applicable codes to include state and local fire, life/safety, and building codes and ordinances; provide public information and develop educational programs regarding fire safety practices; and perform other duties as assigned.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Conduct fire safety inspections on new and existing occupancies, fire protection equipment, building plans, new construction development projects, state mandate occupancies, hazardous occupancies, and other facilities and equipment for compliance with applicable codes and standards and make recommendations for improved fire protection.
- Issues permits for hazardous operations, dangerous chemicals, and inflammable materials.
- Work closely with Fire, Building, and other departments and agencies in coordinating plans, building reviews, and fire protective services.
- Respond to and investigate citizen complaints regarding violations of fire codes and issue warnings and citations as required; prepare detailed inspection records and maintain up-to-date records of inspections.
- Prepare and maintain a variety of inspection records, report correspondence, and compile statistical data; interpret fire codes, building codes, state laws, and local ordinances.
- Develop and conduct public education programs and training relative to protection; participate in community outreach programs and special events; attend special meetings; and participate in professional group associations.
- Stay abreast of new trends and innovations in the field of fire science and hazardous materials management and local and statewide code changes. Perform other related duties as assigned.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Laws, codes, and regulations governing fire protection and detection systems and equipment
- Fire protection/detection and fire alarm system design and implementation
- Safety standards and methods of building construction

Skills and Abilities to:

- Learn, interpret, explain, and enforce appropriate fire and city codes and ordinances
- Demonstrate effective communication utilizing multiple methods, including oral, written, and electronically
- Read and interpret plans and specifications relating to fire protection and detection systems
- Analyze, compile, and evaluate data
- Organize work, including daily tasks, and handle multiple projects
- Operate electronic devices throughout the course of their duties, such as the use of computers, cell phones, and/or tablets
- Establish and maintain positive, effective relationships with co-workers, city employees, and members of the community

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- Associates degree or higher in fire science or related field highly desired. Three (3) years of related fire safety inspection, fire public education, and/or fire plan review experience are required. Previous municipal experience is highly desirable. High school diploma or G.E.D. equivalent and college-level coursework in Fire Science, Fire Technology, Building Construction, or a related field is required.

DESIRABLE:

- Technical certification or coursework in hazardous materials management, code enforcement, and fire investigation practices, or similar level of education, training, and certification. Qualified under the National Wildfire Coordinating Group guidelines in one or more Incident Command System Section Chief positions. Possession of Fire Marshal credential by the Commission on Professional Credentialing. Knowledge of and participation in the CFAI accreditation process.
- Fire Inspector 1, Fire Inspector 2, Fire Marshal, and Plans Examiner certifications, through the Office of the State Fire Marshal is desirable.

LICENSE(S) REQUIRED:

- Valid, current driver's license.
    - The City reasonably expects driving to be one of the job functions for the position, and the City reasonably believes that using an alternative form of transportation would not be comparable in travel time or cost to the City.

CERTIFICATIONS AND TESTING REQUIRED:

- PC 832 Peace Officer Standards and Training (P.O.S.T.) Certificate within first year of employment
- Ability to obtain Fire Inspector 1 and Fire Inspector 2 (A-D) certifications from the California State Fire Marshal's Office, International Code Council, or equivalent as defined by the Fire Marshal within one (1) year of employment

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Work in both an office and field environment requiring frequent use of the keyboard and prolonged sitting, standing, and or walking for long periods of time
- Kneeling, crouching, squatting, stooping, pushing/pulling, bending, and walking on uneven surfaces that may be slippery
- Inputting data into a computer terminal
- Exposure to computer glare, vibrations, and pitch
- Lifting, carrying, and moving objects up to 50 pounds in weight
- Have mobility, vision, hearing, and dexterity levels appropriate to the duties to be performed
- May work outdoors with exposure to all types of weather and occasional exposure to temperature fluctuations, dust, pollen, grass, dirt, chemicals, solvents, paint, grease/oil, fumes, electrical and mechanical hazards, vehicular traffic, vibration and noise (i.e. fire alarms, sirens, power tools) and elements (i.e., smoke, vapors, dust, soot, gases, and toxins)

DISASTER SERVICE WORKER:

Under California law (California Government Code Section 3100-3109), all City of Placentia employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Placentia employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

Job Classification Description

Equal Employment Opportunity

FIREFIGHTER

JOB FAMILY: FIRE **EEO CATEGORY:** Service Workers/Protective Service **FLSA:** Non-Exempt **WC CLASS CODE:** 7706: Fire Fighters–Not Volunteers	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Placentia Firefighters' Association (PFA) **GRADE:** **UPDATED:** Sept 2024 **PREVIOUS UPDATE:** Jan 2020

PURPOSE STATEMENT:

Under the direction of the assigned administrator, the Firefighter participates in all phases of emergency operations to include fire suppression, rescue operations, medical care, disaster response, and hazardous materials abatement to protect life, property, and the environment; participates in community risk reduction by performing fire prevention inspections, and delivering public fire education programs; participates in training activities, station and equipment maintenance, and performs related work as required.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Performs firefighting activities to include laying hose, setting ladders, rescue work, ventilation, and fire combat/containment/extinguishment tasks, as well as clean-up.
- Administers emergency aid and assists in emergency incidents.
- Performs basic fire prevention, inspection, and code enforcement duties, including life safety, code enforcement, and building inspections.
- Performs support and maintenance activities such as servicing fire hydrants, fire equipment, and repairs.
- Keeps abreast of current firefighting methods and operations and departmental policies and procedures, which may include but are not limited to fire procedural manuals involving fire codes and emergency response guide (ERG).
- Conducts public education and information activities, including assisting in the preparation and dissemination of informational materials and making presentations.
- Performs routine in-station activities such as station housekeeping, equipment cleaning and routine maintenance, grounds maintenance, supply requisitioning, public education, and positive public relations. Assist in preparing meals and maintaining living quarters.
- Participates in and presents educational and public relations programs to the community on safety, fire prevention, and other topics.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Procedures and equipment used in modern firefighting, emergency medical, and other response operations
- Operational characteristics of emergency response vehicles, fire suppression apparatus, and equipment
- Principles and practices of basic firefighting activities, firefighting methods, fire prevention, fire inspection and emergency medical procedures
- Being familiarized with fire prevention, and inspection practices as identified in the California Fire Code (CFC)
- Principles of wildfires
- Patient care
- Building construction and tool functions

Skills and Abilities to:

- Observing and following safe work practices
- Understand and follow oral and written instructions
- Operate basic modern office equipment, including personal computers
- Establish and maintain cooperative and effective working relationships with all levels of city employees, community organizations, and the public
- Be understood orally and in person, on the telephone, or on the radio
- Analyze and solve problems
- Use math and mathematical reasoning
- Remain calm and use effective judgment in dangerous situations
- Perform highly detailed work on multiple concurrent tasks
- Work under intensive deadlines, and interact with citizens, business representatives, city staff, other organizations, fire personnel, and the public, and others encountered in the course of work

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- High school diploma or GED equivalency. To be considered for a LATERAL FIREFIGHTER position, a candidate must have a minimum of 18 months of career or professional experience as a paid/non-probationary firefighter with an established fire department.

LICENSE(S) REQUIRED:

- Valid, current driver's license.
    - The City reasonably expects driving to be one of the job functions for the position, and the City reasonably believes that using an alternative form of transportation would not be comparable in travel time or cost to the City.
- National Registry and/or California Emergency Medical Technician (EMT) License

CERTIFICATIONS AND TESTING REQUIRED:

- State Certified Firefighter Academy such as International Fire Service Accreditation Congress, California State Fire Marshal or equivalent training program
- Must have successfully passed the CPAT or Biddle physical agility exam prior to appointment
- Verification will be required and must be dated within 1 year of application
- American Heart Association Basic Life Support (BLS) certificate or equivalent

HIGHLY DESIRABLE CERTIFICATIONS/QUALIFICATIONS:

- Possession of the California State Office of the State Fire Marshal (OSFM) Firefighter 2 (2013 or 2019) and Fire Inspector 1 or the National Fire Protection Association (NFPA) equivalent. Employees will be subject to industry certifications identified within a future career development plan. Promotable opportunities may be contingent upon completion of certain certifications
- Hazardous Materials Awareness and Operation certification

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Frequently works in outside weather conditions and in a fire apparatus or other fire unit and may operate specialized equipment when assigned to a fire station
- Exposure to extreme heat, smoke, dust, fumes, and inclement weather, as well as loud noises such as, but not limited to, sirens, alarms, and diesel engines
- Require the use of personal protective equipment (PPE)
- Subject to the threat of injury and life-threatening hazards as part of fire operations
- Regularly required to sit, talk, or hear both in person and by telephone
- Use hands to finger, handle, feel, or operate standard office equipment
- Reach with hands and arms
- Perform on-site field inspections, including exertion of a moderate amount of physical effort to climb or scale walls, ladders, or steps, stoop, bend, kneel, crouch, squat, or crawl, as well as walk, sit, and run to perform various firefighting/rescue duties
- Talking, hearing, vision, and using smell
- Operate heavy equipment, including firefighting apparatus and rescue equipment and lift and carry people of varying sizes and weights (up to 100 pounds or more) in emergency situations and administer first aid
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus

DISASTER SERVICE WORKER:

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Job Classification Description

Equal Employment Opportunity

GIS TECHNICIAN

JOB FAMILY: Development Services **EEO CATEGORY:** Technicians/Technicians **FLSA:** Non-Exempt **WC CLASS CODE:** 8810: Officers/Clerical	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Placentia City Employees' Association (PCEA) **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** Jan 2017

PURPOSE STATEMENT:

Under the direction of the Director of Development Services and/or Planning Manager, The GIS Technician uses geo-base information software (GIS) to create and update databases, conduct research, and prepare physical records, exhibits, and reports to map the locations of city infrastructure such as streets, buildings, storm drains and sewer systems, lighting districts and standards, landscaped areas, parcel boundaries, and other structures.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Troubleshoots and solves problems related to mobile application interfaces and hardware.
- Designs and produces parcel maps, tract maps, web maps and exhibits.
- Prepares web-based graphics, layout, and formatting for departmental communications.
- Assists users with basic questions regarding existing software applications, including features and functionality of common queries and utility and report applications.
- Designs, develops, updates, and maintains the geographic information systems (GIS) database.
- Acquires, maintains, and edits geographic and tabular data from public and private sources for integration into the city's enterprise GIS.
- Designs and produces high-quality cartographic output (maps) suitable for publication and public display.
- Collaborates with consultants and vendors to support a variety of city systems, such as the permit processing system, asset management system, and Mark 43.
- Participates in special projects regarding the GIS system.
- Digitizes data from source documents such as record maps and deeds.
- Assists users with basic questions regarding existing software applications.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application unless otherwise specified)

Knowledge of:

- ArcGIS, ArcView, Adobe Acrobat, and HTML software applications programs
- Physical geography, landmarks, dimensions, scaling, and distances
- Engineering mapping and recordkeeping practices
- GIS principles and practices, including topology and geodatabases
- Principles of statistics and geography
- General programming principles, including internet applications
- Land-based information, such lot, parcel, tract, right-of-way, and easement and engineering
- Digital mapping, data conversion, graphic display, and cartographic techniques

Skills and Abilities to:

- Accurately locate, map, and update geographic attributes, landmarks, and physical structures using geo-base information software applications
- Prepare maps, illustrations, and exhibits for meetings and informational purposes
- Train users to use software to retrieve information related to city properties, structures, and improvements, and development applications
- Organize and prioritize tasks and meet deadlines
- Establish and maintain effective working relationships with city staff, management, and the public
- Use written and oral communication skills
- Read and interpret data, information, and documents
- Interpret policies and procedures
- Use math and mathematical reasoning
- Learn and apply new information or new skills
- Interact with city staff and management and the general public

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- A bachelor's degree in Geographic Information Systems, Geography, computer science, management information systems, architecture, or a related field and two years of experience in the use of GIS software applications and the performance of engineering support functions.

LICENSE(S) REQUIRED:

- Valid, current driver's license
    - This position does not typically require driving; however, the ability to use reliable transportation for occasional offsite duties may be necessary.

CERTIFICATIONS AND TESTING REQUIRED:

- None required

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Works in an office setting with controlled temperature settings, and the noise level is moderate, typically below 70 decibels
- Work extended hours and be on call to respond to system failures and major computer problems
- Regularly required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms
- Frequently sit and occasionally walk and stand to access work areas and files
- Lift and carry records and documents, typically weighing less than 20 pounds
- Specific vision abilities required by this job include close vision and the ability to adjust focus

DISASTER SERVICE WORKER:

Under California law (California Government Code Section 3100-3109), all City of Placentia employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Placentia employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

Job Classification Description

Equal Employment Opportunity

HUMAN RESOURCES ANALYST

JOB FAMILY: Human Resources **EEO CATEGORY:** Professionals/Professionals **FLSA:** Exempt **WC CLASS CODE:** 8810: Officers/Clerical	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Unrepresented Mid-Management **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** Dec 2008

PURPOSE STATEMENT:

Under the direction of the assigned director or manager, the Human Resources Analyst manages programs and services, serves as a departmental liaison, and conducts expert assessments, surveys, and studies involving administrative, financial, and statistical data, and departmental processes.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Plans, organizes, and conducts administrative or management surveys and analyses; researches and collects required information as part of staff reports and correspondence.
- Supervises and participates in benefits administration, recruitment and selection, and risk management programs, including workers' compensation, general liability, and disability.
- Maintains medical and personnel files; ensures that files adhere to government regulations; prepares and updates databases using personnel, payroll, and benefits information systems; works with the Director of Administrative Services and the Workers' Compensation Administrator to organize, compile, prepare, review, and examine all documents; and communicates with employees and the Workers' Compensation Administrator to process pertinent documents.
- Conducts research, analyzed, audits, and participates in the maintenance of the City's classification plans; conducts job classification analyses; prepares or revises job descriptions; develops classification recommendations and reports.
- Conducts employee orientation and benefit enrollment sessions; answers questions relating to plan eligibility, provider coverage, premium rates, and claim procedures; processes new hire paperwork and benefit forms; prepares, processes, and tracks personnel action forms.
- Authors technical reports, articles, and correspondence, and prepares supporting recommendations, including charts, graphs, maps, and technical exhibits.
- Participates in developing and administering departmental or City budgets, including researching practices, specifications, and requirements, and determining appropriate funding and expenditure levels.
- Interprets personnel policies, procedures, and memoranda of understanding.
- Serves as departmental or City representative in interdepartmental, community, regional, and professional meetings.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS (CON'T):

- Develops, coordinates, and implements training workshops and briefings.
- Provides technical and administrative assistance to staff and the department director; develops, prepares and presents reports, surveys, statistical analyses, research projects, and other administrative activities.

OTHER DUTIES:

- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Laws, regulations, and ordinances related to departmental assignment
- Principles, practices, and methods of administrative and organizational analysis
- Public administration policies and procedures
- Financial, statistical, and comparative analysis methods
- Budget development and administration practices
- Project management techniques
- Program evaluation methods
- Contract administration practices
- Effective business communications and proper English usage, including spelling, grammar, and punctuation
- Report presentation techniques
- Local, state, and federal benefits, leave, labor, and workers' compensation laws
- Benefits administration and city processes

Skills and Abilities to:

- Analyze administrative and operational problems, evaluate alternatives, and reach sound conclusions
- Collect, evaluate, and interpret varied data, either in statistical or narrative form
- Interpret and apply laws, regulations, policies, and procedures
- Prepare clear and concise reports and other written materials
- Maintain accurate records and files
- Coordinate projects and meet critical deadlines
- Exercise sound judgment within established guidelines
- Communicate clearly, concisely, and effectively, orally and in writing
- Establish and maintain effective working relationships with elected and appointed City officials and boards, other public agencies, employees, citizen groups, and the public
- Utilize word processing, spreadsheets, databases, and related software applications programs
- Use written and oral communication skills
- Read and interpret data, information, and documents
- Interpret policies and procedures
- Use math and mathematical reasoning
- Learn and apply new information or new skills
- Work under deadlines with constant interruptions
- Interact with City staff, other organizations, and the public
- Interact with developers, contractors, staff, department managers, and the general public
- Microsoft Office, including Excel, Word, and PowerPoint

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- Bachelor's degree in business administration, public administration, or a closely related field and three years of professional and analytical experience or an equivalent combination of training and experience.

LICENSE(S) REQUIRED:

- Valid, current driver's license for occasional driving to attend meetings at various City facilities, professional and public meetings, and special events
    - The City reasonably expects driving to be one of the job functions for the position, and the City reasonably believes that using an alternative form of transportation would not be comparable in travel time or cost to the City.

CERTIFICATIONS AND TESTING REQUIRED:

- None required

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Typically works in office conditions; the noise level is frequently quiet or moderately quiet
- Regularly required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms
- Frequently sit and occasionally walk and stand to access work areas and files
- Stoop, kneel, or crouch to access or place records or files
- Lift and carry records and documents, typically weighing less than 20 pounds
- Specific vision abilities required by this job include close vision and the ability to adjust focus

DISASTER SERVICE WORKER:

Under California law (California Government Code Section 3100-3109), all City of Placentia employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Placentia employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

Job Classification Description

Equal Employment Opportunity

HUMAN RESOURCES CLERK

JOB FAMILY: Human Resources **EEO CATEGORY:** Administrative Support Workers/ Administrative Support **FLSA:** Non-Exempt **WC CLASS CODE:** 8810: Officers/Clerical	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Placentia City Employees' Association (PCEA) **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** July 2022

PURPOSE STATEMENT:

Under the direction of the assigned director or manager, the Human Resources Clerk supports the Human Resources division's operations by performing routine clerical, customer service, records management, and administrative duties, such as maintaining records, providing clerical and customer support duties, and handling highly confidential documents and sensitive matters.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Serves as the first point of contact for the Human Resources Division; provides effective front office support by greeting and assisting customers in person and over the telephone; triages customers based on scheduled appointments and staff availability.
- Organizes and maintains the department file room manually and through electronic storage; files confidential documents and records alphabetically and chronologically; checks records and forms for completeness and accuracy; maintains, updates and purges department records according to the City records retention guidelines.
- Provides clerical support to department staff in areas such as recruitment, employee benefits, records management, training, and special events, as well as making meeting arrangements.
- Creates and routes for signature personnel action forms.
- Operates a variety of office equipment, including computers, common office software, photocopiers, fax machines, and printers; inputs and retrieves data and text.
- Interacts with the public and City employees with tact and confidentiality; and responds to departmental inquiries and forwards to appropriate parties in and outside of the Administrative Services Department.
- Types, edits, proofreads, and prints correspondences, memos, forms, and other documents; types from drafts and oral instructions; and edits and revises materials.
- Collects data and related documents for approval, signatures, and execution.
- Assists Human Resources staff with data entry, surveys, and tracking employee certifications and training.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES
(At time of application)

Knowledge of:
- Office procedures, methods, and equipment, including computers and applicable software applications such as word processing, spreadsheets, and databases
- Principles and procedures of record keeping and filing
- Principles and practices used to establish and maintain files and information retrieval systems
- Methods and techniques of proper phone etiquette
- English usage, spelling, grammar, and punctuation. Interpersonal skills using tact, diplomacy, patience, and courtesy

Skills and Abilities to:
- Operate a computer and other standard office equipment
- Type accurately at a speed necessary to meet the requirements of the position
- Organize work; read basic documents; organize and maintain office and specialized files
- Communicate clearly and effectively orally and in writing
- Understand and follow written and oral instructions
- Enter and prepare clear and accurate data for records and reports
- Establish and maintain effective and cooperative working relationships with those contacted in the course of work, including City staff and management
- Verbally communicate to exchange information

JOB QUALIFICATIONS / REQUIREMENTS:
(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:
Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.
- A high school diploma or GED or equivalent and one year of general clerical and record-keeping experience, including customer service. Human resources experience or college-level coursework in human resources is desirable.

LICENSE(S) REQUIRED:
- Valid, current driver's license.
    - This position does not typically require driving; however, the ability to use reliable transportation for occasional offsite duties may be necessary.

CERTIFICATIONS AND TESTING REQUIRED:
- None required

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Work in an office environment including sustained posture in a seated position for prolonged periods of time
- Occasionally stoop, bend, kneel, crouch, reach, and twist
- Lift, carry, push, and/or pull light to moderate amounts of weight
- Operate office equipment requiring repetitive hand movement and fine coordination, including use of a computer keyboard
- Lift and carry objects weighing up to 15 pounds
- Speaking and acute hearing are required for customer service at the public counter and on the telephone
- Vision is required for memos, letters, and invoices

DISASTER SERVICE WORKER:

Under California law (California Government Code Section 3100-3109), all City of Placentia employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Placentia employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

Job Classification Description

Equal Employment Opportunity

HUMAN RESOURCES MANAGER

JOB FAMILY: Human Resources **EEO CATEGORY:** First/Mid Level Officials and Managers/Professionals **FLSA:** Exempt **WC CLASS CODE:** 8810: Officers/Clerical	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Unrepresented Mid-Management **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** May 2017

PURPOSE STATEMENT:

Under the direction of the Director of Human Resources, the Human Resources Manager oversees the programs and services of the Human Resources Department, including recruitment and selection, classification and compensation, health and welfare benefits, employee and labor relations, training and development, and manages department staff.

DISTINGUISHING CHARACTERISTICS (For use in a job series only)

Positions in this class are distinguished from the Senior Human Resources Analyst by their broader accountability and knowledge of department-wide programs, policymaking, budgeting, supervisory authority, and more extensive and sensitive interpersonal contacts.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Develops, prioritizes, and implements department goals, objectives, policies, and procedures; plans, organizes, and recommends programs and services for carrying out the department's goals; interprets laws, regulations, and requirements; evaluates program effectiveness and develops improvements as needed.
- Plans, coordinates, manages, and evaluates the work of the Human Resources staff; participates in selection, training, supervision, evaluation, and disciplining of department employees; and administers related practices for the City's workforce.
- Counsel's supervisors and employees in matters related to employee relations; research and provides findings related to specific cases and interpretations of collective bargaining agreements and personnel rules.
- Supports executive management in matters related to grievances, fact-finding, and investigations; prepares and edits correspondence, disciplinary letters, and notices for labor attorney review.
- Administers group health and welfare benefits plans, including contracts of employee benefit providers and participating in rate evaluations; serves as liaison between insurance and benefit providers and city employees and retirees to resolve complex Workers' Compensation and Unemployment Insurance claims, plan membership and eligibility questions, and other issues.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS (CON'T):

- Works with management and hiring department representatives in order to administer recruitment and advertising resources, develops job-related tests, and utilizes appropriate selection practices; coordinates and participates in classification and compensation analyses.
- Manages and coordinates employee training, certification, and development programs for non-safety employees.
- Plans, develops and administers the department budget; performs research and tracks expenses related to medical insurance and related health and welfare programs, including Workers' Compensation and Unemployment Insurance.
- Prepares and recommends revisions and amendments to ordinances and resolutions to the City Administrator relating to human resource matters; conducts and manages the administration of special studies, and preparation of reports, and makes recommendations to the Director of Administrative Services.
- Coordinates human resource activities with other city departments and outside agencies; attends and participates in weekly executive staff meetings and makes presentations at City Council sessions.
- Tracks and evaluates the impact of personnel-related laws and regulations and directs information to the department director and appropriate management representatives and makes recommendations; responds to questions from staff, applicants, and the general public regarding human resources practices.
- Attends a variety of professional and staff meetings and maintains awareness of legislative updates and trends; represents the City and makes recommendations.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Federal and State Equal Employment Opportunity laws and non-discrimination regulations and ordinances pertaining to collective bargaining, occupational health and safety, fair employment, and Workers' Compensation and Unemployment Insurance
- Meyers Milias Brown, ACA, CalPERS, COBRA, HIPPA, FMLA, and related benefits and leave legislation
- Relevant Court decisions and precedents
- Personnel Rules and contract requirements
- Principles, concepts, and practices of public human resources, negotiations, and employee and labor relations
- Including recruitment, testing, and selection programs; compensation and benefits administration; employee training and development programs; principles of employee supervision and evaluation
- Budgeting and project management practices
- Claims investigation and conflict resolution methods
- Principles and practices of sound business communications
- Correct English usage, including spelling and grammar
- Standard business software, including word processing, spreadsheets, and graphics applications
- Human resources records management practices
- Supervisory and leadership techniques

Skills and Abilities to:

- Train, assign, manage, and evaluate the work of departmental staff
- Establish efficient and effective departmental programs to meet employee needs and comply with City policies and administrative guidelines
- Exercise independent judgment
- Research, develop, and analyze human resources policies, practices, and programs
- Conduct complex studies and organize and manage employee cases and projects
- Recommend and manage department budget
- Draft and present study background, methodology, and recommendations as part of written and oral recommendations
- Create and evaluate spreadsheet data
- Present findings, trends, and conclusions as part of clear, concise, and accurate reports correspondence, and other written materials
- Establish and maintain effective working relationships with management, staff, unit representatives, elected and appointed officials, vendors, consultants, brokers, the general public, and others encountered in the course of the work
- Organize and prioritize tasks to meet deadlines
- Exercise tact and diplomacy in dealing with sensitive, complex, and confidential personnel issues and employee situations
- Organize and maintain specialized files
- Operate computer hardware and use word processing, spreadsheets, and other applications software
- Operate other standard office equipment
- Use written and oral communication skills, including during situations of conflict
- Read and interpret data, information, and documents
- Analyze and solve problems
- Observe and interpret situations
- Learn and apply new information or skills
- Perform highly detailed work
- Work on multiple, concurrent tasks with frequent interruptions and intensive deadlines

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- A bachelor's degree in human resources management, public administration, or a related field is required. Five years of increasingly responsible human resources professional and supervisory experience, involving recruitment and selection, compensation and benefits, personnel administration, and employee relations; or an equivalent combination of training and experience. A master's degree in human resources management, public administration, or a related field is desirable.

LICENSE(S) REQUIRED:

- Valid, current driver's license for occasionally traveling to other City locations to meet with City staff as well as other professional functions and events.
    - The City reasonably expects driving to be one of the job functions for the position, and the City reasonably believes that using an alternative form of transportation would not be comparable in travel time or cost to the City.

CERTIFICATIONS AND TESTING REQUIRED:

- Professional certification in Human Resources such as IPMA-HR, SPHR, or related Human Resources Management certification is desirable

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Works in an office setting with controlled temperature settings, and the noise level is moderate, typically below 70 decibels
- Constantly required to sit when using computer hardware to enter and update information and to stand at the public counter and walk in accessing and distributing records
- Use hands to handle, feel, or operate computer hardware and standard office equipment
- Reach with hands and arms above and below shoulder level
- Occasionally lifts and carries records and documents weighing less than 20 pounds
- Ability to see within normal range, including having close range, and the ability to adjust focus, talk, hear, and use electronic touch keypads

DISASTER SERVICE WORKER:

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Job Classification Description

Equal Employment Opportunity

HUMAN RESOURCES TECHNICIAN

JOB FAMILY: Human Resources **EEO CATEGORY:** Administrative Support Workers/ Administrative Support **FLSA:** Non-Exempt **WC CLASS CODE:** 8810: Officers/Clerical	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Placentia City Employees' Association (PCEA) **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** Dec 2006

PURPOSE STATEMENT:

Under the direction of the Director of Human Resources, the Human Resources Technician is responsible for various technical and administrative duties related to the city's human resource administration, employment and benefit plans, and records management programs.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Maintains personnel and medical files and ensures files are following government regulations; uses personnel, payroll, and benefits information systems to create and update personnel, payroll, and benefits databases.
- Prepare and process documents related to hiring, promotions, salary adjustments, retirements, terminations, and evaluations. Process payroll-related items within payroll deadlines.
- Stay updated on City policies and procedures, and interpretation of MOU language.
- Processes new hire paperwork and benefit forms; prepares, processes, and tracks personnel action forms.
- Reviews, verifies, and processes various invoices and exams for monthly payment.
- Coordinates, compiles, prepares, evaluates, and reviews all paperwork with the Workers' Compensation Administrator and the Director of Human Resources; communicates with employees and the Workers' Compensation Administrator to process necessary documentation.
- Conducts employee orientation and benefit enrollment sessions; answers questions relating to plan eligibility, provider coverage, premium rates, and claim procedures.
- Participate in a variety of recruitment activities; draft job announcements, advertisements, and other recruitment materials; screen applicant qualifications, answer applicant and candidate questions regarding City employment, and generate notices and correspondence to applicants and candidates; create and update lists of applicants and qualified applicants in existing applicant pools.
- Arranges test schedules and makes other testing arrangements; proctors and scores written and performance tests.
- Compiles names of employees eligible for service and outstanding recognition awards; prepares all documents related to presentations and orders awards.
- Acquires, reviews, assembles, and records information related to collective bargaining units.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS (CON'T):

- Compiles, researches, and assembles information from many sources to create and generate reports such as surveys, activity reports, and Equal Employment Opportunity reports.
- Assists city employees and the general public; answers a variety of questions regarding employee forms, benefit applications, job listings, and job applications.
- Attends to and assists with a variety of office administrative support duties, such as ordering supplies and equipment, organizing and maintaining files, and assisting with special projects; provides backup for other department office staff when needed.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Basic practices and techniques of public human resources administration, including recruitment, testing and selection programs, benefits administration, and workers' compensation administration
- Federal, state, and local laws and regulations applicable to human resources
- City personnel rules, personnel policies, and labor contract provisions
- Basic research and analysis techniques
- Principles and practices of sound business communications
- Correct English usage, including spelling and grammar
- Standard business software, including word processing, spreadsheets, and graphics
- Record-keeping and filing practices and procedures

Skills and Abilities to:

- Establish and maintain effective working relationships with applicants, staff, management, vendors, consultants, the general public, and others encountered in the course of the work
- Organize and prioritize tasks to meet deadlines
- Understand and follow written and oral instructions; communicate effectively orally and in writing
- Prepare clear, concise, and accurate reports, correspondence, and other written materials
- Exercise tact and diplomacy in dealing with sensitive, complex, and confidential personnel issues and employee situations
- Organize and maintain specialized files
- Operate computer hardware and use word processing, spreadsheets, and other application software
- Operate other standard office equipment
- Use written and oral communication skills
- Read and interpret data, information, and documents
- Analyze and solve problems
- Observe and interpret situation
- Learn and apply new information or skills
- Perform highly detailed work
- Work on multiple, concurrent tasks
- Work with frequent interruptions
- Work under intensive deadlines
- Interact with management, staff, vendors, the public, and others encountered in the course of work
- Occasionally required to deal with applicants and employees in conflict situations

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- A high school diploma or GED or equivalent and three years of office administrative experience, preferably in human resources.

LICENSE(S) REQUIRED:

- Valid, current driver's license

This position does not typically require driving; however, the ability to use reliable transportation for occasional off-site duties may be necessary.

CERTIFICATIONS AND TESTING REQUIRED:

- None required

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Typical office conditions, and the noise level is usually quiet or moderately quiet
- Regularly required to sit, talk, or hear, in person and by telephone
- Use hands to finger, handle, feel, or operate standard office equipment
- Reach with hands and arms
- Frequently required to walk and stand and to lift and move records and documents weighing up to 20 pounds
- Specific vision abilities required by this job include close vision and the ability to adjust focus

DISASTER SERVICE WORKER:

Under California law (California Government Code Section 3100-3109), all City of Placentia employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Placentia employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

Job Classification Description

Equal Employment Opportunity

INFORMATION TECHNOLOGY MANAGER

JOB FAMILY: Administrative Services **EEO CATEGORY:** Technicians/Technicians **FLSA:** Exempt **WC CLASS CODE:** 8810: Officers/Clerical	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Unrepresented Mid-Management **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** July 2016

PURPOSE STATEMENT:

Under the direction of Deputy City Administrator, the Information Technology Project Manager plans, organizes, and manages information technology applications, databases, mobile, and automation initiatives. This position also supervises the work of contractors, vendors, and information technology support workers, manages the organization's IT budget, and assures compliance with industry standards, rules, and regulations.

DISTINGUISHING CHARACTERISTICS (For use in a job series only)

This class differs from the Information Technology Technician in that it requires more responsibility, knowledge, and decision-making in the development and implementation of city-wide platforms, applications, and databases, as well as a wider range of interfaces with management, vendors, and contractors.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Assesses city and departmental user demands, automation goals, system requirements and performance, as well as current and new applications and opportunities for improving accessibility, efficiency, and usage.
- Develops, organizes, and prioritizes applications, databases, and web-based projects, as well as completing work plans, schedules, resource requirements, and budgets.
- Research and establishes relationships with current and potential contractors, consultants, and vendors; recommends, develops, and administers scope of work requirements and conditions based on contracts and agreements.
- Monitors progress, resolves issues, and completes work on time and in accordance with requirements.
- Provides training and orientation to users concerning computer technology and web, applications, databases, and mobile applications.
- Analyzes and tests software applications and upgrades to ensure they meet established requirements and purposes.
- Prepares and presents staff progress reports and work activity summaries to management.
- Assigns, coordinates, and reviews the work of the information technology technician.
- Evaluates new and existing software products and upgrades, recommend acquisitions and service agreements; manages contract and vendor expenses.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS (CON'T):

- Recommends procedure adjustments and upgrades to increase system performance, reduce hazards, and ensure hardware and software reliability.
- Manages IT personnel by providing supervision, direction, and performance reviews.
- Develops and implements security policies regarding cybersecurity for the organization.
- Offers security training and awareness to educate staff on best practices for cybersecurity and online dangers.
- Monitors security threats and vulnerabilities and creates a response plan.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application unless otherwise specified)

Knowledge of:

- Project management methodologies, principles, and practices
- City-wide operating systems, applications, databases, networks, and technology applications
- City and departmental information technology needs and automation initiatives
- SharePoint and multi-user accounting, purchasing, building and development, community services, inventory management, geo-based and public safety applications, databases, and websites, and mobile uses
- Database management methods
- Contract administration practices
- IT infrastructure, networks, cybersecurity, and industry standard best practices
- IT compliance laws and regulations

Skills and Abilities to:

- Evaluate user and application needs and develop and manage information technology projects
- Analyze information technology plans, specifications, system requirements, and contracts
- Plan, organize, prioritize, delegate tasks, and meet deadlines
- Communicate effectively orally and in writing
- Author reports and present recommendations
- Establish and maintain effective working relationships with city staff, management vendors, contractors, consultants, and others in the course of work
- Use written and oral communication skills
- Read and interpret data, information, and documents
- Interpret policies and procedures
- Use math and mathematical reasoning
- Learn and apply new information or new skills
- Work under deadlines with constant interruptions
- Interact with city staff and management, vendors, consultants, contractors, and the general public

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- A bachelor's degree in computer science, management information systems, or a related field and five years of experience in information systems, project management, software administration, or related information technology assignments is required.

LICENSE(S) REQUIRED:

- Valid, current Driver's License for occasional driving to different city facilities and vendor and contractor locations to meet with department representatives and other parties regarding systems and application needs and technologies
    - The City reasonably expects driving to be one of the job functions for the position, and the City reasonably believes that using an alternative form of transportation would not be comparable in travel time or cost to the City.

CERTIFICATIONS AND TESTING REQUIRED:

- Microsoft Project Manager certification is desirable
- Equivalent training or certification in related developers, databases, and applications related to the city's operating systems and software applications is desirable.

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Typically works in office conditions; the noise level is frequently quiet or moderately quiet
- Work extended hours and respond to system and application failures and major computer problems
- Regularly required to sit, talk, or hear, in person and by telephone
- Use hands to finger, handle, feel, or operate standard office equipment
- Reach with hands and arms
- Frequently sit and occasionally walk and stand to access work areas and files
- Stoop, kneel, or crouch to install, access, or remove information technology hardware, such as desk top computers, printers, laptops, cabling, and electronic devices
- Occasionally required to walk and stand and to lift and move records, computer workstation components, and documents typically weighing less than 100 pounds
- Specific vision abilities required by this job include close vision and the ability to adjust focus

DISASTER SERVICE WORKER:

Under California law (California Government Code Section 3100-3109), all City of Placentia employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Placentia employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

Job Classification Description

Equal Employment Opportunity

INFORMATION TECHNOLOGY SPECIALIST

JOB FAMILY: ADMINISTRATIVE SERVICES **EEO CATEGORY:** Technicians/Technicians **FLSA:** Non-Exempt **WC CLASS CODE:** 8810: Officers/Clerical	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Placentia City Employees' Association (PCEA) **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:**

PURPOSE STATEMENT:

Under the direction of the IT Manager, the Information Technology Specialist supports the Information Technology division by providing technical assistance, system implementation, maintenance, debugging, and other related services, such as monitoring system performance, responding to complex user support problems, and performing technical and complex tasks related to information technology services and programs.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Troubleshoots, diagnoses, and maintains complex enterprise network systems; monitors and maintains servers; ensures system integration for operability across multiple platforms and technologies.
- Participates in enterprise systems security; installs system security hardware, software, and related devices; monitors security systems to identify any breaches; activities procedures and responses to system security issues; provides recommendations to mitigate risk.
- Creates and manages employee access to computer systems, email, and various applications; sets and resets employee passwords; audits employee usage of technology and equipment to ensure compliance with City policies and procedures.
- Receives and manages work orders; troubleshoots and resolves enterprise system software, hardware, workstation, server, database, peripherals, and infrastructure issues.
- Assists in the development and implementation of technology-related protocols, policies, procedures, and operating standards.
- Performs regular scheduled operations and data backups, including monitoring and updating system file limits and capacities as needed, and collaborates with consultants and vendors to ensure optimal network settings.
- Responds to emergencies to decrease downtime, repair errors, and monitor vendor activity in the event of catastrophic system failures, off-hours scheduled maintenance downtime, or other issues.
- Communicates system status, computer events, and planned upgrades or downtime to end users.
- Develops documentation for new or current applications and procedures.
- Serves as a Server Administrator and Exchange Directory Administrator for Windows Operating Systems; assesses and resolves basic issues regarding detected error codes.
- Conducts research and stays current on new trends and innovative solutions for technology programs; recommends new technologies to improve operational technology effectiveness and services.

OTHER DUTIES:

- May act as a liaison with local and state agencies and vendors in the development and implementation of programs, policies, guidelines, and service levels.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application unless otherwise specified)

Knowledge of:

- Operability of networking infrastructure, including servers, routers, switches, and IP phone systems
- Windows Server, Active Directory, group policies, Microsoft Office 365 administration
- Implementation of services and systems such as support, monitoring, security, and management solutions
- City government operations; database concepts; government services automation principles
- VMWare systems operation and maintenance
- Security principles and practices, firewalls, monitoring and reporting tools, internet filtering, anti-virus, threat identification, and remediation
- Computer network protocols, such as LAN/WAN and TCP/IP
- Modern computer automation and information system technologies
- GIS software and practices, such as ESRI applications
- Telecommunication systems, such as VoIP and switches
- Storage Area Networks
- Computer networking topologies, protocols, and infrastructure
- Security principles and practices, firewalls, monitoring and reporting tools, internet filtering, anti-virus and spyware, threat identification, and remediation
- Mobile LTE, 5G, and Wireless Computing
- MDM and VPN Management
- Public safety applications

Skills and Abilities to:

- Research, design, test, and implement technology systems related to the area of assignment
- Establish and maintain cooperative working relationships with those contacted in the course of work, including City staff, City officials and the public
- Communicate effectively both orally and in writing. Prepare written reports, instructions, memos, or documentation
- Train city staff on the proper usage of assigned equipment or systems
- Demonstrate good time management skills by organizing work and desk space, managing priorities, meeting critical deadlines, and following assignments with direction
- Work positively and professionally with users in a fast-paced and demanding environment; respond to questions and requests for information
- Coordinate meetings effectively and facilitate outcomes
- Assist in the development and monitoring of an assigned program or project budget; project, track, and reconcile expenses
- Work independently and in a team-oriented environment, proposing answers to the most complicated technological problems.
- Provide on-call service, as assigned, during off hours, evenings, weekends, and holidays
- Use written and oral communication skills

Skills and Abilities to (con't):

- Read and interpret data, information, and documents

- Analyze and solve problems
- Observe and interpret situations
- Learn and apply new information or skills
- Work with frequent interruptions
- Interact with staff and others encountered in the course of work

JOB QUALIFICATIONS / REQUIREMENTS:
(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:
Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- An associate degree in computer science, information technology, or a related field and three years of experience in information technology systems or network administration.

LICENSE(S) REQUIRED:

- Valid, current driver's license for travels to other city locations to perform duties
    - The City reasonably expects driving to be one of the job functions for the position, and the City reasonably believes that using an alternative form of transportation would not be comparable in travel time or cost to the City.

CERTIFICATIONS AND TESTING REQUIRED:

- None required

WORK ENVIRONMENT / PHYSICAL DEMANDS:
(*Must be performed with or without reasonable accommodations*)

- Works in an office setting with controlled temperature settings, and the noise level is moderate, typically below 70 decibels
- Sustained posture in a seated position for prolonged periods of time
- Occasionally stoop, bend, kneel, crouch, reach, and twist
- Lift, carry, push, and/or pull light to moderate amounts of weight
- Operate office equipment requiring repetitive hand movement and fine coordination, including use of a computer keyboard
- Verbally communicate to exchange information
- Lift and carry objects weighing up to 25 pounds
- Speaking and acute hearing required for customer service at the public counter and on the telephone
- Vision is required for memos, letters, and invoices

DISASTER SERVICE WORKER:
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Job Classification Description

Equal Employment Opportunity

INFORMATION TECHNOLOGY TECHNICIAN

JOB FAMILY: ADMINISTRATIVE SERVICES **EEO CATEGORY:** Technicians/Technicians **FLSA:** Non-Exempt **WC CLASS CODE:** 8810: Officers/Clerical	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Placentia City Employees' Association (PCEA) **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** July 2016

PURPOSE STATEMENT:

Under the direction of the Information Technology Project Manager, the Information Technology Technician administers, operates, maintains, and improves computer automation and information systems, such as computer hardware, networks, firmware, and telecommunications systems, while also providing technical user support.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Installs and coordinates installation, upgrades, and resolution of problems involving personal computers, printers, portable electronic devices, and other computer hardware given user needs.
- Monitors network system activity and performance; identifies, reports, and corrects causes of technical problems.
- Assists users with basic questions regarding existing software applications, including features and functionality of common queries and utility and report applications.
- Performs regularly scheduled operations and data backups, including monitoring and adjusting system file limits and capacities as needed, and works with consultants and vendors to maintain proper network configurations.
- Provides emergency responses to decrease downtime, correct errors, or initiate and monitor vendor action in the event of critical system failures, off-hours scheduled maintenance downtime, or other difficulties as required.
- Tests and monitors new hardware and applications to ensure compliance with performance standards.
- Serves as a Server Administrator and Exchange Directory Administrator for Windows Operating Systems; examines and resolves basic issues regarding detected error codes.
- Serves as Systems Administrator for assigned city operating and applications programs; documents system procedures and user requirements, as directed.
- Analyzes and solves basic problems regarding telephone hardware and portable hand-held and mobile devices.
- Recommends procedural changes and upgrades to improve system operations, minimize risks, and ensure hardware and software integrity.
- Creates and manages employee access to computer systems, email, and various applications used by city employees; sets and resets employee passwords; audits employee usage of technology and equipment to ensure compliance with city policies and procedures.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS (CON'T):

- Manages the Exchange Online Admin Center, as well as other admin centers including Security, Compliance, and Azure portals.
- Assists in the development and implementation of technology related protocols, policies, procedures, and operating standards.
- Carries out enterprise-wide tasks, like ELETE NAT mapping and collaborating with the Orange County Sheriff to guarantee that public safety systems have access to the databases they require.
- Responds quickly to emergencies to minimize downtime, fix mistakes, or start and track vendor activities related to important system failures, scheduled maintenance outages during off-peak hours, and other issues as needed.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Computer hardware, networks, and operating systems
- Microsoft Directory and security administration practices involving users
- Server administration and telecommunication systems
- Mobile LTE, 5G, and Wireless Computing
- Troubleshooting and configuring desktop, laptop, and phone hardware
- Backups, redundancies, and retention policies
- Creating virtual environments
- Creating technical documentation for end users

Skills and Abilities to:

- Identify and resolve basic information technology hardware, firmware, and telecommunications
- Train users regarding basic features and troubleshooting steps to solve problems
- Organize and prioritize tasks and meet deadlines
- Establish and maintain effective working relationships with city staff, vendors, and consultants
- Identify, troubleshoot and resolve computer problems
- Use written and oral communication skills
- Read and interpret data, information, and documents
- Interpret policies and procedures
- Use math and mathematical reasoning
- Learn and apply new information or new skills
- Work under deadlines with constant interruptions
- Interact with city staff and management, vendors, consultants, contractors, and the general public
- Critical thinking and troubleshooting

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- A bachelor's degree in computer science, management information systems, or a related field and two years of technical or internship experience in computer hardware, networks, and user information technology support.

LICENSE(S) REQUIRED:

- Valid, current Driver's License for occasional driving to different city facilities to install, troubleshoot, repair, or upgrade equipment
    - The City reasonably expects driving to be one of the job functions for the position, and the City reasonably believes that using an alternative form of transportation would not be comparable in travel time or cost to the City.

CERTIFICATIONS AND TESTING REQUIRED:

- None required

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Works in an office setting with controlled temperature settings, and the noise level is moderate, typically below 70 decibels
- Ability to work extended hours and to be on call to respond to system failures and major computer problems
- Regularly required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms
- Frequently sit and occasionally walk and stand to access work areas and files; stoop, kneel, or crouch to install, access or remove information technology hardware, such as desk top computers, printers, laptops, cabling, and electronic devices weighing up to 50 pounds
- Lift and carry records and documents, typically weighing less than 50 pounds
- Specific vision abilities required by this job include close vision and the ability to adjust focus

DISASTER SERVICE WORKER:

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Job Classification Description

Equal Employment Opportunity

MAINTENANCE CREW LEADER

JOB FAMILY: Public Works/Parks **EEO CATEGORY:** Service Workers/Service - Maintenance **FLSA:** Non-Exempt **WC CLASS CODE:** 9420: Municipal/State/Public Agency–Other	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Placentia City Employees' Association (PCEA) **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** Dec 2006

PURPOSE STATEMENT:

Under the direction of Public Works Supervisor, the Maintenance Crew Leader leads the work of a regularly assigned crew in maintenance projects involving city parks, park facilities, landscaping, medians, streets, and sanitation systems maintenance; operates specialized equipment and performs more difficult or skilled tasks; and performs other related duties as assigned.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Confers with Maintenance Services Supervisor regarding work schedule, priorities, projects, staffing, and complaint in one of the following areas: street and sanitation maintenance, repair, and construction services; park, landscaping, and median maintenance; and public works buildings, lighting, and facilities.
- Supervises the use and operation of a variety of vehicles, tools, and equipment in the maintenance and repair of city streets, buildings, and parks, including power and manual tools and light and moderately heavy power-driven equipment, pneumatic jackhammers, sandblasters, water blasters, paving and sidewalk construction equipment, backhoes, loaders, skip loaders, water and dump trucks, boom trucks, and related vehicles.
- Trains assigned employees in proper work layout, methods, and techniques, and in the appropriate and safe use and operation of equipment.
- Observes work in progress and upon completion for assigned employees and evaluates productivity, quality, safety, and compliance with applicable work methods in conformance with city standards and requirements.
- Ensures that traffic control markers and procedures are properly used in traffic lanes; sets up cones, lanterns, and boards.
- Assures preventative maintenance schedules are followed and work areas and tools and equipment are regularly maintained and cleaned.
- Conducts monthly safety meetings; investigates safety incidents and determines how to remove or avoid hazards.
- Assists Public Works Supervisor in preparing activity records and providing feedback for crewmember performance evaluations.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Basic practices and procedures used in vehicle maintenance
- Principles of lead supervision and training
- Methods and techniques of street, building, sanitation, and park and park facilities maintenance and repair work
- Operational characteristics of equipment and tools used in street and park maintenance and repair
- Occupational hazards and standard safety practices necessary in street, building, and park maintenance work
- Principles and procedures of record keeping and reporting
- Safe driving principles and practices

Skills and Abilities to:

- Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics
- Work independently in the absence of supervision
- Communicate clearly and concisely, both orally and in writing
- Establish, maintain, and foster positive and harmonious working relationships with staff, management, contractors, vendors, and others encountered in the course of work
- Interpret policies and procedures
- Use math and mathematical reasoning
- Work under deadlines with interruptions

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- High school or G.E.D. equivalent, supplemented by specialized training in construction technology and four years of increasingly responsible journey-level experience in street, building, and/or park maintenance and repair work and equipment operations; or an equivalent combination of training and experience.

LICENSE(S) REQUIRED:

- Valid, current driver's license.
    - The City reasonably expects driving to be one of the job functions for the position, and the City reasonably believes that using an alternative form of transportation would not be comparable in travel time or cost to the City.
- Class B Commercial driver's license

CERTIFICATIONS AND TESTING REQUIRED:

- None required

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Frequently works outdoors and is subject to variable weather conditions and traffic
- Exposed to heat, mechanical and electrical hazards, chemicals, dust, and wetness
- Subject to loud construction noise in particular areas as well as power tools and large-scale equipment
- Regularly required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms
- Sit, stand, walk, talk, and hear
- Bend, stoop, squat, kneel, and crawl, depending upon work tasks, and lifting up to 50 pounds
- Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus

DISASTER SERVICE WORKER:

Under California law (California Government Code Section 3100-3109), all City of Placentia employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Placentia employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

Job Classification Description

Equal Employment Opportunity

MAINTENANCE WORKER

JOB FAMILY: Public Works/Facilities, Parks or Streets **EEO CATEGORY:** Service Workers/Service - Maintenance **FLSA:** Non-Exempt **WC CLASS CODE:** 9420: Municipal/State/Public Agency–Other	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Placentia City Employees' Association (PCEA) **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** June 2007

PURPOSE STATEMENT:

Under the direction of the Public Works Supervisor or Crew Leader, the Maintenance Worker performs varied or specialized duties involving maintenance, construction, and repairs for one or more of the following services: parks, landscaped areas, medians, streets, sanitation, irrigation, field preparation, and buildings and facilities; follows established work and safety procedures and uses various types of motorized equipment and hand and power tools; and performs related duties as assigned.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Performs a full range of turf maintenance duties such as watering, mowing, trimming, edging, weeding, aerating, renovating, and fertilizing turf areas.
- Performs a variety of duties in the maintenance of irrigation systems; changes and adjusts sprinkler heads, lines, and valves; maintains and adjusts controllers; and assists with major irrigation system installation and maintenance projects.
- Maintains and prepares baseball and soccer fields, tennis courts, and handball courts; drags, waters, levels, measures, paints, and prepares ball diamonds and playing surfaces.
- Operates a full range of grounds maintenance vehicles and equipment including backhoes, loaders, tractors, water trucks, dump trucks, stake beds, utility trucks, water tankers, rollers, boom trucks, mowers, striping equipment, chippers, compressors, edgers, blowers, and various hand and power tools; maintains tools and equipment and performs preventive maintenance.
- Maintains play equipment, picnic tables, public address equipment, and other related parks equipment and facilities; installs and repairs playground equipment, fences, and other related parks equipment and facilities; repairs tables and benches.
- Performs concrete and asphalt street and sidewalk maintenance work; applies slurry and patches; removes tree roots and replaces sidewalks.
- Inspects, cleans, and clears sewers, storm drains, gutters, and laterals, and removes blockages.
- Cleans and maintains restrooms; stocks rest rooms with necessary supplies; repairs toilets, urinals, and faucets; performs basic carpentry, electrical, construction, and concrete work given appropriate direction.
- Operates sandblaster and water blaster and removes graffiti; prepares and repaints surfaces such as walls, ceilings, and other structures and surfaces.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS (CON'T):

- Responds to public inquiries and complaints; provides information regarding rules and regulations of the parks and other facilities; identifies and reports maintenance needs and safety hazards to appropriate staff.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Basic methods, techniques, and tools used in the construction and maintenance of parks, landscaped areas, medians, streets, sewers, and sanitation facilities
- Uses, purposes, and operating characteristics of construction and general maintenance tools and equipment
- Material properties and characteristics of cement, asphalt, paints, and other components
- Occupational health and safety hazards
- Safe driving principles and practices
- Proper set-up and use of tools, equipment, and materials for different assignments

Skills and Abilities to:

- Understand and follow health and safety codes and regulations
- Understand and follow oral and written directions
- Set up, adjust, and operate equipment and perform minor repairs
- Communicate effectively with coworkers, supervisors, and management
- Read and interpret data, information, and documents
- Use math and mathematical reasoning
- Learn and apply new information or new skills
- Work under deadlines with interruptions
- Interact with city staff, management, contractors, vendors, and public, occasionally in conflict situations

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- High school diploma or G.E.D. equivalent and two years of experience in the maintenance, construction, and repair of parks, medians, streets, sewers, sanitation, and/or rights-of-way.

LICENSE(S) REQUIRED:

- Valid, current Driver's License for travel to different maintenance sites and locations and may be available for on-call, stand-by, and emergency call service
    - The City reasonably expects driving to be one of the job functions for the position, and the City reasonably believes that using an alternative form of transportation would not be comparable in travel time or cost to the City.

LICENSE(S) REQUIRED (Con't):

- May require a Class B California driver's license and special endorsements, depending upon position assignment

CERTIFICATIONS AND TESTING REQUIRED:

- None required

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Constantly works outdoors and is subject to variable weather conditions and traffic, heat, dust, moisture, and wetness, as well as mechanical and electrical hazards and applied chemicals
- Subject to loud construction noise in particular areas such as power tools, compressors, chippers, and large-scale motorized equipment
- May work in vaults and underground storage chambers
- Regularly required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms
- Sit, stand, walk, talk, and hear
- Bend, stoop, squat, kneel, climb, and crawl, depending upon work tasks, and to lift up to 50 pounds given materials moved and tools used
- Operate loaders and backhoes, and related maintenance vehicles and jackhammers, stump grinders, concrete cutters, and other specialized equipment, and use shovels, hoes, brooms, and other tools given job assignments
- Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus

DISASTER SERVICE WORKER:

Under California law (California Government Code Section 3100-3109), all City of Placentia employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Placentia employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

Job Classification Description

Equal Employment Opportunity

MANAGEMENT ANALYST

JOB FAMILY: Various **EEO CATEGORY:** Professionals/Professionals **FLSA:** Exempt **WC CLASS CODE:** 8810: Officers/Clerical	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Non-Represented/Mid-Mmnt **GRADE:** **UPDATED:** Feb 2025 **PREVIOUS UPDATE:** Dec 2006

PURPOSE STATEMENT:

Under the direction of the assigned director or manager, the Management Analyst performs professional analyses, surveys, and studies involving administrative, financial, and statistical data and departmental practices; acts as departmental liaison and coordinates programs and services; evaluates the effectiveness of departmental policies or work practices; and performs other related duties as assigned.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Plans, organizes, and conducts administrative or management surveys and analyses; researches and collects required information as part of staff reports and correspondence.
- Coordinates city programs and services, depending upon departmental assignment; acts as liaison with other agencies and confers with community groups, regional representatives, contractors, vendors, staff, and the general public.
- Analyzes alternatives and makes recommendations in areas such as city practices, staffing, facilities, equipment use, costs, and other changes to improve services and compliance with regulations.
- Writes technical reports, articles, and correspondence and prepares supporting recommendations, including charts, graphs, maps, and technical exhibits.
- Participates in developing and administering departmental or city budgets, including researching practices, specifications, and requirements, and determining appropriate funding and expenditure levels.
- Reviews, evaluates, and updates forms and manuals.
- Serves as departmental or city representative in interdepartmental, community, regional, and professional meetings.
- Develops, coordinates, and implements training workshops and briefings.
- Coordinates the research, development, and review of grant applications and performance reports.

OTHER DUTIES:

- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Public administration policies and procedures
- Financial, statistical, and comparative analysis methods
- Budget development and administration practices
- Project management techniques
- Program evaluation methods
- Contract administration practices
- Report presentation techniques

Skills and Abilities to:

- Interpret and apply laws, regulations, policies, and procedures
- Prepare clear and concise reports and other written materials
- Maintain accurate records and files
- Exercise sound judgment within established guidelines
- Communicate clearly, concisely, and effectively, orally and in writing
- Establish and maintain effective working relationships with elected and appointed city officials and boards, other public agencies, employees, citizen groups, and the public
- Utilize word processing, spreadsheets, databases, and related software applications programs
- Learn and apply new information or new skills
- Work under deadlines with constant interruptions

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying

- Bachelor's degree in business administration, public administration, or a closely related field; and two years of professional and analytical experience; or an equivalent combination of training and experience.

LICENSE(S) REQUIRED:

- Valid, current driver's license.
    - The City reasonably expects driving to be one of the job functions for the position, and the City reasonably believes that using an alternative form of transportation would not be comparable in travel time or cost to the City

CERTIFICATIONS AND TESTING REQUIRED:

- None required

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Typically works in office conditions; noise level is frequently quiet or moderately quiet
- Regularly required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms
- Frequently sit and occasionally walk and stand to access work areas and files
- Stoop, kneel, or crouch to access or place records or files

WORK ENVIRONMENT/PHYSICAL DEMANDS (CON'T):

- Lift and carry records and documents, typically weighing less than 20 pounds
- Specific vision abilities required by this job include close vision and the ability to adjust focus

DISASTER SERVICE WORKER:

Under California law (California Government Code Section 3100-3109), all City of Placentia employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Placentia employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

Job Classification Description

Equal Employment Opportunity

MANAGEMENT ASSISTANT

JOB FAMILY: Various **EEO CATEGORY:** Administrative Support Workers/ Administrative Support **FLSA:** NON-Exempt **WC CLASS CODE:** 8810: Officers/Clerical	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Placentia City Employees' Association (PCEA) **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** Aug 2016

PURPOSE STATEMENT:

Under the direction of the assigned director or manager, the Management Assistant assists in tracking, compiling, analyzing, and preparing data used by management and staff for department reports and correspondence; administers records and surveys and relieves management of administrative details; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS (For use in a job series only)

Positions in this class are entry-level professional positions that constitute a bridge into the management analysis job series. The employee gains work experience by assisting management staff in performing professional and administrative duties as a limited-term classification. This class differs from the Management Analyst class, which requires less specialized knowledge, scope of responsibility, and decision-making authority.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Completes tasks as part of administrative or management surveys and analyses; researches and collects required information and drafts staff reports and correspondence.
- Coordinates communications, staff reports, and professional service agreements, and prepares materials for regular and special meetings, as assigned.
- Writes technical reports, articles, and correspondence, and prepares supporting recommendations, including charts, graphs, maps, and technical exhibits for projects and assignments.
- Participates in tracking appropriate revenues, expenditures, and budget accounts.
- Assists in preparing mailings and keeping records of correspondence to various vendors, the general public, and other public agencies.
- Reviews, evaluates, and updates forms and manuals.
- Answers phone calls or questions from the public and the Council, as assigned; directs phone calls to appropriate staff as needed.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Public administration practices and services; research methods and report writing methods and presentation techniques
- Budget tracking and data administration methods
- Effective business communications and proper English usage, including spelling, grammar, and punctuation

Skills and Abilities to:

- Maintain accurate records and files
- Communicate effectively, orally and in writing
- Establish and maintain effective working relationships with staff, management, contractors, vendors, and the general public
- Utilize word processing, spreadsheets, databases, and related software applications programs
- Read and interpret data, documents, and apply policies and procedures
- Use math and mathematical reasoning
- Learn and apply new information or new skills
- Work under deadlines with constant interruptions

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying

- Bachelor's degree in public administration, business administration, or a closely related field; and two years of experience as a Management Assistant or Intern; or an equivalent combination of training and experience.

LICENSE(S) REQUIRED:

- Valid, current driver's license
    - This position does not typically require driving; however, the ability to use reliable transportation for occasional offsite duties may be necessary.

CERTIFICATIONS AND TESTING REQUIRED:

- None required

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Works in an office setting with controlled temperature settings, and the noise level is moderate, typically below 70 decibels
- Required to sit when using computer hardware to enter and update information and to stand at the public counter and walk in accessing and distributing records
- Use hands to handle, feel, or operate computer hardware and standard office equipment
- Reach with hands and arms above and below shoulder level
- Occasionally lifts and carries records and documents weighing less than 20 pounds

WORK ENVIRONMENT/PHYSICAL DEMANDS (CON'T):

- Ability to see within normal range, including having close range, and the ability to adjust focus, talk, hear, and use electronic touch keypads

DISASTER SERVICE WORKER:

Under California law (California Government Code Section 3100-3109), all City of Placentia employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Placentia employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

Job Classification Description

Equal Employment Opportunity

OFFICE ASSISTANT

JOB FAMILY: Various **EEO CATEGORY:** Administrative Support Workers/ Administrative Support **FLSA:** Non-Exempt **WC CLASS CODE:** 8810: Officers/Clerical	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Placentia City Employees' Association (PCEA) **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** Dec 2006

PURPOSE STATEMENT:

Under the direction of the supervisor, manager, or director, The Office Assistant performs receptionist, clerical, customer service, and records management activities.

DISTINGUISHING CHARACTERISTICS (For use in a job series only)

Positions in this class are the first classification level in the Administrative Support series. This class differs from the Office Specialist and Administrative Assistant classes as they receive greater supervision and require less specialized knowledge of departmental policies, accounting standards, customer service practices, and data support functions.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Types, edits, proofreads, and prints correspondence, memos, forms, and other documents; types from drafts and oral instructions; edits and revises materials.
- Collects data and related documents for approval, signature, and execution; maintains and updates standard files and index listings; may scan, index, and archive records.
- Retrieves, duplicates, and distributes copies of reports, records, maps, drawings, and documents; maintains up-to-date file listings, indexes, and cross-references; checks out and returns drawings, files, and other materials.
- Answers, screens, and refers visitors and telephone calls to other appropriate staff and department representatives.
- Provides receptionist and clerical support for managers, supervisors, and staff; makes meeting arrangements.
- Opens, routes, and distributes office mail; sends and receives faxes; routes documents for required signatures; copies, sorts, and distributes documents.
- Inputs prescribed data into various online systems; enter data and information in various databases and computer systems, as assigned.
- Verifies inventory control numbers on requisitions; generates standard data for reports and graphs, as assigned.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Office administration practices and procedures
- Correct English usage, including spelling, grammar, and punctuation
- City organization, functions, and procedures applicable to assigned areas of responsibility
- Records management, record keeping, filing, and basic purchasing procedures
- Basic practices and terminology used in a department or division

Skills and Abilities to:

- Operate a computer using word processing, spreadsheets, databases and other business software
- Operate standard office equipment
- Type accurately at a speed necessary to meet the requirements of the position
- Organize work
- Organize and maintain specialized files
- Communicate clearly and effectively orally and in writing
- Understand and follow written and oral instructions
- Enter and prepare clear and accurate data for records and reports
- Establish and maintain effective working relationships with city managers, staff, the public, and others encountered in the course of work
- Use written and oral communication skills
- Read and interpret data, information, and documents
- Analyze and solve problems
- Observe and interpret situations
- Learn and apply new information or skills
- Perform highly detailed work
- Work on multiple, concurrent tasks
- Work with frequent interruptions
- Work under intensive deadlines

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

A high school diploma or GED or equivalent and one year of office support work.

LICENSE(S) REQUIRED:

- Valid, current driver's license
    - This position does not typically require driving; however, the ability to use reliable transportation for occasional offsite duties may be necessary.

CERTIFICATIONS AND TESTING REQUIRED:

- None required

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Work under typical office conditions, and the noise level is usually quiet or moderately quiet
- Regularly required to sit, talk, or hear, in person and by telephone
- Use hands to finger, handle, feel, or operate standard office equipment
- Reach with hands and arms
- Frequently required to walk and stand and to lift and move records and documents weighing up to 20 pounds
- Specific vision abilities required by this job include close vision and the ability to adjust focus

DISASTER SERVICE WORKER:

Under California law (California Government Code Section 3100-3109), all City of Placentia employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Placentia employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

Job Classification Description

Equal Employment Opportunity

OFFICE SPECIALIST

JOB FAMILY: Various **EEO CATEGORY:** Administrative Support Workers/Administrative Support **FLSA:** Non-Exempt **JOB CLASS CODE:** 8810: Officers/Clerical	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Placentia City Employees' Association (PCEA) **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** Jan 2007

PURPOSE STATEMENT:

Under the direction of an assigned supervisor, the Office Specialist conducts a variety of receptionist, clerical, customer service, database, and records management activities, as well as document typing, processing, distribution, and filing, as assigned.

DISTINGUISHING CHARACTERISTICS (For use in a job series only)

Positions in this class are the second classification level in the administrative support series. The Office Specialist works under less supervision and requires more specialized knowledge of departmental policies, accounting standards, customer service practices, and data support functions than the Office Assistant. This class contrasts from the Administrative Assistant class, which has fewer administrative responsibilities and interactions.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Formats, types, edits, proofreads, and prints correspondence, memos, forms, and other documents; types from drafts, and oral instructions; edits and revises materials.
- Collects, cross-references, and proofreads data and related documents for proper approvals, signatures, and contract documents; scans, research, and archives records given an understanding of departmental applications and public needs.
- Enters information into online departmental databases and physical records systems, compiles activity summaries for use by other office personnel.
- Retrieves, duplicates, and distributes copies of reports, records, maps, drawings, and documents; organizes and maintains up-to-date file listings, indexes, and cross-references; checks out and returns drawings, files, and other materials.
- Answers, screens and refers visitors and telephone calls to other appropriate staff and department representatives.
- Provides receptionist and clerical support for managers, supervisors, and staff; makes meeting arrangements; and sets up facilities and conference rooms for different events.
- Opens, routes, and distributes office mail; sends and receives faxes; routes documents for required signatures; copies, sorts, and distributes documents.
- Uses various software programs, including specialized departmental applications.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS (CON'T):

- Receives payment for departmental and city events and issue receipts.
- Processes departmental timekeeping and payroll records, as required.
- Verifies inventory control numbers on requisitions and produces standard data for reports and graphs.
- Assists in scheduling and coordinating special events, training programs, seminars, and meetings.
- Conducts NCIC/DOJ monthly validations.
- Supervises cadets throughout their shifts, manages all front-counter interactions, and assists cadets in placing service calls.
- Ensures that law enforcement officers accurately tag body-worn camera material; downloads for discovery by the district attorney's office and subpoenas.
- Checks the accuracy of teletype entries made by dispatch after hours and makes modifications to any entries to ensure compliance with the Department of Justice.
- Processes vehicle releases at the front counter, collecting all relevant papers and informing citizens when more DMV paperwork is required to complete a car release.
- Assist with citation signoffs and advises citizens on next steps,
- Prepares and submits cases to the district and city attorney's offices; follows up on case rejections; and aids detectives in re-submitting cases for prosecution.
- Receives and examines the quality of documentation from the police, ensuring that all documents are correct and that records may require adjustments or additional paperwork as needed.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Office administration practices and procedures
- Correct English usage, including spelling, grammar, and punctuation
- City organization, functions, and procedures applicable to assigned areas of responsibility
- Records management, record keeping, filing, and basic purchasing procedures
- Specialized work practices and software applications of the assigned department or division
- Microsoft Office applications including Word and Excel, as well as district attorney and court websites like EDC, CMS, and Vision.
- Penal laws, California vehicle codes, California government codes, and how to successfully use and adhere to them

Skills and Abilities to:

- Operate computer hardware and use word processing, spreadsheets, databases, and other business software
- Operate other standard office equipment
- Type at a net rate of 55 words per minute or higher
- Organize records and files
- Read and proofread documents
- Organize and maintain office and specialized files
- Communicate clearly and effectively orally and in writing
- Understand and follow written and oral instructions

Skills and Abilities to (con't):

- Enter and prepare clear and accurate data for records and reports

- Establish and maintain effective working relationships with City managers, staff, the public, and others encountered in the course of work
- Use written and oral communication skills
- Read and interpret data, information, and documents
- Analyze and solve problems
- Observe and interpret situations
- Learn and apply new information or skills
- Work with frequent interruptions
- Work under intensive deadlines
- Interact with City managers, staff, vendors, the public, and others encountered in the course of work

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- A high school diploma or GED or equivalent and three years of clerical experience.

LICENSE(S) REQUIRED:

- Valid, current driver's license
    - This position does not typically require driving; however, the ability to use reliable transportation for occasional offsite duties may be necessary.

CERTIFICATIONS AND TESTING REQUIRED:

- California Law Enforcement Telecommunications System (CLETS) certification

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Work under typical office conditions, and the noise level is usually quiet or moderately quiet
- Required to sit, talk, or hear, in person and by telephone
- Use hands to finger, handle, feel, or operate standard office equipment
- Reach with hands and arms
- Frequently required to walk and stand and to lift and move records and documents weighing up to 20 pounds
- Specific vision abilities required by this job include close vision and the ability to adjust focus

DISASTER SERVICE WORKER:

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Job Classification Description

Equal Employment Opportunity

PARKING CONTROL OFFICER

JOB FAMILY: Police/Traffic **EEO CATEGORY:** Technicians/Paraprofessionals **FLSA:** Non-Exempt **WC CLASS CODE:** 9410: Municipal/State/Public Agency	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Placentia City Employees' Association (PCEA) **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** Aug 2016

PURPOSE STATEMENT:

Under the direction of Police Sergeant, the Parking Control Officer performs civilian parking enforcement functions, assists with special events and calls for service, learns to perform public counter, records, and other field support duties such as towing vehicles, responding to traffic collisions, issuing tickets to vehicles that are not within regulation, and performs other related duties as assigned.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Enforces parking ordinances, codes, and regulations, and issues citations for observed violations.
- Locates and marks abandoned, illegally parked, or other vehicles.
- Responds to calls for service and prepares minor reports.
- Assists with special events by monitoring traffic and activity.
- Assists with traffic control duties as needed.
- Issues parking permits at the public counter.
- Assists parties at the public counter by answering basic questions, locating personnel, making copies of reports, and gathering information about incidents.

OTHER DUTIES:

- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Data entry and recordkeeping practices
- Use of proper English grammar, spelling, and punctuation in completing and verifying information in basic police reports and other records
- Radio codes and transmission procedures; customer service techniques
- Equipment maintenance and procedures
- Department rules and regulations

Skills and Abilities to:

- Learn and adhere to local ordinances, codes, and traffic regulations
- Operate computer hardware and modern office equipment
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships with staff and treat the general public with tact and respect
- Read and interpret standards
- Analyze and solve problems
- Use math and mathematical reasoning
- Interact appropriately with law enforcement personnel, the general public, and others in the course of work
- Problem solve and complete tasks in a timely manner

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- High school graduation or G.E.D. is required, preferably supplemented by college-level course work in police science or criminal law. One year of public contact experience is highly desirable.

LICENSE(S) REQUIRED:

- Valid, current driver's license.
    - The City reasonably expects driving to be one of the job functions for the position, and the City reasonably believes that using an alternative form of transportation would not be comparable in travel time or cost to the City.

CERTIFICATIONS AND TESTING REQUIRED:

- Must be at least 18 years of age and have no prior felony convictions
- Must successfully pass a background investigation including polygraph exam

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Works in field and office settings
- In the office, the employee works in controlled temperature settings, and the noise level is moderate, typically below 70 decibels. In the field, the employee is subject to traffic and variable weather conditions when driving a vehicle for traffic enforcement and special events, and the noise level occasionally exceeds 70 decibels
- Subject to persons who would contest parking citations and enforcement actions
- Ability to be assigned to rotating work shifts, including nights, holidays, and weekends, and to work overtime as needed to accommodate department and city needs
- Constantly required to sit when operating a motor vehicle for traffic enforcement and to stand or sit at the public counter and walk in accessing and distributing records
- Use hands to handle, feel, or operate computer hardware and standard office equipment
- Reach with hands and arms above and below shoulder level
- Lifts and carries records and documents weighing less than 50 pounds
- Ability to see within normal range, including having close range, and the ability to adjust focus, talk, hear, and use electronic touch keypads

DISASTER SERVICE WORKER:

Under California law (California Government Code Section 3100-3109), all City of Placentia employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Placentia employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

Job Classification Description

Equal Employment Opportunity

PLANNING AIDE

JOB FAMILY: Development Services Department **EEO CATEGORY:** Administrative Support Workers/Paraprofessionals **FLSA:** Non-Exempt **WC CLASS CODE:** 8810: Officers/Clerical	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Placentia City Employees' Association (PCEA) **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** Sept 1998

PURPOSE STATEMENT:

Under general direction, the Planning Aide performs a wide variety of public service and technical assistance at the public counter, responds to requests for documents and information, reviews and processes service applications, issues permits, calculates and processes fees, and receives, files, and maintains records of documents, maps, and other materials.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Assists in conducting planning checks for land use and variance requests, ensuring compliance with planning and zoning codes under supervision.
- Supports the processing and review of zoning clearances, plot plans, and minor variances by gathering required documentation and ensuring accuracy.
- Conducts site visits to assist in verifying project status and reporting findings to higher-level planning staff.
- Provides zoning and property information to the public in person, by phone, or electronically, referring complex inquiries to senior staff as needed.
- Assists in drafting planning staff reports and resolutions by preparing background information and initial draft materials.
- Collects and organizes data, such as application submissions, counter visits, and phone inquiries, to prepare reports for internal use.
- Prepares agendas and meeting materials for commissions, boards, and community groups; ensures timely distribution to involved parties.
- Guides members of the public, architects, and developers on basic development fees, processes, and submission requirements.
- Logs planning applications, verifies fee payment, and maintains records in compliance with departmental protocols.
- Produces maps, charts, and simple visual aids to support planning studies and public presentations

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application unless otherwise specified)

Knowledge of:

- Planning and zoning codes
- Basic construction methods, techniques, and materials
- Basic symbols and conventions found in plans and drawings
- Record-keeping principles and practices
- Basic math functions.
- Research methods
- Principles and practices of report preparation; customer service techniques

Skills and Abilities to:

- Prepare clear and concise records, correspondence, and reports; communicate effectively with business and property owners and the general public
- Apply codes and regulations to specific cases
- Make arithmetical calculations quickly and accurately
- Maintain firm yet cooperative relations with clients
- Establish and maintain effective working relationships with supervisors, fellow employees and the public
- Articulate, understandable verbal communication; auditory and visual comprehension (understanding and processing the written and spoken word)
- Effective communication with co-workers and the public in person and by phone
- Short- and long-term memory recall, reading, writing, functioning independently, interacting effectively in group situations
- Accepting supervisory authority
- Deal positively and effectively with a variety of individuals in the enforcement of codes and housing rehabilitation programs.
- Spanish interpretation and translation ability is highly desirable.

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- One year or more of professional planning experience, preferably including municipal experience, supplemented by coursework in urban planning or related field; or an equivalent combination of training and experience.
- A bachelor's degree in urban planning or a related field is desirable.

LICENSE(S) REQUIRED:

- Valid, current driver's license
    - This position does not typically require driving; however, the ability to use reliable transportation for occasional offsite duties may be necessary.

CERTIFICATIONS AND TESTING REQUIRED:

- None required

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Frequently required to sit and use hands for feeling, simple grasping, firm grasping, and fine manipulation (both hands)
- Occasionally required to bend, sit, twist, reach, stretch, push/pull, drag/lift up to 50 pounds
- Climb, kneel/crouch/squat; use feet to drive
- Frequently required to traverse uneven ground at various field or housing locations
- Specific vision abilities required by this position include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus
- Specific hearing abilities required by the position include adequate hearing at close proximity, at a distance, and in both ears

DISASTER SERVICE WORKER:

Under California law (California Government Code Section 3100-3109), all City of Placentia employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Placentia employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

Job Classification Description

Equal Employment Opportunity

PLANNING MANAGER

JOB FAMILY: Development Services **EEO CATEGORY:** Professionals/Professionals **FLSA:** Exempt **WC CLASS CODE:** 8810: Officers/Clerical	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Unrepresented Mid-Management **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** Aug 2001

PURPOSE STATEMENT:

Under the direction of the Director of Development Services, the Planning Manager supervises the Planning Division's daily operations, conducts major planning activities, and develops complicated planning reports and recommendations for policy decisions.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Directly oversees staff involved in planning and HCD operations, including establishing work assignments, reviewing work products, administering training, and evaluating performance.
- Performs comprehensive studies on complex planning projects and issues and authors reports recommending action.
- Oversees and insures the efficient flow of various planning actions.
- Reviews and oversees the analysis of applications for zone changes, variances, and special use permits and prepares or approves thorough reports on each for policy decision.
- Maintains interaction with various city departments and assists in the coordination of their planning operations.
- Assists in the supervision and administration of zoning, subdivisions, and other pertinent ordinances.
- Organizes and conducts planning research.
- Contributes to the formulation and recommendation of physical development strategies for the city and its environment.
- Assists in the preparation of budget estimates and maintains departmental activities in accordance with the approved budget.
- Addresses public meetings and attends Planning Commission meetings.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application unless otherwise specified)

Knowledge of:

- Principles and practices of urban planning, local and state laws, project management, and sustainable practices
- Modern supervisory principles and practices
- Trends and developments in local governmental planning
- Architectural, landscape, economic, and engineering principles involved in effective analysis, planning, and development of the physical facilities of a municipality
- Economics and economic analysis as applied to urban planning
- Scope, functions, and capital needs of local government
- State law, legal decisions, and legal bases of planning and zoning
- Statistics, mapping, chart work, and research techniques
- Sources of basic research, technical and professional publications, state and federal data, and commercial documents and organizations providing pertinent planning information
- Current and alternative developments in the solution of city planning problems
- Analytical thinking, leadership, communication, negotiation, and budget management

Skills and Abilities to:

- Organize, supervise, and perform the collection and analysis of design, social, economic, and statistical data basic to the interpretation of planning problems
- Coordinate staff work and planning development with civic interest and sound community planning; to write and speak effectively
- Assist in the formulation of budget estimates and administer departmental fiscal matters
- Adapt to changing city requirements
- Articulate, understandable verbal communication, auditory and visual comprehension (understanding and processing the written and spoken word)
- Effective communication with co-workers and the public in person and by phone
- Short- and long-term memory recall, reading, writing, functioning independently, interacting effectively in group situations
- Accepting supervisory authority
- Make educated decisions, adjust to changing situations, and resolve disagreements.

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- A bachelor's degree in urban and regional planning, public administration, architecture, or a related field and four years of experience in urban planning, including leadership experience. Additional graduate training in city and regional planning or other related fields complementary to the basic undergraduate major is desirable.

LICENSE(S) REQUIRED:

- Valid, current driver's license.
    - The City reasonably expects driving to be one of the job functions for the position, and the City reasonably believes that using an alternative form of transportation would not be comparable in travel time or cost to the City.

CERTIFICATIONS AND TESTING REQUIRED:

- American Institute of Certified Planners (AICP) certification
- Leadership in Energy and Environmental Design (LEED) accreditation
- Certified Public Manager (CPM) certification
- Geographic information system (GIS) and Project Management Professional (PMP) certification
- Completion of California Environmental Quality Act (CEQA) training

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Frequently required to sit and use hands for feeling, simple grasping, firm grasping, and fine manipulation, and traverse uneven surfaces at field construction sites
- Occasionally required to bend, twist, reach, stretch, and push/pull/drag/lift up to 50 pounds
- Specific vision abilities required by this position include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus
- Specific hearing abilities required by the position include adequate hearing at close proximity, at a distance, and in both ears

DISASTER SERVICE WORKER:

Under California law (California Government Code Section 3100-3109), all City of Placentia employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Placentia employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

Job Classification Description

Equal Employment Opportunity

PLANNING TECHNICIAN

JOB FAMILY: Development Services **EEO CATEGORY:** Administrative Support Workers/ Paraprofessionals **FLSA:** Non-Exempt **WC CLASS CODE:** 8810: Officers/Clerical	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Placentia City Employees' Association (PCEA) **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** Mar 2017

PURPOSE STATEMENT:

Under the direction of the Director of Development Services and/or the Planning Manager, the Planning Technician provides public service and technical assistance at the public counter, responds to requests for documents and information, reviews and processes service applications, issues permits, calculates and processes fees, and receives, files, and maintains records of documents, maps, and other materials.

DISTINGUISHING CHARACTERISTICS (For use in a job series only)

Positions in this class are the entry-level jobs in the class series. The Planning Technician is distinguished from the Assistant Planner and the Associate Planner, which perform a greater a range of planning studies and presentations requiring more specialized knowledge of planning cases, codes, and range of oral and written presentations. The Planning Technician receives greater direction and works more extensively on public counter coverage.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Conducts planning checks associated with land use and variance requests and verifies compliance with planning and zoning codes and standard conditions.
- Processes, reviews, and approves zoning clearances, plot plans, development reviews, conditional use permits, minor variances, and business licensing.
- Conducts site visits to review projects and to report upon the status of development; verifies that construction plans have been filed with the Building Department.
- Provides zoning and property information to the public over the counter, by phone, and through other electronic and website resources.
- Drafts planning staff reports, resolutions, and conditions of approval for development projects for review by higher-level planning staff.
- Gathers and tabulates data, such as number of counter visits and phone calls, licenses, and applications; creates graphics for reporting data as directed; tracks hours for billing purposes.
- Coordinates the preparation of meeting agendas for various commissions, boards, and community groups; reviews draft materials and prepares comments; organizes conferences and work sessions and ensures timely notification of appropriate parties.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS (CON'T):

- Advises and assists the public, architects, and developers with clarification regarding development fees, processes, and submittal requirements.
- Receives and logs in planning applications and fees.
- Prepares maps, graphs, charts, and other visual aids for exhibits related to planning studies.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Planning and zoning codes
- Basic construction methods, techniques, and materials
- Basic symbols and conventions found in plans and drawings
- Record-keeping principles and practices
- Basic math functions.
- Research methods
- Principles and practices of report preparation; customer service techniques

Skills and Abilities to:

- Learn and accurately interpret the city's planning, building, and zoning codes and the city's municipal code and land use standards
- Operate computer hardware and use word processing, spreadsheets, databases, and GIS software applications programs.
- Follow oral and written directions
- Interact effectively with property owners, contractors, developers, engineers, and co-workers
- Plan and organize tasks and meet deadlines
- Perform accurate arithmetic computations to calculate fees and determine total receipts
- Communicate clearly and effectively orally and in writing; prepare clear, accurate, and concise records and reports
- Use written and oral communication skills
- Read and interpret data, information, and documents
- Analyze and solve complex problems
- Use math and mathematical reasoning
- Perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks
- Work with constant interruptions
- Interact with developers, contractors, staff, department managers, and the general public

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- A bachelor's degree in urban planning or a related field and one year of professional planning experience.

LICENSE(S) REQUIRED:

- Valid, current driver's license
    - This position does not typically require driving; however, the ability to use reliable transportation for occasional offsite duties may be necessary.

CERTIFICATIONS AND TESTING REQUIRED:

- None required

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Typically works in office conditions; the noise level is frequently quiet or moderately quiet
- Use hands to finger, handle, feel, or operate objects, tools, or controls, and reach with hands and arms
- Uses finger dexterity in order to operate computer hardware for extended periods of time
- Constantly sit and occasionally walk and stand to access counters, work areas, and files
- Stoop, kneel, or crouch to access or place records or files
- Lift and carry records and documents, typically weighing less than 20 pounds
- Specific vision abilities required by this job include close vision and the ability to adjust focus

DISASTER SERVICE WORKER:

Under California law (California Government Code Section 3100-3109), all City of Placentia employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Placentia employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

Job Classification Description

Equal Employment Opportunity

PLANS EXAMINER

JOB FAMILY: Development Services **EEO CATEGORY:** Professionals/Professionals **FLSA:** Exempt **WC CLASS CODE:** 8810: Officers/Clerical	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Unrepresented Mid-Management **GRADE:** **UPDATED:** Feb 2025 **PREVIOUS UPDATE:** July 2023

PURPOSE STATEMENT:

Under the direction of the Director of Development Services, the Plans Examiner reviews architectural plans for compliance with building, electrical, mechanical, plumbing, energy, and accessibility codes and local ordinances.

DISTINGUISHING CHARACTERISTICS (For use in a job series only)

Positions in this class review and process residential, commercial, and industrial plans; check engineering calculations and other information related to construction plans and corrections; advise builders and property owners on building construction methods, zoning laws, and related regulations.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Examines plans and specifications of commercial, industrial, and single and multi-family projects to determine compliance with applicable building, electrical, plumbing, occupancy, and zoning codes; checks for grade and quality of materials used in construction.
- Determines compliance with the California provisions of state and county health and environmental ordinances; suggests correction of defects or inadequacies found; requires that corrections be made to meet the requirement of pertinent codes; prepares plan check correction reports.
- Approves plans that comply; issues permits for construction.
- Analyzes structural engineering aspects of all designs and calculations.
- Evaluates test reports, including but not limited to structural engineering reports and soil analysis reports.
- Interprets and explains codes to contractors, architects, and others as required; coordinates construction progress with other city departments or divisions and outside agencies; confers with architects, engineers, contractors, and owners on proposed projects to resolve unusual problems.
- Composes correspondence pertaining to required plan check corrections; prepares monthly plan check report; maintains related plan check records.
- Classifies and logs projects for plan checks; creates plan check files; enters initial site data and permit data; revises data as project status and details change.
- Answers questions and advises the public concerning codes and plan check reports; provides technical guidance to permit and building inspection personnel.
- Represents the division and department at development plan and plan check coordination meetings as directed.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application unless otherwise specified)

Knowledge of:

- Principles, practices, procedures, and terminology of structural engineering, architecture, and building construction
- Means and methods of building erection of all types of construction
- Federal, state, and municipal codes and regulations governing housing, building construction, rehabilitation, alterations, use, occupancy, and setbacks
- Construction and building methods related to safety and fire prevention
- Building related codes and ordinances enforceable by the city, including the California Codes
- Research methods and sources of information related to building code enforcement
- Proper plan check techniques to examine workmanship and materials and detect deviations from plans, regulations, and standard construction practices
- Principles of structural design and engineering mathematics

Skills and Abilities to:

- Read, interpret, and explain complex building plans, engineering calculations, site survey project specifications, blueprints, building construction plans, designs, specifications, building codes, and reports
- Apply engineering and architectural principles and practices
- Read and accurately interpret building plans to ensure conformance with building codes, development standards, and regulations
- Make engineering and mathematical computations rapidly and accurately
- Plan and organize work
- Communicate clearly and concisely, both verbally and in writing
- Work safely and efficiently
- Establish and maintain cooperative and effective working relationships with city staff, developers, contractors, officials, and the public
- Deal tactfully and courteously with internal and external customers
- Understand and follow verbal and written directions
- Operate a computer and utilize a variety of software programs
- Use written and oral communication skills
- Read and interpret blueprints, documents, and other types of information
- Analyze and solve complex problems
- Use math and mathematical reasoning
- Perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks
- Work with constant interruptions
- Interact with officials and the public, including dissatisfied or quarrelsome individuals

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- A high school diploma or GED or equivalent. Five years of experience as a building inspector, including at least one year of construction plan checking or two years of experience checking plans for a public agency. College coursework or specialized coursework in construction technology, Architecure or Engineering are preferred.

LICENSE(S) REQUIRED:

- Valid, current driver's license.
    - The City reasonably expects driving to be one of the job functions for the position, and the City reasonably believes that using an alternative form of transportation would not be comparable in travel time or cost to the City.

CERTIFICATIONS AND TESTING REQUIRED:

- Plans Examiner certificate from the International Code Council (ICC) prior to appointment is required or the ability to obtain said certificate within one year from the date of appointment.

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Works in an office setting with controlled temperature settings, and the noise level is moderate, typically below 70 decibels
- Sustained posture in a seated position for prolonged periods of time
- Occasionally stoop, bend, kneel, crouch, reach, and twist
- Lift, carry, push, and/or pull light to moderate amounts of weight weighing up to 25 pounds
- Operate office equipment requiring repetitive hand movement and fine coordination, including use of a computer keyboard
- Verbally communicate to exchange information
- Speaking and acute hearing are required for customer service at the public counter and on the telephone
- Vision is required for memos, letters, and invoices

DISASTER SERVICE WORKER:

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Job Classification Description

Equal Employment Opportunity

POLICE ACADEMY TRAINEE

JOB FAMILY: Police/Field Services **EEO CATEGORY:** Administrative Support Workers/ Paraprofessionals **FLSA:** Non-Exempt **WC CLASS CODE:** 8810: Officers/Clerical	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** UNREPRESENTED **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** Jan 2007

PURPOSE STATEMENT:

Under the direction of the Police Training Officer and Police Sergeant, the Police Academy Trainee attends and successfully completes Police Officer training at a police academy.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Receives police officer training in areas such as federal, state, and local laws enforced by Police Officers, court decisions governing police officer actions, patrol procedures and techniques, arrest and booking procedures, physical restraint of persons, and related subject matter.
- Receives police officer training in traffic enforcement methods, such as observation methods, citation practices, and accident investigation procedures, and related subject matter.
- Receives police officer training in investigation techniques, report writing, court testimony procedures, and related subject matter.
- Performs academic activities and physical fitness exercises.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Effective verbal and written communication, including active listening and clear articulation
- Techniques for providing a high level of customer service by effectively interacting with the public
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar
- Modern office equipment, including a computer and applicable software

Skills and Abilities to:

- Use proper English
- Understand and follow oral and written instructions
- Learn the proper use and care of automobiles and small firearms
- Remember names, faces, and details of incidents
- Read and interpret data, information, and documents
- Use math and mathematical reasoning
- Learn and apply new information or new skills
- Remain calm and use effective judgment in dangerous situations
- Interact with citizens, business representatives, city staff, other organizations, police safety personnel, school representatives, and the public, with interfaces influenced by the position assignment

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

- A high school diploma or G.E.D. equivalent and currently attending a BASIC Peace Officer Standards.

LICENSE(S) REQUIRED:

- Valid, current driver's license.
    - The City reasonably expects driving to be one of the job functions for the position, and the City reasonably believes that using an alternative form of transportation would not be comparable in travel time or cost to the City.

CERTIFICATIONS AND TESTING REQUIRED:

- Training Commission (POST) certificate and police academy

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Training positions are usually done in a classroom environment. However, it does require field training in realistic conditions, such as outside weather conditions, in a patrol unit, and operating specialized equipment
- Training may involve exposure to extreme heat, smoke, dust, fumes, and inclement weather, as well as loud noises such as, but not limited to, sirens, alarms, and diesel engines
- Requires the use of safety helmets, armored vests, earplugs, and other specialized equipment, as well as certification in protective and lifesaving equipment
- Frequently required to use hands to finger, handle, feel, or operate objects, tools, or controls
- Reach with hands and arms
- Climb or scale walls, ladders, or steps; carry police safety gear
- Stoop, bend, kneel, crouch, squat, or crawl, as well as walk, sit, and run
- Talking, hearing, and using smell
- Must be able to pull and carry persons in emergency situations, administer first aid, and fight in self-defense
- Grasp and carry power and hand tools, and lift, carry, and move persons, equipment, and push, pull, or drag objects weighing up to 100 pounds or more

DISASTER SERVICE WORKER:

Under California law (California Government Code Section 3100-3109), all City of Placentia employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Placentia employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

Job Classification Description

Equal Employment Opportunity

POLICE CAPTAIN

JOB FAMILY: Police/Administrative Services or Field Services **EEO CATEGORY:** Professionals/Professionals **FLSA:** Exempt **WC CLASS CODE:** 7720: Police And Other Law Enforcement Officers – Not Volunteers	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Placentia Police Management Association (PPMA) **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** Jan 2007

PURPOSE STATEMENT:

Under the direction of the Police Chief, the Police Captain commands field operations or administrative activities of the Police Department as part of a major division; manages and leads the planning, organizing, and oversight of the city's law enforcement, crime prevention, information systems, record maintenance programs, and special initiatives as part of the police management team; acts on behalf of the Police Chief; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS (For use in a job series only)

Positions in this class head one of the following divisions: Field Services or Administrative Services. The Police Captain reports directly to the Police Chief. The Police Captain has greater decision-making authority in establishing policies and procedures and allocating resources within a division than the Police Lieutenant. This class differs from the Police Sergeant class which has greater administrative, budgetary, and supervisory responsibilities.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Plans, directs, manages, and evaluates the programs, functions, budget, personnel, and services of the Operations or Administrative Services Division, including patrol, traffic, safety, investigation, crime analysis and prevention, communications, property, computer systems, and police services.
- Establishes division goals, objectives, and performance standards, and provides regular administrative reports and briefings concerning obstacles, accomplishments, and opportunities for improvement.
- Oversees divisional enforcement of department rules and regulations; reviews and approves divisional reports, including monthly statistics, developments, and trends.
- Cultivates relationships with departmental representatives, outside law enforcement agencies, and community associations for program development, personnel recruitment, and case management.
- Analyzes crime patterns, trends, and resource needs for the division and department; leads the preparation of statistical and activity reports for the division.
- Administers state and federal grant programs and ensures that applications and performance reports are prepared in a complete and timely manner.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS (CON'T):

- Evaluates and coordinates litigation matters and public complaints related to officer conduct, divisional practices, or sensitive community issues.
- Reports upon staff, city and agency meetings; participates as a member of the Police Department Management Team.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Broad knowledge of police science principles, practices, and leadership styles
- Management theory, policies, and practices
- Police services organization and administration
- Human resources management, supervisory principles, and employee development practices
- Team management principles and concepts
- Community-based policing methods and practices
- Federal Constitution rights governing search and seizure and Miranda applications
- State laws, Penal Codes, Traffic Codes, and Civil Codes, statutes, court decisions and case law, local codes and ordinances, departmental policies and practices, and rules governing criminal evidence, criminal acts, arrest and custody of prisoners or contraband
- Criminal investigation methods, crime prevention principles, and law enforcement practices
- Police Officer Bill of Rights
- Labor contract requirements related to work and performance standards of subordinate personnel
- Self-defense methods and physical restraint techniques
- Radio codes, transmission procedures, and communication techniques
- Contemporary patrol, traffic enforcement, criminal investigation, and related police services, including specialty assignments
- All codified laws, case laws, department policies, city personnel rules, municipal codes, POBR, DOJ compliance requirements, POST mandates, etc.
- Methods and techniques used in providing the full range of law enforcement and crime prevention services and activities

Skills and Abilities to:

- Prepare and present management reports
- Communicate effectively, orally and in writing
- Interpret and apply state public safety laws, codes, and local ordinances
- Exercise tact and diplomacy in maintaining self-control in provocative or confrontational situations
- Think logically and maintain alertness in emergency situations
- Observe and interpret situations
- Learn and apply new information or new skills
- Remain calm and use effective judgment in dangerous situations
- Interact with citizens, business representatives, city staff, other organizations, police safety personnel, school representatives, and the public, with interfaces influenced by the position assignment

JOB QUALIFICATIONS / REQUIREMENTS:
(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:
Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- Bachelor's degree in criminal justice, police science, public administration or a related field. Ten years of progressively responsible local law enforcement work, including two years of supervisory experience at or above the rank of Police Lieutenant.

LICENSE(S) REQUIRED:

- Valid, current driver's license.
    - The City reasonably expects driving to be one of the job functions for the position, and the City reasonably believes that using an alternative form of transportation would not be comparable in travel time or cost to the City.

CERTIFICATIONS AND TESTING REQUIRED:

- Advanced Management, Management, and Supervisory certification through the Peace Officers Standards and Training (POST) Commission
- Certification in protective and lifesaving equipment
- First aid and CPR certification

WORK ENVIRONMENT / PHYSICAL DEMANDS:
(*Must be performed with or without reasonable accommodations*)

- Frequently works in outside weather conditions, and in a patrol unit and may operate specialized equipment when assigned to patrol
- Exposure to extreme heat, smoke, dust, fumes, and inclement weather, as well as loud noises such as, but not limited to, sirens, alarms, and diesel engines
- Require the use of safety helmets, armored vests, earplugs, and other specialized equipment
- Subject to the threat of injury and life-threatening hazards as part of police safety operations
- Frequently required to use hands to finger, handle, feel, or operate objects, tools, or controls
- Reach with hands and arms
- Climb or scale walls, ladders, or steps, carry police safety gear
- Stoop, bend, kneel, crouch, squat, or crawl, as well as walk, sit, and run
- Talking, hearing, and using smell
- Pull and carry persons in emergency situations, administer first aid, and fight in self defense
- Grasp and carry power and hand tools, and lift, carry, and move persons, equipment, and push, pull, or drag objects weighing up to 100 pounds or more
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus

DISASTER SERVICE WORKER:
Under California law (California Government Code Section 3100-3109), all City of Placentia employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Placentia employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

Job Classification Description

Equal Employment Opportunity

POLICE CHIEF

JOB FAMILY: Police **EEO CATEGORY:** Executive/Senior Level Officials and Managers/ Officials - Administrators **FLSA:** Exempt **WC CLASS CODE:** 7720: Police And Other Law Enforcement Officers – Not Volunteers	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** At-Will Executive **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** Dec 2006

PURPOSE STATEMENT:

Under the direction of the City Administrator, the Police Chief plans, oversees, and directs the work of the Police Department, including the Field Services and Administrative Services Divisions, and animal control contracts, information technology, and other police services; assesses community needs and develops and evaluates the attainment of law enforcement goals and objectives; provides a vision for policy and direction for public safety and crime prevention through strategic planning and dissemination through the chain of command; organizes departmental staffing and controls budget; participates as a member of the executive management team; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS (For use in a job series only)

Positions in this class are distinguished from the Police Captain positions that are accountable for the daily operations of one of the major divisions of the Police Department. This position is responsible for all departmental operations, including personnel, budgeting, policymaking, and planning processes. This class differs from the lower-ranking officers' class by its broader scope of responsibility, span of supervisory control, decision-making authority, and levels of interfaces.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Establishes the organizational design, staffing levels, and budgetary expenditure levels for the department to support police missions and operations
- Oversees the work of the Field Services and Administrative Services Divisions and support services, including patrol, investigations, traffic enforcement, special details, property and evidence, and a broad range of other departmental programs.
- Oversees the efficiency and performance of the employee workgroups; directs the selection, training, development, evaluation, promotion, compensation, and disciplining of departmental staff pursuant to legal statutes, city policies, and agreements.
- Advises and supports the City Administrator's Office, the City Council, other departments, and represents the department in public safety matters.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS (CON'T):

- Prepares, reviews, and presents staff reports on critical tasks, operational initiatives, and recommendations; evaluates a diverse range of community crime statistics, law enforcement practices, public safety agencies, and financial resources in setting departmental goals and priorities.
- Oversees the fire administration contract for the city for services provided by the Orange County Fire Authority (OCFA); coordinates law enforcement activities and programs with other agencies, including mutual aid agreements.
- Involves citizens, community groups, advisory committees, and other law enforcement and city departments in evaluating crime prevention programs, safety issues, enforcement practices, and other areas.
- Analyzes crime data and oversees initiatives to reduce crime and facilitate crime prevention programs; monitors staff response to major emergency incidents; resolves major problems or complaints related to officer conduct or sensitive community issues.
- Leads and facilitates weekly management meetings with the internal departmental team. Leads a team to interpret crime analysis data and to facilitate data-driven enforcement within the operations division; ensures work is progressing and effectively problem solving; and communicates directives to organizations both internally and externally.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Public safety laws and regulations
- Police science principles and practices
- Laws and rules governing criminal evidence, search and seizure, and arrest and custody
- Penal code regulations and civil procedures
- Police Officer Bill of Rights and related Skelly procedures
- Fire services and contract administration practices
- Information technology resources and applications
- Criminal law, state and federal case law, criminal procedures, department policies, and standard operating procedures related to departmental operations

Skills and Abilities to:

- Understand, interpret, explain, and apply federal, state, and local law and regulations governing building and code enforcement services
- Analyze and solve complex administrative, operational, financial, political, and organizational problems
- Prepare clear, concise, and complete technical documents, reports, and correspondence
- Analyze and solve operational problems
- Establish, interact, and maintain cooperative working relationships with staff, supervisors, management, commissions, community groups, law enforcement agencies, city council members, the media, and the public, including occasionally dissatisfied or quarrelsome individuals
- Operate a computer hardware and use word processing, spreadsheets, database, and graphic presentation software programs
- Use written and oral communication skills
- Read and interpret data, information, and documents
- Perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks
- Work with constant interruptions

JOB QUALIFICATIONS / REQUIREMENTS:
(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:
Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- Master's degree with a major in criminal justice, public administration, or a related field; and ten years of increasingly responsible professional local law enforcement and related activities, including two or more years of management-level experience.

LICENSE(S) REQUIRED:

- Valid, current driver's license.
    - The City reasonably expects driving to be one of the job functions for the position, and the City reasonably believes that using an alternative form of transportation would not be comparable in travel time or cost to the City.

CERTIFICATIONS AND TESTING REQUIRED:

- POST (Peace Officers Standards and Training) Advanced Management and Supervisory certification or equivalent professional certification
- POST Executive certification is preferred

WORK ENVIRONMENT / PHYSICAL DEMANDS:
(*Must be performed with or without reasonable accommodations*)

- Regularly works in typical office conditions; the noise level is frequently quiet or moderately quiet
- Attends City Council meetings, professional and community meetings, and other off-site events
- Ability to work standby or attend meetings during non-business hours.
- Regularly required to sit, talk, or hear, both in person and by telephone
- Use hands to finger, handle, feel, or operate standard office equipment
- Reach with hands and arms
- Occasionally stands and walks
- Occasionally lifts and carries records and documents weighing less than 25 pounds
- Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus

DISASTER SERVICE WORKER:
Under California law (California Government Code Section 3100-3109), all City of Placentia employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Placentia employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

Job Classification Description

Equal Employment Opportunity

POLICE CIVILIAN INVESTIGATOR

JOB FAMILY: Police/Investigation **EEO CATEGORY:** Professionals/Professionals **FLSA:** NON-Exempt **WC CLASS CODE:** 9410: Municipal/State/Public Agency	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Placentia City Employees' Association (PCEA) **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** Dec 2006

PURPOSE STATEMENT:

Under the direction of the Police Sergeant, the Police Civilian Investigator performs police civilian investigations involving data collection, interviewing of witnesses, suspects, victims, and specialists, the analysis of evidence, and the presentation of findings and reports that are used in the prosecution of crimes; prepares and fields press releases; serves in other special assignments; and performs other related duties as assigned.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Reviews police reports to determine facts and circumstances surrounding the potential violation of penal and civil codes for specialized crimes and determines whether an investigation is warranted.
- Researches and obtains required information and data for particular cases; prepares search warrants; and establishes other law enforcement agencies that should be involved with the case.
- Interviews witnesses, victims, suspects, and specialists in order to understand the nature of the crime, probable causes, motives, and potential violations of criminal and civil law.
- Prepares and shows photo line-ups to identify potential suspects; research local, state, and federal databases.
- Writes police reports to document findings, including supplemental reports, crime reports, and property reports.
- Discusses findings and alternatives with other police personnel in preparing cases and evidence and provides referrals to other agencies, and testifies in court proceedings
- Prepares press releases, fields press inquiries, and conducts press briefings and interviews with media representatives.
- Acts as SWAT negotiator, and other special assignments.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- California Penal Code and applicable civil codes
- General investigation procedures
- Crime elements specific to particular cases
- Protocols involving sexual assault, child abuse, and domestic violence
- Investigative tactics; effective interviewing techniques
- Financial, statistical, and comparative analysis methods
- Report presentation techniques
- Legal system procedures

Skills and Abilities to:

- Interpret and apply laws, regulations, policies, and procedures
- Prepare clear and concise reports and other written materials
- Organize and maintain accurate records and files
- Coordinate multiple cases and meet critical deadlines
- Exercise sound judgment within established guidelines
- Communicate clearly, concisely, and effectively, orally and in writing
- Use tact, discretion, and sensitivity in dealing with sensitive situations
- Operate computer hardware and utilize word processing, spreadsheets, and centralized law enforcement software applications programs and databases
- Read and interpret data, information, and documents

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- Bachelor's degree in criminal justice, police science, or a close related field; and three years of varied analytical and technical experience involving the investigation of civilian crimes or similar types of cases; or an equivalent combination of training and experience.

LICENSE(S) REQUIRED:

- Valid, current driver's license.
    - The City reasonably expects driving to be one of the job functions for the position, and the City reasonably believes that using an alternative form of transportation would not be comparable in travel time or cost to the City.

CERTIFICATIONS AND TESTING REQUIRED:

- None required

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Works in both office and field settings. The noise level is moderately quiet.
- Works with crimes and issues involving sexual assault, child abuse, and domestic violence cases and serves as a crisis negotiator, as needed

WORK ENVIRONMENT/PHYSICAL DEMANDS (CON'T):

- Investigates evidence at crime scenes
- Interfaces with victims, suspects, and repeat offenders
- Regularly required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms
- Talk and hear within interview and investigation settings
- Frequently sit and occasionally walk and stand to access work areas and files
- Stoop, kneel, or crouch to access or place records or files
- Lift and carry records and documents, typically weighing less than 20 pounds
- Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus

DISASTER SERVICE WORKER:

Under California law (California Government Code Section 3100-3109), all City of Placentia employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Placentia employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

Job Classification Description

Equal Employment Opportunity

POLICE LIEUTENANT

JOB FAMILY: Police/Administrative Services of Field Services **EEO CATEGORY:** Professionals/Professionals **FLSA:** Exempt **WC CLASS CODE:** 7720: Police And Other Law Enforcement Officers – Not Volunteers	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Placentia Police Management Association (PPMA) **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** Jan 2007

PURPOSE STATEMENT:

Under the direction of the Police Captain, the Police Lieutenant manages assigned programs, personnel, and operations for a major bureau, administrative function, or work shift; prepares and evaluates field and staff reports. This position acts as a mid-manager, assisting the Administrative Captain and Chief of Police with administrative duties. This position is responsible for supervising the Investigations Bureau, Professional Standards Bureau, and Community Outreach Coordinator, ensuring compliance with departmental policies and procedures, handling personnel matters, performance evaluations, strategic planning, and the biennial report, and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS (For use in a job series only)

Positions in this class are distinguished from those of the Police Sergeant in that they have a greater range of planning and administrative responsibilities than the Police Sergeant and exercise greater supervisory and judgment in the application of policies and practices. This class differs from the Police Captain class, which has a lesser breadth of policy-making authority and knowledge of administrative disciplines and has accountability for an entire division of the department.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Plans, coordinates, and oversees police work performed by subordinate personnel; sets work schedules and determines staffing deployment for assigned shift in Patrol, Traffic, Records/Dispatch, Communications, Crime Analysis, Investigations.
- Tracks and responds to basic citizen complaints and inquiries by reviewing case histories; assigns citizen complaint investigations and litigation claims; reviews for corrective action.
- Participates in employee selection, assessing training needs, supervision, and evaluation, and prepares related administrative and staffing reports.
- Monitors crime trends and statistical data to establish goals and objectives and evaluate progress in reducing criminal offenses; coordinates most specialized cases; prepares specialized law enforcement reports for the Department of Justice, Federal Bureau of Investigation, and law enforcement and emergency management agencies.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS (CON'T):

- Develops, implements, and evaluates programs, rules, and procedures and participates in the formulation of policies and procedures; research equipment, staffing, and technology enhancements and applications in cooperation with division staff.
- Establishes and maintains effective relationships with inter-divisional management, departmental employees, law enforcement agencies, schools, and other public and private representatives, and responds to inquiries.
- Assists Police Captain in preparing and administering the division budget and reports the status of various accounts and expenditures to management.
- Coordinates administrative projects such as building renovation, inspections, information technology, traffic and internal affairs investigations, and jail services.
- Attends professional meetings, training, and conferences and represents division in the absence of Police Captain.
- Develops, implements, and evaluates programs, rules, and procedures for standards of conduct, training needs, officer safety, general employee safety, the Field Training Officer (FTO) program, weapons training and usage, report writing, and reduction of civil liability; recommends policy changes given analysis of department procedures.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Police science principles and practices
- Personnel management, training, and supervisory principles and techniques
- Contemporary patrol, traffic enforcement, criminal investigation, communications, information technology
- Federal Constitution rights governing search and seizure and Miranda applications
- State laws, Penal Codes, Traffic Codes, Juvenile Codes, Business and Profession Code, Government Codes, Civil Codes, statutes, Court decisions and case law
- Local codes and ordinances, departmental policies and practices, and rules governing criminal evidence, criminal acts, arrest, and custody of prisoners or contraband
- Criminal investigation methods, crime prevention principles, and law enforcement practices
- Police Officer Bill of Rights
- Labor contract requirements related to work and performance standards of subordinate personnel
- Self-defense methods and physical restraint techniques
- Radio codes, transmission procedures, and communication techniques
- Principles of human behavior
- Professional standards
- Contemporary patrol, traffic enforcement, criminal investigation, and related police services, including specialty assignments
- Methods and techniques to effectively prevent and deter crime, address traffic issues, and manage critical incidents

Skills and Abilities to:

- Make presentations
- Interpret and apply state public safety laws, codes, and local ordinances
- Establish and maintain effective relationships with other divisions, police management, city departments, public and private agencies, community groups, and the general public
- Communicate effectively with others, orally or in writing
- Exercise tact and diplomacy in maintaining self-control in provocative or confrontational situations
- Think logically and maintain alertness in emergency situations
- Read and interpret data, information, and documents
- Analyze and solve problems
- Learn and apply new information or new skills

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- Bachelor's Degree in Criminal Science, Public Administration, or a related field. Ability to attain Advanced Supervisory and Management certification through the Peace Officers Standards and Training (POST) Commission. Six years of progressively responsible local law enforcement work, including two years of supervisory experience at or above the rank of Police Sergeant.

LICENSE(S) REQUIRED:

- Valid, current driver's license.
    - The City reasonably expects driving to be one of the job functions for the position, and the City reasonably believes that using an alternative form of transportation would not be comparable in travel time or cost to the City.

CERTIFICATIONS AND TESTING REQUIRED:

- Certification in protective and lifesaving equipment
- Completion of the Peace Officer Standards and Training (POST)
- Commission Basic certificate
- POST Intermediate certificate
- Advance POST certificate
- POST Management certificate

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Frequently works in outside weather conditions and in a patrol unit
- May operate specialized equipment when assigned to patrol
- Exposure to extreme heat, smoke, dust, fumes, and inclement weather, as well as loud noises such as, but not limited to, sirens, alarms, and diesel engines
- These positions require the use of safety helmets, armored vests, earplugs, and other specialized equipment
- Subject to the threat of injury and life-threatening hazards as part of police safety operations
- Frequently required to use hands to finger, handle, feel, or operate objects, tools, or controls
- Reach with hands and arms

WORK ENVIRONMENT/PHYSICAL DEMANDS (CON'T):

- Climb or scale walls, ladders, or steps, carry police safety gear
- Stoop, bend, kneel, crouch, squat, or crawl, as well as walk, sit, and run
- Talk, hear, and use smell
- Must be able to pull, and carry persons in emergency situations, administer first aid, and fight in self-defense
- Grasp and carry power and hand tools, and lift, carry, and move persons, equipment, and push, pull or drag objects weighing up to 100 pounds or more
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus

DISASTER SERVICE WORKER:

Under California law (California Government Code Section 3100-3109), all City of Placentia employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Placentia employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

Job Classification Description

Equal Employment Opportunity

POLICE OFFICER

JOB FAMILY: Police/Field Services **EEO CATEGORY:** Service Workers/Protective Service **FLSA:** Non-Exempt **WC CLASS CODE:** 7720: Police And Other Law Enforcement Officers – Not Volunteers	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Placentia Police Officers' Association (POA) **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** Jan 2007

PURPOSE STATEMENT:

Under the direction of the Police Sergeant, the Police Officer patrols an assigned area, enforces public safety laws, codes, and regulations and maintains order, prevents, detects, and investigates crime, responds to emergencies and calls for service, carries out special assignments in the protection of life and property, and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS (For use in a job series only)

Positions in this class are distinguished from the Police Sergeant, which serves as a first-line supervisor and has responsibility for the development, coordination, and evaluation of sworn personnel that are part of a work shift or section. Police officers may be assigned to special assignments, such as motor, traffic, K-9, detective, SWAT, field training officer, jail, bike team, VIP handling, reserves, and similar details.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Enforces federal, state, county, and city laws, regulations, and ordinances related to public safety and law enforcement.
- Patrols an assigned area of the city, in a patrol vehicle or on foot, in order to detect and prevent crime and maintain law and order; may operate a motorcycle or bicycle as part of a special assignment detail.
- Gives verbal warnings and prepares citations, arrest reports, crime reports, daily observation reports, vehicular incident and pursuit forms, injury reports, collision reports, and impounded property reports.
- Responds to radio messages and citizen requests for protection of life and property and public assistance and appears at crime and scenes of disorder and determines proper course of action; investigates suspicious vehicles or persons; observes situations related to stolen cars, traffic violations, and proper flow of traffic.
- Inspects premises at night and on other shifts; assists in the investigation of crimes; conducts preliminary investigations of disturbances, burglaries, thefts, armed robberies, vehicle accidents, deaths, or other types of incidents involving possible violations of public safety laws and codes.
- Questions suspects, interviews victims and witnesses; books property and evidence; performs basic crime scene investigation; testifies in court regarding facts, circumstances, and violations; completes field and follow-up investigations.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS (CON'T):

- Takes written statements; examines conditions of accident scenes; clears scene of obstructions and damaged vehicles; notes and reports traffic hazards; provides first aid for injured persons or requests medical attention in accordance with departmental procedures.
- Reports abandoned or damaged vehicles; inspects establishments providing alcoholic beverages and entertainment, and other public gatherings and assures that proper licenses and permits are in effect.
- Intervenes in private or public disputes to protect the public and maintain order; supervises arrestees; and monitors the status of parolees and individuals on probation status, including court orders.
- Participates in police briefings, exercises, training courses, and programs.
- When assigned to Reserves Detail, tracks and coordinates the scheduling and training of reserve police officers.
- When assigned to Traffic Detail, enforces specialized Traffic and Motor Vehicle Codes and prepares traffic and collision reports and investigation records; sets up DUI monitoring; coordinates work with Department of Motor Vehicles and Courts; attends meetings, prepares logs, and makes presentations.
- When assigned to Field Training Officer Detail, organizes, coordinates, and provides officer training in the field related to proper law enforcement surveillance, handling of traffic stops, preparation of departmental reports, and related tasks; completes training records and employee progress reports at regular intervals.
- Receives, searches, books, fingerprints, and takes custody of prisoners; guards and transports prisoners; provides meals and completes daily records.
- When assigned to K-9 detail, also assists in searches of suspects and properties; trains animals and conducts exercises in proper pursuit and control methods; feeds and maintains animals in accordance with health and safety standards and prepares related activity records.
- When assigned to Detective Detail, conducts crime scene investigations and pursues cases involving the collection of additional evidence, identification and interviewing of victims and suspects, and prosecution of cases within the Court system; conducts covert patrol; writes and executes search warrants; coordinates property and evidence collection with police support staff; and testifies in cases.
- When assigned to SWAT Detail, responds to emergency calls involving hostages, barricaded suspects, suicide threats, bomb threats, deadly use of force, high-risk search and arrest warrant service, and related incidents involving public safety.
- When assigned to Gang Detail, monitors and investigates associations of individuals who belong to known gangs; determines means of gaining access and information from informants related to actual or planned crimes; and testifies in cases.
- When assigned to School Resource Detail, visits public schools, prepares and makes educational presentations, maintains communications with school officials, works with district staff on attendance and truancy issues, and counsels students related to lawful conduct and community standards and expectations.
- Provides escorts or guard services for parades, various public activities, or meetings.

OTHER DUTIES:

- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Police science principles, practices, and professional standards
- Federal Constitution rights governing search and seizure and Miranda applications
- State laws, Penal Codes, Traffic Codes, and Civil Codes, statutes, court decisions, and case law
- Local codes and ordinances, departmental policies and practices, and rules governing criminal evidence, criminal acts, arrest, and custody of prisoners or contraband
- Criminal investigation methods, identification methods
- Crime prevention principles, use of police records, and law enforcement practices
- Self-defense methods and physical restraint techniques
- Radio codes, transmission procedures, and communication techniques
- Principles of human behavior
- Contemporary patrol, traffic enforcement, criminal investigation, and related police services, including specialty assignments

Skills and Abilities to:

- Operate police motor vehicles, radio communications equipment, computer hardware, and firearms and weapons
- Interpret and apply state public safety laws, codes, and local ordinances
- Convey clear instructions or execute commands
- Communicate effectively with others, orally or in writing; accurately recall circumstances regarding traffic incidents or crime reports
- Exercise tact and diplomacy in maintaining self-control in provocative or confrontational situations
- Think logically and maintain alertness in emergency situations
- Relate effectively with persons from diverse social, ethnic, political, and racial backgrounds and age groups
- Read and interpret data, information, and documents
- Observe and interpret situations
- Learn and apply new information or new skills
- Remain calm and use effective judgment in dangerous situations

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- A high school diploma or G.E.D. equivalent and successful completion of the police academy.

LICENSE(S) REQUIRED:

- Valid, current driver's license.
    - The City reasonably expects driving to be one of the job functions for the position, and the City reasonably believes that using an alternative form of transportation would not be comparable in travel time or cost to the City.

CERTIFICATIONS AND TESTING REQUIRED:

- BASIC Peace Officer Standards and Training Commission (POST) certificate
- For specialty assignments, completion of all required training and certification related to the special position assignment
- Certification in protective and lifesaving equipment
- First aid and CPR certification

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Frequently works in outside weather conditions and in a patrol unit and may operate specialized equipment when assigned to patrol
- Exposure to extreme heat, smoke, dust, fumes, and inclement weather, as well as loud noises such as, but not limited to, sirens, alarms, and diesel engines
- Use of safety helmets, armored vests, earplugs, utility belts, and other specialized equipment
- Subject to the threat of injury and life-threatening hazards as part of police safety operations
- Frequently required to use hands to finger, handle, feel, or operate objects, tools, or controls
- Reach with hands and arms
- Climb or scale walls, ladders, or steps; carry police safety gear
- Stoop, bend, kneel, crouch, squat, or crawl, as well as walk, sit, and run
- Talking, hearing, and using smell
- Pull and carry persons in emergency situations, administer first aid, and fight in self-defense
- Grasp and carry power and hand tools, and lift, carry, and move persons, equipment, and push, pull, or drag objects weighing up to 100 pounds or more
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus

DISASTER SERVICE WORKER:

Under California law (California Government Code Section 3100-3109), all City of Placentia employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Placentia employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

Job Classification Description

Equal Employment Opportunity

POLICE PROPERTY TECHNICIAN

JOB FAMILY: Police/Property and Evidence **EEO CATEGORY:** Administrative Support Workers/ Paraprofessionals **FLSA:** Non-Exempt **WC CLASS CODE:** 8810: Officers/Clerical	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Placentia City Employees' Association (PCEA) **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** Dec 2006

PURPOSE STATEMENT:

Under the direction of the Police Services Supervisor, the Police Property Technician organizes and controls property and evidence within the police property room; stores, transport, releases, and/or disposes of property and evidence; keeps a variety of records; and performs other related duties as assigned.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Organizes and maintains records within the police property room; stores, transports, releases, and disposes of property and evidence in accordance with department procedures.
- Destroys narcotics by assembling narcotics and paraphernalia to be destroyed, witnesses destruction, and maintains records of actions taken.
- Assembles, logs, and transports property for public auctions.
- Assists in completing prisoner booking procedures; processes fingerprints within the CAL-ID system.
- Transports police vehicles to and from the city corporation yard for maintenance and repair purposes.
- Coordinates the maintenance and repair of radios, radar guns, and miscellaneous police equipment.
- Works with the public works department to coordinate building maintenance service requests within police facilities.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Property and evidence management policies and practices
- Evidence processing and inventory control techniques
- Principles of records management
- Police support and administrative functions
- Modern office procedures

Skills and Abilities to:

- Organize and set priorities
- Establish and maintain effective working relationships with staff, management, and others encountered in the course of work
- Communicate effectively orally and in writing
- Operate computer hardware and use word processing and related software
- Read and interpret data, information, and documents
- Learn and apply new information or new skills
- Work under deadlines with constant interruptions
- Interact with city staff, other organizations, and the public

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- A high school diploma or a G.E.D. equivalent, supplemented by college-level course work in criminology or a related field; and three years of clerical or paraprofessional experience related to law enforcement of criminal justice.

LICENSE(S) REQUIRED:

- Valid, current driver's license.
    - The City reasonably expects driving to be one of the job functions for the position, and the City reasonably believes that using an alternative form of transportation would not be comparable in travel time or cost to the City.

CERTIFICATIONS AND TESTING REQUIRED:

- None required

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Typically works in office conditions and in a property storage area
- Noise level is frequently quiet or moderately quiet
- Regularly required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms
- Frequently sit and occasionally walk and stand to access work areas, and to store and retrieve property, evidence, and files
- Stoop, kneel, or crouch to access or place property or files
- Lift and carry records and documents, typically weighing less than 50 pounds
- Specific vision abilities required by this job include close vision and the ability to adjust focus

DISASTER SERVICE WORKER:

Under California law (California Government Code Section 3100-3109), all City of Placentia employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Placentia employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

Job Classification Description

Equal Employment Opportunity

POLICE RECORDS TECHNICIAN

JOB FAMILY: Police Department/Records **EEO CATEGORY:** Administrative Support Workers/ Administrative Support **FLSA:** Non-Exempt **WC CLASS CODE:** 8810: Officers/Clerical	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Placentia City Employees' Association (PCEA) **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** June 2020

PURPOSE STATEMENT:

Under the direction of the Support Services Administrator, the Police Records Technician prepares, processes, maintains, and retrieves police records, data, and reports; answers questions and provides information and assistance to other agencies and the public, in person and by telephone; provides a variety of clerical and general office assistance to Police Department personnel: and performs related duties as assigned.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Types up logs and forms such as memoranda, form letters, envelopes, police clearances, licenses and permits, declarations, court appearance calendars, and misdemeanor complaints
- Responds to officers' requests for information by researching, collecting, and disseminating authorization information
- Monitors an automated storage queue for incoming documents and processes according to priority, proofreading documents for accuracy and completeness.
- Enters a variety of information such as personal identifiers, vehicle information, property descriptions, serial numbers, criminal offense codes, tattoos, etc. from several different types of documents into the automated RM, and performs quality control on data entered into RMS.
- Assemble materials and prepare misdemeanor citation packets for court.
- Retrieves, print and duplicates documents utilizing a microfilm reader, an optical retrieval system, a records management system, and hard copy files.
- Answers phone inquiries from the public and other law enforcement and governmental agencies; and assists the public, other law enforcement, and governmental personnel at the service counters.
- Processes record sealings requiring research and collection of any correlating documents throughout the department, deletion of indexes, sealing, and storage of records until ordered destruction.
- Coordinates with background investigators, other departmental and city personnel for processing of applicants (internal, external, and business) and sex, arson, and narcotic registrants; processes and maintains electronic and hard copy files, issues permits.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Modern office equipment and procedures
- English usage, spelling, grammar, and punctuation
- Filing procedures (alpha and numeric)
- Basic math
- Telephone procedures and etiquette

Skills and Abilities to:

- Read, understand, and apply difficult materials
- Operate a computer keyboard with accuracy
- Proofread text and data fields for accuracy and compliance with entry rules
- Work with a high level of interruption
- Establish and maintain effective relationships with those contacted in the course of work
- Use written and oral communication skills
- Read and interpret data, information, and documents
- Analyze and solve problems
- Work under intensive deadlines, and interact with city managers, staff, customers, the public, and others encountered in the course of work

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- A high school diploma or G.E.D. equivalent and completion of specialized clerical courses; one year of heavy telephone, public contact, or dispatch experience and ability to learn the geography and location of streets, landmarks, and public and private facilities in and around the City of Placentia.

LICENSE(S) REQUIRED:

- Valid, current driver's license
    - This position does not typically require driving; however, the ability to use reliable transportation for occasional offsite duties may be necessary.

CERTIFICATIONS AND TESTING REQUIRED:

- None required

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Works in both office and field settings. In the office, the noise level is frequently quiet or moderately quiet
- When conducting field observation, the employee is subject to loud construction noise
- Regularly required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms
- Talk and hear
- Frequently sit and occasionally stand and walk to access work areas and files

WORK ENVIRONMENT/PHYSICAL DEMANDS (CON'T):

- Stoop, kneel, or crouch to access or place records or files
- Lift and carry records and documents, typically weighing less than 20 pounds
- Specific vision abilities required by this job include close vision and the ability to adjust focus

DISASTER SERVICE WORKER:

Under California law (California Government Code Section 3100-3109), all City of Placentia employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Placentia employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

Job Classification Description

Equal Employment Opportunity

POLICE RESERVE OFFICER LEVEL I

JOB FAMILY: Police/Field Services **EEO CATEGORY:** Service Workers/Protective Service **FLSA:** Non-Exempt **WC CLASS CODE:** 7720: Police And Other Law Enforcement Officers – Not Volunteers	**PAY PLAN:** Part-Time Pay Plan **UNION STATUS:** Non-Represented **GRADE:** **UPDATED:** Feb 2025 **PREVIOUS UPDATE:** Aug 2017

PURPOSE STATEMENT:

Under the direction of the Police Sergeant, the Police Reserve Officer Level I performs important community service, in support of law enforcement, involves citizens of varying occupations in police prevention patrol activities and expands channels of communication between the Police Department and the public.

DISTINGUISHING CHARACTERISTICS (For use in a job series only)

Positions in this class are distinguished from the Police Sergeant, which serves as a first-line supervisor and has responsibility for the development, coordination, and evaluation of sworn personnel that are part of a work shift or section.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Patrols and assigned area for the detection, deterrence, and suppression of crime.
- Responds to radio calls for assistance and reports of illegal activities.
- Renders assistance and advice to citizens.
- Pursues and apprehends suspects using physical force when necessary.
- Directs traffic, writes reports, issues warnings and citations.
- Checks records, testifies in court, and may perform dispatch and fingerprinting duties.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Police science principles, practices, and professional standards
- Federal Constitution rights governing search and seizure and Miranda applications
- State laws, Penal Codes, Traffic Codes, and Civil Codes, statutes, court decisions, and case law
- Local codes and ordinances, departmental policies and practices, and rules governing criminal evidence, criminal acts, arrest, and custody of prisoners or contraband

Knowledge of (con't):

- Criminal investigation methods, identification methods
- Crime prevention principles, use of police records, and law enforcement practices
- Self-defense methods and physical restraint techniques
- Radio codes, transmission procedures, and communication techniques
- Principles of human behavior
- Professional standards; contemporary patrol, traffic enforcement, criminal investigation, and related police services, including specialty assignments
- Proper care and maintenance of property and equipment

Skills and Abilities to:

- Operate police motor vehicles, radio communications equipment, computer hardware, and firearms and weapons
- Interpret and apply state public safety laws, codes, and local ordinances
- Prepare and present clear, accurate, and concise police reports and statistical records
- Analyze solutions to law enforcement problems
- Establish and maintain effective relationships with other divisions, police management, city departments, public and private agencies, community groups, and the general public
- Communicate effectively with others, orally or in writing
- Correctly recall circumstances regarding traffic incidents or crime reports
- Exercise tact and diplomacy in maintaining self-control in provocative or confrontational situations
- Think logically and maintain alertness in emergency situations
- Relate effectively with persons from diverse social, ethnic, political, and racial backgrounds and age groups
- Making independent decisions and possessing problem-solving skills
- Functioning in highly stressful situations

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- Graduation from high school or GED equivalent. Selected individuals will be trained at a Police Reserve Training Academy. Preference will also be given to applicants who have previously completed a Police Reserve Training Academy.

LICENSE(S) REQUIRED:

- Valid, current driver's license.
    - The City reasonably expects driving to be one of the job functions for the position, and the City reasonably believes that using an alternative form of transportation would not be comparable in travel time or cost to the City.

CERTIFICATIONS AND TESTING REQUIRED:

- None Required

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Occasional field activity in inclement weather
- Exposure to conditions, such as fumes, noxious odors, dust, mists, gases, and poor ventilation, that affect the respiratory system, eyes, or skin
- Continuously required to bend, sit, twist, reach, stretch
- Push, pull, drag, and lift up to 50 pounds
- Climb, kneel/crouch/squat
- Use feet to drive
- Use hands for feeling, simple grasping, firm grasping, and fine manipulation (both hands)
- Specific vision abilities required by this position include close vision, distance vision, peripheral vision, color vision, depth perception, and the ability to adjust focus, per POST standards
- Specific hearing abilities required by the position include adequate hearing at close proximity, at a distance, and in both ears

DISASTER SERVICE WORKER:

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Job Classification Description

Equal Employment Opportunity

POLICE SERGEANT

JOB FAMILY: Police **EEO CATEGORY:** Service Workers/Technicians **FLSA:** Non-Exempt **JOB CLASS CODE:** 7720: Police And Other Law Enforcement Officers – Not Volunteers	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Placentia Police Management Association (PPMA) **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** Jan 2007

PURPOSE STATEMENT:

Under the direction of the Police Lieutenant, the Police Sergeant coordinates and participates in police operations relating to patrol, traffic enforcement or safety, crime prevention, investigation, special details, or related police services; participates in the training and evaluation of sworn and non-sworn personnel; supervise police officers to ensure they are enforcing local, state, and federal laws appropriately; assist with training, mentoring, evaluating officers and their performance. and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS (For use in a job series only)

Positions in this class are distinguished from the Police Officer as a first-line supervisor and have responsibility for the development, coordination, and evaluation of sworn personnel that are part of a work shift or section. The Police Sergeant is distinguished from the Police Lieutenant, who acts as a watch commander, or has planning and administrative responsibility for a shift or several bureaus. This position acts as Watch Commander in the absence of the Police Lieutenant.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Supervises and trains personnel in the proper handling of incidents, evidence gathering, prisoner processing, and report preparation techniques; prepares end-of-phase evaluation reports.
- Reviews officer and investigator prepared reports for completeness and accuracy prior to submission to the District Attorney's Office.
- Investigates complaints against police officers, community service officers, investigators, and dispatchers/records clerks.
- Supervises and coordinates the work of special duty officers assigned to field training, jail, traffic, SWAT, K-9, bike teams, reserves, and special assignments, including the completion of specialized reports.
- Assists subordinate officers or personnel in handling difficult criminal cases, administrative problems, or in understanding departmental rules and procedures.
- Completes vehicular incident and pursuit forms, injury reports, and emergency protective orders.
- Participates in community relations programs; identifies policing and crime problems and works with schools, businesses, and citizen groups to gather information as to corrective measures and potential involvement of other agencies; addresses public complaints within level of authority.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS (CON'T):

- Prepares annual reporting statistics for mandated oversight agencies.
- Manages all public safety technology contracts and procurements.
- Manages and writes federal grant applications and is the administrator for public safety grants.
- Manages the installation, testing, configuration, troubleshooting, and repairing of public safety hardware, software, and peripherals.
- Conducts complex studies and needs assessments for public safety pertaining to department needs; research, evaluate, and recommends new technologies.
- Assist with budget preparation and administration pertaining to public safety technology.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Police science principles, practices, and professional standards
- Supervisory and training principles and techniques
- Federal Constitution rights governing search and seizure and Miranda applications
- State laws, Penal Codes, Traffic Codes, and Civil Codes, statutes, court decisions and case law, local codes and ordinances, departmental policies and practices, and rules governing criminal evidence, criminal acts, identification methods
- Arrest and custody of prisoners or contraband
- Criminal investigation methods, crime prevention principles, use of police records, and law enforcement practices
- Police Officer Bill of Rights
- Labor contract requirements related to work and performance standards of subordinate personnel
- Self-defense methods and physical restraint techniques
- Radio codes, transmission procedures, and communication techniques
- Principles of human behavior
- Professional standards
- Contemporary patrol, traffic enforcement, criminal investigation, and related police services, including specialty assignments
- Communicable disease control methods and techniques
- Search and seizure laws and how to apply them
- Advanced investigations and how to manage them
- Adult learning and how to identify, document, and train through deficiencies

Skills and Abilities to:

- The operation of police motor vehicles, radio communications equipment, computer hardware, and firearms and weapons
- Coordinate, train, supervise, and evaluate the work of employees for an assigned unit or work section
- Interpret and apply state public safety laws, codes, and local ordinances
- Prepare and present clear, accurate, and concise police reports and statistical records
- Analyze solutions to law enforcement problems
- Convey clear instructions or execute commands

Skills and Abilities to (con't):

- Establish and maintain effective relationships with other divisions, police management, city departments,

public and private agencies, community groups, and the general public
- Communicate effectively with others, orally or in writing
- Participate in employee selection and evaluation
- Monitor budgetary expenditures
- Accurately recall circumstances regarding traffic incidents or crime reports
- Exercise tact and diplomacy in maintaining self-control in provocative or confrontational situations
- Think logically and maintain alertness in emergency situations
- Relate effectively with persons from diverse social, ethnic, political, and racial backgrounds and age groups
- Use written and oral communication skills
- Read and interpret data, information, and documents
- Analyze and solve problems
- Use math and mathematical reasoning
- Observe and interpret situations
- Learn and apply new information or new skills
- Remain calm and use effective judgment in dangerous situations
- Interact with citizens, business representatives, city staff, other organizations, police safety personnel, school representatives, and the public, with interfaces influenced by the position assignment
- Work through complex problems and find solutions
- Proofread and correct reports

JOB QUALIFICATIONS / REQUIREMENTS:
(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:
Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- A high school diploma or G.E.D. equivalent and successful completion of the police academy. Four years of progressively responsible local law enforcement work, including some prior experience as a sworn police officer or detective.

LICENSE(S) REQUIRED:

- Valid, current driver's license.
    - The City reasonably expects driving to be one of the job functions for the position, and the City reasonably believes that using an alternative form of transportation would not be comparable in travel time or cost to the City.

CERTIFICATIONS AND TESTING REQUIRED:

- Intermediate POST Certificate
- Supervisory certification through the Peace Officer Standards and Training (POST) Commission
- Certification in protective and lifesaving equipment

WORK ENVIRONMENT / PHYSICAL DEMANDS:
(*Must be performed with or without reasonable accommodations*)

- Frequently works in outside weather conditions, and in a patrol unit and may operate specialized equipment when assigned to patrol

WORK ENVIRONMENT/PHYSICAL DEMANDS (CON'T):

- Exposure to extreme heat, smoke, dust, fumes, and inclement weather, as well as loud noises such as, but not limited to, sirens, alarms, and diesel engines
- Use of safety helmets, armored vests, utility belts, earplugs, and other specialized equipment
- Subject to the threat of injury and life-threatening hazards as part of police safety operations
- Occasionally lift or carry up to 100 pounds
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus

DISASTER SERVICE WORKER:

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Job Classification Description

Equal Employment Opportunity

POLICE SERVICES OFFICER

JOB FAMILY: Police Department/Patrol **EEO CATEGORY:** Technicians/Paraprofessionals **FLSA:** Non-Exempt **WC CLASS CODE:** 9410: Municipal/State/Public Agency	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Placentia City Employees' Association (PCEA) **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** June 2011

PURPOSE STATEMENT:

Under the direction of the Support Services Administrator, the Police Services Officer performs a variety of duties and works in several areas of the police department, including the jail; processes the entry and release of persons in custody, including preparing booking reports and release forms; fingerprinting, photographing, and safeguarding entrusted property; prepares reports that do not require the presence of a sworn officer; enforces parking violations; impounds vehicles; and performs other related duties as assigned.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Obtains personal history and medical information from prisoners and completes the necessary documents for booking and completes all booking paperwork.
- Feeds prisoners and inventories, books, stores, and releases property to owners and other authorized personnel.
- Assumes responsibility for the welfare and safety of all prisoners within the city jail facility and maintains physical control of prisoners; performs security, safety, and health checks of persons and the facility.
- Coordinates visiting procedures, including those between prisoners and bail bondsmen, attorneys, and any other approved visitors.
- Oversees maintenance and cleanliness of the jail facility.
- Releases prisoners by issuing citations, receiving bail/bond, or transportation to the county jail facility as well as other designated custodial facilities such as state prisons, etc.
- Patrols an assigned area on foot or by vehicle to enforce parking regulations, and issues citations for various parking violations.
- Locates, marks, and arranges for the storage of abandoned vehicles, illegally parked vehicles or vehicles to be stored or impounded as a result of arrest.
- Receives and responds to community inquiries regarding criminal, civil, and traffic problems, as well as miscellaneous incidents; and assists the public by answering questions and referring appropriate problems to other personnel or referral agencies when appropriate.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- The criminal justice system, laws relating to city jail/temporary holding facility regulations under California and Federal law
- Laws relating to criminal, traffic, and parking as described under the California Penal Code, Placentia Municipal Codes, and State Vehicle Code
- Departmental policies and procedures related to traffic investigation and traffic control
- Geography of the city
- Correct English usage, spelling, punctuation, and grammar
- Supervisory and training principles and practices

Skills and Abilities to:

- Establish and maintain cooperative relationships with those contacted in the course of work
- Remain calm and act effectively in emergency or stressful situations
- Communicate effectively orally and in writing
- Operate computer hardware and word processing, spreadsheets, and related software applications programs
- Read and interpret data, information, and documents
- Interpret policies and procedures
- Use math and mathematical reasoning
- Learn and apply new information or new skills
- Work under deadlines with constant interruptions

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- A high school or GED equivalent, supplemented by college-level course work in law enforcement, business administration, public administration, or a closely related field; one year of parking enforcement experience; or an equivalent combination of training and experience.

LICENSE(S) REQUIRED:

- Valid, current driver's license.
    - The City reasonably expects driving to be one of the job functions for the position, and the City reasonably believes that using an alternative form of transportation would not be comparable in travel time or cost to the City.

CERTIFICATIONS AND TESTING REQUIRED:

- Certification of completion of jail training school, certification of chemical weaponry, and driver training

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Typically works in field, office, and jail conditions
- Frequently works outdoors and is exposed to variable weather conditions as well as heat, moisture, and traffic
- In working outdoors, the noise level is frequently loud when conducting traffic control on public streets
- Ability to work on variable shifts or other irregular hours as assigned, including working overtime, on-call, holidays, and weekends
- Regularly required to use hands to finger, handle, feel, or operate objects or controls and reach with hands and arms
- Frequently sit and occasionally walk and stand to access work areas and files
- Stoop, kneel, or crouch to access or place records or files
- Lift and carry records and documents, typically weighing less than 20 pounds
- Specific vision abilities required by this job include close vision, peripheral vision, and the ability to adjust focus

DISASTER SERVICE WORKER:

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Job Classification Description

Equal Employment Opportunity

PUBLIC SAFETY COMMUNICATIONS DISPATCHER

JOB FAMILY: Administration/Communications Division **EEO CATEGORY:** Administrative Support Workers/ Administrative Support **FLSA:** Non-Exempt **WC CLASS CODE:** 8810: Officers/Clerical	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** PCEA **GRADE:** **UPDATED:** Sept 2025 **PREVIOUS UPDATE:** June 2020

PURPOSE STATEMENT:

Under the direction of the Public Safety Communications Manager, the Public Safety Dispatcher receives and processes all incoming emergency and non-emergency requests for police, fire, and medical help before dispatching the appropriate units.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Receives 911 emergency calls from the public for police and fire emergency services; evaluates information to determine the location of the emergency and the appropriate personnel and equipment needed to respond; gathers all pertinent information for responding units.
- Dispatches emergency units on the computer-aided dispatch system (CAD)
- Maintains contact with all units on assignment to determine status and location.
- Contacts county and emergency management network agencies to provide information and coordinate call responses.
- Operates a variety of telecommunications and computer equipment.
- Answer non-emergency calls for assistance, screens calls, and routes calls to the appropriate person or office.
- Enters, updates, and retrieves police related data from computer and teletype networks and inputs a daily log of all calls field units were dispatched to or initiated.
- Files various types of documents, records, and reports by alphabetical, numerical, and subject matter classification.
- Operates computer terminal, teletype, and radio unit to obtain or extract pertinent data.
- Assists sworn field personnel by searching records and requesting information from other law enforcement agencies in conjunction with field investigations being carried out by department personnel.
- Handles public counter duties such as vehicle and record releases, restraining order acceptance, and custody violation reporting.
- Notifies appropriate coordinating agencies such as Code Enforcement, Public Works, and other government and non-government entities for response to various adverse incidents.
- Responds to questions, complaints, and requests from the public in accordance with departmental procedures.
- Compiles, tabulates, records, types, and checks statistical data.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS (CON'T):

- Conducts presentations to various community groups and attends community outreach programs.
- Complete medical and fire trainings using the International Academies of Emergency Dispatch (IAED) system.

OTHER DUTIES:

- May be required to work overtime as needed.
- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Laws, codes, regulations, policies, and department procedures governing public safety dispatching, including radio, computer, and telephone communications, and associated receiving and transmitting equipment
- California Penal Code, Health and Safety Code, Motor Vehicle Code, Welfare Institutions Code, and Business and Professions Code
- Methods and strategies for effectively interacting with the public
- Laws, codes, regulations, and laws governing police records management and the protection of confidential records
- Modern police records office procedures, equipment, and techniques, including principles of record-keeping and automated information systems
- Correct English usage, spelling, grammar, and punctuation
- Modern office procedures, methods, and equipment
- Fire and police codes, policies, procedures, and personnel
- Vehicle codes, municipal codes, and penal codes
- City geography, including streets, major stores, and attractions

Skills and Abilities to:

- Exercise judgment in determining the priority of calls and unit assignments in order to dispatch police and fire units quickly and effectively
- Effectively interact with and elicit information from agitated persons while maintaining composure when fielding urgent calls, gathering and reciting information, and giving directions in emergency situations.
- Accurately and simultaneously monitor the status of multiple calls and units
- Simultaneously operate a variety of telecommunications and computer equipment, such as a computer aided dispatch (CAD) system, personal computers, telephones, radio transmitters, teletype equipment, and type at the net rate of 40 words per minute
- Access extensive reference manuals and materials to obtain accurate information
- Identify the appropriate entity or department to assist the public if the issue is not under city control.
- Learn the layout of the City of Placentia, including its streets, landmarks, and public and private services.
- Learn and apply police records management practices and procedures as needed
- Understand and carry out oral and written directions
- Establish and maintain effective working relationships with a broad range of callers, internal staff and public safety dispatchers from other agencies, and the general public
- Read and interpret data, information, and documents
- Interpret policies and procedures
- Work under deadlines with constant interruptions
- Microsoft Office, including Excel, Word, and PowerPoint
- Multitask, including split listening

JOB QUALIFICATIONS / REQUIREMENTS:
(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:
A High school diploma, GED, or equivalent is required. A college-level degree in criminal justice or a related field, such as communications, is preferred. One year of public contact work experience is required. Telephone or dispatch experience is preferred.

LICENSE(S) REQUIRED:
- Valid, current driver's license
    - This position does not typically require driving; however, the ability to use reliable transportation for occasional off-site duties may be necessary.

CERTIFICATIONS AND TESTING REQUIRED (Possession of, or ability to obtain within one year of appointment):
- P.O.S.T. Public Safety Dispatcher's Basic Course
- P.O.S.T. Basic Dispatcher Training Equivalency Examination, and obtain Emergency Medical and Fire Dispatch certification
- Complete the Communications Center Training program
- Complete required annual P.O.S.T. training and Continued Dispatch Education credits
- CPR certification
- California Law Enforcement Telecommunications System (CLETS) certification

WORK ENVIRONMENT / PHYSICAL DEMANDS:
(*Must be performed with or without reasonable accommodations*)
- Work in an office environment, activity can become fast-paced and high-stress
- Noise level is moderately quiet, although loud at times, given the need to monitor multiple frequencies of radio frequencies and communications equipment, telephones, consoles, alarms, and security cameras on a continuing basis
- Work various shifts as assigned
- Regularly required to frequently sit, stand, reach, lean, twist, turn, grasp, feel, lift, push, pull, bend, kneel, and sit for prolonged periods of time
- Manipulate feet to operate radio microphone or console equipment
- Input information into the computer for prolonged periods of time
- Hear and talk with the general public, law enforcement personnel, and city staff on the telephone, radio communications equipment, and in person
- Hear and detect radio traffic, ringing telephones, and alarm tones while speaking on radio communications equipment or on the telephone
- Read computer display monitors and distinguish colors on computer display monitors
- Read and understand technical manuals related to communications equipment, as well as reports, contracts, correspondence, memos, and other written materials
- Exposed to continual background noise, static, and noise from radio communications equipment, telecommunications equipment, and other office equipment
- Close vision, color vision, and the ability to adjust focus
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or keypad, and to operate standard office equipment.
- Occasionally lift or carry items weighing up to 25 pounds

DISASTER SERVICE WORKER:

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Job Classification Description

Equal Employment Opportunity

PUBLIC SAFETY COMMUNICATIONS MANAGER

JOB FAMILY: **EEO CATEGORY:** Administrative Support Workers/Administrative Support **FLSA:** Exempt **WC CLASS CODE:** 8810: Officers/Clerical	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Unrepresented Mid-Management **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** July 2022

PURPOSE STATEMENT:

Under the direction of an assigned administrator, the Public Safety Communications Manager supervises the communication and automation functions of a joint public safety emergency communications center and oversees the day-to-day operations, including calls for service, radio and computer aids dispatch of police, fire, and EMS units, computerized communication, and record management systems.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Plans, organizes, schedules, and directs the functional operations, activities and work of personnel of the Placentia Public Safety Communications Center.
- Oversees the delivery of fire, police, emergency medical, and other public safety services related to communications dispatching; coordinates communications activities and services for 911 emergency responders.
- Recommends, implements, and enforces 911 emergency communications policies and procedures that could directly impact the life and safety of emergency service personnel and the public.
- Assists in developing and implementing goals, objectives, priorities, work plans, and budgets.
- Establishes methods, standards, and benchmarks for providing all-hazard 911 operations.
- Selects, trains, and motivates communications center staff; assesses performance; and reviews the work of staff to ensure compliance with department policies and procedures.
- Oversees, maintains, and updates department records as required.
- Manages the day-to-day functions of CAD/RMS.
- Monitors and maintains a variety of communications and office equipment to ensure quality of operation; recommends the purchase of supplies and equipment; coordinates repairs to equipment.
- Ensures all dispatchers meet training requirements, including POST, Emergency Medical Dispatching, emergency fire dispatch, CPR, and other requirements set forth by the State of California.
- Prepares a variety of analytical and statistical reports and correspondence on operations and activities.
- Responds to and resolves difficult and sensitive situations.
- Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of emergency communications; incorporates new developments as appropriate into programs.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS (CON'T):

- Prepares and presents staff reports and other correspondence as appropriate and necessary.
- Serves as a liaison with all participating agencies in the development and implementation of emergency communications contingency plans, and a liaison for public safety software and hardware infrastructure.
- Conducts short and long-term strategic planning for the development, maintenance, and improvement of the city's emergency communications center.
- Ensures employee performance, quality assurance, and customer service standards are maintained, and works with employees to correct deficiencies.
- Evaluates and recommends operational improvements, including streamlining of work processes.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Computer Aided Dispatch (CAD) and Records Management System (RMS) procedures, systems, and standard practices regarding public safety and emergency radio transmissions
- 800 MHz radio procedures
- Terminology used in public safety and emergency dispatching
- Statutory and case law relating to confidentiality of records and legal requirements for training, and civil liability
- Fire and police service codes, state penal codes; principles of supervision, training and performance evaluation

Skills and Abilities to:

- Coordinate and direct the day-to-day activities of the public safety emergency communications center
- Select, train, and supervise staff
- Provide training and development opportunities
- Ensure work is performed effectively, and evaluate performance in an objective and positive manner
- Develop and implement goals, objectives, practices, policies, procedures, and work standards
- Prepare and administer special projects, including analytical and statistical reports
- Assess and prioritize emergency situations while remaining calm and using sound, independent judgment
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax
- Establish, maintain, and foster positive and effective working relationships with all stakeholders involved with the public safety emergency communications center
- Use written and oral communication skills
- Read and interpret data, information, and documents
- Interpret policies and procedures
- Use math and mathematical reasoning
- Learn and apply new information or new skills
- Work under deadlines with constant interruptions
- Interact with city staff, other organizations, and the public
- Interact with developers, contractors, staff, department managers, and the general public

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- A bachelor's degree in communications, business, public administration, or a related field and four years of experience performing public safety dispatch duties, including two years of experience in a public safety supervisory capacity.

LICENSE(S) REQUIRED:

- Valid, current driver's license for occasional driving to attend meetings at various city facilities, professional and public meetings, and special events
    - The City reasonably expects driving to be one of the job functions for the position, and the City reasonably believes that using an alternative form of transportation would not be comparable in travel time or cost to the City.

CERTIFICATIONS AND TESTING REQUIRED:

- First Aid and CPR certification

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Typically works in office conditions; the noise level is frequently moderately quiet to loud
- Use hands to finger, handle, feel, or operate objects, tools, or controls, and reach with hands and arms
- Frequently sit and occasionally walk and stand to access work areas and files
- Stoop, kneel, or crouch to access or place records or files
- Lift and carry records and documents, typically weighing less than 50 pounds
- Specific vision abilities required by this job include close vision and the ability to adjust focus

DISASTER SERVICE WORKER:

Under California law (California Government Code Section 3100-3109), all City of Placentia employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Placentia employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

Job Classification Description

Equal Employment Opportunity

PUBLIC SAFETY COMMUNICATIONS SUPERVISOR

JOB FAMILY: Administrative Services/Public Safety Communications **EEO CATEGORY:** Administrative Support Workers/ Administrative Support **FLSA:** Non-Exempt **WC CLASS CODE:** 8810: Officers/Clerical	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Placentia City Employees' Association (PCEA) **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:**

PURPOSE STATEMENT:

Under the direction of the Public Safety Communications Manager, the Public Safety Communications Supervisor organizes, plans, schedules, coordinates, supervises, and evaluates the work and activities of civilian personnel engaged in the preparation, processing, maintenance, and retrieval of law enforcement records and public safety dispatch services for police, fire, and EMS on an assigned shift; prepares and presents internal management reports and statutory reports; and performs related duties as assigned.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Assigns, coordinates, trains, supervises, and evaluates the work of employees assigned to the Communications Division and the work of Public Safety Dispatchers on an assigned shift; assists the Public Safety Communications Manager in developing, implementing and monitoring short-and long-term plans, goals, and objectives; schedules and coordinates the assignment of bureau personnel.
- Conducts performance evaluations of assigned staff; establishes performance requirements and personal development targets for assigned staff; regularly monitors performance and provides coaching for performance improvement and development.
- Participates in developing, implementing, and evaluating plans, work processes, policies, systems, and procedures to achieve the division's annual goals, objectives, and work standards.
- Develops recommendations to improve Communications' operations and efficiency and coordinates activities with other divisions, departments, and agencies.
- Prepares and pulls audio recordings and dispatch documents for court proceedings.
- Receives, assigns, and performs audits of dispatching calls and data entered in police records as well as employee certification records.
- Develops, reviews, and updates written manuals, procedures, and instructions.
- Coordinate mutual aid requests with outside agencies for police, fire, and medical operations.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Federal, state, and department regulations governing the dissemination of police records and reports and the operation of an emergency public safety dispatch center
- Computer-aided dispatch and CLETS and NCIC applications
- Public safety codes and regulations governing public safety communications, including the Penal Code, Vehicle Code, Health and Safety Code, Business and Professions Code, and related requirements
- Practices, procedures, systems, equipment, and techniques involved in 911 and related emergency dispatching operations and the handling of non-emergency calls
- Telephone/radio recording devices and applicable laws
- Radio, telephone, and console TDD equipment operations
- Practices, procedures, systems, equipment, and techniques involved in classifying, indexing, processing, filing, and retrieving police records and reports
- Supervisory principles and practices

Skills and Abilities to:

- Analyze and interpret laws, standards, and department practices and solve operational and administrative problems
- Maintain confidentiality of records
- Establish and maintain effective working relationships with the staff, management, vendors, and the general public
- Remain calm and communicate distinctly and precisely in emergency situations
- Think critically and provide solutions with limited information or details
- Use written and oral communication skills
- Interpret policies and procedures
- Use math and mathematical reasoning
- Learn and apply new information or new skills
- Work under deadlines with constant interruptions

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- Bachelor's degree in Criminal Science, Public Administration, or a related field and a minimum of four years of increasingly responsible dispatching of emergency public safety services, and trainer or lead with supervisory experience; or an equivalent combination of training and experience. Extensive work experience may be substituted for education. Previous fire department or medical dispatching experience is *highly desirable*.

LICENSE(S) REQUIRED:

- Valid, current driver's license
    - This position does not typically require driving; however, the ability to use reliable transportation for occasional offsite duties may be necessary.

CERTIFICATIONS AND TESTING REQUIRED:

- Complete the following certifications within the first year of employment:
  - POST Professional Public Safety Dispatch Supervisor certification.
  - First Aid/CPR certification acknowledged by the American Red Cross
- Meet continuing certification standards annually to comply with legal and operational requirements.
- Additional certifications in emergency dispatch or closely related are desirable.

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Work extended hours, rotating shift assignments, and various overtime hours as assigned, including on-call, holidays, and weekends
- Regularly works in an office environment; the noise level is moderately quiet, although loud at times, given the need to monitor multiple frequencies and communications by radio, telephone, and communications console
- Monitor the communications console, alarms, and security cameras on a continuing basis
- Frequently sit, stand, reach, lean, twist, turn, grasp, feel, lift, push, pull, bend, kneel, and sit for prolonged periods of time
- Manipulate feet to operate radio microphone or console equipment
- Input information into the computer for prolonged periods of time
- Hear and talk with the general public, law enforcement personnel, fire and medical personnel, and city staff on the telephone and radio communications equipment in person and using a headset
- Hear and detect radio traffic, ringing telephones, and alarm tones while speaking on radio communications equipment or on the telephone
- Read computer display monitors and distinguish colors on computer display monitor
- Read and understand technical manuals related to communications equipment, as well as reports, contracts, correspondence, memos, and other written materials
- Requires close vision, color vision, and the ability to adjust focus

DISASTER SERVICE WORKER:

Under California law (California Government Code Section 3100-3109), all City of Placentia employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Placentia employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

Job Classification Description

Equal Employment Opportunity

PUBLIC WORKS INSPECTOR

JOB FAMILY: Engineering **EEO CATEGORY:** Service Workers/ Service - Maintenance **FLSA:** Non-Exempt **WC CLASS CODE:** 9410: Municipal/State/Public Agency	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Placentia City Employees' Association (PCEA) **GRADE:** **UPDATED:** Feb 2025 **PREVIOUS UPDATE:** Dec 2006

PURPOSE STATEMENT:

Under the direction of the Deputy Director of Public Works, the Public Works Inspector performs skilled and detailed inspections of engineering construction, maintenance, and public works projects; interprets plans and specifications to ensure compliance with contracts and work plans; prepares and recommends change orders and cost estimates; and performs other related duties as assigned.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Inspects a variety of public works construction and maintenance projects, such as sidewalks, concrete structures, driveways, sewer mains, curbs and gutters, retaining walls, earthwork, street excavation and patchwork, and storm drains.
- Ensures that construction and materials comply with contract standards and specifications, state laws, local ordinances, and proper construction practices.
- Reviews plans, specifications, and sites for construction projects, and prepares cost estimates and bid specifications.
- Locates and checks installation of sewer connections and layout of new sewer lines; monitors air tests and conducts grading inspections.
- Coordinates and inspects traffic signal installations and contractor services.
- Meets and confers with representatives of utility companies, contractors, engineers, and other public agencies regarding construction plans and specifications.
- Issues encroachment, transportation, and grading permits and inspects progress on private development and public works projects.
- Updates and drafts city maps on a variety of different scales; updates sewer and storm drain locations for new developments, issues new addresses for new developments.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- State laws, engineering standards, and local codes and ordinances governing engineering construction projects
- Common engineering construction methods
- Public works inspection practices
- Proper usage of construction materials and equipment
- Safe work practices
- Engineering mathematics, including algebra, geometry, and trigonometry

Skills and Abilities to:

- Analyze and interpret complex engineering construction plans and specifications
- Establish and maintain effective working relationships with contractors, property owners, and the public
- Prepare clear and concise reports and documentation
- Use written and oral communication skills
- Read and interpret data, information, and documents
- Use math and mathematical reasoning
- Learn and apply new information or new skills
- Work under deadlines with constant interruptions

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- High school diploma or G.E.D. equivalent, supplemented by college-level course work in construction and/or engineering; and three years of construction inspection experience; or an equivalent combination of training and experience.

LICENSE(S) REQUIRED:

- Valid, current driver's license.
    - The City reasonably expects driving to be one of the job functions for the position, and the City reasonably believes that using an alternative form of transportation would not be comparable in travel time or cost to the City.

CERTIFICATIONS AND TESTING REQUIRED:

- None required

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Works in both field and office conditions
- Frequently works outdoors and is exposed to variable weather conditions as well as heat, moisture, traffic, and mechanical and electrical hazards
- In working outdoors, the noise level is frequently loud in construction areas

WORK ENVIRONMENT/PHYSICAL DEMANDS (CON'T):

- Regularly required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms
- Frequently sit and occasionally walk and stand to access work areas and conduct inspections of work sites
- Stoop, kneel, or crouch to inspect sites
- Lift and carry records and documents, typically weighing less than 50 pounds
- Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus

DISASTER SERVICE WORKER:

Under California law (California Government Code Section 3100-3109), all City of Placentia employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Placentia employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

Job Classification Description

Equal Employment Opportunity

PUBLIC WORKS MANAGER

JOB FAMILY: PUBLIC WORKS **EEO CATEGORY:** Service Workers/Service - Maintenance **FLSA:** Exempt **WC CLASS CODE:** 9410: Municipal/State/Public Agency	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Unrepresented Mid-Management **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** Sep 2025, Dec 2006

PURPOSE STATEMENT:

Under the direction of the Director of Public Works/City Engineer, the Public Works Manager plans and manages the activities and operations of the Maintenance Services Divisions within the Public Works Department; coordinates maintenance programs, services, and special events with other departments, agencies, contractors, and the general public; provides highly responsible and complex staff assistance to the Director of Public Works; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS (For use in a job series only)

The Public Works Manager establishes goals and priorities, ensuring the implementation of work plans by maintenance supervisors. They also indirectly lead personnel involved in streets, sanitation, parks, trees, landscaping, equipment, and facility maintenance operations. This position reports to the Director of Public Works/City Engineer and works with the Deputy Director of Public Works - Engineering for the coordination of capital improvements and construction projects. The Public Works Manager has broader functional, administrative, and budgetary responsibilities and decision-making authority than the maintenance supervisors.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Coordinates the organization, staffing, and operational activities of Public Works maintenance and field services, including parks and landscape maintenance, street sweeping, storm drainage, street maintenance, street lighting, graffiti maintenance, street signage, striping and legends, equipment and facility maintenance, and special events.
- Manages and oversees the Solid Waste Program for the City, including rate setting, fiscal management, personnel, consultant services, management of franchise agreement, etc.
- Develops and implements goals, objectives, and procedures; sets priorities for maintenance and field services work.
- Selects, trains, motivates, and evaluates public works personnel; provides or coordinates staff certification and training; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Leads, coordinates, and reviews work plans for providing field maintenance, equipment maintenance, and related services; meets with staff to identify and resolve problems; assigns work activities and projects.
- Conducts periodic inspections of field operations and work records; works with supervisory personnel and staff to identify and implement improvements in work methods and services.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS (CON'T):

- Develops and administers public works program budgets; forecasts additional funds needed for staffing, equipment, materials, and supplies; directs monitoring of and approves expenditures; recommends adjustments as necessary.
- Coordinates public works activities with those of other divisions and outside agencies and organizations; provides staff assistance to the Director of Public Works/City Engineer; prepares and presents staff reports and other necessary correspondence.
- Ensures the adherence to safe work practices by maintenance personnel; assumes responsibility for any hazardous waste materials generated by public works services or functions; maintains appropriate records of materials; provides employee training in the use and handling of hazardous materials.
- Attends commission meetings, may attend City Council meetings, and participates in professional group meetings; stays informed of new trends and innovations in the field of street maintenance, street lighting, storm drainage, street sweeping, fleet and facility services, and parks, trees, and landscaping.
- Investigates and resolves public complaints related to maintenance services. Responds to natural disasters and emergencies in the city and the need to deploy maintenance personnel.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Operational characteristics, services, and activities of a public works maintenance program, including streets, sanitation, fleet services, parks, trees, and landscape maintenance
- Modern and complex principles and practices of program development and administration
- Occupational hazards and standard safety precautions necessary in maintenance work
- Budget preparation and administration
- Principles of supervision, training, and performance evaluation
- Pertinent federal, state, and local laws, codes, procurement regulations, requirements, and regulations
- Safe work practices
- Storm drain and national pollutant discharge elimination system (NPDES) regulations
- Public contract code
- Waste and recycling, organic recycling, and edible food recovery operations and state regulations and requirements for public agencies
- Asset management best practices

Skills and Abilities to:

- Manage, plan, coordinate, and evaluate the work of supervisory, professional, technical, maintenance, and clerical personnel
- Select, supervise, train, and evaluate staff
- Prepare and administer budgets
- Recommend and implement goals, objectives, and practices for providing effective and efficient street maintenance, traffic signal lighting, street lighting, storm drainage and street sweeping services, fleet maintenance, and parks, trees, and landscape maintenance services
- Prepare clear and concise administrative and financial reports
- Operate computer hardware and use word processing and spreadsheet software
- Coordinate and manage projects to meet deadlines

Skills and Abilities to (con't):

- Understand, interpret, explain, and apply state and local ordinances, policies, and procedures involving public works services
- Establish and maintain effective working relationships with staff, management, the City Council, public and regulatory officials, community groups, contractors, and others encountered in the course of work
- Exercise tact and diplomacy in conflict situations
- Use written and oral communication skills
- Observe and interpret situations
- Read and interpret data, information, and documents
- Analyze and solve complex problems
- Use math and mathematical reasoning
- Perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks
- Work with constant interruptions
- Interact with officials and the public
- Deal with dissatisfied or quarrelsome individuals
- Manage and oversee multiple sections of work groups within a comprehensive public works department

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Bachelor's degree in public administration, construction technology, or a related field and six years of progressively responsible construction and maintenance management experience, including supervisory experience; or an equivalent combination of training and experience.

LICENSE(S) REQUIRED:

- Valid, current driver's license.
    - The City reasonably expects driving to be one of the job functions for the position, and the City reasonably believes that using an alternative form of transportation would not be comparable in travel time or cost to the City.

CERTIFICATIONS AND TESTING REQUIRED:

- None required

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Works in both field and office settings. In the office, the noise level is frequently quiet or moderately quiet
- Occasionally works outdoors to conduct site inspections and attend meetings with contractors, staff, and other departmental representatives, and is exposed to loud construction machinery, wetness, humidity, and traffic hazards during field inspections
- Ability to work extended hours to oversee maintenance, repairs, and operations, including disaster response services
- Regularly required to sit, talk, or hear, both in person and by telephone
- Use hands to finger, handle, or feel objects or standard office equipment
- Reach with hands and arms
- Frequently required to stand and walk to coordinate field construction and inspection work
- Occasionally lifts and carries records and documents weighing less than 20 pounds
- Frequently lift and/or records or documents weighing up to 20 pounds

WORK ENVIRONMENT/PHYSICAL DEMANDS (CON'T):

- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus

DISASTER SERVICE WORKER:

Under California law (California Government Code Section 3100-3109), all City of Placentia employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Placentia employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

Job Classification Description

Equal Employment Opportunity

PUBLIC WORKS SUPERINTENDENT

JOB FAMILY: Public Works/Maintenance **EEO CATEGORY:** Service Workers/ Service - Maintenance **FLSA:** Exempt **WC CLASS CODE:** 9410: Municipal/State/Public Agency	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Unrepresented Mid-Management **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** Aug 2016

PURPOSE STATEMENT:

Under the direction of the Deputy Director of Public Works - Maintenance, the Public Works Superintendent organizes, coordinates, and oversees designated maintenance services, programs, and contracts within the Public Works Maintenance Division and performs related duties as required.

DISTINGUISHING CHARACTERISTICS (For use in a job series only)

Positions in this class are distinguished from lead maintenance personnel by the broader scope and diversity of maintenance functions and scope of supervision exercised involving streets, sanitation, parks, trees, landscaping, equipment, and facility maintenance operations. This class differs from the Deputy Director of Public Works - Maintenance class, which has greater accountability for capital improvements and construction projects budgetary responsibilities and interfaces with city management.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Coordinates the organization, staffing, budgeting, and operational activities of Public Works maintenance and field services, including parks and landscape maintenance, street sweeping, storm drainage, street maintenance, street lighting, graffiti maintenance, street signage, striping and legends, equipment and facility maintenance, and special events.
- Leads, coordinates, and reviews work plans for providing field maintenance, equipment maintenance, and related services; meets with staff to identify and resolve problems; assigns work activities and projects.
- Conducts periodic inspections of field operations and work records; works with supervisory personnel and staff to identify and implement improvements in work methods and services.
- Coordinates public works activities with those of other divisions and outside agencies and organizations; provides staff assistance to the City Administrator; prepares and presents staff reports and other necessary correspondence.
- Ensures the adherence to safe work practices by maintenance personnel; assumes responsibility for any hazardous waste materials generated by public works services or functions; maintains appropriate records of materials; provides employee training in use and handling of hazardous materials.
- Attends and participates in professional group meetings; stays informed of new trends and innovations in the field of street maintenance, street lighting, storm drainage, street sweeping, fleet and facility services, and parks, trees, and landscaping.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS (CON'T):

- Investigates and resolves public complaints related to maintenance services and informs Deputy Director of Public Works -Maintenance of actions taken.
- Prepares and analyzes division activity, performance, safety, and other reports.
- Responds to natural disasters and emergency situations in the city and the need to deploy maintenance personnel.
- Establishes goals and priorities and assures the implementation of work plans by the maintenance supervisors.
- Investigates and resolves public complaints related to maintenance services and informs the Public Works Manager of actions taken; manages responses and assigns service requests submitted electronically via the city citizen reporting tool.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Modern and complex principles and practices of program development and administration
- Occupational hazards and standard safety precautions necessary in maintenance work
- Principles of budget preparation and administration
- Principles of supervision, training, and performance evaluation
- Pertinent federal, state, and local laws, codes, and regulations
- Safe work practices

Skills and Abilities to:

- Prepare clear and concise administrative and financial reports
- Operate computer hardware and use word processing and spreadsheet software
- Coordinate and manage projects to meet deadlines
- Exercise tact and diplomacy in conflict situations
- Use written and oral communication skills
- Observe and interpret situations
- Read and interpret data, information, and documents
- Analyze and solve complex problems
- Use math and mathematical reasoning
- Perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- Bachelor's degree in public administration, construction technology, or a related field and six years of progressively responsible construction and maintenance management experience, including supervisory experience; or an equivalent combination of training and experience.

LICENSE(S) REQUIRED:

- Valid, current driver's license.
    - The City reasonably expects driving to be one of the job functions for the position, and the City reasonably believes that using an alternative form of transportation would not be comparable in travel time or cost to the City.

CERTIFICATIONS AND TESTING REQUIRED:

- None required

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Works in both field and office settings. In the office, the noise level is frequently quiet or moderately quiet
- Occasionally works outdoors to conduct site inspections and attend meetings with contractors, staff, and other departmental representatives, and is exposed to loud construction machinery, wetness, humidity, and traffic hazards during field inspections
- May work in vaults and underground storage chambers
- Operate a motor vehicle and is subject to loud construction noise in particular areas such as power tools, compressors, and motorized equipment, which can range from 80 decibels to 90 decibels
- Use personal protective equipment in accordance with hearing conservation standards
- Ability to work extended hours in order to oversee maintenance repairs and operations, including disaster response services
- Use hands to handle, feel, or operate computer hardware and standard office equipment
- Reach with hands and arms above and below shoulder level
- Occasionally lifts and carries records and documents weighing less than 100 pounds
- Frequently required to stand and walk to coordinate field construction and inspection work
- Ability to see within normal range, including having close range, and the ability to adjust focus, talk, hear, and use electronic touch keypads

DISASTER SERVICE WORKER:

Under California law (California Government Code Section 3100-3109), all City of Placentia employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Placentia employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

Job Classification Description

Equal Employment Opportunity

PUBLIC WORKS SUPERVISOR

JOB FAMILY: Public Works **EEO CATEGORY:** Service Workers/ Service - Maintenance **FLSA: E**xempt **JOB CLASS CODE:** 9410: Municipal/State/Public Agency	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Unrepresented Mid-Management **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** May 2017

PURPOSE STATEMENT:

Under the direction of the Public Works Superintendent, the Public Works Supervisor supervises, assigns, and participates in public works maintenance duties involving parks, streets, sewers, storm water collection, and other fleet and facility maintenance and construction services work performed by city staff or contractors; manages operations for city buildings; manages multiple contracts, including landscaping, fire and burglar alarms, tree services, HVAC, pest control, elevators, and uniforms and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS (For use in a job series only)

Positions in this class Is distinguished from the Maintenance Crew Leader in that it exercises full supervision over a larger number of employees, inspects contract work, and requires greater scheduling and project planning responsibilities. This class differs from the Public Works Superintendent class, which assigned responsibilities for the Parks or Streets Divisions and has lesser policy-making and budgetary authority.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Establishes work schedules and sets work priorities for parks, streets, and facilities maintenance and construction services, including work of contractors; enforces and implements department policies and procedures within the field; assists in recommending maintenance goals, implements maintenance work plans, and completes work orders.
- Participates in the selection of maintenance personnel, including selection, evaluation, coaching, and employee development; provides or coordinates staff training; works with maintenance employees, the Public Works Superintendent or the Deputy Director of Public Works – Maintenance to correct deficiencies.
- Prepares time, material, and equipment estimates for assigned jobs; requisitions materials as required; orders parts as necessary and ensures parts ordered are received in a timely fashion;
- Supervises and participates in the preparation of facilities for city-wide events; schedules recreation facilities; and plans arrangements for special city programs.
- Supervises the use and operation of tools, equipment, and vehicles; ensures that tools, equipment, and vehicles are safely operated, maintained, and secured when not in use; schedules the service, repair, and replacement of tools, equipment, and vehicles.
- Prepares necessary records and reports; prepares project status reports; maintains records of projects, activities, and materials used; supervises the maintenance of time, material, and equipment use records.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS (CON'T):

- Participates in the preparation and administration of the parks and/or streets maintenance budgets; submits budget recommendations for specific accounts; reviews and provides input on capital improvement plans.

OTHER DUTIES:

- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Ornamental horticulture and landscape maintenance practices
- Construction materials, equipment, and tools
- Materials, methods, practices, and equipment used in custodial maintenance
- Occupational hazards and standard safety precautions
- Pertinent federal, state, and local laws, codes, and regulations
- Principles and practices of refrigeration and refrigerant gases and their uses
- Principles of mathematics
- Principles and procedures of record keeping and reporting

Skills and Abilities to:

- Perform accurate mathematical computations
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective relationships with staff, management, contractors, vendors, and others contacted in the course of work
- Read and interpret data, information, and documents
- Interpret policies and procedures
- Use math and mathematical reasoning
- Work under deadlines with interruptions

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- High school Diploma or G.E.D. equivalent plus completion of college course work in park administration, ornamental horticulture, public administration, or a related field and five years of responsible streets, facilities, equipment, and/or parks maintenance work, including some prior lead or supervisory experience.

LICENSE(S) REQUIRED:

- Valid, current driver's license.
    - The City reasonably expects driving to be one of the job functions for the position, and the City reasonably believes that using an alternative form of transportation would not be comparable in travel time or cost to the City.

CERTIFICATIONS AND TESTING REQUIRED:

- Public Works Supervisor through the American Public Works Association or equivalent association and Wastewater certification through the California Water Environment Association (CWEA) prior to the completion of the probationary period is required
- May be required to possess a Certified Arborist designation and/or State Pest Control Advisor's License

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Frequently works outdoors and is subject to variable weather conditions and traffic
- Exposed to heat, mechanical and electrical hazards, chemicals, dust, and wetness
- Available for on-call, stand-by, and emergency call service
- Regularly required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms
- Sit, stand, walk, squat, kneel, climb, and crawl, and lift and move objects weighing up to 50 pounds
- Install, operate, and repair equipment, and use shovels, hoes, brooms, and other power and hand tools given other job assignments
- Ability to see within normal range, ability to use close vision and adjust focus, talk, hear, and use electronic touch keypads

DISASTER SERVICE WORKER:

Under California law (California Government Code Section 3100-3109), all City of Placentia employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Placentia employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

Job Classification Description

Equal Employment Opportunity

RISK MANAGEMENT ANALYST

JOB FAMILY: ADMINISTRATION/RISK MANAGEMENT **EEO CATEGORY:** Professionals/Professionals **FLSA:** Exempt **WC CLASS CODE:** 8810: Officers/Clerical	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Non-Represented **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** Jul 2022

PURPOSE STATEMENT:

Under the direction of the Deputy City Administrator, the Risk Management Analyst performs professional analyses for a wide range of comprehensive risk management activities, such as general liability lawsuits and claims, property and general insurance administration, employee safety programming, loss control, and loss prevention; evaluates the effectiveness of the city's risk management program, and related insurance functions.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Plans, organizes, coordinates a comprehensive risk management program including asset protection, employee safety, general liability, and property and loss recovery.
- Analyzes laws, legislation, and requirements pertaining to risk management and worker safety; recommends policy and procedural changes to implement adopted legislation and to enhance program effectiveness and efficiency as needed.
- Analyzes risks and prepares recommendations concerning appropriate city-wide insurance coverage; consults with and advises the city regarding the procurement of cost-effective insurance policies; works with the City's insurance Pool to ensure compliance with insurance programs provided by the Pool.
- Maintains and analyzes cost and loss histories on city departments and operations; recommends changes and improvements to minimize losses.
- Coordinates the liability claims administration program; assists and coordinates with third-party administrators as required.
- Manage the City's subrogation claims by receiving incident reports for property damage, requesting information from City departments, filing claims with insurance companies or other third parties, tracking claims status, and following claims through closure.
- Assessment of city facilities, programs, and operations to determine hazards, liability potential, and insurable risks.
- Ensures compliance of program operations with all federal, state, and city regulations and ordinances.
- Analyzes current insurance developments and regulations and their implications for the city; hires experts to provide specialized knowledge and suggestions.
- Ensures contracts, waivers, leases, and purchase documents are reviewed for proper hold harmless clauses, insurance provisions, and other conditions that could cause loss or exposure to loss.
- Prepares and monitors risk management budget and strategic goals; monitors expenditures and approves requisitions.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS (CON'T):

- Investigates, interprets, analyzes, and provides advice on risk issues; recommends loss prevention strategies.
- Track, assist with soliciting bids for renewals, and monitor all City liability insurance policies.
- Consults with city departments and provide recommendations on risk management problems.
- Assist with procuring property and excess liability insurance policies and completes annual renewals.
- Provides information and recommendations to city administration, city department directors, and department supervisors regarding risk management and insurance matters.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Principles and practices of public sector risk management administration, including policies, procedures, best practices, and methods related to liability claims and subrogation claims
- Federal, state, and local laws and regulations relating to risk management, asset protection, loss prevention, insurance contracts and liability programs
- Development and implementation of programs
- Business letter writing and the standard format for reports and correspondence
- Record-keeping principles and procedures
- Modern office practices, methods, and computer applications and equipment
- Statistical and financial analysis and records management principles and practices
- Policies and procedures regarding insurance claims processing and control
- Techniques for effectively representing the city in contracts with insurance providers, governmental agencies, third-party administrators, and employees; program management, and budgeting

Skills and Abilities to:

- Plan, organize, and carry out assignments from management staff with minimal supervision; manage a comprehensive city-wide risk management program
- Interpret, apply, and explain risk management programs; promote safety conscious behaviors and practices
- Manage and coordinate with third-party administrators and claim adjustors
- Research, analyze, interpret, and evaluate a variety of complex actuarial, insurance, and liability related data for completeness and accuracy
- Analyze, classify, and rate risks, exposure, and loss expectancies
- Assists in the development and implementation of long range plans for reducing city losses and costs associated with general liability
- Evaluate and monitor contracts in an effective manner, ensuring proper hold harmless clauses and other conditions are in place
- Review insurance policies to determine extent of liability exposures
- Evaluate and investigate claims, making sound recommendations within policy and procedural guidelines
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, codes, regulations, and policies, procedures, and practices of risk management

Skills and Abilities to (con't):

- Survey city facilities, programs, and operations to determine hazards, liability potential, and insurable risks
- Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative, including analyzing, classifying, and rating risks, exposures, and loss expectancies
- Prepare clear and concise reports, presentations, correspondence, policies, procedures, and other written materials
- Operate modern office equipment, including computer equipment and specialized software applications and programs
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work
- Read and interpret data, information, and documents
- Analyze and solve problems
- Observe and interpret situations
- Learn and apply new information or skills
- Work with frequent interruptions
- Effectively handle confidential matters
- Establish and maintain effective working relationships with employees, management, consultants, and representatives of all segments of the insurance industry

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- A bachelor's degree in human resources, public administration, industrial and labor relations or a related field. Three years of professional and analytical experience in risk management or a closely related field.

LICENSE(S) REQUIRED:

- Valid, current Driver's License for occasional travels to other city locations to meet with city staff as well as other professional functions and events
    - The City reasonably expects driving to be one of the job functions for the position, and the City reasonably believes that using an alternative form of transportation would not be comparable in travel time or cost to the City.

CERTIFICATIONS AND TESTING REQUIRED:

- None required

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Typically works in office conditions; the noise level is frequently quiet or moderately quiet
- Regularly required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms
- Frequently sit and occasionally walk and stand to access work areas and files
- Stoop, kneel, or crouch to access or place records or files
- Lift and carry records and documents, typically weighing less than 20 pounds
- Specific vision abilities required by this job include close vision and the ability to adjust focus

DISASTER SERVICE WORKER:

Under California law (California Government Code Section 3100-3109), all City of Placentia employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Placentia employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

Job Classification Description

Equal Employment Opportunity

RISK MANAGER

JOB FAMILY: **EEO CATEGORY:** Professionals/Professionals **FLSA:** Exempt **WC CLASS CODE:** 8810: Officers/Clerical	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Unrepresented Mid-Management **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** July 2022

PURPOSE STATEMENT:

Under the direction of the Deputy City Administrator, the Risk Manager plans, organizes, and directs a wide range of comprehensive risk management activities with city-wide implications, such as general liability lawsuits and claims, property and general insurance administration, workers' compensation, employee safety programming, loss control, and loss prevention, to ensure that the city's risk management program, loss control, and related insurance functions are administered professionally and cost-effectively.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Plans, organizes, coordinates, and administers a comprehensive risk management program including asset protection, employee safety, workers' compensation, general liability, and property and loss recovery.
- Analyzes laws, legislations, and requirements pertaining to risk management, worker safety, and employee training; recommends policy and procedural changes to implement adopted legislation and to enhance program effectiveness and efficiency as needed.
- Analyzes risks and prepares recommendations concerning appropriate city-wide insurance coverage; consults with and advises the city regarding the procurement of cost-effective insurance policies; works with the City's insurance Pool to ensure compliance with insurance programs provided by the Pool.
- Maintains and analyzes cost and loss histories on city departments and operations; recommends changes and improvements to minimize losses.
- Manages the liability claims administration program; directs and coordinates with third-party administrators as required.
- Directs the survey of city facilities, programs, and operations to determine hazards, liability potential, and insurable risks.
- Confers with legal staff regarding legal aspects of potential liability and on claims litigation.
- Ensures compliance of program operations with all federal, state, and city regulations and ordinances.
- Analyzes current insurance developments and regulations and their implications for the city; hires experts to provide specialized knowledge and suggestions.
- Ensures contracts, leases, and purchase documents are reviewed for proper hold harmless clauses, insurance provisions, and other conditions that could cause loss or exposure to loss.
- Prepares and monitors risk management budget and strategic goals; monitors expenditures and approves requisitions.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS (CON'T):

- Investigates, interprets, analyzes, and provides advice on risk issues; recommends loss prevention strategies.
- Manages and administers employee safety programming and training.
- Consults with city departments and provides recommendations on risk management problems.
- Approves contracts, waivers, hold harmless agreements, and insurance requirements.
- Provides information and recommendations to city administration, city department directors, and department supervisors regarding risk management and insurance matters.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Principles and practices of public sector risk management administration, including policies, procedures, best practices, and methods related to workers' compensation and liability claims
- Organizational practices as applied to the analysis and evaluation of ergonomic and safety programs, policies, and operational needs
- Federal, state, and local laws and regulations relating to risk management, asset protection, and workers' compensation programs
- Business letter writing and the standard format for reports and correspondence
- Record-keeping principles and procedures
- Modern office practices, methods, and computer applications and equipment
- Statistical and financial analysis and records management principles and practices
- Policies and procedures regarding insurance claims processing and control
- Techniques for effectively representing the city in contracts with insurance providers, governmental agencies, third-party administrators, and employees; program management, budgeting, and supervisory techniques

Skills and Abilities to:

- Plan, organize, and carry out assignments from management staff with minimal supervision; manage a comprehensive city-wide risk management program
- Interpret, apply, and explain risk management programs; promote safety conscious behaviors and practices
- Manage and coordinate with third-party administrators and claim adjustors
- Research, analyze, interpret, and evaluate a variety of complex actuarial, insurance, and liability related data for completeness and accuracy
- Analyze, classify, and rate risks, exposure, and loss expectancies
- Evaluate and monitor insurance contracts in an effective manner, ensuring proper hold harmless clauses and other conditions are in place
- Evaluate and investigate claims, making sound recommendations within policy and procedural guidelines
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, codes, regulations, and policies, procedures, and practices of risk management
- Survey city facilities, programs, and operations to determine hazards, liability potential, and insurable risks

Skills and Abilities to (con't):

- Prepare clear and concise reports, presentations, correspondence, policies, procedures, and other written materials
- Operate modern office equipment, including computer equipment and specialized software applications

and programs
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work
- Read and interpret data, information, and documents
- Analyze and solve problems
- Observe and interpret situations
- Learn and apply new information or skills
- Work with frequent interruptions
- Interact with staff, media, management, public officials, and others encountered in the course of work

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- A bachelor's degree in human resources, public administration, industrial and labor relations or a related field. A master's degree in human resources, public administration, industrial and labor relations or a related field is preferred. Five years of experience in public sector risk management, including general liability, claims, workers' compensation, employee safety programming, general insurance administration, loss control, and loss prevention programs. Experience in a public safety setting such as fire or police is preferred.

LICENSE(S) REQUIRED:

- Valid, current Driver's License for occasional travels to other city locations to meet with city staff as well as other professional functions and events
    - The City reasonably expects driving to be one of the job functions for the position, and the City reasonably believes that using an alternative form of transportation would not be comparable in travel time or cost to the City.

CERTIFICATIONS AND TESTING REQUIRED:

- None required

WORK ENVIRONMENT/PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Works in an office setting with controlled temperature settings, and the noise level is moderate, typically below 70 decibels
- Sustained posture in a seated position for prolonged periods of time
- Occasionally stoop, bend, kneel, crouch, reach, and twist
- Lift, carry, push, and/or pull light to moderate amounts of weight
- Operate office equipment requiring repetitive hand movement and fine coordination, including use of a computer keyboard
- Verbally communicate to exchange information
- Lift and carry objects weighing up to 10 pounds

WORK ENVIRONMENT/PHYSICAL DEMANDS (CON'T):

- Speaking and acute hearing are required for customer service at the public counter and on the telephone
- Vision is required for memos, letters, and invoices

DISASTER SERVICE WORKER:

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Job Classification Description

Equal Employment Opportunity

SENIOR ACCOUNTANT I

JOB FAMILY: Finance **EEO CATEGORY:** Professionals/Professionals **FLSA:** Exempt **WC CLASS CODE:** 8810: Officers/Clerical	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Unrepresented Mid-Management **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** May 2017

PURPOSE STATEMENT:

Under the direction of the Director of Finance or Finance Manager, the Senior Accountant I performs varied and difficult professional accounting work; administers the general ledger and chart of accounts and balances and reconciles monthly accounting reports and statements involving accounts payable, accounts receivable, and fund accounting; provides technical direction to accounting staff; ensures and develops procedures according to the Governmental Accounting Standards Board (GASB) and Generally Accepted Accounting Principles; and monitors internal control procedures.

DISTINGUISHING CHARACTERISTICS (For use in a job series only)

Positions in this class are distinguished from the Senior Accountant II by their responsibility for the implementation of more structured general ledger accounting and reporting processes. The Senior Accountant II requires more specialized knowledge of financial accounting systems and reporting applications and higher problem-solving skills.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Prepares, reviews, and reconciles monthly accounting statements and tracks actual revenues and expenditures and variance to budget by department.
- Audits, balances, and adjusts accounts payable and accounts receivable journals to ensure consistency with the general ledger given exceptions; reviews accounts payables warrant register for completeness and accuracy.
- Develops accounting and statistical reports for management use and specialized analyses.
- Reconciles monthly bank statements to properly recognize revenues and expenditures in comparison with the general ledger.
- Administers the Chart of Accounts and proposes and implements changes in accounting classifications to facilitate proper reporting of accounting transactions.
- Keeps current on new regulations and professional standards of the Government Accounting Standards Board (GASB) and other regulatory bodies and recommends the adoption of new internal accounting procedures.
- Prepares and reviews accounting statements, tax records, and monthly financial reports.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS (CON'T):

- May provide technical direction to lower- level accounting personnel by explaining accounting procedures and answering related questions; audits transactions for completeness, accuracy, and compliance with accounting standards.
- Oversees and audits the work of employees responsible for cash control.
- Prepares the annual audit including completion of all work in connection with the annual audit with outside auditors; prepares the Annual Comprehensive Financial Report in accordance with GFOA award standards; assists in preparing the MD&A and note sections.
- Advises city departments on city financial and accounting practices, policies, procedures, and data.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application unless otherwise specified)

Knowledge of:

- Governmental Accounting Standards Board (GASB) standards and regulations related to financial accounting, budgeting, and governmental accounting practices
- Financial accounting terms and applications
- Auditing principles and practices
- Operations and uses of integrated accounting, spreadsheets, word processing, and office software applications

Skills and Abilities to:

- Operate computer hardware and standard office equipment
- Use integrated accounting, spreadsheet, word processing, and database software
- Research and analyze accounting transactions
- Ensure proper authorization and documentation for disbursements
- Exercise judgment in applying accounting standards
- Organize and prioritize tasks to meet deadlines
- Establish and maintain effective working relationships with staff, supervisors, consultants, contractors, and others during the course of work
- Read and interpret data, information, and documents
- Interpret policies and procedures

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- A bachelor's degree in accounting, finance, or a closely related field. Three or more years of varied professional and technical accounting experience, preferably including local government work.

LICENSE(S) REQUIRED:

- None required

CERTIFICATIONS AND TESTING REQUIRED:

- None required

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Typically works in office conditions; the noise level is frequently quiet or moderately quiet
- Regularly required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms
- Uses finger dexterity in order to operate computer hardware for extended periods of time
- Constantly sit and occasionally walk and stand to access counters, work areas, and files
- Stoop, kneel, or crouch to access or place records or files
- Lift and carry records and documents, typically weighing less than 25 pounds
- Ability to see within normal range, ability to use close vision and adjust focus, talk, and hear, and use electronic touch keypads

DISASTER SERVICE WORKER:

Under California law (California Government Code Section 3100-3109), all City of Placentia employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Placentia employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

Job Classification Description

Equal Employment Opportunity

SENIOR ACCOUNTANT II

JOB FAMILY: Finance **EEO CATEGORY:** Professionals/Professionals **FLSA:** Exempt **JOB CLASS CODE:** 8810: Officers/Clerical	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Unrepresented Mid-Management **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** May 2017

PURPOSE STATEMENT:

Under the direction of the Director of Finance or Finance Manager, the Senior Accountant II performs a variety of advanced and complex financial analysis, budgeting, and professional accounting work; prepares and maintains the city's financial accounting system and performs complex budgeting analyses involving revenues, expenditures, and related feasibility and cost analyses; provides technical direction to accounting staff; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS (For use in a job series only)

Positions in this class are distinguished from the Senior Accountant I based upon the specialized knowledge of financial analyses, financial accounting systems, and specialized reporting and problem-solving that is required.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Prepares and reviews budget adjustments and transfers based on budgetary needs.
- Keeps current on new regulations and professional standards of the Government Accounting Standards Board (GASB) and other regulatory bodies and makes recommendations on how to implement new accounting procedures.
- Assists the Finance Manager with fiscal year-end close processes and preparation of the Annual Comprehensive Financial Report (ACFR).
- Functions as the liaison for the annual financial audit and related audits or reviews.
- Prepares and reviews federal and state compliance reports, questionnaires, and similar requests for information.
- Supervises and provides technical direction to lower-level accounting personnel; explains accounting procedures and audits transactions for completeness, accuracy, and compliance with accounting standards.
- Maintains detailed records related to long-term debt obligations, including interest and maturity schedules, and ensures compliance with debt covenants.
- Responsible for preparing the Single Audit in coordination with outside auditors.
- Review and analyze quarterly payroll records for accuracy.
- Research and recommend updates to existing financial policies and/or creation of new policies
- Supports the Finance Manager in reconciling procurement cards

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Governmental Accounting Standards Board (GASB) standards and regulations related to financial assessments, budgeting, and governmental accounting practices
- Financial accounting software and applications
- Financial statements and internal controls
- Auditing principles and practices
- Operations and uses of integrated accounting, spreadsheets, word processing, and other office software applications

Skills and Abilities to:

- Prepare complex financial reports and provide reasonable assumptions related to anticipated revenues, expenditures, and cost recovery
- Provide accurate financial estimates and accounting analyses
- Make accurate arithmetic calculations
- Prepare clear, concise, and complete financial documents, statements, and reports
- Organize and prioritize tasks to meet deadlines
- Establish and maintain effective working relationships with staff, supervisors, consultants, contractors, and others during the course of work
- Read and interpret data, information, and documents
- Interpret policies and procedures

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- Bachelor's degree in accounting, finance, or a closely related field. Five or more years of varied professional and technical accounting experience, including one or more years of supervisory work and two or more years of local government experience.

LICENSE(S) REQUIRED:

- None required

CERTIFICATIONS AND TESTING REQUIRED:

- None required

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Typically works in office conditions; the noise level is frequently quiet or moderately quiet
- Regularly required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms

WORK ENVIRONMENT/PHYSICAL DEMANDS (CON'T):

- Uses finger dexterity in order to operate computer hardware for extended periods of time
- Constantly sit and occasionally walk and stand to access counters, work areas, and files
- Stoop, kneel, or crouch to access or place records or files
- Lift and carry records and documents, typically weighing less than 20 pounds
- Ability to see within normal range, ability to use close vision and adjust focus, talk, hear, and use electronic touch keypads

DISASTER SERVICE WORKER:

Under California law (California Government Code Section 3100-3109), all City of Placentia employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Placentia employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

Job Classification Description

Equal Employment Opportunity

SENIOR ACCOUNTING TECHNICIAN

JOB FAMILY: Finance/Accounting **EEO CATEGORY:** Professionals/Professionals **FLSA:** Non-Exempt **WC CLASS CODE:** 8810: Officers/Clerical	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Placentia City Employees' Association (PCEA) **GRADE:** **UPDATED:** Feb 2025 **PREVIOUS UPDATE:** June 2016

PURPOSE STATEMENT:

Under the direction of the Director of Finance, the Senior Accounting Technician is responsible for payroll, accounts payable, accounts receivable, billing, and purchasing support work in the preparation, processing, and maintenance of accounting records; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS (For use in a job series only)

Positions in this class are distinguished from those of the Accounting Technician by the greater scope and complexity of accounting functions, and more specialized knowledge of tax and statutory reporting requirements, and journal entries and reconciliations. This class differs from the accountant class, which requires greater accountability for professional accounting and budget reporting and knowledge of general ledger, budgeting, and internal audit functions.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Audits and adjusts employee timesheets and payroll records; sets up new accounts and adjusts payroll rates, deductions, and withholdings given MOU changes; works with payroll vendors to resolve software problems and update applications.
- Prepares and audits payroll reports; generates paychecks, direct deposit, and other payroll reports; runs special checks, balances unpaid, accrual earnings, and overtime payments, and calculates retroactive payments, as needed.
- Prepares federal and state payroll tax reports, including tax deposits, quarterly reports, and year-end W-2 and fringe benefit accounts.
- Reviews and processes garnishments, rate adjustments, and payroll verification requests and subpoenas; addresses related accounting questions in working with Human Resources.
- Prepares and processes business licenses and prints out balances and amounts due by account; researches, adjusts, and follows up on outstanding business license payments and net amounts owed.
- Provides support for accounts receivable and accounts payable actions, including utility, aquatics, booking, property damage, lighting usage, emergency response, and other charges and accounts.
- Completes and receives cross-training from other department employees in accounting methods and procedures.
- Reconciles payroll and troubleshoots items with discrepancies and reconciles all departments' payroll against the system's final output.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Tax reporting requirements
- Court compliance orders related to the proper handling of garnishments and subpoenas
- Payroll accounting, accounts receivable, cash reporting, accounts payable, and purchasing procedures
- Business license fees and practices
- Terminology and forms used in bookkeeping and accounting work
- Labor agreements, CalPERS formulas, and employee salary and benefit schedules
- Standard office practices and procedures

Skills and Abilities to:

- Operate computer hardware and use word processing, spreadsheet, and database software applications
- Make arithmetical calculations with speed and accuracy
- Type at a rate sufficient to effectively perform job duties
- Communicate effectively orally and in writing
- Establish and maintain cooperative relationships with vendors, contractors, staff, and management
- Read and interpret data
- Analyze and solve problems
- Learn and apply new information
- Perform highly detailed work on multiple concurrent tasks
- Handle sensitive information

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- A high school diploma or G.E.D. equivalent and advanced technical accounting training and coursework. A bachelor's degree in accounting, finance, or a related field is highly desirable. Three years of increasingly responsible and complex clerical and technical accounting and/or payroll experience performing financial and statistical work; or an equivalent combination of training and experience.

LICENSE(S) REQUIRED:

- None required

CERTIFICATIONS AND TESTING REQUIRED:

- Technical certification or specialized education in general accounting through a college or university as well as payroll accounting through CalPERS is desirable

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Works in an office setting with controlled temperature settings, and the noise level is moderate, typically below 70 decibels
- The employee may work extended hours to meet accounting deadlines
- Constantly required to sit when using computer hardware to enter and update information and to stand at the public counter and walk in accessing and distributing records
- Use hands to handle, feel, or operate computer hardware and standard office equipment
- Reach with hands and arms above and below shoulder level
- Occasionally lifts and carries records and documents weighing less than 20 pounds
- Ability to see within normal range, including having close range, and the ability to adjust focus, talk, hear, and use electronic touch keypads

DISASTER SERVICE WORKER:

Under California law (California Government Code Section 3100-3109), all City of Placentia employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Placentia employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

Job Classification Description

Equal Employment Opportunity

SENIOR ADMINISTRATIVE ASSISTANT

JOB FAMILY: Various **EEO CATEGORY:** Administrative Support Workers/ Administrative Support **FLSA:** Non-Exempt **WC CLASS CODE:** 8810: Officers/Clerical	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Placentia City Employees' Association (PCEA) **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** July 2020

PURPOSE STATEMENT:

Under the direction of the assigned supervisor, the Senior Administrative Assistant provides executive and confidential support to the City Director, Manager and/or Supervisor; performs a broad range of varied and difficult administrative, technical, secretarial, and clerical functions in support of a department or one or more divisions; administers databases, supports commissions or committees, prepares and reviews records and reports; provides technical direction or supervision to clerical and administrative support staff; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS (For use in a job series only)

Positions in this class are the fourth level in the administrative support series and perform more difficult work assignments involving the administration of more specialized departmental records, staff support of major commissions or committees, the review and compilation of data for management and staff reports, and/or the completion of independent research. The senior administrative assistant directly supports a department director, and may also support supervisory, professional, and/or administrative staff and may provide technical direction or supervision to secretarial and clerical staff. The senior administrative assistant functions performed require a high level of sensitivity and tact as well as a thorough understanding of city programs, departments, commissions, and committees.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Screens, directs, and prioritizes incoming written and verbal correspondences, reports, and requests between the city director and other staff members;
- Organizes and administers information within specialized departmental databases; interprets and utilizes data fields to research and prepare management reports.
- Schedules appointments and meetings and arranges for travel or staff attendance at conferences, workshops, and professional associations.
- Compiles budgetary data and tracks account expenditures; purchases office supplies and equipment; and research information regarding vendors, contractors, and consultants.
- Conducts surveys and replies to requests for data; research city and departmental records; prepares tables and exhibits; explains policies and practices; draws conclusions and recommends actions.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS (CON'T):

- Organizes, trains, supervises, and evaluates the work of office support personnel, as assigned; explains departmental procedures and policies.
- Compiles and verifies information in departmental timesheets, accrued time off records, payroll rate adjustments, and personal information change requests.
- Administers contracts and requisitions for professional services, products, and a variety of other materials; oversees payments of invoices and claims.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Program and database administration practices
- Correct English usage, including spelling, grammar, and punctuation
- City organization, ordinances, rules, programs, policies and procedures, applicable to departmental operations
- Basic functions of public agencies, including the role of an elected council and appointed boards and commissions
- Word processing, spreadsheets, graphics, and database software applications
- Supervisory principles and techniques

Skills and Abilities to:

- Type at a proficient and effective rate to complete tasks in a timely manner.
- Communicate clearly and effectively orally and in writing
- Establish and maintain effective working relationships with staff, management, and others encountered in the course of work
- Exercise tact and diplomacy
- Analyze and solve problems
- Learn and apply new information or skills
- Perform highly detailed work
- Work on multiple concurrent tasks, with frequent interruptions
- Work under intensive deadlines

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- High school graduation, supplemented by education, training, and certification in office management, supervision, and the use of office and database software products; seven years of increasingly responsible administrative, accounting, and customer support experience; or an equivalent combination of training and experience. Some leadership or supervisory experience is desirable.

LICENSE(S) REQUIRED:

- Valid, current driver's license
    - This position does not typically require driving; however, the ability to use reliable transportation for occasional offsite duties may be necessary.

CERTIFICATIONS AND TESTING REQUIRED:

- None required

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Work under typical office conditions, and the noise level is usually quiet or moderately quiet
- Regularly required to sit, talk, or hear, in person and by telephone
- Use hands to finger, handle, feel, or operate standard office equipment
- Reach with hands and arms
- Frequently required to walk and stand and to lift and move records and documents weighing up to 25 pounds
- Specific vision abilities required by this job include close vision and the ability to adjust focus

DISASTER SERVICE WORKER:

Under California law (California Government Code Section 3100-3109), all City of Placentia employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Placentia employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

Job Classification Description

Equal Employment Opportunity

SENIOR FINANCIAL ANALYST

JOB FAMILY: Finance **EEO CATEGORY:** Professionals/Professionals **FLSA:** Exempt **WC CLASS CODE:** 8810: Officers/Clerical	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Unrepresented Mid-Management **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** Oct 2018

PURPOSE STATEMENT:

Under the direction of the assigned administrator, the Senior Financial Analyst analyzes financial information and prepares budgets. This role is responsible for preparing, monitoring, and adjusting the budget for the city; reconciling capital project budgets; debt service payments; banking/treasury support, bank reconciliations; support of the Director of Finance; and audit support.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Coordinates the preparation and administration of the City's operating budget, including the capital improvement budget.
- Prepares financial forecasts in conjunction with the Finance Director for use in developing short and long-term financial plans and advises others on those findings.
- Reviews other department's staff reports and fiscal impact statements. Creates budget resolutions if needed.
- Assesses the fiscal impacts of alternative budget policy, new federal, state, and local legislation, and administrative actions, as well as development projects. Advises staff and elected officials on those findings.
- Analyzes, evaluates, and summarizes complex and technical financial and management records for accuracy and conformance to procedures, rules, and regulations.
- Prepares quarterly financial status reports and presents them to the City Council. Identifies variances and coordinates corrective action with departments or finance staff if needed.
- Prepares adjusting journal entries to the general ledger to reflect accurate accounting and distribution of income and expenses to appropriate accounts.
- Assists with the completion of the city's Annual Comprehensive Financial Report (ACFR) and other financial reports.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application unless otherwise specified)

Knowledge of:

- City government organization, functions, policies, and rules and regulations
- Generally Accepted Accounting Principles (GAAP), Government Accounting, Accounting and Financial Reporting (GAAFR), Modern principles and practices of public finance administration, to include budget preparation and control and revenue projection principles
- Proficient computer skills, including but not limited to Microsoft Office products and financial operating software systems and databases
- Analytical procedures

Skills and Abilities to:

- Accurately interpret and apply federal, state, and local policies, laws, and regulations
- Accurately analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
- Maintain accurate financial records
- Read, interpret contracts, documents, and financial transactions, and calculate figures
- Research financial software system errors or omissions and coordinate corrective action
- Understand, interpret, and efficiently carry out complex oral and written instructions
- Work independently from general instructions and broad work expectations
- Work efficiently in a fast-paced work environment subject to occasional interruptions
- Demonstrate strong attention to detail
- Maintain effective work relationships with others
- Exercise discretion in confidential matters
- Use written and oral communication skills
- Interact with management, staff, vendors, consultants, brokers, the public, and others encountered in the course of work

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- Bachelor's degree in accounting or a closely related field and four years of increasingly responsible professional accounting experience or a combination of experience and training that provides the candidate with the knowledge and skills to perform the job. Municipal accounting or budgeting experience is preferred.

LICENSE(S) REQUIRED:

- None required

CERTIFICATIONS AND TESTING REQUIRED:

- None required

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Works in an office setting with controlled temperature settings, and the noise level is moderate, typically below 70 decibels
- Constantly required to sit when using computer hardware to enter and update information and to stand at the public counter and walk in accessing and distributing records
- Use hands to handle, feel, or operate computer hardware and standard office equipment
- Reach with hands and arms above and below shoulder level
- Occasionally lifts and carries records and documents weighing less than 50 pounds
- Ability to see within normal range, including having close range, and the ability to adjust focus, talk, hear, and use electronic touch keypads
- Continuous sitting, talking, hearing, fingering, handling, and repetitive motions of hands and wrists
- Occasional stooping, bending, standing, walking, and reaching

DISASTER SERVICE WORKER:

Under California law (California Government Code Section 3100-3109), all City of Placentia employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Placentia employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

Job Classification Description

Equal Employment Opportunity

SENIOR BUILDING INSPECTOR

JOB FAMILY: Development Services **EEO CATEGORY:** Technicians/Technicians **FLSA:** Non-Exempt **JOB CLASS CODE:** 9410: Municipal/State/Public Agency	**PAY PLAN:** Part-Time Pay Plan **UNION STATUS:** Placentia City Employees' Association (PCEA) **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** June 2007

PURPOSE STATEMENT:

Under the direction of the Chief Building Official and/or the Director of Development Services, the Senior Building Inspector inspects buildings and structures to ensure compliance with building, zoning, mechanical, plumbing, electrical, energy, fire, accessibility, safety, and other standards and regulations that govern their construction, alteration, repair, and usage.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Conducts field inspections of residential, commercial, and industrial building projects at various stages of construction for work requiring permits to enforce building, zoning, mechanical, plumbing, electrical, fire, grading, accessibility, safety, and related codes and regulations.
- Inspects sites and buildings before construction or alteration to determine practicability of plans, compliance with regulations, and validity of permits; inspects building sites during construction, alteration, or repair for compliance with the minimum standards of building and related codes and regulations.
- Advises property owners, contractors, architects, engineers, and others on matters relevant to construction methods, materials, types of construction, occupancies, and the applicability of codes and standards.
- Investigates and resolves building and municipal code violations and complaints.
- Reviews plans and specifications for buildings and related construction at the public counter; issues construction permits and certificates of occupancy.
- Interprets codes and regulations and explains inspections and construction requirements to owners, architects, engineers, contractors, rehabilitation program funding recipients, property owners, and the general public.
- Issues correction notices, writes notice of violation or substandard conditions correspondence to property owners or contractors, and recommends prosecution actions in serious situations involving non-compliance; issues citations and stop work notices, as needed.
- Trains part-time and contract building inspectors in the city's inspection procedures and city layout.
- Prepares field inspection and permit inspection reports on a daily, weekly, monthly, and annual basis.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS (CON'T):

- Maintains records of building inspections, plans, and actions taken and monitors and completes complaint logs.
- Participates in staff and administrative meetings related to inspection activities and special projects; coordinates completion of inspections and records with Building Permit Technician.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Uniform Building, Plumbing, Mechanical, Electrical, and Housing Codes and construction classifications
- Federal and state requirements related to accessibility under the Americans with Disabilities Act (ADA)
- Principles, methods, and practices used in various building construction trades, including mechanical, plumbing, electrical, heating, ventilation, and air conditioning, commercial and residential building construction methods and practices
- Laws, ordinances, and codes regulating building construction and zoning practices
- Appropriate safety and fire prevention methods in construction practices
- Building inspection trends and standards
- Construction products and applications
- Customer service techniques

Skills and Abilities to:

- Operate computer hardware and use word processing and specialized permit and building inspection software
- Exercise judgement in reviewing and interpreting building plans and engineering specifications for building and construction activities and determine compliance of plans with regulations and permits
- Organize and prioritize daily inspections
- Inspect building sites during construction, alteration, or repair and enforce a wide range of building, zoning, and related codes and regulations
- Communicate effectively and courteously with property owners, contractors, developers, architects, engineers, and utility representatives, as well as city staff, supervisors, and management
- Provide technical direction to part-time and contract inspectors
- Exercise tact in persuading upset individuals to voluntarily comply with codes, standards, and regulations
- Prepare and maintain clear and concise records and reports
- Regularly operate a motor vehicle
- Use written and oral communication skills
- Read and interpret blueprints, documents, and other types of information
- Analyze and solve complex problems
- Use math and mathematical reasoning
- Perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks
- Work with constant interruptions
- Interact with officials and the public, including dissatisfied or quarrelsome individuals

JOB QUALIFICATIONS / REQUIREMENTS:
(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:
Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- A high school diploma or GED or equivalent and successful completion of coursework, certification or vocational training in building technology, building construction, architecture, engineering or a related field and four or more years of experience in varied building inspection, including the application and interpretation of construction codes and building regulations.

LICENSE(S) REQUIRED:

- Valid, current driver's license.
    - The City reasonably expects driving to be one of the job functions for the position, and the City reasonably believes that using an alternative form of transportation would not be comparable in travel time or cost to the City.

CERTIFICATIONS AND TESTING REQUIRED:

- International Conference of Building Officials (ICBO) certification as a Combination Building Inspector, or in certification in multiple programs such as building, plumbing, electrical, or inspection practices, is desirable

WORK ENVIRONMENT / PHYSICAL DEMANDS:
(*Must be performed with or without reasonable accommodations*)

- Constantly works outdoors in conducting inspections and is exposed to variable weather conditions as well as heat, humidity, and wetness
- Conducts inspections from elevated surfaces and in confined spaces
- Exposed to traffic, fumes or airborne particles, and the risk of shock during electrical inspections
- Noise level is frequently loud at construction sites
- Administrative and record keeping functions are typically completed within an office environment where the noise level is quiet or moderately quiet
- Ability to work on-call to respond to emergency inspection needs
- Regularly required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms
- Frequently required to talk or hear
- Frequently required to stand, walk, and sit
- Occasionally climbs stairs and ladders to access rooftops and elevated inspection areas
- Stoop, kneel, crouch, or crawl
- Frequent walking and standing as well as bending, squatting and kneeling
- Lifts and carries inspection tools, records, or electronic devices that typically weigh less than 20 pounds
- Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus

DISASTER SERVICE WORKER:
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Job Classification Description

Equal Employment Opportunity

SENIOR BUILDING PERMIT TECHNICIAN

JOB FAMILY: Development Services **EEO CATEGORY:** Technicians/Administrative Support **FLSA:** Non-Exempt **WC CLASS CODE:** 8810: Officers/Clerical	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Placentia City Employees' Association (PCEA) **GRADE:** **Updated:** Oct 2025 **Adopted:** May 2025

PURPOSE STATEMENT:

Under the direction of the Building Inspection Manager, the Senior Building Permit Technician performs advanced technical, administrative, and customer service functions related to the processing, coordination, and issuance of building permits. This classification is distinguished from the Building Permit Technician by its responsibility for complex projects, technical guidance to staff, participation in process improvements, and greater independence of judgment and decision-making. The Senior Building Permit Technician ensures compliance with applicable laws, regulations, and City policies, and may act as a lead to permit staff.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Provides customer service to the public at the building counter and over the telephone; processes building permits and applications; responds to inquiries and permit discrepancies; provides information regarding permit procedures, policies, and functions.
- Provides technical and procedural support to Building Permit Technicians and other staff; assists with training and onboarding new personnel; reviews the work of permit staff for accuracy and completeness.
- Assists in the development, revision, and implementation of procedures, checklists, and standards related to permitting and public counter services; recommends process improvements.
- Serves as a technical resource to customers, contractors, architects, engineers, and internal departments regarding complex or unusual permitting issues, code requirements, and plan routing.
- Assists in the process of reviewing and adopting periodic updates to the City's Building Codes, Fire Codes, and all Code revisions related to the Building Division.
- Calculates, reviews, and verifies complex fees and valuations for building permits, plan reviews, and other related services; reconciles and audits fee collection data for accuracy.
- Schedules building inspections in cooperation with building inspection personnel after reviewing service requests.
- Tracks and reports on the status of construction projects in plan check review.
- Assists customers in viewing microfiche, laser fiche, hard copies of permits, or in making copies; assists other agencies and customers with record inquiries and retrieves requested building plans and permits from archives.
-

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS (CON'T):

- Prepares reports, statistical summaries, and permit activity logs; assists with data entry and management of permit tracking software and databases.
- Processes check requests related to the Building Division including those related to "pass-through" fees related to building permits.
- Maintains building division records, including a variety of forms and logs; provides downloads of information related to the city's website.
- Prepares departmental activity records and reports, including the faxing of utility releases.
- Compiles data and conducts various reporting related to the Building Division.
- Supports electronic plan check and digital permit services; assists customers and staff with technical troubleshooting and submittal procedures.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application unless otherwise specified)

Knowledge of:

- General inspection practices associated with the use of the Uniform Building Code, Uniform Administrative Code, Uniform Zoning Code, and the legal aspects of Code Administration and City Municipal Code
- Planning review procedures
- Application of building permit fees
- Building inspection scheduling practices
- Customer service principles and techniques
- Basic math calculations and functions
- General office procedures and protocols as well as department operations and services
- Techniques for analyzing and streamlining business processes in a regulatory environment
- Principles of technical training and guidance

Skills and Abilities to:

- Understand, interpret, and enforce Municipal Code pertaining to the issuance of building permits, handling of documents, and recording of fees
- Lead and support permit staff, including providing training and resolving work-related issues
- Operate standard office equipment, including a computer terminal, and use permit processing, word processing, and spreadsheet software programs
- Organize and schedule inspections
- Prepare and maintain records and standard reports
- Coordinate multi-departmental reviews and resolve plan check issues or discrepancies
- Analyze and solve basic work problems by applying departmental procedures
- Communicate clearly and concisely, orally and in writing
- Establish, interact, and maintain effective working relations with city staff, other departmental representatives, developers, contractors, and the general public
- Use written and oral communication skills
- Read and interpret data, information, and documents
- Analyze and solve problems
- Use math and mathematical reasoning

Skills and Abilities to (con't):

- Observe and interpret situations
- Prioritize multiple tasks and projects in a fast-paced environment with frequent interruptions
- Maintain confidentiality, professionalism, and accuracy in dealing with sensitive materials
- Type at a rate sufficient to effectively perform job duties

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

A high school diploma or GED or equivalent and four (4) years of increasingly responsible experience in building permit processing, building division support, or related technical clerical work, including at least one year in a lead or advanced technical capacity.

LICENSE(S) REQUIRED:

- None required

CERTIFICATIONS AND TESTING REQUIRED:

- Possession of a valid International Code Council (ICC) Permit Technician Certification is required at the time of appointment.
- Additional ICC certifications (e.g., Plans Examiner, Building Inspector) are desirable.

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Works in an office setting and the noise level is typically quiet or moderately quiet
- Frequently required to use hands to finger, handle, feel, or operate objects, controls, and standard office equipment
- Reach with hands and arms
- Frequently required to sit, stand, walk, talk, and hear
- Occasionally required to stoop, kneel, and crouch
- Occasionally lifts and carries plans, permits, and other documents typically weighing less than 25 pounds
- Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus

DISASTER SERVICE WORKER:

Under California law (California Government Code Section 3100-3109), all City of Placentia employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Placentia employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

Job Classification Description

Equal Employment Opportunity

SENIOR CIVIL ENGINEER

JOB FAMILY: Public Works/Engineering **EEO CATEGORY:** Professionals/Professionals **FLSA:** Exempt **WC CLASS CODE:** 8810: Officers/Clerical	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Unrepresented Mid-Management **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** Aug 2022

PURPOSE STATEMENT:

Under the direction of the Deputy Director of Public Works - Engineering, the Senior Civil Engineer supports a major section or function of the Engineering Division; performs difficult and complex professional civil engineering work to include reviewing a variety of plans, designs, and other documents for conformance to applicable codes, standards, and specifications; supervises professional and technical engineering staff as assigned; coordinates the work of the function/section assigned with other city departments, divisions, and outside agencies; and performs related work as required.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Manages multiple capital improvement projects (CIP), including the preparation of Request for Proposals (RFPs) for selecting consultants to provide engineering design services, selection of construction support services, preparation of staff reports, preparation of bid documents, management of construction activities, field visits, and the overall completion of the project from start to finish.
- Assigns, supervises, instructs, and participates in the resolution of matters related to engineering standards, drawing preparation, specifications, estimates, and a variety of designs.
- Supervises and reviews various public improvement and private development plans for compliance with the city's standards and collection of bonds and fees.
- Reviews the preparation of legal descriptions and grant deeds for easements and street rights-of-way, as well as subdivision maps.
- Reviews difficult and complex engineering calculations, including hydrology/hydraulic analysis and super elevation, and other civil engineering calculations.
- Manages the selection, training, supervision, and evaluation of assigned staff.
- Prepares correspondence, staff reports, contracts, agreements, requests for proposals, and engineering estimates related to a variety of projects and maintains related records.
- Coordinates assigned function/section tasks with consultants, other engineers, developers, contracts, other City departments, and outside agencies as needed.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Principles and practices of civil engineering and design principles
- Methods, materials, and techniques used in the construction of public works projects
- Laws, regulations, codes, and ordinances applicable to the area assigned, including federal and state laws/requirements
- English usage, spelling, grammar, and punctuation
- Computer applications as they relate to the area assigned

Skills and Abilities to:

- Ensure function/section compliance with applicable rules and regulations and prepare progress reports
- Interpret and apply pertinent laws, rules, and regulations
- Communicate effectively orally and in writing
- Establish and maintain effective relationships with those contacted in the course of work
- Operate a personal computer and use applicable software

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- Bachelor's degree from an accredited college or university with major coursework in civil engineering or a closely related field is required, and five years of progressively responsible professional engineering experience involving the design, construction, inspection, and surveying of public works projects. Previous municipal or public sector experience is highly desirable.

LICENSE(S) REQUIRED:

- Valid, current driver's license.
    - The City reasonably expects driving to be one of the job functions for the position, and the City reasonably believes that using an alternative form of transportation would not be comparable in travel time or cost to the City.

CERTIFICATIONS AND TESTING REQUIRED:

- Registration as a Professional Civil Engineer (PE) in the State of California with good standing is required

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Work is performed indoors in an office environment and on-site in the field
- In the office, the setting is controlled, and the noise level is moderate, typically below 70 decibels
- When work is performed outdoors, there is exposure to the elements
- Uses a computer, keyboard, and related equipment
- Sits for extended periods of time
- Uses standard drafting tools, stands, walks, reaches, bends, twists, kneels, crouches, and grasps, lifts and carries boxes of records weighing 30 pounds or less
- May walk on slippery/uneven surfaces and slopes and be exposed to construction materials and dust

WORK ENVIRONMENT/PHYSICAL DEMANDS (CON'T):

- Must be able to meet the physical requirements of the class and have mobility, balance, coordination,

vision, hearing, and dexterity levels appropriate to the duties to be performed

DISASTER SERVICE WORKER:

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Job Classification Description

Equal Employment Opportunity

SENIOR CUSTODIAN

JOB FAMILY: Public Works/Building Maintenance **EEO CATEGORY:** Service Workers/ Service - Maintenance **FLSA:** Non-Exempt **WC CLASS CODE:** 9420: Municipal/State/Public Agency–Other	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Placentia City Employees' Association (PCEA) **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** June 2007

PURPOSE STATEMENT:

Under the direction of Maintenance Services Supervisor, the Senior Custodian leads custodial work performed on city buildings and facilities by part-time and full-time custodial personnel; performs varied cleaning and maintenance tasks; orders supplies; completes daily log and reports upon status of assignments; and performs other related duties as assigned.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Confers with the Maintenance Services Supervisor regarding assignments, work orders, and maintenance needs.
- Orients new employees and demonstrates work methods; explains safety procedures and shows custodians how to request supplies.
- Provides feedback to the Maintenance Services Supervisor related to employee performance reviews.
- Monitors inventory and orders custodial supplies.
- Acts as maintenance contact for City Council and special night meetings.
- Maintains a daily log of maintenance tasks performed and reports upon the status of building facilities and repair work that has been performed or is needed.
- Sweeps, dust, and vacuums floors; strips, washes, and waxes flooring; operates buffing, waxing, and cleaning equipment and ensures proper operation and maintenance of equipment.
- Cleans and maintains restroom facilities; replaces supplies such as soap and paper products.

OTHER DUTIES:

- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Modern and efficient custodial methods and cleaning techniques
- Appropriate chemical solutions and their proper use, mixing techniques, and disposal
- Safety procedures and proper use of equipment

Skills and Abilities to:

- Safely operate and maintain custodial equipment
- Read, follow, and understand safety rules and procedures
- Work independently without close supervision
- Establish and maintain effective working relationships with staff, supervisors, vendors, and the general public
- Use basic math
- Interact with city staff and the public

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- High school or G.E.D. equivalent, and three years of custodial experience, including building and equipment maintenance.

LICENSE(S) REQUIRED:

- Valid, current driver's license.
    - The City reasonably expects driving to be one of the job functions for the position, and the City reasonably believes that using an alternative form of transportation would not be comparable in travel time or cost to the City.

CERTIFICATIONS AND TESTING REQUIRED:

- None required

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Frequently works indoors and is exposed to cleaning solutions and chemicals, dust, and wetness
- Noise level is typically quiet or moderately quiet except when the employee is operating power equipment
- Regularly required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms
- Frequently walk and stand in work areas
- Stoop, squat, and access cleaning areas
- Lift and carry cleaning supplies, typically weighing less than 20 pounds
- Specific vision abilities required by this job include close vision and the ability to adjust focus

DISASTER SERVICE WORKER:

Under California law (California Government Code Section 3100-3109), all City of Placentia employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Placentia employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

Job Classification Description

Equal Employment Opportunity

SENIOR ENGINEERING AIDE

JOB FAMILY: PUBLIC WORKS **EEO CATEGORY:** Administrative Support Workers/ Paraprofessionals **FLSA:** Non-Exempt **WC CLASS CODE:** 8810: Officers/Clerical	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Placentia City Employees' Association (PCEA) **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** Mar 1993

PURPOSE STATEMENT:

Under the direction of an assigned administrator, the Senior Engineering Aide is responsible for a wide range of sub-professional engineering tasks, including drafting, inspecting, traffic control, and validating engineering calculations.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Uses drafting instruments in drafting maps, street plans, and miscellaneous construction proposals.
- Checks and reduces field survey notes; calculates distances, ties, angles, areas and stations, traverses, and closures.
- Plots excavation cross sections.
- Computes grades and profiles.
- Makes rough layouts, tracings, and title sheets required for office and contract work.
- Maintains office engineering files.
- Provides information on departmental operations to interested parties.
- Operates transit and level in the conduct of a variety of field survey work.
- Determines lines, angles, distances, elevations, and profiles, and keeps field notes of readings and observations.
- Makes reports of studies made and work done.
- Prepares special reports and progress payments for contractors.
- Assists in street project design.
- Prepares cost estimates and bid specifications.
- Checks plans submitted by developers and private engineers.
- Checks parcel maps and subdivisions submitted by private engineers.
- Compiles traffic data.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Survey party work
- Construction materials and plans
- Principles of algebra, geometry, and trigonometry
- Drafting methods and equipment
- Proper use and methods of adjusting transits and levels
- Engineering design, cost estimates, specifications, checking engineering plans

Skills and Abilities to:

- Make arithmetic computations
- Perform routing office engineering work, including drafting and checking plans of the type described
- Read plans and specifications and inspect work in progress
- Use logarithmic, trigonometric, and curve-data tables
- Author reports of work progress and findings
- Understand and follow oral and written directions, to establish and maintain effective working relationships with fellow employees and the public
- Understandable verbal communication, auditory, and visual comprehension (understanding and processing the written and spoken word)
- Effective communication with co-workers and the public
- Short- and long-term memory recall, reading, writing, functioning independently, and accepting supervisory authority

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- An associate degree in pre-engineering, including courses in drafting, surveying, and engineering mathematics and three years of engineering, survey party, and drafting work. Additional college engineering courses may be substituted for the required experience on a year-for-year basis or additional experience may be substituted for the required education on a year-for-year basis.

LICENSE(S) REQUIRED:

- Valid, current driver's license.
    - The City reasonably expects driving to be one of the job functions for the position, and the City reasonably believes that using an alternative form of transportation would not be comparable in travel time or cost to the City.

CERTIFICATIONS AND TESTING REQUIRED:

- None required

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Frequently required to traverse uneven surfaces at field locations
- Occasionally required to bend, sit, twist, reach, stretch, push, pull, drag, and lift up to 50 pounds
- Climb, kneel/crouch/squat, use feet to drive, and use hands for feeling, simple grasping, firm grasping, and fine manipulation (both hands)
- Specific vision abilities required by this position include close vision, distance vision, peripheral vision, color vision, depth perception, and the ability to adjust focus
- Specific hearing abilities required by the position include adequate hearing at close proximity, at a distance, and in both ears

DISASTER SERVICE WORKER:

Under California law (California Government Code Section 3100-3109), all City of Placentia employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Placentia employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

Job Classification Description

Equal Employment Opportunity

SENIOR HUMAN RESOURCES ANALYST

JOB FAMILY: Human Resources **EEO CATEGORY:** Professionals/Professionals **FLSA:** Exempt **WC CLASS CODE:** 8810: Officers/Clerical	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Unrepresented Mid-Management **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** July 2016

PURPOSE STATEMENT:

Under the direction of the assigned director or manager, the Senior Human Resources Analyst supports the city's human resources programs by performing a variety of professional, technical, and administrative activities such as recruiting, testing, and selection, classification, compensation, and benefits training, and safety and employee relations research.

DISTINGUISHING CHARACTERISTICS (For use in a job series only)

Positions in this class are distinguished from the Human Resources Analyst classification by their greater scope and complexity of human resources responsibilities, specialized knowledge of human resources laws and regulations, and supervision of staff. This class differs from the Human Resources Technician class, which is primarily responsible for the development and maintenance of human resources records and related data systems.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Collaborates with management and hiring department representatives to administer recruitment and advertising resources, develop job-related tests, and utilize appropriate selection practices.
- Administers group health and welfare benefits and retirement plans, including contracts of benefit providers and participating in rate evaluations.
- Serves as a liaison between insurance and benefit providers and city employees and retirees to resolve complex claims, membership and eligibility questions, and other issues.
- Interacts with insurance adjusters, legal counsel, underwriters, adjusters, and vendors to ensure appropriate responses.
- Administers Third Party Administrator (TPA) contracts and monitors performance standards.
- Assigns, coordinates, and leads the work of assigned technical and clerical staff; provides technical assistance and reviews work for completeness and accuracy.
- Counsels and advises departments on employee relations practices and techniques; prepares and edits correspondence, disciplinary letters, and notices for labor attorney review.
- Assists in employee negotiations by providing data to the lead negotiator and in developing tactics.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS (CON'T):

- Tracks and evaluates the impact of personnel-related laws and regulations and directs information to the department director and appropriate management representatives and makes recommendations; responds to questions from staff, applicants, and the general public regarding human resources and risk management practices.
- Administers classification and compensation, Workers' Compensation and safety plans and Disability, Unemployment Insurance, OSHA compliance, and similar benefits and personnel programs.
- Conducts studies and analyses and makes recommendations; supports the department director with research and reports.
- Attends a variety of professional and staff meetings and maintains awareness of legislative updates and trends; represents the city and makes recommendations.
- Administers new employee orientation, open enrollment, and other presentations
- Ensures that personnel, payroll, and benefits information systems are updated correctly, and that CalPERS and COBRA benefits are appropriately interpreted and reported.

OTHER DUTIES:

Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Federal and State Equal Employment Opportunity laws and non-discrimination regulations and ordinances
- ACA, CalPERS, COBRA, HIPPA, FMLA, and related benefits and leave legislation
- OSHA posting and reporting requirements
- Principles, concepts, and practices of public human resources administration, including recruitment, testing and selection programs, compensation and benefits administration, and Workers' Compensation and Unemployment Insurance administration, training, safety, and employee relations
- City Personnel ordinances, personnel policies, and labor contract provisions
- Basic research and analysis techniques
- Principles and practices of sound business communications
- Correct English usage, including spelling and grammar
- Standard business software, including word processing, spreadsheets, and graphics applications
- Human resources records management practices
- Supervisory and leadership techniques

Skills and Abilities to:

- Lead, assign, and coordinate the work of staff
- Conduct research and analyze human resources policies, practices, and programs
- Plan, organize, and participate in market surveys involving employment, classification, compensation, benefits, and general personnel practices
- Draft and present study background, methodology, and recommendations as part of written and oral recommendations
- Create and evaluate spreadsheet data
- Present findings, trends, and conclusions as part of clear, concise, and accurate reports, correspondence, and other written materials

Skills and Abilities to (con't):

- Establish and maintain effective working relationships with applicants, staff, management, vendors, consultants, brokers, the general public, and others encountered in the course of the work
- Organize and prioritize tasks to meet deadlines
- Exercise tact and diplomacy in dealing with sensitive, complex, and confidential personnel issues and employee situations
- Engage in dispute resolution interactions with both applicants and employees as needed.
- Organize and maintain specialized files
- Operate computer hardware and use word processing, spreadsheets, and other application software
- Operate other standard office equipment
- Use written and oral communication skills
- Read and interpret data, information, and documents
- Analyze and solve problems
- Observe and interpret situations
- Learn and apply new information or skills
- Perform highly detailed work
- Work on multiple, concurrent tasks
- Work with frequent interruptions
- Work under intensive deadlines

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- A bachelor's degree in human resources management, public administration, or a related field and four years of experience in recruiting and selection, compensation and benefits, personnel administration, and employee relations or as a Human Resources Generalist.

LICENSE(S) REQUIRED:

- Valid, current driver's license
    - The City reasonably expects driving to be one of the job functions for the position, and the City reasonably believes that using an alternative form of transportation would not be comparable in travel time or cost to the City.

CERTIFICATIONS AND TESTING REQUIRED:

- Human Resources certification, such as IPMA-HR or PHR is preferred.

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Works in an office setting with controlled temperature settings, and the noise level is moderate, typically below 70 decibels
- Constantly required to sit when using computer hardware to enter and update information and to stand at the public counter and walk in accessing and distributing records
- Use hands to handle, feel, or operate computer hardware and standard office equipment
- Reach with hands and arms above and below shoulder level

WORK ENVIRONMENT/PHYSICAL DEMANDS (CON'T):

- Occasionally lifts and carries records and documents weighing less than 20 pounds
- Ability to see within normal range, including having close range, and the ability to adjust focus, talk, hear, and use electronic touch keypads

DISASTER SERVICE WORKER:

Under California law (California Government Code Section 3100-3109), all City of Placentia employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Placentia employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

Job Classification Description

Equal Employment Opportunity

SENIOR HUMAN RESOURCES TECHNICIAN

JOB FAMILY: Human Resources **EEO CATEGORY:** Administrative Support Workers/ Administrative Support **FLSA:** Non-Exempt **WC CLASS CODE:** 8810: Officers/Clerical	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Placentia City Employees' Association (PCEA) **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** Mar 2022

PURPOSE STATEMENT:

Under the direction of the assigned director or manager, the Senior Human Resources Technician performs a variety of technical and administrative duties in support of the city's Human Resources division, including ensuring accurate data entry of employee payroll and benefits information, maintaining accurate personnel files for all employees, managing the city's employee evaluation system, and assisting the department head and Human Resource Analysts as needed.

DISTINGUISHING CHARACTERISTICS (For use in a job series only)

Positions in this class are distinguished from the Human Resources Analyst classification by being primarily responsible for the development and maintenance of human resources records and related data systems. This class differs from the Human Resources Analyst class, which requires a greater scope and complexity of human resources responsibilities, specialized knowledge of human resources laws and regulations, and supervision of staff.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Maintains personnel and medical files, assures compliance with government requirements, and prepares and updates personnel, payroll, and benefits databases using the Personnel, Payroll, and Benefits Information Systems.
- Assists with recruitments, advertisements, and other recruitment materials; screens applicant qualifications, answers applicant and candidate questions regarding city employment, and generates notices and correspondence to applicants and candidates; creates and updates lists of applicants and qualified applicants in existing applicant pools.
- Arranges test schedules and makes other testing arrangements; proctors and scores written and performance tests.
- Assists with new employee orientation and benefit enrollment sessions; answers questions relating to plan eligibility, provider coverage, premium rates, and claim procedures; assists with the workers' compensation program.
- Processes new hire paperwork and benefit forms; prepares, processes, and tracks personnel action forms.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS (CON'T):

- Acquires, reviews, assembles, and records information related to collective bargaining units.
- Composes, research, and assembles information from a variety of sources to prepare and generate a variety of reports, such as surveys, activity reports, and Equal Employment Opportunity reports.
- Assists city employees and the general public; answers a variety of questions regarding employee forms, benefits, job listings, and job applications.
- Attends to and assists with a variety of office administrative support duties, such as ordering supplies and equipment, organizing and maintaining files, and assisting with special projects; provides backup for other department office staff when needed.
- Arranges employee training schedules, tracks, and updates training records to ensure compliance with government regulations.
- Reviews and logs employee evaluations; tracks evaluations for timely submission and reports past-due evaluations to management staff.
- Assists Human Resource Analysts with research related to personnel practices and employee questions.
- Generates monthly reports for employee evaluations; reviews, logs, tracks, and processes evaluations for all departments.
- Reviews and research information related to city rules & regulations, MOUs, and personnel practices to answer employee and employer related personnel questions.
  Coordinates the Employee Service Awards and Outstanding Recognition Awards; prepares all documents related to presentation and orders awards.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Basic practices and techniques of public human resources administration, including recruitment, testing and selection programs, benefits administration, and Workers' Compensation administration
- Federal, State and local laws and regulations applicable to human resources
- City Personnel Rules, personnel policies, and labor contract provisions
- Basic research and analysis techniques
- Principles and practices of sound business communications
- Correct English usage, including spelling and grammar
- Standard business software, including word processing, spreadsheets, and graphics
- Record-keeping and filing practices and procedures

Skills and Abilities to:

- Establish and maintain effective working relationships with applicants, staff, management, vendors, consultants, the general public, and others encountered in the course of the work
- Organize and prioritize tasks to meet deadlines
- Understand and follow written and oral instructions
- Communicate effectively orally and in writing
- Prepare clear, concise, and accurate reports, correspondence and other written materials
- Exercise tact and diplomacy in dealing with sensitive, complex, and confidential personnel issues and employee situations
- Organize and maintain specialized files
- Operate computer hardware and use word processing, spreadsheet, and other application software

Skills and Abilities to (con't):

- Operate other standard office equipment
- Use written and oral communication skills
- Read and interpret data, information, and documents
- Analyze and solve problems
- Observe and interpret situations
- Learn and apply new information or skills
- Perform highly detailed work
- Work on multiple concurrent tasks
- Work with frequent interruptions
- Work under intensive deadlines
- Interact with management, staff, vendors, the public, and others encountered in the course of work

Resolve disputes between candidates and staff.

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- A high school diploma or GED or equivalent and three years of office administrative experience, including two years of experience in human resources, employment, and benefits practices. Experience in a municipal or public sector Human Resources department is preferred.

LICENSE(S) REQUIRED:

- Valid, current driver's license
    - This position does not typically require driving; however, the ability to use reliable transportation for occasional offsite duties may be necessary.

CERTIFICATIONS AND TESTING REQUIRED:

- None required

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Regularly required to sit, talk, and hear, in person and by telephone
- Reaching, twisting, and grasping objects, repetitive hand movement to operate office equipment, including use of a keyboard
- Frequently required to walk, stand, and lift records and documents weighing up to 10 pounds
- Specific vision abilities, including close vision and the ability to adjust focus, are required for reports, and work-related documents and assignments

DISASTER SERVICE WORKER:

Under California law (California Government Code Section 3100-3109), all City of Placentia employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Placentia employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

Job Classification Description

Equal Employment Opportunity

SENIOR MANAGEMENT ANALYST (PUBLIC WORKS)

JOB FAMILY: Public Works **EEO CATEGORY:** Professionals/Professionals **FLSA:** Exempt **WC CLASS CODE:** 8810: Officers/Clerical	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Unrepresented Mid-Management **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** Jan 27, 2007

PURPOSE STATEMENT:

Under the direction of the Director of Public Works or designee, the Senior Management Analyst (Public Works) plans, organizes, and manages the administrative division of the Public Works Department, capital budgets, financial expenditures and staffing levels, operational practices, information systems, legislative analysis, and related factors on a departmental and citywide basis; creates and recommends new policies, programs, and practices; plans, lays out, supervises, and evaluates the work of administrative and technical support staff; and performs other related duties as assigned.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Plans and administers the daily functions, operations, and activities of the department's assigned programs and services.
- Manages departmental operating budget preparation; allocates resources and administers the approved budget; participates in the development, implementation, and administration of the multi-year Capital Improvement Program; participates in the forecast of additional funds needed for staffing, equipment, materials, and supplies; reviews invoices for accuracy, assigns expenditures to accurate accounts, authorizes expenditures, and participates in program audits.
- Directs and oversees compliance requirements related to grant administration to identify and adhere to local, state, and federal requirements, including the planning and implementing of grant programs.
- Manages the Proposition 218 processes and the annual Engineer's report for the City's Landscape Maintenance District and Street Lighting District, and the annual levy assessment for the City's Transit Oriented District and Public Safety Community Facilities District.
- Participates in the development and implementation of goals, objectives, policies, procedures, and priorities related to the Administration Division in the Public Works Department; meets with staff to identify and resolve problems; monitors workflow; reviews and evaluates work products, methods, and procedures.
- Oversees, designs, organizes, and conducts special studies and surveys and composes a broad range of reports, correspondence, proposals, and other materials.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS (CON'T):

- Analyzes alternatives and makes recommendations regarding such areas as budgets, capital projects, staffing, facilities, equipment use, costs, productivity, and customer service; writes or modifies policies and procedures.
- Discusses program findings and alternatives with management staff and prepares reports containing study background, findings, and conclusions.
- Plans and evaluates citywide or departmental programs, goals, and services, and the attainment of established objectives.
- Administers and evaluates complex contracts, professional service agreements, and related documentation; analyzes and reconciles financial data; evaluates interagency agreements or partnerships in cooperation with legal counsel and management personnel.
- Administers assigned programs and services, depending upon departmental assignment; coordinates programs and activities with other departments; confers with other agencies, groups, vendors, and the general public; and represents the city in meetings with other agencies, associations, and professional bodies.
- Prepares, develops, and reviews staff reports related to assigned activities and services; may present information to the City Council and various commissions, committees, and boards; performs a variety of public relations and outreach work related to assigned activities.
- Manages the selection, training, supervision, and evaluation of the assigned professional, technical, and administrative support staff.
- Conducts legislative analyses for the Public Works Department and recommends the city's advocacy position on particular issues in consultation with management.
- Receives and responds to requests for public information as directed by the Director of Public Works; responds to citizen inquiries or complaints on a variety of complex and sensitive topics related to Public Works and recommends appropriate solutions.
- Prepares, reviews, and completes various technical reports, articles, and correspondence, and prepares supporting recommendations and exhibits, including charts, graphs, maps, and technical resources.
- Participates in the design and implementation of programs, systems, and processes to support major departmental and organizational needs.
- Provides highly complex and responsible staff assistance to the assigned management staff.
- Resolves work problems and interprets administrative policies to subordinates, consultants, contractors, and the public.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application unless otherwise specified)

Knowledge of:

- Principles and practices of public administration and management of city operations; municipal government and departmental organization and administration
- Principles and practices of supervision, organization and employee development, evaluation, and management
- Principles and practices of public sector budgeting, financial analysis and accounting, governmental accounting practices and procedures, and ability to develop, implement, and manage the department's budget

Knowledge of (con't):

- Capital projects and budget development and administration methodologies
- Project management practices; program evaluation methods
- Contract administration practices in a public agency setting
- Leadership techniques
- Effective business communications and proper English usage, including spelling, grammar, and punctuation
- Business letter writing and report preparation techniques; effective communication techniques in customer service and public relations
- Methods of making effective oral and written presentations
- Grant application, implementation, and program oversight
- Applicable federal, state, and local laws, regulatory codes, ordinances, and regulations, including administrative policies and procedures relevant to the assigned area of responsibility
- Modern office practices, methods, and computer equipment and applications related to the work, including, but not limited to, specialized and standard database, word processing, spreadsheet software, and report generation computer software packages

Skills and Abilities to:

- Administer complex administrative programs and projects in an independent and cooperative manner
- Analyze complex administrative, operational, and organizational problems,
- Evaluate alternatives and reach sound conclusions
- Collect, evaluate, and interpret varied data, either in statistical or narrative form; interpret and apply laws, regulations, policies, and procedures
- Prepare clear and concise reports and other written materials; maintain accurate records and files; coordinate multiple projects and meet critical deadlines; exercise sound judgment within established guidelines
- Manage and direct staff, including the ability to provide counseling and mediation, persuade and train others, advise and interpret regarding the application of policies, procedures, and standards to specific situations
- Records management principles and practices
- Communicate clearly, concisely, and effectively, orally and in writing
- Use tact, discretion, and sensitivity in dealing with sensitive situations
- Establish and maintain effective working relationships with elected and appointed city officials and boards, other public agencies, employees, citizen groups, and the public
- Serve as lead for any assigned commission and/or committee
- Utilize word processing, spreadsheet, database, and related software applications programs
- Use written and oral communication skills
- Read and interpret data, information, and documents
- Interpret policies and procedures
- Use math and mathematical reasoning
- Learn and apply new information or new skills
- Work under deadlines with constant interruptions
- Interact with city staff, other organizations, and the public
- Interact with developers, contractors, staff, department managers, and the general public

JOB QUALIFICATIONS / REQUIREMENTS:
(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:
Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- A typical way of obtaining the knowledge, skills, and abilities outlined above is graduation from a four-year college or university with a Bachelor's degree in business administration, public administration, or a closely related field; and four years of professional and varied analytical experience; or an equivalent combination of training and experience.

LICENSE(S) REQUIRED:

- Valid, current driver's license.
    - The City reasonably expects driving to be one of the job functions for the position, and the City reasonably believes that using an alternative form of transportation would not be comparable in travel time or cost to the City.

CERTIFICATIONS AND TESTING REQUIRED:

- None required

WORK ENVIRONMENT / PHYSICAL DEMANDS:
(*Must be performed with or without reasonable accommodations*)

- Typically works in office conditions; the noise level is frequently quiet or moderately quiet
- Regularly required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms
- Frequently sit and occasionally walk and stand to access work areas and files
- Stoop, kneel, or crouch to access or place records or files
- Lift and carry records and documents, typically weighing less than 20 pounds
- Specific vision abilities required by this job include close vision and the ability to adjust focus

DISASTER SERVICE WORKER:
Under California law (California Government Code Section 3100-3109), all City of Placentia employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Placentia employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

Job Classification Description

Equal Employment Opportunity

SENIOR PLANNER

JOB FAMILY: Development Services/Planning **EEO CATEGORY:** Professionals/Professionals **FLSA:** Exempt **WC CLASS CODE:** 8810: Officers/Clerical	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Unrepresented Mid-Management **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** July 2016

PURPOSE STATEMENT:

Under the direction of the Director of Development Services and/or the Planning Manager, the Senior Planner directs, coordinates, and executes advanced planning duties, serves as project manager for development projects and studies, compiles staff reports, reviews and approves plans, and delivers presentations to the Planning Commission and other organizations.

DISTINGUISHING CHARACTERISTICS (For use in a job series only)

Positions in this class are at the senior level in the planning classification series. The Senior Planner is distinguished from the Associate Planner and Assistant Planner by its supervisory role, greater technical knowledge, and handling of more complex planning and zoning matters of larger scale, complexity, and sensitivity.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Plans, organizes, assigns, and performs planning functions; reviews projects and studies performed by lower-level professional and technical support staff; establishes schedules and monitors compliance with deadlines.
- Checks staff work for completeness and accuracy and edits staff reports for completeness and accuracy; conducts performance evaluations.
- Delegates and conducts research studies and prepares reports and recommendations regarding land use, zoning, urban design, population trends, transportation, housing, and environmental needs; analyzes demographic and other data required for the planning function; participates in the review, development, or revision of the various elements of the general plan, environmental impact reports, plans, ordinances, and other policies and procedures.
- Provides information and assistance to developers, property owners, and the public regarding laws, policies, regulations, standards, and procedures with respect to the submission of plans, processing of applications, and land use permits and implementation requirements.
- Assigns and routes plan checks, structural, grading, and landscape plans to staff; reviews plan checks for conformity and maintains a monthly log of plan checks processed by the department; conducts site inspections.
- Evaluates various plans and applications for subdivision, housing, commercial and industrial developments, variances, use permits, and business licenses; determines conformity with laws, policies, regulations, and procedures; recommends approval or identifies problems and assesses alternatives.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS (CON'T):

- Prepares a variety of written communications, including analytical reports, commentaries, correspondence, and drafts of revisions to local ordinances, planning policies, and procedures.
- Makes presentations or prepares material for presentations to the City Council, Planning Commission, and committees.
- Coordinates, reviews, and administers contracts for planning and environmental consulting services.
- Prepares budget estimates for operating expenses and professional services.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application unless otherwise specified)

Knowledge of:

- Principles, practices, standards, and trends in urban and local government planning
- Supervisory principles and practices
- City building, zoning codes, and related municipal ordinances
- Federal and state planning laws and regulations and legal precedents, including the California Environmental Quality Act
- Subdivision Map Act
- Application of land use, physical design, economic, environmental, architectural and/or social concepts to the planning process
- Architectural and engineering drafting symbols, terminology, and methods
- Local government organization and the functions and practices of a municipal planning unit
- Research, planning, and technical report presentation methods
- Project management practices
- Budgeting techniques
- Customer service techniques

Skills and Abilities to:

- Understand and apply local, state, and federal laws, regulations, policies, procedures, and standards pertaining to the planning process
- Interpret maps, site and building plans, specifications, graphs, and statistical data
- Make mathematical computations related to land area, floor area, and unit density
- Research, analyze, and summarize planning data
- Prepare clear and concise technical documents, reports, and correspondence
- Make presentations to elected and appointed officials
- Exercise sound independent judgment within established guidelines
- Use computer hardware and word processing, spreadsheets, and related software applications
- Operate office equipment
- Provide technical direction to planning support staff
- Establish and maintain effective working relationships with those encountered in the course of the work, including developers, contractors, architects, builders, engineers, appraisers, staff, and public and private representatives
- Attend Planning Commission meetings and City Council meetings in order to make presentations and address questions
- Perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks

JOB QUALIFICATIONS / REQUIREMENTS:
(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:
Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- A bachelor's degree in urban planning or a related field and five years of professional planning experience, including leadership experience.

LICENSE(S) REQUIRED:

- Valid, current driver's license
    - This position does not typically require driving; however, the ability to use reliable transportation for occasional offsite duties may be necessary.

CERTIFICATIONS AND TESTING REQUIRED:

- None required

WORK ENVIRONMENT / PHYSICAL DEMANDS:
(*Must be performed with or without reasonable accommodations*)

- Works in an office setting with controlled temperature settings, and the noise level is moderate, typically below 70 decibels. In the field, the employee may be subject to background construction machinery and noise at development sites exceeding 85 decibels
- Constantly required to sit when operating a motor vehicle for traffic enforcement and to stand or sit at the public counter and walk in accessing and distributing records
- Use hands to handle, feel, or operate computer hardware and standard office equipment
- Reach with hands and arms above and below shoulder level
- Occasionally lifts and carries records and documents weighing less than 20 pounds
- Ability to see within normal range, including having close range, and the ability to adjust focus, talk, hear, and use electronic touch keypads

DISASTER SERVICE WORKER:
Under California law (California Government Code Section 3100-3109), all City of Placentia employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Placentia employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

Job Classification Description

Equal Employment Opportunity

SUPPORT SERVICES ADMINISTRATOR

JOB FAMILY: POLICE/SUPPORT SERVICES **EEO CATEGORY:** Administrative Support Workers/ Administrative Support **FLSA:** Exempt **WC CLASS CODE:** 8810: Officers/Clerical	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Unrepresented Mid-Management **GRADE:** **UPDATED:** Oct 2025 **Adopted:** June 2025

PURPOSE STATEMENT:

Under the direction of the Police Sergeant, the Support Services Administrator performs and supervises a variety of technical law enforcement-related functions in such areas as communications, property, evidence, jail and other police services activities, and technical law enforcement-related functions; participates in the research and development activities of the Police Department; and does other auxiliary police functions as required.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Develops and maintains an integrated police records system.
- Supervises records personnel, property and evidence control, and city jail operations.
- Develops and maintains a variety of operational procedures and policy manuals.
- Compiles criminal statistical data and prepares crime studies and analyses.
- Develops new and revised departmental forms and studies methods of improving paper flow.
- Researches the availability and implementation of various grant programs.
- Maintains departmental microfilming program.
- Prepares departmental material for analysis by electronic data processing.
- Maintains records regarding police buildings and vehicle maintenance.
- Ensures subpoenas are completed accurately.
- Investigates hit and run traffic collisions.

OTHER DUTIES:

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the City.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Technical aspects of public safety operations
- Statistical analysis, systems analysis, and research methods
- Effective supervisory principles and practices
- Office procedures, department policies, and the understanding of California Penal Codes

Knowledge of (con't):

- Investigation techniques
- Maintenance equipment and procedures
- Organization or department operations, services, and policies

Skills and Abilities to:

- Communicate effectively orally and in writing
- Establish and maintain effective working relationships with supervisors, subordinates, fellow employees, and the public
- Auditory and visual comprehension (understanding and processing the written and spoken word)
- Short- and long-term memory recall
- Read, write, drive, and function independently
- Interacting effectively in group situations
- Ensure problems are resolved quickly and with compassion while maintaining policy

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying.

- Bachelor's degree in public administration, business administration, criminology, or a related field; or equivalent. Five years of experience.

LICENSE(S) REQUIRED:

- Valid, current driver's license.
    - The City reasonably expects driving to be one of the job functions for the position, and the City reasonably believes that using an alternative form of transportation would not be comparable in travel time or cost to the City.

CERTIFICATIONS AND TESTING REQUIRED:

- CLETS certification immediately upon hire
- First aid and CPR certification
- CSI certification

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Frequently required to stand, walk, bend, twist, reach, stretch, push, pull, drag, lift up to 50 pounds
- Climb, kneel/crouch/squat, use feet to drive, and use hands for feeling, simple grasping, firm grasping, and fine manipulation (dominant hand)
- Specific vision abilities required by this position include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus
- Specific hearing abilities required by the position include adequate hearing at close proximity, at a distance, and in both ears

DISASTER SERVICE WORKER:

Under California law (California Government Code Section 3100-3109), all City of Placentia employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Placentia employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

Job Classification Description

Equal Employment Opportunity

TRANSPORTATION MANAGER

JOB FAMILY: PUBLIC WORKS/ENGINEERING **EEO CATEGORY:** Professionals/Professionals **FLSA:** Non-Exempt **WC CLASS CODE:** 8810: Officers/Clerical	**PAY PLAN:** Full-Time Pay Plan **UNION STATUS:** Unrepresented Mid-Management **GRADE:** **UPDATED:** Oct 2025 **PREVIOUS UPDATE:** July 2022

PURPOSE STATEMENT:

Under the direction of the department head, the Transportation Manager plans, coordinates, and conducts varied and complex professional traffic engineering studies, projects, and transportation management and active transportation planning work; analyzes and recommends improvements to neighborhood traffic and parking management systems; analyzes traffic demand and safety problems; designs and inspects new traffic systems and improvements to traffic management centers or modifications in compliance with engineering standards; responds to and resolves citizen complaints; coordinates ADA improvements and functions as the city's accessibility coordinator; acts as staff liaison to city Traffic Safety Commission; and performs other traffic-related duties as assigned.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Designs and presents recommendations to update and implement the City's Active Transportation Plans, Traffic Management Plans, Neighborhood Traffic and Parking Management Plans, Traffic Safety Improvement Projects and General Plan Mobility Element, and considers impacts upon the City's Emergency Management Plan, Economic Development Plan and regional planning practices.
- Reviews commercial development and residential subdivision plans for traffic-related impacts and presents recommendations related to traffic engineering impacts, mitigation measures, and design options.
- Represents the city's interests at various professional, inter-agency, and regional transportation and traffic engineering related committees and planning organizations such as Caltrans, Orange County Transportation Authority, Transportation Corridor Agencies, Institute of Traffic Safety Engineers, and County of Orange.
- Represents the Public Works Department for traffic-related issues and projects for review by the City Council, Planning Commission, and citizen advisory boards.
- Reviews and approves traffic studies, traffic impact analysis, and parking management plans for new development and other projects.
- Manages the design and construction of capital improvement projects and assists the city engineer with traffic design, management, and control issues associated with City Capital Improvement Projects (CIPs), and private/public utility and development projects in the public right-of-way.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS (CON'T):

- Develops and manages transportation services for the City's Metrolink Station and parking structure and implements planned active transportation improvements in the City's Transit Oriented District and Old Town Placentia project area, along with expanding active transportation improvements and opportunities throughout the rest of the community.
- Addresses citizens' requests for service and complaints for traffic related issues such as investigations, surveys, studies, traffic collision analyses, and speed studies; recommends and coordinates traffic signal system improvements and repairs.
- Manages the operations and maintenance of the city's traffic signal system, including traffic signal timing, coordination, routine maintenance, and repairs, and provides technical oversight for the city's Traffic Management Center.
- Administers the Transportation Services Division operating budget and capital improvement expenditures under the guidance of the department director.

OTHER DUTIES:

- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the City, including various mandatory City trainings.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- State of California Manual on Uniform Traffic Control Devices and Placentia Mobility
- State transportation laws and regulations, regional policies, and local planning standards, codes, and ordinances
- Familiarity with California Vehicle Code and Caltrans standard plans and specifications, and related codes and standards
- Theories, principles, and practices of transportation planning, traffic engineering, traffic management and control plans, congestion management, and loading analysis for traffic flow devices and signal control operations
- Demand management and transportation systems
- Methods of project management, budget administration, and grant funding procedures

Skills and Abilities to:

- Operate computer hardware and use word processing, spreadsheet, and database software applications
- Communicate clearly and concisely, both orally and in writing
- Exercise tact and sensitivity in resolving conflicts
- Establish and maintain effective working relationships with staff, governmental representatives, commissioners, vendors, contractors, consultants, City Council, and the general public
- Read and interpret data, information, and documents
- Analyze and solve complex problems
- Use math and mathematical reasoning
- Perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills, and Abilities listed above*.)

EDUCATION AND EXPERIENCE:
Graduation from a four-year college or university with major course work in traffic engineering or civil engineering and a minimum of five years of progressively responsible traffic engineering and/or transportation management experience, or an equivalent combination of training and experience.

LICENSE(S) REQUIRED:

- Valid, current driver's license

CERTIFICATIONS AND TESTING REQUIRED:

- Registration as a Professional Engineer issued by the California State Board of Registration for Civil
- Professional Engineers or Traffic Engineer license is desirable

WORK ENVIRONMENT / PHYSICAL DEMANDS:
(*Must be performed with or without reasonable accommodations*)

- Works in both office and field settings. In the office, there are typically controlled temperature settings, and the noise level is moderate, typically below 70 decibels
- Occasionally works outdoors to conduct site inspections and attend meetings with contractors, staff, and other departmental representatives, and the noise level exceeds 70 decibels given the presence of construction equipment
- Ability to work extended hours and on standby basis
- Regularly required to sit, talk, or hear, both in person and by telephone
- Use hands to handle, feel, or operate computer hardware and standard office equipment
- Reach with hands and arms above and below shoulder level
- Occasionally lifts and carries records and documents weighing less than 10 pounds
- Occasionally required to stand and walk within field construction areas to investigate sites and oversee engineering inspection work
- ability to see within normal range, including having close range, and the ability to adjust focus, and use electronic touch keypads

DISASTER SERVICE WORKER:
Under California law (California Government Code Section 3100-3109), all City of Placentia employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Placentia employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

Agenda Item No: 1.d

PLACENTIA CITY COUNCIL AGENDA REPORT

Meeting Date: October 7, 2025
Submitted by: Shelley Kennell
From: Public Works

Subject:
Approval of Plans and Specifications and Award of Construction Contract to R.J. Noble Company for the Fiscal Year 2024-25 Residential Street Rehabilitation Project, City Project No. 26-104.

Financial Impact:
Fiscal Impact:
Expense:

$2,251,280.96	Total Construction Costs
$1,972,915.05	Construction Contract Amount
$ 197,291.51	Construction Contingency Amount
$ 81,074.40	Construction Inspection Costs

Available Budget:

$4,718,909.00	Total Project Budget	Project# 26-104
$1,414,458.00	Fiscal Year 2025-26 CIP (217-90300-9600)	State Gas Tax-RMRA
$2,343,879.00	Fiscal Year 2025-26 CIP (102-90300-9600)	Measure U
$ 151,548.00	Fiscal Year 2025-26 CIP (218-90300-9600)	State Gas Tax
$ 654,176.00	Fiscal Year 2025-26 CIP (211-90300-9600)	Measure M
$ 154,848.00	Fiscal Year 2025-26 CIP (303-90300-9800)	Traffic Impact Fee

Summary:
The scope of work for the Fiscal Year (“FY”) 2024-25 Residential Street Rehabilitation Project entails the rehabilitation of selected residential streets bounded by Bastanchury Road, Valencia Avenue, Placentia Avenue, and Yorba Linda Boulevard (Attachment 1), totaling approximately 1,000,000 square feet of roadway. In general, the work consists of pavement rehabilitation; replacement of damaged sidewalk, curb, and gutter; two driveways in front of Brookhaven Elementary School; and new pavement striping, markings, and legends.

The City solicited competitive bids for the project. A total of ten (10) bids were received on September 11, 2025. These bids consisted of three portions: Bid “A” + Additive Bid “B” + Additive Bid “C”. Bid "A" is the base bid, which entails street rehabilitation and concrete work. Bid "B" is for adjusting Golden State Water Company (GSWC) utility valves. Bid "C" is for adjusting a Metropolitan Water District of Southern California (MWD) manhole. The grand total of all bids was used as the basis for determining the low bid for this project. The contract will be for the amount represented by the sum of Bid "A" and Additive Bid "C" Schedule, as GSWC

will be performing utility valve adjustment work under a separate contract. The low bid received from R.J. Noble Company was found to be the lowest responsive and most responsible bid received. Staff recommends that City Council award a construction contract to R.J. Noble Company in the amount of $1,972,915.05.

In addition to the construction cost, a ten percent (10%) construction contingency amount of $197,291.51 is provided to cover any unforeseen conditions found during construction. The total construction contract cost, including contingency, amounts to $2,170,206.56.

Recommendation:
Recommended Action: It is recommended that the City Council:

1. Approve the Plans and Specifications prepared by the Public Works Department - Engineering Division for the FY 2024-25 Residential Street Rehabilitation Project No. 26-104; and
2. Approve a Public Works Agreement with R.J. Noble Company for the FY 2024-25 Residential Street Rehabilitation Project in the amount of $1,972,915.05; and
3. Reject all other bids received and authorize return of the bid bonds; and
4. Authorize the City Administrator to approve contract change orders up to ten percent (10%) of the contract amount, or $197,291.51, for a total construction contract not-to-exceed amount of $2,170,206.56; and
5. Approve a purchase order with Z&K Consultants to provide construction inspection services for a not-to-exceed amount of $81,074.40; and
6. Authorize the City Administrator and/or her designee to execute all necessary documents, in a form approved by the City Attorney.

Strategic Plan Statement:
This item conforms to Strategic Plan Goal 5 and Objective 5.8, Implement the 2024 Pavement Management Plan Report to prioritize streets and roads.

Discussion:
The scope of work for the FY 2024-25 Residential Street Rehabilitation Project includes the rehabilitation of residential streets bounded by Bastanchury Road, Valencia Avenue, Placentia Avenue, and Yorba Linda Boulevard. The work includes pavement rehabilitation; replacement of damaged sidewalk, curb, and gutter; two driveways in front of Brookhaven Elementary School; and new pavement striping, markings, and legends. A total of approximately 1,000,000 square feet of roadways will be rehabilitated as part of this project.

The Metropolitan Water District of Southern California (MWD) has agreed to reimburse the City the amount of $600.00 for the contractor to perform the work to adjust their manhole.

On September 11, 2025, the City received ten (10) bids from contractors. The following table provides the total bid amounts received from each contractor. These amounts reflect base bid "A" and additive bids "B" and "C", which form the basis of award:

Contractor	**Bid Amount**
RJ Noble Company	$2,044,915.05
Dash Construction Company, Inc.	$2,098,325.04
Copp Contracting, Inc.	$2,114,186.85
Onyx Paving Company, Inc.	$2,196,000.00
Sequel Contractors, Inc.	$2,296,185.05
PALP Inc. dba Excel Paving Company	$2,324,871.05

All American Asphalt	$2,362,040.05
Hardy & Harper, Inc.	$2,365,000.00
Vance Corporation	$2,579,550.73
LCR Earthwork & Engineering, Corp.	$2,615,326.05

After reviewing the bids, it was determined that R.J. Noble Company submitted the lowest responsible bid. Upon review and analysis, Staff determined the bid proposal to be responsive and valid. Additionally, additive bid "B" was removed from the scope, thereby reducing the construction amount by $72,000, to $1,972,915.05, since GSWC determined they were able to contract the utility adjustment work under a separate contract. Based upon R.J. Noble Company's reference check, and submitted bid, Staff recommends awarding a construction contract to R.J. Noble Company for the FY 2024-25 Residential Street Rehabilitation Project.

A component of this project requires the allocation of funding for inspection services. The City requested three (3) quotes from its on-call list of construction management and inspection consultants. The following table provides the total amounts received from each consultant.

Consultant	Quote
Ardurra	No submission
Berg & Associates	$80,529.60
Z&K Consultants	$73,704.00

After reviewing the quotes, it was determined that Z&K Consultants submitted the most favorable proposal, and Staff recommends approving a purchase order in the amount of $73,704.00, with approximately 10% contingency, for a total not-to-exceed amount of $81,074.40 to Z&K Consultants for inspection services.

Fiscal Impact Summary:
The total construction cost for the Fiscal Year 2024-25 Roadway Rehabilitation Project amounts to $2,251,280.96. This cost consists of the bid amount submitted by R.J. Noble Company in the amount of $1,972,915.05, a construction contingency in the amount of $197,291.51, and construction inspection services with Z&K Consultants in the amount of $81,074.40.

Funding for this project is supported by numerous sources, as outlined below:

Funding Source	**Amount**
FY 25/26 Measure M Funds	$ 654,176.00
FY 25/26 State Gas Tax-RMRA	$1,414,458.00
FY 25/26 Measure U Funds	$2,343,879.00
FY 25/26 State Gas Tax	$ 151,548.00
FY 25/26 Traffic Impact Fee	$ 151,848.00
Total	$4,718,909.00

Attachments
Attachment 1 - Plans_FY 24-25 Residential Street Rehabilitation Project Plans.pdf
Attachment 2 - Public Works Agreement.pdf

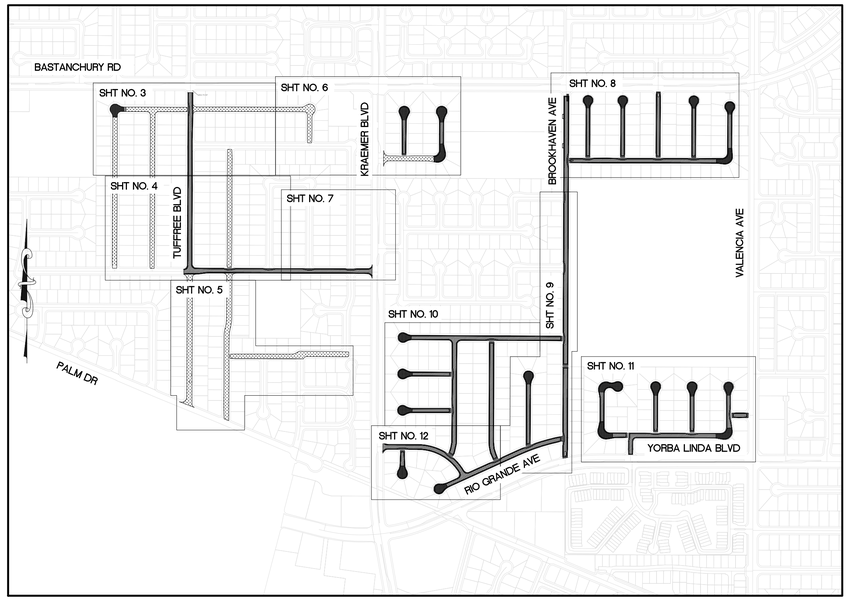
IMPROVEMENT PLANS

FOR

FY 24-25 RESIDENTIAL STREET REHABILITATION PROJECT

PROJECT NO. 26-104

CITY OF PLACENTIA



INDEX MAP

N.T.S

GENERAL NOTES:

1. WORK SHALL CONFORM TO THE CITY OF PLACENTIA STANDARD PLANS AND THE APWA STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION (GREEN BOOK, CURRENT EDITION). THE STANDARD PLANS AND SPECIFICATIONS SHALL BE CONSIDERED A PART OF THE IMPROVEMENT PLANS AND CONTRACTORS SHALL HAVE THEM ON THE JOB SITE AT THE TIME OF CONSTRUCTION.
2. CONTRACTORS AND SUBCONTRACTORS SHALL OBTAIN APPROPRIATE PERMITS AND LICENSES FROM THE CITY OF PLACENTIA AND OTHER GOVERNING JURISDICTIONS PRIOR TO ANY CONSTRUCTION OR EXCAVATION IN EXISTING RIGHT-OF-WAYS OR EASEMENTS.
3. THE CONTRACTOR SHALL NOTIFY THE CITY ENGINEER'S OFFICE AT LEAST ONE FULL WORKDAY PRIOR TO START OF ANY CONSTRUCTION.
4. PRIOR TO ANY EXCAVATION, THE DEVELOPER IS RESPONSIBLE FOR CONTACTING ALL UTILITY AND OIL COMPANIES IN ADDITION TO THE UNDERGROUND SERVICES ALERT (1-800-422-4133) AT LEAST 48 HOURS IN ADVANCE OF ANY WORK TO BE PERFORMED.
5. THE EXISTENCE AND LOCATION OF UNDERGROUND UTILITY PIPES OR STRUCTURES SHOWN ON THESE PLANS WERE OBTAINED BY A SEARCH OF THE AVAILABLE RECORDS, BUT NO GUARANTEE IS MADE THAT ALL SUBSTRUCTURES ARE SHOWN OR THAT THE LOCATIONS SHOWN ARE EXACT. THE CONTRACTOR SHALL TAKE DUE PRECAUTIONARY MEASURES TO PROTECT ALL UTILITY LINES INCLUDING THOSE NOT OF RECORD OR NOT SHOWN.
6. ALL UTILITIES SHALL BE INSTALLED PER PERMITS ISSUED FOR SUCH WORK. AS-BUILT PLANS SHALL BE SUBMITTED TO THE CITY ENGINEER'S OFFICE UPON COMPLETION OF WORK.
7. COMPACTION TESTS ARE REQUIRED ON ALL STREETS AND TRENCH CONSTRUCTION (SUBGRADE 90% AND SUB-BASE 95% RELATIVE COMPACTION).
8. UTILITY TRENCH BACKFILL COMPACTION SHALL BE VERIFIED PRIOR TO STREET PAVING.
9. ELEVATIONS SHALL BE BASED ON ORANGE COUNTY SURVEYOR'S BENCHMARKS.
10. MONUMENTS SHALL BE SET AND TIES SUBMITTED TO THE CITY ENGINEER'S OFFICE PRIOR TO ACCEPTANCE OF IMPROVEMENTS. TIES AND NOTES SHALL BE LINKED ON ORANGE COUNTY SURVEY PAPER.
11. TRAFFIC CONTROL AND SAFETY SHALL BE MAINTAINED PER "STATE OF CALIFORNIA DEPARTMENT OF TRANSPORTATION, MANUAL OF WARNING SIGNS, LIGHTS, AND DEVICES FOR USE IN WORK ON HIGHWAYS." BARRICADES, WARNING SIGNS, TRAFFIC SIGNS, OR OTHER TRAFFIC CONTROL DEVICES WILL NOT BE REMOVED OR RELOCATED WITHOUT THE APPROVAL OF THE CITY ENGINEER OR HIS REPRESENTATIVE. THE CONTRACTOR WILL NOTIFY THE CITY INSPECTOR IN ADVANCE OF WHEN SUCH REMOVAL OR RELOCATION WILL TAKE PLACE. APPROPRIATE TEMPORARY, BARRICADES, SIGNS, ETC WILL BE INSTALLED TO THE SATISFACTION OF THE CITY ENGINEER.
12. ALL SURVEY MONUMENTS SHALL BE PROTECTED AND PERPETUATED IN PLACE. ANY DISTURBED OR COVERED MONUMENTS SHALL BE RESET BY THE REGISTERED LICENSED CIVIL ENGINEER AT THE DIRECTION OF THE CITY ENGINEER.
13. SHOULD CONFLICTING INFORMATION BE FOUND ON THE PLANS, THE CONTRACTOR SHALL NOTIFY THE ENGINEER BEFORE PROCEEDING WITH THE WORK IN QUESTION.

UTILITY CONTACTS:

CITY	CITY OF PLACENTIA CONTACT: GABRIEL GUERRERO-GABANY	(714) 993-8250
WATER	GOLDEN STATE WATER CONTACT: ENGINEERING	(800) 999-4033
WATER	METROPOLITAN WATER DISTRICT CONTACT: OC SYSTEM PROTECTION OFFICE	(714) 547-5084
ELECTRICAL	SOUTHERN CALIFORNIA EDISON DISTRIBUTION CONTACT: GILBERT ACEVES	(909) 329-9445
GAS	SOUTHERN CALIFORNIA GAS CONTACT: RYAN LOPEZ	(714) 634-5067
TELEPHONE	AT&T DISTRIBUTION CONTACT: SUBSTRUCTURE RECORDS REQUEST	(510) 645-2929
CABLE	CHARTER COMMUNICATIONS CONTACT: COZETTE MILES	(909) 721-8502

LEGEND:

1 — SEWER MANHOLE; WATER VALVE; STORM DRAIN MANHOLE

2

3

8

13

TC — TC — TELECOM LINE

EASEMENT LINE

W — WATER LINE

S — SEWER LINE

G — GAS LINE

ABBREVIATIONS:

A.B.	-AGGREGATE BASE
A.C.	-ASPHALT CONCRETE
ARCH.	-ARCHITECTURAL
B..R.	-BEGIN OF CURB RETURN
B.C.	-BACK OF CURB
B.O.P.	-BOTTOM OF PIPE
B.O.W.	-BOTTOM OF WALL
BLDG	-BUILDING
C.L.F.	-CHAIN LINK FENCE
C.I.P.	-CAST IRON PIPE
C.B.	-CATCH BASIN
C/L	-CENTERLINE
C.F.	-CURB FACE
ARCH.	-CONCRETE
E.C.	-END OF CURB
E.C.R.	-END OF CURB RETURN
(0.00)	-EXISTING ELEVATION
E.P.	-EDGE OF PAVEMENT
EXIST.	-EXISTING
F.H.	-FIRE HYDRANT
F.G.	-FINISH GRADE
F.O.	-FLUSH OUT
F.S.	-FINISH SURFACE
F.L.	-FLOW LINE
G.B.	-GRADE BREAK
G.V.	-GAS VALVE
H.C.	-HANDICAP
H=	-HEIGHT OF RETAINING
H.P.	-HIGH POINT
INV.	-INVERT
L.S.	-LANDSCAPING
L.P.	-LOW POINT
M.H.	-MANHOLE
N.G.	-NATURAL GAS
N.T.S	-NOT TO SCALE
O.C.P.W.	-ORANGE COUNTY PUBLIC WORKS
P.V.C.	-POLYVINYLCHLORIDE
P.G.	-POWER POLE
P.	-PROPERTY LINE
PKWY DRAIN	-PARKWAY DRAIN
R/W	-RIGHT OF WAY
R	-RATE OF GRADE
R.D.	-ROOF DRAIN
R.C.P.	-REINFORCED CONCRETE PIPE
ST. LT.	-STREET LIGHT
S=	-SLOPE
S.D.	-STORM DRAIN
S.F.	-SQUARE FEET
S.W.	-STEM WALL
T.C.	-TOP OF CURB
T.S.	-TOP OF CONCRETE SLAB
T.O.P.	-TOP OF PIPE
T.F.	-TOP OF FOOTING
T.W.	-TOP OF WALL
T.R.	-TOP OF RAIL
T.G.	-TOP OF GRATE
TOP	-TOP OF SLOPE
TOE	-TOE OF SLOPE
T.B.	-TOP OF BERM
VAR.	-VARIES
W.V.	-WATER VALVE

CONSTRUCTION NOTES:

1. INSTALL CRACK SEAL AND TYPE II SLURRY.
2. GRIND 1" EXIST. PAVEMENT AND CONSTRUCT 1.5" ARHM OVER 1" MIN. A.C. LEVELING COURSE PER DETAIL A ON SHEET 2.
3. SAWCUT, REMOVE AND CONSTRUCT FULL DEPTH A.C. REPAIR PER DETAIL D ON SHEET 2.
4. ADJUST SEWER MANHOLE FRAME AND COVER TO GRADE REFER TO SSPWC STD. PLAN 205-2.
5. ADJUST WATER VALVE TO GRADE PER GSW STD. PLAN NO. P-32. CONTRACTOR SHALL COORDINATE WITH GSW REPRESENTATIVE.
6. PROTECT IN PLACE.
7. REPLACE EXISTING STRIPING, MARKING, OR PAVEMENT LEGEND.
8. EDGE TAPER PER DETAIL C ON SHEET 2.
9. REMOVAL AND REPLACEMENT OF EXISTING SPEED HUMPS. SPEED HUMPS PER CITY POLICY 623.
10. SAWCUT AND REMOVE EXISTING AND CONSTRUCT PCC CURB (A2-8) AND GUTTER PER O.C.P.W. STD. PLAN 120-2, INCLUDE 1' WIDE A.C. SLOT PAVING.
11. SAWCUT AND REMOVE EXISTING PCC DRIVEWAY AND CONSTRUCT 6" PCC DRIVEWAY PER O.C.P.W. STD. PLAN 1210, INCLUDE 1' WIDE A.C. SLOT PAVING PER DETAIL F ON SHEET 2.
12. SAWCUT AND REMOVE EXISTING AND CONSTRUCT SIDEWALK O.C.P.W. STD PLAN 1205.
13. GRIND 1" EXIST. PAVEMENT AND CONSTRUCT 1.5" A.C. OVER 1" MIN. A.C. LEVELING COURSE PER DETAIL A ON SHEET 2.
14. REPLACE TRAFFIC LOOPS (TYPE PER PLAN)
15. PAVEMENT RECONSTRUCTION PER DETAIL E ON SHEET 2.
16. ADJUST TO GRADE GAS VALVE (BY OTHERS).
17. ADJUST TO GRADE STORM DRAIN MANHOLE (BY OTHERS).
18. SAWCUT AND REMOVE EXISTING AND CONSTRUCT CROSS AND LONGITUDINAL GUTTERS PER O.C.P.W. STD. PLAN 122-2.

SHEET INDEX:

SHT NO.	DESCRIPTION
1	TITLE SHEET, GENERAL NOTES AND ABBREVIATIONS
2	DETAILS AND TYPICAL SECTION
3	STANLEY AVE., CANARD AVE., TUFFREE BLVD., SIERRA BONITA DR., BEAL AVE.
4	STANLEY AVE., CANARD AVE., TUFFREE BLVD., SIERRA BONITA DR., LIVINGSTON AVE.
5	TUFFREE BLVD., SIERRA BONITA DR., LOUISE DR.
6	BEAL AVE., RANCHERO WAY, ALLEGHENY AVE., FEATHER AVE., SAVANNAH AVE.
7	LIVINGSTON AVE.
8	BROOKHAVEN AVE., GEETING PL., JONES PL., MACINNES PL., KELLEHER PL., BROWERWOODS PL., BROWER AVE.
9	SWANEE AVE., BROOKHAVEN AVE., RIO GRANDE AVE., ROGUE ST.
10	SWANEE AVE., GILA WAY., PLATTE WAY, SHENANDOAH ST., POTOMAC ST.
11	HAVASU PL., HAVASU DR., SHAVER WAY, CROWLEY WAY, SHASTA WAY, PLATTE WAY, TAHOE AVE.
12	CIMARRON AVE., RIO GRANDE AVE., COLUMBIA CIR., SHENANDOAH ST., POTOMAC ST.

811 Underground Service Alert of Southern California

Know what's below. Call before you dig.

TWO WORKING DAYS BEFORE YOU DIG

www.DigAlert.org

NOTICE TO CONTRACTOR

PURSUANT TO ASSEMBLY BILL 4216 NO EXCAVATION PERMIT IS VALID UNLESS THE CONTRACTOR CONTACTS AND OBTAINS A DIG ALERT TICKET NUMBER. CALL 811 AT LEAST TWO WORKING DAYS PRIOR TO COMMENCING EXCAVATION.

APPROVAL:

CHRISTOPHER TANIO, R.C.E. 82756 — Date

CITY ENGINEER / DIRECTOR OF PUBLIC WORKS

REVISIONS

NUMBER	DATE	BY	DESCRIPTION	APP'D DATE

REFERENCES

BENCHMARK:

Prepared under the supervision of

Gabriel Guerrero-Gabany — 9/4/2025

R.C.E. No. 92943 — Date

Drawn by: SB / SK

Checked by: GGG

Recommended by: GGG

LICENSED PROFESSIONAL ENGINEER — GABRIEL A. GUERRERO-GABANY — C 92943 Exp. 12/31/25 — CIVIL — STATE OF CALIFORNIA

IMPROVEMENT PLANS

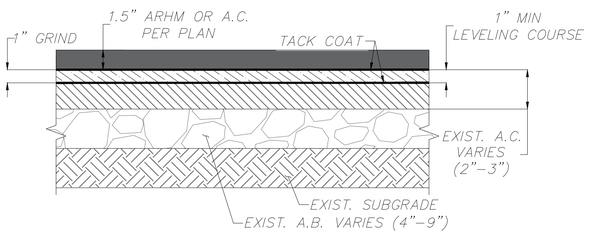
FY 24-25 RESIDENTIAL STREET REHABILITATION PROJECT
TITLE SHEET AND GENERAL NOTES

CITY OF PLACENTIA

DWG. ID.

PW-SI-15

SHT 1 OF 12



A A.C. GRIND AND OVERLAY DETAIL
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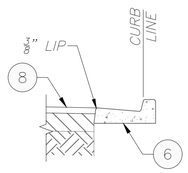

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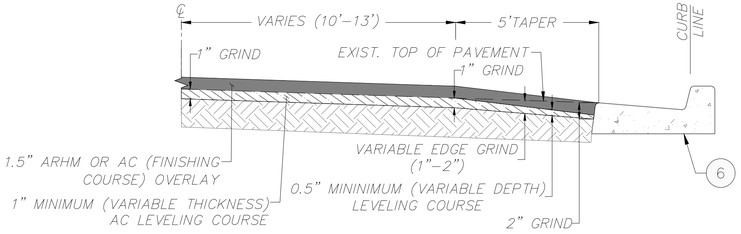

C EDGE TAPER DETAIL
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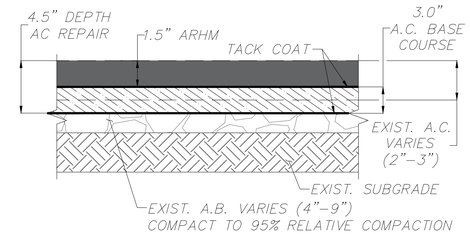

D FULL DEPTH A.C. REPAIR DETAIL
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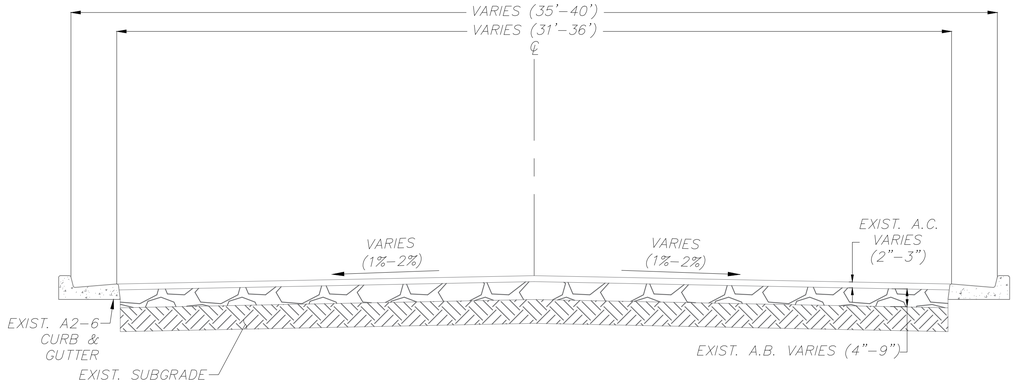

EXISTING STREET TYPICAL PAVEMENT SECTION
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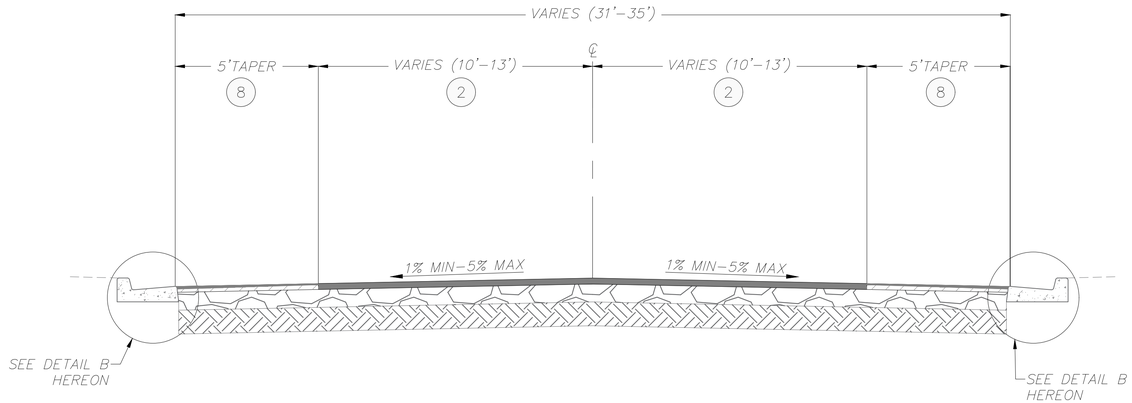

PROPOSED STREET TYPICAL PAVEMENT SECTION
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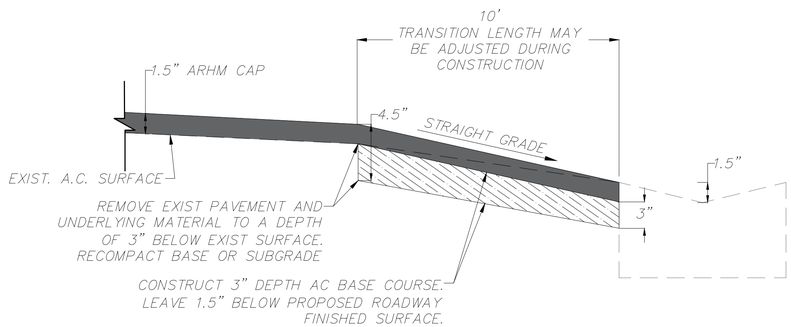
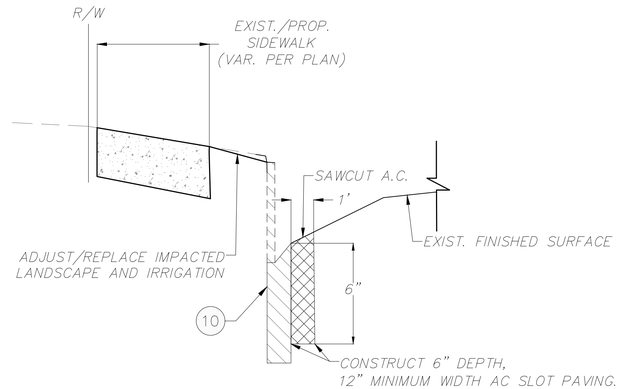


E PAVEMENT RECONSTRUCTION DETAIL ADJACENT TO CROSS GUTTER OR JOIN
N.T.S.



F CURB AND GUTTER REPAIR DETAIL
N.T.S.

CONSTRUCTION NOTES:

2. GRIND 1" EXIST. PAVEMENT AND CONSTRUCT 1.5" ARHM OVER 1" MIN. A.C. LEVELING COURSE PER DETAIL A ON SHEET 2.
3. SAWCUT REMOVE AND CONSTRUCT FULL DEPTH A.C. REPAIR PER DETAIL D ON SHEET 2.
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15. PAVEMENT RECONSTRUCTION PER DETAIL E ON SHEET 2.

LEGEND:

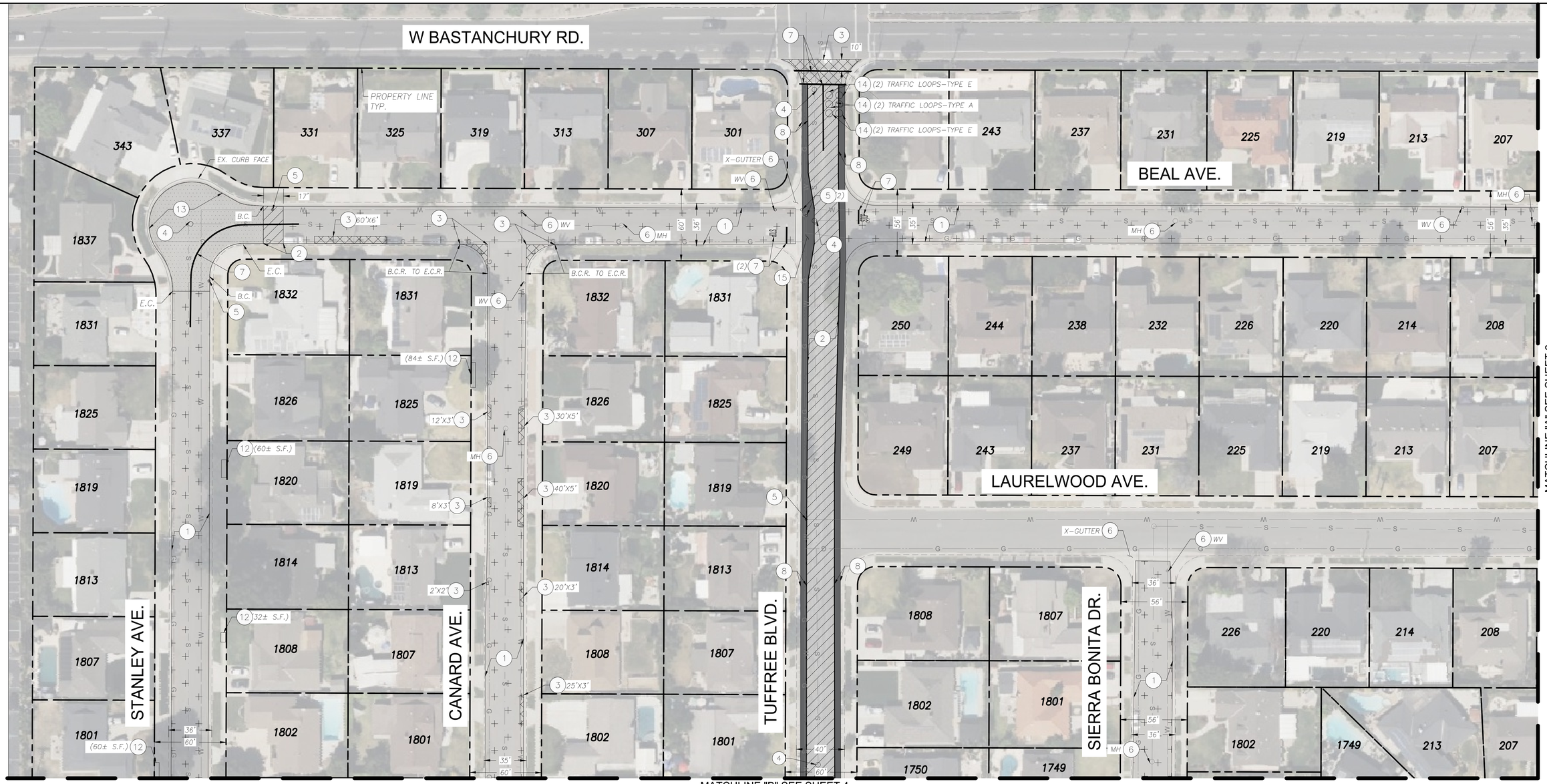
- PROPOSED ARHM OR A.C. PER PLAN
- PROPOSED A.C. SLOT PATCH
- PROPOSED LEVELING COURSE
- EXIST. A.B.
- EXIST. SUBGRADE
- EXIST. CURB & GUTTER
- EXIST. A.C.

REVISIONS					REFERENCES
NUMBER	DATE	BY	DESCRIPTION	APP'D DATE	BENCHMARK:

Prepared under the supervision of
Gabriel Guerrero-Gabany 9/4/2025
R.C.E. No. 92943 Date
Drawn by: SB / SK
Checked by: GGG
Recommended by: GGG

LICENSED PROFESSIONAL ENGINEER GABRIEL A. GUERRERO-GABANY C 92943 Exp. 12/31/25 CIVIL STATE OF CALIFORNIA

IMPROVEMENT PLANS	DWG. ID.
FY 24-25 RESIDENTIAL STREET REHABILITATION PROJECT DETAILS SHEET	PW–SI–15
CITY OF PLACENTIA	SHT 2 OF 12



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14. REPLACE TRAFFIC LOOPS (TYPE PER PLAN)
15. PAVEMENT RECONSTRUCTION PER DETAIL E ON SHEET 2.

LEGEND:

1
2
3
8
13

0 40 80 Feet

REVISIONS					REFERENCES
NUMBER	DATE	BY	DESCRIPTION	APP'D DATE	BENCHMARK:

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Gabriel Guerrero-Gabany 9/4/2025
R.C.E. No. 92943 Date

Drawn by: SB / SK
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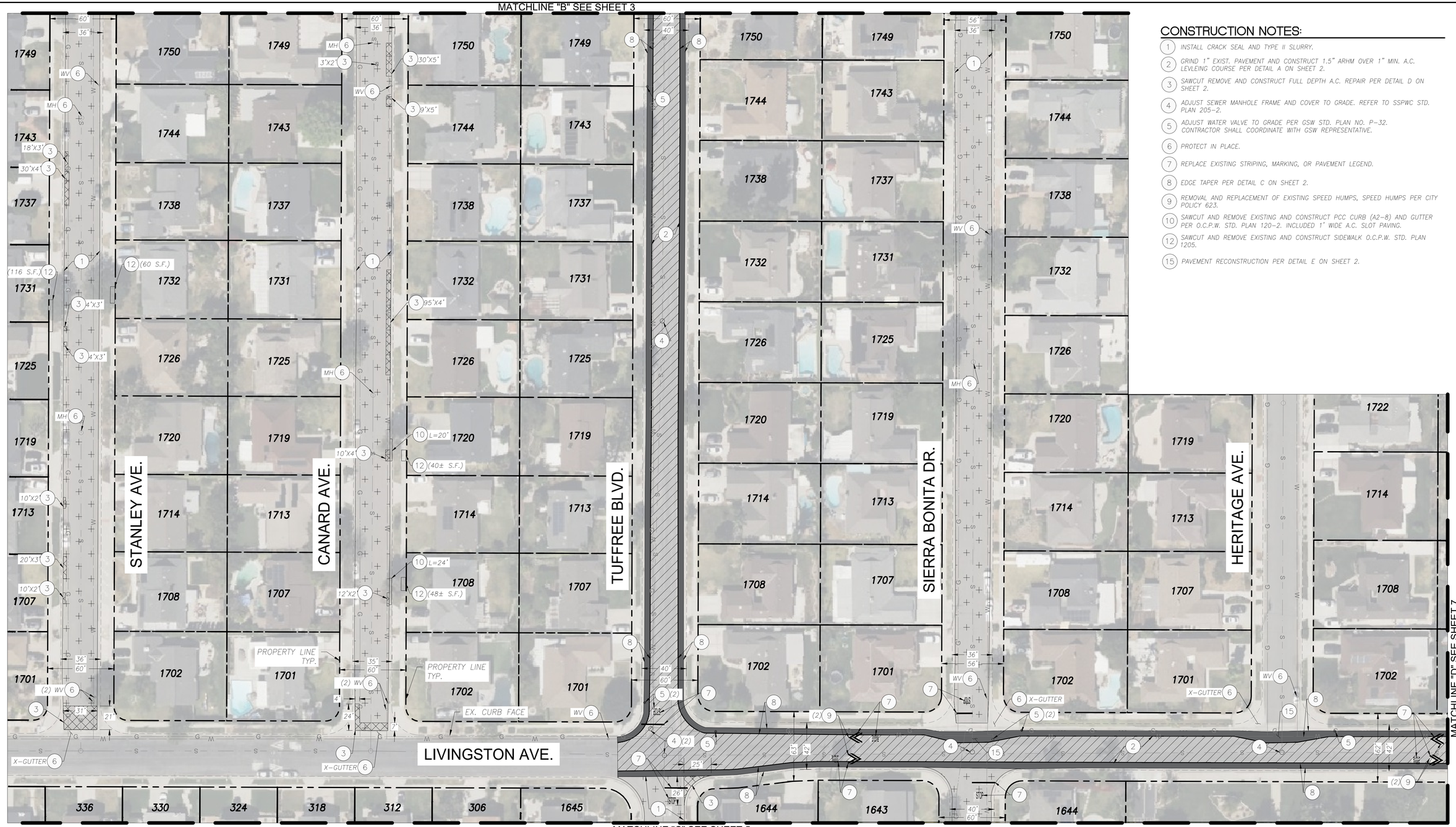
LICENSED PROFESSIONAL ENGINEER
GABRIEL A. GUERRERO-GABANY
C 92943
Exp. 12/31/25
CIVIL
STATE OF CALIFORNIA

IMPROVEMENT PLANS	DWG. ID.
FY 24-25 RESIDENTIAL STREET REHABILITATION PROJECT PLAN SHEET	PW-SI-15
CITY OF PLACENTIA	SHT 3 OF 12

MATCHLINE "B" SEE SHEET 3



MATCHLINE "C" SEE SHEET 5

MATCHLINE "D" SEE SHEET 7

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15. PAVEMENT RECONSTRUCTION PER DETAIL E ON SHEET 2.

LEGEND:

1 — 3

2 — 8

0 40 80 Feet

REVISIONS				
NUMBER	DATE	BY	DESCRIPTION	APP'D DATE

REFERENCES

BENCHMARK:

Prepared under the supervision of

Gabriel Guerrero-Gabany — 9/4/2025

R.C.E. No. 92943 — Date

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Recommended by: GGG

LICENSED PROFESSIONAL ENGINEER — GABRIEL A. GUERRERO-GABANY — C 92943 — Exp. 12/31/25 — CIVIL — STATE OF CALIFORNIA

IMPROVEMENT PLANS

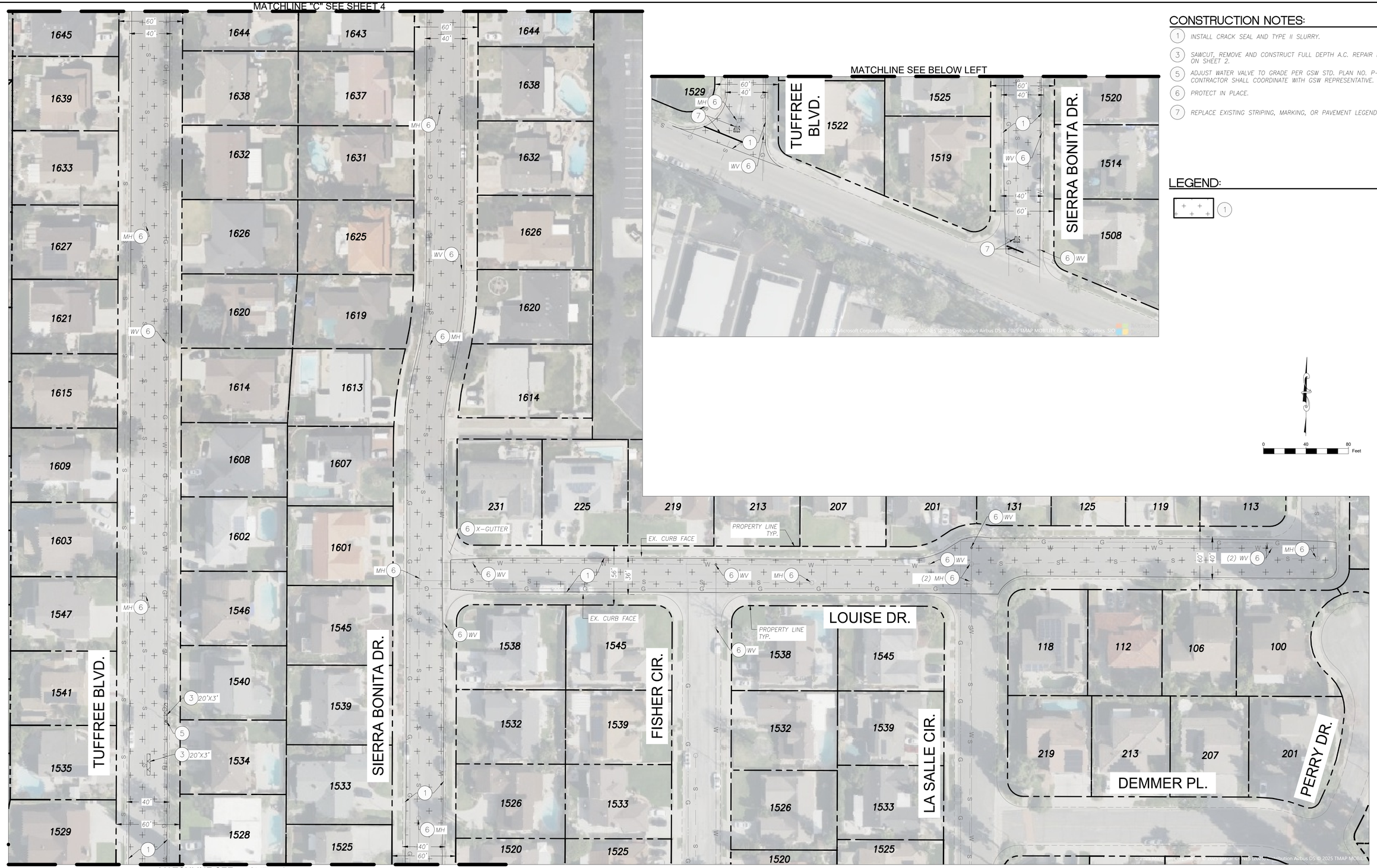
FY 24-25 RESIDENTIAL STREET REHABILITATION PROJECT PLAN SHEET

CITY OF PLACENTIA

DWG. ID.

PW-SI-15

SHT 4 OF 12



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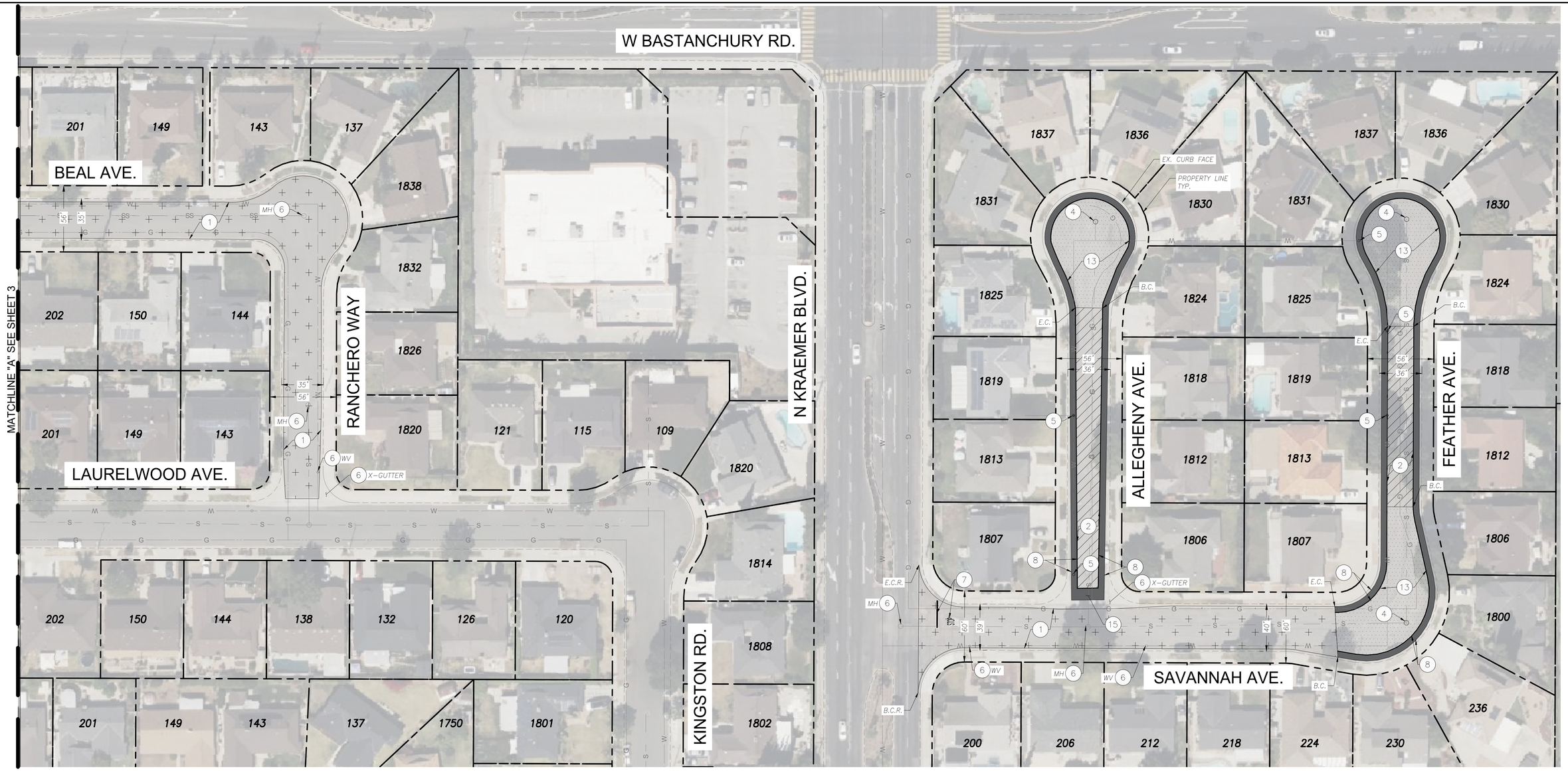
7. REPLACE EXISTING STRIPING, MARKING, OR PAVEMENT LEGEND.

LEGEND:

1

0 40 80 Feet

REVISIONS					REFERENCES	Prepared under the supervision of		IMPROVEMENT PLANS	DWG. ID.
NUMBER	DATE	BY	DESCRIPTION	APP'D DATE	BENCHMARK:	Gabriel Guerrero-Gabany R.C.E. No. 92943	9/4/2025 Date	FY 24-25 RESIDENTIAL STREET REHABILITATION PROJECT PLAN SHEET	PW-SI-15
						Drawn by: SB / SK Checked by: GGG Recommended by: GGG	LICENSED PROFESSIONAL ENGINEER GABRIEL A. GUERRERO-GABANY C 92943 Exp. 12/31/25 CIVIL STATE OF CALIFORNIA	CITY OF PLACENTIA	SHT 5 OF 12



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15. PAVEMENT RECONSTRUCTION PER DETAIL E ON SHEET 2.

LEGEND:

1
2
8
13

0 40 80 Feet

REVISIONS					REFERENCES
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Gabriel Guerrero-Gabany 9/4/2025
R.C.E. No. 92943 Date

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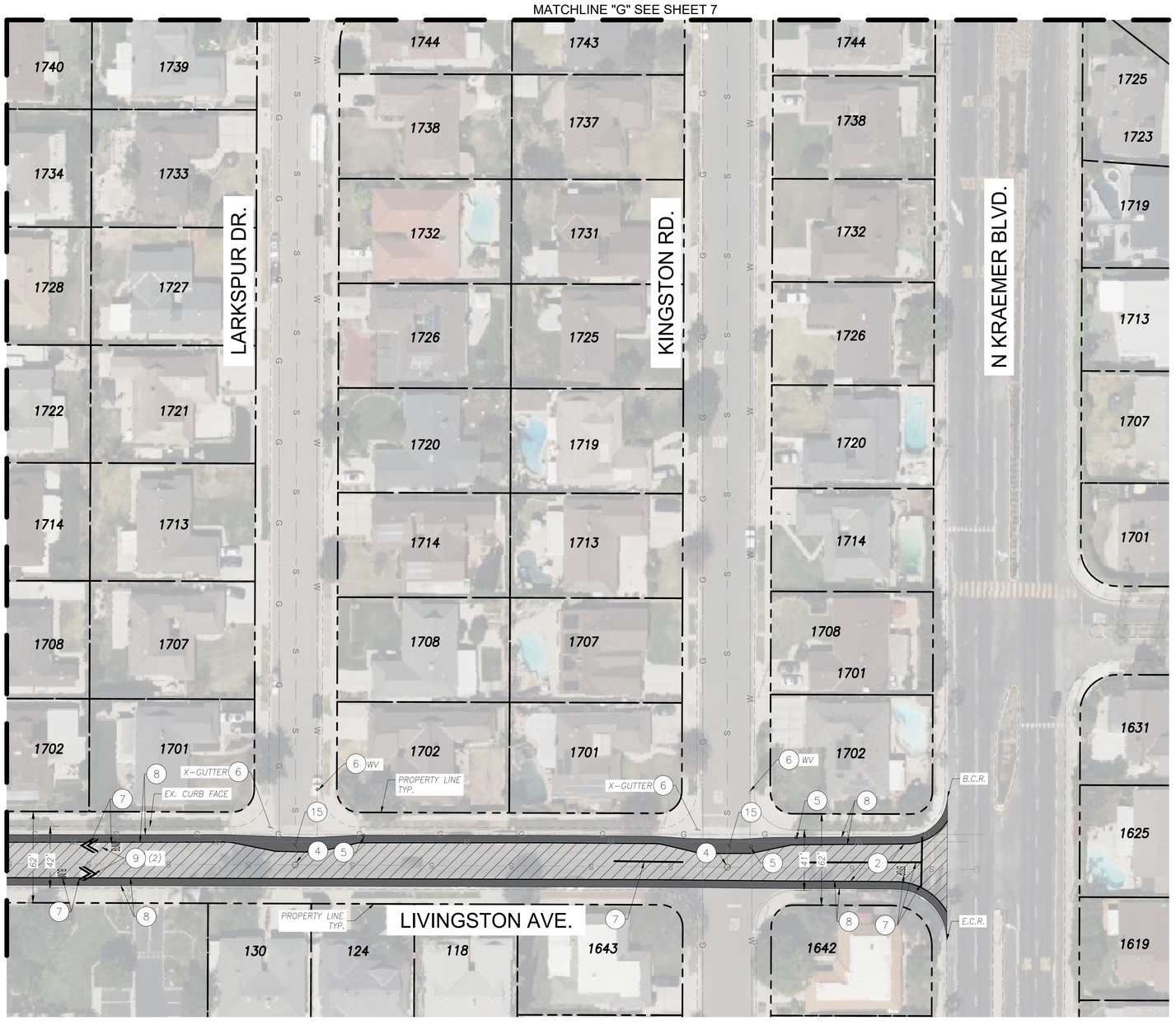
LICENSED PROFESSIONAL ENGINEER · GABRIEL A. GUERRERO-GABANY · C 92943 Exp. 12/31/25 · CIVIL · STATE OF CALIFORNIA

IMPROVEMENT PLANS	DWG. ID.
FY 24-25 RESIDENTIAL STREET REHABILITATION PROJECT PLAN SHEET	PW-SI-15
CITY OF PLACENTIA	SHT 6 OF 12



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(15) PAVEMENT RECONSTRUCTION PER DETAIL E ON SHEET 2.

LEGEND:

(2)

(8)

0 40 80 Feet

REVISIONS				
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Gabriel Guerrero-Gabany 9/4/2025

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LICENSED PROFESSIONAL ENGINEER GABRIEL A. GUERRERO-GABANY C 92943 Exp. 12/31/25 CIVIL STATE OF CALIFORNIA

IMPROVEMENT PLANS

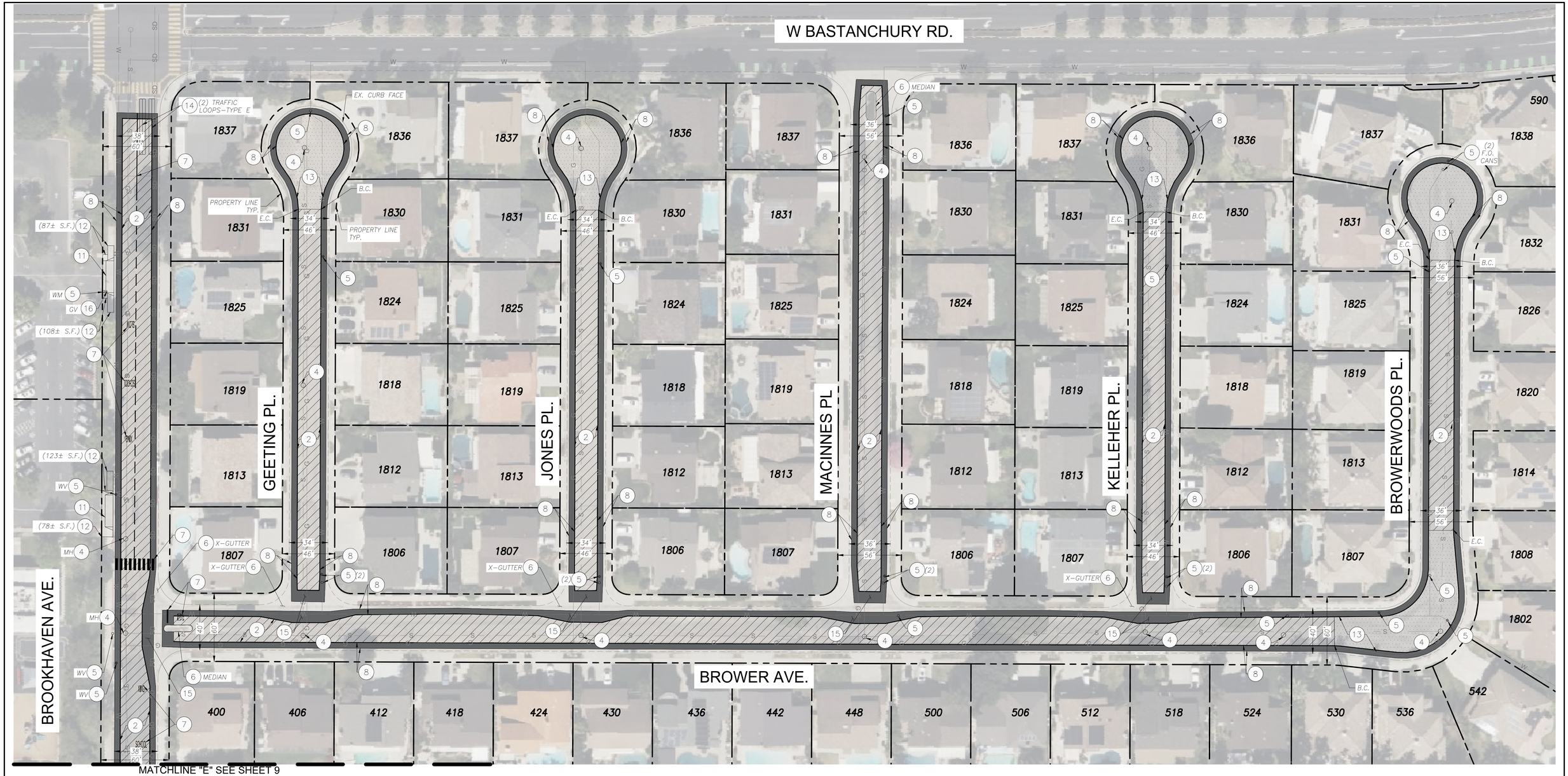
FY 24-25 RESIDENTIAL STREET REHABILITATION PROJECT PLAN SHEET

CITY OF PLACENTIA

DWG. ID.

PW-SI-15

SHT 7 OF 12



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15. PAVEMENT RECONSTRUCTION DETAIL PER DETAIL E ON SHEET 2.
16. ADJUST TO GRADE GAS VALVE (BY OTHERS).

LEGEND:

2
3
8
13

0 40 80 Feet

REVISIONS				
NUMBER	DATE	BY	DESCRIPTION	APP'D DATE

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Gabriel Guerrero-Gabany 9/4/2025
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GABRIEL A. GUERRERO-GABANY
C 92943
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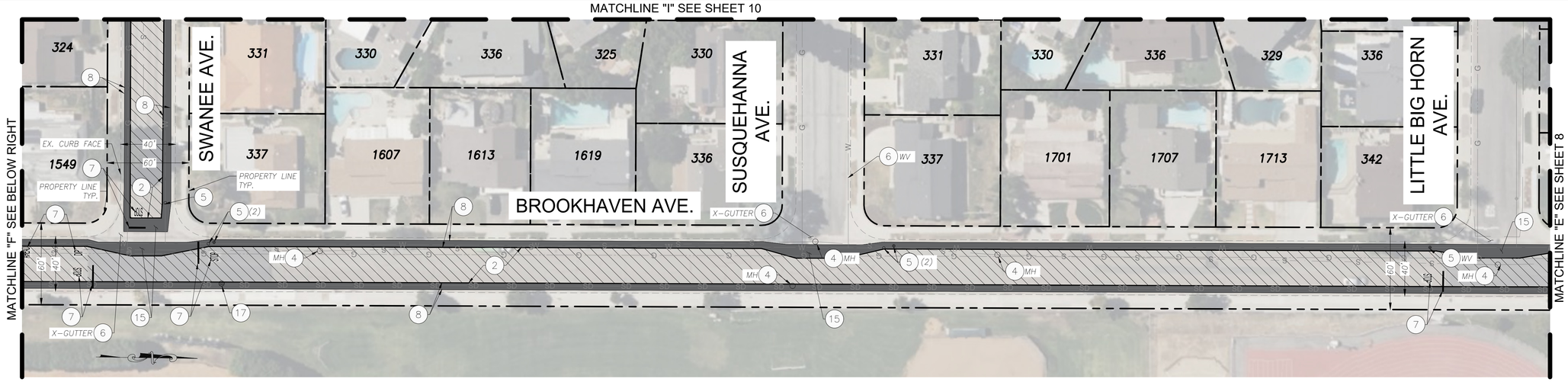
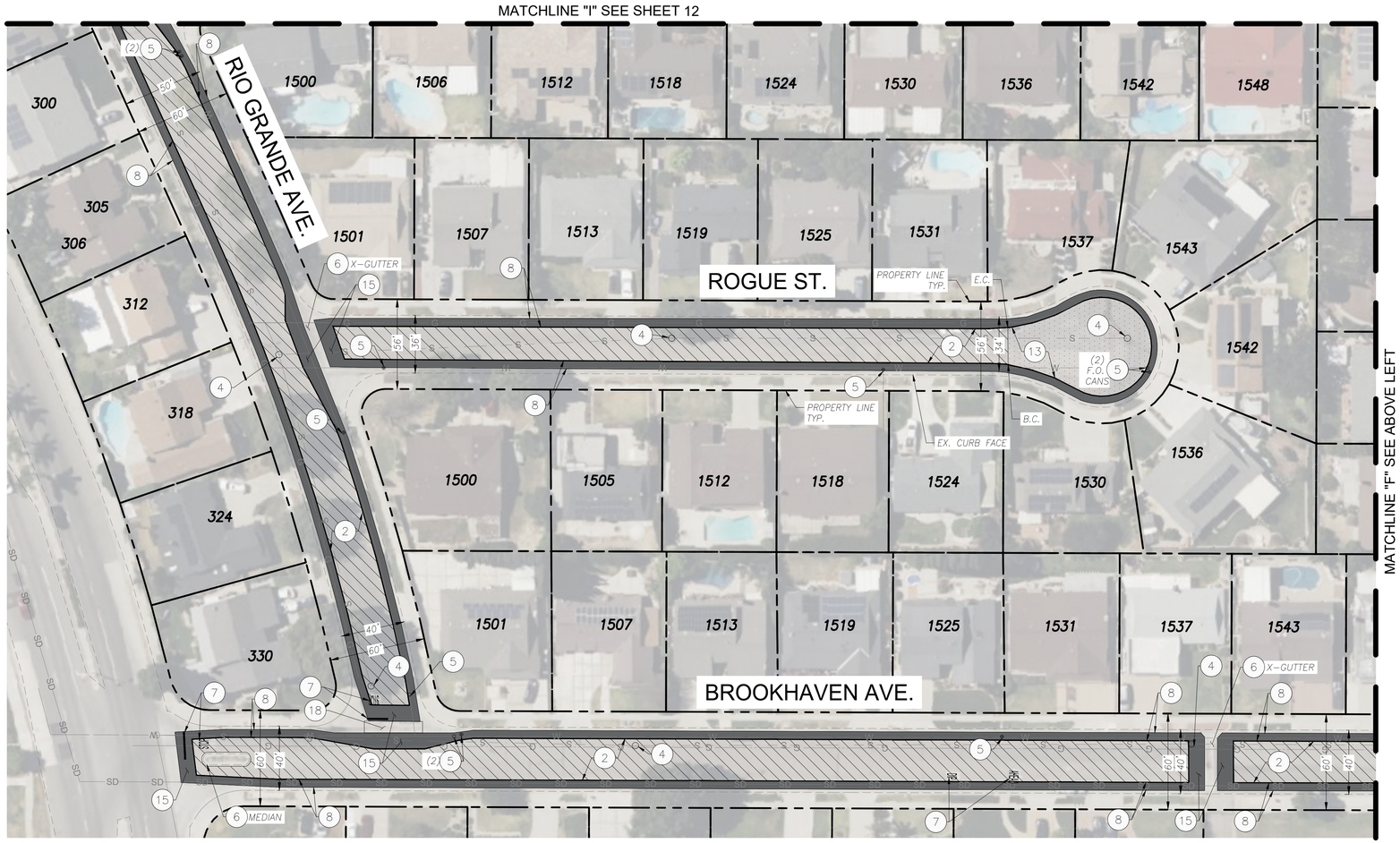
IMPROVEMENT PLANS	DWG. ID.
FY 24-25 RESIDENTIAL STREET REHABILITATION PROJECT PLAN SHEET	PW-SI-15
CITY OF PLACENTIA	SHT 8 OF 12





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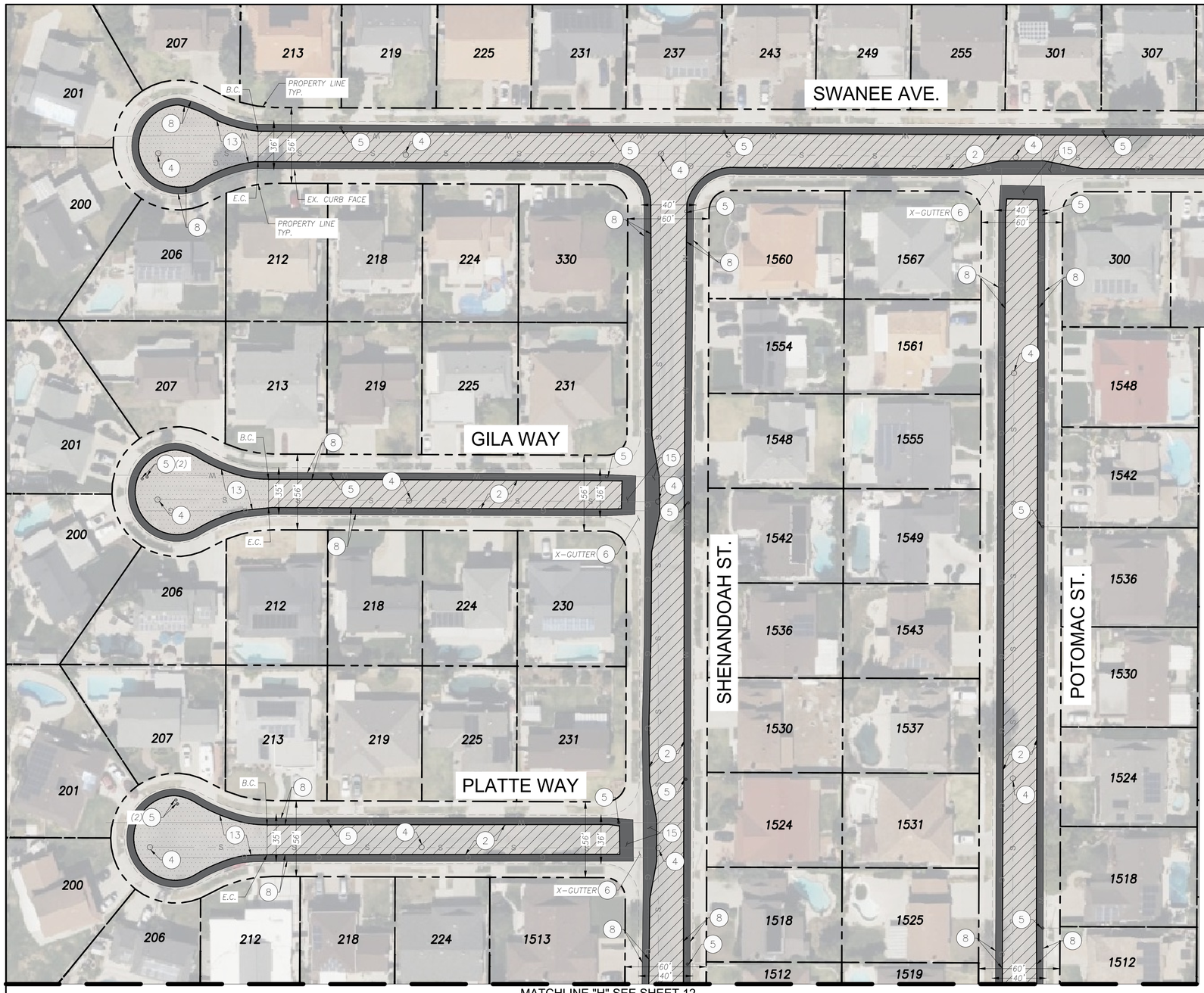
LEGEND:

(2) (8) (13)

0 40 80 Feet

REVISIONS					REFERENCES	Prepared under the supervision of		IMPROVEMENT PLANS	DWG. ID.
NUMBER	DATE	BY	DESCRIPTION	APP'D DATE	BENCHMARK:	Gabriel Guerrero-Gabany R.C.E. No. 92943	9/4/2025 Date	FY 24-25 RESIDENTIAL STREET REHABILITATION PROJECT PLAN SHEET	PW-SI-15
						Drawn by: SB / SK Checked by: GGG Recommended by: GGG	LICENSED PROFESSIONAL ENGINEER GABRIEL A. GUERRERO-GABANY C 92943 Exp. 12/31/25 CIVIL STATE OF CALIFORNIA	CITY OF PLACENTIA	SHT 9 OF 12



CONSTRUCTION NOTES:

(2) GRIND 1" EXIST. PAVEMENT AND CONSTRUCT 1.5" ARHM OVER 1" MIN. A.C. LEVELING COURSE PER DETAIL A ON SHEET 2.

(4) ADJUST SEWER MANHOLE FRAME AND COVER TO GRADE REFER TO SSPWC STD. PLAN 205-2.

(5) ADJUST WATER VALVE TO GRADE PER GSW STD. PLAN NO. P-32. CONTRACTOR SHALL COORDINATE WITH GSW REPRESENTATIVE.

(6) PROTECT IN PLACE.

(8) EDGE TAPER PER DETAIL C ON SHEET 2.

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(15) PAVEMENT RECONSTRUCTION DETAIL PER DETAIL E ON SHEET 2.

LEGEND:

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REVISIONS					REFERENCES
NUMBER	DATE	BY	DESCRIPTION	APP'D DATE	BENCHMARK:

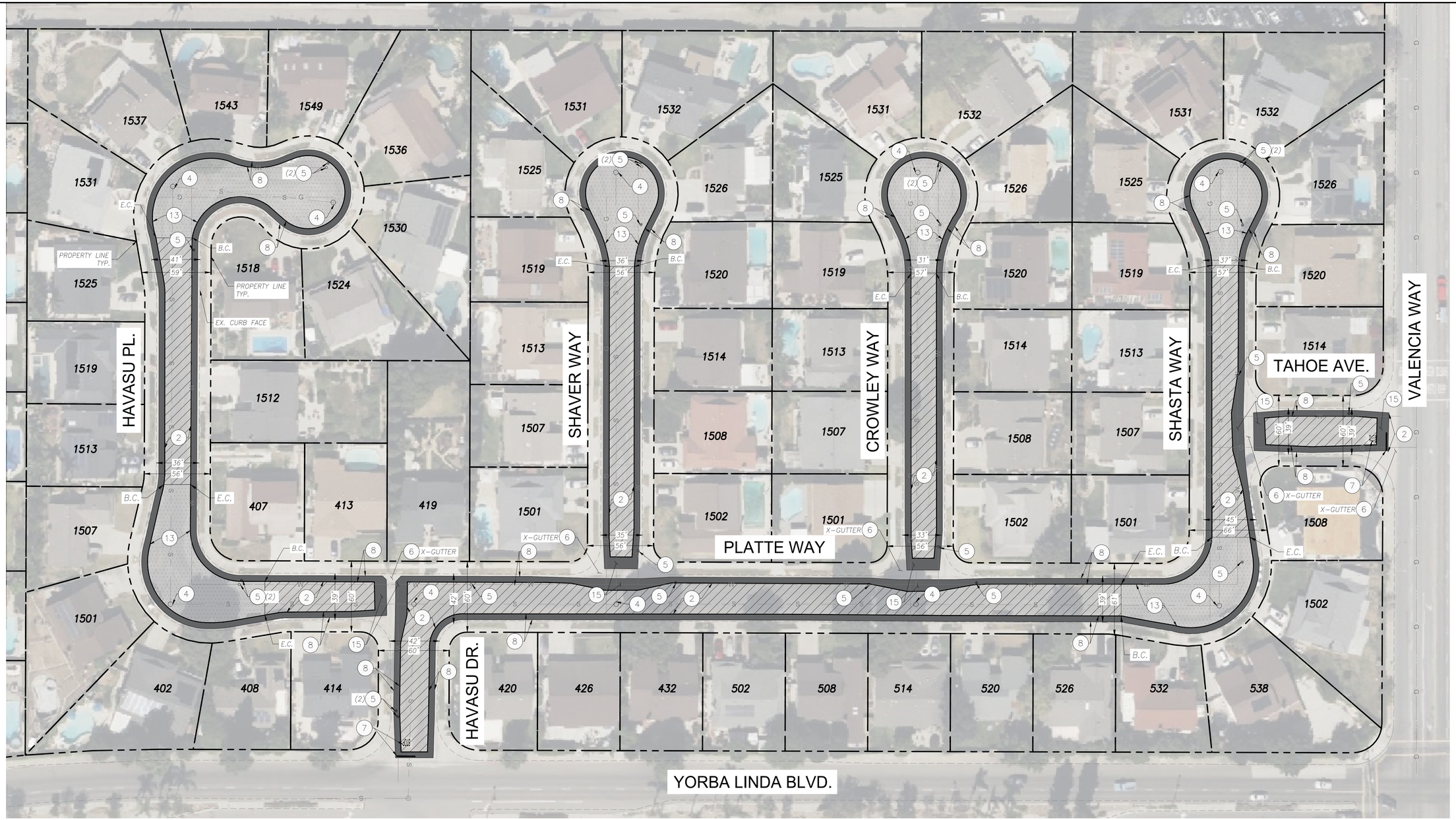
Prepared under the supervision of

Gabriel Guerrero-Gabany 9/4/2025
R.C.E. No. 92943 Date

Drawn by: SB / SK
Checked by: GGG
Recommended by: GGG

LICENSED PROFESSIONAL ENGINEER — GABRIEL A. GUERRERO-GABANY — C 92943 Exp. 12/31/25 — CIVIL — STATE OF CALIFORNIA

IMPROVEMENT PLANS	DWG. ID.
FY 24-25 RESIDENTIAL STREET REHABILITATION PROJECT PLAN SHEET	PW-SI-15
CITY OF PLACENTIA	SHT 10 OF 12



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BENCHMARK:

Prepared under the supervision of

Gabriel Guerrero-Gabany 9/4/2025

R.C.E. No. 92943 Date

Drawn by: SB / SK

Checked by: GGG

Recommended by: GGG

LICENSED PROFESSIONAL ENGINEER
GABRIEL A. GUERRERO-GABANY
C 92943
Exp. 12/31/25
CIVIL
STATE OF CALIFORNIA

IMPROVEMENT PLANS

FY 24-25 RESIDENTIAL STREET REHABILITATION PROJECT PLAN SHEET

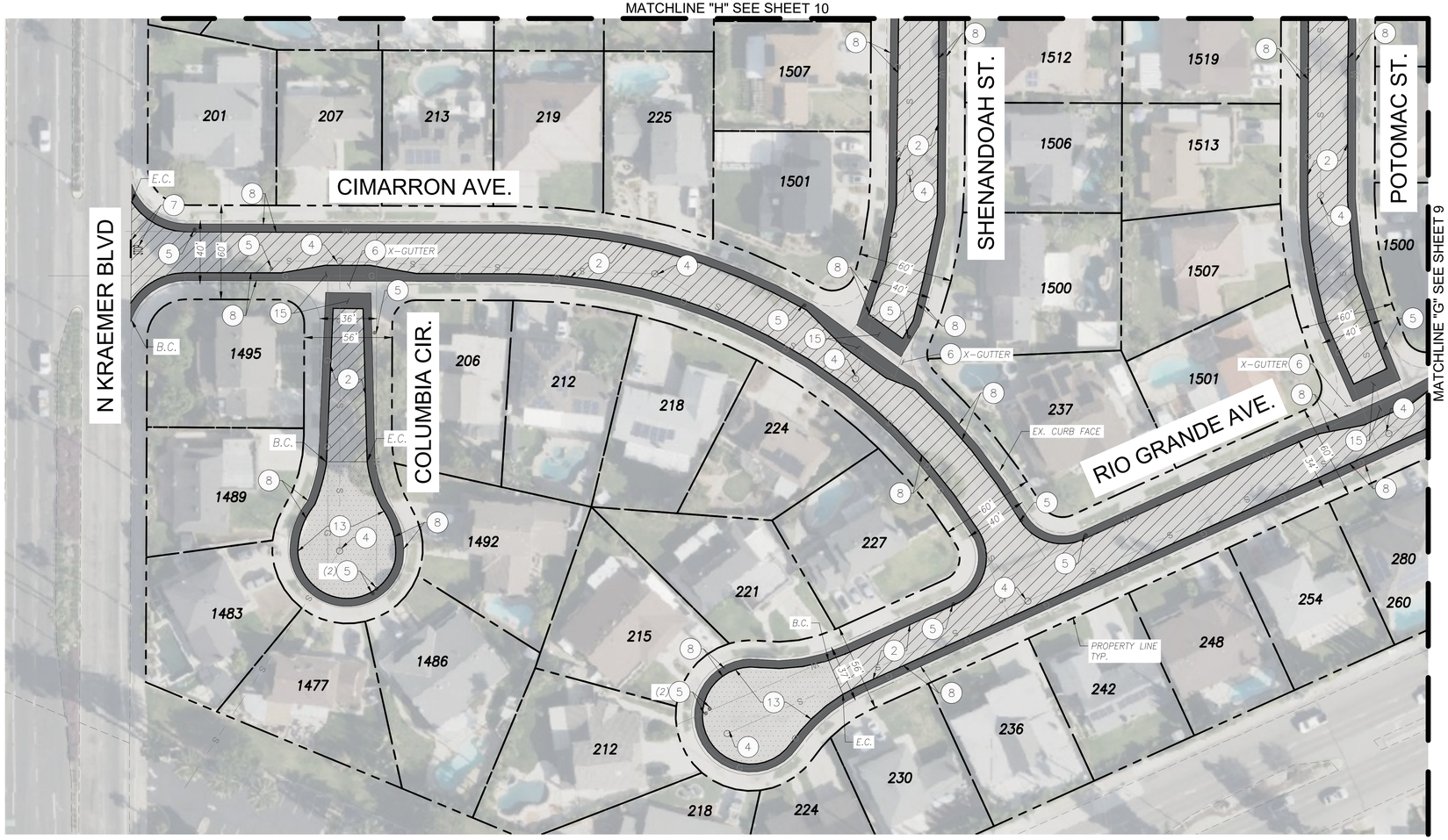
CITY OF PLACENTIA

DWG. ID.

PW-SI-15

SHT 11 OF 12

MATCHLINE "H" SEE SHEET 10



MATCHLINE "G" SEE SHEET 9

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Prepared under the supervision of

Gabriel Guerrero-Gabany 9/4/2025

R.C.E. No. 92943 Date

Drawn by: SB / SK

Checked by: GGG

Recommended by: GGG

LICENSED PROFESSIONAL ENGINEER GABRIEL A. GUERRERO-GABANY C 92943 Exp. 12/31/25 CIVIL STATE OF CALIFORNIA

IMPROVEMENT PLANS

FY 24-25 RESIDENTIAL STREET REHABILITATION PROJECT PLAN SHEET

CITY OF PLACENTIA

DWG. ID. PW-SI-15

SHT 12 OF 12

CITY OF PLACENTIA
PUBLIC WORKS AGREEMENT FOR
FY 2024-2025 RESIDENTIAL STREET REHABILITATION PROJECT
CITY PROJECT NO. 26-104

THIS AGREEMENT (herein "Agreement") is made and entered into this 7th day of October, 2025 by and between the CITY OF PLACENTIA, a municipal corporation and charter city, (herein "City") and R.J. Noble Company (herein "Contractor"). The parties hereto agree as follows:

W I T N E S S E T H :

A. WHEREAS, City requires the construction of residential street improvements as set forth more fully in this Agreement.

B. WHEREAS, Contractor represents to City that Contractor is qualified to perform said work and has submitted a proposal to City for the same.

C. WHEREAS, City desires to have Contractor perform said services on the terms and conditions set forth herein.

D. WHEREAS, no official or employee of City has a financial interest, within the provisions of Sections 1090-1092 of the California Government Code, in the subject matter of this Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions contained herein and for good and valuable consideration, the receipt and sufficiency of which is acknowledged by both parties, City and Contractor hereby agree as follows:

1.0 DEFINITIONS

1.1 Definitions. As used in this Agreement, the following definitions shall be applicable:

(a) Contractor. Contractor shall mean R.J. Noble Company a (California corporation, partnership, individual) located at 15505 E. Lincoln Avenue Orange, CA 92865.

(b) City. City shall mean the City of Placentia, a Municipal Corporation and Charter City, located at 401 E. Chapman Ave., Placentia, California 92870.

(c) City Council. City Council shall mean the City Council of the City of Placentia.

(d) Contract Officer. Contract Officer shall mean the person designated by the City Administrator or City Engineer of City and shall have the duties set forth in Section 5.2.

(e) Services. Services shall mean the services to be performed by the Contractor pursuant to this Agreement.

(f) Satisfactory. Satisfactory shall mean satisfactory to the City Administrator

or his/her designee.

2.0 SERVICES OF CONTRACTOR

2.1 Scope of Services. In compliance with all terms and conditions of this Agreement, the Contractor shall provide those services specified in the "Scope of Services" attached hereto as Exhibit "A" and incorporated herein by this reference, which services may be referred to herein as the "services" or "work" hereunder. As a material inducement to the City entering into this Agreement, Contractor represents and warrants that Contractor is a provider of first class work and services and Contractor is experienced in performing the work and services contemplated herein and, in light of such status and experience, Contractor covenants that it shall follow the highest professional standards in performing the work and services required hereunder and that all materials will be of good quality, fit for the purpose intended.

2.2 Documents Included in Contract. This contract consists of this Agreement and any Exhibits, which are incorporated herein by this reference. In the event of an inconsistency, the terms of this Agreement shall govern.

2.3 Compliance with Law. All services rendered hereunder shall be provided in accordance with all ordinances, resolutions, statutes, rules, and regulations of the City and any Federal, State, or local governmental agency having jurisdiction in effect at the time service is rendered, including but not limited to, the claims procedure set forth in Public Contract Code Section 9204, a summary of which is attached to this agreement as Exhibit "E".

2.4 Licenses, Permits, Fees, and Assessments. Contractor shall obtain at its sole cost and expense such licenses, permits, and approvals as may be required by law for the performance of the services required by this Agreement, including registration with the Department of Industrial Relations of the State of California as required by Labor Code Section 1725.5 before commencing performance under this Agreement. Contractor shall have the sole obligation to pay for any fees, assessments, and taxes, plus applicable penalties and interest, which may be imposed by law and arise from or are necessary for the Contractor's performance of the services required by this Agreement, and shall indemnify, defend, and hold harmless City against any such fees, assessments, taxes penalties, or interest levied, assessed, or imposed against City hereunder. Contractor shall be responsible for all subcontractors' compliance with this Section 2.4.

2.5 Familiarity with Work. By executing this Contract, Contractor warrants that Contractor (a) has thoroughly investigated and considered the scope of services to be performed, (b) has carefully considered how the services should be performed, and (c) fully understands the facilities, difficulties, and restrictions attending performance of the services under this Agreement. If the services involve work upon any site, Contractor warrants that Contractor has or will investigate the site and is or will be fully acquainted with the conditions there existing, prior to commencement of services hereunder. Should Contractor discover any latent or unknown conditions, which will materially affect the performance of the services hereunder, Contractor shall immediately inform the City of such fact and shall not proceed except at Contractor's risk until written instructions are received from the Contract Officer.

2.6 Standard of Performance. Contractor, its subcontractors, and their employees, in the performance of Contractor's work under this Agreement, shall be responsible for exercising the

degree of skill and care required by customarily accepted good professional practices and procedures used in the Contractor's field.

Any costs for failure to meet the foregoing standard or to correct otherwise defective work that requires re-performance of the work, shall be borne in total by the Contractor and not by the City. The failure of a project to achieve the performance goals and objectives stated in this Agreement is not a basis for requesting re-performance unless the work conducted by Contractor and/or its subcontractors is deemed by the City to have failed the foregoing standard of performance.

In the event Contractor fails to perform in accordance with the above standard:

1. Contractor will re-perform, at its own expense, any task which was not performed to the reasonable satisfaction of City. Any work re-performed pursuant to this paragraph shall be completed within the time limitations originally set forth for the specific task involved. Contractor shall work any overtime required to meet the deadline for the task at no additional cost to the City;

2. The City shall provide a new schedule for the re-performance of any task pursuant to this paragraph in the event that re-performance of a task within the original time limitations is not feasible; and

3. The City shall have the option to direct Contractor not to re-perform any task which was not performed to the reasonable satisfaction of the City Project Manager pursuant to application of (1) and (2) above. In the event the City directs Contractor not to re-perform a task, the City shall negotiate a reasonable settlement for satisfactory work performed. No previous payment shall be considered a waiver of the City's right to reimbursement.

Nothing contained in this section is intended to limit any of the rights or remedies which the City may have under law.

2.7 Care of Work. The Contractor shall adopt reasonable methods during the life of the Agreement to furnish continuous protection to the work, and the equipment, materials, papers, documents, plans, studies, and/or other components thereof to prevent losses or damages, and shall be responsible for all such damages, to persons or property, until acceptance of the work by City, except such losses or damages as may be caused by City's own negligence.

2.8 Further Responsibilities of Parties. Both parties agree to use reasonable care and diligence to perform their respective obligations under this Agreement. Both parties agree to act in good faith to execute all instruments, prepare all documents and take all actions as may be reasonably necessary to carry out the purposes of this Agreement. Unless hereafter specified, neither party shall be responsible for the service of the other. Contractor shall require all subcontractors to comply with the provisions of this agreement.

2.9 Additional Services. City shall have the right at any time during the performance of the services, without invalidating this Agreement, to order extra work beyond that specified in the Scope of Services or make changes by altering, adding to, or deducting from said work. No such extra work may be undertaken unless a written change order is first given by the Contract Officer to the Contractor, incorporating therein any adjustment in (i) the Contract Sum as set forth in Section 3.1, and/or (ii) the time to perform this Agreement, which said adjustments are subject to the written approval of the Contractor. Any increase in compensation of ten percent (10%) or less of the Contract Sum, or in the time to perform of one hundred eighty (180) days or less, may be approved

by the Contract Officer. It is expressly understood by Contractor that the provisions of this Section shall not apply to services specifically set forth in the Scope of Services or reasonably contemplated therein. Contractor hereby acknowledges that it accepts the risk that the services to be provided pursuant to the Scope of Services may be more costly or time consuming than Contractor anticipates and that Contractor shall not be entitled to additional compensation therefore.

2.10 Prevailing Wage Laws. Contractor represents and warrants that it is registered with the Department of Industrial Relations as required by SB 854 and Labor Code 1725.5 and understands that this project is subject to compliance monitoring and enforcement by the Department of Industrial Relations. Contractor shall ensure that its subcontractors comply with said requirements. Contractor shall comply with Labor Code Section 1771.4 and shall post all legally required job site notices. In accordance with Labor Code Section 1770 et seq., the Director of the Department of Industrial Relations of the State of California has ascertained a general prevailing rate of wages, which is the minimum amount, which shall be paid to all workers employed to perform the work pursuant to this Agreement. A copy of the general prevailing wage rate determination is on file in the Office of the City Clerk and is hereby incorporated by reference into this Agreement. In accordance with the provisions of Labor Code Section 1810 et seq., eight (8) hours is the legal working day. Contractor must forfeit to the City Twenty Five Dollars ($25.00) a day for each worker who works in excess of the minimum working hours when Contractor does not pay overtime. Contractor is required to post a copy of such wage rates at all times at the contract site. The statutory penalties for failure to pay prevailing wage or to comply with State wage and hour laws will be enforced. Contractor also shall comply with State law requirements to maintain payroll records and shall provide for certified records and inspection of records as required by California Labor Code Section 1770 et. seq., including Section 1776. Contractor shall comply with all statutory requirements relating to the employment of apprentices.

3.0 COMPENSATION

3.1 Contract Sum. For the services rendered pursuant to this Agreement, the Contractor shall be compensated as specified herein, but not exceeding the maximum contract amount of one million nine hundred seventy two thousand nine hundred fifteen dollars with five cents ($ 1,972,915.05) (herein "Contract Sum"), except as provided in Section 2.9. The Contract Sum shall include the attendance of Contractor at all project meetings reasonably deemed necessary by the City; Contractor shall not be entitled to any additional compensation for attending said meetings.

3.2 Progress Payments. Prior to the first day of the month, during the progress of the work, commencing on the day and month specified in the Agreement, Contractor shall submit to the Contract Officer a complete itemized statement of all labor and materials incorporated into the work during the preceding month and the portion of the contract sum applicable thereto. Upon approval in writing by the Contract Officer, payment shall be made in thirty (30) days. City shall pay Contractor a sum based upon ninety-five percent (95%) of the contract price apportionment of the labor and materials incorporated into the work under the contract during the month covered by said statement. The remaining five percent (5%) thereof shall be retained as performance security. Refer to Section 8.4 of this Agreement for retention of funds.

4.0 PERFORMANCE SCHEDULE

4.1 Time of Essence. Time is of the essence in the performance of this Agreement.

4.2 Schedule of Performance. Contractor shall commence the services pursuant to this Agreement upon receipt of a written notice to proceed and shall perform all services within the time

period(s) established in the "Schedule of Performance" attached hereto as Exhibit "B", and incorporated herein by this reference. When requested by the Contractor, extensions to the time period(s) specified in the Scope of Services may be approved in writing by the Contract Officer.

4.3 Force Majeure. The time period(s) specified in the Scope of Services for performance of the services rendered pursuant to this Agreement shall be extended because of any delays due to unforeseeable causes beyond the control and without the fault or negligence of the Contractor, including, but not restricted to, acts of God or of the public enemy, unusually severe weather, fires, earthquakes, floods, epidemics, quarantine restrictions, riots, strikes, freight embargoes, wars, litigation, and/or acts of any governmental agency, including the City, if the Contractor shall within ten (10) days of the commencement of such delay notify the Contract Officer in writing of the causes for the delay. The Contract Officer shall ascertain the facts and the extent of delay, and extend the time for performing the services for the period of the enforced delay when and if in the judgment of the Contract Officer such delay is justified. The Contract Officer's determination shall be final and conclusive upon the parties to this Agreement.

4.4 Term. Unless earlier terminated in accordance with Section 8.9 of this Agreement, this Agreement shall continue in full force and effect until final approval and acceptance of the project by the Contract Officer. Notwithstanding the foregoing, this Agreement shall terminate no later than October 7, 2026, unless the parties mutually agree in writing to extend the term.

5.0 COORDINATION OF WORK

5.1 Representative of Contractor. The following principals of Contractor are hereby designated as being the principals and representatives of Contractor authorized to act in its behalf with respect to the work specified herein and make all decisions in connection therewith:

R.J. Noble Company
ATTN: Steven L. Mendoza
15505 E. Lincoln Ave.
Orange, CA 92865

It is expressly understood that the experience, knowledge, capability and reputation of the foregoing principals were a substantial inducement for City to enter into this Agreement. Therefore, the foregoing principals shall be responsible during the term of this Agreement for directing all activities of Contractor and devoting sufficient time to personally supervise the services hereunder. For purposes of this Agreement, the foregoing principals may not be replaced nor may their responsibilities be substantially reduced by Contractor without the express written approval of City.

5.2 Contract Officer. The Contract Officer shall be such person as may be designated by the City Administrator or City Engineer of City. It shall be the Contractor's responsibility to assure that the Contract Officer is kept informed of the progress of the performance of the services and the Contractor shall refer any decisions that must be made by City to the Contract Officer. Unless otherwise specified herein, any approval of City required hereunder shall mean the approval of the Contract Officer. The Contract Officer shall have authority to sign all documents on behalf of the City required hereunder to carry out the terms of this Agreement.

5.3 Prohibition Against Assignment. The experience, knowledge, capability, and reputation of Contractor, its principals and employees were a substantial inducement for the City to enter into this Agreement. Neither this Agreement nor any interest herein may be transferred, assigned, conveyed, hypothecated, or encumbered voluntarily or by operation of law, whether for the benefit of creditors or otherwise, without the prior written approval of City. Transfers restricted hereunder shall include the transfer to any person or group of persons acting in concert of more than twenty five percent (25%) of the present ownership and/or control of Contractor, taking all transfers into account on a cumulative basis. In the event of any such unapproved transfer, including any bankruptcy proceeding, this Agreement shall be void. No approved transfer shall release the Contractor or any surety of Contractor of any liability hereunder without the express consent of City.

5.4 Independent Contractor. Neither the City nor any of its employees shall have any control over the manner, mode, or means by which Contractor, its subcontractors, agents, or employees, performs the services required herein, except as otherwise set forth herein. City shall have no voice in the selection, discharge, supervision, or control of Contractor's employees, subcontractors, servants, representatives, or agents, or in fixing their number, compensation, or hours of service. Contractor shall perform all services required herein as an independent contractor of City and shall remain at all times as to City a wholly independent contractor with only such obligations as are consistent with that role. Contractor shall not at any time or in any manner represent that it or any of its subcontractors, agents, or employees are agents or employees of City. City shall not in any way or for any purpose become or be deemed to be a partner of Contractor in its business or otherwise or a joint venture or a member of any joint enterprise with Contractor.

5.5 Identity of Persons Performing Work. Contractor represents that it employs or will employ at its own expense all personnel required for the satisfactory performance of any and all tasks and services set forth herein. Contractor represents that the tasks and services required herein will be performed by Contractor or under its direct supervision, and that all personnel engaged in such work shall be fully qualified and shall be authorized and permitted under applicable State and local law to perform such tasks and services.

5.6 Utility Relocation. City is responsible for removal, relocation, or protection of existing main or trunkline utilities to the extent such utilities were not identified in the invitation for bids or specifications. City shall reimburse contractor for any costs incurred in locating, repairing damage not caused by contractor, and removing or relocating such unidentified utility facilities, including equipment idled during such work. Contractor shall not be assessed liquidated damages for delay arising from the removal or relocation of such unidentified utility facilities.

5.7 Trenches or Excavations. Pursuant to California Public Contract Code Section 7104, in the event the work included in this Agreement requires excavations more than four (4) feet in depth, the following shall apply.

(a) Contractor shall promptly, and before the following conditions are disturbed, notify City, in writing, of any: (1) material that Contractor believes may be material that is hazardous waste, as defined in Section 25117 of the Health and Safety Code, that is required to be removed to a Class I, Class II, or Class III disposal site in accordance with provisions of existing law; (2) Subsurface or latent physical conditions at the site different from those indicated; or (3) Unknown physical conditions at the site of any unusual nature, different materially from those ordinarily encountered and

generally recognized as inherent in work of the character provided for in the contract.

(b) City shall promptly investigate the conditions, and if it finds that the conditions do materially so differ, or do involve hazardous waste, and cause a decrease or increase in Contractor's cost of, or the time required for, performance of any part of the work shall issue a change order per Section 2.9 of this Agreement.

(c) That, in the event that a dispute arises between City and Contractor whether the conditions materially differ, or involve hazardous waste, or cause a decrease or increase in Contractor's cost of, or time required for, performance of any part of the work, Contractor shall not be excused from any scheduled completion date provided for by the contract, but shall proceed with all work to be performed under the contract. Contractor shall retain any and all rights provided either by contract or by law, which pertain to the resolution of disputes and protests between the contracting parties.

6.0 INSURANCE, INDEMNIFICATION, AND BONDS

6.1 Insurance. The Contractor and all subcontractors, if any, shall procure and maintain, at its sole cost and expense, in a form and content satisfactory to City, during the entire term of this Agreement, including any extension thereof, insurance as set forth in Exhibit "C" attached hereto and incorporated herein by this reference.

Conditions:
In accordance with Public Contract Code Section 20170, the insurance of surety companies who provide or issue the policy shall have been admitted to do business in the State of California with a credit rating of A- or better.

The City of Placentia, its officers, officials, employees, agents, and volunteers shall be named as additional insureds.

Prior to commencement of any work under this contract, Contractor shall deliver to the City insurance endorsements confirming the existence of the insurance required by this contract, and including the applicable clauses as set forth in Exhibit "C" attached hereto and incorporated herein by this reference.

Such endorsements shall be signed by an authorized representative of the insurance company and shall include the signatory's company affiliation and title. Should it be deemed necessary by the City, it shall be Contractor's responsibility to see that the City receives documentation, acceptable to the City, which sustains that the individual signing said endorsements is indeed authorized to do so by the insurance company.

If the Contractor fails to maintain the aforementioned insurance, or secure and maintain the aforementioned endorsement, the City may obtain such insurance, and deduct and retain the amount of the premiums for such insurance from any sums due under the agreement. However, procuring of said insurance by the City is an alternative to other remedies the City may have, and is not the exclusive remedy for failure of Contractor to maintain said insurance or secure said endorsement. In addition to any other remedies

the City may have upon Contractor's failure to provide and maintain any insurance or policy endorsements to the extent and within the time herein required, the City shall have the right to order Contractor to stop work hereunder, and/or withhold any payment(s) which became due to Contractor hereunder until Contractor demonstrates compliance with the requirements hereof.

Nothing herein contained shall be construed as limiting in any way the extent to which Contractor may be held responsible for payments of damages to persons or property resulting from Contractor's or its subcontractor's performance of the work covered under this agreement.

Each contract between the Contractor and any subcontractor shall require the subcontractor to maintain the same policies of insurance that the Contractor is required to maintain pursuant to this Section 6.1.

6.2 Certificates of Insurance. Contractor shall provide to City certificates of insurance showing the insurance coverages, as well as providing the City with the required endorsements, in a form and content approved by City, prior to performing any services under this Agreement. The certificates of insurance and endorsements shall be attached to this Agreement as Exhibit "D" and are incorporated herein by this reference.

6.3 Indemnification. Contractor shall protect, defend, indemnify, and hold free and harmless the City of Placentia, its officers, officials, employees, agents, and volunteers, at Contractor's sole expense, from and against any and all actions, suits, claims, damages to persons or property, losses, costs, penalties, obligations, errors, omissions, or liabilities (herein "claims or liabilities") that may be asserted or claimed by any person, firm, or entity arising or alleged to arise out of or in any way connected with the performance of the work, operations, or activities of Contractor, its agents, employees, subcontractors, or invitees, provided for herein, or arising or alleged to arise from the acts or omissions of Contractor hereunder, or arising or alleged to arise from Contractor's performance of or failure to perform any term, provision, covenant or condition of this Agreement including all acts or omissions, willful misconduct or negligent conduct, whether active or passive, on the part of the Contractor, its employees, and/or subcontractors.

(a) Contractor will defend any action or actions filed in connection with any of said claims or liabilities and will pay all costs and expenses, including legal costs and attorneys' fees incurred in connection therewith.

(b) Contractor will promptly pay any judgment rendered against the City, its officers, officials, employees, agents, or volunteers for any such claims or liabilities arising or alleged to arise out of or in connection with Contractor's (or its agents', employees', subcontractors', or invitees') negligent performance of or failure to perform such work, operations, or activities hereunder; and Contractor agrees to save and hold the City, its officers, officials, employees, agents, and volunteers harmless therefrom.

(c) In the event the City, its officers, officials, employees, agents, or volunteers are made a party to any action or proceeding filed or prosecuted against Contractor for such damages or other claims arising or alleged to arise out of or in connection with the performance of or failure to perform the work, operation or activities of Contractor hereunder, Contractor shall pay to the City, its officers, officials, employees, agents, or volunteers any and all costs

and expenses incurred by the City, its officers, officials, employees, agents, or volunteers in such action or proceeding, including but not limited to, legal costs and attorneys' fees for counsel selected by City.

(d) Contractor's duty to defend and indemnify as set out in this Section 6.3 shall include any claims, liabilities, obligations, losses, demands, actions, penalties, suits, costs, expenses or damages or injury to persons or property arising or alleged to arise from, in connection with, as a consequence of or pursuant to any State or Federal law or regulation regarding hazardous substances, including but not limited to the Federal Insecticide, Fungicide and Rodenticide Act ("FIFRA"), Comprehensive Environmental Response, Compensation and Liability Act of 1980 ("CERCLA"), Resource Conservation and Recovery Act of 1976 ("RCRA"), the Hazardous and Solid Waste Amendments of 1984, the Hazardous Material Transportation Act, the Toxic Substances control Act, the Clean Air Act, the Clean Water Act, the California Hazardous Substance Account Act, the California Hazardous Waste Control Law or the Porter-Cologne Water Quality Control Act, as any of those statutes may be amended from time to time.

Notwithstanding the foregoing, Contractor shall not be liable for the defense or indemnification of the City for claims, actions, complaints, or suits arising out of the sole active negligence or willful misconduct of the City.

The Contractor's indemnification obligations pursuant to this Section 6.3 shall survive the termination of this Agreement. Contractor shall require the same indemnification from all subcontractors.

6.4 Labor and Materials and Performance Bonds. Concurrently with execution of this Agreement, Contractor shall deliver to City a labor and materials bond and a performance bond each in the sum of the amount of this Agreement, in the forms provided by the City Clerk, which secures the faithful performance of this Agreement. The bonds shall contain the original notarized signature of an authorized officer of the surety and affixed thereto shall be a certified and current copy of his power of attorney. The bonds shall be unconditional and remain in force during the entire term of the Agreement and shall be null and void only if the Contractor promptly and faithfully performs all terms and conditions of this Agreement.

6.5 Sufficiency of Insurer or Surety. Insurance required by this Agreement shall be satisfactory only if issued by companies qualified to do business in California, rated "A-" or better in the most recent edition of Best's Key Rating Guide or in the Federal Register, and only if they are of a Financial Size Category Class VII or larger, unless such requirements are waived by the Risk Manager of the City due to unique circumstances. In the event the Project Manager and Risk Manager determine that the work or services to be performed under this Agreement creates an increased risk of loss to the City, the Contractor agrees that the minimum limits of the insurance policies required by this Section 6 may be changed accordingly upon receipt of written notice from the Project Manager provided that the Contractor shall have the right to appeal a determination of increased coverage by the Project Manager to the City Council of City within ten (10) days of receipt of notice from the Project Manager.

6.6 Substitution of Securities. Pursuant to California Public Contract Code Section 22300, substitution of eligible equivalent securities for any monies withheld to ensure performance under the contract for the work to be performed will be permitted at the request and expense of the successful bidder.

7.0 RECORDS AND REPORTS

7.1 Reports. Contractor shall periodically prepare and submit to the Contract Officer such reports concerning the performance of the services required by this Agreement as the Contract Officer shall require. Contractor hereby acknowledges that the City is greatly concerned about the cost of work and services to be performed pursuant to this Agreement. For this reason, Contractor agrees that if Contractor becomes aware of any facts, circumstances, techniques, or events that may or will materially increase or decrease the cost of the work or services contemplated herein or, if Contractor is providing design services, the cost of the project being designed, Contractor shall promptly notify the Contract Officer of said fact, circumstance, technique or event and the estimated increased or decreased cost related thereto and, if Contractor is providing design services, the estimated increased or decreased cost estimate for the project being designed.

7.2 Records. Contractor shall keep, and require subcontractors to keep, such books and records (including but not limited to payroll records as required herein) as shall be necessary to perform the services required by this Agreement and enable the Contract Officer to evaluate the performance of such services. The Contract Officer shall have full and free access to such books and records at all times during normal business hours of City, including the right to inspect, copy, audit and make records and transcripts from such records. Such records shall be maintained for a period of three (3) years following completion of the services hereunder, and the City shall have access to such records in the event any audit is required.

7.3 Ownership of Documents. All drawings, specifications, reports, records, documents, and other materials prepared by Contractor, its employees, subcontractors, and agents in the performance of this Agreement shall be the property of City and shall be delivered to City upon request of the Contract Officer or upon the termination of this Agreement, and Contractor shall have no claim for further employment or additional compensation as a result of the exercise by City of its full rights of ownership of the documents and materials hereunder. Contractor may retain copies of such documents for its own use. Contractor shall have an unrestricted right to use the concepts embodied therein. All subcontractors shall provide for assignment to City of any documents or materials prepared by them, and in the event Contractor fails to secure such assignment, Contractor shall indemnify City for all damages resulting therefrom.

7.4 Public Records Act Disclosure. Contractor has been advised and is aware that this Agreement and all reports, documents, information, and data, including, but not limited to, computer tapes, discs or files furnished or prepared by Contractor, or any of its subcontractors, pursuant to this Agreement and provided to City may be subject to public disclosure as required by the California Public Records Act (California Government Code Section 7920.000 *et seq.*). Exceptions to public disclosure may be those documents or information that qualify as trade secrets, as that term is defined in the California Government Code Section 7924.510, and of which Contractor informs City of such trade secret. The City will endeavor to maintain as confidential all information obtained by it that is designated as a trade secret. The City shall not, in any way, be liable or responsible for the disclosure of any trade secret including, without limitation, those records so marked if disclosure is deemed to be required by law or by order of the Court.

8.0 GENERAL PROVISIONS

8.1 Governing Law. This Agreement shall be construed and interpreted both as to validity and to performance of the parties in accordance with the laws of the State of California. Legal actions concerning any dispute, claim, or matter arising out of or in relation to this Agreement shall be instituted in the Superior Court of the County of Orange, State of California, or any other appropriate court in such county, and Contractor covenants and agrees to submit to the personal jurisdiction of such court in the event of such action.

8.2 Representatives. The City Administrator or his or her designee shall be the representative of City for purposes of this Agreement and may issue all consents, approvals, directives, and agreements on behalf of the City, called for by this Agreement, except as otherwise expressly provided in this Agreement.

The Principal set forth in Section 5.1 above shall be the representative for Contractor for purposes of this Agreement, and shall be authorized to issue all consents, approvals, directives, and agreements on behalf of Contractor called for by this Agreement, except as otherwise expressly provided in this Agreement.

8.3 Disputes. In the event either party fails to perform its obligations hereunder, the nondefaulting party shall provide the defaulting party written notice of such default. The defaulting party shall have ten (10) days to cure the default; provided that, if the default is not reasonably susceptible to being cured within said ten (10) day period, the defaulting party shall have a reasonable time to cure the default, not to exceed a maximum of thirty (30) days, so long as the defaulting party commences to cure such default within ten (10) days of service of such notice and diligently prosecutes the cure to completion; provided further that if the default is an immediate danger to the health, safety and general welfare, the defaulting party shall take such immediate action as may be necessary. Notwithstanding the foregoing, the nondefaulting party may, in its sole and absolute discretion, grant a longer cure period. Should the defaulting party fail to cure the default within the time period provided in this Section, the nondefaulting party shall have the right, in addition to any other rights the nondefaulting party may have at law or in equity, to terminate this Agreement. Compliance with the provisions of this Section 8.3 shall be a condition precedent to bringing any legal action, and such compliance shall not be a waiver of any party's right to take legal action in the event that the dispute is not cured.

8.4 Retention of Funds. Progress payments shall be made in accordance with the provisions of Section 3.2 of this Agreement. In accordance with said section, City shall pay Contractor a sum based upon ninety-five percent (95%) of the contract price apportionment of the labor and materials incorporated into the work under the contract during the month covered by said statement. The remaining five percent (5%) thereof shall be retained as performance security to be paid to the Contractor within sixty (60) days after final acceptance of the work by the City Council, after Contractor shall have furnished City with a release of all undisputed contract amounts if required by City. In the event there are any claims specifically excluded by Contractor from the operation of the release, the City may retain proceeds (per Public Contract Code 7107) of up to 150% of the amount in dispute. City's failure to deduct or withhold shall not affect Contractor's obligations hereunder.

8.5 Waiver. No delay or omission in the exercise of any right or remedy by a nondefaulting party on any default shall impair such right or remedy or be construed as a waiver. A party's consent to or approval of any act by the other party requiring the party's consent or approval shall not be deemed to waive or render unnecessary the other party's consent to or approval of any

subsequent act. Any waiver by either party of any default must be in writing and shall not be a waiver of any other default concerning the same or any other provision of this Agreement.

8.6 Rights and Remedies. Rights and Remedies are cumulative except with respect to rights and remedies expressly declared to be exclusive in this Agreement, the rights and remedies of the parties are cumulative and the exercise by either party of one or more of such rights or remedies shall not preclude the exercise by it, at the same or different times, of any other rights or remedies for the same default or any other default by the other party.

8.7 Legal Action. In addition to any other rights or remedies, either party may take legal action, in law or in equity, to cure, correct or remedy any default, to recover damages for any default, to compel specific performance of this Agreement, to obtain declaratory or injunctive relief, or to obtain any other remedy consistent with the purposes of this Agreement.

8.8 Liquidated Damages. Since the determination of actual damages for any delay in performance of this Agreement would be extremely difficult or impractical to determine in the event of a breach of this Agreement, the Contractor and its sureties shall be liable for and shall pay to the City Five Thousand and Two Hundred Dollars ($5,200.00) as liquidated damages for each working day of delay in the performance of any service required hereunder, as specified in the Scope of Services (Exhibit "A") or Schedule of Performance (Exhibit "B"). The City may withhold from any monies payable on account of services performed by the Contractor any accrued liquidated damages.

8.9 Termination for Default of Contractor. If termination is due to the failure of the Contractor to fulfill its obligations under this Agreement, Contractor shall vacate any City owned property which Contractor is permitted to occupy hereunder and City may, after compliance with the provisions of Section 8.3, take over the work and prosecute the same to completion by contract or otherwise, and the Contractor shall be liable to the extent that the total cost for completion of the services required hereunder exceeds the compensation herein stipulated (provided that the City shall use reasonable efforts to mitigate such damages), and City may withhold any payments to the Contractor for the purpose of setoff or partial payment of the amounts owed the City as previously stated.

8.10 Notice. Any notice, demand, request, document, consent, approval, or communication either party desires or is required to give to the other party or any other person shall be in writing and shall be deemed to be given when served personally or deposited in the U.S. Mail, prepaid, first-class mail, return receipt requested, addressed as follows:

To City: City of Placentia
401 E. Chapman Ave.
Placentia, California 92870
Attn.: Chris Tanio

To Contractor: R.J. Noble Company
ATTN: Steven L. Mendoza
15505 E. Lincoln Ave.
Orange, CA 92865

8.11 Non-liability of City Officers and Employees. No officer or employee of the City shall be personally liable to the Contractor, or any successor in interest, in the event of any default or

breach by the City or for any amount which may become due to the Contractor or to its successor, or for breach of any obligation of the terms of this Agreement.

8.12 Conflict of Interest. The Contractor warrants that it has not paid or given and will not pay or give any third party any money or other consideration for obtaining this Agreement.

Contractor and its officers, employees, associates, and subcontractors, if any, will comply with all conflict of interest statutes of the State of California applicable to Contractor's services under this agreement, including, but not limited to, the Political Reform Act (Government Code Sections 81000, *et seq.*) and Government Code Section 1090. During the term of this Agreement, Contractor and its officers, employees, associates, and subcontractor shall not, without the prior written approval of the City Representative, perform work for another person or entity for whom Contractor is not currently performing work that would require Contractor or one of its officers, employees, associates, or subcontractors to abstain from a decision under this Agreement pursuant to a conflict of interest statute. Contractor's duties and services under this Agreement shall not include preparing or assisting the City with any portion of the City's preparation of a request for proposals, request for qualifications, or any other solicitation regarding a subsequent or additional contract with the City. The City shall at all times retain responsibility for public contracting, including with respect to any subsequent phase of this project. Contractor's participation in the planning, discussions, or drawing of project plans or specifications shall be limited to conceptual, preliminary, or initial plans or specifications. Contractor shall cooperate with the public entity to ensure that all bidders for a subsequent contract on any subsequent phase of this project, if any, have access to the same information, including all conceptual, preliminary, or initial plans or specifications prepared by Contractor pursuant to this Agreement.

8.13 Covenant Against Discrimination. Contractor covenants that, by and for itself, its heirs, executors, assigns, and all persons claiming under or through them, that there shall be no discrimination against or segregation of, any person or group of persons on account of race, color, creed, religion, sex, marital status, national origin, or ancestry in the performance of this Agreement. To the extent required by law, contractor shall take affirmative action to insure that applicants are employed and that employees are treated during employment without regard to their race, color, creed, religion, sex, marital status, national origin, or ancestry.

8.14 Interpretation. The terms of this Agreement shall be construed in accordance with the meaning of the language used and shall not be construed for or against either party by reason of the authorship of this Agreement or any other rule of construction which might otherwise apply.

8.15 Severability. In the event that any one or more of the phrases, sentences, clauses, paragraphs, or sections contained in this Agreement shall be declared invalid or unenforceable by a valid judgment or decree of a court of competent jurisdiction, such invalidity or unenforceability shall not affect any of the remaining phrases, sentences, clauses, paragraphs, or sections of this Agreement which are hereby declared as severable and shall be interpreted to carry out the intent of the parties hereunder unless the invalid provision is so material that its invalidity deprives either party of the basic benefit of their bargain or renders this Agreement meaningless.

8.16 Hiring of Illegal Aliens Prohibited. Contractor shall not hire or employ any person to perform work within the City of Placentia or allow any person to perform work required under this

Agreement unless such person is properly documented and legally entitled to be employed within the United States. Further, Contractor shall comply with the following:

(a) Unauthorized Aliens. Contractor hereby represents and warrants that it will comply with all of the provisions of the Federal Immigration and Nationality Act, 8 U.S.C.A. §§ 1101, et seq., as amended, and in connection therewith, shall not employ unauthorized aliens as defined therein. Should Contractor so employ such unauthorized aliens for the performance of any work and/or services under this Agreement, and should any liability or sanctions be imposed against City for such use of unauthorized aliens, Contractor hereby agrees to reimburse City for any and all liabilities, actions, suits, claims, demands, losses, costs, judgments, arbitration awards, settlements, damages, demands, orders, or penalties which arise out of or are related to such employment, together with any and all costs, including attorneys' fees, incurred by City.

(b) E-Verify. If Contractor is not already enrolled in the U.S. Department of Homeland Security's E-Verify program, Contractor shall enroll in the E-Verify program within fifteen (15) days of the effective date of this Agreement to verify the employment authorization of employees assigned to perform work hereunder. Contractor shall verify employment authorization within three (3) days of hiring a new employee to perform work under this Agreement. Information pertaining to the E-Verify program can be found at http://www.uscis.gov, or access the registration page at https://e-verify.uscis.gov/enroll. Contractor shall certify its registration with E-Verify and provide City its registration number within sixteen days of the effective date of this Agreement. Failure to provide certification will result in withholding payment until full compliance is demonstrated.

8.17 Unfair Business Practices Claims. In entering into a public works contract or a subcontract to supply goods, services, or materials pursuant to a public works contract, the contractor or subcontractor offers and agrees to assign to the awarding body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2, (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, services, or materials pursuant to the public works contract or the subcontract. This assignment shall be made and become effective at the time the awarding body renders final payment to the contractor without further acknowledgment by the parties. (Sec. 7103.5, California Public Contract Code).

8.18 Corporate Authority. The persons executing this Agreement on behalf of the parties hereto warrant that (i) such party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Agreement on behalf of said party, (iii) by so executing this Agreement, such party is formally bound to the provisions of this Agreement, and (iv) the entering into this Agreement does not violate any provision of any other Agreement to which said party is bound.

8.19 PERS Eligibility Indemnification. In the event that Contractor or any employee, agent, or subcontractor of Contractor providing services under this Agreement claims or is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of the City, Contractor shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer

contributions for PERS benefits on behalf of Contractor or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

Notwithstanding any other agency, State, or Federal policy, rule, regulation, law, or ordinance to the contrary, Contractor and any of its employees, agents, and subcontractors providing service under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in PERS as an employee of City and entitlement to any contribution to be paid by City for employer contribution and/or employee contributions for PERS benefits.

8.20 Cooperation. In the event any claim or action is brought against City relating to Contractor's performance or services rendered under this Agreement, Contractor shall render any reasonable assistance and cooperation which City might require.

8.21 Legal Responsibilities. The Contractor shall keep itself informed of City, State, and Federal laws, ordinances, and regulations, which may in any manner affect the performance of its services pursuant to this Agreement. The Contractor shall at all times observe and comply with all such laws, ordinances, and regulations. Neither the City, nor its officers, agents, or employees shall be liable at law or in equity as a result of the Contractor's failure to comply with this section.

8.22 Termination for Convenience. The City may terminate this Agreement without cause for convenience of the City upon giving contractor 30 days prior written notice of termination of the Agreement. Upon receipt of the notice of termination the Contractor shall cease all further work pursuant to the Agreement. Upon such termination by the City the Contractor shall not be entitled to any other remedies, claims, actions, profits, or damages except as provided in this paragraph. Upon the receipt of such notice of termination Contractor shall be entitled to the following compensation:

1. The contract value of the work completed to and including the date of receipt of the notice of termination, less the amount of progress payments received by contractor.

2. Actual move-off costs including labor, rental fees, equipment transportation costs, the costs of maintaining on-site construction office for supervising the mover-off.

3. The cost of materials custom made for this Agreement which cannot be used by the Contractor in the normal course of his business, and which have not been paid for by City in progress payments.

4. All costs shall not include any markups as might otherwise be allowed by any plans or specifications which were a part of the Agreement.

The provisions of this paragraph shall supersede any other provision of the Agreement or any provision of any plans, specification, addendums, or other documents which are or may become a part of this Agreement. City and Contractor agree that the provisions of this paragraph are a substantive part of the consideration for this Agreement.

8.23 Responsibility for Errors. Contractor shall be responsible for its work and results under this Agreement. Contractor, when requested, shall furnish clarification and/or explanation as may be required by the City's representative, regarding any services rendered under this Agreement at no additional cost to City. In the event that an error or omission attributable to

Contractor occurs, then Contractor shall, at no cost to City, provide all necessary design drawings, estimates, and other Contractor professional services necessary to rectify and correct the matter to the sole satisfaction of City and to participate in any meeting required with regard to the correction.

8.24 Order of Precedence. In the event of an inconsistency in this Agreement and any of the attached Exhibits, the terms set forth in this Agreement shall prevail. If, and to the extent this Agreement incorporates by reference any provision of any document, such provision shall be deemed a part of this Agreement. Nevertheless, if there is any conflict among the terms and conditions of this Agreement and those of any such provision or provisions so incorporated by reference, this Agreement shall govern over the document referenced.

8.25 Costs. Each party shall bear its own costs and fees incurred in the preparation and negotiation of this Agreement and in the performance of its obligations hereunder except as expressly provided herein.

8.26 No Third Party Beneficiary Rights. This Agreement is entered into for the sole benefit of City and Contractor and no other parties are intended to be direct or incidental beneficiaries of this Agreement and no third party shall have any right in, under or to this Agreement.

8.27 Headings. Paragraphs and subparagraph headings contained in this Agreement are included solely for convenience and are not intended to modify, explain or to be a full or accurate description of the content thereof and shall not in any way affect the meaning or interpretation of this Agreement.

8.28 Construction. The parties have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises with respect to this Agreement, this Agreement shall be construed as if drafted jointly by the parties and in accordance with its fair meaning. There shall be no presumption or burden of proof favoring or disfavoring any party by virtue of the authorship of any of the provisions of this Agreement.

8.29 Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original. All counterparts shall be construed together and shall constitute one agreement.

8.30 Funding Source Conditions – Contractor's Obligation. Contractor acknowledges that the City may be paying for the Project by using funds it receives or will receive from various funding sources in the form of grants and/or subsidies, and the like under certain terms and conditions. Contractor warrants that it is not suspended or debarred from doing business with the United States government and can legally be paid from federal funds. Contractor acknowledges and agrees that any failure of the Contractor and/or its subcontractors to perform its obligations under the Contract, including, but not limited to, timely submitting accurate reports and records, that in any way results in the City not meeting the terms and conditions placed on the funds by the funding source, or forfeiting its entitlement to or, otherwise, not receiving, the funds, then the Contractor shall be liable to pay the City for the funds not granted to the City on the Project.

8.31 Entire Agreement. This Agreement constitutes the entire agreement between the parties with respect to any matter referenced herein and supersedes any and all other prior writings and oral negotiations. This Agreement may be modified only in writing, and signed by the parties in interest at the time of such modification. The terms of this Agreement shall prevail over any

inconsistent provision in any other contract document appurtenant hereto, including exhibits to this Agreement.

IN WITNESS WHEREOF, the parties have executed and entered into this Agreement as of the date first written above.

CITY OF PLACENTIA,
A municipal corporation and Charter City

_____ Date: _____
Jennifer Lampman, City Administrator

ATTEST:

_____
Robert S. McKinnell, City Clerk

CONTRACTOR:

X _____ Date: 09/18/2025
Signature

STEVEN L. MENDOZA, VICE PRESIDENT
Name and Title

33-866299
Social Security or Taxpayer ID Number

APPROVED AS TO FORM:

_____ Date: _____
Christian L. Bettenhausen, City Attorney

APPROVED AS TO INSURANCE:

_____ Date: _____
Rosanna Ramirez, Risk Manager

APPROVED AS TO CONTENT:

_____ Date: _____
Shelley L. Kennell, Project Manager

DEPARTMENTAL APPROVAL:

_____ Date: _____
Chris Tanio, Director of Public Works/
City Engineer

Bond No. 30259221
Executed in Triplicate

(Use of City Bond Form is Required)

LABOR AND MATERIAL PAYMENT BOND
PUBLIC WORK (CALIFORNIA)

KNOW ALL MEN BY THESE PRESENT:

WHEREAS, R.J. NOBLE COMPANY, as Principal, has entered into a contract dated October 7th, 2025, with the City of Placentia (Obligee) referred to and made a part hereof to perform the following work, to wit: FY 2024-2025 RESIDENTIAL STREET REHABILITATION and all appurtenant work in accordance with PROJECT NO. 26-104, which requires Principal to file this bond to secure claims made in relation to the project.

NOW THEREFORE, we, R.J. NOBLE COMPANY, as Principal, and Western Surety Company, a corporation organized under the laws of South Dakota and duly authorized to transact business in the State of California, as Surety, are held firmly bound unto the City of Placentia, as Obligee, and all sub-contractors, laborers, material persons and other persons employed in the performance of the referenced agreement, in the sum of * Dollars ($**), lawful money of the United States of America, for the payment whereof well and truly to be made the Principal and Surety bind themselves, their heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

*One Million Nine Hundred Seventy-Two Thousand Nine Hundred Fifteen Dollars and 05/100 Cents **($1,972,915.05)

If the above bounden PRINCIPAL, his or its heirs, executors, administrators, successors, assigns, or any of his or its sub-contractors, fails to pay for any materials, provisions, provender, or other supplies, or teams, implements or machinery, used in, upon, for or about the performance of the work contracted to be done, or for any work or labor to persons named in Section 9100 or the Civil Code, thereon of any kind, or for amounts due under the Unemployment Insurance Code with respect to such work or labor deducted, withheld and paid over to the Employment Development Department from the wages of employees of the contractor and sub-contractors pursuant to Section 13020 of the Unemployment Insurance Code, that the SURETY on this bond will pay the same, in an amount not exceeding the sum specified in this bond, AND ALSO, in case suit is brought upon this bond, a reasonable attorney's fee, which shall be awarded by the court to the prevailing party in said suit, said attorney's fee to be taxed as costs in said suit and to be included in the judgment herein rendered.

As part of the obligation secured hereby, the SURETY shall not be exonerated or released from the obligation of the bond by any change, alteration, or modification in or of any contract, plans, specifications, or agreement pertaining or relating to any scheme or work of improvement or pertaining or relating to the furnishing of labor, materials, or equipment therefor, nor by any change or modification of any terms of payment or extension of the time for any payment pertaining or relating to any scheme of work of improvement, nor by any rescission or attempted rescission of the contract, agreement or bond, nor by any conditions precedent or subsequent in the bond attempting to limit the right of recovery of claimants otherwise entitled to recover under

any such contract or agreement, or under the bond, nor, where the bond is given for the benefit of claimants, by any fraud practiced by any person other than the claimant seeking to recover on the bond.

This bond shall inure to the benefit of any and all persons, companies and corporations entitled to file claims under the Civil Code so as to give them a right of action in a suit on this bond.

This bond is executed for the purpose of complying with the laws of the State of California and shall inure to the benefit of any of the persons named in Section 9100 of the Civil Code of the State of California.

IN WITNESS THEREOF, we have hereunto set our hands and seals this 18th day of September, 2025

(Corporate Seal)

R.J. NOBLE COMPANY

Principal

By X

STEVEN L. MENDOZA, VICE PRESIDENT

Title

(Corporate Seal)

R.J. NOBLE COMPANY

Principal

By X

JENNIFER M. VEGA, SECRETARY

Title

Western Surety Company

Surety

By: X

Kelly Vincent, Attorney-in-Fact

(Surety Seal)

APPROVED AS TO FORM:
/s/ Christian L. Bettenhausen
City Attorney

CALIFORNIA ACKNOWLEDGMENT **CIVIL CODE § 1189**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of ORANGE

On 09/19/2025 *Date* before me, JADELIN PIOHIA, NOTARY PUBLIC *Here Insert Name and Title of the Officer*,

personally appeared STEVEN L. MENDOZA *Name(s) of Signer(s)*,

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

JADELIN PIOHIA
Notary Public - California
Orange County
Commission # 2486732
My Comm. Expires Apr 12, 2028

Place Notary Seal and/or Stamp Above

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature Jadelin Piohia
Signature of Notary Public

OPTIONAL

Completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: _____

Document Date: _____ Number of Pages: _____

Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____	Signer's Name: _____
☐ Corporate Officer – Title(s): _____	☐ Corporate Officer – Title(s): _____
☐ Partner – ☐ Limited ☐ General	☐ Partner – ☐ Limited ☐ General
☐ Individual ☐ Attorney in Fact	☐ Individual ☐ Attorney in Fact
☐ Trustee ☐ Guardian or Conservator	☐ Trustee ☐ Guardian or Conservator
☐ Other: _____	☐ Other: _____
Signer is Representing: _____	Signer is Representing: _____

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CALIFORNIA ACKNOWLEDGMENT **CIVIL CODE § 1189**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of ORANGE

On 09/19/2025 *Date* before me, JADELIN PIOHIA, NOTARY PUBLIC *Here Insert Name and Title of the Officer*,

personally appeared JENNIFER M. VEGA *Name(s) of Signer(s)*,

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

JADELIN PIOHIA
Notary Public - California
Orange County
Commission # 2486732
My Comm. Expires Apr 12, 2028

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ *Signature of Notary Public*

Place Notary Seal and/or Stamp Above

OPTIONAL

Completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: _____

Document Date: _____ Number of Pages: _____

Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____	Signer's Name: _____
☐ Corporate Officer – Title(s): _____	☐ Corporate Officer – Title(s): _____
☐ Partner – ☐ Limited ☐ General	☐ Partner – ☐ Limited ☐ General
☐ Individual ☐ Attorney in Fact	☐ Individual ☐ Attorney in Fact
☐ Trustee ☐ Guardian or Conservator	☐ Trustee ☐ Guardian or Conservator
☐ Other: _____	☐ Other: _____
Signer is Representing: _____	Signer is Representing: _____

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ALL- PURPOSE
CERTIFICATE OF ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California }

County of Orange }

On September 18th, 2025 before me, Susan E. Morales, Notary Public
(Here insert name and title of the officer),

personally appeared Kelly Vincent,
who proved to me on the basis of satisfactory evidence to be the person~~(s)~~ whose name~~(s)~~ is/~~are~~ subscribed to the within instrument and acknowledged to me that ~~he~~/she/~~they~~ executed the same in ~~his~~/her/~~their~~ authorized capacity~~(ies)~~, and that by ~~his~~/her/~~their~~ signature~~(s)~~ on the instrument the person~~(s)~~, or the entity upon behalf of which the person~~(s)~~ acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Susan E. Morales
Notary Public Signature (Notary Public Seal)

ADDITIONAL OPTIONAL INFORMATION

DESCRIPTION OF THE ATTACHED DOCUMENT

Western Surety Company
(Title or description of attached document)

Labor & Material Bond (Payment)
(Title or description of attached document continued)

Number of Pages 2 Document Date 9-18-25

CAPACITY CLAIMED BY THE SIGNER

- ☐ Individual (s)
- ☐ Corporate Officer
  _____
  (Title)
- ☐ Partner(s)
- ☒ Attorney-in-Fact
- ☐ Trustee(s)
- ☐ Other _____

2015 Version www.NotaryClasses.com 800-873-9865

INSTRUCTIONS FOR COMPLETING THIS FORM

This form complies with current California statutes regarding notary wording and, if needed, should be completed and attached to the document. Acknolwedgents from other states may be completed for documents being sent to that state so long as the wording does not require the California notary to violate California notary law.

- State and County information must be the State and County where the document signer(s) personally appeared before the notary public for acknowledgment.
- Date of notarization must be the date that the signer(s) personally appeared which must also be the same date the acknowledgment is completed.
- The notary public must print his or her name as it appears within his or her commission followed by a comma and then your title (notary public).
- Print the name(s) of document signer(s) who personally appear at the time of notarization.
- Indicate the correct singular or plural forms by crossing off incorrect forms (i.e. ~~he~~/she/~~they,~~ is /~~are~~) or circling the correct forms. Failure to correctly indicate this information may lead to rejection of document recording.
- The notary seal impression must be clear and photographically reproducible. Impression must not cover text or lines. If seal impression smudges, re-seal if a sufficient area permits, otherwise complete a different acknowledgment form.
- Signature of the notary public must match the signature on file with the office of the county clerk.
  - Additional information is not required but could help to ensure this acknowledgment is not misused or attached to a different document.
  - Indicate title or type of attached document, number of pages and date.
  - Indicate the capacity claimed by the signer. If the claimed capacity is a corporate officer, indicate the title (i.e. CEO, CFO, Secretary).
- Securely attach this document to the signed document with a staple.

Western Surety Company

POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

Know All Men By These Presents, That WESTERN SURETY COMPANY, a South Dakota corporation, is a duly organized and existing corporation having its principal office in the City of Sioux Falls, and State of South Dakota, and that it does by virtue of the signature and seal herein affixed hereby make, constitute and appoint

David S Jacobson, Kelly Vincent, Individually

of Anaheim, CA, its true and lawful Attorney(s)-in-Fact with full power and authority hereby conferred to sign, seal and execute for and on its behalf bonds, undertakings and other obligatory instruments of similar nature

- In Unlimited Amounts -

and to bind it thereby as fully and to the same extent as if such instruments were signed by a duly authorized officer of the corporation and all the acts of said Attorney, pursuant to the authority hereby given, are hereby ratified and confirmed.

This Power of Attorney is made and executed pursuant to and by authority of the Authorizing By-Laws and Resolutions printed at the bottom of this page, duly adopted, as indicated, by the shareholders of the corporation.

In Witness Whereof, WESTERN SURETY COMPANY has caused these presents to be signed by its Vice President and its corporate seal to be hereto affixed on this 29th day of July, 2024.

WESTERN SURETY COMPANY

Larry Kasten, Vice President

State of South Dakota
County of Minnehaha } ss

On this 29th day of July, 2024, before me personally came Larry Kasten, to me known, who, being by me duly sworn, did depose and say: that he resides in the City of Sioux Falls, State of South Dakota; that he is a Vice President of WESTERN SURETY COMPANY described in and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporation and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporation.

My commission expires
March 2, 2026

M. BENT
NOTARY PUBLIC
SOUTH DAKOTA

M. Bent, Notary Public

CERTIFICATE

I, Paula Kolsrud, Assistant Secretary of WESTERN SURETY COMPANY do hereby certify that the Power of Attorney hereinabove set forth is still in force, and further certify that the By-Law and Resolutions of the corporation printed below this certificate are still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said corporation this 18th day of September, 2025.

WESTERN SURETY COMPANY

Paula Kolsrud, Assistant Secretary

Authorizing By-Laws and Resolutions

ADOPTED BY THE SHAREHOLDERS OF WESTERN SURETY COMPANY

This Power of Attorney is made and executed pursuant to and by authority of the following By-Law duly adopted by the shareholders of the Company.

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, and Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys in Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

This Power of Attorney is signed by Larry Kasten, Vice President, who has been authorized pursuant to the above Bylaw to execute power of attorneys on behalf of Western Surety Company.

This Power of Attorney may be signed by digital signature and sealed by a digital or otherwise electronic-formatted corporate seal under and by the authority of the following Resolution adopted by the Board of Directors of the Company by unanimous written consent dated the 27th day of April, 2022:

"RESOLVED: That it is in the best interest of the Company to periodically ratify and confirm any corporate documents signed by digital signatures and to ratify and confirm the use of a digital or otherwise electronic-formatted corporate seal, each to be considered the act and deed of the Company."

Go to www.cnasurety.com > Owner / Obligee Services > Validate Bond Coverage, if you want to verify bond authenticity.

SUPPLEMENTAL INFORMATION TO BE COMPLETED BY PRINCIPAL

If an individual, so state. If a firm or co-partnership, state the firm and give the names of all individual co-partners composing the partnership. If a Corporation, state legal name of corporation; state also the names of the president, secretary, treasurer and manager thereof.

R.J. NOBLE COMPANY A CALIFORNIA CORPORATION

AUSTIN M. CARVER, PRESIDENT JENNIFER M. VEGA,SECRETARY

JAMES N. DUCOTE, C.F.O.

Business Address:

15505 E. LINCOLN AVE.,

ORANGE, CA 92865

Telephone Number: 714-637-1550

Date: 09/18/2025

Print Name: R.J. NOBLE COMPANY
Principal

Signature: X
Title STEVEN L. MENDOZA, VICE PRESIDENT

(Use of City Form is Required)

TAX IDENTIFICATION NUMBER

The Tax Equity and Fiscal Responsibility Act of 1982 requires the payer (City of Placentia) to report to the Internal Revenue Service taxable payments to payees.

You (as a payee) are required by law to provide us with your Taxpayer Identification Number (if an individual or partnership, your Social Security Number). If you do not provide us with your correct identification number, you may be subject to a penalty imposed by the Internal Revenue Service. The payments subject to withholdings may include, but are not limited to, interest, dividends, or other payments the City of Placentia and/or the Placentia Redevelopment Agency made to you. Other payments may include rents, royalties, commissions and fees for service of non-employees.

If you are exempt from income tax, we are still required, by law, to maintain a Tax Identification Number on file. **PLEASE PROVIDE YOUR TAX IDENTIFICATION NUMBER next to the appropriate listing below, sign, date and return to:**

CITY OF PLACENTIA FINANCE DEPARTMENT
401 E. Chapman Ave.
Placentia, CA 92870

Exempt: Yes___ No XX Telephone (714) 637-1550

CORPORATION: R.J. NOBLE COMPANY TAX ID 33-0866299

U.S.A. OR ANY AGENCIES THEREOF: N/A

IRS CODE #501 TAX-EXEMPT ORGANIZATION: N/A

A NON-COMMISSIONED CITY OF PLACENTIA EMPLOYEE: N/A

SOLE PROPRIETOR: N/A

A PARTNERSHIP: N/A

OTHER: N/A (Explain)

Signature/Title: X _____ Date: 09/18/2025

STEVEN L. MENDOZA,
VICE PRESIDENT

Bond No. 30259221
Executed in Triplicate

CITY OF PLACENTIA
PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENT: That,

WHEREAS, the CITY OF PLACENTIA (hereinafter called the "City") has awarded to R.J. NOBLE COMPANY a California corporation (hereinafter "Principal"), an Agreement, dated October 7th,2025, 20___ ("Agreement"), whereby Principal agreed to provide construction services including _____ FY 2024-2025 Residential Street Rehabilitation Project / City Project No. 26-104.

WHEREAS, the Public Work to be performed by the Principal is more particularly set forth in the Agreement which is incorporated herein by reference and made a part hereof; and

WHEREAS, said Principal is required under the terms of the Agreement to furnish a bond for the faithful performance of the Agreement;

NOW, THEREFORE, we, R.J. NOBLE COMPANY, as Principal, and Western Surety Company as Surety, are held and firmly bound unto the City in the sum of * _____ Dollars ($**___), this amount being not less than one hundred percent (100%) of the total contract price under Agreement, lawful money of the United States of America for payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, and successors jointly and severally, firmly by these presents.

*One Million Nine Hundred Seventy-Two Thousand Nine Hundred Fifteen Dollars and 05/100 Cents **($1,972,915.05)

THE CONDITION OF THIS OBLIGATION IS SUCH THAT, the obligation shall become null and void if the above-bounded Principal, his or its heirs, executors, administrators, successors, or assigns, shall in all things stand to and abide by well and truly keep and perform all the undertakings, terms, covenants, conditions, and agreements in the said Agreement and any alteration thereof, made as therein provided, all within the time and in the manner therein designated and in all respects according to their true intent and meaning, and shall indemnify and save harmless the City, its officer, agents and employees, as therein stipulated; otherwise it shall be and remain in full force and virtue.

As a part of the obligation secured hereby, and in addition to the face amount specified, costs and reasonable expenses and fees shall be included, including reasonable attorneys' fees, incurred in successfully enforcing the obligation on the bond, all to be taxed as costs and included in any judgment rendered.

The said Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration or modification of the Agreement, the contract documents or of the work to be performed thereunder, shall in any way affect its obligations on this bond, and it does hereby waive notice of any such change, extensions of time, alteration or modification of Agreement, the contract documents or of the work to be performed thereunder.

Surety's obligation shall be a guarantee of payment and performance and shall not be diminished by any bankruptcy or reorganization in bankruptcy or liquidation or the result of the foregoing or otherwise of Principal. Accordingly, the filing of any petition in bankruptcy or for rearrangement or reorganization or liquidation (or proceedings similar in purpose or effect) of Principal under any Federal or State laws ("Insolvency Case") will not toll or delay the date due for payment or performance hereunder as more particularly specified in of the Construction Management Agreement. The City shall be not be required to await the outcome of an Insolvency Case or to enforce any of their respective rights under the Agreement, respectively, prior to

obtaining payment in full from Surety. If for any reason payment received by the City in respect of the obligations of the Principal under the Agreement guaranteed pursuant to this bond is rescinded or must be returned or restored by the City, this bond shall be automatically reinstated and shall continue to be in effect as if such payment had not been made.

Collection of liquidated damages by City due to Principal's failure to timely achieve Substantial Completion shall not limit, modify, or act as an offset or credit against Surety's obligation to arrange for or cause the completion of the Public Work as and when required by the Agreement.

IN WITNESS WHEREOF three (3) identical counterparts of this instrument, each of which shall for all purposes be deemed an original thereof, have been duly executed by the Principal and Surety named herein, on the 18th day of September, 2025, the name and corporate seal of each corporate party being hereto affixed and these presents duly signed by its undersigned representative pursuant to authority of its governing body.

(Seal)

SURETY: Western Surety Company

By X

Kelly Vincent, Attorney-in-Fact

2 Park Plaza, Suite 400
Irvine, CA 92614

ADDRESS

(Seal)

PRINCIPAL: R.J. NOBLE COMPANY

By X

STEVEN L. MENDOZA, VICE PRESIDENT

X

JENNIFER M. VEGA, SECRETARY

15505 E. LINCOLN AVE., ORANGE, CA 92865

ADDRESS

APPROVED:

CITY ATTORNEY

Two (2) Notarized Signatures required from all Corporations.

INSTRUCTIONS

1. The above bond must be executed by both the Principal and the Surety.
2. If the Principal is a corporation, the bond must be executed in the corporate name and signed by the President or a Vice-President and the Secretary or Assistant Secretary, and the corporate seal affixed. If the Principal is a partnership, all partners must sign it. If the Principal is an individual doing business under a fictitious name, it must be signed by all persons having an interest in the business, and the fictitious name must be signed also. The bond must be notarized by both the Principal and the Surety.
3. The City Attorney of the City of Placentia must approve the bond.
4. The bond, after approval, must be filed with the City Clerk of the City of Placentia.

CALIFORNIA ACKNOWLEDGMENT **CIVIL CODE § 1189**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of ORANGE

On 09/19/2025 *Date* before me, JADELIN PIOHIA, NOTARY PUBLIC *Here Insert Name and Title of the Officer*,

personally appeared STEVEN L. MENDOZA *Name(s) of Signer(s)*,

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

JADELIN PIOHIA
Notary Public - California
Orange County
Commission # 2486732
My Comm. Expires Apr 12, 2028

Place Notary Seal and/or Stamp Above

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature Jadelin Piohia
Signature of Notary Public

OPTIONAL

Completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: _____

Document Date: _____ Number of Pages: _____

Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____	Signer's Name: _____
☐ Corporate Officer – Title(s): _____	☐ Corporate Officer – Title(s): _____
☐ Partner – ☐ Limited ☐ General	☐ Partner – ☐ Limited ☐ General
☐ Individual ☐ Attorney in Fact	☐ Individual ☐ Attorney in Fact
☐ Trustee ☐ Guardian or Conservator	☐ Trustee ☐ Guardian or Conservator
☐ Other: _____	☐ Other: _____
Signer is Representing: _____	Signer is Representing: _____

©2019 National Notary Association

CALIFORNIA ACKNOWLEDGMENT **CIVIL CODE § 1189**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of ORANGE

On 09/19/2025 *Date* before me, JADELIN PIOHIA, NOTARY PUBLIC *Here Insert Name and Title of the Officer*,

personally appeared JENNIFER M. VEGA *Name(s) of Signer(s)*,

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

JADELIN PIOHIA
Notary Public - California
Orange County
Commission # 2486732
My Comm. Expires Apr 12, 2028

Place Notary Seal and/or Stamp Above

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ *Signature of Notary Public*

OPTIONAL

Completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: _____

Document Date: _____ Number of Pages: _____

Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____	Signer's Name: _____
☐ Corporate Officer – Title(s): _____	☐ Corporate Officer – Title(s): _____
☐ Partner – ☐ Limited ☐ General	☐ Partner – ☐ Limited ☐ General
☐ Individual ☐ Attorney in Fact	☐ Individual ☐ Attorney in Fact
☐ Trustee ☐ Guardian or Conservator	☐ Trustee ☐ Guardian or Conservator
☐ Other: _____	☐ Other: _____
Signer is Representing: _____	Signer is Representing: _____

©2019 National Notary Association

ALL- PURPOSE
CERTIFICATE OF ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California }

County of Orange }

On September 18th, 2025 before me, Susan E. Morales, Notary Public
(Here insert name and title of the officer),

personally appeared Kelly Vincent,
who proved to me on the basis of satisfactory evidence to be the person~~(s)~~ whose name~~(s)~~ is/~~are~~ subscribed to the within instrument and acknowledged to me that ~~he~~/she/~~they~~ executed the same in ~~his~~/her/~~their~~ authorized capacity~~(ies)~~, and that by ~~his~~/her/~~their~~ signature~~(s)~~ on the instrument the person~~(s)~~, or the entity upon behalf of which the person~~(s)~~ acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Susan E. Morales
Notary Public Signature (Notary Public Seal)

ETC1 SUSAN E. MORALES COMM. #2444309 NOTARY PUBLIC- CALIFORNIA ORANGE COUNTY MY COMM. Expires April 14, 2027 ETC1

ADDITIONAL OPTIONAL INFORMATION

DESCRIPTION OF THE ATTACHED DOCUMENT

Western Surety Company
(Title or description of attached document)

Performance Bond
(Title or description of attached document continued)

Number of Pages 2 Document Date 9-18-25

CAPACITY CLAIMED BY THE SIGNER

- ☐ Individual (s)
- ☐ Corporate Officer
  _____
  (Title)
- ☐ Partner(s)
- ☒ Attorney-in-Fact
- ☐ Trustee(s)
- ☐ Other _____

2015 Version www.NotaryClasses.com 800-873-9865

INSTRUCTIONS FOR COMPLETING THIS FORM

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- State and County information must be the State and County where the document signer(s) personally appeared before the notary public for acknowledgment.
- Date of notarization must be the date that the signer(s) personally appeared which must also be the same date the acknowledgment is completed.
- The notary public must print his or her name as it appears within his or her commission followed by a comma and then your title (notary public).
- Print the name(s) of document signer(s) who personally appear at the time of notarization.
- Indicate the correct singular or plural forms by crossing off incorrect forms (i.e. ~~he~~/she/~~they,~~ is /~~are~~) or circling the correct forms. Failure to correctly indicate this information may lead to rejection of document recording.
- The notary seal impression must be clear and photographically reproducible. Impression must not cover text or lines. If seal impression smudges, re-seal if a sufficient area permits, otherwise complete a different acknowledgment form.
- Signature of the notary public must match the signature on file with the office of the county clerk.
  - Additional information is not required but could help to ensure this acknowledgment is not misused or attached to a different document.
  - Indicate title or type of attached document, number of pages and date.
  - Indicate the capacity claimed by the signer. If the claimed capacity is a corporate officer, indicate the title (i.e. CEO, CFO, Secretary).
- Securely attach this document to the signed document with a staple.

Western Surety Company

POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

Know All Men By These Presents, That WESTERN SURETY COMPANY, a South Dakota corporation, is a duly organized and existing corporation having its principal office in the City of Sioux Falls, and State of South Dakota, and that it does by virtue of the signature and seal herein affixed hereby make, constitute and appoint

David S Jacobson, Kelly Vincent, Individually

of Anaheim, CA, its true and lawful Attorney(s)-in-Fact with full power and authority hereby conferred to sign, seal and execute for and on its behalf bonds, undertakings and other obligatory instruments of similar nature

- In Unlimited Amounts -

and to bind it thereby as fully and to the same extent as if such instruments were signed by a duly authorized officer of the corporation and all the acts of said Attorney, pursuant to the authority hereby given, are hereby ratified and confirmed.

This Power of Attorney is made and executed pursuant to and by authority of the Authorizing By-Laws and Resolutions printed at the bottom of this page, duly adopted, as indicated, by the shareholders of the corporation.

In Witness Whereof, WESTERN SURETY COMPANY has caused these presents to be signed by its Vice President and its corporate seal to be hereto affixed on this 29th day of July, 2024.

WESTERN SURETY COMPANY

Larry Kasten, Vice President

State of South Dakota }
County of Minnehaha } ss

On this 29th day of July, 2024, before me personally came Larry Kasten, to me known, who, being by me duly sworn, did depose and say: that he resides in the City of Sioux Falls, State of South Dakota; that he is a Vice President of WESTERN SURETY COMPANY described in and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporation and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporation.

My commission expires
March 2, 2026

M. BENT
NOTARY PUBLIC
SOUTH DAKOTA

M. Bent, Notary Public

CERTIFICATE

I, Paula Kolsrud, Assistant Secretary of WESTERN SURETY COMPANY do hereby certify that the Power of Attorney hereinabove set forth is still in force, and further certify that the By-Law and Resolutions of the corporation printed below this certificate are still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said corporation this 18th day of September, 2025.

WESTERN SURETY COMPANY

Paula Kolsrud, Assistant Secretary

Authorizing By-Laws and Resolutions

ADOPTED BY THE SHAREHOLDERS OF WESTERN SURETY COMPANY

This Power of Attorney is made and executed pursuant to and by authority of the following By-Law duly adopted by the shareholders of the Company.

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, and Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys in Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

This Power of Attorney is signed by Larry Kasten, Vice President, who has been authorized pursuant to the above Bylaw to execute power of attorneys on behalf of Western Surety Company.

This Power of Attorney may be signed by digital signature and sealed by a digital or otherwise electronic-formatted corporate seal under and by the authority of the following Resolution adopted by the Board of Directors of the Company by unanimous written consent dated the 27th day of April, 2022:

"RESOLVED: That it is in the best interest of the Company to periodically ratify and confirm any corporate documents signed by digital signatures and to ratify and confirm the use of a digital or otherwise electronic-formatted corporate seal, each to be considered the act and deed of the Company."

Go to www.cnasurety.com > Owner / Obligee Services > Validate Bond Coverage, if you want to verify bond authenticity.

BID GUARANTEE

TO THE CITY OF PLACENTIA
PROJECT NO. 26-104

As a material inducement to the City to award the contract for Project No. 26-104 to R.J. NOBLE COMPANY the undersigned ("Guarantor") has agreed to enter into this guarantee. The Guarantor hereby unconditionally guarantees to the fullest extent allowed by law the following work included in this project: FY 2024-205 RESIDENTIAL STREET REHABILITATION ("the work").

Guarantor guarantees that the materials and equipment used by itself and its subcontractors will be free from defects and that the work will conform to the plans and specifications. Should any of the materials or equipment prove defective or should the work as a whole, or any part thereof, prove defective for any reason whatsoever (except due to intentional torts by the City), or should the work as a whole or any part thereof fail to operate properly or fail to comply with the plans and specifications, Guarantor will, at the City's sole election: 1) reimburse the City, upon written demand, for all of the City's expenses incurred replacing or restoring any such equipment or materials, including the cost of any work necessary to make such replacement or repairs; or 2) replace any such defective material or equipment and repair said work completely, all without any cost to the City. Guarantor further guarantees that any such repair work will conform to the plans and specifications for the project. This guarantee will remain in effect for five years from the date on which the contracted for work is accepted for use by the City.

Guarantor understands and agrees that the City shall have the unqualified option to make any replacements or repairs itself or to have such replacement, repair, performed by the undersigned. The City shall have no obligation to consult with Guarantor before the City proceeds to perform any repair, replacement, or work itself. If the City elects to have Guarantor perform said repair, replacement, or work, Guarantor agrees that the repair, replacement, or work shall be performed within 15 days after receipt of a written demand from the City.

If the City elects to perform the replacement, repairs itself, Guarantor agrees to make reimbursement payment within 15 days after receipt of a written demand for payment from the City.

If the Guarantor fails or refuses to comply with this guarantee, the City shall be entitled to all costs and expenses, including attorneys and expert fees, reasonably incurred by reason of Guarantor's failure or refusal.

Guarantor

Date: 09/18/2025

Contractor: R.J. NOBLE COMPANY

By: X

Title: STEVEN L. MENDOZA, VICE PRESIDENT

STATEMENT OF NON COLLUSION BY CONTRACTOR

The undersigned who submits herewith to the City of Placentia a bid or proposal does hereby certify:

a. That all statements of fact in such bid or proposal are true.

b. That such bid or proposal was not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation.

c. That such bid or proposal is genuine and not collusive or sham.

d. That said bidder has not, directly or indirectly by agreement, communication or conference with anyone, attempted to induce action prejudicial to the interest of the City of Placentia or of any other bidder or anyone else interested in the proposed procurement.

e. Did not, directly or indirectly, collude, conspire, connive or agree with anyone else that said bidder or anyone else would submit a false or sham bid or proposal, or that anyone should refrain from bidding or withdraw his bid or proposal.

f. Did not in any manner, directly or indirectly seek by agreement, communication or conference with anyone to raise or fix the bid or proposal price of said bidder or of anyone else, or to raise or fix any overhead, profit or cost element of his bid or proposal price, or that of anyone else.

g. Did not, directly or indirectly, submit his bid or proposal price or any breakdown thereof, or the contents thereof, or divulge information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member agent thereof, or to any individual or group of individuals, except to the City of Placentia, or to any person or persons who have a partnership or their financial interest with said bidder in his business.

h. Did not provide, directly or indirectly to any officer or employee of the City of Placentia any gratuity, entertainment, meals, or anything of value, whatsoever, which could be objectively construed as intending to invoke any form of reciprocation or favorable treatment.

i. That no officer or principal of the undersigned firm is related to any officer or employee of the city by blood or marriage within the third degree or is employed, either full or part time, by the City of Placentia either currently or within the last two (2) years.

j. That no officer or principal of the undersigned firm nor any subcontractor to be engaged by the principal has been convicted by a court of competent jurisdiction of any charge of fraud, bribery, collusion, conspiracy or any other act in violation of any State or Federal antitrust law in connection with the bidding upon award of, or performance of, any public work contract, with any public entity, within the last three years.

I certify, under penalty of perjury under the laws of the State of California, that the foregoing is true and correct and that this certification was executed:

On 09/18/2025 at ORANGE California.

Firm R.J. NOBLE COMPANY

Street 15505 E. LINCOLN AVENUE

City ORANGE State CA Zip 92865

X _____
(Signature)

STEVEN L. MENDOZA, VICE PRESIDENT
(Print Name & Title)

CALIFORNIA ACKNOWLEDGMENT **CIVIL CODE § 1189**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of ORANGE

On 09/19/2025 *Date* before me, JADELIN PIOHIA, NOTARY PUBLIC *Here Insert Name and Title of the Officer*,

personally appeared STEVEN L. MENDOZA *Name(s) of Signer(s)*,

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

JADELIN PIOHIA
Notary Public - California
Orange County
Commission # 2486732
My Comm. Expires Apr 12, 2028

Place Notary Seal and/or Stamp Above

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ *Signature of Notary Public*

OPTIONAL

Completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: _____

Document Date: _____ Number of Pages: _____

Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____	Signer's Name: _____
☐ Corporate Officer – Title(s): _____	☐ Corporate Officer – Title(s): _____
☐ Partner – ☐ Limited ☐ General	☐ Partner – ☐ Limited ☐ General
☐ Individual ☐ Attorney in Fact	☐ Individual ☐ Attorney in Fact
☐ Trustee ☐ Guardian or Conservator	☐ Trustee ☐ Guardian or Conservator
☐ Other: _____	☐ Other: _____
Signer is Representing: _____	Signer is Representing: _____

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EXHIBIT A

SCOPE OF SERVICES

The general items of work consist of: construction of ARHM pavement, cold mill, AC pavement reconstruction, striping, markings, and pavement legends, adjust to grade existing manholes, adjust to grade existing water valves, protect existing utilities, and such other items or details, not mentioned above, that are required to complete the project. All construction work shall be in accordance with the project bid documents, plans, technical specifications and all other references as depicted in strict adherence to the latest Greenbook, City's standards and all other State and utility agency specifications.

EXHIBIT B

SCHEDULE OF PERFORMANCE

All work must be complete within **sixty (60)** working days from the issuance of the Notice to Proceed.

Time of Essence. Time is of the essence in the performance of this Agreement.

Schedule of Performance. Contractor shall commence the services pursuant to this Agreement upon receipt of a written notice to proceed and shall perform all services within the time period(s) established in the "Schedule of Performance" attached hereto as Exhibit "B", and incorporated herein by this reference. When requested by the Contractor, extensions to the time period(s) specified in the Scope of Services may be approved in writing by the Contract Officer.

Force Majeure. The time period(s) specified in the Scope of Services for performance of the services rendered pursuant to this Agreement shall be extended because of any delays due to unforeseeable causes beyond the control and without the fault or negligence of the Contractor, including, but not restricted to, acts of God or of the public enemy, unusually severe weather, fires, earthquakes, floods, epidemics, quarantine restrictions, riots, strikes, freight embargoes, wars, litigation, and/or acts of any governmental agency, including the City, if the Contractor shall within ten (10) days of the commencement of such delay notify the Contract Officer in writing of the causes for the delay. The Contract Officer shall ascertain the facts and the extent of delay, and extend the time for performing the services for the period of the enforced delay when and if in the judgment of the Contract Officer such delay is justified. The Contract Officer's determination shall be final and conclusive upon the parties to this Agreement.

Term. Unless earlier terminated in accordance with Section 8.9 of this Agreement, this Agreement shall continue in full force and effect until final approval and acceptance of the project by the Contract Officer. Notwithstanding the foregoing, this Agreement shall terminate no later than October 7, 2026, unless the parties mutually agree in writing to extend the term.

EXHIBIT C

INSURANCE REQUIREMENTS

Contractor shall maintain and shall require all its subcontractors, consultants, and other agents to maintain the insurance listed below. Any requirement for insurance to be maintained after completion of the work shall survive this agreement.

CITY reserves the right to review any and all of the required insurance policies and/or endorsements but has no obligation to do so. Failure to demand evidence of full compliance with the insurance requirements set forth in this agreement or failure to identify any insurance deficiency shall not relieve Contractor from, nor be construed or deemed a waiver of, its obligation to maintain the required insurance at all times during the performance of this agreement.

A. Workers Compensation & Employers Liability Insurance

- Workers Compensation insurance with statutory limits as required by the Labor Code of the State of California.
- Employers Liability with limits of $1,000,000 per Accident; $1,000,000 Disease per employee; $1,000,000 Disease per policy.
- The policy shall include a written waiver of the insurer's right to subrogate against CITY.
- Required Evidence of Coverage:
    1. Subrogation waiver endorsement; and
    2. Properly completed Certificate of Insurance.

B. General Liability Insurance

- Commercial General Liability Insurance no less broad than Insurance Services Office (ISO) form CG 00 01.
- Coverage shall be on a standard occurrence form. Claims-Made forms are not acceptable without prior written consent. Modified, limited or restricted Occurrence forms are not acceptable without prior written consent.
- Minimum Limits: $1,000,000 per Occurrence; $2,000,000 General Aggregate; $2,000,000 Products/Completed Operations Aggregate. The General Aggregate

shall apply separately to each project. The required limits may be provided by a combination of General Liability Insurance and Commercial Excess or Umbrella

Liability Insurance. If contractor maintains higher limits than the specified minimum limits, CITY requires and shall be entitled to coverage for the higher limits maintained by contractor.

- Any deductible or self-insured retention shall be shown on the Certificate of Insurance. If the deductible or self-insured retention exceeds $25,000 it must be approved in advance by CITY. Contractor is responsible for any deductible or self-insured retention and shall fund it upon CITY'S written request, regardless of whether Contractor has a claim against the insurance or is named as a party in any action involving CITY.
- Coverage shall be continued for one (1) year after completion of the work.
- CITY shall be endorsed as an additional insured for liability arising out of ongoing and completed operations by or on behalf of the contractor. CITY shall continue to be an additional insured for completed operations for (1) year after completion of the work.
- The policy definition of "insured contract" shall include assumptions of liability arising out of both ongoing operations and the products-completed operations hazard ("f" definition of insured contract in ISO form CG 00 01, or equivalent).
- The insurance provided to the additional insureds shall be primary to, and non-contributory with, any insurance or self-insurance program maintained by them.
- The policy shall cover inter-insured suits and include a "Separation of Insureds" or "severability" clause which treats each insured separately.
- The policy shall be endorsed to include a written waiver of the insurer's right to subrogate against all persons or entities that are, or are required to be, additional insureds.
- The policy shall not contain a Contractors' Warranty or other similar language which eliminates or restricts insurance because of a subcontractor's failure to carry specific insurance or to supply evidence of such insurance.
- Required Evidence of Coverage:
    1. Copy of the additional insured endorsement or policy language granting additional insured status; (The City of Placentia, its officers, employees, representatives, attorneys, and volunteers shall be named

as additional named insureds with respect to: liability arising out of activities performed by or on behalf of the Contractor and all Subcontractors pursuant to its contract with the City; products and completed operations of the Consultant; premises owned, occupied or used by the Contractor and all Subcontractors; automobiles owned, leased, hired, or borrowed by the Contractor and all Subcontractors.)

2. Copy of the endorsement or policy language indicating that coverage applicable to the additional insureds is primary and non-contributory;
3. Properly completed Certificate of Insurance; and
4. Completed and signed Agent/Broker Questionnaire with supporting documentation as required.

C. Automobile Liability Insurance

- Minimum Limit: $1,000,000 combined single limit per accident.
- Coverage shall apply to all owned, hired and non-owned vehicles.
- CITY shall qualify as an insured.
- Required Evidence of Coverage:
    1. Copy of the endorsement or policy language indicating that CITY is an insured; and
    2. Properly completed Certificate of Insurance.

D. Contractors Pollution Liability Insurance

- Minimum Limits: $1,000,000 per Pollution Incident; $1,000,000 Aggregate;
- Coverage shall apply to pollution incidents at or from any location at which Contractor is performing work under this agreement.
- Any deductible or self-insured retention shall be shown on the Certificate of Insurance. If the deductible or self-insured retention exceeds $25,000 it shall be approved in advance by CITY. Contractor is responsible for any deductible or self-insured retention and shall fund it upon CITY written request, regardless of whether Contractor has a claim against the insurance or is named as a party in any action involving CITY.
- CITY shall be endorsed as an additional insured for liability arising out of ongoing and completed operations by or on behalf of the Contractor. Additional insured status shall continue for one (1) year after completion of the work.

- The insurance provided to the additional insureds shall apply on a primary and non-contributory basis with respect to any insurance or self-insurance program maintained by them.
- If the insurance is on a Claims-Made basis, the retroactive date shall be no later than the commencement of work.
- The insurance shall be continued for one (1) year after completion of the work. If the insurance is on a Claims-Made basis, the continuation coverage may be provided by: (a) renewal of the existing policy; (b) an extended reporting period endorsement; or (c) replacement insurance with a retroactive date no later than the commencement of the work.
- Required Evidence of Coverage:
    1. Copy of the additional insured endorsement or policy language granting additional insured status;
    2. Copy of the endorsement or policy language indicating that coverage for the additional insureds is primary and non-contributory;
    3. Properly completed Certificate of Insurance.

E. Surety Bonds

- Bid bond.
- Performance and payment bonds for the entire contract price.
- The surety must be authorized to issue these bonds in the State of California.

F. Standards for Insurance Companies

- Insurers, other than the California State Compensation Insurance Fund, shall have an A.M. Best's rating of at least A:VII.

G. Documentation

- The Certificate of Insurance shall include the following reference: **FY 2024-2025 RESIDENTIAL STREET REHABILITATION PROJECT, CITY PROJECT NO. 26-104**
- The name and address for Additional Insured endorsements and Certificates of Insurance is: City of Placentia
- Contractor shall provide immediate written notice if: (1) any of the required

insurance policies is terminated; (2) the limits of any of the required policies are reduced; or (3) the deductible or self-insured retention is increased.

- Current Evidence of Coverage shall be provided for the entire required period of insurance.
- Upon written request, certified copies of required insurance policies shall be provided within thirty (30) days.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 9/18/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Acrisure Southwest Partners Insurance Services, LLC
611 Anton Blvd., Suite #1400
Costa Mesa, CA 92626

www.patrisk.com 0K07568

CONTACT NAME: Annette Romero
PHONE (A/C, No, Ext): 949-486-7904 **FAX (A/C, No):**
E-MAIL ADDRESS: aromero@acrisure.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Travelers Property Casualty Company of America	25674
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
R. J. Noble Company
15505 Lincoln Avenue
P.O. Box 620
Orange CA 92856-9020

COVERAGES **CERTIFICATE NUMBER:** 87225583 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	✓ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ✓ OCCUR ✓ Contractual Liability GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ✓ PRO-JECT ☐ LOC ☐ OTHER:	✓	✓	VTJ-EXGL-9F338142-TIL-25	7/1/2025	7/1/2026	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG 	$ 1,000,000 $ 1,000,000 $ 5,000 $ 1,000,000 $ 2,000,000 $ 2,000,000 $
A	AUTOMOBILE LIABILITY ✓ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ✓ HIRED AUTOS ONLY ✓ NON-OWNED AUTOS ONLY	✓	✓	VTC2E-CAP-9F338154-TCT-25	7/1/2025	7/1/2026	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) 	$ 2,000,000 $ $ $ $
A	☐ UMBRELLA LIAB ✓ OCCUR ✓ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☐ RETENTION $	✓	✓	CUP-4R630983-24-25 Policy Follows Form Over Underlying General Liab.	7/1/2025	7/1/2026	EACH OCCURRENCE AGGREGATE 	$ 10,000,000 $ 10,000,000 $
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N: N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A	✓	UB-7N939386-25-25-K	7/1/2025	7/1/2026	✓ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000
A	Auto Physical Damage			VTE-BAP-9F338166-TCT-25	7/1/2025	7/1/2026	$10,000 Ded Comp & Collision	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Re: FY 2024-2025 Residential Street Rehabilitation / City Project #26-104
City of Placentia, its officers, employees, representatives, attorneys, and volunteers are named as Additional Insured as respects to General Liability and Auto Liability per endorsement attached where required by written contract. Coverage is Primary and Non-contributory and Waiver of subrogation applies and in favor of Additional Insureds. Excess/Umbrella follows form over GL, Auto and EL.
30 days notice of cancellation, 10 days for non-payment of premium.

CERTIFICATE HOLDER

City of Placentia
401 E. Chapman Ave.
Placentia CA 92870

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
David A. Jacobson
Dave Jacobson

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

BLANKET ADDITIONAL INSURED
(Includes Products-Completed Operations If Required By Contract)

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

PROVISIONS

The following is added to **SECTION II – WHO IS AN INSURED**:

Any person or organization that you agree in a written contract or agreement to include as an additional insured on this Coverage Part is an insured, but only:

a. With respect to liability for "bodily injury" or "property damage" that occurs, or for "personal injury" caused by an offense that is committed, subsequent to the signing of that contract or agreement and while that part of the contract or agreement is in effect; and

b. If, and only to the extent that, such injury or damage is caused by acts or omissions of you or your subcontractor in the performance of "your work" to which the written contract or agreement applies. Such person or organization does not qualify as an additional insured with respect to the independent acts or omissions of such person or organization.

The insurance provided to such additional insured is subject to the following provisions:

a. If the Limits of Insurance of this Coverage Part shown in the Declarations exceed the minimum limits required by the written contract or agreement, the insurance provided to the additional insured will be limited to such minimum required limits. For the purposes of determining whether this limitation applies, the minimum limits required by the written contract or agreement will be considered to include the minimum limits of any Umbrella or Excess liability coverage required for the additional insured by that written contract or agreement. This provision will not increase the limits of insurance described in Section III – Limits Of Insurance.

b. The insurance provided to such additional insured does not apply to:

(1) Any "bodily injury", "property damage" or "personal injury" arising out of the providing, or failure to provide, any professional architectural, engineering or surveying services, including:

(a) The preparing, approving, or failing to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders or change orders, or the preparing, approving, or failing to prepare or approve, drawings and specifications; and

(b) Supervisory, inspection, architectural or engineering activities.

(2) Any "bodily injury" or "property damage" caused by "your work" and included in the "products-completed operations hazard" unless the written contract or agreement specifically requires you to provide such coverage for that additional insured during the policy period.

c. The additional insured must comply with the following duties:

(1) Give us written notice as soon as practicable of an "occurrence" or an offense which may result in a claim. To the extent possible, such notice should include:

(a) How, when and where the "occurrence" or offense took place;

(b) The names and addresses of any injured persons and witnesses; and

(c) The nature and location of any injury or damage arising out of the "occurrence" or offense.

(2) If a claim is made or "suit" is brought against the additional insured:

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(a) Immediately record the specifics of the claim or "suit" and the date received; and

(b) Notify us as soon as practicable and see to it that we receive written notice of the claim or "suit" as soon as practicable.

(3) Immediately send us copies of all legal papers received in connection with the claim or "suit", cooperate with us in the investigation or settlement of the claim or defense against the "suit", and otherwise comply with all policy conditions.

(4) Tender the defense and indemnity of any claim or "suit" to any provider of other insurance which would cover such additional insured for a loss we cover. However, this condition does not affect whether the insurance provided to such additional insured is primary to other insurance available to such additional insured which covers that person or organization as a named insured as described in Paragraph **4.**, Other Insurance, of Section **IV** – Commercial General Liability Conditions.

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

PRIMARY AND NONCONTRIBUTORY – OTHER INSURANCE CONDITION – DESIGNATED ADDITIONAL INSUREDS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
LIQUOR LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

SCHEDULE OF DESIGNATED ADDITIONAL INSUREDS

PROVISIONS

The following is added to the **Other Insurance** Condition and supersedes any provision to the contrary:

Primary And Noncontributory Insurance

This insurance is primary to and will not seek contribution from any other insurance available to an additional insured under your policy that is shown in the Schedule Of Designated Additional Insureds provided that:

(1) The additional insured is a Named Insured under such other insurance; and

(2) You have agreed in writing in a contract or agreement that this insurance would be primary and would not seek contribution from any other insurance available to the additional insured.

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

OTHER INSURANCE – DESIGNATED ADDITIONAL INSUREDS – PRIMARY WITH RESPECT TO CERTAIN OTHER INSURANCE

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE OF DESIGNATED ADDITIONAL INSUREDS

PROVISIONS

The following is added to Paragraph **4.a., Primary Insurance**, of **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS**:

The insurance afforded under this Coverage Part to any additional insured shown in the Schedule Of Designated Additional Insureds is primary to any of the other insurance, whether primary, excess, contingent or on any other basis, that is available to such additional insured which covers such additional insured as a named insured, and we will not share with that other insurance.

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

XTEND ENDORSEMENT FOR CONTRACTORS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

GENERAL DESCRIPTION OF COVERAGE – This endorsement broadens coverage. However, coverage for any injury, damage or medical expenses described in any of the provisions of this endorsement may be excluded or limited by another endorsement to this Coverage Part, and these coverage broadening provisions do not apply to the extent that coverage is excluded or limited by such an endorsement. The following listing is a general coverage description only. Read all the provisions of this endorsement and the rest of your policy carefully to determine rights, duties, and what is and is not covered.

A. Who Is An Insured – Unnamed Subsidiaries

B. Blanket Additional Insured – Governmental Entities – Permits Or Authorizations Relating To Operations

C. Incidental Medical Malpractice

D. Blanket Waiver Of Subrogation

E. Contractual Liability – Railroads

F. Damage To Premises Rented To You

PROVISIONS

A. WHO IS AN INSURED – UNNAMED SUBSIDIARIES

The following is added to **SECTION II – WHO IS AN INSURED**:

Any of your subsidiaries, other than a partnership, joint venture or limited liability company, that is not shown as a Named Insured in the Declarations is a Named Insured if:

a. You are the sole owner of, or maintain an ownership interest of more than 50% in, such subsidiary on the first day of the policy period; and

b. Such subsidiary is not an insured under similar other insurance.

No such subsidiary is an insured for "bodily injury" or "property damage" that occurred, or "personal and advertising injury" caused by an offense committed:

a. Before you maintained an ownership interest of more than 50% in such subsidiary; or

b. After the date, if any, during the policy period that you no longer maintain an ownership interest of more than 50% in such subsidiary.

For purposes of Paragraph **1.** of Section II – Who Is An Insured, each such subsidiary will be deemed to be designated in the Declarations as:

a. An organization other than a partnership, joint venture or limited liability company; or

b. A trust;

as indicated in its name or the documents that govern its structure.

B. BLANKET ADDITIONAL INSURED – GOVERNMENTAL ENTITIES – PERMITS OR AUTHORIZATIONS RELATING TO OPERATIONS

The following is added to **SECTION II – WHO IS AN INSURED**:

Any governmental entity that has issued a permit or authorization with respect to operations performed by you or on your behalf and that you are required by any ordinance, law, building code or written contract or agreement to include as an additional insured on this Coverage Part is an insured, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" arising out of such operations.

The insurance provided to such governmental entity does not apply to:

a. Any "bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for the governmental entity; or

b. Any "bodily injury" or "property damage" included in the "products-completed operations hazard".

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C. INCIDENTAL MEDICAL MALPRACTICE

1. The following replaces Paragraph **b.** of the definition of "occurrence" in the **DEFINITIONS** Section:

   b. An act or omission committed in providing or failing to provide "incidental medical services", first aid or "Good Samaritan services" to a person, unless you are in the business or occupation of providing professional health care services.

2. The following replaces the last paragraph of Paragraph **2.a.(1)** of **SECTION II – WHO IS AN INSURED**:

   Unless you are in the business or occupation of providing professional health care services, Paragraphs **(1)(a), (b), (c)** and **(d)** above do not apply to "bodily injury" arising out of providing or failing to provide:

   (a) "Incidental medical services" by any of your "employees" who is a nurse, nurse assistant, emergency medical technician or paramedic; or

   (b) First aid or "Good Samaritan services" by any of your "employees" or "volunteer workers", other than an employed or volunteer doctor. Any such "employees" or "volunteer workers" providing or failing to provide first aid or "Good Samaritan services" during their work hours for you will be deemed to be acting within the scope of their employment by you or performing duties related to the conduct of your business.

3. The following replaces the last sentence of Paragraph **5.** of **SECTION III – LIMITS OF INSURANCE**:

   For the purposes of determining the applicable Each Occurrence Limit, all related acts or omissions committed in providing or failing to provide "incidental medical services", first aid or "Good Samaritan services" to any one person will be deemed to be one "occurrence".

4. The following exclusion is added to Paragraph **2., Exclusions**, of **SECTION I – COVERAGES – COVERAGE A – BODILY INJURY AND PROPERTY DAMAGE LIABILITY**:

   Sale Of Pharmaceuticals

   "Bodily injury" or "property damage" arising out of the violation of a penal statute or ordinance relating to the sale of pharmaceuticals committed by, or with the knowledge or consent of, the insured.

5. The following is added to the **DEFINITIONS** Section:

   "Incidental medical services" means:

   a. Medical, surgical, dental, laboratory, x-ray or nursing service or treatment, advice or instruction, or the related furnishing of food or beverages; or

   b. The furnishing or dispensing of drugs or medical, dental, or surgical supplies or appliances.

6. The following is added to Paragraph **4.b., Excess Insurance**, of **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS**:

   This insurance is excess over any valid and collectible other insurance, whether primary, excess, contingent or on any other basis, that is available to any of your "employees" for "bodily injury" that arises out of providing or failing to provide "incidental medical services" to any person to the extent not subject to Paragraph **2.a.(1)** of Section II – Who Is An Insured.

D. BLANKET WAIVER OF SUBROGATION

The following is added to Paragraph **8., Transfer Of Rights Of Recovery Against Others To Us**, of **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS**:

If the insured has agreed in a contract or agreement to waive that insured's right of recovery against any person or organization, we waive our right of recovery against such person or organization, but only for payments we make because of:

a. "Bodily injury" or "property damage" that occurs; or

b. "Personal and advertising injury" caused by an offense that is committed;

subsequent to the execution of the contract or agreement.

E. CONTRACTUAL LIABILITY – RAILROADS

1. The following replaces Paragraph **c.** of the definition of "insured contract" in the **DEFINITIONS** Section:

   c. Any easement or license agreement;

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2. Paragraph **f.(1)** of the definition of "insured contract" in the **DEFINITIONS** Section is deleted.

F. DAMAGE TO PREMISES RENTED TO YOU

The following replaces the definition of "premises damage" in the **DEFINITIONS** Section:

"Premises damage" means "property damage" to:

a. Any premises while rented to you or temporarily occupied by you with permission of the owner; or

b. The contents of any premises while such premises is rented to you, if you rent such premises for a period of seven or fewer consecutive days.

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

BLANKET ADDITIONAL INSURED – PRIMARY AND NON-CONTRIBUTORY WITH OTHER INSURANCE – CONTRACTORS

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM

PROVISIONS

1. The following is added to Paragraph **c.** in **A.1., Who Is An Insured,** of **SECTION II – COVERED AUTOS LIABILITY COVERAGE:**

   This includes any person or organization who you are required under a written contract or agreement, that is signed by you before the "bodily injury" or "property damage" occurs and that is in effect during the policy period, to name as an additional insured for Covered Autos Liability Coverage, but only for damages to which this insurance applies and only to the extent of that person's or organization's liability for the conduct of another "insured".

2. The following is added to Paragraph **B.5., Other Insurance** of **SECTION IV – BUSINESS AUTO CONDITIONS:**

   Regardless of the provisions of paragraph **a.** and paragraph **d.** of this part **5. Other Insurance**, this insurance is primary to and non-contributory with applicable other insurance under which an additional insured person or organization is a named insured when a written contract or agreement with you, that is signed by you before the "bodily injury" or "property damage" occurs and that is in effect during the policy period, requires this insurance to be primary and non-contributory.

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

BUSINESS AUTO EXTENSION ENDORSEMENT

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by the endorsement.

GENERAL DESCRIPTION OF COVERAGE – This endorsement broadens coverage. However, coverage for any injury, damage or medical expenses described in any of the provisions of this endorsement may be excluded or limited by another endorsement to the Coverage Part, and these coverage broadening provisions do not apply to the extent that coverage is excluded or limited by such an endorsement. The following listing is a general coverage description only. Limitations and exclusions may apply to these coverages. Read all the provisions of this endorsement and the rest of your policy carefully to determine rights, duties, and what is and is not covered.

A. BROAD FORM NAMED INSURED

B. BLANKET ADDITIONAL INSURED

C. EMPLOYEE HIRED AUTO

D. EMPLOYEES AS INSURED

E. SUPPLEMENTARY PAYMENTS – INCREASED LIMITS

F. HIRED AUTO – LIMITED WORLDWIDE COVERAGE – INDEMNITY BASIS

G. WAIVER OF DEDUCTIBLE – GLASS

H. HIRED AUTO PHYSICAL DAMAGE – LOSS OF USE – INCREASED LIMIT

I. PHYSICAL DAMAGE – TRANSPORTATION EXPENSES – INCREASED LIMIT

J. PERSONAL EFFECTS

K. AIRBAGS

L. NOTICE AND KNOWLEDGE OF ACCIDENT OR LOSS

M. BLANKET WAIVER OF SUBROGATION

N. UNINTENTIONAL ERRORS OR OMISSIONS

PROVISIONS

A. BROAD FORM NAMED INSURED

The following is added to Paragraph **A.1., Who Is An Insured**, of **SECTION II – LIABILITY COVERAGE**:

Any organization you newly acquire or form during the policy period over which you maintain 50% or more ownership interest and that is not separately insured for Business Auto Coverage. Coverage under this provision is afforded only until the 180th day after you acquire or form the organization or the end of the policy period, whichever is earlier.

B. BLANKET ADDITIONAL INSURED

The following is added to Paragraph **c.** in **A.1., Who Is An Insured**, of **SECTION II – LIABILITY COVERAGE**:

This includes any person or organization who you are required under a written contract or agreement between you and that person or organization, that is signed by you before the "bodily injury" or "property damage" occurs and that is in effect during the policy period, to name as an additional insured for Liability Coverage, but only for damages to which this insurance applies and only to the extent of that person's or organization's liability for the conduct of another "insured".

C. EMPLOYEE HIRED AUTO

1. The following is added to Paragraph **A.1., Who Is An Insured**, of **SECTION II – LIABILITY COVERAGE**:

   An "employee" of yours is an "insured" while operating an "auto" hired or rented under a contract or agreement in that "employee's" name, with your permission, while performing duties related to the conduct of your business.

2. The following replaces Paragraph **b.** in **B.5., Other Insurance**, of **SECTION IV – BUSINESS AUTO CONDITIONS**:

   b. For Hired Auto Physical Damage Coverage, the following are deemed to be covered "autos" you own:

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(1) Any covered "auto" you lease, hire, rent or borrow; and

(2) Any covered "auto" hired or rented by your "employee" under a contract in that individual "employee's" name, with your permission, while performing duties related to the conduct of your business.

However, any "auto" that is leased, hired, rented or borrowed with a driver is not a covered "auto".

D. EMPLOYEES AS INSURED

The following is added to Paragraph **A.1., Who Is An Insured**, of **SECTION II – LIABILITY COVERAGE**:

Any "employee" of yours is an "insured" while using a covered "auto" you don't own, hire or borrow in your business or your personal affairs.

E. SUPPLEMENTARY PAYMENTS – INCREASED LIMITS

1. The following replaces Paragraph **A.2.a.(2)**, of **SECTION II – LIABILITY COVERAGE**:

   (2) Up to $3,000 for cost of bail bonds (including bonds for related traffic law violations) required because of an "accident" we cover. We do not have to furnish these bonds.

2. The following replaces Paragraph **A.2.a.(4)**, of **SECTION II – LIABILITY COVERAGE**:

   (4) All reasonable expenses incurred by the "insured" at our request, including actual loss of earnings up to $500 a day because of time off from work.

F. HIRED AUTO – LIMITED WORLDWIDE COVERAGE – INDEMNITY BASIS

The following replaces Subparagraph **e.** in Paragraph **B.7., Policy Term, Coverage Territory**, of **SECTION IV – BUSINESS AUTO CONDITIONS**:

e. Anywhere in the world, except any country or jurisdiction while any trade sanction, embargo, or similar regulation imposed by the United States of America applies to and prohibits the transaction of business with or within such country or jurisdiction, for Liability Coverage for any covered "auto" that you lease, hire, rent or borrow without a driver for a period of 30 days or less and that is not an "auto" you lease, hire, rent or borrow from any of your "employees", partners (if you are a partnership), members (if you are a limited liability company) or members of their households.

(1) With respect to any claim made or "suit" brought outside the United States of America, the territories and possessions of the United States of America, Puerto Rico and Canada:

(a) You must arrange to defend the "insured" against, and investigate or settle any such claim or "suit" and keep us advised of all proceedings and actions.

(b) Neither you nor any other involved "insured" will make any settlement without our consent.

(c) We may, at our discretion, participate in defending the "insured" against, or in the settlement of, any claim or "suit".

(d) We will reimburse the "insured":

(i) For sums that the "insured" legally must pay as damages because of "bodily injury" or "property damage" to which this insurance applies, that the "insured" pays with our consent, but only up to the limit described in Paragraph **C.**, Limit Of Insurance, of SECTION II – LIABILITY COVERAGE;

(ii) For the reasonable expenses incurred with our consent for your investigation of such claims and your defense of the "insured" against any such "suit", but only up to and included within the limit described in Paragraph **C.**, Limit Of Insurance, of SECTION II – LIABILITY COVERAGE, and not in addition to such limit. Our duty to make such payments ends when we have used up the applicable limit of insurance in payments for damages, settlements or defense expenses.

(2) This insurance is excess over any valid and collectible other insurance available to the "insured" whether primary, excess contingent or on any other basis.

(3) This insurance is not a substitute for required or compulsory insurance in any country outside the United States, its

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territories and possessions, Puerto Rico and Canada.

You agree to maintain all required or compulsory insurance in any such country up to the minimum limits required by local law. Your failure to comply with compulsory insurance requirements will not invalidate the coverage afforded by this policy, but we will only be liable to the same extent we would have been liable had you complied with the compulsory insurance requirements.

(4) It is understood that we are not an admitted or authorized insurer outside the United States of America, its territories and possessions, Puerto Rico and Canada. We assume no responsibility for the furnishing of certificates of insurance, or for compliance in any way with the laws of other countries relating to insurance.

G. WAIVER OF DEDUCTIBLE – GLASS

The following is added to Paragraph **D., Deductible**, of **SECTION III – PHYSICAL DAMAGE COVERAGE**:

No deductible for a covered "auto" will apply to glass damage if the glass is repaired rather than replaced.

H. HIRED AUTO PHYSICAL DAMAGE – LOSS OF USE – INCREASED LIMIT

The following replaces the last sentence of Paragraph **A.4.b., Loss Of Use Expenses**, of **SECTION III – PHYSICAL DAMAGE COVERAGE**:

However, the most we will pay for any expenses for loss of use is $65 per day, to a maximum of $750 for any one "accident".

I. PHYSICAL DAMAGE – TRANSPORTATION EXPENSES – INCREASED LIMIT

The following replaces the first sentence in Paragraph **A.4.a., Transportation Expenses**, of **SECTION III – PHYSICAL DAMAGE COVERAGE**:

We will pay up to $50 per day to a maximum of $1,500 for temporary transportation expense incurred by you because of the total theft of a covered "auto" of the private passenger type.

J. PERSONAL EFFECTS

The following is added to Paragraph **A.4., Coverage Extensions**, of **SECTION III – PHYSICAL DAMAGE COVERAGE**:

Personal Effects

We will pay up to $400 for "loss" to wearing apparel and other personal effects which are:

(1) Owned by an "insured"; and

(2) In or on your covered "auto".

This coverage applies only in the event of a total theft of your covered "auto".

No deductibles apply to this Personal Effects coverage.

K. AIRBAGS

The following is added to Paragraph **B.3., Exclusions**, of **SECTION III – PHYSICAL DAMAGE COVERAGE**:

Exclusion **3.a.** does not apply to "loss" to one or more airbags in a covered "auto" you own that inflate due to a cause other than a cause of "loss" set forth in Paragraphs **A.1.b.** and **A.1.c.**, but only:

a. If that "auto" is a covered "auto" for Comprehensive Coverage under this policy;

b. The airbags are not covered under any warranty; and

c. The airbags were not intentionally inflated.

We will pay up to a maximum of $1,000 for any one "loss".

L. NOTICE AND KNOWLEDGE OF ACCIDENT OR LOSS

The following is added to Paragraph **A.2.a.**, of **SECTION IV – BUSINESS AUTO CONDITIONS**:

Your duty to give us or our authorized representative prompt notice of the "accident" or "loss" applies only when the "accident" or "loss" is known to:

(a) You (if you are an individual);

(b) A partner (if you are a partnership);

(c) A member (if you are a limited liability company);

(d) An executive officer, director or insurance manager (if you are a corporation or other organization); or

(e) Any "employee" authorized by you to give notice of the "accident" or "loss".

M. BLANKET WAIVER OF SUBROGATION

The following replaces Paragraph **A.5., Transfer Of Rights Of Recovery Against Others To Us**, of **SECTION IV – BUSINESS AUTO CONDITIONS**:

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5. Transfer Of Rights Of Recovery Against Others To Us

We waive any right of recovery we may have against any person or organization to the extent required of you by a written contract signed and executed prior to any "accident" or "loss", provided that the "accident" or "loss" arises out of operations contemplated by such contract. The waiver applies only to the person or organization designated in such contract.

N. UNINTENTIONAL ERRORS OR OMISSIONS

The following is added to Paragraph **B.2., Concealment, Misrepresentation, Or Fraud**, of **SECTION IV – BUSINESS AUTO CONDITIONS**:

The unintentional omission of, or unintentional error in, any information given by you shall not prejudice your rights under this insurance. However this provision does not affect our right to collect additional premium or exercise our right of cancellation or non-renewal.

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TRAVELERS

ONE TOWER SQUARE
HARTFORD, CT 06183

WORKERS COMPENSATION
AND
EMPLOYERS LIABILITY POLICY

ENDORSEMENT WC 00 03 13 (00)-01

POLICY NUMBER: UB-7N939386-25-25-K

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

This agreement shall not operate directly or indirectly to benefit any one not named in the Schedule.

SCHEDULE

DESIGNATED PERSON:

DESIGNATED ORGANIZATION:

ANY PERSON OR ORGANIZATION FOR WHICH THE INSURED HAS AGREED
BY WRITTEN CONTRACT EXECUTED PRIOR TO LOSS TO FURNISH
THIS WAIVER.

DATE OF ISSUE: 9/18/2025 ST ASSIGN:

EXHIBIT D

CLAIMS PROCEDURE

SUMMARY OF PUBLIC CONTRACT CODE § 9204

The following procedure will apply to any claims by the Contractor on the City:

A "claim" is a separate demand on the City by a contractor on a public works project and sent by registered mail or certified mail with return receipt requested, for one or more of the following:

- A time extension, including relief from penalties for delay
- Payment by the City of money damages under the terms of the contract
- Payment of an amount that is disputed by the City

Initial Review

The claim must be supported by appropriate documentation. The City has 45 days within which to review the claim and provide the contractor with a written statement identifying the disputed and undisputed portions of the claim. If the City does not issue a written statement, the claim is deemed rejected in its entirety. The City will pay any undisputed portion of the claim within 60 days of issuing the statement.

Meet & Confer

If the contractor disputes the City's written response, or if the City does not issue one, the contractor may request in writing an informal conference to meet and confer for possible settlement of the claim. The City will schedule the meet and confer conference within 30 days of this request and provide a written statement identifying the remaining disputed and undisputed portions of the claim within 10 business days of the meet and confer. The City will pay the undisputed portion within 60 days of issuing this statement.

Mediation

With respect to any disputed portion remaining after the meet and confer, the City and contractor will submit the matter to nonbinding mediation, agree to a mediator within 10 business days after issuing the written statement, and share mediation costs equally. If mediation is unsuccessful, then the terms of the public works agreement and applicable law will govern resolution of the dispute.

Miscellaneous Provisions

Amounts not paid by the City in a timely manner bear interest at 7% per annum. Subcontractors may submit claims via this procedure through the general contractor. The City and contractor may waive the requirement to mediate but cannot otherwise waive these claim procedures.

Agenda Item No: 1.e

PLACENTIA CITY COUNCIL AGENDA REPORT

Meeting Date: October 7, 2025

Submitted by: Jesus Avila

From: Public Works

Subject:
Reject All Bids for Jaycee Parkette Renovation Project and Authorize the Initiation of a New Procurement Process by Staff

Financial Impact:
Fiscal Impact:
None.

Summary:
The Jaycee Parkette Renovation Project, NIB No. PW-25-04, includes park improvements such as the removal and replacement of the existing playground and rubberized surfacing, the addition of water-efficient irrigation, landscaping, and new park lighting. The project was publicly solicited, and twenty-three (23) bids were received on August 21, 2025. Staff recommend that the City Council reject all bids due to the total projected cost of the project now exceeding the allocated budget as a result of unforeseen cost escalations. These escalations necessitate a reassessment of the project scope, timeline, or the identification of additional funding sources.

Recommendation:
Recommended Action: It is recommended that the City Council:

1. Reject all bids and authorize the return of the bid bonds; and
2. Authorize Staff to initiate a new procurement process for the Jaycee Parkette Renovation Project; and
3. Authorize the City Administrator and/or her designee to execute all 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 5: Implement Public Infrastructure to Meet Community Needs, under Objective 5.2, which is working to complete the Placentia Parks Initiative Plan.

Discussion:
In 2021, the California State Parks, Office of Grants and Local Services (OGALS) announced the 2019 Statewide Park Development and Community Revitalization Program (SPP). Funds for this program are provided through Proposition 68 (Prop 68). California voters passed Prop 68 in June 2018 to safeguard natural resources, such as parks, and safe drinking water. This

competitive grant program provides funds to create new parks, expand existing parks, and/or renovate existing parks in critically underserved communities. After careful consideration of the grant criteria, Staff recommended to the City Council that the proposed grant applications be submitted for renovations of existing parks, including Jaycee Parkette. The Council approved the submission of the grant applications at the November 17, 2020, City Council meeting.

The City was notified in January 2022, that the renovation project for Jaycee Parkette was chosen by OGALS to receive a grant award of $610,000. Located in the La Jolla neighborhood, Jaycee Parkette serves the hundreds of students who attend Melrose Elementary School and Valadez Academy. The Jaycee Parkette Renovation Project will include the removal and replacement of the existing playground and rubberized surfacing, the addition of water-efficient irrigation, landscaping, and new park lighting.

In addition, on November 21, 2023, the City Council approved a professional services agreement for on-call landscape architectural design firms. The City selected Hirsch & Associates, Inc. (HAI) based on experience and expertise in designing park projects throughout Southern California. A professional services agreement was prepared with HAI to design Jaycee Parkette playground.

Bids for the project were publicly solicited and on August 21, 2025, twenty-three (23) bids were reviewed. The top five (5) bids are listed below. Due to recent cost escalations, the estimated project expenditures have surpassed the originally allocated funding, Staff recommends that City Council reject all bids under Public Contract Code §20166.

Contractor	Bid Amount
RG General Engineering, Inc.	$630,671.00
Rosenex	$634,100.00
A2Z Construct Inc.	$634,452.00
Micon Construction, Inc.	$648,264.00
RS Construction & Development Inc	$658,279.18

Upon City Council approval, Staff will reassess the project scope and timeline or seek additional funding sources. Should the recommended actions be approved, a new procurement process will be initiated, and the award of the contract may be brought before City Council for approval at a later date. Based on the grant guidelines, the project must be completed by June 30, 2028.

Fiscal Impact Summary:
The City was notified in January 2022, that the renovation project for Jaycee Parkette was chosen by OGALS to receive a grant award of $610,000. On November 21, 2023, the City Council approved a professional services agreement for on-call landscape architectural design firms. A purchase order for landscape design services for Jaycee Parkette was then executed for a cost of $98,945. A total of $511,055 in grant funding is available for this project.

Agenda Item No: 1.f

PLACENTIA CITY COUNCIL AGENDA REPORT

Meeting Date: October 7, 2025

Submitted by: Jesus Avila

From: Public Works

Subject:
Authorization for the Submittal of Application for the Rubberized Pavement Grant Program and All Other CalRecycle Grants for the Next Five (5) Years for Which the City of Placentia is Eligible

Financial Impact:
Fiscal Impact:
There is no fiscal impact associated with the recommended action.

Summary:
The California Department of Resources Recycling and Recovery (CalRecycle) offers various funding opportunities to assist local agencies in their efforts to reduce, recycle, and reuse solid waste generated in the State of California. To apply for grants and other funding opportunities, the City Council must adopt a resolution authorizing Staff to apply for CalRecycle grants as opportunities arise. The attached resolution will authorize the City Administrator and/ or her designee, to apply for all grants for which the City is eligible to participate for the next five (5) years. The first grant to be applied for under this new resolution will be CalRecycle's Rubberized Pavement Grant Program.

Recommendation:
Recommended Action: It is recommended that the City Council:

1. Adopt Resolution No. R-2025-49, a Resolution of the City Council of the City of Placentia, California, authorizing submittal of application(s) for all CalRecycle grants for which the City of Placentia is eligible; and
2. Authorize the City Administrator and/or her designee to submit a grant application to the Department of Resources Recycling and Recovery (CalRecycle) for the CalRecycle Rubberized Pavement Grant Program Funding; and execute all necessary grant documents to accept grant funding in a form approved by the City Attorney.

Strategic Plan Statement:
There is no specific strategic planning goal or objective associated with this agenda item.

Discussion:
CalRecycle has released a Notice of Funding Availability for the Rubberized Pavement Grant Program (“Program”) for Fiscal Year (“FY”) 2025-26. This competitive grant provides funding for local agencies that use Rubberized Asphalt Concrete (RAC) products with crumb rubber

derived from only California-generated waste tires as part of pavement maintenance and rehabilitation projects. The program is designed to provide opportunities to divert waste tires from landfill disposal, prevent illegal tire dumping, and promote markets for recycled content tire products. There is a total of $6,571,315 available for this grant cycle. The City of Placentia may apply for a total grant of $165,000.

If this action is approved, Staff will apply for grant funds to be applied towards the Palm Avenue and Rose Drive Arterial Roadway Rehabilitation Projects. The project will repave more than 800,000 square feet of arterial streets. This project also includes replacement of broken concrete, ADA-compliant curb ramps, and traffic safety improvements. Staff anticipates to solicit bids and begin construction in the Summer of 2026.

CalRecycle's procedures for administering payment programs require, among other things, an applicant's governing body to declare by resolution certain authorizations related to the administration of the payment program (Attachment 1). The proposed resolution shall also authorize the City Administrator as the signature authority to execute all documents necessary to implement and secure payment.

Fiscal Impact Summary:
The City will be requesting the grant award of $165,000 from CalRecycle through this grant program. These grant funds will supplement funds to be allocated for future Arterial Roadway Rehabilitation Projects allowing those funds to be utilized for additional street repairs. There is no fiscal impact associated with the submission of this grant application. Staff will return to the City Council for the award of Arterial Roadway Rehabilitation Projects and present the amount of Rubberized Asphalt Grant Funds received (estimated at $165,000), if approved by CalRecycle.

Attachments
Attachment No. 1: Resolution No. R-2025-49 - Authorizing the Submittal of CalRecycle Grant Applications

RESOLUTION NO. R-2025-49

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PLACENTIA, CALIFORNIA, AUTHORIZING THE CITY ADMINISTRATOR AND/OR HER DESIGNEE TO APPLY FOR GRANTS, SIGN GRANT DOCUMENTS, AND ACCEPT GRANT AWARDS FROM CALRECYCLE FOR THE CITY OF PLACENTIA FOR ALL CALRECYCLE GRANT PROGRAMS FOR WHICH THE CITY OF PLACENTIA IS ELIGIBLE

A. Recitals

(i). The California Public Resources Code authorizes the Department of Resources Recycling and Recovery (CalRecycle) to administer various Grant Programs; and

(ii). In furtherance of this authority, CalRecycle is required to establish procedures governing the administration of the Grant Programs; and

(iii). CalRecycle grant application procedures require, among other things, an applicant's governing body to declare by resolution certain authorizations related to the administration of CalRecycle Grants.

B. Resolution

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF PLACENTIA DOES HEREBY FIND, DETERMINE AND RESOLVE AS FOLLOWS:

1. The City of Placentia is authorized to submit applications to CalRecycle for all Grant Programs offered for which the City of Placentia is eligible.

2. The City Administrator and/or her designee, are hereby authorized as Signature Authority to execute in the name of City of Placentia all grant documents, including but not limited to, applications, agreements, amendments, and requests for payment, necessary to secure grant funds and implement the approved grant project.

3. These authorizations are effective for five years from the date of adoption.

APPROVED and ADOPTED this 7th day of October 2025.

_____
Kevin Kirwin, Mayor

ATTEST:

_____
Robert S. McKinnel, City Clerk

STATE OF CALIFORNIA
COUNTY OF ORANGE

I, Robert S. McKinnell, City Clerk of the City of Placentia, do hereby certify that the foregoing Resolution was adopted at a regular meeting of the City Council of the City of Placentia held on the 7th day of October 2025, by the following vote:

AYES:	COUNCILMEMBERS:
NOES:	COUNCILMEMBERS:
ABSENT:	COUNCILMEMBERS:
ABSTAIN:	COUNCILMEMBERS:

_____
Robert S. McKinnell, City Clerk

APPROVED AS TO FORM:

_____
Christian L. Bettenhausen, City Attorney

Agenda Item No: 1.g

PLACENTIA CITY COUNCIL AGENDA REPORT

Meeting Date: October 7, 2025
Submitted by: Jerry Griggs
From: Finance

Subject:
Fiscal Year 2025-26 Q1 Financial Report

Financial Impact:
Fiscal Impact:

Fund	**Revenues** (Including Transfers-In)	**Appropriations** (Including Capital & Transfers-Out)
General Fund	-	(713,276)
Special Revenue	-	37,500
Capital Projects (All Funds)	8,874,557	21,368,816
Enterprise Funds	-	-
Internal Service Fund	60,000	60,000
Total	**8,934,557**	**20,753,040**

Summary:
The City's Operating Budget is reviewed and presented to the City Council quarterly for recommended amendments and to provide current information on the financial activities of the City. Additionally, these types of quarterly reports assist City departments in communicating their financial operations throughout the fiscal year, including any program changes and significant impacts to their annual budgets, as well as ensuring spending and revenues received throughout the year closely align with the adopted budget. This report includes requested departmental budget adjustments through the first quarter of Fiscal Year (FY) 2025-26, covering the period through September 2025, as well as continuing appropriations for capital projects from FY 2024-25 and cost reductions that were requested by City Council during the June 3, 2025, City Council meeting.

Recommendation:
Recommended Action: It is recommended that the City Council:

1. Approve the First Quarter Budget Report and adopt Resolution No. R-2025-53, amending the City's FY 2025-26 Budget; and
2. Authorize Position Allocation Plan.

Strategic Plan Statement:
This item is consistent with the City Council approved Five Year Strategic Plan, Goal 1: to Ensure Long-Term Fiscal Sustainability, specifically, Objective 1.6: Update the existing 10-Year Financial Plan.

Discussion:
The City adopted a balanced budget for FY 2025-26 on June 3, 2025, utilizing a combination of departmental reductions, one-time revenues and monies set aside within the City's Section 115 trust, which is designed to fund retiree health costs and the unfunded actuarial liability (UAL) payment to CalPERS, while also setting aside funds in reserves. During the June 3rd meeting, City Council directed Staff to review potential cost-saving measures and return with recommendations within 90 days of budget adoption. With a focus on long term fiscal sustainability, staff has analyzed all revenue and expenses in the current fiscal year's budget, and is proposing the elimination of four (4) positions, as well as various reductions in operating accounts in the recommended action. Reductions in operating expenses include legal services ($75,000), bank and postage fees ($15,000), and cancellation of software contracts ($80,000).

The proposed staffing reductions include:

1. *Elimination of the IT Sergeant position ($106,000 annual savings).* Following a promotion of the incumbent IT Sergeant, the Police Department has determined this position, while valuable to the organization, can be eliminated with contract IT help brought in to support the needs of the department. The savings stated is the net reduction to the General Fund after eliminating the position, but retaining $150,000 for contract IT costs.

2. Elimination of the Emergency & Health Services Manager ($142,000 annual savings). The City is reviewing its management of its emergency operations, including service provision options, and the duties of this position will be absorbed by staff in other departments.

3*. Elimination of the Public Works Superintendent ($164,000 annual savings)* . Following the upcoming retirement of the incumbent in this position, staff has determined the duties of this position can be absorbed by the Public Works Manager, once hired. Staff will assess the impact on service delivery to the community due to this action at the FY25/26 Mid-Year Budget review.

4. Elimination of the Human Resources Clerk ($67,000 annual savings)- This is part of a larger reorganization in the Human Resources and Administrative Services departments which also includes the reclassifications of the Risk Manager to a Risk Analyst, and a Senior Human Resources Technician to a Human Resources Technician.

Other staffing changes include the reclassification of the Deputy Director of Public Works-Operations to a Public Works Manager and the Senior Management Analyst to a Management Analyst in Public Works.

In addition to the proposed operating reductions, staff has identified potential new sources of revenue and will present those options to the City Council later this fall.

General Fund: The General Fund FY 2025-26 Adopted Budget included revenues of $53.5 million and expenditures of $52.6 million. The proposed operating budget adjustments in the FY 2025-26 First Quarter Budget Report include a net decrease in expenditures of $713,276. This decrease is due to $75,000 reduction in legal services and other smaller operating reductions, but primarily the salary savings previously mentioned above. Increased expenditures in Human Resources and Development Services are for Purchase Orders that need to be carried forward for contracts that were not completed in FY24-25 ($53,223).

Adjustments to General Fund revenue is related to capital projects being carried over from FY 2024-25, specifically grants awarded but not yet received in support the public safety building project.

General Fund Revenue:

	2025-26 Adopted	2025-26 Q1 Requests	2025-26 Q1 Amended
Revenue			
Property Taxes	22,755,799	-	22,755,799
Sales & Use Taxes	8,449,079	-	8,449,079
Other Taxes	8,852,995	-	8,852,995
Permits/ Licenses	3,073,242	-	3,073,242
Fines & Forfeitures	644,200	-	644,200
Intergovernmental	329,015	-	329,015
Charges for Service	1,885,975	-	1,885,975
Misc. Revenue	2,159,260	-	2,159,260
Subtotal Revenues	**48,149,565**	**-**	**48,149,565**
Operating Transfers-In	455,100	-	455,100
Measure U Transfer In:		-	
Employee Retention	2,665,800	-	2,665,800
OPEB	888,600	-	888,600
Reserve	888,600		888,600
Subtotal Transfers-In	**4,898,100**	**-**	**4,898,100**
Total Operating Resources	**53,543,058**	**-**	**53,543,058**
Capital Projects Revenue	-	955,551	955,551
Total Revenue	**53,543,058**	**955,551**	**54,003,216**

General Fund Expenditures:

	2025-26 Adopted	2025-26 Q1 Requests	2025-26 Q1 Amended
Operating Expenditures			
Legislative	1,006,073	(75,000)	931,073
City Administrator	752,975	-	752,975
Administrative Services	5,576,750	-	5,576,750
Human Resources	880,400	11,825	892,225
Finance	1,495,000	-	1,495,000
Development Services	1,927,352	41,399	1,968,751
Public Safety-Police	14,716,986	-	14,716,986
Fire & Life Safety	5,402,550	-	5,402,550
Public Works	4,685,350	-	4,685,350
Community Services	3,548,786	-	3,548,786
General Government	6,300,136	(766,500)	5,704,136
Subtotal Operating Expenditures	**46,292,358**	**(713,276)**	**45,579,082**

Non-Operating Expenditures			
Interfund Transfers Out	61,000	-	143,756
GF Debt Service	6,301,000	-	6,458,866
Subtotal Non-Operating Expenditures	**6,362,000**	**-**	**6,602,622**
Capital Improvement Program	0	2,210,422	2,210,422
Total Expenditures	**52,654,358**	**1,497,146**	**54,487,626**

Special Revenue Funds: Minor adjustments to the FY 2025-26 operating budgets in special revenue funds are proposed in the first quarter. See Exhibit A on the attached resolution for a detailed list of projects being carried over.

- PEG: Increase of $30,000 for media services to record and broadcast City Council and committee meetings
- Technology Fund: $7,500 for chatbot plug-in on the City's website.

Internal Services Funds: Minor adjustments to the FY 2025-26 operating budgets in internal services funds are proposed in the first quarter.

Risk Management: $60,000 in revenue and expenditures to cover repair costs related to an accident at the Placentia Navigation Center. The City is pursuing reimbursement through related parties' insurance.

Capital Projects: The FY 2025-26 First Quarter Budget Report includes projects from the previous fiscal year that have not been completed and will be continued into the current fiscal year (carried over). Below is a summary of the capital projects' funding sources to be carried forward with the specific projects identified on Exhibit A of the attached resolution.

FY 2024-25 Capital Projects to be Carried Forward into FY 2025-26		
	Revenue	**Expense**
101 - General Fund	955,551	2,210,422
102 - Measure U	-	1,638,926
201 - Air Quality Management	-	173,333
206 - EIFD	-	9,904,706
208 - General Plan Update Fees	-	602,409
211 - Measure M	-	448,069
214 - PEG	-	62,615
216 - Public Safety CFD 2014-01	-	98,643
217 - State Gas Tax - RMRA	-	265,343
221 - Technology Impact Fees	-	60,000
226 - County Grants	272,800	272,800
301 - Public Safety Impact Fee	-	64,624
302 - Quimby In Lieu Imapct Fee	-	330,420
303 - Traffic Impact Fee	-	108,000

304 - Affordable Housing Impact Fee	-	55,000
307 - Parks & Rec Impact Fee	-	223,221
308 - TOD Sewer Impact Fee	-	53,222
310 - TOD Traffic Impact Fee	-	181,382
311 - Fire Impact Fee	-	3,611
505 - City Capital Projects	4,846,591	3,252,382
DNU-280 - Misc Grant Fund	2,799,744	1,359,688
Total	**8,874,557**	**21,368,816**

See Exhibit A on the attached resolution for a detailed list of projects being carried over.

Fiscal Impact Summary:
The fiscal impact associated with the approval of this item is summarized below with the detailed budget adjustments as listed in Exhibit A.

Fund	**Revenues** (Including Transfers-In)	**Appropriations** (Including Capital & Transfers-Out)
General Fund	-	(713,276)
Special Revenue	-	37,500
Capital Projects (All Funds)	8,874,557	21,368,816
Enterprise Funds	-	-
Internal Service Fund	60,000	60,000
Total	**8,934,557**	**20,753,040**

Staff will continue to monitor revenue and expenses throughout the fiscal year and develop a plan reduce the reliance of one-time revenues and build reserves. It should be noted that historically revenue received for property tax has been higher than budgeted for the past several years and Staff is cautiously optimistic that this trend will continue for FY 2025-26, thereby helping to increase the projected reserve level. In addition, Council recently directed Staff to research additional revenue opportunities that may be considered, and Staff will be presenting those options in the coming months.

Attachments
Attachment 1: Resolution No. R-2025-53 - FY25-26 Q1 Financial Report.docx
Position_Allocation_Plan_FY25.26_Q1_Effective_October_7__2025 (1).pdf
Exhibit A - Detail Carry Over list Final.pdf

RESOLUTION NO. R-2025-53

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PLACENTIA, CALIFORNIA AUTHORIZING A BUDGET AMENDMENT IN FISCAL YEAR 2025-26 IN COMPLIANCE WITH CITY CHARTER OF THE CITY OF PLACENTIA SECTION 1206 PERTAINING TO APPROPRIATIONS FOR ACTUAL EXPENDITURES

A. Recitals.

(i). The adopted budget for the 2025-26 Fiscal Year sets out estimated appropriations for City expenses throughout the year.

(ii). From time to time the adopted budget must be adjusted when precise expenditures are finally determined or when estimated expenditures exceed projected costs allocated.

(iii). City Charter of the City of Placentia § 1206 authorizes the City Council to amend or supplement the budget by motion adopted by the affirmative votes of at least three members so as to authorize the transfer of unused balances appropriated for one purpose to another purpose, or to appropriate available revenues not included in the budget. All other legal prerequisites to the adoption of this Resolution have occurred.

B. Resolution.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF PLACENTIA DOES HEREBY FIND, DETERMINE AND RESOLVE AS FOLLOWS:

1. In all respects as set forth in the Recitals, Part A., of this Resolution.

2. The adopted budget for Fiscal Year 2025-26, Resolution No. R-2025-25, is hereby amended to reflect the following available balances from FY2024-25 to the Account specified:

Fund	Description	Department	GL Account	Amount	Type
See Exhibit A					

3. The Mayor shall sign this resolution, and the City Clerk shall attest and certify to the passage and adoption thereof.

APPROVED AND ADOPTED this 7th day of October 2025.

_____
Kevin Kirwin, Mayor

ATTEST:

_____
Robert S. McKinnell, City Clerk

STATE OF CALIFORNIA
COUNTY OF ORANGE

I, Robert S. McKinnell, City Clerk of the City of Placentia, do hereby certify that the foregoing resolution was adopted at a regular meeting of the City Council of the City of Placentia held on the 7th day of October 2025, by the following vote:

AYES:	COUNCILMEMBERS:
NOES:	COUNCILMEMBERS:
ABSENT:	COUNCILMEMBERS:
ABSTAIN:	COUNCILMEMBERS:

_____
Robert S. McKinnell, City Clerk

APPROVED AS TO FORM:

_____
Christian L. Bettenhausen, City Attorney

CITY OF PLACENTIA
POSITION ALLOCATION PLAN
FISCAL YEAR 2025-26
EFFECTIVE OCTOBER 7, 2025

	Amended 24-25	Adopted 25-26	Amended Q1 25-26
ELECTED			
MAYOR	1	1	1
CITY COUNCIL	4	4	4
CITY CLERK	1	1	1
CITY TREASURER	1	1	1
TOTALS	**7**	**7**	**7**

	Amended 24-25	Adopted 25-26	Amended Q1 25-26
APPOINTED (DOES NOT INCLUDE ALTERNATES)			
CITIZENS' OVERSIGHT COMMITTEE	3	3	3
FINANCIAL AUDIT OVERSIGHT COMMITTEE	5	5	5
HERITAGE COMMITTEE	8	8	8
HISTORICAL COMMITTEE	9	9	9
PARKS ARTS AND RECREATION COMMISSION (PARC)	5	5	5
PLANNING COMMISSION	7	7	7
SENIOR ADVISORY COMMITTEE	7	7	7
SENIOR/COMMUNITY CENTER BLUE RIBBON COMMITTEE	9	9	9
STREETSCAPE AND TRANSPORTATION ADVISORY COMMISSION	6	6	6
VETERANS ADVISORY COMMITTEE	10	10	10
TOTALS	**69**	**69**	**69**

	Amended 24-25	Adopted 25-26	Amended Q1 25-26
CITY ADMINISTRATOR			
CITY ADMINISTRATOR	1	1	1
COMMUNICATIONS & MARKETING MANAGER	1	1	1
DIGITAL MEDIA ANALYST	1	1	1
EXECUTIVE ADMINISTRATIVE ASSISTANT TO THE CA	1	1	1
SENIOR MANAGEMENT ANALYST	0	0	0
TOTALS	**4**	**4**	**4**

	Amended 24-25	Adopted 25-26	Amended Q1 25-26
ADMINISTRATIVE SERVICES			
ADMINISTRATIVE ASSISTANT	1	1	1
ADMINISTRATIVE SPECIALIST	1	1	1
DEPUTY CITY ADMINISTRATOR	1	1	1
DEPUTY CITY CLERK	1	1	1
DEPUTY DIRECTOR OF ADMINISTRATIVE SERVICES	1	1	1
INFORMATION TECHNOLOGY MANAGER	1	1	1
INFORMATION TECHNOLOGY SPECIALIST	1	1	1
INFORMATION TECHNOLOGY TECHNICIAN	1	1	1
PUBLIC SAFETY COMMUNICATIONS MANAGER	1	1	1
PUBLIC SAFETY COMMUNICATIONS SUPERVISOR	3	3	3
PUBLIC SAFETY DISPATCHER (1 OVERHIRE)	13	13	13
	Amended	Adopted	Amended Q1

CITY OF PLACENTIA
POSITION ALLOCATION PLAN
FISCAL YEAR 2025-26
EFFECTIVE OCTOBER 7, 2025

	24-25	25-26	25-26
ADMINISTRATIVE SERVICES (CONTINUED)			
RISK ANALYST	0	0	1
RISK MANAGER	1	1	0
SENIOR MANAGEMENT ANALYST	1	1	0
TOTALS	**27**	**27**	**26**

	Amended 24-25	Adopted 25-26	Amended Q1 25-26
HUMAN RESOURCES			
DIRECTOR OF HUMAN RESOURCES	1	1	1
HUMAN RESOURCES ANALYST	1	1	1
SENIOR HUMAN RESOURCES ANALYST	1	1	1
HUMAN RESOURCES TECHNICIAN	1	1	1
HUMAN RESOURCES OFFICE CLERK	1	1	0
TOTALS	**5**	**5**	**4**

	Amended 24-25	Adopted 25-26	Amended Q1 25-26
FINANCE			
ACCOUNTING TECHNICIAN	4	4	4
DIRECTOR OF FINANCE	1	1	1
FINANCE MANAGER	1	1	1
SENIOR ACCOUNTANT	1	1	1
SENIOR ACCOUNTING TECHNICIAN	1	1	1
SENIOR FINANCIAL ANALYST	1	1	1
TOTALS	**9**	**9**	**9**

	Amended 24-25	Adopted 25-26	Amended Q1 25-26
DEVELOPMENT SERVICES			
ADMINISTRATIVE ASSISTANT	1	1	1
ASSOCIATE PLANNER	1	1	1
BUILDING INSPECTION MANAGER	1	1	1
BUILDING INSPECTOR	1	1	1
BUILDING PERMIT TECHNICIAN	2	1	1
CODE ENFORCEMENT OFFICER	1	1	1
CODE ENFORCEMENT SUPERVISOR	1	1	1
DIRECTOR OF DEVELOPMENT SERVICES	1	1	1
GIS TECHNICIAN	1	1	1
PLANNING MANAGER	1	1	1
PLANNING TECHNICIAN	1	1	1
PLANS EXAMINER	0	0	0
SENIOR BUILDING PERMIT TECHNICIAN	0	1	1
TOTALS	**12**	**12**	**12**

CITY OF PLACENTIA
POSITION ALLOCATION PLAN
FISCAL YEAR 2025-26
EFFECTIVE OCTOBER 7, 2025

	Amended 24-25	Adopted 25-26	Amended Q1 25-26
PUBLIC SAFETY - POLICE			
CAPTAIN	2	2	2
CHIEF OF POLICE	1	1	1
COMMUNITY SERVICES OFFICER	2	1	1
CRIME ANALYST	1	1	1
IT SERGEANT	1	1	0
LIEUTENANT	3	3	3
MANAGEMENT ANALYST	1	1	1
OFFICE SPECIALIST - RECORDS	3	0	0
POLICE RECORDS TECHNICIAN	0	3	3
PARKING CONTROL OFFICER	2	2	2
POLICE ACADEMY TRAINEE	1	1	1
POLICE CIVILIAN INVESTIGATOR	3	3	3
POLICE OFFICER (3 OVERHIRE)	39	39	39
POLICE SERVICES OFFICER	2	2	2
POLICE SERVICES SUPERVISOR	3	2	2
SUPPORT SERVICES ADMINISTRATOR	0	1	1
PROPERTY TECHNICIAN	1	1	1
SERGEANT	10	10	10
SR. ADMINISTRATIVE ASSISTANT	1	1	1
TOTALS	**76**	**75**	**74**

	Amended 24-25	Adopted 25-26	Amended Q1 25-26
FIRE & LIFE SAFETY			
ADMINISTRATIVE ASSISTANT	1	1	1
BATTALION CHIEF	3	3	3
DEPUTY FIRE CHIEF	1	1	1
FIRE CAPTAIN	6	6	6
FIRE CHIEF	1	1	1
FIRE ENGINEER	6	6	6
FIRE MARSHAL	1	1	1
FIRE PREVENTION SPECIALIST	1	1	1
FIREFIGHTER	9	9	9
SENIOR MANAGEMENT ANALYST	1	1	1
TOTALS	**30**	**30**	**30**

	Amended 24-25	Adopted 25-26	Amended Q1 25-26
PUBLIC WORKS			
DIRECTOR OF PUBLIC WORKS	1	1	1
DEPUTY DIRECTOR OF PUBLIC WORKS	1	2	1
ADMINISTRATIVE ASSISTANT	1	1	1
ASSOCIATE CIVIL ENGINEER (SEWER)	1	1	1
CITY ENGINEER	0	0	0
CUSTODIAN	1	2	2
	Amended	Adopted	Amended Q1

CITY OF PLACENTIA
POSITION ALLOCATION PLAN
FISCAL YEAR 2025-26
EFFECTIVE OCTOBER 7, 2025

	24-25	25-26	25-26
PUBLIC WORKS (CONTINUED)			
DEPUTY CITY ADMINISTRATOR	0	0	0
ENGINEERING AIDE	1	0	0
ENVIRONMENTAL SERVICES COORDINATOR	1	1	1
FACILITY MAINTENANCE TECHNICIAN	2	3	3
MAINTENANCE WORKER	8	7	7
MANAGEMENT ANALYST	0	0	1
MANAGEMENT ASSISTANT	1	0	0
MECHANIC	2	2	2
PUBLIC WORKS INSPECTOR	1	1	1
PUBLIC WORKS MANAGER	1	0	1
PUBLIC WORKS SUPERINTENDENT	1	1	0
PUBLIC WORKS SUPERVISOR	2	2	2
SENIOR CIVIL ENGINEER	1	1	1
SENIOR CUSTODIAN	1	1	1
SENIOR MANAGEMENT ANALYST	1	1	0
TRANSPORTATION MANAGER	1	1	1
TOTALS	**29**	**28**	**27**

	Amended 24-25	Adopted 25-26	Amended Q1 25-26
COMMUNITY SERVICES			
ADMINISTRATIVE ASSISTANT	1	1	1
COMMUNITY SERVICES COORDINATOR	4	3	3
COMMUNITY SERVICES SUPERVISOR	3	3	3
DEPUTY DIRECTOR OF COMMUNITY SERVICES	0	0	0
DIRECTOR OF COMMUNITY SERVICES	1	1	1
FACILITY MAINTENANCE TECHNICIAN	3	3	3
MANAGEMENT ANALYST	0	0	0
TOTALS	**12**	**11**	**11**

SUMMARY			
FULL-TIME FUNDED PERSONNEL	200	197	193
UNFUNDED OVERHIRES	4	4	4
ELECTED & APPOINTED PERSONNEL	76	76	76
GRAND TOTAL	280	277	273

**Overhires are not funded*

Operating

FUND	Department	Rev/Exp	Carryover Amount
101 - General Fund	40200 - Building & Safety	Expense	41,398.75
	20100 - Human Resources	Expense	11,825.00
	90000 - Non-Departmental	Expense	(691,500.00)
	00400 - Legal Services	Expense	(75,000.00)
101 - General Fund Total			(713,276.25)

Capital Projects

FUND	PROJECT	Rev/Exp	Carryover Amount
101 - General Fund	**105213 - Public Safety Building**	Revenue	(955,551.44)
101 - General Fund Total			**(955,551.44)**
505 - City Capital Projects	**331201 - FY 2021-22 Roadway Rehab Proj**	Revenue	(542,291.01)
	331301 - FY 2022-23 Roadway Rehab Proje	Revenue	(400,000.00)
	331506 - FY23-24 Residential Slurry	Revenue	(10,000.00)
	331801 - GoldenAv Bridge JL61116	Revenue	(2,200,000.00)
	332908 - HSIP Traffic Singals	Revenue	(1,643,000.00)
	336098 - FY 23-24 Roadway Rehab Constru	Revenue	(51,300.00)
505 - City Capital Projects Total			**(4,846,591.01)**
DNU-280 - Misc Grant Fund	**502003 - Bicycle Corridor Improvement**	Revenue	(28,776.58)
	502502 - Atwood Trail Project Final Design	Revenue	(105,001.00)
	502504 - Yorba Linda TSSP	Revenue	(557,000.00)
	505003 - Powell Build HVAC	Revenue	(208,837.00)
	506098 - FY 23-24 Roadway Rehab Constru	Revenue	(500,000.00)
	507313 - Jaycee Parkette Renovation	Revenue	(610,000.00)
	507911 - La Placita Parkette Improvemen	Revenue	(640,000.00)
	509104 - Chapman Corridor	Revenue	(130,000.00)
	509105 - Adoption of CEQA Guidelines	Revenue	(20,000.00)
DNU-280 - Misc Grant Fund Total			**(2,799,614.58)**
226 - County Grants	**502502 - Atwood Trail Project Final Design**	Revenue	(272,800.00)
226 - County Grants Total			**(272,800.00)**
Grand Total			**(8,874,557.03)**

Capital Projects

FUND	PROJECT	Rev/Exp	Carryover Amount
101 - General Fund	**101206 - Caltrans Public Art Program**	Expenditures	54,051.92
	103101 - TOD/Crowther Sewer Project	Expenditures	8,730.56
	105213 - Public Safety Building	Expenditures	1,901,688.66
	106098 - FY 23-24 Roadway Rehab Constru	Expenditures	2,256.76
	107507 - Tuffree Park Sidewalk Replacem	Expenditures	54,280.00
	108501 - Reserve Fire Truck	Expenditures	170,000.00
	109402 - IT Strategic Plan & Smart City	Expenditures	19,414.50
101 - General Fund Total			**2,210,422.40**
102 - Measure U	**791502 - FY 24-25 Concrete Repair Progr**	Expenditures	140,165.25
	791503 - FY 24-25 Annual Tree Planting	Expenditures	10,000.00
	791506 - FY23-24 Residential Slurry	Expenditures	325,178.47
	795003 - Powell Building Improvement Pr	Expenditures	175,000.00
	795208 - City Hall/PD Womens Restrooms	Expenditures	154,809.76
	795302 - Refurbish PD Jail Booking Area	Expenditures	40,000.00
	795505 - Removal of Corp Yd Gas Tank	Expenditures	97,475.00
	795510 - Tynes Gym Roof Replacement	Expenditures	11,017.53
	796098 - FY 23-24 Roadway Rehab Constru	Expenditures	291,678.40
	796506 - Develop Cybersecurity Plan	Expenditures	60,000.00
	796507 - Financials ERP Software System	Expenditures	92,786.08
	796508 - Council Chambers / Media Room	Expenditures	27,862.35
	796509 - Server HVAC Repair and Access	Expenditures	78,256.19
	797311 - Gomez Park Landscape Improveme	Expenditures	24,700.55
	797507 - Tuffree Park Sidewalk Replacem	Expenditures	74,707.21
	799202 - EIFD Design	Expenditures	35,288.80
102 - Measure U Total			**1,638,925.59**
201 - Air Quality Management	**192002 - Orangethorpe TS Sync**	Expenditures	22,000.00
	192203 - Rose/Tustin Regional Traffic S	Expenditures	53,000.00

192504 - Yorba Linda TSSP	Expenditures	27,694.79

Capital Projects

FUND	PROJECT	Rev/Exp	Carryover Amount
	192808 - ImpHwy TS Synch-JL68010	Expenditures	25,000.00
	192809 - ChapMal TSSynch-JL68004	Expenditures	45,638.00
201 - Air Quality Management Total			**173,332.79**
206 - EIFD	861501 - Old Town Streetscape Improveme	Expenditures	9,904,706.27
206 - EIFD Total			**9,904,706.27**
208 - General Plan Update Fees	749104 - Chapman Corridor	Expenditures	242,545.57
	749504 - DIF Update and Creation of Suc	Expenditures	120,466.28
	749505 - SP5 Update	Expenditures	98,000.00
	749506 - CEQA Updates	Expenditures	47,597.00
	749507 - Housing Element Update 2025	Expenditures	93,800.11
208 - General Plan Update Fees Total			**602,408.96**
211 - Measure M	186098 - FY 23-24 Roadway Rehab Constru	Expenditures	448,069.27
211 - Measure M Total			**448,069.27**
214 - PEG	586508 - Council Chambers / Media Room	Expenditures	62,614.75
214 - PEG Total			**62,614.75**
216 - Public Safety CFD 2014-01	555501 - Fire Station 1 Generator Repla	Expenditures	98,643.34
216 - Public Safety CFD 2014-01 Total			**98,643.34**
217 - State Gas Tax - RMRA	602503 - Residential Streets Curb Ramps	Expenditures	47,266.18
	606098 - FY 23-24 Roadway Rehab Constru	Expenditures	218,076.41
217 - State Gas Tax - RMRA Total			**265,342.59**
301 - Public Safety Impact Fee	675311 - Refurbish PD Motor Barn	Expenditures	25,000.00
	675501 - Fire Station 1 Generator Repla	Expenditures	39,623.56
301 - Public Safety Impact Fee Total			**64,623.56**
302 - Quimby In Lieu Imapct Fee	692502 - Atwood Trail Project - Final E	Expenditures	37,200.00
	697210 - Playground Resurfacing (Variou	Expenditures	150,000.00
	697212 - McFadden Pergola Replacement	Expenditures	50,000.00
	697213 - Koch Picnic Shelter Replacemen	Expenditures	43,950.00
	697303 - Replace Park Benches	Expenditures	49,270.16
302 - Quimby In Lieu Imapct Fee Total			**330,420.16**
303 - Traffic Impact Fee	652002 - Orangethorpe TS Synchro	Expenditures	8,000.00
	652203 - Rose/Tustin Regional Traffic S	Expenditures	100,000.00
303 - Traffic Impact Fee Total			**108,000.00**
304 - Affordable Housing Impact Fee	685503 - 117 N. Main Street Demo	Expenditures	55,000.00
304 - Affordable Housing Impact Fee Total			**55,000.00**
307 - Parks & Rec Impact Fee	637502 - Restroom Renovations (Citywide	Expenditures	28,000.00
	637504 - McFadden Park Playground Reno	Expenditures	90,000.00
	637506 - Tuffree Park Sports Fields Lig	Expenditures	56,000.00
	637511 - Los Vaqueros Landscape Proj	Expenditures	12,889.00
	697202 - Kraemer Park Memorial Fountain	Expenditures	36,332.25
307 - Parks & Rec Impact Fee Total			**223,221.25**
308 - TOD Sewer Impact Fee	713101 - TOD/Crowther Sewer Line Projec	Expenditures	53,222.05
308 - TOD Sewer Impact Fee Total			**53,222.05**
310 - TOD Traffic Impact Fee	702001 - TOD Traf Mitigation	Expenditures	181,381.94
310 - TOD Traffic Impact Fee Total			**181,381.94**
505 - City Capital Projects	331201 - FY 2021-22 Roadway Rehab Proj	Expenditures	62,144.60
	331506 - FY23-24 Residential Slurry	Expenditures	10,000.00
	331801 - GoldenAv Bridge JL61116	Expenditures	2,494,072.17
	332908 - HSIP Traffic Singals	Expenditures	634,865.20
	336098 - FY 23-24 Roadway Rehab Constru	Expenditures	51,300.00
505 - City Capital Projects Total			**3,252,381.97**
DNU-280 - Misc Grant Fund	502504 - Yorba Linda TSSP	Expenditures	105,001.00
	505003 - Powell Build HVAC	Expenditures	167,527.50
	506098 - FY 23-24 Roadway Rehab Constru	Expenditures	557,000.00
	507313 - Jaycee Parkette Renovation	Expenditures	530,159.00
DNU-280 - Misc Grant Fund Total			**1,359,687.50**
226 - County Grants	502502 - Atwood Trail Project Final Design	Expenditures	272,800.00
226 - County Grants Total			**272,800.00**
311 - Fire Impact Fee	898503 - Fire Station 2 Body Armor Repl	Expenditures	3,611.05
311 - Fire Impact Fee Total			**3,611.05**
221 - Technology Impact Fees	756507 - Financials ERP Software System	Expenditures	60,000.00
221 - Technology Impact Fees Total			**60,000.00**
Grand Total			**21,368,815.44**

Agenda Item No: 1.h

PLACENTIA CITY COUNCIL AGENDA REPORT

Meeting Date: October 7, 2025

Submitted by: Lesley Whittaker

From: Development Services

Subject:
Tentative Parcel Map No. TPM 2023-143 pertaining to the subdivision of an +/ - 0.803 acre lot into two parcels located at 200 Orange Grove Avenue within the R-1 (Single-Family Residential) Zoning District

Financial Impact:
Fiscal Impact:
None.

Summary:
At the Planning Commission meeting held September 9, 2025, the Planning Commission voted 6-0-0-0 to recommend approval of TPM 2023-143 to the City Council. TPM 2023-143 is a request to subdivide one existing parcel into two (2) parcels for property located at 200 Orange Grove Avenue. In accordance with Placentia Municipal Code (PMC) Sections 22.80.060 and 22.80.070, the Planning Commission hereby submits a report of its findings and recommends approval of TPM 2023-143 to the City Council.

Recommendation:
Recommended Action: It is recommended that the City Council:
Adopt Resolution No. R-2025-50, a Resolution of the City Council of the City of Placentia, California, adopting a categorical exemption pursuant to the California Environmental Quality Act (Public Resources Code §§ 21000-21177 and §15000 et seq. of Title 14 of the California Code of Regulations) (CEQA) and Approving Tentative Parcel Map No. TPM 2023-143 pertaining to the subdivision of property located at 200 Orange Grove Avenue into two parcels (Assessor's Parcel Number 339-041-09) and making findings in support thereof.

Strategic Plan Statement:
This item is consistent with the City Council approved 5-Year Strategic Goal to achieve:
Objective Number 3.10, Implementation of Housing Element Strategies, which seeks to promote community and economic development through the implementation of Housing Element strategies by ensuring orderly land use and the appropriate subdivision of residential parcels.

Discussion:
The subject site is located in the westerly portion of the City, west of N. Bradford Avenue and south of Ruby Drive. The 35,000-square foot parcel is located within the R-1 (Single-Family

Residential) Zoning District. The parcel contains three (3) existing structures comprised of (A) primary single-family home, which is a historic structure listed on the 2002 Placentia Historical Resource Survey, (B) a permitted guest house, and (C) an accessory unit located above the detached garage. The Parcel Map will subdivide the existing 35,000 square foot lot into two (2) lots as follows:

Proposed Parcel No.	Lot Size (square feet)	Minimum Lot Size	Lot Width	Minimum Average Lot Width
1	19,177 sq. ft.	7,000 sq. ft.	- 103 feet (frontage width) - 135 feet (rear lot width)	70 feet
2	15,823 sq. ft.	7,000 sq. ft.	- 97 feet (frontage width) - 65 feet (rear lot width)	70 feet

Fiscal Impact Summary:
There is no fiscal impact associated with this subdivision.

Attachments
1. and 1.A Resolution No. R-2025-50 TPM 2023-143.docx
2. Proposed Tentative Map No. 2023-143.pdf

RESOLUTION NO. R-2025-50

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PLACENTIA, CALIFORNIA, ADOPTING A CATEGORICAL EXEMPTION PURSUANT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (PUBLIC RESOURCES CODE §§ 21000-21177 AND §15000 *ET SEQ.* OF TITLE 14 OF THE CALIFORNIA CODE OF REGULATIONS) (CEQA) AND APPROVING TENTATIVE PARCEL MAP NO. TPM 2023-143 PERTAINING TO THE SUBDIVISION OF PROPERTY LOCATED AT 200 ORANGE GROVE AVENUE (ASSESSOR'S PARCEL NUMBER 339-041-09) INTO TWO PARCELS AND MAKING FINDINGS IN SUPPORT THEREOF

A. Recitals.

WHEREAS, On September 9, 2025, the Planning Commission of the City of Placentia conducted, and concluded, a duly noticed public hearing, as required by law, recommending to the City Council of the City of Placentia, approval of Tentative Parcel Map No. TPM 2023-143 for the property located at 200 Orange Grove Avenue.

WHEREAS, The Planning Commission heard testimony, received a report and other relevant information from City staff and members of the public including William and Cynthia Maddox ("Applicant(s)" hereinafter), regarding a Tentative Parcel Map application and made a recommendation to the City Council of the City of Placentia.

WHEREAS, all legal prerequisites to the adoption of this Resolution have occurred.

B. Resolution.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF PLACENTIA DOES HEREBY FIND, DETERMINE AND RESOLVE AS FOLLOWS:

Section 1. The City Council hereby specifically finds that all of the facts set forth in the Recitals, Part A, of this Resolution are true and correct.

Section 2. Based upon substantial evidence presented to this City Council with regard to the Application, including written staff reports, verbal testimony and development plans, the City Council hereby specifically finds as follows:

a. The proposed project will not be: (1) detrimental to the health, safety or general welfare of the persons residing or working within the neighborhood of the proposed development or within the city, or (2) injurious to the property or improvements within the neighborhood or within the city. The subject subdivision is not likely to cause serious public health problems. Subject to compliance with the attached Conditions of Approval set forth in Attachment "1.A." of the staff report (Attachment A to this Resolution)

and by this reference incorporated herein and Standard Development Requirements, the project complies with all applicable code requirements and development standards of the "R-1" (Single-Family Density Residential Designation) Zoning District and Title 22, and with other applicable regulations of the Placentia Municipal Code (PMC).

b. The proposed use is consistent with the City's General Plan. The General Plan Land Use designation for the subject site is Low Density Residential, and the proposed use does not involve any change in the allowable land use of the subject site. The proposed project involves the subdivision of a 0.803-acre parcel into two parcels consistent with the R-1 Zoning District and the General Plan.

c. The proposed project as presented in the staff report and accompanying plans complies with all requirements of Chapter 23.12 of the PMC. City Staff carefully examined the proposed subdivision against the applicable development regulations prescribed in Title 23 (Zoning Ordinance) and determined it to be in substantial compliance. The proposed subdivision includes Conditions of Approval and Standard Development Requirements to ensure full compliance with applicable code requirements and to ensure full compliance with the General Plan, and with applicable design improvements required therein.

d. Conditions necessary to secure the purposes of this section, including guarantees and evidence of compliance with conditions are made part of this Tentative Parcel Map approval. Attachment "1.A" of the staff report (Attachment A to this Resolution) contain Conditions of Approval and Standard Development requirements specific to this application in order to provide assurances that the proposed subdivision are in compliance with applicable requirements of the PMC.

e. That the proposed map is consistent with the General Plan and with all provisions of Title 22 of the PMC. The proposed Tentative Parcel Map application is to subdivide an existing 0.803 acre parcel into two lots consistent with the R-1 Zoning District and the General Plan. The proposed map is consistent with all policies, programs, and goals of the General Plan.

f. That the design of the subdivision will not conflict with easements, acquired by the public at large, for access through or use of property within the proposed subdivision. As part of the review of the application, an extensive record research was completed. Additionally, the application submitted a preliminary title report with their application.

g. That the design of the subdivision is not likely to cause substantial environmental damage or substantially and avoidably injure wildlife or their habitat. The subject site is a developed lot and there are no known areas within the City that host wildlife or their habitat.

Section 3.

a. The City Council of the City of Placentia finds that TPM 2023-143 is exempt from the California Environmental Quality Act ("CEQA"), Public Resources Code §§

21000 *et seq.,* the State CEQA Guidelines, 14 C.C.R. §§ 15000 *et seq.,* and the Environmental Guidelines of the City of Placentia pursuant to the State CEQA Guidelines § 15315 (Class 15 – Minor Land Divisions) as this subdivision will result in the division of property in an urbanized area zoned for residential use and located in an infill area, consisting of less than five acres The division is in conformance with the General Plan and zoning, no variances or exceptions are required, all services and access to the proposed subdivision are available, and the parcel was not involved in a division of a larger parcel within the previous 2 years, and the parcel does not have an average slope greater than 20 percent; and

b. The City Council finds and determines that, based upon the findings set forth above and below, and changes and alterations which have been incorporated into and conditioned upon the proposed project, no significant adverse environmental effects will occur; and

c. The City Council finds that facts supporting the above-specified findings are contained in the staff report and exhibits, and the information provided during the public hearing conducted with respect to the Application.

Section 4. Based upon the findings and conclusions set forth herein, the City Council hereby approves Tentative Parcel Map 2023-143, as modified herein, and specifically subject to the conditions set forth in Attachment "1.A." of the staff report (Attachment A to this Resolution) attached hereto and by this reference incorporated herein.

APPROVED AND ADOPTED on this 7th day of October 2025.

_____
Kevin Kirwin, Mayor

ATTEST:

_____
Robert S. McKinnell, City Clerk

STATE OF CALIFORNIA
COUNTY OF ORANGE

I, Robert S. McKinnell, City Clerk of the City of Placentia, do hereby certify that the foregoing Resolution was adopted at a regular meeting of the City Council of the City of Placentia held on the 7th day of October 2025, by the following vote:

AYES:	COUNCILMEMBERS:
NOES:	COUNCILMEMBERS:
ABSENT:	COUNCILMEMBERS:
ABSTAIN:	COUNCILMEMBERS:

_____
Robert S. McKinnell, City Clerk

APPROVED AS TO FORM:

_____
Christian L. Bettenhausen, City Attorney

Attachment A
Special Conditions of Approval for
Tentative Parcel Map No. TPM 2023-143
200 Orange Grove Avenue (APN: 339-041-09)

SPECIAL CONDITIONS
Condition No. 15 revised by Planning Commission

If the above referenced application is approved, applicant and/or property owner shall comply with the Special Conditions listed below.

ALL OF THE FOLLOWING SPECIAL CONDITIONS OF APPROVAL AND STANDARD DEVELOPMENT REQUIREMENTS SHALL BE FULLY COMPLIED WITH FOR THE TENTATIVE PARCEL MAP TO CONTINUE IN GOOD STANDING.

DEVELOPMENT SERVICES DEPARTMENT – PLANNING DIVISION:

1. Failure to abide by and faithfully comply with any and all conditions attached to this action shall constitute grounds for revocation or amendment of said actions by the City of Placentia Planning Commission.

2. The applicant shall, as a condition of project approval, at its sole expense, defend, indemnify and hold harmless the City, its officers, employees, agents and consultants from any claim, action, proceeding, liability or judgment against the City, its officers, employees, agents and/or consultants, which action seeks to set aside, void, annul or otherwise challenge any approval by the City Council, Planning Commission, or other City decision-making body or City staff action concerning applicant's project. The applicant shall pay the City's defense costs, including attorney fees and all other litigation-related expenses, and shall reimburse the City for any and all court costs, which the City may be required to pay as a result of such defense. The applicant shall further pay any adverse financial award which may issue against the City including but not limited to any award of attorney fees to a party challenging such project approval. The City shall retain the right to select its counsel of choice in any action referred to herein. The City agrees to promptly notify the applicant of any such claim filed against the City and to fully cooperate in the defense of any such action.

3. Approval of TPM 2023-143 and the resulting Final Parcel Map is contingent upon City Council approval.

4. TPM 2023-143 shall expire twenty-four (24) months after City Council approval or conditional approval if a final map is not recorded. Upon written request by the developer the time limit may be extended an additional twelve (12) months by City Council.
5. Prior to recordation of the Parcel Map, all existing walls and fences on Lots 1 and 2 shall conform with the PMC and California Building Code, including pool fencing, to the satisfaction of the Development Services Director.

6. Prior to recordation of the Parcel Map, the owner shall submit an exhibit for Parcels 1 and 2 delineating primary structures on each parcel, to designate which structure(s) are primary residence(s), accessory dwelling units(s), or other structures. The City reserves the right to conduct an inspection of all structures onsite.

7. A final map shall be prepared by or under the direction of a registered Civil Engineer or licensed land surveyor in the State, as provided for in the Business and Professions Code.

8. "Lot 1" shall require the construction of a two-car garage to meet PMC 23.78.030 (1) prior to the recordation of the Parcel Map. The garage shall meet all development standards of PMC 23.12.

9. TPM 2023-143 and the related Final Parcel Map shall comply with the applicable requirements of Title 22 Subdivisions of the Placentia Municipal Code.

10. Any modifications to the approved TPM and any modifications which will change, expand or intensify the use shall be subject to review and approval by the Director of Development Services. The Director of Development Services or his or her designee may determine if such modifications require approval by the Placentia Planning Commission or may be approved administratively by City staff.

11. Developer and/or property owner agrees to approve the incorporation of the project (both Parcels 1 and 2) into Community Facilities District No. CFD 2014-01 (Public Services) or the successor CFD to CFD 2014-01 pursuant to the provisions of California Government Code Section 53311, et seq. Said annexation into CFD No. 2014-01 shall be fully completed in accordance with California law prior to the recordation of the map.

12. Developer and/or property owner agrees to approve the incorporation of the project into the Landscape Maintenance District No. LMD 1992-01 pursuant to the provisions of California Streets and Highways Code Section 22500, et seq. Said annexation into LMD No. 1992-01 shall be fully completed in accordance with California law prior to the recordation of the map.

13. Developer and/or property owner agrees to approve the incorporation of the project into the Street Lighting District No. SLD 1981-01 pursuant to the provisions of California Streets and Highways Code Section 22500, et seq. Said annexation into SLD No. 1981-01 shall be fully completed in accordance with California law prior to the recordation of the map.

14. Developer and/or property owner agrees that the City may, at its sole election, require that, instead of annexing into SLD 1981-01 and/or LMD 1992-1, the project shall be incorporated into a Community Facilities District to be created by the City pursuant to the provision of California Government Code Section 53311, et seq; the purpose

of which, and the initial amount of the taxes and assessments thereunder, will be substantially the same, in whole or in part, as SLD 1981-1 and/or LMD 1992-1. Developer and/or property owner agrees to approve the incorporation of the project into said Community Facilities District, provided that the incorporation of the new CFD does not otherwise delay the development of the project; in which event the project shall instead be annexed into SLD 1981-01 and/or LMD 1992-1. Any automatic fee increases for the Community Services District shall not be inconsistent with the approved rate study.

ENGINEERING DIVISION

Surveying/Mapping:

Amended by Planning Commission 9/9/25

15. The Applicant shall record roadway dedication along Melrose Street, ~~**30**~~ **25** feet from centerline to the eastern property line.

16. Provide a copy of the Title report issued within 6 months of submittal.

17. Provide legal description for subject property to be subdivided.

18. Provide a set of Traverse Calculations for subject property to be subdivided.

19. Show Bearing and distance on all proposed parcel lines.

20. Provide a copy of all Reference maps and documents used to determine existing and proposed parcel lines.

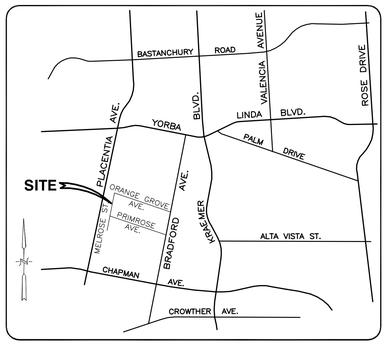
21. Provide record of and label any existing easement or ROW dedication for subject property to be subdivided.

TENTATIVE PARCEL MAP No. 2023-143

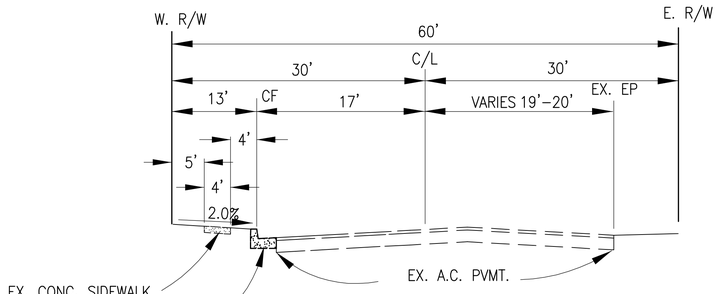
IN THE CITY OF PLACENTIA, COUNTY OF ORANGE, STATE OF CALIFORNIA.

BEING A SUBDIVISION OF A PORTION OF LOT NO. 5 IN BLOCK B OF THE KRAEMER TRACT AS SHOWN ON A MAP RECORDED IN BOOK 12, PAGES 87 AND 88 OF MISCELLANEOUS MAPS OF LOS ANGELES COUNTY, CALIFORNIA.

2 LOTS 0.803 ACRES (35,000 Sq. Ft.) (NET & GROSS) JUNE 2025



VICINITY MAP
N.T.S.



MELROSE STREET
STREET SECTION
N.T.S.

SITE ADDRESS: 200 ORANGE GROVE AVENUE

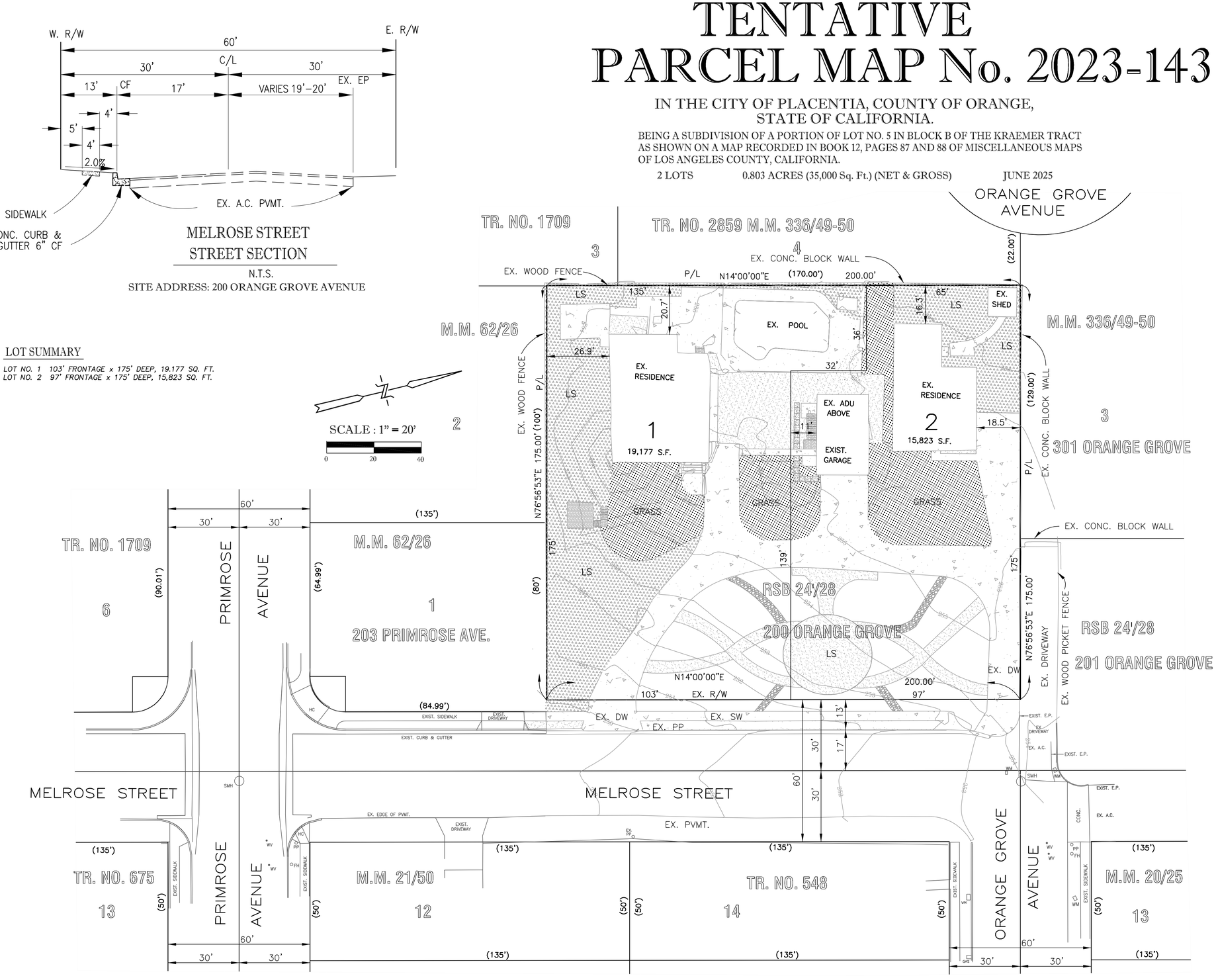
LEGEND

1	—	PROPOSED LOT NUMBER
R/W	—	RIGHT OF WAY
P/L	—	LANDSCAPE AREA
PVMT.	—	PAVEMENT
SW	—	SIDEWALK
DW	—	DRIVEWAY
PP	—	POWER POLE
SMH	—	SEWER MANHOLE
LS	—	LANDSCAPE AREA
(170.00')	—	EX. LOT DIMENSIONS

LOT SUMMARY

LOT NO. 1 103' FRONTAGE x 175' DEEP, 19,177 SQ. FT.
LOT NO. 2 97' FRONTAGE x 175' DEEP, 15,823 SQ. FT.

SCALE : 1" = 20'
0 20 40



UTILITY PURVEYORS:

WATER: GOLDEN STATE WATER COMPANY
1920 W. CORPORATE WAY
ANAHEIM, CA. 92801

SEWER: CITY OF PLACENTIA
DEPARTMENT OF PUBLIC WORKS
401 E. CHAPMAN AVENUE
PLACENTIA, CA. 92870

GAS: SOUTHERN CALIFORNIA GAS CO.
1919 S. STATE COLLEGE BLVD., SUITE G
ANAHEIM, CA. 92830

ELECTRIC: SOUTHERN CALIFORNIA EDISON CO.
1851 W. VALENCIA DRIVE
FULLERTON, CA. 92833

TRASH: REPUBLIC DISPOSAL SERVICES
1131 N. BLUE GUM STREET

TELEPHONE: AT&T
3939 E. CORONADO ST., SECOND FLOOR
ANAHEIM, CA. 92807

CABLE TV: TIME–WARNER

NOTES:

1. Proposed Use: Single Family Residential
2. Development of Lots: Fully Developed Lots.
3. All Existing Structures To Remain At This Time.
4. Flood Zone "X".
5. Assessor's Parcel No. 339–041–09
6. Zoning: R–1 Low Density (7,000 Sq. Ft. Min.).

BENCH MARK: B.M. 2H–12–90
DESCRIBED BY OCS 2003 – FOUND 3 3/4" OCS ALUMINUM BENCHMARK DISK STAMPED "2H–12–90", SET IN THE SOUTHWESTERLY CORNER OF A 4 FOOT BY 5 FOOT CONCRETE CATCH BASIN. MONUMENT IS LOCATED IN THE NORTHWESTERLY CORNER OF MADISON AVENUE AND KRAEMER BOULEVARD, 43 FEET WESTERLY OF THE CENTERLINE OF KRAEMER BOULEVARD AND 101 FEET NORTHERLY OF THE CENTERLINE OF MADISON AVENUE. MONUMENT IS SET LEVEL WITH THE SIDEWALK.

ELEV. 281.70, NAVD88, 2006

NOTE:
TOPOGRAPHIC SURVEY BY KAD ENGINEERS & SURVEYORS 6/15/2023

SUBDIVIDER:
William and Cynthia Maddox
200 Orange Grove Avenue
Placentia, CA 92870
Contact: Cindy Maddox 714-335-7651
lotsofpink4us@gmail.com

PREPARED BY:
KING CIVIL ENGINEERING CORP
26702 VALPARISO DRIVE
MISSION VIEJO, CA 92691
Contact: Tom King 714-996-7010
kingcivil@earthlink.net

I, THOMAS A. KING, DEPOSE AND STATE THAT THE OWNERS OF THIS PROPERTY COMPRISING THE PROPOSED SUBDIVISION NO. 2024-143 SHOWN ON THIS MAP, HAVE CONSENTED TO THE PREPARATION AND SUBMISSION OF THIS MAP.

THOMAS A. KING R.C.E. NO. 16916
DATED THIS 23 DAY OF JUNE 2025

REGISTERED PROFESSIONAL ENGINEER
THOMAS A. KING
No. 16916
Exp. 6/30/2027
CIVIL
STATE OF CALIFORNIA

Agenda Item No: 2.a

PLACENTIA CITY COUNCIL AGENDA REPORT

Meeting Date: October 7, 2025

Submitted by: Gabriel Guerrero-Gabany

From: Public Works

Subject:
Public Hearing for 2025 Sewer Rate Adoption

Financial Impact:
Fiscal Impact:
There is no direct fiscal impact to the City's General Fund Budget associated with the recommended actions. City Council approval of the proposed sewer rate adjustments will generate additional revenue into the City's Sewer Enterprise Fund that will help fund the ongoing maintenance and operation of the City's sewer utility, as well as provide additional funds for needed capital improvements to the sewer collection system.

Summary:
The Public Works Department is responsible for administering over 84 miles of gravity sanitary sewer pipeline. In 2021, the City approved a sewer rate increase. This increase was meant to provide sufficient funding to maintain the existing sewer system and budget necessary capital improvements identified in the adopted 2018 Sewer Master Plan. The adopted sewer rate provided an annual increase of 3% per year to account for inflation over 5 years. The annual increase is set to expire at the end of FY 2025-26, after which fees will remain flat until a new sewer fee schedule is adopted. Since that time, the Sewer Enterprise Fund has provided sufficient budget for routine maintenance, but not for capital improvements.

On July 15, 2025, the City Council adopted Resolution Nos. R-2025-40 and R-2025-41, which approved the initiation of the Proposition 218 public hearing process; set a public hearing for October 7, 2025; and adopted written protest procedures. On Friday, August 15, 2025, the required 45-day notice was mailed to 12,930 affected property owners in the City. The notice informed property owners about the proposed rate increases, the scheduled public hearing, and procedures for submitting a written protest (Attachment 5).

This action recommends that the City Council conduct a Public Hearing, tabulate the results of protests received, and, if a majority protest is not received, approve a six-year sewer rate increase effective November 20, 2025.

Recommendation:
Recommended Action: It is recommended that the City Council:

1. Open the Public Hearing concerning the proposed sewer rate adjustment; and
2. Receive the Staff Report, consider all public testimony, and ask any questions of Staff;

and

3. Close the Public Hearing and direct the City Clerk to tabulate the written protests and report the results of the tabulation to City Council; and
4. Waive full reading, by title only, and introduce for first reading Ordinance No. O-2025-09, an Ordinance of the City Council of the City of Placentia, California, adopting revised Sewer System Service Rates for Sanitary Sewer Service and amending sections of Chapter 5.24 of the Placentia Municipal Code pertaining to the Sewer System Service Fees; and
5. Adopt Resolution No. R-2025-52, a Resolution of the City Council of the City of Placentia, California, declaring the results of a noticed protest proceeding and approving certain actions for rates, fees, and charges for sanitary sewer services.

Strategic Plan Statement:
This item is consistent with the City Council approved 5-Year Strategic Plan Goal 1: By ensuring long-term fiscal sustainability and Strategic Goal 5: By implementing public infrastructure to meet community needs.

Discussion:
Operation and maintenance costs of the City's sewer collection system have been sufficiently covered by the current sewer collection rate adopted in 2021. However, revenues have not been sufficient to cover the capital needs identified in the 2018 Sewer Master Plan. The City, therefore, has a deferred backlog of much needed sewer system capital improvements.

Increases to the rates are recommended in order to provide sufficient funding to expand the capacity of the existing collection system, provide for much needed sewer rehabilitation and to ensure the Sewer Enterprise Fund remains financially solvent.

Background:
The City currently maintains 84 miles of gravity sanitary sewer pipelines and approximately 600 manholes. The City's wastewater is transferred into the Orange County Sanitation District's (OCSD) collection system via 35 separate connections for treatment. Yorba Linda Water District (YWLD) owns and maintains 10 miles of sewer lines within the City's borders.

On April 26, 2002, the Santa Ana Regional Water Quality Control Board (RWQCB) issued Board Order (Order) No. R8-2002-0014, which prohibited the discharge of untreated sewage to any surface water storm or drainage system. This Order included numerous provisions, including the requirement for every agency to prepare a Sewer System Management Plan (SSMP) to address all requirements of the Order by September 30, 2005. In 2005, the City adopted a sanitary sewer fee and established the Sewer Maintenance Enterprise Fund to meet the increased costs and to comply with regulations adopted by the Santa Ana RWQCB.

The City adjusted the sanitary sewer fee rates in March 2005 while costs associated with maintaining the City's sewer system continued to rise. In 2021 the City adopted a revised sewer service fee structure, shown below.

User Class	FY 2021-22 (per CCF)	FY 2022-23 (per CCF)	FY 2023-24 (per CCF)	FY 2024-25 (per CCF)	FY 2025-26 (per CCF)
Single Family Residential	$0.72	$0.74	$0.76	$0.79	$0.81

Multi-Family Residential	$0.82	$0.84	$0.87	$0.89	$0.92
Commercial	$0.96	$0.99	$1.02	$1.05	$1.08
Industrial	$0.96	$0.99	$1.02	$1.05	$1.08
Institutional	$0.53	$0.54	$0.56	$0.58	$0.59
Government & Public	$0.72	$0.74	$0.76	$0.79	$0.81

The established fees increased at 3% per fiscal year to account for inflation. The annual increase is set to expire after this fiscal year on June 30, 2026, at which point the fee will remain flat until a new sewer fee is established. While the fee revenues have provided sufficient funding for maintenance needs, they have not provided sufficient funding for the ongoing capital improvement needs. Based on the 2018 Sewer Master Plan adopted by City Council, the estimated deferred sewer capital improvement costs are approximately $19M.

2025 Sewer Cost Recovery Fee Rate Study:
The completed analysis reviewed a six-year cost of service to continue ongoing maintenance while providing sufficient funding for capital improvements identified in the 2018 Sewer Master Plan to be completed over the next six (6) years. To mitigate the effects of variable water usage, which led to the unreliability of the current fee structure, Staff is recommending a flat CIP fee be applied to each user category, with multi-family residential users tiered based on a range of units. This would provide a reliable revenue source to ensure capital sewer improvements could be completed. The proposed fee structure will continue to include a portion of the sewer fee based on water consumption per user category and charged on a per hundred cubic foot (CCF) unit.

The analysis was presented to the Sewer Utility, Refuse, and Recycling Ad-Hoc Committee (SURR Committee) at their June 10, 2025 meeting. Staff presented their recommendations and proposed an updated sewer rate structure. Upon a thorough review, the Committee provided Staff direction and recommended that the rates be forwarded to City Council for consideration.

The City Council conducted a Study Session on July 15, 2025, and directed Staff to set the public hearing date and initiate the Proposition 218 process. On July 15, 2025, the City Council adopted Resolutions R-2025-40 and R-2025-41, which approved the initiation of the Proposition 218 public hearing process; set a public hearing for October 7, 2025; and adopted written protest procedures.

The completed Sanitary Sewer Service Fee Analysis and Six-Year Financing Plan (Study) as shown in Attachment 1 includes a six-year financial plan and cost of service analysis as well as development of new sewer rates. The analysis reviewed the current rate structure in determining needed adjustments for the next six (6) years. The study includes the following findings:

- The City's current sanitary sewer service fee is outdated and does not reflect the full cost to operate, maintain, and improve the system.
- The City's current rates are insufficient to fund ongoing services and necessary capital improvements. The rates have not been adjusted since July 2021.
- Without a sanitary sewer system fee adjustment, the City's Sewer Enterprise Fund will not have adequate revenues to cover operations and maintenance of the sewer system

and conduct necessary capital improvements and repairs.

The Study recommends the implementation of an updated sewer service fee structure that includes two (2) separate fees: a usage fee and a flat capital improvement fee. The usage fee will fund operating and maintenance costs of the sewer system. The capital fee will fund sewer replacement, rehabilitation, and capacity enhancement improvements through a series of capital projects that are necessary to replace and upgrade the sewer system. The capital fee was developed utilizing the City's Sewer Master Plan. The Sewer Master Plan, prepared by Dudek in 2018, identified over $19 million in needed rehabilitation and capacity improvement projects.

The table in Attachment 2 provides a summary and breakdown of the proposed sewer fee rates over the next six years.

Proposition 218 Process

The City's ability to adjust rates is governed by Proposition 218. In 1996, California voters approved Proposition 218, which requires a specific process for cities to impose or increase certain types of fees. The provisions of Proposition 218, set forth in Article XIII D of the California Constitution provide that certain types of "Property Related Fees" are subject to a "majority protest" process.

The provisions of Proposition 218 set criteria for property-related fees for refuse, water, and sewer services. The fees must be set so that:

- The revenues generated by the fee do not exceed the cost of service
- No property owner's fee exceeds his/her proportionate share of the costs
- The City does not impose a property-related fee for a service that is not available to the property owner

Upon incorporation of the City Council's recommendations and direction to send Proposition 218 notices, pursuant to California Constitution Article XIII D, Section 6, Staff sent notices to all property owners (and as a courtesy, to all customers, i.e., tenants) that receive sewer service from the City. There was a 45-day public notice period during which time property owners and customers could send written protests for consideration by the City Council. Protests from property owners will be tallied at the public hearing set for October 7, 2025. Notwithstanding a majority protest, City Council can consider verbal testimony from anyone and written protests from non-property owners and decide to approve the rates.

The procedures govern the conduct of a public hearing and the submission and tabulation of written protests in connection with the City Council's consideration of the proposed increases to sewer service charges, in compliance with the requirements of Proposition 218. If the City Council determines at the close of this public hearing that written protests have been presented, and not withdrawn by the Record Owners or Customers of Record of a majority of Identified Parcels, the City shall not impose the fee or charge (i.e., there is a majority protest), and the proposed increases shall not be approved. If the City Council determines at the close of the public hearing that there is not a majority protest, the City Council may adopt, by a majority vote of the members of the City Council, the proposed increase(s). A total of 6,360 protests must be received to constitute a majority.

Staff recommends that the City Council consider public comments on the proposed rate increases, tabulate the protests received, and, if no majority protest exists, adopt the attached

Ordinance No. O-2025-09 and Resolution No. R-2025-52 adopting the sewer rates as proposed.

Fiscal Impact Summary:
There is no direct General Fund fiscal impact associated with the requested actions. The cost for providing sanitary sewer services to the City's residents and businesses is covered by the customer rates established by the City and paid by those receiving said services. The proposed rate increase will be included in the proposed Fiscal Year 2026-27 Budget for the Sewer Enterprise Fund. The increased rates will provide additional funding for the Sewer Enterprise Fund to continue maintaining and operating the City's sewer collection system, as well as provide additional revenues to fund the cost of needed capital improvements to the City's sewer collection system.

Attachments
Attachment 1 - Placentia Sanitary Sewer Service Fee Study 2025.pdf
Attachment 2 - Proposed 2025 Sewer Rates.pdf
Attachment 3 - Ordinance No. O-2025-09 Sewer Rates.docx
Attachment 4 - Resolution No. R-2025-52 Sewer Rates.docx
Attachment 5 - Public Hearing Notice.pdf

CITY OF PLACENTIA

SANITARY SEWER SERVICE FEE ANALYSIS AND SIX-YEAR FINANCING PLAN

Updated: July 15, 2025

INTRODUCTION

The City of Placentia ("City") provides sanitary sewer collection to the majority of parcels within the City through approximately 84 miles of gravity sanitary sewer pipelines. All untreated sanitary waste collected by the City's sanitary sewer system is conveyed to the Orange County Sanitation District ("OCSD") for treatment. As a result, the City's primary focus is the cleaning, management, and maintenance of the collection lines within the City's sanitary service area.

The operation and maintenance of the City's sewer system is funded through the Sewer Enterprise Fund which is separate from the City's General Fund. The City has not adjusted the sanitary sewer fee rates since 2021. Since that time, the Sewer Enterprise Fund has provided sufficient budget for routine maintenance but not for critical capital improvements. Without a sanitary sewer service fee adjustment, the City's Sewer Enterprise Fund will not have adequate revenues to cover operations and maintenance of the sewer system and conduct necessary capital improvements and repairs. The existing rates are shown in Figure 1 below.

FIGURE 1 - CURRENT SANITARY SEWER SERVICE RATES

User Class	Unit [1]	Fee per Unit
Single-Family Residential	CCF	$0.81
Multi-Family Residential	CCF	$0.92
Commercial	CCF	$1.08
Industrial	CCF	$0.59
Institutional	CCF	$0.81
Government & Public	CCF	$0.81

[1] CCF is an abbreviation for 100 cubic feet which is a normal unit of measure for water consumption and is equal to 748 gallons.

The current rates are insufficient to fund ongoing services and necessary capital improvements.

This Sanitary Sewer Service Fee Analysis and Financing Plan was prepared pursuant to the California Constitution Article XIII D, Section 6 ("Proposition 218"), and Placentia Municipal Code Chapter 5.24. The purpose of the Fee Analysis is to update the City's sanitary sewer service fees to ensure they are sufficient to meet the City's service obligations for ongoing operation and maintenance and capital improvements while maintaining prudent reserves.

The proposed sanitary sewer service fee will raise an amount of revenue that does not exceed the amount required to operate, maintain and build out the sanitary sewer system. The proposed rates are based on the cost of service, follows generally accepted rate design criteria, and adheres to the substantive requirements of Proposition 218. The City believes that the proposed rates are fair and reasonable to the City's customers.

SUMMARY OF KEY FINDINGS AND RECOMMENDATIONS

Based on the findings presented in this analysis, the following recommendations are presented:

1. Beginning October 7, 2025, the sewer usage fee should be set at the rates below for every one hundred cubic feet of water consumption. Additionally, the City should establish a new CIP flat fee to fund necessary capital improvements to the sewer system.

Figure 2 - Proposed Sanitary Sewer Service Fees, FY25-26

User Class	Unit [1]	Usage Fee	CIP Fee
Single-Family Residential	CCF	$0.55	$10.00
Multi-Family Residential	CCF	$0.89	$10.00/unit
Commercial	CCF	$1.05	$30.00
Industrial	CCF	$0.58	$30.00
Institutional	CCF	$0.55	$30.00
Government and Public	CCF	$0.55	$30.00

[1] CCF is an abbreviation for 100 cubic feet which is a normal unit of measure for water consumption and is equal to 748 gallons.

Figure 3 - Proposed Six-Year Sewer Rate Schedule ($/ccf)

User Class	Current Rates FY 25-26	Proposed FY 25-26	Proposed FY 26-27	Proposed FY 27-28	Proposed FY 28-29	Proposed FY 29-30	Proposed FY 30-31
Single-Family Residential	$0.81	$0.55	$0.55	$0.55	$0.55	$0.55	$0.55
Multi-Family Residential	$0.92	$0.89	$0.89	$0.89	$0.89	$0.89	$0.89
Commercial/ Industrial	$1.08	$1.05	$1.05	$1.05	$1.05	$1.05	$1.05
Institutional	$0.59	$0.58	$0.58	$0.58	$0.58	$0.58	$0.58
Government & Public	$0.81	$0.55	$0.55	$0.55	$0.55	$0.55	$0.55
CIP Residential Fee		$10.00	$12.00	$12.00	$12.00	$12.00	$14.00
CIP Multi Family (per unit)		$10.00/unit	$12.00/unit	$12.00/unit	$12.00/unit	$12.00/unit	$14.00/unit
CIP Non-Residential Fee		$30.00	$30.00	$30.00	$30.00	$30.00	$30.00

2. The proposed six-year total sanitary sewer service fees should be adopted in accordance with the procedures for new or increased fees or charges outlined in Article XIIID of the California Constitution (“Proposition 218”).

3. Proposition 218 allows agencies to implement rates and charges lower than those approved via the Proposition 218 hearing process. If annual cost increases are less than projected, the City can increase rates and charges by less than the maximum rates stated in the Proposition 218 notice.

4. For the Sewer Enterprise Fund, the City should maintain a working capital reserve of at least three months of operating expenses and a capital improvement reserve equal to three percent of net depreciable capital assets.

5. The six-year financing plan and associated sanitary sewer services rates reflect assumptions and estimates that are believed reasonable at present. However, conditions change. It is recommended that the City review the financial condition of the Sewer Enterprise Fund annually as part of the budget process and perform a comprehensive financial plan and sewer fee update every six years, unless otherwise needed sooner.

SIX YEAR FINANCING PLAN

This section describes the six-year financial plan ("Plan") and related recommendations for the City's Sewer Enterprise Fund. The Plan is used to determine annual sanitary sewer revenue requirements. The annual revenue requirement is the amount of revenue needed from sanitary sewer service fees to cover anticipated operating, maintenance, and capital improvement program costs while working to achieve the reserve goals by FY 2030-31.

Plan Assumption/Objectives

Base Year - The Plan uses fiscal year 2025-26 as both the budget year and the base year. The base year is a term used to describe the fiscal year's expenses with which the sanitary sewer rates are set. The planning period is FY 2025-26 through FY 2030-31.

Inflationary Assumption - The Plan includes a general cost and construction cost inflation adjustment of 3.0 percent per fiscal year. General inflation is currently about 3.0 percent per year, as reported by the Bureau of Labor Statistics for the Los Angeles-Long Beach-Anaheim area. Construction inflation, as indicated by the Engineering News Record's 20-Cities Construction Cost Index, has ranged between 2.3 and 3.9 percent for the past five years. Each of these inflation assumptions has been reviewed with City staff and is reasonable for financial planning purposes.

Revenue Requirements

The following page details the City's six-year financing plan through 2030-31. The Plan depicts the projected operating revenues and expenses, along with the source and uses of capital improvement funds for the six-year period. The financing plan assumes the proposed new sewer rates (to be discussed in the next section) will become effective in October 2025.

To adequately fund the sanitary sewer system, each of the various cost centers was identified, and an analysis of the required revenue for an initial six-year period was performed. It is desired that the sanitary sewer fee raise enough revenue during this six-year period to cover all anticipated system costs.

The City proposes to fund capital improvement projects to rehabilitate the sewer system through a new CIP flat fee. The City proposes to fund approximately $1,040,000 of capital improvement projects in FY 2025-26 and an average of approximately $3,500,000 annually for the subsequent five fiscal years of the Plan.

Figure 4 – Six Year Financing Plan

Revenue	**Current FY 25-26**	**Proposed FY 25-26**	**Proposed FY 26-27**	**Proposed FY 27-28**	**Proposed FY 28-29**	**Proposed FY 29-30**	**Proposed FY 30-31**
Usage Fee	$2,323,116.89	$1,979,159.55	$1,973,434.88	$1,973,434.88	$1,973,434.88	$1,973,434.88	$1,973,434.88
CIP Fee	$0.00	$2,435,760.00	$2,788,560.00	$2,788,560.00	$2,788,560.00	$2,788,560.00	$3,141,360.00
Total	$2,323,116.89	$4,414,919.55	$4,761,994.88	$4,761,994.88	$4,761,994.88	$4,761,994.88	$5,114,794.88
Expenses							
CIP Fund	$ -	$1,396,710.00	$385,019.00	$8,474,113.00	$3,888,618.00	$1,232,652.00	$3,533,898.00
Maintenance	$311,250.00	$326,812.50	$343,153.13	$360,310.78	$378,326.32	$397,242.64	$417,104.77
Operations	$468,798.80	$492,238.74	$516,850.68	$542,693.21	$569,827.87	$598,319.26	$628,235.23
Total	$780,048.80	$2,215,761.24	$1,245,022.81	$9,377,116.99	$4,836,772.19	$2,228,213.90	$4,579,238.00
7 Year Plan Balance							
CIP Fund	$0.00	$1,039,050.00	$3,442,591.00	-$2,242,962.00	-$3,343,020.00	-$1,787,112.00	-$2,179,650.00
Maintenance and Operations	$1,543,068.09	$1,160,108.31	$2,273,539.38	$3,343,970.27	$4,369,250.95	$5,347,123.93	$6,275,218.81
Total	**$1,543,068.09**	**$2,199,158.31**	**$5,716,130.38**	**$1,101,008.27**	**$1,026,230.95**	**$3,560,011.93**	**$4,095,568.81**

COST OF SERVICE ANALYSIS

The next step in the rate-setting process is to evaluate the cost of providing service. Sewer rate calculations contained herein are intended to generate the level of revenue commensurate with the revenue required from the City's sewer customers. The way each customer is responsible for the sewer utility's costs is the subject of the cost-of- service analysis.

Under Proposition 218, the City's sewer service rates must be based on the cost of providing sewer collection and conveyance. Sewer service costs consist of the following:

- Operating costs including administration and maintenance
- Capital improvement costs including but not limited to replacements and improvements to gravity pipelines and connections
- Costs related to maintaining adequate reserves

The City's goal in defining sanitary sewer service rates is to establish a rate structure to equitably distribute the sanitary sewer system costs while ensuring that all customers contribute their fair share toward the financial obligation of the system. This goal allows customers to pay their proportionate share based upon individual use while allowing customers control over the amount of their bill and maintaining that all customers pay their fair share of the financial obligation of the system.

Since the return flow contributed to the sanitary sewer system varies greatly based upon the type of application for the users being served, there are separate for six major classes of sanitary users are defined below.

- "**Single-Family Residential**" means a single structure designed for and containing living, sleeping, cooking, and eating facilities. For an account to be considered a single-family residential, water must be provided to the dwelling unit through a dedicated meter for the exclusive water use of the residence within and around the residence
- "**Multi-Family Residential**" means a structure or set of structures containing multiple dwelling units designed for and containing living, sleeping, cooking, and eating facilities. The structures may be made up of one-family houses attached to one or more houses and buildings constructed for occupancy by two or more families (e.g., duplexes, apartments, townhouses, row-houses, condominiums, and boarding and rooming houses) and all residential mobile homes or trailers.
- **"Commercial"** means the use of the sanitary sewer system related to the

operation of any business, commerce, or trade.

- **"Industrial"** means the use of the sanitary sewer system related to manufacturing or processing activities. Identified in the 1997 U.S. North American Industrial Classification System in the following categories: 11xx- Agriculture, Forestry, Fishing, and Hunting; 21xx- Mining; 22xx- Utilities; 31xx to 33xx- Manufacturing; 48xx to 49xx- Transportation and Warehousing and 562x- Waste Management and Remediation Services.
- **"Institutional**" means the use of the sanitary sewer system related to private/public schools, junior colleges, colleges/universities, cemeteries, hospitals, garden and agriculturally zoned property, and public land agencies.
- **"Governmental"** means the use of the sanitary sewer system by a city, county, state, federal government, or subdivision of any of the aforementioned.
- **"Public"** means the use of the sanitary sewer system related to predominantly general public use. Examples include museums, historical sites, religious organizations, charitable organizations, social advocacy organizations, civic and social organizations that are not operated for profit or operated under any governmental agency.

SANITARY SEWER SERVICE FEE DETERMINATION

Revenue derived from the sanitary sewer service fee and imposed upon customers connected to the City's sanitary sewer system ("system") is used to pay the costs of operation and maintenance and capital improvements. The proposed sewer rate service fee consists of two fees – the Usage Fee and the CIP Fee. The rates are formed in a manner that is proportionate to the customer's estimated sewer discharge and cost of providing the service.

Cost per Unit

Based on existing revenue and expenditure data previously discussed. Revenues produced from the current usage fee structure are sufficient to support ongoing maintenance and operations costs for the next six fiscal years. According to projected maintenance and operation expenses over the next six fiscal years the usage fee will be reduced for all users.

To support existing capital project needs, $19 million is necessary over the next 6 years. This cost was split between multi-family residential, single family residential and non-residential users based on how many services currently exist. This data was provided by the water agencies that

currently assess sewer service fees to the customer. It was determined that non-residential customers currently use approximately three times more water than residential users. The CIP fee assessed to non-residential users was then proportionality applied.

Residential and Non-Residential Usage

User Class	Usage [1]	Service Count	Annual Usage per Service	Proportionate Usage
Residential	1,715,671	14,342	120	1
Non-Residential	861,842.33	1,866	462	3.85

[1] CCF is an abbreviation for 100 cubic feet which is a normal unit of measure for water consumption and is equal to 748 gallons.

SEWER BILL IMPACTS

A summary of the current sanitary sewer services rates by user class and an average bill for a customer within that user class is provided in the figure below. The average monthly bill for the same user classes under the proposed total sanitary sewer service fees are shown, effective October 7, 2025. For a typical single-family residential customer using 16 CCF of water per month, the monthly sewer fee will increase by $5.84. For a typical multi-family residential customer using 8 CCF of water per month, the monthly sewer fee will increase by $9.76 per unit.

AVERAGE MONTHLY SEWER FEE BY USER

User Class	Average Monthly Water Consumption in CCF	Current Average Monthly Sewer Fee	Proposed Average Monthly Sewer Fee
Single-Family Residential	16 ccf	$12.96	$18.80
Multi-Family Residential	8 ccf	$7.36	$17.12
Commercial	66 ccf	$71.28	$99.30
Industrial	63 ccf	$68.04	$96.15
Institutional	430 ccf	$253.70	$279.40
Government & Public	42 ccf	$34.02	$53.10

IMPLEMENTATION

Procedural Requirements for Fee Adoption

In order to adopt the proposed five-year sanitary sewer service rates, the City will need to follow the procedural requirements contained in Article XIII D of the California Constitution ("Proposition 218"). These requirements include a notice of public hearing to be mailed to all affected property owners and customers at least 45 days prior to a public hearing.

Annual Review of Revenue and Rates

Whenever a public agency adopts new utility rates, those new rates should be closely monitored over the next several years to ensure the revenue generated is sufficient to meet the annual revenue requirements. Changing economic and drought-related water consumption patterns underscore the need for this review, as well as potential and unseen changing revenue requirements, particularly those related to environmental regulations that can significantly affect capital improvements and repair and replacement costs.

Proposed 2025 Sewer Cost Recovery Rates

Rate Class	Current (FY 2025-26)	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	FY 2030-31
Single Family Residential[1]	$0.81	$0.55	$0.55	$0.55	$0.55	$0.55	$0.55
Multi Family Residential[1]	$0.92	$0.89	$0.89	$0.89	$0.89	$0.89	$0.89
Commercial/Industrial[1]	$1.08	$1.05	$1.05	$1.05	$1.05	$1.05	$1.05
Institutional[1]	$0.59	$0.58	$0.58	$0.58	$0.58	$0.58	$0.58
Government and Public[1]	$0.81	$0.55	$0.55	$0.55	$0.55	$0.55	$0.55
CIP Residential Fee[2]		$10.00	$12.00	$12.00	$12.00	$12.00	$14.00
CIP Multi Family (per unit) [2]		$10.00	$12.00	$12.00	$12.00	$12.00	$14.00
CIP Non-Residential Fee[2]		$30.00	$30.00	$30.00	$30.00	$30.00	$30.00

[1]Fee per CCF (100 cubic feet of water)

[2]Flat fee per month

ORDINANCE NO. O-2025-09

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PLACENTIA, CALIFORNIA, ADOPTING REVISED SEWER SYSTEM SERVICE RATES FOR SANITARY SEWER SERVICE AND AMENDING SECTIONS OF CHAPTER 5.24 OF THE PLACENTIA MUNICIPAL CODE PERTAINING TO THE SEWER SYSTEM SERVICE FEES

City Attorney Summary

This Ordinance amends Title 5 (Schedule of Fees) of the City of Placentia Municipal Code amending certain provisions of Chapter 5.24 (Public Works Department) to increase the City's sanitary sewer rates set forth in Title 5 of the Placentia Municipal Code.

A. Recitals

(i) The City of Placentia ("City") intends to ensure that sufficient revenues are collected to adequately maintain, operate, and construct capital improvements to the City's sanitary sewer system facilities; and

(ii) In 2025, the City prepared a sewer rate study to analyze the current cost to the City of providing sewer services and recommend an adjustment to the current sanitary sewer rates; and

(iii). On July 15, 2025, the City Council held a Study Session to review and discuss the 2025 Sewer Cost Recovery Fee Rate Study; and

(iv). On July 15, 2025, the City Council set a public hearing and authorized mailing of notices to property owners of record, to inform them of the proposed sanitary sewer system rates and to open the 45-day notice period in accordance with Proposition 218; and

(v) On August 15, 2025, the City mailed the Notice, including the protest ballot, by first class mail to a total of 12,930 property owners of record of parcels to which the proposed sanitary sewer system rates for sanitary sewer services would apply, informing them of the October 7, 2025, public hearing; and

(vi) On October 7, 2025, the City Council of the Placentia of Placentia ("City Council") held a public hearing on the proposed sanitary sewer rates in accordance with California Constitution Article XIII D, Section 6, more commonly referred to as Proposition 218, and determined that no majority protest against the proposed rates had occurred; and

(vii) The City's current sanitary sewer rates are codified in section 5.24.140 (Sanitary Sewer System Service Fee) of the Placentia Municipal Code ("PMC"). On

October 7, 2025, the City Council introduced Ordinance No. O-2025-09 to amend PMC Section 5.24.140 to adopt the proposed sanitary sewer rates as presented.

B. Ordinance

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF PLACENTIA DOES HEREBY FIND, DETERMINE AND ORDAIN AS FOLLOWS:

SECTION 1. Section 5.24.140(b) (Sanitary Sewer System Service Fee) of the Placentia Municipal Code is hereby amended to read as follows:

(b) Sanitary Sewer System Service Fee Established. Except as exempted in subsection (c) of this section, there shall be imposed upon every individual, partnership, association, corporation, or agency of government that has connected or is connecting their building, structure, or fixture to the city sanitary sewer system, a sanitary sewer system service fee based upon the volume of usage of the system as measured by metered water service and a flat CIP fee. All sanitary sewer system service fees imposed pursuant to this subsection shall be due and payable at the time and in the manner provided by the water purveyor for payment of water utility bills but shall be listed as a separate line item on the water utility bill.

The fee shall be applied based upon the water use category applicable to the system user as follows:

User Category	Effective On or After November 20, 2025	Effective July 1, 2026	Effective July 1, 2027	Effective July 1, 2028	Effective July 1, 2029	Effective July 1, 2030
Single-Family Residential[1]	$0.55	$0.55	$0.55	$0.55	$0.55	$0.55
Multi-Family Residential[1]	$0.89	$0.89	$0.89	$0.89	$0.89	$0.89
Commercial/ Industrial[1]	$1.05	$1.05	$1.05	$1.05	$1.05	$1.05
Institutional[1]	$0.58	$0.58	$0.58	$0.58	$0.58	$0.58
Government & Public[1]	$0.55	$0.55	$0.55	$0.55	$0.55	$0.55
CIP Residential Fee[2]	$10.00	$12.00	$12.00	$12.00	$12.00	$14.00
CIP Multi Family (per unit) [2]	$10.00	$12.00	$12.00	$12.00	$12.00	$14.00
CIP Non-Residential Fee[2]	$30.00	$30.00	$30.00	$30.00	$30.00	$30.00

[1]Fee per CCF (100 cubic feet of water)
[2]Flat fee per month

SECTION 2. The sewer rates and fees include multi-year rate adjustments

effective November 20, 2025, and thereafter July 1 for 2026, 2027, 2028, 2029 and 2030.

SECTION 3. Any provision of the Placentia Municipal Code or appendices thereto inconsistent with the provisions of the Ordinance, to the extent of such inconsistencies and no further, are repealed or modified to that extent necessary to affect the provisions of this Ordinance.

SECTION 4. This Ordinance is exempt from review under the California Environmental Quality Act (Cal. Pub. Res. Code§ 21000, et seq "CEQA") and modifies, structures, restructures, and approves rates and charges for meeting operating expenses; purchasing supplies, equipment, and materials; meeting financial requirements; and obtaining funds for capital projects needed to maintain service within existing service areas. This Ordinance, therefore, is categorically exempt from CEQA review under Cal. Code Regs. Title 14, § 15273 and does not constitute a "project" that requires environmental review.

SECTION 5. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council of the City of Placentia hereby declares that it would have adopted this Ordinance and each section, subsection, sentence, clause, phrase, or portion thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases, or portions be declared invalid or unconstitutional.

SECTION 6. The Mayor shall sign, and the City Clerk shall attest to the passage of this Ordinance. The City Clerk shall cause the same to be published once in the official newspaper within 15 days after its adoption. This Ordinance shall become effective 30 days from its adoption.

INTRODUCED at a regular meeting of the City Council of the City of Placentia held on October 7, 2025.

PASSED, APPROVED AND ADOPTED this 21st day of October 2025

_____
Kevin Kirwin, Mayor

ATTEST:

_____
Robert S. McKinnell, City Clerk

STATE OF CALIFORNIA
COUNTY OF ORANGE

I, Robert S. McKinnell, City Clerk of the City of Placentia, do hereby certify that the foregoing Ordinance was introduced at a regular meeting of the City Council of the City of Placentia, held on the 7th day of October 2025, and adopted at a regular meeting of the City, held on the 21st day of October 2025, by the following vote:

AYES:	COUNCILMEMBERS:
NOES:	COUNCILMEMBERS:
ABSENT:	COUNCILMEMBERS:
ABSTAIN:	COUNCILMEMBERS:

_____
Robert S. McKinnell, City Clerk

APPROVED AS TO FORM:

_____
Christian L. Bettenhausen, City Attorney

RESOLUTION NO. R-2025-52

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PLACENTIA, CALIFORNIA, DECLARING THE RESULTS OF A NOTICED PROTEST PROCEEDING AND APPROVING CERTAIN ACTIONS FOR RATES, FEES, AND CHARGES FOR SANITARY SEWER SERVICES

A. Recitals

(i). The City Council called and duly held a noticed protest proceeding for the purpose of presenting to the qualified rate payers the proposition of adjusting rates, fees, and charges for sanitary sewer, and trash services pursuant to Section 6, of Article XIII D of the California Constitution; and

(ii). In 2025, the City prepared a sewer rate study in order to analyze the current cost to the City of providing sewer services and recommend an adjustment to the current sanitary sewer rates; and

(iii). On July 15, 2025, the City Council held a Study Session to review and discuss the 2025 Sewer Cost Recovery Fee Rate Study; and

(iv). On July 15, 2025, the City Council set a public hearing and set a public hearing and authorized mailing of notices to property owners of record, to inform them of the proposed sanitary sewer system rates and to open the 45-day notice period in accordance with Proposition 218; and

(v). On August 15, 2025, the City mailed the Notice, including the protest ballot, by first class mail to a total of 12,930 property owners of record of parcels to which the proposed sanitary sewer system rates for sanitary sewer services would apply, informing them of the October 7, 2025, public hearing; and

(vi). On October 7, 2025, following a public hearing held in conformity with Proposition 218, the City Council determined that no majority protest against the proposed sewer rates and charges existed; and

(vii). The total number of valid written protests was _____, which is less than 50 percent of the total number of valid written protests that could legally be presented; and

(viii). After hearing public testimony, the City Council considered whether to adopt the proposed sanitary sewer rates; and

(ix). On October 21, 2025, the City Council will conduct a second reading and adopt Ordinance No. 2025-09 amending Chapter 5.24 (Water Rates and Charges) of the Placentia Municipal Code to adjust the City's existing sanitary sewer rates; and

(x). Based upon the testimony provided at the public hearing, the City Council hereby establishes sanitary sewer rates effective November 20, 2025, and for each of the following years through July 1, 2030, pursuant to the schedule attached hereto as Exhibit "A" and incorporated herein by this reference.

B. Resolution

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF PLACENTIA DOES HEREBY FIND, DETERMINE AND RESOLVE AS FOLLOWS:

1. In all respects as set forth in the Recitals, Part A., above.

2. The City Council does hereby establish the sanitary sewer rates effective November 20, 2025, and for each of the following years through July 1, 2030, as identified in Exhibit "A." The water rates and charges shall become effective according to the schedule in Exhibit "A" which is incorporated herein by this reference. The City Council directs staff to include the newly established sewer system rates and phased-in increases thereto, as adopted by this resolution, in the City's Schedule of Fees, or other successor document thereto as amended from time to time.

3. If any section, subsection, sentence, clause, or phrase of this resolution is, for any reason, held to be invalid or unconstitutional, such decision shall not affect the validity or constitutionality of the remaining portions of this resolution. The City Council hereby declares that it would have passed this resolution, and each section, subsection, sentence, clause or phrase hereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared invalid or unconstitutional.

APPROVED and ADOPTED this 7th day of October 2025.

_____
Kevin Kirwin, Mayor

ATTEST:

_____
Robert S. McKinnell, City Clerk

STATE OF CALIFORNIA
COUNTY OF ORANGE

I, Robert S. McKinnell, City Clerk of the City of Placentia, do hereby certify that the foregoing Resolution was adopted at a regular meeting of the City Council of the City of Placentia held on the 7th day of October 2025, by the following vote:

AYES:	COUNCILMEMBERS:
NOES:	COUNCILMEMBERS:
ABSENT:	COUNCILMEMBERS:
ABSTAIN:	COUNCILMEMBERS:

_____
Robert S. McKinnell, City Clerk

APPROVED AS TO FORM:

_____
Christian L. Bettenhausen, City Attorney

EXHIBIT A

Placentia Rate Adjustments (Effective November 20, 2025)

User Category	Effective On or After November 20, 2025	Effective July 1, 2026	Effective July 1, 2027	Effective July 1, 2028	Effective July 1, 2029	Effective July 1, 2030
Single-Family Residential[1]	$0.55	$0.55	$0.55	$0.55	$0.55	$0.55
Multi-Family Residential[1]	$0.89	$0.89	$0.89	$0.89	$0.89	$0.89
Commercial/ Industrial[1]	$1.05	$1.05	$1.05	$1.05	$1.05	$1.05
Institutional[1]	$0.58	$0.58	$0.58	$0.58	$0.58	$0.58
Government & Public[1]	$0.55	$0.55	$0.55	$0.55	$0.55	$0.55
CIP Residential Fee[2]	$10.00	$12.00	$12.00	$12.00	$12.00	$14.00
CIP Multi Family (per unit) [2]	$10.00	$12.00	$12.00	$12.00	$12.00	$14.00
CIP Non-Residential Fee[2]	$30.00	$30.00	$30.00	$30.00	$30.00	$30.00

[1]Fee per CCF (100 cubic feet of water)
[2]Flat fee per month

City of Placentia
401 East Chapman Avenue
Placentia, CA 92870

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CITY OF PLACENTIA
NOTICE OF PUBLIC HEARING FOR PROPOSED SEWER SYSTEM RATES

To Property Owner:

NOTICE IS HEREBY GIVEN that on **Tuesday, October 7, 2025, at 7:00 p.m.**, at or as soon thereafter as may be heard, the City Council of the City of Placentia will hold a Public Hearing in the Council Chambers of the Placentia City Hall located at 401 E. Chapman Avenue to consider proposed increases to the City's sewer system rates. If approved by the City Council, the proposed rate increases will be effective for sewer system collection services provided on or after October 7, 2025.

This notice is being provided to you pursuant to Article XIIID, Section 6 of the California Constitution (Proposition 218), adopted by the electorate in 1996 as part of Proposition 218 which requires that notification be sent 45 days in advance of the public hearing to all affected property owners with respect to the proposed increases to the City's sewer system rates and to inform you of opportunity to protest the rate increase by submitting a written protest prior or during this public hearing.

The public also receives wastewater treatment services from Orange County Sanitation District's (OCSD), which is responsible for setting its own rates, sending separate notices of public hearings, and holding a separate public hearing.

WHY ARE RATE CHANGES BEING CONSIDERED?
The City of Placentia provides wastewater collection services to the majority of parcels within the 6.6 square mile City limits through approximately 84 miles of gravity sanitary sewer pipelines. The City's wastewater collection system conveys untreated wastewater to OCSD's trunk sewer mainlines via 35 separate connections. OCSD conveys, treats, and disposes of the City's wastewater flows via OCSD Plants.

The operation and maintenance of the City's sewer system is funded through the Sewer Enterprise Fund which is separate from the City's General Fund. The City has not adjusted the sanitary sewer fee rates since 2021. Since that time, the Sewer Enterprise Fund has provided sufficient budget for routine maintenance but not for critical capital improvements. Without a sanitary sewer service adjustment, the City's Sewer Enterprise Fund will not have adequate revenues to cover operations and maintenance of the sewer system and conduct necessary capital improvements and repairs.

BASIS OF PROPOSED RATES
The City is required by State Law, City standards and practices, and Enterprise Fund requirements, to collect revenues sufficient to fund current and future costs of operating, maintaining, and administering the existing sewer facilities, and fund capital improvements and infrastructure replacement programs. These revenues allow the City to protect public health and safely and reliably collect and convey wastewater for treatment. By State law, the City may not collect more revenue than is necessary to recover the total costs of providing services. The proposed rates were developed through a comprehensive Sewer Cost Recovery Fee Rate Analysis designed to meet all legal requirements and fairly and equitably recover the required revenue from all customer classes. The 2025 Sewer Cost Recovery Fee Rate Analysis is available for review at www.placentia.org/sewerrates.

2025 SEWER COST RECOVERY FEE RATE ANALYSIS
The City's Sewer, Refuse and Recycling Ad-Hoc Committee has noted that the Sewer Enterprise Fund generates insufficient revenues to support critical capital improvement needs. The Committee also noted that actions should be taken by the City to ensure there are sufficient funds to properly administer the City's sewer system. In 2018, the City completed a Sewer Master Plan (Master Plan) which identified approximately $19 million in needed Capital Improvement Program (CIP) sewer system rehabilitation and capacity improvement projects. The City's recently completed 2025 Sewer Cost Rate Analysis developed a financial plan that guides investment in the City's sewer system over the next six years. The analysis recommends the implementation of an updated sewer service fee structure that includes the implementation of a flat CIP fee. The existing usage fee established back in 2021 was unreliable and did not generate the revenues previously projected. The usage fee will continue to fund ongoing operating and maintenance costs of the sewer system. The CIP flat fee will fund sewer replacement, rehabilitation, and capacity enhancement improvements through a series of capital projects that are necessary to replace and upgrade an aging sewer collection system.

The proposed rate changes are needed to continue the safe operation of the City's sewer system and will 1) fully fund operations and maintenance costs and 2) support necessary capital improvement projects to upgrade the City's aging sewer system and meet the future system capacity needs of the City.

PROPOSED SEWER RATES:
Currently, the City currently charges a per hundred cubic feet (ccf) volumetric fee for all customers. This fee is based on a customer's water usage and it is included in your monthly water bill from the Golden State Water Company or Yorba Linda Water District. The proposed rates will reduce the volumetric fee for all customers and include a flat CIP fee which will be applied to all users. The following tables show the proposed sewer service rates for the next six fiscal years. The rates reflect the sewer discharge rate for each user. The total proposed sewer rate will consist of two components: the volumetric fee and flat CIP fee.

PROPOSED SIX-YEAR SEWER RATE SCHEDULE ($/ccf)							
User Class	**Current Rates (FY 25-26)**	**Proposed FY 25-26**	**Proposed FY 26-27**	**Proposed FY 27-28**	**Proposed FY 28-29**	**Proposed FY 29-30**	**Proposed FY 30-31**
Single-Family Residential	$0.81	$0.55	$0.55	$0.55	$0.55	$0.55	$0.55
Multi-Family Residential	$0.92	$0.89	$0.89	$0.89	$0.89	$0.89	$0.89
Commercial/Industrial	$1.08	$1.05	$1.05	$1.05	$1.05	$1.05	$1.05
Institutional	$0.59	$0.58	$0.58	$0.58	$0.58	$0.58	$0.58
Government & Public	$0.81	$0.55	$0.55	$0.55	$0.55	$0.55	$0.55
CIP Residential Fee*		$10.00	$12.00	$12.00	$12.00	$12.00	$14.00
CIP Multi Family (per unit)*		$10.00/unit	$12.00/unit	$12.00/unit	$12.00/unit	$12.00/unit	$14.00/unit
CIP Non-Residential Fee*		$30.00	$30.00	$30.00	$30.00	$30.00	$30.00

*The CIP fee is applied monthly

HOW WILL THE PROPOSED RATES IMPACT PROPERTY OWNERS?
The City estimates that for a typical single-family residential customer using 16 ccf of water per month, their monthly sewer fee will increase by $5.84. For a typical multi-family residential customer using 8 ccf of water per month, their monthly sewer fee will increase by $9.76 per unit. Below is a table that summarizes the monthly bill impact for the various customers based on average water consumption.

AVERAGE MONTHLY SEWER FEE ($/CCF)			
User Class	**Average Monthly Water Consumption in CCF**	**Current Average Monthly Sewer Fee**	**Proposed Average Monthly Sewer Fee**
Single-Family Residential	16 ccf	$12.96	$18.80
Multi-Family Residential	8 ccf	$7.36	$17.12
Commercial	66 ccf	$71.28	$99.30
Industrial	63 ccf	$68.04	$96.15
Institutional	430 ccf	$253.70	$279.40
Government & Public	42 ccf	$34.02	$53.10

HOW CAN I PROTEST?
Proposition 218 allows **property owners** to respond to the proposed fees prior to or during the public hearing. Consistent with Proposition 218 and California Government Code § 53755, this notice has been mailed to all property owners within the service area based on the most current information published by the Orange County Assessor. Any record owner of a parcel upon which the Sewer Rates are proposed for imposition and any tenant directly liable for the payment of Sewer Rates (i.e., a customer of record) may submit a written protest to the proposed rate increases; provided, however, only one written protest will be counted per identified parcel. If you object to the proposed fees as described in this Notice you may file a written protest with the City Clerk at or before the time set for the public hearing. Written protest may be hand delivered or mailed to the City Clerk at 401 East Chapman Avenue, Placentia, CA 92870. To be valid, written protests must include the following:

1. The name of the record owner or owners of the property
2. Service address and assessor's parcel number (APN)
3. A statement of protest/opposition to the proposed increase ("I protest" will suffice); and
4. The original signature of the protesting owner or owners (photocopies will **not** be accepted).

If the City receives timely written protests in excess of 50 percent of the parcels receiving sewer service from the City, the City will not adopt the proposed rates. Please note that each property will be counted as a single vote, regardless of the number of owners. If there are two record owners, both must sign the written protest. If there are more than two owners, the protest must be signed by a majority of the owners. Multiple protests returned for a single property will be disallowed and the City Clerk will only accept one protest per property. Email, fax, telephone, or oral protests of any kind will not be counted. Mailed protests received after the close of the public hearing will not be counted, even if they were postmarked earlier.

WHERE DO I FIND ADDITIONAL INFORMATION REGARDING THE PROPOSED RATES?
Additional information regarding the basis for the public hearing, and proposed rate increases are set forth in the analysis, staff reports, and supporting documents provided to the City Council for its meeting on July 15, 2025 is available for public review at the City's website at: www.placentia.org/sewerrates.

For further information about the proposed rate increase, please contact the Public Works Department at (714) 993-8250

EN ESPAÑOL: Para recibir una copia de este aviso en español sobre los aumentos propuestos a la tarifa de servicio de alcantarillado, llame al (714) 993-8250, de lunes a jueves de 7:30 a.m. a 6:00 p.m.

Agenda Item No: 2.b

PLACENTIA CITY COUNCIL AGENDA REPORT

Meeting Date: October 7, 2025

Submitted by: Joe Lambert

From: Development Services

Subject:

Public Hearing to consider Ordinance No. O-2025-10, an Ordinance of the City of Placentia, California, Extending an Urgency Ordinance Establishing a Moratorium on Short-Term Rental Permits in Placentia, California.

Financial Impact:

Fiscal Impact:

Potential for approximately $235,000 in revenue annually from Transient Occupancy Tax, based on FY 24-25 actuals, assuming current Short-Term Rental permits remain active.

Summary:

On September 2, 2025, City Council conducted a Study Session to discuss the topic of Short-Term Rentals (STRs) citywide. STRs have been permitted in residential zones citywide since August 2019. Following the Study Session, City Council adopted Urgency Ordinance No. O-2025-07, placing a moratorium on new Short Term Residential Rental permits for up to 45 days. This moratorium was intended to allow Staff time to analyze and propose additional STR regulations for City Council consideration.

Since Urgency Ordinance No. O-2025-07 is set to expire on October 16, 2025, Ordinance No. O-2025-10 has been prepared for City Council consideration. This ordinance would extend the STR moratorium until September 1, 2026, or until the City Council enacts amendments to its zoning ordinances or other applicable Municipal Code regulations, whichever is earlier.

Recommendation:

Recommended Action: It is recommended that the City Council:

1. Open the Public Hearing concerning Ordinance No. O-2025-10; and
2. Receive the Staff report and consider all public testimony; and
3. Close the Public Hearing; and
4. Find that Ordinance No.O-2025-10 is not subject to CEQA pursuant to Sections 15060(c)(2), 15060(c)(3) and/or 15061(b)(3) of the State CEQA Guidelines; and
5. Adopt Ordinance No. O-2025-10, an Ordinance of the City of Placentia, California, Extending an Urgency Ordinance Establishing a Moratorium on Short-Term Rental Permits in Placentia, California; and
6. Provide direction to Staff, as appropriate, regarding proposed changes to local regulations related to Short Term Residential Rentals, if any.

Strategic Plan Statement:
This item is consistent with the City Council approved 5-Year Strategic Goal to:

Promote Community and Economic Development (Goal 3), as this item has directly resulted in generating approximately $235,000 in Transient Occupancy Tax (TOT) in FY24-25, additive to revenues collected for four additional Fiscal Years beginning in FY20-21. Furthermore, Objective 3.3 of Goal 3 is to continue to recruit and attract retail, hotel, and other commercial businesses that complement adjacent City assets and attractions. Although not necessarily commercial in nature, Short Term Rentals are similar to hotels.

Discussion:
On September 2, 2025, City Council conducted a Study Session to discuss the topic of Short-Term Rentals (STRs) citywide and City Council received an optional Staff recommendation to adopt an Urgency Ordinance placing a moratorium on new Short Term Residential Rental permits. Subsequent to conducting the Study Session, City Council adopted Urgency Ordinance No. O-2025-07, placing a moratorium on new Short Term Rental (residential) permits for up to 45 days from September 2, 2025, as provided by law. This was done to allow Staff time to analyze and propose additional STR regulations for City Council consideration.

Unless extended, Urgency Ordinance No. O-2025-07 will expire on October 16, 2025. Pursuant to State and local regulations, the moratorium enacted by Urgency Ordinance can be extended for up to a total of one year subsequent to holding a Public Hearing on the matter. Therefore, Staff scheduled a noticed Public Hearing on the matter and prepared Ordinance No. O-2025-10 for City Council consideration. If adopted, Ordinance No. O-2025-10 would extend the STR moratorium to September 1, 2026, or until the City Council enacts an amendment to its zoning ordinances or other applicable Municipal Code regulations, whichever occurs earlier.

Staff continues to evaluate potential enhancements to existing STR regulations including the following:

- 500-foot radius in lieu of 300-foot radius locational requirement for new STRs
- Cap on total STRs, for instance, 0.5% of 16,979 Placentia housing units = 85 total STRs (Seal Beach uses 1% of total units for example)
- Require site plan, floor plan, and inspection, either initially or annually
- Limit 2 STR permits per applicant
- Annual renewals of the permits
- Notice of permit issuance to surrounding properties
- Additional controls regarding parking, parties, and number of occupants (current regulations already address these topics)

In addition to conducting the Public Hearing, Staff recommends that City Council provide direction to Staff as appropriate regarding proposed changes to local regulations related to Short Term Residential Rentals, if any. Future Study Session(s) and/or Public Hearings will be conducted for City Council to consider a Municipal Code Amendment on this topic.

Fiscal Impact Summary:
Potential for approximately $235,000 in revenue annually from Transient Occupancy Tax, based on FY 24-25 actuals, assuming current Short-Term Rental permits remain active.

Attachments

1. Ordinance No. O-2025-10

ORDINANCE NO. O-2025-10

AN ORDINANCE OF THE CITY OF PLACENTIA, CALIFORNIA, EXTENDING AN URGENCY ORDINANCE ESTABLISHING A MORATORIUM ON SHORT-TERM RENTAL PERMITS IN PLACENTIA, CALIFORNIA

City Attorney's Summary

This Ordinance is adopted pursuant to California Government Code section 65858(a) and extends the previous forty-five (45) day moratorium on the issuance of new permits for short-term residential rentals within the City of Placentia while the City considers zoning and other amendments regarding the regulation and placement of short-term rentals. The City Council finds that a moratorium is necessary to protect the public health, safety, and welfare.

A. Recitals

WHEREAS, on September 2, 2025, the City Council adopted interim ordinance No. O-2025-07 ("Interim Ordinance") establishing a 45-day moratorium on owners and/or operators of new short-term rental properties located in the City, such as Airbnb's, Vrbo's and other such short-term rental platforms; and

WHEREAS, the Placentia Municipal Code (PMC) Title 6 defines a short-term residential rental as the rental of a residential dwelling unit by the owner thereof to another party for a continuous period of 29 days or less, in exchange for any form of monetary or non-monetary compensation; and

WHEREAS, Chapter 23.71 of the PMC sets forth the zones in which short-term rentals are permitted; and

WHEREAS, short-term rentals have caused problems and nuisances, including undue noise, traffic, parking issues, and concerns for the City maintaining its continued residential character; and

WHEREAS, the City's primary objective is the protection of public health, safety, and welfare; and

WHEREAS, on September 2, 2025, City Council held a duly noticed study session regarding short-term residential rentals, and the City is currently considering and studying amendments to the City's zoning regulations relating to short-term residential rentals; and

WHEREAS, California Government Code section 65858 authorizes the City Council to adopt, by a four-fifths vote, an extension to the interim ordinance for up to ten (10) months and fifteen (15) days;

B. Ordinance

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF PLACENTIA DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. The Recitals set forth above are hereby adopted as the findings of the City Council in connection with the adoption of this ordinance and that based on the above recitals, there is an immediate threat to the public health, safety and welfare. The adoption of this ordinance is necessary for the immediate protection of the public health, safety and welfare.

SECTION 2. The purpose of this ordinance is to establish a moratorium on the approval or issuance of any new short-term rental permits within the City of Placentia for the immediate preservation of the public health, safety and welfare.

SECTION 3. Based on the findings set forth in the Recitals and incorporated herein in Section 1, if the City were to continue to issue permits for short-term residential rental properties, there would be an immediate threat to the public health, safety and welfare and to the residential character and uses within the City, including traffic, noise and parking, and other nuisances. Therefore, an extension of the moratorium is necessary based on the following findings:

A. The City of Placentia is comprised of established residential areas, including single family homes, town homes, and apartments.

B. The residential neighborhoods need to be protected and preserved from the adverse impacts of additional short-term rental properties.

C. The continued issuance of short-term rental permits would increase nuisances across the City, including greater noise, traffic, less parking, and other disruptions.

D. The General Plan Objective LU-1 is to provide a well-balanced land use pattern that accommodates existing and future needs for housing, commercial, industrial, and open space/recreation uses, while providing adequate community services to residents.

E. The General Plan Housing Element Goal HE-1 is to develop and maintain an adequate supply of housing that varies sufficiently in cost, size, type, and tenure to meet the economic and social needs of existing and future residents within the constraints of available land.

F. The use of residential housing units as short-term rentals reduces the availability of units for long-term occupancy, increasing the cost and decreasing the supply of housing units, contrary to the City of Placentia's Housing Element.

G. To fully protect the health, safety, and welfare of the City of Placentia the issuance of permits for short-term rental units must be temporarily prohibited until a permanent solution can be codified.

SECTION 4. Ordinance No. O-2025-07 is hereby extended to September 1, 2026, or until the City enacts an amendment to its zoning ordinances or another applicable regulation adopted by City Council, whichever is earlier. The issuance of any permit or applicable entitlement for any new short-term rental shall not be approved or issued during the pendency of this ordinance or any modification thereof.

SECTION 5. This ordinance shall become effective immediately upon adoption if adopted by at least four-fifths vote of the City Council and shall remain in full force and effect until September 1, 2026, or an amendment to the zoning ordinance or another applicable regulation adopted by City Council, whichever is earlier, unless earlier terminated by the City Council.

SECTION 6. The City Council has reviewed the matter and, based upon the facts and information contained in the staff reports, administrative record, and written and oral testimony, hereby finds that this ordinance is not subject to CEQA pursuant to Sections 15060(c)(2), 15060(c)(3) and/or 15061(b)(3) of the State CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, in that it will not result in a direct or reasonably foreseeable indirect physical change in the environment nor have a significant impact on the environment.

SECTION 7. If any provision of this ordinance or the application thereof to any person or circumstance is held to be to be unconstitutional or otherwise invalid by a court of competent jurisdiction, such invalidity shall not affect other provisions or applications of this ordinance which can be implemented without the invalid provision or application and to this end the provisions of this ordinance are declared to be severable.

SECTION 8. For the term of this ordinance, or any extension thereof, the provisions of this ordinance shall govern over any conflicting provisions of any other City code, ordinance, resolution or policy.

PASSED, APPROVED, AND ADOPTED this 7th day of October 2025.

_____
Kevin Kirwin, Mayor

ATTEST:

_____
Robert S. McKinnell, City Clerk

STATE OF CALIFORNIA
COUNTY OF ORANGE

I, Robert S. McKinnell, City Clerk of the City of Placentia, do hereby certify that the foregoing Urgency Ordinance was introduced and adopted at a regular meeting of the City Council of the City of Placentia, held on the 7th day of October 2025, by the following vote:

AYES:	COUNCILMEMBERS:
NOES:	COUNCILMEMBERS:
ABSENT:	COUNCILMEMBERS:
ABSTAIN:	COUNCILMEMBERS:

_____
Robert S. McKinnell, City Clerk

APPROVED AS TO FORM:

_____
Christian L. Bettenhausen, City Attorney

Agenda Item No: 2.c

PLACENTIA CITY COUNCIL AGENDA REPORT

Meeting Date: October 7, 2025

Submitted by: Joe Lambert

From: Development Services

Subject:

Continued Public Hearing: Consideration of the Chapman Corridor Revitalization Plan Which Includes the Adoption of the Chapman Corridor Revitalization Plan, the Chapman Corridor Streetscape Master Plan, General Plan Amendment (GPA) 2025-01 , Zone Change (ZCA) 2025-03, and Specific Plan Amendment (SPA) 2025-01 to Establish the Chapman Corridor Specific Plan with New Development Standards

Financial Impact:

Fiscal Impact:

No direct fiscal impacts are associated with this agenda item. Potential significant economic benefit to the local Placentia economy, including jobs, public & private investment, and annual/one-time revenue.

Summary:

On September 16, 2025, City Council opened the Public Hearing regarding this item, received public comment and continued the item to October 7, 2025. **The information in this Staff report was previously included in the September 16, 2025, City Council Staff report with the exception of the text in the "September 16, 2025 Public Hearing" heading of the "Discussion" section.**

On October 1, 2019, City Council adopted the comprehensive General Plan Update, which included all Elements of the General Plan except the Housing Element. The Land Use Element of the 2019 General Plan strongly encourages enhancements, improvements to the visual image, physical design characteristics, economic vitality and infrastructure of the Chapman Corridor. City Council previously authorized Placeworks, Inc. (Placeworks) to complete the Chapman Corridor Revitalization Plan document and supporting environmental documentation furthering the goals of the General Plan. Along with other robust public outreach efforts including a public workshop, City Council has conducted three Study Sessions related to the Chapman Corridor Plan and provided direction on several key policies to move the effort forward. The Planning Commission conducted a Study Session and two subsequent public hearings regarding the Chapman Corridor Revitalization Plan.

On August 12, 2025, the Planning Commission adopted Resolution No. PC-2025-08, recommending that the City Council find General Plan Amendment (GPA) 2025-01, Zone Change (ZCA) 2025-03, and Specific Plan Amendment (SPA) 2025-01 are exempt under State California Environmental Quality Act (CEQA) Guidelines Section 15061(b)(3); and

approve General Plan Amendment (GPA) 2025-01 to change the current land use designation area from existing various designations to “Specific Plan”, and to make conforming Land Use Element Amendments for the project area; and approve Zone Change (ZCA) 2025-03, and Specific Plan Amendment (SPA) 2025-01 changing the existing Zoning for the project area from existing various Zoning designations to “Chapman Corridor Specific Plan”, and establish development standards for the “Chapman Corridor” district for the project area; and adopt the Chapman Corridor Streetscape Master Plan.

Recommendation:

Recommend Action: It is recommended that the City Council:

1. Open the continued Public Hearing concerning the Chapman Corridor Revitalization Plan, the Chapman Corridor Streetscape Master Plan, General Plan Amendment (GPA) 2025-01, Zone Change (ZCA) 2025-03, and Specific Plan Amendment (SPA) 2025-01; and
2. Receive the Staff report and consider all public testimony; and
3. Close the Public Hearing; and
4. Adopt Resolution No. R-2025-48, a Resolution of the City Council of the City of Placentia, California, finding that General Plan Amendment (GPA) 2025-01, Zone Change (ZCA) 2025-03, and Specific Plan Amendment (SPA) 2025-01 are exempt under State California Environmental Quality Act (CEQA) Guidelines Section 15061(b)(3); and approving General Plan Amendment (GPA) 2025-01 to change the current land use designation area from existing various designations to “Specific Plan” and to make conforming Land Use Element Amendments for the Chapman Corridor project area; and, approving the Chapman Corridor Streetscape Master Plan; and
5. Waive full reading, by title only, and introduce for first reading, Ordinance No. O-2025-08, an Ordinance of the City Council of the City of Placentia, California approving Zone Change (ZCA) 2025-03 and Specific Plan Amendment (SPA) 2025-01 adding Chapter 23.113 entitled “Chapman Corridor Specific Plan” to the Placentia Municipal Code, adopting the Chapman Corridor Specific Plan with development standards and amending Municipal Code Section 23.08.010 to establish the Chapman Corridor District, and amending the official Zoning Map of the City of Placentia changing the existing zoning for the Chapman Corridor project area from existing various zoning designations to Chapman Corridor Specific plan for the Chapman Corridor Project Area.

Strategic Plan Statement:

This item is consistent with the City Council approved Five Year Strategic Plan, Goal 3: Promote Community and Economic Development, specifically, Objective 3.5: Initiate the Chapman Corridor Specific Plan and Objective 3.6: Create Design Review Guidelines and Procedures. This agenda item will directly result in creation of the Chapman Corridor Specific Plan and will also create design review guidelines specific to the Chapman Corridor.

Discussion:

September 16, 2025 Public Hearing

On September 16, 2025, City Council opened the Public Hearing regarding this item, and continued the item to October 7, 2025. Subsequent to the September 16 meeting, Staff made the following revisions to the Chapman Corridor Revitalization Plan (Attachment 7.C.):

- Permitted Use Changes: Require a Use Permit *and* require City Council Housing, Community and Economic Development Committee (HCED) review for potential hospitality use in the Mixed Use-Gateway West sub area. Hospitality uses are not permitted anywhere else in the Mixed-Use designation nor anywhere else in the

Chapman Corridor.
- Staff made refinements to definitions and regulations regarding building height to mitigate potential concerns.
- At the request of City Council, the Staff presentation will include an exhibit demonstrating allowable building heights throughout the corridor.

Prior to the September 16, 2025 Public Hearing, the following adjustments to the Chapman Corridor Revitalization Plan were made based on public input, property owner input and the Planning Commission's recommendation:

- The Planning Commission recommended an amendment to the plan changing the land use designation of APN 339-033-22 (Suzy's Freeze) to MU (Mixed-Use) in lieu of MFF (Multi-family Flex). Staff worked with the subject property owner to address their concerns regarding the future land use of their property and the recommended land use change was made in response to the property owner's concerns.
- The Planning Commission also recommended to require hospitality uses within the Mixed Use-Gateway West subarea are permitted *only* with a valid Use Permit, was in response to community concerns regarding a potential hotel site on the south side of Chapman Avenue. Hospitality uses are not permitted anywhere else in the Chapman Corridor.
- The draft Chapman Corridor Revitalization Plan evaluated by Planning Commission included an omission/error regarding pawn shops and secondhand stores. Pawn shops were listed as "N" instead of "NP" (Not Permitted). Staff recommends that pawn shops shall remain designated "NP" (Not Permitted) in the Plan. Secondhand stores were not listed in the draft plan, but are now treated equally to other retail uses consistent with State law.
- Based on public input, Staff has worked with the consultant to make other changes to the plan. These include: specifying how building height is measured and clarifying certain maximum allowable building heights when adjacent to residential uses. In the Mixed-Use designation of the Gateway West (GW) Subarea, no portion of a hospitality building can exceed 40 feet in height within 50 feet of any residential building. The maximum height in the Mixed-Use Subarea was *reduced* from 65 feet to 55 feet. Throughout the Plan, other potential development in the Mixed-Use designation is limited to either 30 or 35 feet when adjacent to Single-Family Residential zoning. Clarification on measuring building height has also been added.
- It should be noted that allowable building heights within the Chapman Corridor are largely consistent with heights that are currently allowable pursuant to existing zoning, especially when located adjacent to residential uses.
- Additionally, allowable residential densities within the Chapman Corridor are largely consistent with those that are currently allowable pursuant to existing zoning. For example, the proposed height limit and density limit for the Placentia Lakes community is consistent with current zoning regulations. Similarly, the proposed height limit and density limit for the Cinnamon Tree property is largely consistent with existing zoning regulations, i.e., 35 du/ac, whereas 30 du/ac is permitted under current regulations.

Besides the preceding text, all additional information in this staff report was previously included in the September 16, 2025, City Council staff report.

BACKGROUND:

The General Plan is the City's land use constitution, a legal policy document that is mandated to exist by the State of California. The General Plan is intended to reflect the community's

values and to set policies to guide in the development, maintenance, and use of the City's built environment. It forms the basis for future decision making as it relates to the mandatory and optional Elements of the General Plan. The Land Use Element is one of seven mandatory General Plan Elements required by the State of California. On October 1, 2019, City Council adopted the comprehensive General Plan Update, which included an updated Land Use Element. The Land Use Element of the 2019 General Plan strongly encourages enhancements and improvements to the visual image, physical design characteristics, economic vitality and infrastructure of the Chapman Corridor and other major corridors as indicated in the subsequent Goals.

- Goal LU-1 states: Provide a well-balanced land use pattern that accommodates existing and future needs for housing, commercial, industrial and open space/recreation uses, while providing adequate community services to City residents. Policy LU-1.10 further states: Create specific zoning or plans for major corridors within the City. This would include the Chapman Avenue corridor and the Placentia Avenue corridor, among other major thoroughfares.

- Goal LU-3 states: Revitalize underutilized, abandoned or dilapidated commercial, industrial and residential uses and properties. Policy LU-3.1 furthers this goal by stating: Encourage opportunities for redevelopment and improvements in the Old Town area, the TOD district, industrial areas, neighborhoods in the southern sector of the City, and commercial centers along major roadway corridors.

- Goal LU-5 states: Improve urban design in Placentia to ensure that development is both architecturally attractive and functionally compatible and to create identifiable neighborhoods, and community areas. Policy LU-6.6 furthers this goal by stating: Improve urban design in Placentia to ensure that development is both architecturally attractive and functionally compatible and to create identifiable neighborhoods, and community areas.

- Goal LU-6 states: Enhance and improve the visual image, economic vitality and infrastructure of the Old Town area, TOD, and surrounding areas, like the future Chapman corridor. Policy LU-6.6 furthers this goal by stating: Focus planning and economic development efforts to spur development and infrastructure improvement on major transportation corridors, such as the future Chapman Avenue Corridor.

- Goal LU-10 states: Create enhanced connectivity with California State University Fullerton (CSUF) campus community. Policy LU-10.2 furthers this goal by stating: In creating the aforementioned corridor plans, the City shall take into consideration the nearby Cal State University Fullerton campus community and capitalize on its proximity.

In October 2022, City Council approved a professional services agreement with Placeworks to draft the Chapman Corridor Revitalization Plan (the Plan) document and supporting environmental documentation furthering the aforementioned goals of the General Plan. Concurrent with approval of the corridor plan document, Staff also recommends the adoption of the Chapman Corridor Streetscape Master Plan which has been prepared by Nuvis consulting, working with Placeworks throughout this effort.

On February 7, 2023, City Council conducted the first Study Session related to the Chapman Corridor Plan and provided direction on several key policies to move the effort forward. The first set of policy questions were related to the corridor boundaries. The second set of policy

questions were related to land use and site testing, including: 1. What does Council envision for the future of Chapman Corridor?, 2. What are key objectives for Chapman Corridor?, and 3. What mobility options should be considered for Chapman Avenue and connections to Old Town and the future Metrolink Station? The third set of policy questions were related to additional uses and mobility (transportation). Those questions were: 1. What additional uses and or types of development should be explored?, and 2. Which mobility options and connections should this plan prioritize? At this time, City Staff and Placeworks will present the progress made since February and will present additional policy questions to City Council.

On October 3, 2023, City Council conducted the second Study Session related to the Chapman Corridor Plan and provided direction on additional key policies to move the effort forward. At that meeting, City Council concurred with the general direction of the draft land use plan and concurred with eliminating street parking on one remaining section of eastbound Chapman Avenue. After receiving City Council input, Placeworks and Staff moved forward in drafting the Chapman Corridor Specific Plan with development and design standards.

On March 18, 2025, City Council conducted its third and final Study Session related to the Chapman Corridor Revitalization Plan. That presentation summarized a review of the project to date, summary of public outreach, proposed land use districts and sub-areas and existing conditions (including land use, urban design, mobility, opportunity areas, mobility considerations, and policy guidance/questions, with next steps. The presentation included street sections prepared by consultants to demonstrate potential Chapman Avenue street sections, and elements from the draft Chapman Corridor Streetscape Master Plan. The goal of that Study Session was to receive final City Council input and public input prior to moving forward with the General Plan Amendment, Zone Change/Specific Plan implementation process.

On May 13, 2025, the Planning Commission conducted a Study Session which served as a forum for the Planning Commission to ask any questions of Staff regarding the Draft Chapman Corridor Revitalization Plan and associated documents. The Planning Commission held two subsequent public hearings regarding the Chapman Corridor Revitalization Plan. On August 12, 2025, the Planning Commission adopted Resolution PC-2025-08 recommending that City Council find that General Plan Amendment (GPA) 2025-01, Zone Change (ZCA) 2025-03, and Specific Plan Amendment (SPA) 2025-01 are exempt under State California Environmental Quality Act (CEQA) Guidelines Section 15061(b)(3); and recommending approval of General Plan Amendment (GPA) 2025-01 to change the current land use designation area from existing various designations to “Specific Plan” and to make conforming Land Use Element Amendments for the project area; and, to approve Zone Change (ZCA) 2025-03, and Specific Plan Amendment (SPA) 2025-01 changing the existing Zoning for the project area from existing various Zoning designations to “Chapman Corridor Specific Plan” and establishing development standards for the “Chapman Corridor” district for the project area; and recommending adoption of the Chapman Corridor Streetscape Master Plan.

Public Outreach:

In addition to three City Council Study Sessions, one Planning Commission Study Session and two Public Hearings at Planning Commission, the City of Placentia hosted a Community Workshop on March 30, 2023, to solicit input from the community on the Chapman Corridor Revitalization Plan. The workshop was held at the Powell Building and was attended by 15 to 20 community members. The workshop consisted of a PowerPoint presentation that included an overview of the project, followed by an open house format with interactive activities and

stations. Questions included: What should the Study Area include? What are your ideas for Chapman Corridor? What types of uses and buildings would you like to see? and What potential mobility and streetscape improvements would you like to see? A summary of feedback received from the workshop is in the Chapman Corridor Revitalization Plan document.

The Chapman Corridor Revitalization Plan Online Survey was available for three months between March 30, 2023, and July 10, 2023. This survey corresponded to activities that were available during the first Community Workshop held on March 30th. A total of 86 survey responses were received, 85 in English and 1 in Spanish. The survey was promoted on the City's webpage dedicated to Chapman Corridor, the City Facebook page, at the Placentia Palooza event, and at the City Development Services counter. The survey gathered community feedback on the study area boundaries and ideas for the future of Chapman Corridor and included a visual preference survey of potential land uses and building types on the corridor. A summary of the survey results is in the Chapman Corridor Revitalization Plan document.

DISCUSSION:

The Chapman Corridor Revitalization Plan development standards and regulations will foster responsible, progressive and attractive development to meet City Council's goals for the corridor. Medium density, mixed-use, and new commercial development will bring new businesses and residents to the Chapman Corridor, and to the adjacent Old Town Placentia and TOD (Transit Oriented Development) Districts, benefiting the traditional downtown with new shoppers and diners. Another benefit of the Revitalization Plan is to plan for appropriate successor commercial and mixed-use development that will unify the Chapman Corridor from Placentia Avenue to Kraemer Boulevard. Staff envisions that the plan will encourage the consolidation of smaller parcels for new development, providing a catalyst for development, thereby increasing pedestrian activity and revenue to the City in the form of property taxes, sales tax, potential Transient Occupancy Tax (hotel tax) and impact fees. This will also result in a more unified aesthetic for the Chapman Corridor, which currently appears aesthetically and visually inconsistent between Placentia Avenue and Kraemer Boulevard.

Chapman Corridor Specific Plan Land Uses:

If the Chapman Corridor Specific Plan is adopted by City Council, the following land use definitions guide future uses for the corridor and implement the vision for this Plan. Table 3-1 (Attachment 1) provides the maximum density, intensity, and summary for buildout of the Chapman Corridor Revitalization Plan.

Single Family Flex (SFF) - The Single-Family Flex designation is on existing single-family parcels along Chapman Avenue and Sunset Drive in the Gateway West district and at Anned Drive in the Gateway Core District. The SFF designation would allow existing R-1 zoning and land uses to continue and also allows adaptive reuse of structures for flexibility of commercial use. For example, residential buildings could be adapted to offices, such as those found on arterial streets in neighboring cities of Orange and Fullerton. The SFF designation would preserve single-family uses, allow flexibility for home business conversion to activate and diversify use types, and maintain the residential character of the neighborhood.

Commercial Corridor (CC) - The Commercial Corridor designation is at the existing In-N-Out, Placentia Plaza shopping center, car wash at the intersection of Chapman Avenue and Placentia Avenue in the Gateway West District. This designation would allow current

commercial uses to continue to operate. This designation preserves commercial uses but increases intensity to incentivize further redevelopment.

Mixed-Use (MU) - The Mixed-Use designation is at the intersections of Chapman Avenue at Murray Street, Walnut Avenue, Bradford Avenue, and Kraemer Boulevard. MU would encourage a diversity of use types along the corridor and accommodate the future catalyst site (Angelina Development) in the Gateway East District and a hotel in the Gateway West District. Depending on the subarea, this designation allows for 2 to 3-story, 3 to 4-story, and 5-story building heights if certain conditions are met. Building heights are restricted when located adjacent to single-family residential uses. Mixed-use could be vertical or horizontal. There is no requirement for ground-floor commercial or incorporation of retail. Projects may be 100 percent residential or 100 percent commercial.

Multifamily Flex (MFF) - Multifamily Flex designation would allow for multifamily development between 32 and 45 dwelling units per acre, depending on the subarea. This designation will preserve existing residential areas in the Gateway Core, Gateway Neighborhood and Gateway East Districts, as well as encourage multifamily development adjacent to Kraemer Park along Chapman Avenue. Existing uses would be allowed to remain in these areas, and lot consolidation would be required to achieve higher density development. Building heights are restricted to 30 feet when located adjacent to single-family residential uses.

Mixed-Use Civic Center (MU-CI) - The Mixed-Use Civic Center is at the existing City Hall and Library at the northeast corner of Kraemer Boulevard and Chapman Avenue. The Mixed-Use Civic Center designation would provide flexibility in uses and standards for future use of the Civic Center. This standard would allow for 3- to 4-story buildings, and 5 stories if certain conditions are met.

Open Space Recreation (OS-R) - The Open Space Recreation is at the existing Kraemer Memorial Park. This designation is intended to preserve the existing park and allow for passive and active recreational uses.

Planned Unit Development (PUD-4) - See the Placentia Municipal Code (PMC) Chapter 23.72, “PUD” Planned Unit Development District.

As is the case in the City’s TOD zone, a developer could take advantage of the benefits of a designated catalyst site. A catalyst site is defined as the first entitled project in the Plan area and meets the following criteria:

a. It must be a minimum of one acre and shall contain no less than 65 dwelling units per acre.
b. The catalyst site may exceed maximum allowed building height by one floor.
c. If the first entitled project is withdrawn after entitlement, the next entitled project may be identified as a catalyst site under discretion of the Planning Director.

A catalyst project has been identified on a 2.96-acre parcel at the southwest corner of Chapman Avenue and Kraemer Boulevard. This mixed-use project tentatively features 239 new units at approximately 81 dwelling units per acre, a 2,310-square-foot café, and 5,240 square feet of retail office space. The proposed project is six stories high, and parking is in the first two stories. The City of Placentia has identified this project as a catalyst site.

General Plan Amendment:

This project requires the General Plan Land Use Element including the Land Use Map to be revised to change the current land use designation from the current land use designation area from existing various designations to “Specific Plan” for the project area. This new designation helps to consolidate the project area, making it easier to attract and guide development. This action will also make the General Plan Land Use Element increasingly internally consistent, in that it will realize Land Use Goals LU-1, LU-3, LU-5, LU-6 and LU-10.

Land Use Consistency between Specific Plan (Zoning) and General Plan:
The proposed project would enhance the City’s Municipal Code to further align zoning regulations with the General Plan. Where the proposed project is silent, the City’s Municipal code will continue to apply, using the context and objectives of the proposed project as a guide. The proposed regulatory document would provide flexibility for commercial and residential opportunities to develop in the Chapman Corridor in accordance with the General Plan. Existing uses within the Chapman Corridor would be allowed to remain; however, the proposed Specific Plan would create flexibility for potential residences to convert to home businesses and for a variety of mixed-use opportunities throughout the project site.

To implement the Plan vision, the proposed Specific Plan provides flexibility for commercial and residential opportunities to develop. The land use plan aligns with recommendations from the community and City Council and enhances the character of Placentia and Chapman Corridor. Existing uses are allowed to remain; however, new designations create flexibility for potential residences to convert to home businesses and for a variety of mixed-use opportunities throughout the corridor. Another example of this flexibility are the existing multiple-family uses that will be designated MFF or MU. The existing, legally established uses will not be considered non-conforming and can remain as they are. However, the Specific Plan does provide a framework if property owners choose to redevelop a given site. Additionally, this Plan and its future implementation is consistent with the Goals and policies of multiple Elements of the City’s General Plan including Land Use, Mobility, Health, Wellness and Environmental Justice, and the Economic Development Element.

Buildout Numbers:
Through the Planning process, Staff, in conjunction with Placeworks, tested the maximum buildout, discussed areas likely to change and balanced that with an economic demand study and Fehr & Peer’s traffic analysis, augmented by their August 5, 2025 Memorandum (attached).

The final buildout proposed in the Chapman Corridor Revitalization Plan - identified as target buildout - features 36% fewer residential units and 70% fewer commercial square feet than the original buildout scenario. The final buildout numbers have been reduced multiple times using an iterative process to ensure that the Plan area will NOT be overbuilt and will be consistent with the contemplated buildout of the 2019 General Plan and related Environmental Impact Report (EIR). It should be noted that the total maximum number of new residential units expected to be built as part of the Chapman Corridor Revitalization Plan is 614 units. The rest of the contemplated development would be commercial in nature.

Keeping the buildout numbers lower also ensures that the Level of Service (LOS) for affected intersections will not change due to approval of the Plan. Moreover, the consultant’s analyses also indicate that it is quite likely that every property along the corridor would redevelop, nor is it reasonable to assume that even if they did that they would all be built at maximum development level.

Chapman Corridor Revitalization Plan – Frequently Asked Questions (FAQs):

What is the Chapman Corridor Revitalization Plan?

The Chapman Corridor Revitalization Plan is a long-term vision and strategic planning effort to enhance the Chapman Avenue corridor between Placentia Avenue and the Kraemer Boulevard. The Plan aims to guide future development, improve transportation and walkability, support economic growth, and preserve the corridor's unique character.

Is the City planning to use Eminent Domain?

Absolutely not. The City of Placentia is not, and will not, pursue eminent domain as part of the Chapman Corridor Revitalization Plan. Any future development or improvements envisioned under the plan will be based entirely on voluntary participation, cooperative partnerships, and incentive-based programs. The City is committed to respecting private property rights and ensuring that no property will be taken or condemned through force or mandate.

Why is this plan being developed?

The Chapman Avenue Corridor is centered around Chapman Avenue, a critical east-west arterial in Placentia. It currently has a mix of aging commercial centers, underutilized parcels, and limited pedestrian related infrastructure. The City initiated the plan to:

- Encourage reinvestment and revitalization
- Promote compatible infill development
- Improve mobility and safety for the community
- Support local businesses and attract new opportunities
- Create a cohesive urban design identity for the corridor

Will this plan lead to gentrification or displacement?

No. The City of Placentia is firmly committed to ensuring that the Chapman Corridor Revitalization Plan does not result in the displacement of existing residents or businesses. Equitable development is at the core of this effort. The Plan will include specific, proactive tools designed to protect and uplift current community members—not push them out.

What types of improvements are being considered?

The plan is proposing to include:

- Updated land use designations and zoning
- Streetscape enhancements (lighting, trees, pedestrian crossings)
- Traffic calming and bike infrastructure
- Design guidelines for future developments

How does this affect my property?

For property owners, the plan is proposed to:

- Provide new development opportunities
- Increase flexibility for land use
- Offer design guidance for renovations or expansions

No private property will be redeveloped without property owner's consent, proper noticing and public input. Property rights will be respected throughout the process.

Planning Commission Action:

The Planning Commission held one Study Session and two subsequent Public Hearings

regarding the Chapman Corridor Revitalization Plan. On August 12, 2025, after closing the Public Hearing(s), the Planning Commission adopted a Resolution recommending that City Council find that General Plan Amendment (GPA) 2025-01, Zone Change (ZCA) 2025-03, and Specific Plan Amendment (SPA) 2025-01 are exempt under State California Environmental Quality Act (CEQA) Guidelines Section 15061(b)(3); and recommended approval of General Plan Amendment (GPA) 2025-01 to change the current land use designation area from existing various designations to “Specific Plan” and to make conforming Land Use Element Amendments for the project area; and, to approve Zone Change (ZCA) 2025-03, and Specific Plan Amendment (SPA) 2025-01 changing the existing Zoning for the project area from existing various Zoning designations to “Chapman Corridor Specific Plan” and establishing development standards for the “Chapman Corridor” district for the project area; and recommended adoption of the Chapman Corridor Streetscape Master Plan. As part of their recommendation of approval, the Planning Commission recommended an amendment to the Plan changing the land use designation of APN 339-033-22 (131 W. Chapman Ave.) within the Chapman Corridor Revitalization Plan to MU (Mixed-Use) in lieu of MFF (Multi-family flex), and to require that hospitality uses with the GW District are permitted only with a valid Use Permit. These recommended changes to the plan were based on Staff's recommendation and public input.

Adjustments to the Chapman Corridor Revitalization Plan based on Public Input:

As stated above, the Planning Commission recommended an amendment to the plan changing the land use designation of APN 339-033-22 (Suzy's Freeze) to MU (Mixed-Use) in lieu of MFF (Multi-family flex). Staff worked with the subject property owner to alleviate their concerns regarding the future land use of their property and the recommended land use change was made in response to the property owner's concerns. The Planning Commission recommendation to require that hospitality uses with the GW District are permitted only with a valid Use Permit was also in response to community concerns regarding a potential hotel site on the south side of Chapman Avenue. Staff had already recommended that hospitality uses require a valid Use Permit, and Planning Commission affirmed that recommendation. Based on the recommended change to the land use designation of APN 339-033-22, the proposed buildout shown in Table 3.1 (attached) has been updated.

The draft Chapman Corridor Revitalization Plan evaluated by Planning Commission included an omission/error regarding pawn shops and secondhand stores. Pawn shops were listed as "N" instead of "NP" (Not Permitted). Staff recommends that pawn shops shall remain designated "NP" (Not Permitted) in the Plan. Secondhand stores were not listed in the draft plan, but are now treated equally to other retail uses consistent with State law.

Based on public input, Staff has worked with the consultant to make other changes to the plan. These include: specifying how building height is measured clarifying certain maximum allowable building heights when adjacent to residential uses. In the Mixed-Use designation of the Gateway West (GW) Subarea, no portion of a hospitality building shall exceed 40 feet in height within 50 feet of any residential building. The maximum height in the Mixed-Use Subarea was reduced from 65 feet to 55 feet. Throughout the Plan, other potential development in the Mixed-Use designation is limited to either 30 or 35 feet when adjust to Single-Family Residential zoning. Clarification on measuring building height has also been added. Staff, Planning Commission and elected officials have earnestly taken public input into account throughout the planning process which has spanned almost three years. Adjustments to the plan have been made subsequent to public input in an effort to address all tangible concerns.

CEQA:

The proposed General Plan Amendment, Zoning Code Amendment and Specific Plan was reviewed by Placeworks in accordance with the requirements of the California Environmental Quality Act ("CEQA"). Based on that review, Staff and the Planning Commission recommend that the City Council find that adoption of GPA 2025-01, ZCA 2025-03, SPA 2025-01 is exempt under State California Environmental Quality Act (CEQA) Guidelines Section 15061(b)(3) in that it can be seen with certainty that there is no possibility that the activity would result in a significant effect on the environment, the activity is not subject to CEQA. The proposed project is a policy document that implements the City's existing General Plan goals, policies and zoning for the Chapman Corridor. The proposed project does not include specific development projects; rather, the proposed project would implement and address general provisions, permitted uses, development and design standards, mobility and infrastructure improvements, and design guidelines to revitalize this portion of the City consistent with the General Plan. Future development projects would be subject to separate environmental review under CEQA and to compliance with the established regulatory framework including federal, state, regional and local regulations. The Draft Notice of Exemption is attached (Attachment 2).

CONCLUSION:

As one of the few gateways to the City of Placentia, the Chapman Corridor Revitalization Plan aims to allow for a vibrant mix of uses, development standards to stimulate the economic and social environment of the Chapman Corridor. Revitalizing this corridor will create an inviting entry that welcomes residents and visitors while providing connections to the adjacent districts and the City's Civic Center. New mixed-use developments in the TOD area and beyond have increased the City's housing stock and provided cafes and other businesses for residents and visitors. Chapman Avenue itself provides an efficient way to connect to the freeway, Old Town, and the Metrolink Station by driving, taking transit, cycling, or walking. This Plan allows for integrated land use patterns that encourage multimodal travel, walkability, mixed-use development, increased opportunities for residential, public/private open space, and high-quality urban design that is in scale with its respective property and its surrounding area. The Plan encourages a network of cohesive developments that revitalizes the corridor, provides a path to the Old Town and TOD Packing House Districts, and anchors the western city boundary with the City's Civic Center. Development standards and design guidelines (Chapters 4 & 5) are specially tailored for the future development of the Chapman Corridor.

Fiscal Impact Summary:

No direct fiscal impacts are associated with this agenda item. Potential significant economic benefit to the local Placentia economy, including jobs, public & private investment, and annual/one-time revenue.

Attachments

1.Table 3-1 CCRP.pdf
2.Draft CEQA Notice of Exemption.pdf
3.Chapman Corridor Mobility Memo.pdf
4.CCRP HousingConcepts.pdf
5.PC Minutes 07.08.25and08.12.25.pdf
6. and 6.a.Resolution R-2025-48
6.b.LU Element Changes 777 W. Orangethorpe_CCRP.pdf
6.c.Chapman Corridor SSMP.pdf

7. and 7.a.b.Ordinance O-2025-08.docx
7.c.CCRPHearingDraftOct2025.pdf

Table 3.1: Proposed Buildout Statistical Summary

Designation	Acreage	Max Density (DU/AC)	Max FAR	Target Residential Dwelling Units	Target Non-residential Square Feet
Single Family Flex (SFF)	**5.7**	**6**		**34**	
Gateway West	5.0		--	30	--
Gateway Core	0.7			4	
Mixed-Use (MU)	**15.7**	**35–45**	**-**	**339**	**112,000**
Gateway West[1]	2.1	45	1.0	35	72,000
Gateway Core	6.4~~6.1~~	35	0.5	65	26,140
Gateway East[2]	7.5	35	0.5	239	13,860
Commercial Corridor (CC)	**7.3**		**1.0**	--	**120,000**
Gateway West					
Multifamily Flex (MFF)	**36.6**	**30–45**		**754**	
Gateway Core[2]	4.7~~5.0~~	30	--	80	--
Gateway Neighborhood	17.8	45		400	
Gateway East	13.8	35		274	
Mixed-Use Civic Center (MU-CI)	**6.0**	**45**	**0.35**	**272**	--
Gateway East					
Open Space Recreation (OS-R)	**11.4**	--	**.02**	--	**9,990**
Gateway Core					
Planned Unit Development (PUD-4)	**17.1**	**15**	--	**254**	--
ROW	**20.5**	--	--	--	--
Total	**120.4**	--	--	**1,653**	**241,900**

Source: Economic ~~Demand~~ Study, Kosmont, 2024. See Appendix A.

NOTE: Buildout is estimated for properties that are most likely to change use or redevelop.

1. *Building square feet includes a hotel, estimated to have approximately 120 rooms.*
2. *City Owned Property and Catalyst Site may develop at a higher density if the criteria in Section 3.3 are met.*

DRAFT

NOTICE OF EXEMPTION

To: ☒ Office Land Use and Climate Innovation
1400 Tenth Street
Sacramento, CA 95814

From: City of Placentia
401 E. Chapman Avenue
Placentia, CA 92870

☒ County of Orange
Assessor-County Clerk-Recorder
601 N. Ross Street
Santa Ana, CA 92701

Project Title:	Chapman Corridor Revitalization Plan
Project Location:	The project site encompasses approximately 0.13 square miles (approximately 120 acres) of a largely developed, one-mile stretch of Chapman Avenue referred to as the "Chapman Corridor." Specifically, the Chapman Corridor is located between Placentia Avenue and the Civic Center and Cinnamon Tree Condos just beyond the intersection of Chapman Avenue and Kramer Boulevard in the City of Placentia, Orange County.
Assessor's Parcel Number(s):	See attachment
Project Description:	The Chapman Corridor Revitalization Plan (proposed project) is a specific plan that would serve as the implementation tool for the refined zoning for the Chapman Corridor. The proposed project would provide permitted uses, development and design standards, mobility and infrastructure improvements, and design guidelines. The proposed project would enhance the City's Municipal Code to further align zoning regulations with the General Plan. Where the proposed project is silent, the City's Municipal code will continue to apply, using the context and objectives of the proposed project as a guide. The proposed project would provide flexibility for commercial and residential opportunities to develop in the Chapman Corridor in accordance with the General Plan. Existing uses within the Chapman Corridor would be allowed to remain; however, proposed project would create flexibility for potential residences to convert to home businesses and for a variety of mixed-use opportunities throughout the project site.
Lead Agency:	City of Placentia
Applicant:	City of Placentia

Exemption Status:

☐ Ministerial [Section 21080(b); 15268];

☐ Declared Emergency [Section 21080(b)(3); 15269(a)];

☐ Emergency Project [Section 21080(b)(4); 15269(b)(c)];

☒ **General Rule [Section 15061(b)(3)]; Common Sense Exemption**

☐ Categorical Exemption, State Type, and Section number:

☐ Approval of Rates, Tolls, Fares, and Charges [Section 21080(b)(8)(D)];

☐ Statutory Exemption [Section 15273(a)(4)].

REASONS WHY THIS PROJECT IS EXEMPT OR DOES NOT REQUIRE FURTHER ENVIRONMENTAL DOCUMENTATION:

The project is exempt under State California Environmental Quality Act (CEQA) Guidelines Section 15061(b)(3), which states:

(b) A project is exempt from CEQA if:

1. The project is exempt by statute (see, e.g. Article 18, commencing with Section 15260)
2. The project is exempt pursuant to a categorical exemption (see Article 19, commencing with Section 15300 [of the CEQA Guidelines]) and the application of that categorical exemption is not barred by one of the exceptions set forth in Section 15300.2.
3. **The activity is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.**
4. The project will be rejected or disapproved by a public agency (See Section 15270[b])
5. The project is exempt pursuant to provisions of Article 12.5 of this Chapter

As stated in CEQA Guidelines 15061(b)(3), where it can be seen with certainty that there is no possibility that the activity would result in a significant effect on the environment, the activity is not subject to CEQA. “A project that qualifies for neither a statutory nor a categorical exemption may nonetheless be found exempt under what is sometimes called the ‘common sense’ exemption, which applies ‘[w]here it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment’.” (Muzzy Ranch at 380, citing CEQA Guidelines, § 15061(b)(3), and Davidson Homes v. City of San Jose (1997) 54 Cal.App.4th 106, 113–118).

As discussed under *Project Description*, the proposed project is a policy document that builds from the City’s existing General Plan and zoning for the Chapman Corridor. The proposed project does not include specific development projects; rather, the proposed project would implement and address general provisions, permitted uses, development and design standards, mobility and infrastructure improvements, and design guidelines to revitalize this portion of the City consistent with the General Plan. Because the proposed project is consistent with the General Plan, the proposed project would not exceed the development proposed under General Plan buildout. The proposed project would refine the zoning regulations to further align with the General Plan. Future development projects would be subject to separate environmental review under CEQA and to

compliance with the established regulatory framework including federal, State, regional and local regulations.

Therefore, because the activity in question is adoption of a policy document, which does not entitle development and would not allow development beyond what is currently allowed in the City General Plan, there is no possibility that the proposed project would have a significant effect on the environment and is not subject to CEQA.

Lead Agency
Contact Person: Joseph Lambert Area Code/Telephone/Extension: (714) 993-8124

Signature:_____ **Title:**_____ **Date:**_____

X Signed by Lead Agency __ Signed by Applicant

Fehr & Peers

Memorandum

Date: August 5, 2025

To: Suzanne Schwab, AICP, Placeworks

From: Paul Herrmann, T.E.
Donna Lewandowski, AICP, RSP_{2B}

Subject: Chapman Corridor Revitalization Plan Streetscape Master Plan

OC23-0951

As part of the Chapman Corridor Revitalization Plan, the Chapman Corridor Streetscape Master Plan is proposing Class II bike lanes from Placentia Avenue to Angelina Drive, which would replace the existing Class III bike route and would remove existing on-street parking.

Considerations

Placentia General Plan

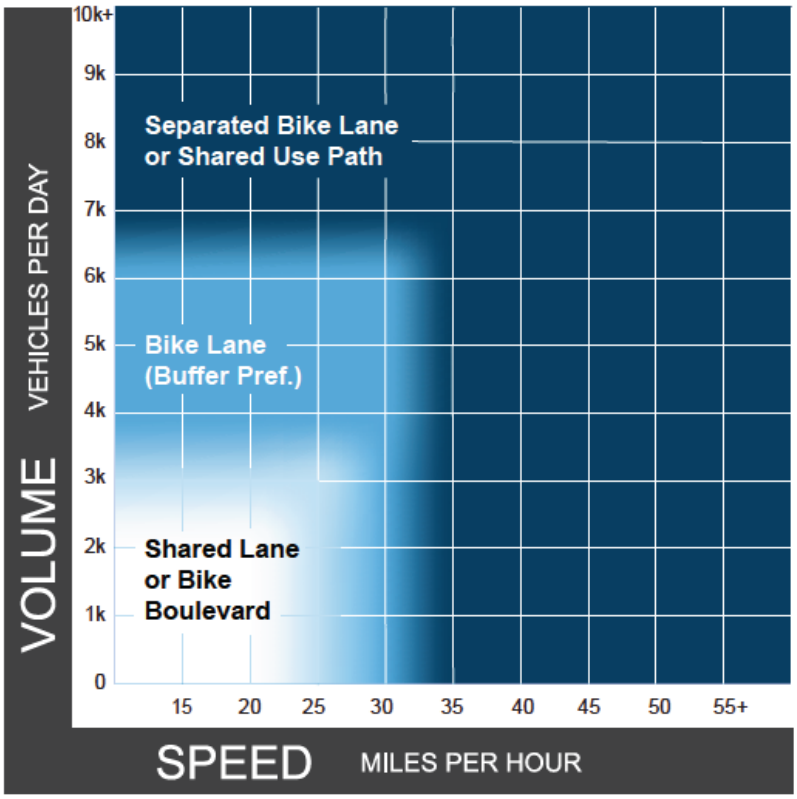
The current City of Placentia General Plan (PGP) directly supports the removal of parking on all arterial streets both in general, and for the express purpose of installing Class II bicycle lanes. Chapman Avenue between Placentia Avenue and Angelina Drive is designated as a Primary Arterial roadway in the Orange County Master Plan of Arterial Highways (PGP Exhibit 3-1, page 3-9) and proposed as a Secondary Arterial roadway (PGP Exhibit 3-7, page 3-44). The PGP complies with all applicable planning laws at the time of adoption, including the Complete Streets Act (AB 1358) which requires that the City plan for all modes of transportation for all ages and abilities. The relevant guidance and policies from the General Plan are:

- This segment of Chapman is in the plan as a Proposed Class 2 Bike Lane (Go Placentia Loop Map, PGP Exhibit 3-5, page 3-31)
- Policy MOB - 2.14 Require adequate off-street parking for all land uses and **eliminate parking on all arterial streets.** (PGP page 3-47)
- Policy MOB - 4.18 **Reduce or eliminate parking on arterial roads to provide space for expanding Class II bicycle lanes.** (PGP page 3-50)
- Policy MOB - 4.4 Provide direct, continuous bicycle routes for commuter and recreational cyclists that also **improve the safe passage of cyclists.** (PGP page 3-49)
- Policy MOB - 4.7 Support bikeways that **minimize cyclist/motorist conflicts** (PGP page 3-50)
- Policy MOB - 4.9 Support and implement policies and regulations to **comply with recognized bicycle infrastructure design standards** of the Federal Highway Administration (FHWA), the California Department of Transportation (Caltrans) and the American Association of Highway and Transportation Officials (See AASHTO guidance below). (PGP page 3-50)
- Policy MOB - 4.11 Support policies, programs and projects **that make bicycling safer and more convenient** for all types of cyclists. (PGP page 3-50)

- Policy MOB - 4.13 Support projects and programs to **facilitate safer travel by bicycle** to key destinations within the community and the larger region, including the new Metrolink station, when completed. (PGP page 3-50)
- Policy MOB - 1.5 Roadway improvements and expansions shall include prioritizing public transit and shared mobility in order to address gaps in the multi-modal transit system, improve and incentivize mobility for shared vehicles, discourage single occupancy vehicles, and **expand non-motorized transportation options.** (PGP page 3-46)

AASHTO Guidance

According to guidance in the AASHTO Guide for the Development of Bicycle Facilities, 5th Edition, the most appropriate bikeway type for the conditions in this corridor (35 MPH, 16,000 ADT) is a Separated Bike Lane or Shared Use Path (Class I). Due to space constraints and the desire of the City not to remove a vehicle travel lane, a Class II facility was selected as a compromise. Following the most up-to-date guidance, the current Class III bikeway is not appropriate for this corridor, nor does it meet the desire of the community for "Enhanced Bicycle Facilities" (see "Community Input" below).



Notes

1 *Chart assumes operating speeds are similar to posted speeds. If they differ, use operating speed rather than posted speed.*

2 *Advisory bike lanes may be an option where traffic volume is <3K ADT. See Section 9.9 for more information on advisory bike lanes.*

3 *See Section 4.5 for a discussion of alternatives if the preferred bikeway type is not feasible.*

Figure 4-1: Preferred Bikeway Type for Urban Core, Urban, Suburban, and Rural Town Contexts

Crash Data Review

Published crash data along Chapman Avenue (adjacent to the existing on-street parking) was reviewed from the Transportation Injury Mapping System (TIMS). TIMS was developed by SafeTREC to provide access to California collision data, the Statewide Integrated Traffic Records System (SWITRS). The following data was recorded between 2013 and early 2025 (based on the available data at the time of this memo):

- 48 crashes were reported that resulted in injuries of 61 victims
    - 8 involved pedestrians
    - 3 involved bicyclists
    - 2 involved motorcyclists
- 1 collision resulted in the death of a motorcyclist
- 2 serious injuries were recorded with 1 involving a pedestrian

Crash Modification Factor

According to the FHWA's Crash Modification Factor Clearinghouse, prohibiting on-street parking on minor arterials in an urban setting results in a 20% reduction in injury crashes[1] and a 27% reduction in property damage only crashes[2].

Countermeasure: Prohibit on-street parking

CMF	CRF(%)	Quality	Crash Type	Crash Severity	Roadway Type	Area Type
0.8	20	★★★★★	All	A,B,C	Minor Arterial	Urban
0.73	27	★★★★★	All	O	Minor Arterial	Urban

It also noted in the Crash Modification Factor Clearinghouse that Chapman Avenue's current configuration with parking prohibited on only one side of the street is associated with a 49% increase in injury crashes.[3] General observations of this phenomenon is that people are more likely to make risky maneuvers to access parking on the opposite side of the street.

Countermeasure: Prohibit parking on one side of road

CMF	CRF(%)	Quality	Crash Type	Crash Severity	Roadway Type	Area Type
1.49	-49	★★★★★	All	A,B,C	Not specified	Urban

Based on the above, it is estimated that prohibiting on-street parking on Chapman Avenue could have reduced 10 to 24 injury crashes over the 12-year period.

[1] https://cmfclearinghouse.fhwa.dot.gov/detail.php?facid=153
[2] https://cmfclearinghouse.fhwa.dot.gov/detail.php?facid=154
[3] https://cmfclearinghouse.fhwa.dot.gov/detail.php?facid=158

Examples of Support in Safety Literature

Effects of On-Street Parking In Urban Context: A Critical Review (2017)[4]:

- For high-speed streets (Free Flow Speed 35-40 mph) parking increases the crash rate entirely and even for individual crash types
- On-street parking can contribute towards safety in low-speed environments while it hinders safety in high-speed environments
- After an extensive review, this study has arrived at the conclusion that on-street parking should be restricted along major streets

Reassessing On-Street Parking (TRB 2008)[5]:

- It is equally important to note that high speed (>/= 35 MPH) streets with parking generally had higher crash rates at all severity levels than all other street categories

SB 1216

While it is generally understood that the intent of SB 1216 is to reduce the instances of Class III bike lanes on roadways with speeds of 35 MPH and above, the law does not strictly prohibit the maintenance or establishment of Class III bike lanes on these roadways. It does, however, prohibit using sharrow (shared-lane) markings on them, and eliminates state and federal monetary support for Class III bike lanes on roadways with speeds of 35 MPH and above, which includes Chapman Avenue.

Community Input

"Enhanced Bicycle Facilities" was the second most common request noted on the public survey for the corridor, while "Pedestrian Safety Improvements" was the top request. The proposed streetscape incorporates multimodal improvements to address the top two requests from the public and will provide a safer, more accessible and more equitable environment for Placentia residents and visitors.

Q7:What potential corridor improvements would you like to see on chapman Ave ? (Multiple Choice)

Question	Responses
Pedestrian safety improvements	58
Enhanced Bicycle Facilities	38
Trolley System	28
Bus Stop Improvements	25
Bike Share Program	17
Shuttle Connections to Future Metrolink Station	0
Electric Vehicle Charging Stations	0
Extended Transit Network Coverage (More stops, extended hours, more connections to popular destinations)	0

[4] https://www.researchgate.net/publication/315729734_Effects_of_On-Street_Parking_In_Urban_Context_A_Critical_Review
[5] https://trid.trb.org/view/848841

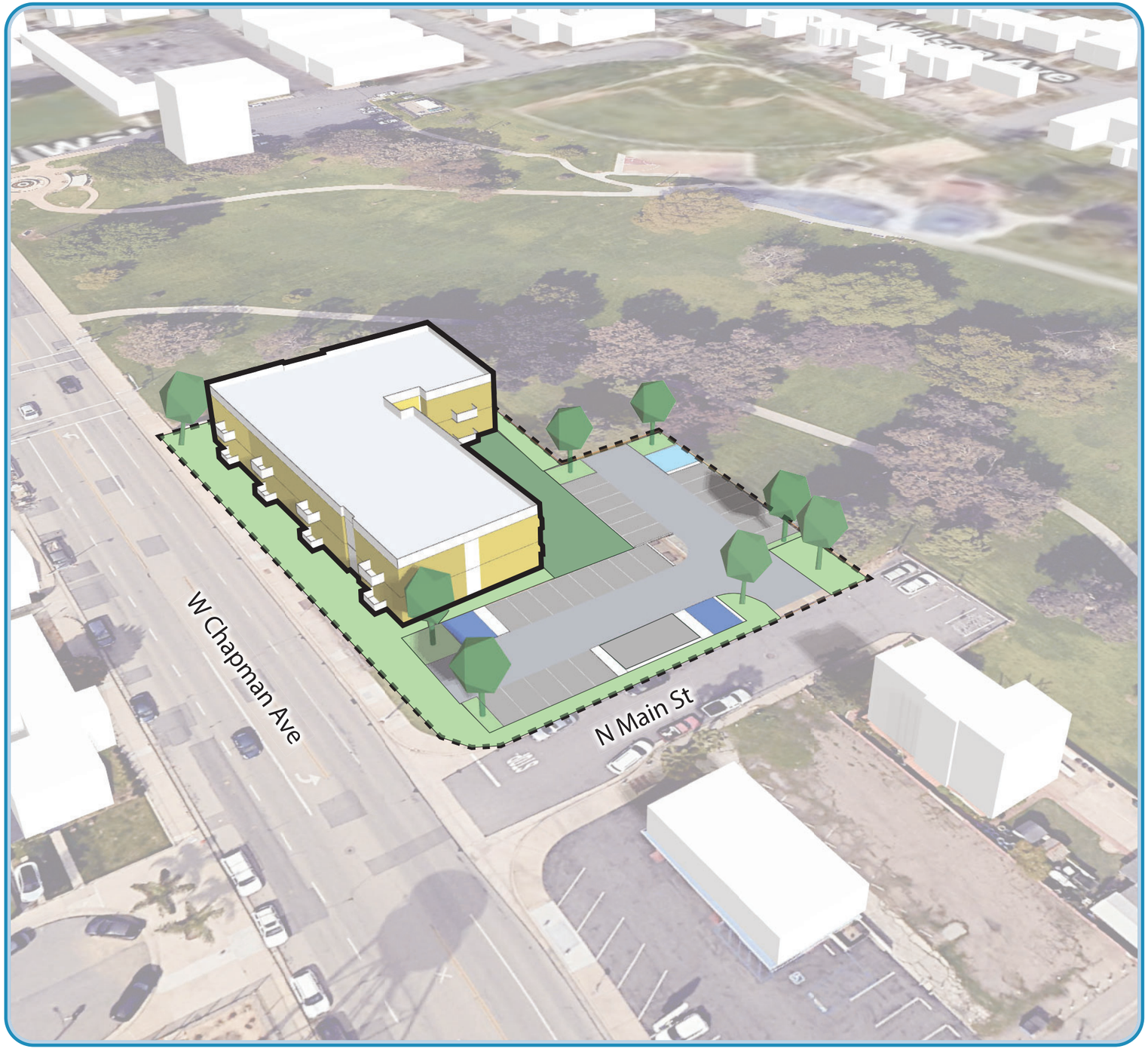
During City Council Study Sessions, October 2023 and March 2025 Council gave direction to remove on-street parking along Chapman Boulevard to create a safe environment for all users of the street and to ensure smooth traffic flow for vehicles.

Outcomes and Tradeoffs

The proposed increase in commercial and residential uses in the corridor is anticipated to stimulate local travel, including walking and biking, and the vision of the plan is to provide safe facilities for people walking and riding bicycles. Expected outcomes of the removal of parking and installation of a Class II bike lane include:

- The removal of on-street parking spaces is supported directly by policies in the Placentia General Plan, both in general, and specifically for the installation of Class II bike lanes
- The bike lanes fit within the curb-to-curb space and would not reduce vehicle capacity
- A reduction in injury collisions by 20% and property damage only crashes by 27%
- Increased safety of bicyclists through the corridor
- Improved equity for low-income individuals and people who do not drive, which may include persons with disabilities, young adults, students and local employees
- Increased encouragement to use transit due to the improved safety of a significant first-mile/last-mile connector between the future MetroLink Station and nearby attractions, such as the college, hospital, and shopping/entertainment
- Traffic calming effects from the addition of bike lanes along with the street scape improvements due to the narrowing of vehicle travel lanes and creation a safer environment for all users of the street
- The loss of 35 parking spaces

Concept #1		
Land Use	(MMF) Multi-Family Flex in (GC) Gateway Core District	
Acres	0.9	
Typology	Surface Parked Apartments	
	Required/ Allowed	Provided
Density	Max. 45 du/ac with 25% affordable	24.4 du/ac
Units	Max. 40 units	22 units
Front Setbacks	Min. 15 ft	15 ft
Side Setbacks	Min. 5 ft	5 ft
Rear Stepback	Min.10 ft for units and 0 ft for parking	10 ft for units and 0 ft for parking
Height	Max. 35 ft/ 3 stories	25 ft
Parking	Consistent with R-3 requirements per Placentia Municipal Code Chapter 23.78 (25% affordable units can potentially reduce parking requirement to 1.5sp/unit)	1.5 sp/ unit
	Total Required: 33 sp	Total Provided: 33 sp
Open Space	200 sf/ unit (private + common)	200 sf/unit



Corner of W Chapman Ave. & N Main St.

CHAPMAN CORRIDOR - PLACENTIA, CA

PLACEWORKS

July, 2025

Concept #2		
Land Use	(MMF) Multi-Family Flex in (GC) Gateway Core District	
Acres	0.9	
Typology	Surface Parked Apartments	
	Required/ Allowed	Provided
Density	Max. 45 du/ac with 25% affordable	28.8 du/ac
Units	Max. 40 units	26 units
Front Setbacks	Min. 15 ft	15 ft
Side Setbacks	Min. 5 ft	5 ft
Rear Stepback	Min.10 ft for units and 0 ft for parking	10 ft for units and 0 ft for parking
Height	Max. 35 ft/ 3 stories	35 ft
Parking	Consistent with R-3 requirements per Placentia Municipal Code Chapter 23.78 (25% affordable units can potentially reduce parking requirement to 1.5sp/unit)	1.69 sp/ unit
	Total Required: 39 sp	Total Provided: 44 sp
Open Space	200 sf/ unit (private + common)	200 sf/unit

Corner of W Chapman Ave. & N Main St.

CHAPMAN CORRIDOR - PLACENTIA, CA

PLACEWORKS

July, 2025

Concept #3		
Land Use	(MMF) Multi-Family Flex in (GC) Gateway Core District	
Acres	0.9	
Typology	Surface Parked Apartments	
	Required/ Allowed	Provided
Density	Max. 45 du/ac with 25% affordable	30 du/ac
Units	Max. 40 units	27 units
Front Setbacks	Min. 15 ft	15 ft
Side Setbacks	Min. 5 ft	5 ft
Rear Stepback	Min.10 ft for units and 0 ft for parking	10 ft for units and 0 ft for parking
Height	Max. 35 ft/ 3 stories	35 ft
Parking	Consistent with R-3 requirements per Placentia Municipal Code Chapter 23.78 (25% affordable units can potentially reduce parking requirement to 1.5sp/unit)	1.48sp/ unit
	Total Required: 41sp	Total Provided: 40
Open Space	200 sf/ unit (private + common)	200 sf/unit

Corner of W Chapman Ave. & N Main St.

CHAPMAN CORRIDOR - PLACENTIA, CA

PLACEWORKS

July, 2025

Concept #4		
Land Use	(MMF) Multi-Family Flex in (GC) Gateway Core District	
Acres	0.9	
Typology	Podium (2 stories of residential over 1 level of parking)	
	Required/ Allowed	Provided
Density	Max. 45 du/ac with 25% affordable	33.3 du/ac
Units	Max. 40 units	30 units
Front Setbacks	Min. 15 ft	15 ft
Side Setbacks	Min. 5 ft	5 ft
Rear Stepback	Min.10 ft for units and 0 ft for parking	10 ft for units and 0 ft for parking
Height	Max. 35 ft/ 3 stories	35 ft
Parking	Consistent with R-3 requirements per Placentia Municipal Code Chapter 23.78 (25% affordable units can potentially reduce parking requirement to 1.5sp/unit)	1.7 sp/ unit
	Total Required: 34 sp	Total Provided: 51 sp
Open Space	200 sf/ unit (private + common)	200 sf/unit

Corner of W Chapman Ave. & N Main St.

CHAPMAN CORRIDOR - PLACENTIA, CA

PLACEWORKS

July, 2025

PLACENTIA PLANNING COMMISSION
MINUTES
REGULAR MEETING
July 8, 2025
6:30 p.m. – City Council Chambers
401 E. Chapman Avenue, Placentia, CA

CALL TO ORDER: Commissioner/Chair Perez called the meeting to order at 6:35 p.m.

ROLL CALL:
PRESENT: Commissioner Evans, Guerrero, Navarro, Smith, Rocke, Perez
ABSENT: None

STAFF PRESENT:
Assistant City Attorney Kristi J. Smith, Director of Development Services Joseph Lambert, Planning Manager Andrew Gonzales, Associate Planner Lesley Whittaker, Deputy Director of Public Works Gabriel Gabany-Guerrero, Administrative Assistant Margie McCoy

PLEDGE OF ALLEGIANCE: Commissioner Smith

ORAL COMMUNICATIONS: Resident Joshua Correa stated that he'd like to see Placentia focus on its heritage, residents and history. He is a painter and presented a painting he stated is a vision-casting of what a City sign spanning Chapman Avenue could look like. He's painted other pictures in and around Placentia.

CONSENT CALENDAR:

1. **Minutes**
   Placentia Planning Commission Regular Meeting of:
   June 10, 2025

   Recommended Action: Approve
   (Approved 4-0-2-0 as recommended)

Motion by Smith second by Guerrero and carried on a (4-0-2-0) vote to approve the Consent Calendar.

Ayes: Guerrero, Navarro, Smith, Perez
Noes: None
Abstain: Evans, Rocke
Absent: None

PUBLIC HEARING:

1. **Applicant:** **City of Placentia**

   Project Location: **Citywide**

   REVIEW OF THE CHAPMAN CORRIDOR REVITALIZATION PLAN WHICH INCLUDES THE ADOPTION OF THE CHAPMAN CORRIDOR REVITALIZATION PLAN, THE CHAPMAN CORRIDOR STREETSCAPE MASTER PLAN, GENERAL PLAN AMENDMENT (GPA) 2025-01, ZONE

CHANGE (ZCA) 2025-03, AND SPECIFIC PLAN AMENDMENT (SPA) 2025-01 TO ESTABLISH THE CHAPMAN CORRIDOR SPECIFIC PLAN WITH NEW DEVELOPMENT STANDARDS

Recommended Action: Adopt Resolution recommending City Council approve the project as recommended by Staff

Chair Perez opened the Public Hearing at 6:41 p.m.

Development Services Director Joseph Lambert provided background on the Chapman Corridor Revitalization Plan, including its adoption and the consultant's role. The plan aims to enhance Chapman Avenue from Placentia Avenue to N. Kraemer Blvd., improving transportation, supporting economic growth, and preserving the Corridor's unique character. Director Lambert clarified that the City will not use Eminent Domain and emphasized the voluntary participation of private property owners. The Plan includes new Zoning designations, consistent with existing ones, and aims to provide Design Guidelines for new developments. Director Lambert then introduced consultant Suzanne Schwab from Placeworks to give a full presentation of the Chapman Corridor Project.

Consultant Schwab introduced herself and the other consultants involved in the plan including Placeworks, Fehr and Peers, and Nuvis, and then outlined the seven chapters of the plan, including Vision and Guiding Principles, Land Use Plans, and Development Standards. The plan includes sub-areas with tailored land use standards to transition along the Corridor, such as Gateway West, Gateway Core, and Gateway Neighborhood. Consultant Schwab also discussed the potential for new mixed-use developments, commercial corridor improvements, and the preservation of existing developments.

The following Public Speakers came forward to address the Planning Commission with their concerns about the proposed project: Barbara Openshaw, Denise May, Noel Andersen, Richard Geiger, Suzanne Palazuelos Geiger, Ivan Cisneros, Richard Salazar, Jack Harrison, Alicia Dillender, Carolyn Woolhouse, Blanca Lopez, Kelly Agama, Marleen Cortez, Omar Cortez, David Chun, John Walcek, Laurie Mann-Hart, Saeed Yazdi and Frank Bandera.

Public comments included concerns about the proposed development changing the nature of Chapman Avenue, the lack of public outreach regarding the project, traffic issues, the potential displacement of residents and emphasizing the need for affordable housing. Additional residents expressed concerns about the impact on the small-town feel of Placentia and the potential for high-rise developments. Questions were also raised about alternatives, the division of homeowners, and the protection of residents from new development and its potential impacts. One resident highlighted environmental reviews and predicted increased taxes for current residents, while another complained about the short notice and lack of information provided to homeowners, particularly those at Cinnamon Tree and was concerned that there would be a potential for developers to buy out residents. There were also concerns about the impact on parking, the safety of disabled residents and transparency regarding potential development.

Chair Perez closed the Public Hearing at 8:45 p.m.

Commissioners' questions included the funding for street improvements and the potential impact on citywide development fees. Director Lambert agreed that the Chapman Corridor Plan is a set of policy tools and standards, not a requirement for development. A Commissioner suggested adding language to the trash and recycling enclosure section to ensure adequate turnaround space for trash trucks. Both Director Lambert and Consultant

Schwab answered questions about the mobility and infrastructure section, including the elimination of parking along Chapman and the installation of bike lanes. Director Lambert emphasized that the multi-family flex zone allows for the same density as the existing zoning and that any redevelopment of a condominium complex would require unanimous agreement among all property/condominium owners. Commissioners inquired about the feasibility of building public parking lots.

Commissioner Rocke suggested continuing the discussion about this item to a later date to allow for more community input and better understanding of the proposed changes.

Motion by Rocke second by Perez and carried on a (5-1-0-0) vote to continue this item to the next Regular Planning Commission Meeting on August 12, 2025.

Ayes: Evans, Guerrero, Navarro, Rocke, Perez
Noes: Smith
Abstain: None
Absent: None

REGULAR AGENDA:

1. **Applicant: City of Placentia**

   Project Location: Citywide

   Study Session Regarding Residential Development Standards

Motion by Evans second by Guerrero and carried on a (5-1-0-0) vote that this item is continued to the next Regular Planning Commission Meeting on August 12, 2025

Ayes: Evans, Guerrero, Smith, Rocke, Perez
Noes: Navarro
Abstain: None
Absent: None

OLD BUSINESS: None

NEW BUSINESS: None

DEVELOPMENT REPORT:
Chick-fil-A is nearing end of construction. Grand Opening date will be announced. Toll Brothers is finalizing construction of 100 homes. Former Carl's Jr. on Imperial and Rose is slated to turn into a Better Buzz Coffee restaurant. Director Lambert also thanked the Commissioners for patience and professionalism in hearing from a large number of Public Speakers at tonight's meeting.

DIRECTOR'S REPORT: None

PLANNING COMMISSION REQUESTS:
Commissioner Evans asked that any commonly asked questions from tonight be added to Placentia's website along with any additional project information that would be helpful to residents.

ADJOURNMENT:
Chair Perez adjourned the Regular Meeting of the Planning Commission at 9:30 p.m. to the regular meeting of Tuesday, August 12, 2025, at 6:30 p.m. in the City Council Chambers at 401 East Chapman Avenue, Placentia, CA.

Submitted by,

Joseph M. Lambert,
Secretary to the Planning Commission

PLACENTIA PLANNING COMMISSION
MINUTES
REGULAR MEETING
August 12, 2025
6:30 p.m. – City Council Chambers
401 E. Chapman Avenue, Placentia, CA

CALL TO ORDER: Vice Chair Rocke called the meeting to order at 6:40 p.m.

ROLL CALL:
PRESENT: Commissioner Evans, Guerrero, Navarro, Smith, Rocke,
ABSENT: Perez

STAFF PRESENT:
Assistant City Attorney Kristi J. Smith, Director of Development Services Joseph Lambert, Planning Manager Andrew Gonzales, Associate Planner Lesley Whittaker, Planning Technician Sen Liyanage, Deputy Director of Public Works Gabriel Gabany-Guerrero, Administrative Assistant Margie McCoy

PLEDGE OF ALLEGIANCE: Commissioner Navarro

ORAL COMMUNICATIONS: None

CONSENT CALENDAR:

1. **Minutes**
   Placentia Planning Commission Regular Meeting of:
   July 8, 2025

   Recommended Action: Approve
   (Approved 5-0-0-1 as recommended)

Motion by Guerrero second by Evans and carried on a (5-0-0-1) vote to approve the Consent Calendar.

Ayes: Evans, Guerrero, Navarro, Smith, Rocke
Noes: None
Abstain: None
Absent: Perez

PUBLIC HEARING:

1. **Applicant:** **Yuri Oh, representing Hold Fitness Group, Inc. (Hold Studio)**

   Project Location: **1225 E. Imperial Highway**

   USE PERMIT NO. 2025-04. A REQUEST FOR A BOUTIQUE FITNESS STUDIO IN AN EXISTING 2,200 SQUARE-FOOT COMMERCIAL TENANT SPACE LOCATED AT 1225 E. MPERIAL HIGHWAY, WITHIN THE NEIGHBORHOOD COMMERCIAL (C-1) ZONING DISTRICT

Recommended Action: Adopt Resolution recommending City Council approve the project as recommended by Staff

Vice Chair Rocke opened the Public Hearing at 6:40 p.m.

Development Services Director Joseph Lambert introduced Planning Technician Sen Liyanage to present the Staff Report. The proposed studio will have three full-time employees, five part-time employees, and will operate classes during weekdays and weekends. Parking requirements have been met, and the proposed use is consistent with the General Plan and Zoning requirements.

The Applicant was available to answer questions from Commissioners which included questions regarding the studio's proximity to residential areas and the possibility of increased noise. Commissioners were also concerned about the flow of traffic and the need for clearly defined fire exits. The applicant stated that noise would be managed and will include class schedules and breaks to ensure smooth traffic flow onsite. The applicant also confirmed that the studio equipment will be professionally installed to address concerns regarding equipment falling during a potential earthquake.

Vice Chair Rocke closed the Public Hearing at 6:45 p.m.

Motion by Smith second by Evans and carried on a (5-0-0-1) vote to approve as recommended by Staff.

Ayes: Evans, Guerrero, Navarro, Smith, Rocke,
Noes: None
Abstain: None
Absent: Perez

2. Applicant: City of Placentia

Project Location: Citywide

PUBLIC HEARING (CONTINUED FROM JULY 8, 2025) REGARDING THE CHAPMAN CORRIDOR REVITALIZATION PLAN WHICH INCLUDES THE ADOPTION OF THE CHAPMAN CORRIDOR REVITALIZATION PLAN, THE CHAPMAN CORRIDOR STREETSCAPE MASTER PLAN, GENERAL PLAN AMENDMENT (GPA) 2025-01, ZONE CHANGE (ZCA) 2025-03, AND SPECIFIC PLAN AMENDMENT (SPA) 2025-01 TO ESTABLISH THE CHAPMAN CORRIDOR SPECIFIC PLAN WITH NEW DEVELOPMENT STANDARDS

Vice Chair Rocke opened the Public Hearing at 6:51 p.m.

Development Services Director Joseph Lambert provided background on the Chapman Corridor Revitalization Plan, including its purpose, vision, and its consistency with the General Plan. The plan includes zoning changes, a new Specific Plan, and infrastructure improvements to enhance mobility and economic growth. The proposed Plan features four districts: Gateway West, Gateway Core, Gateway Neighborhood and Gateway East, with various Land Use designations in each district. The Plan aims to balance development with community needs, ensuring that existing residents and businesses are not negatively impacted.

The following Public Speakers came forward to address the Planning Commission with concerns about the proposed project: Prianca Vail, Terry Monson, Suzanne Palazuelos, Barbara Openshaw, David Drake, Sergio Ruiz, Pat Evert, Noel Andersen, Kathy Hernandez, Richard Salazar, Jacob Tynes, Jana Laborde, Carolyn Woolhouse, Chuck Schiebeck, Blanca Lopez, Danielle Plum, Paul (first name only), Richard Geiger, Steve Reinstein, Elvia Torres, Dawn Lee, Jeremy Rodriguez, Bill Zavala, Frances Yu and Linda Verigne.

Anjali Tapadia, a business owner in Placentia, spoke in support of the Chapman Corridor Plan. A letter of support was received from Elizabeth Hansburg, Cofounder and Director or People for Housing, citing the need for more new housing units, the increased potential for economic growth, streetscape enhancements, improved mobility and safety, as well as revitalized civic spaces.

Public comments opposing the Plan included concerns about traffic, property values, and the potential for high-density development. Residents highlighted the lack of adequate community outreach and the need for more time to gather input before making decisions. Specific concerns include the potential for Eminent Domain, the impact on local businesses, and the adequacy of the traffic study. Residents requested a postponement of the vote to allow for further community engagement and to address their concerns.

Development Services Director Lambert addressed the concerns raised by the public, emphasizing that the Plan does not raise property taxes and is consistent with the General Plan. The Plan includes measures to ensure that existing residents and businesses are protected, and new developments will be conditioned to meet infrastructure requirements. The Staff Report includes a traffic analysis and a memorandum from Fehr & Peers, which supports the Plan's consistency with traffic mobility and safety standards. The Planning Commission was reminded of their role in making recommendations to the City Council, and the importance of considering community input.

Vice Chair Rocke closed the Public Hearing at 8:30 p.m.

Commissioners' comments included acknowledging the community's concerns and reassurances that the Plan does not threaten existing homes or businesses. Also mentioned was the importance of community input on future projects as well as the utilization of Traffic Studies to ensure all projects meet City standards.

Motion by Smith second by Navarro and carried on a (5-0-0-1) vote to approve as recommended by Staff with an Amendment to change the land use designation of APN 339-033-22 (131 W. Chapman Ave.) within the Chapman Corridor Revitalization Plan to MU (Mixed-Use) in lieu of MFF (Multi-family flex), and to require that hospitality uses with the GW District are permitted only with a valid Use Permit.

Ayes:	Evans, Guerrero, Navarro, Rocke, Smith
Noes:	None
Abstain:	None
Absent:	Perez

Director of Development Services Joe Lambert explained the next steps for forwarding the recommendation to City Council, and that this item will be considered by City Council at a future Public Hearing.

REGULAR AGENDA:

1. **Applicant:** **City of Placentia**

   Project Location: **Citywide**

   Study Session Regarding Residential Development Standards

Commissioners discussed the need for more information regarding internal accessways and trash service requirements for multifamily developments.

Commissioners would like to request diagrams to better evaluate the remaining items for discussion regarding Residential Development Standards at the next regularly scheduled Planning Commission Meeting of September 9, 2025.

OLD BUSINESS: None

NEW BUSINESS: None

DEVELOPMENT REPORT:
Planning Manager Andrew Gonzales shared that Chick-fil-A is nearing the end of construction. Grand Opening date will be announced. Director Lambert mentioned Better Buzz is planned for the former Carl's Jr. on Imperial Highway. Toll Brothers development is continuing construction, Hudson development continues, and the Jaxon development is grading and working on block walls. We will have Public Hearing items for both September and October. Director Lambert also thanked the Commission for their patience and thoughtfulness in their service tonight.

DIRECTOR'S REPORT: None

PLANNING COMMISSION REQUESTS: None

ADJOURNMENT:
Vice Chair Rocke adjourned the Regular Meeting of the Planning Commission at 9:45 p.m. to the regular meeting of Tuesday, September 9, 2025, at 6:30 p.m. in the City Council Chambers at 401 East Chapman Avenue, Placentia, CA.

Submitted by,

Joseph M. Lambert,
Secretary to the Planning Commission

RESOLUTION NO. R-2025-48

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PLACENTIA, CALIFORNIA, FINDING THAT GENERAL PLAN AMENDMENT (GPA) 2025-01, ZONE CHANGE (ZCA) 2025-03, AND SPECIFIC PLAN AMENDMENT (SPA) 2025-01 ARE EXEMPT UNDER STATE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) GUIDELINES SECTION 15061(B)(3); AND APPROVING GENERAL PLAN AMENDMENT (GPA) 2025-01 TO CHANGE THE CURRENT LAND USE DESIGNATION AREA FROM EXISTING VARIOUS DESIGNATIONS TO "SPECIFIC PLAN" AND TO MAKE CONFORMING LAND USE ELEMENT AMENDMENTS FOR THE CHAPMAN CORRIDOR PROJECT AREA; AND, APPROVING THE CHAPMAN CORRIDOR STREETSCAPE MASTER PLAN

A. Recitals.

WHEREAS, on July 8, 2025, the Planning Commission of the City of Placentia conducted a duly noticed public hearing, continued the public hearing to August 12, 2025, reopened and concluded the public hearing on August 12, 2025 as required by law, and recommended that the City Council of the City of Placentia approve General Plan Amendment (GPA) 2025-01, Zone Change (ZCA) 2025-03, and Specific Plan Amendment (SPA) 2025-01 to amend the General Plan to change the current land use designation area from existing various designations to "Specific Plan" for the project area and to make conforming changes to the Land Use Element of the General Plan for the project area; and, to amend the Placentia Municipal Code adding the Chapman Corridor Specific Plan and the "Chapman Corridor Revitalization Plan" land use and development standards to the City of Placentia Municipal Code creating development standards for properties within the "Chapman Corridor Revitalization Plan" boundaries and amending the Official Zoning Map of the City of Placentia changing the project area Zoning to "Chapman Corridor Specific Plan". The project area is a largely developed, one-mile stretch of Chapman Avenue from the 800 West Block of Chapman Avenue to the 400 East Block of Chapman Avenue referred to as the "Chapman Corridor."; and

WHEREAS, the Chapman Corridor Revitalization Plan/Specific Plan is exempt under State California Environmental Quality Act (CEQA) Guidelines Section 15061(b)(3) in that it can be seen with certainty that there is no possibility that the activity would result in a significant effect on the environment, and the activity is not subject to CEQA. The proposed project is a policy document that implements the City's existing General Plan goals and policies and zoning for the Chapman Corridor. The proposed project does not include specific development projects; rather, the proposed project would implement and address general provisions, permitted uses, development and design standards, mobility and infrastructure improvements, and design guidelines to revitalize this portion of the City consistent with the General Plan. Future development projects are subject to separate environmental review under CEQA and subject to compliance with the

established regulatory framework including federal, State, regional and local regulations. This statement and evaluation has been made in accordance with the California Environmental Quality Act and the City of Placentia Environmental Guidelines as codified in Title 14 of the California Code of Regulations ("CCR") Section 15000 et. seq., Public Resources Code Section 21000 et.seq. and the City of Placentia Environmental Guidelines;

WHEREAS, the City of Placentia provided notice at least 10 days prior to the public hearing in accordance with California Government Code Section 65090 and the City of Placentia Municipal Code Section 23.96.030 by posting at the Civic Center, publication in a local newspaper, and by direct U.S. mail to all property owners within 300-feet of the proposed project boundaries; and

WHEREAS, all legal prerequisites to the adoption of this Resolution have occurred.

B. Resolution.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF PLACENTIA HEREBY FINDS, DETERMINES AND RESOLVES AS FOLLOWS:

Section 1. The City Council finds that General Plan Amendment (GPA) 2025-01, Zone Change (ZCA) 2025-03, And Specific Plan Amendment (SPA) 2025-01 are exempt under State California Environmental Quality Act (CEQA) Guidelines Section 15061(b)(3) in that it can be seen with certainty that there is no possibility that the activity would result in a significant effect on the environment, the activity is not subject to CEQA. The proposed project is a policy document that implements the City's existing General Plan goals and policies and zoning for the Chapman Corridor. The proposed project does not include specific development projects; rather, the proposed project would implement and address general provisions, permitted uses, development and design standards, mobility and infrastructure improvements, and design guidelines to revitalize this portion of the City consistent with the General Plan. Future development projects would be subject to separate environmental review under CEQA and to compliance with the established regulatory framework including federal, State, regional and local regulations. Moreover, the City has complied with all requirements of the California Environmental Quality Act and the City of Placentia Environmental Guidelines as codified in Title 14 of the California Code of Regulations ("CCR") Section 15000 et. seq., Public Resources Code Section 21000 et. seq. and the City of Placentia Environmental Guidelines.

Section 2. Findings. The City Council finds that the Chapman Corridor Revitalization Plan/Specific Plan Project is compatible and consistent with the City of Placentia General Plan and approves General Plan Amendment (GPA) 2025-01 based on findings as set forth below:

- Goal LU-1 states: Provide a well-balanced land use pattern that accommodates existing and future needs for housing, commercial, industrial and open space/recreation uses, while providing adequate community services to City residents. Policy LU-1.10 further states: Create specific zoning or plans for major

corridors within the City. This would include the Chapman Avenue corridor and the Placentia Avenue corridor, among other major thoroughfares.

- Goal LU-3 states: Revitalize underutilized, abandoned or dilapidated commercial, industrial and residential uses and properties. Policy LU-3.1 furthers this goal by stating: Encourage opportunities for redevelopment and improvements in the Old Town area, the TOD district, industrial areas, neighborhoods in the southern sector of the City, and commercial centers along major roadway corridors.

- Goal LU-5 states: Improve urban design in Placentia to ensure that development is both architecturally attractive and functionally compatible and to create identifiable neighborhoods, and community areas. Policy LU-6.6 furthers this goal by stating: Improve urban design in Placentia to ensure that development is both architecturally attractive and functionally compatible and to create identifiable neighborhoods, and community areas.

- Goal LU-6 states: Enhance and improve the visual image, economic vitality and infrastructure of the Old Town area, TOD, and surrounding areas, like the future Chapman corridor. Policy LU-6.6 furthers this goal by stating: Focus planning and economic development efforts to spur development and infrastructure improvement on major transportation corridors, such as the future Chapman Avenue corridor.

- Goal LU-10 states: Create enhanced connectivity with California State University Fullerton (CSUF) campus community. Policy LU-10.2 furthers this goal by stating: In creating the aforementioned corridor plans, the City shall take into consideration the nearby Cal State University Fullerton campus community and capitalize on its proximity.

- Moreover, the proposed project is a policy document that builds from the City's existing General Plan and zoning for the Chapman Corridor. The proposed project does not include specific development projects; rather, the proposed project would implement and address general provisions, permitted uses, development and design standards, mobility and infrastructure improvements, and design guidelines to revitalize this portion of the City consistent with the General Plan. Because the proposed project is consistent with the General Plan, the proposed project would not exceed the development proposed under General Plan buildout. The proposed project would refine the zoning regulations to further align with the General Plan.

Section 3. General Plan Amendment. Based on the findings herein, the City Council approves General Plan Amendment (GPA) 2025-01 to amend the General Plan, amending the official Land Use Map of the City of Placentia to change the current land use designation from existing various designations to "Specific Plan" for the project area as set forth in Exhibit "A" and to make conforming changes to the Land Use Element of the General Plan for the project area as set forth in Exhibit "B" in accordance with California Government Code Section 65100-65763.

Section 4. The City Council hereby approves the Chapman Corridor Streetscape Master Plan as set forth in Exhibit "C" which provides direction for public right of way and streetscape improvements including street furniture, street/traffic lights, landscaping, pavement and other standards in order to provide unifying, consistent and aesthetically pleasing features of the public areas within the Chapman Corridor project area.

Section 5. If any section, subsection, sentence, clause, or phrase of this resolution and/or the documents in support of this resolution is/are for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this resolution.

Section 6. Based upon the findings and conclusions set forth herein, the City Council hereby approves General Plan Amendment (GPA) 2025-01 as modified herein.

Section 7. The City Council shall:

a. Certify to the adoption of this Resolution; and

b. Forthwith transmit a certified copy of this Resolution, by certified mail, to the applicant at the address of record set forth in the Application.

APPROVED and ADOPTED this 7th day of October 2025.

_____
Kevin Kirwin, Mayor

ATTEST:

_____
Robert S. McKinnell, City Clerk

STATE OF CALIFORNIA
COUNTY OF ORANGE

I, Robert S. McKinnell, City Clerk of the City of Placentia, do hereby certify that the foregoing Resolution was adopted at a regular meeting of the City Council of the City of Placentia held on the 7th day of October 2025, by the following vote:

AYES:	COUNCILMEMBERS:
NOES:	COUNCILMEMBERS:
ABSENT:	COUNCILMEMBERS:
ABSTAIN:	COUNCILMEMBERS:

_____
Robert S. McKinnell, City Clerk

APPROVED AS TO FORM:

_____
Christian L. Bettenhausen, City Attorney

Exhibit A: General Plan Amendment (GPA) 2025-01 amending the Official Land Use Map of the City of Placentia
Exhibit B: Amendment to the text of the City of Placentia General Plan Land Use Element
Exhibit C: Chapman Corridor Streetscape Master Plan

EXHIBIT "A"

GENERAL PLAN AMENDMENT (GPA) 2025-01 TO AMEND THE GENERAL PLAN, AMENDING THE OFFICIAL LAND USE MAP OF THE CITY OF PLACENTIA TO CHANGE THE CURRENT LAND USE DESIGNATION FROM EXISTING VARIOUS DESIGNATIONS TO "SPECIFIC PLAN" FOR THE PROJECT AREA BOUNDARIES AS REPRESENTED

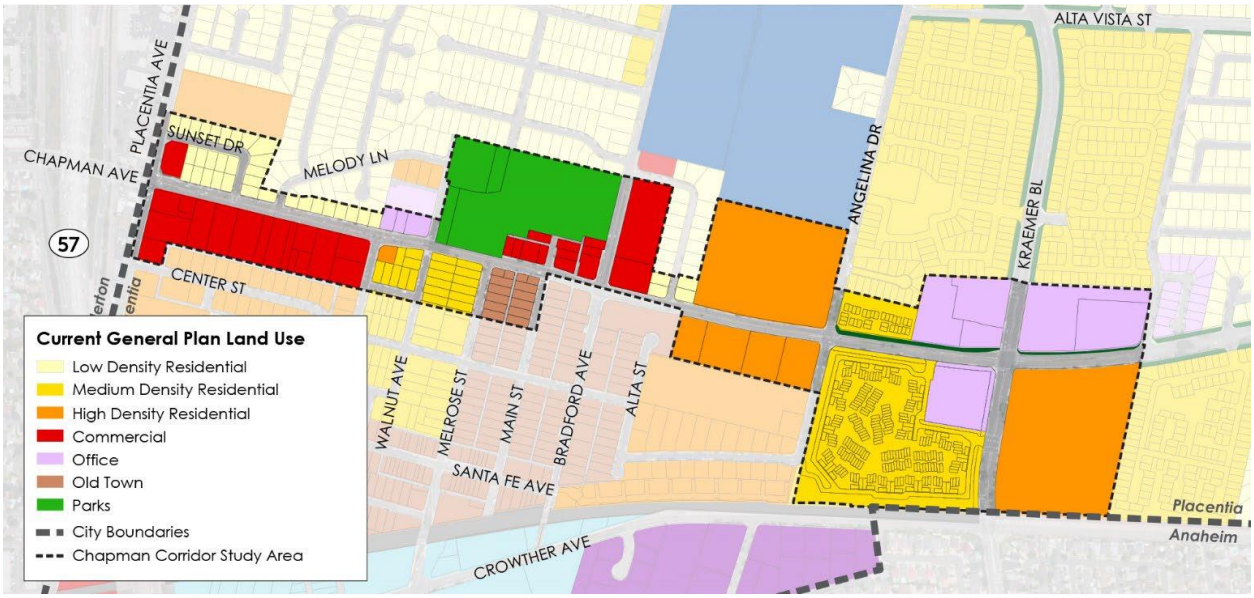


EXHIBIT "B"

AMENDMENT TO THE TEXT OF THE CITY OF PLACENTIA GENERAL PLAN LAND USE ELEMENT, GENERAL PLAN AMENDMENT (GPA) 2025-01 TO AMEND THE GENERAL PLAN, MAKING CONFORMING CHANGES TO THE LAND USE ELEMENT RELATED TO THE CHAPMAN CORRIDOR REVITALIZATION PLAN AND SPECIFIC PLAN

EXHIBIT “C”

CHAPMAN CORRIDOR STREETSCAPE MASTER PLAN

2 Land Use

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2.3 Summary of Existing Land Uses 2-2
2.4 Relationship to Other Plans and Programs 2-8
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The majority of vacant residential parcels are located in low-density residential areas.

Table 2-1. Existing Land Use Designation

Land Use Designation	Existing Acreage	Percentage [1]	Number of Units
Low Density Residential	1266	30%	6,900
Medium Density Residential	400	9%	3,676[2]
High Density Residential	136	3%	2,503
Commercial	137	3%	--
Planned Community (Alta Vista Golf Course)	337	8%	1,614
Old Town	29	1%*	285
Transit Oriented Development (TOD)	22	1%*	11
Commercial-Manufacturing	47	1%	--
Office	32	1%*	--
Industrial	327	8%	--
Schools	212	5%	--
Park	94	2%	--
Specific Plan	309	7%	2,281
ROW- Railroad	25	1%*	--
ROW - Parkway Vista	18	1%*	--
ROW- Local streets	798	19%	--
ROW - Freeways, Flood Control, Highway	49	1%	--

Land Use Designation	Existing Acreage	Percentage [1]	Number of Units
TOTAL AREA OF	3,348		
TOTAL AREA OF	4,238	100%	17,270

*[1] Percentage ages based on 4,238 acres of total land area within City limits, which includes the right of way acreage. %age figures are rounded to closest whole numbers. The symbol * means that the %age is less than 1%.*

[2] 569 mobile homes are principally located in the Medium-Density district.

Table 2-2. Summary of Vacant Land by Land Use Designation

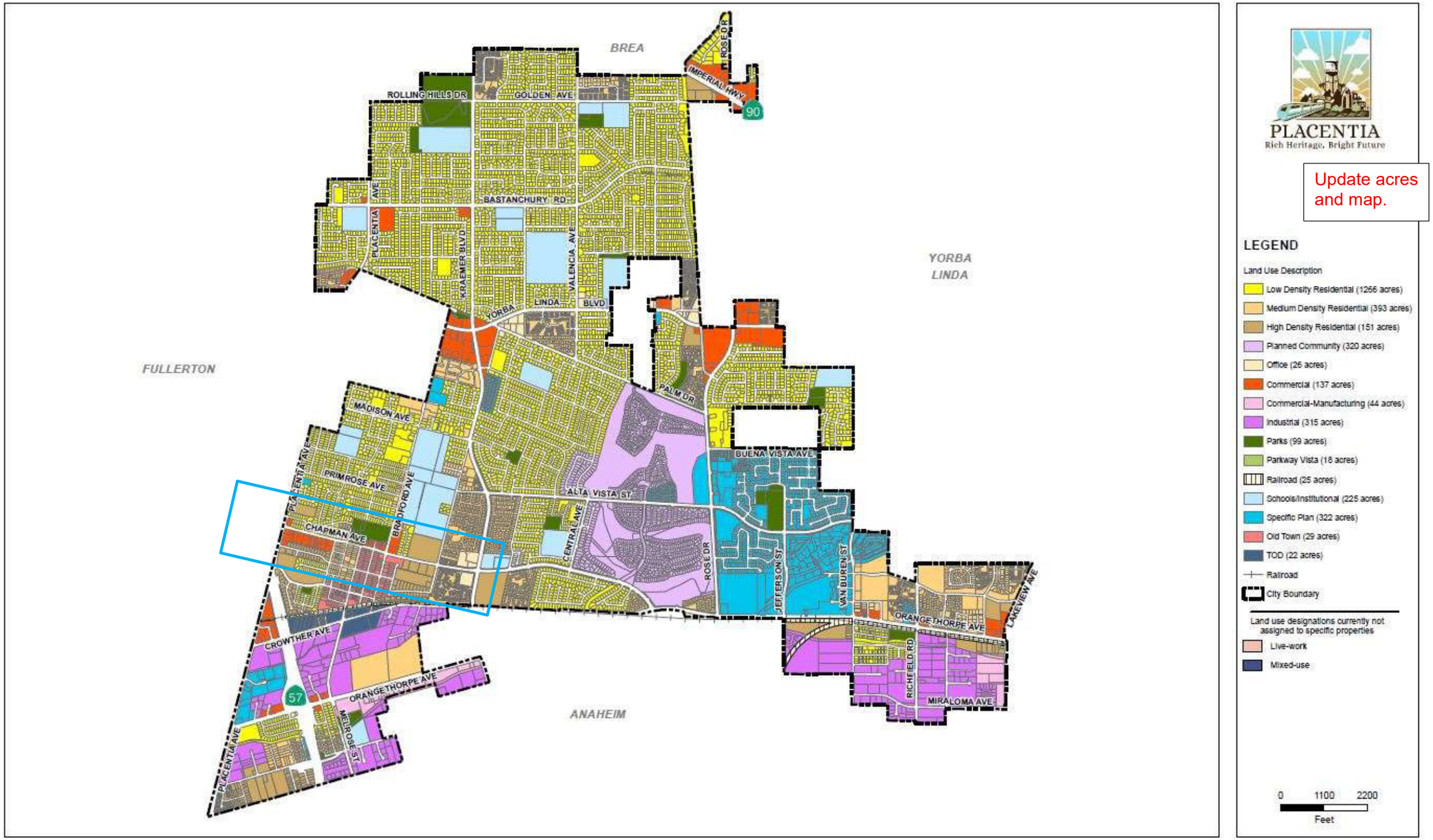
Land Use Designation	Vacant Areas	Vacant Parcels
Low Density Residential	3.6	24
Medium Density Residential	6.1	8
High Density Residential	5.2	3
Commercial	2.1	3
Old Town	0.2	3
Transit Oriented Development (TOD)	0.4	1
Office	1.0	2
Commercial-Manufacturing	8.4	5
Industrial	5.7	4
Specific Plan	21.8	65
Total	54.5	118

Source: City of Placentia, 2018, 2025

Note: 1.3% of total city is vacant

RICH HERITAGE • BRIGHT FUTURE

Exhibit 2-2



Michael Baker INTERNATIONAL

Source: City of Placentia, October 2019

Proposed General Plan Land Use Map

CITY OF PLACENTIA

- The Safety Element identifies potential hazards that may occur within the land use planning areas and serves to influence the location of different types of land use to avoid hazardous areas.
- Noise contours identified in the Noise Element are used as a guide to establish the land use patterns to ensure that future development minimizes exposure of residents to excessive noise.

Relationship to Placentia's Zoning Code

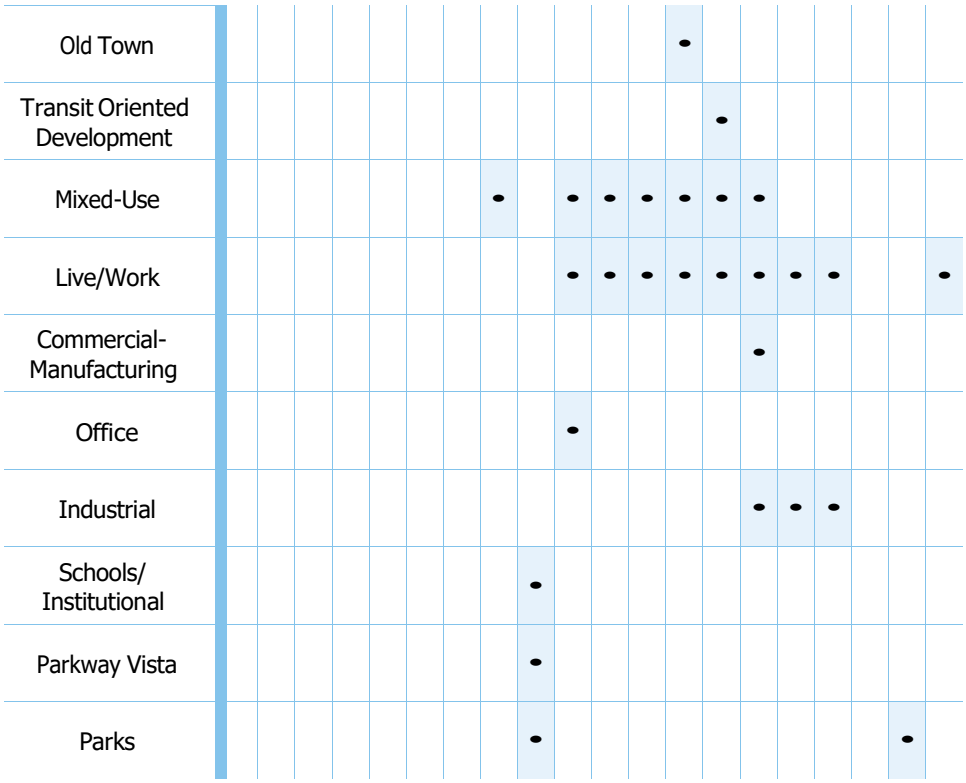
The City of Placentia Zoning Code is a regulatory document that provides a means to implement the policies contained in the City's General Plan. While the General Plan provides long-range and broad categories of land use, the Zoning Code provides specific development requirements, such as density, height, setbacks, lot coverage, and development character. Similar to the General Plan, a Zoning Map accompanies the Zoning Code and defines the boundaries of each Zoning District.

The City of Placentia's Zoning Code (Title 23 of the Placentia Municipal Code) establishes land use zoning districts that provide for uniform regulations to properties similarly situated within each zoning classification. State of California law requires the City's Zoning Code be in conformance with the General Plan. Therefore, any land use designation amendments that will become inconsistent with Title 23 of the Placentia Municipal Code will have to be reconciled. This means that a series of Zoning Map Changes will need to occur to make the zoning of certain properties consistent with the amended land use designation.

The relationship between the General Plan land use designations and zoning districts is shown in Table 2-3, General Plan/Zoning Relationships. The table indicates how properties should be zoned to be consistent with the General Plan Land Use Map.

Table 2-3. General Plan/Zoning Relationships

General Plan Land Use Designation	Compatible Zoning District(s)																			
	R-A	R-1	R-2	R-G	R-3	RPC	SRO	T-C	P-V	C-O	C-1	C-2	OT	TOD	C-M	M	PMD	MHP	O, O-1	PUD
Low Density Residential	•	•				•												•		•
Medium Density Residential			•	•			•											•		•
High Density Residential					•		•													•
Commercial							•	•		•	•	•	•	•	•					



Relationship to Specific Plans

Specific Plans are designed to implement General Plan goals and policies by designating land uses, densities, development standards and design standards in more specific detail. A specific plan district addresses smaller areas that have unique qualities and require focused planning attention. The City of Placentia has adopted several specific plan zoning districts in the Zoning Code. These Specific Plan districts are shown in Table 2-4 below and on Exhibit 2-3 and listed below. The relationship between the General Plan land use designations and the specific plan zoning districts is shown in Table 2-5, General Plan/Zoning Relationships - Specific Plans.

Table 2-4. Specific Plans

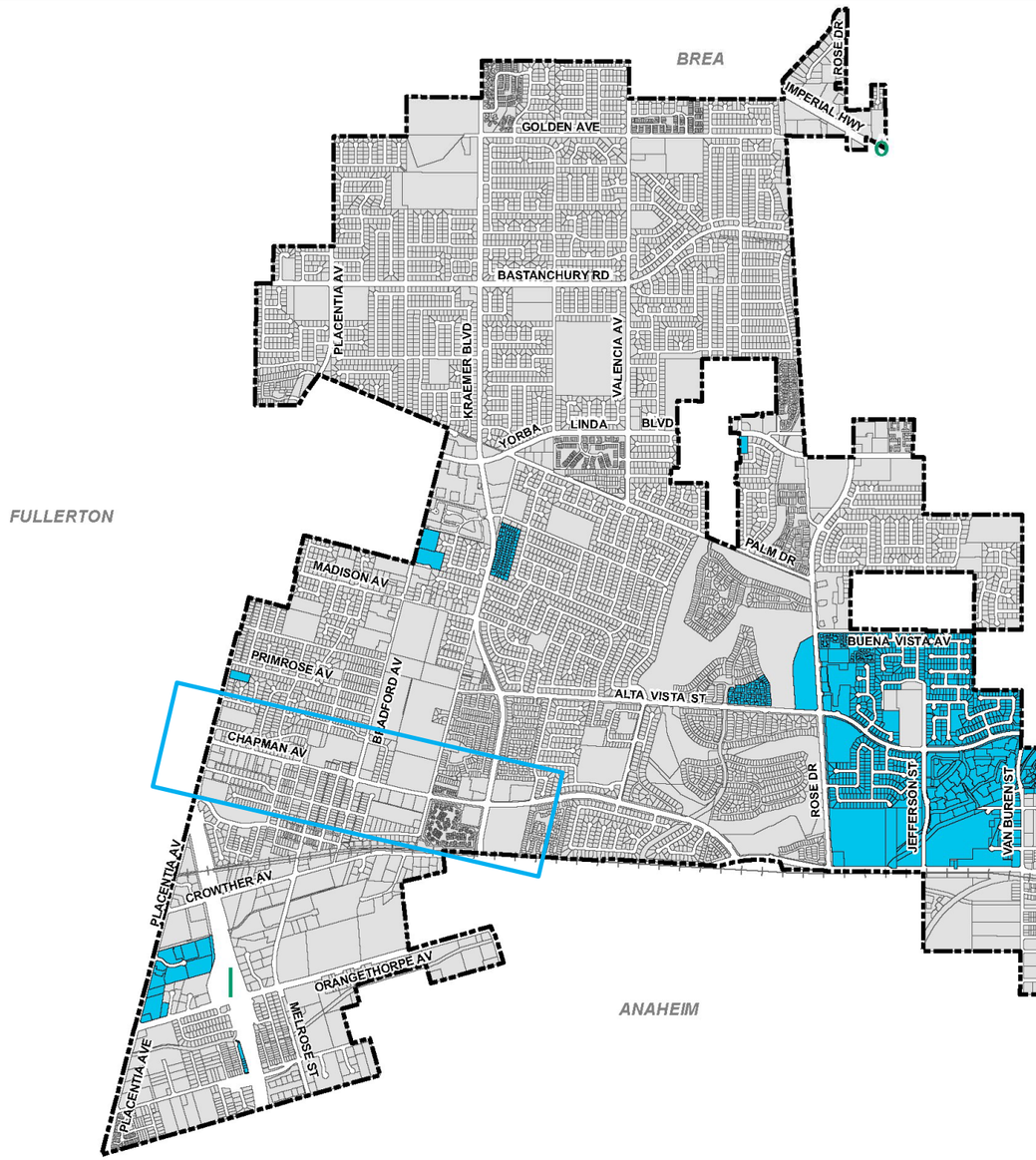
Name of Specific Plan	Description of Specific Plan
Specific Plan 1	The purpose of this specific plan is to permit the adaptive re-use of an existing pioneer estate house for commercial purposes in a manner which will

Name of Specific Plan	Description of Specific Plan
Specific Plan 2	Since the Lewis Lemke House located at 414 North Placentia Avenue is of local historical architectural significance and is representative of a significant period of local history, the purpose of this specific plan is to provide standards whereby it shall be renovated, restored, operated and maintained in a manner to preserve its historical architectural characteristics.
Specific Plan 3	The purpose of this specific plan is to provide an area for senior citizen board and care facilities and senior apartments which shall be compatible with the surrounding residential development and is designed specifically for the needs of the elderly.
Specific Plan 4	The purpose of this specific plan is to provide apartments in a medium density residential setting that will be affordable to lower-income families for a minimum of thirty (30) years. Special development standards are applied to further this purpose and to allow development of a parcel that is impacted by considerable physical constraints.
Specific Plan 5	The specific plan is intended to provide a site for retailers and businesses, which through the characteristics of their respective services offered, cater to the entire community. This specific plan will also provide sites for high-density, mixed-use residential and commercial development at Parcel 9.
Specific Plan 6	The purpose of this specific plan is to provide single-family detached housing of an alternative design while maintaining as many R-1 development standards as possible: to provide private and common recreation opportunities, mitigate impacts from noise and oil production and provide safe vehicle and pedestrian circulation.
Specific Plan 7	The purpose of this specific plan is to assure the consistent development of the East Placentia specific plan area in a manner which meets the growing housing needs of Placentia while adapting to the special characteristics of the land available for residential and commercial development

Name of Specific Plan	Description of Specific Plan
Specific Plan 8	The purpose of this specific plan is to provide for cluster single-family detached housing units. There is private fee ownership of the lots in Specific Plan 8, with the majority of the lots configured in a cluster arrangement, and with many of the remaining row lots offering a golf course view.
Specific Plan 9	The purpose of this specific plan is to provide an area for a senior apartment complex, which shall be compatible with the surrounding golf course and residential development and is designed specifically for the needs of senior citizens.
Specific Plan 10	The purpose of this specific plan is to provide for a single-family detached residential neighborhood plus common area open space and improvements. There is private fee ownership of the lots in Specific Plan 10 with common areas owned and maintained by a homeowner's association.

Chapman Corridor Revitalization Plan - Specific Plan (CCRP)
The purpose of this specific plan is to guide redevelopment along Chapman Avenue between Placentia Avenue and Kraemar Boulevard. This area is the western gateway into the city, providing connections to Old Town and access to the 57 freeway. The specific plan implements the mixed-use designation and expands housing and economic growth. Chapman Corridor Specific Plan builds on the City's existing General Plan providing zoning and development standards for the Chapman Corridor. The Chapman Corridor Specific Plan implements and addresses general provisions, permitted uses, development and design standards, mobility and infrastructure improvements, and design guidelines to revitalize this portion of the City consistent with the General Plan. Because the Chapman Corridor Specific Plan is consistent with the General Plan, it would not exceed the development proposed under General Plan buildout. The proposed project would refine the zoning regulations to further align with the General Plan.

Exhibit 2-3



PLACENTIA
Rich Heritage, Bright Future

Update acres and map.

LEGEND

- Specific Plan (322.21 acres)
- Other Land Use (3,049.87 acres)
- Railroad
- City Boundary

0 1100 2200
Feet

Michael Baker INTERNATIONAL

Source: City of Placentia, 2018

Specific Plan Parcels

Table 2-5. General Plan/Zoning Relationship – Specific Plans

General Plan Land Use Designation	Compatible Zoning Districts										
	SP-1	SP-2	SP-3	SP-4	SP-5	SP-6	SP-7	SP-8	SP-9	SP-10	CCRP
Low Density Residential						•	•				•
Medium Density Residential				•			•	•		•	•
High Density Residential			•		•		•		•		•
Office	•	•			•						•
Commercial					•		•				•
Mixed-Use											•
Day Care/Assisted Living									•		
Oil Extraction								•			
Open Space						•	•				
Flood Control							•				

Source: City of Placentia, May 2018

2.5 LAND USE PLAN

Land Use Designations

General Plan land use designations describe the type and intensity of development allowed in a specific area. While terms like "residential", "commercial", or "industrial" are generally understood, State General Plan law requires a clear and concise description of the land use categories that are depicted on the General Plan Land Use Map (refer to Exhibit 2-4, General Plan Land Use Map). The General Plan Land Use Map indicates the location of the land use designations within the City. The acreages of the various land uses on the General Plan Land Use Map are presented in Table 2-6, General Plan Land Use Designations.

Table 2-6. Proposed General Plan Land Use Designations

Land Use Designation	Approximate Acreage	Percentage [1]
Low Density Residential	1260	30%
Medium Density Residential	383	9%
High Density Residential	121	3%
Planned Community	320	8%
Commercial	122	3%
Old Town	27	1%*
Commercial-Manufacturing	44	1%
Mixed-Use	0	0%
Transit Oriented Development (TOD)	22	1%*
Live Work	0	0%
Office	12	1%*
Industrial	315	7%
Schools/Industrial	225	5%
Parks	88	2%
ROW - Freeways, Flood Control, Highway	49	1%
ROW - Parkway Vista	18	1%*
ROW- Local streets	798	19%
ROW- Railroad	25	1%*
Specific Plan	422	10%
TOTAL AREA OF CITY	4,238	100%

Source: City of Placentia, May 2018

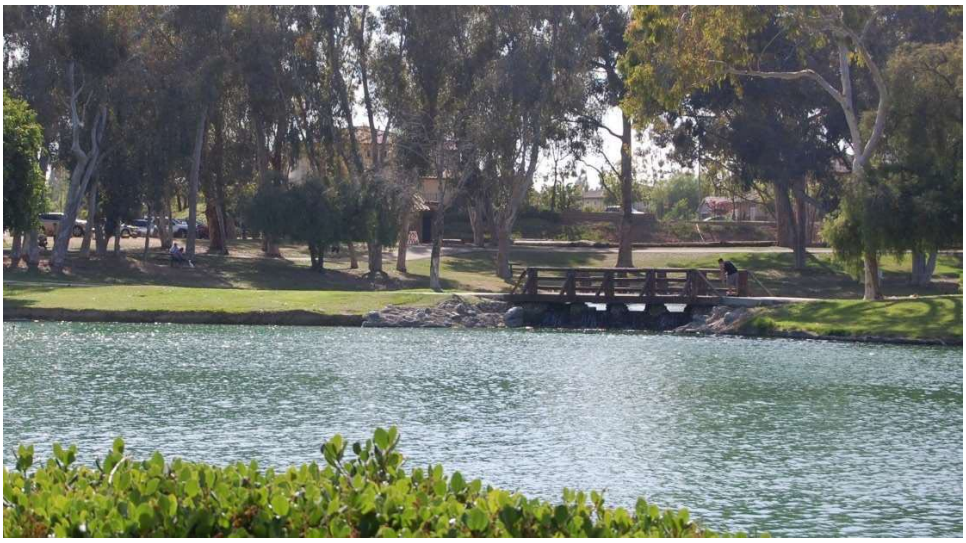
*[1] Percentages based on 4,238 acres of total land area within City limits, which includes the right of way acreage. %age figures are rounded to closest whole numbers. The symbol * means that the %age is less than 1%.*

The General Plan Land Use Map indicates the location of General Plan land use designations within the City. Each designation is defined below. It is a State requirement that the land use designations and the City's zoning districts are to be consistent with each other. Therefore, within each land use designation definition are a list of consistent zoning districts.

The Parks land use designation is intended for recreational type areas such as City parks. Open space should be located in residential areas so that recreational opportunities can be in close proximity to residents. The Parks designation makes up approximately 99 acres, or 2% of the City's total acreage.

Zoning districts compatible with the Open Space designation include Combining Parkway Vista (P-V) and Combining Oil (O and O-1).

Figure 2-7



- Parkway (P-V). The Parkway Vista classification creates landscaped thoroughfares with common setback requirements for all districts that abut designated thoroughfares.
- Combining Oil (O and O-1). The Combining Oil "O" classification provides for the use of land or the surface thereof in connection with the removal of minerals. The Combining Oil "O-1" classification provides for the use of land or the surface thereof in connection with the removal of minerals, providing for the maintenance and operation of existing wells, but limited from any new surface location.

Specific Plans

Currently, the City has ten specific plan areas, covering approximately 322 acres. The specific plans are principally for residential development, although two allow for commercial. Two residential specific plans allow for home occupations on the same property as historic structures and two allow for day care or assisted living. Another permits residential in conjunction with oil extraction. The Specific Plan designation

2.6 LAND USE INTENSITY/DENSITY

State General Plan law requires that the Land Use Element indicate the maximum building intensities/densities allowed in the City. Each land use designation listed above contains corresponding intensity/density standards.

The term "intensity" refers to the degree of development based on a building's characteristics such as, floor area ratio (FAR), building height and lot coverage. Intensity is most often used to describe non-residential development. The measure of intensity, known as floor area ratio (FAR), provides the most convenient method of describing levels of development. The floor area ratio is the relationship of total gross floor area of all buildings on a lot in square feet to the total land area of the lot in square feet expressed as a ratio. The FAR describes use intensity on a lot, but not the actual building height and lot coverage.

The term "density" is a measure of the population or residential development capacity of a designated land use. Residential density is described in terms of dwelling units per gross area (du/ac). A dwelling unit is a building, or a portion of a building used for human habitation and may vary considerably in size (square footage). For purposes of calculating population, an average number of persons per acre or dwelling unit for all types and sizes of dwelling units is assumed.

Table 2-7 includes the density or intensity standard for each land use designation and the corresponding future development potential. However, given the limited amount of vacant land (54 acres), the level of existing, stable development, and the historical development patterns over the last three decades, the buildout is not likely to be realized.

Table 2-7. General Plan Land Use Designation – Potential Development Buildout

Land Use Designation	Density Standard (du/ac) or Total Acres (acs)	Intensity Standard (FAR) [1]	Ultimate Buildout Dwelling Units[2]	Ultimate Build Out Square Footage[2]
Low Density Residential	6 du/ac		7,596	
Medium Density Residential	15 du/ac		5,895	
High Density Residential	25 du/ac		3,775	
Commercial	137 acs	1.0 FAR		5,967, 720
Old Town[3]	30-65 du/ac		810	181,250

Land Use Designation	Density Standard (du/ac) or Total Acres (acs)	Intensity Standard (FAR) [1]	Ultimate Buildout Dwelling Units[2]	Ultimate Build Out Square Footage[2]
Transit Oriented Development (TOD)	65-95 du/ac		564	30,000
Commercial-Manufacturing	44 acs	1.0 FAR		1,910,640
Office	25 acs	1.0 FAR		1,089, 900
Industrial	315 acs	1.0 FAR		13,721,400
Specific Plans[5]	422acs	Varies	4,552	534,300
Residential Planned Community	7.1 du/ac		2,272	
TOTAL			~~24,850~~ 25,464	~~23,471,110~~ 23,435,210

2-28

Land Use Designation	Density Standard (du/ac) or Total Acres (acs)	Intensity Standard (FAR) [1]	Ultimate Buildout Dwelling Units[2]	Ultimate Build Out Square Footage[2]

Source: City of Placentia,

May 2018 Notes:

[1] *Density standards represent the maximum gross density allowed. Net densities would be lower, dependent on zoning requirements and other regulatory considerations that limit the full development potential.*

[2] *Ultimate dwelling units and square footage estimates based upon existing acreage multiplied by gross density/intensity standards. The realistic buildout for the city is represented in the Environmental Impact Report for the General Plan update.*

[3] *Based on the Negative Declaration, (ND 2017-02), July 2017 the Old Town area would consist of the addition of 525 residential units, 85,000 square feet of commercial use, 40,000 square feet of retail use, and a 50-room hotel to the existing area. The existing number of units is 285.*

[4] *Based on Mitigated Negative Declaration, (MND 2017-01), April 2017, which assumed a 5,000 net vehicle trip cap. The cap of 5,000 vehicle trips (net) at buildout assumes that an estimated 752 dwelling units (DU) could be constructed under an all residential development scenario and stay within the 5,000-vehicle trip cap or, alternatively, a mix of 75% residential (564 DU) and 25% commercial (30,000 square feet of gross leasable area (GLA)) could also stay within the 5,000-vehicle trip cap. This table assumes the mix scenario. Any additional development above the 5,000-trip cap would require further environmental analysis and is not permitted until that is completed.*

[5] *Specific Plan category represents both residential and commercial development and was calculated taking potential buildout of each specific plan area and then totaling, as below:*

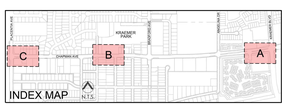
- *SP 1- SFD=1 Unit*
- *SP 2- SFD =1 Unit*
- *SP 3- Assisted Living - 5.80 45du/ac for 261 units*
- *SP 4- 8 affordable units*
- *SP 5- 19 acres of retail, hotel, dealership 0.5 FAR assumption for 413,820 sf of commercial. 2.72 of the 19 acres also allows mixed-use, commercial/residential development.*
- *SP 6- 4.1 acres, 6 du/ac for 24 units*
- *SP 7- 300 acres residential and commercial:*
  - *Low Density—163.85 ac 6 du/ac = 983 units*
  - *Medium Density—11.40 ac at 15du/ac = 171 units*
  - *Medium-High Density—36.97ac at 20du/ac (assumption) =739 units*
  - *High Density—37.34ac at 25du/ac = 933 units*
  - *Commercial—7.18ac 0.5 FAR (assumption) =156,380sf*
- *SP 8- 7 acres at 10.3 du/ac = 72 units*
- *SP 9- 10.35 ac at 40.5 du/ac = 419 units*
- *SP 10- 7.82 ac at 10 du/ac = 78 units*
- *CCRP- 1,653 residential units and 241,900 sq. ft. of non-residential development*
  - ***Single-Family Flex (SFF): 34 units***
  - ***Mixed-Use (MU): 339 units and 112,000 sq. ft.***

- *Commercial Corridor (CC): 120,000 sq. ft.*
- *Multifamily Flex (MFF): 754 units*
- *Mixed-Use Civic Center (MU-CI): 272 units*
- *Planned Unit Development (PUD-4): 254 units*
- *Open Space Recreation (OS-R): 9,990 sq. ft.*
-

MASTER PLAN LEGEND

- EXISTING BUS STOP
- PROPOSED ACCENT TREE
- PROPOSED EVERGREEN TREE
- PROPOSED PALM TREE
- EXISITNG LIGHT POST
- PROPOSED BIKE LANE
- BIKE/VEHICULAR LANE MARKING
- BIKE LANE BUFFER

- C PLACENTIA AVE. ENLARGEMENT
- B KRAEMER PARK ENLARGEMENT
- A KRAEMER BLVD. AND CHAPMAN AVE. ENLARGEMENT



Chapman Corridor Streetscape Master Plan

nuvis
LANDSCAPE ARCHITECTURE
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CA ENG. NO 0001 | ACTIONS | NV | OR

SCALE: 1" = 40'-0"
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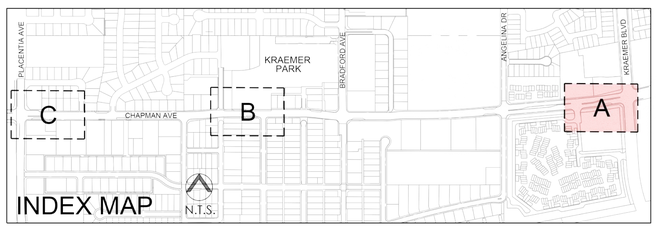
24.177.01 03-18-2025
SHEET 1 OF 7

755

MASTER PLAN LEGEND

- EXISTING BUS STOP
- PROPOSED ACCENT TREE
- PROPOSED EVERGREEN TREE
- PROPOSED PALM TREE
- EXISITNG LIGHT POST
- PROPOSED BIKE LANE
- BIKE/VEHICULAR LANE MARKING
- BIKE LANE BUFFER



Streetscape Enhancement

Kraemer Blvd and Chapman Ave: A

Chapman Corridor Streetscape Master Plan

SCALE: 1" = 20'-0"

0' 10' 20' 40' 80'

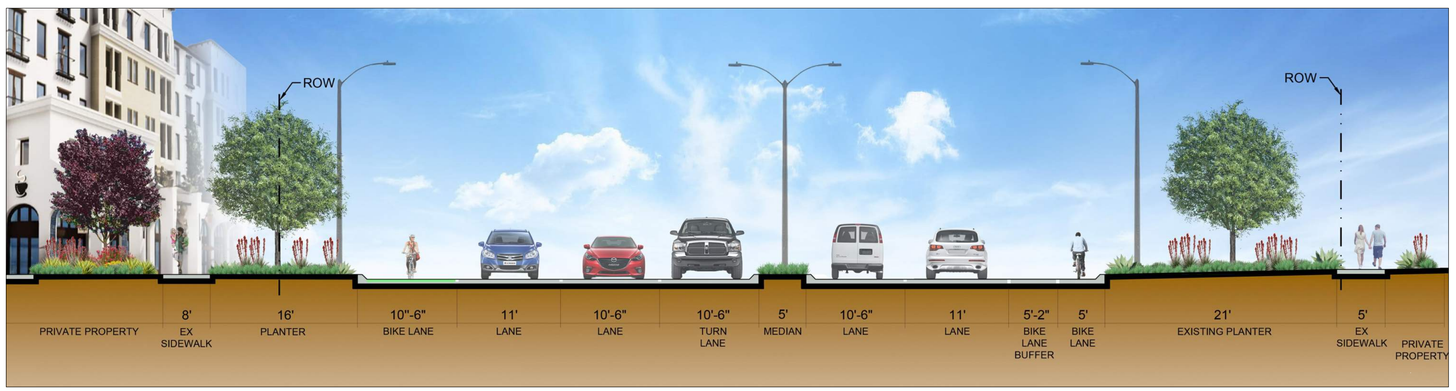
nuvis
LANDSCAPE ARCHITECTURE
714-754-7311
CA 3943 . NV 1097 . AZ 75045 | SBE . DBE

24-177.01 03-18-2025

SHEET 2 OF 7

PERSPECTIVE A1: BEFORE

PERSPECTIVE A1: AFTER



SECTION A2: KRAEMER BLVD AND CHAPMAN

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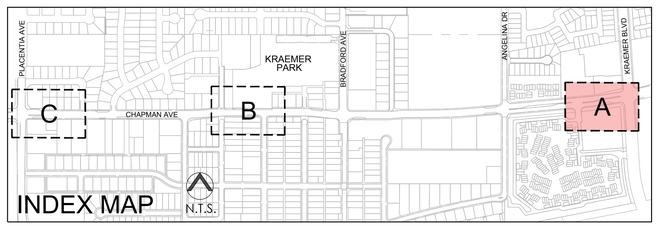

Streetscape Enhancement

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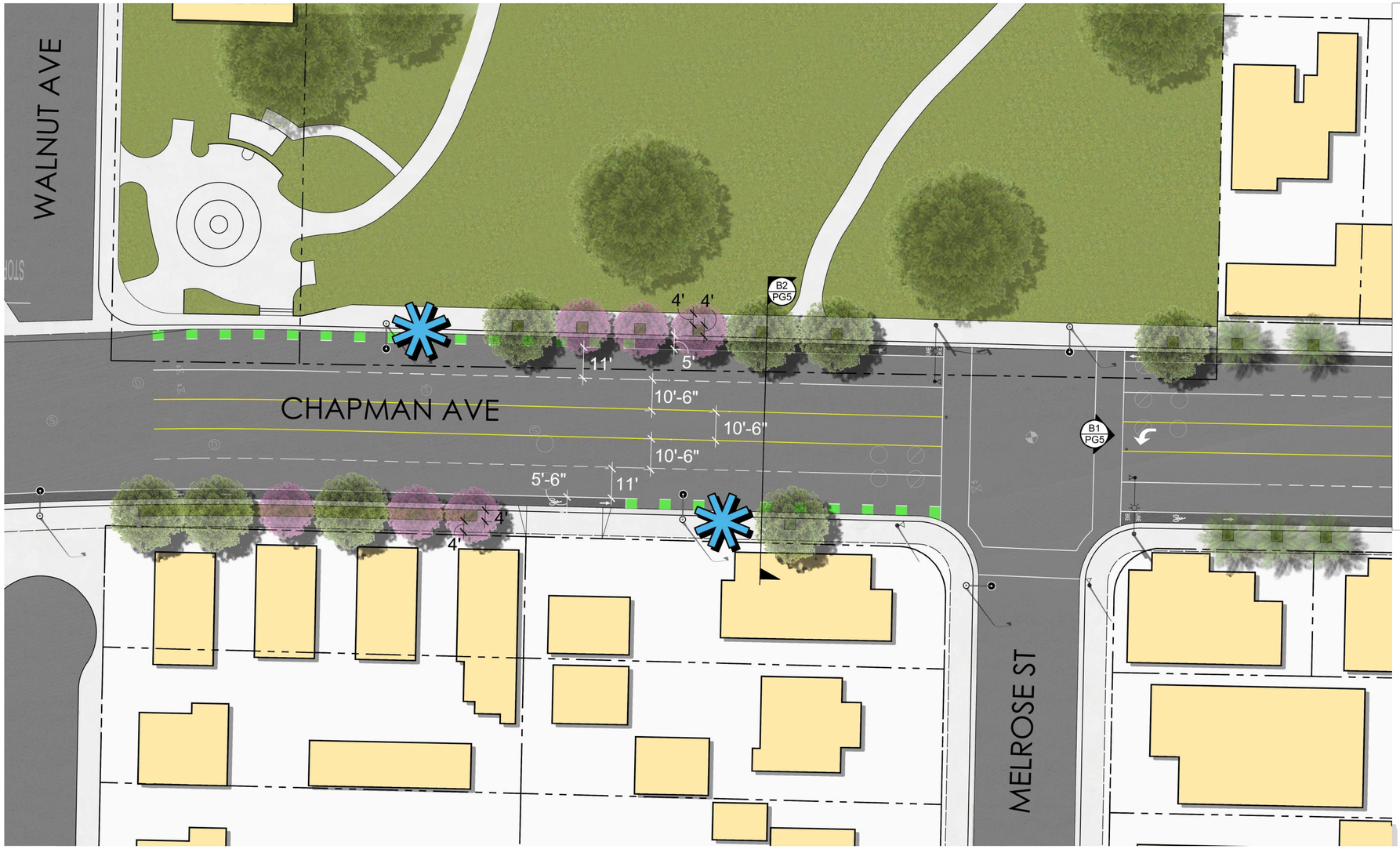

MASTER PLAN LEGEND

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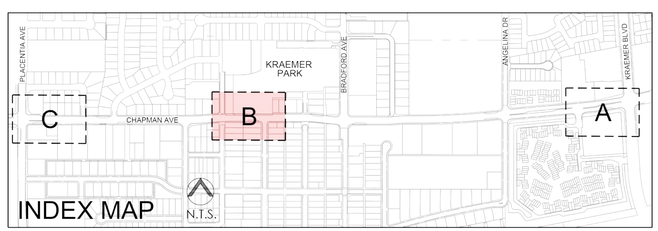

Streetscape Enhancement

Melrose St. and Chapman Ave: B

Chapman Corridor Streetscape Master Plan

SCALE: 1"= 20'-0"

0' 10' 20' 40' 80'

nuvis
LANDSCAPE ARCHITECTURE
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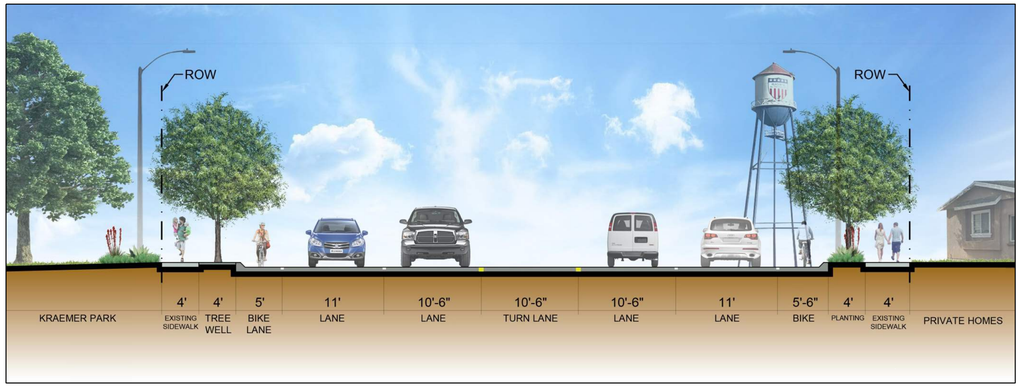
SHEET 4 OF 7

PERSPECTIVE B1: BEFORE

PERSPECTIVE B1: AFTER



SECTION B2: MELROSE AND CHAPMAN

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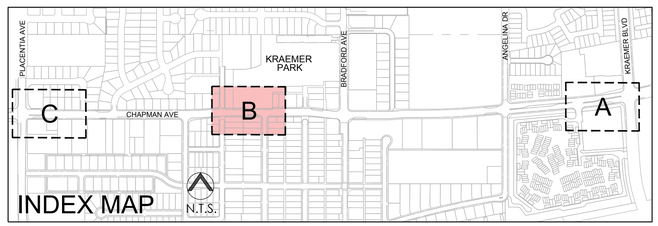

Streetscape Enhancement

Melrose St. and Chapman Ave: B

Chapman Corridor Streetscape Master Plan

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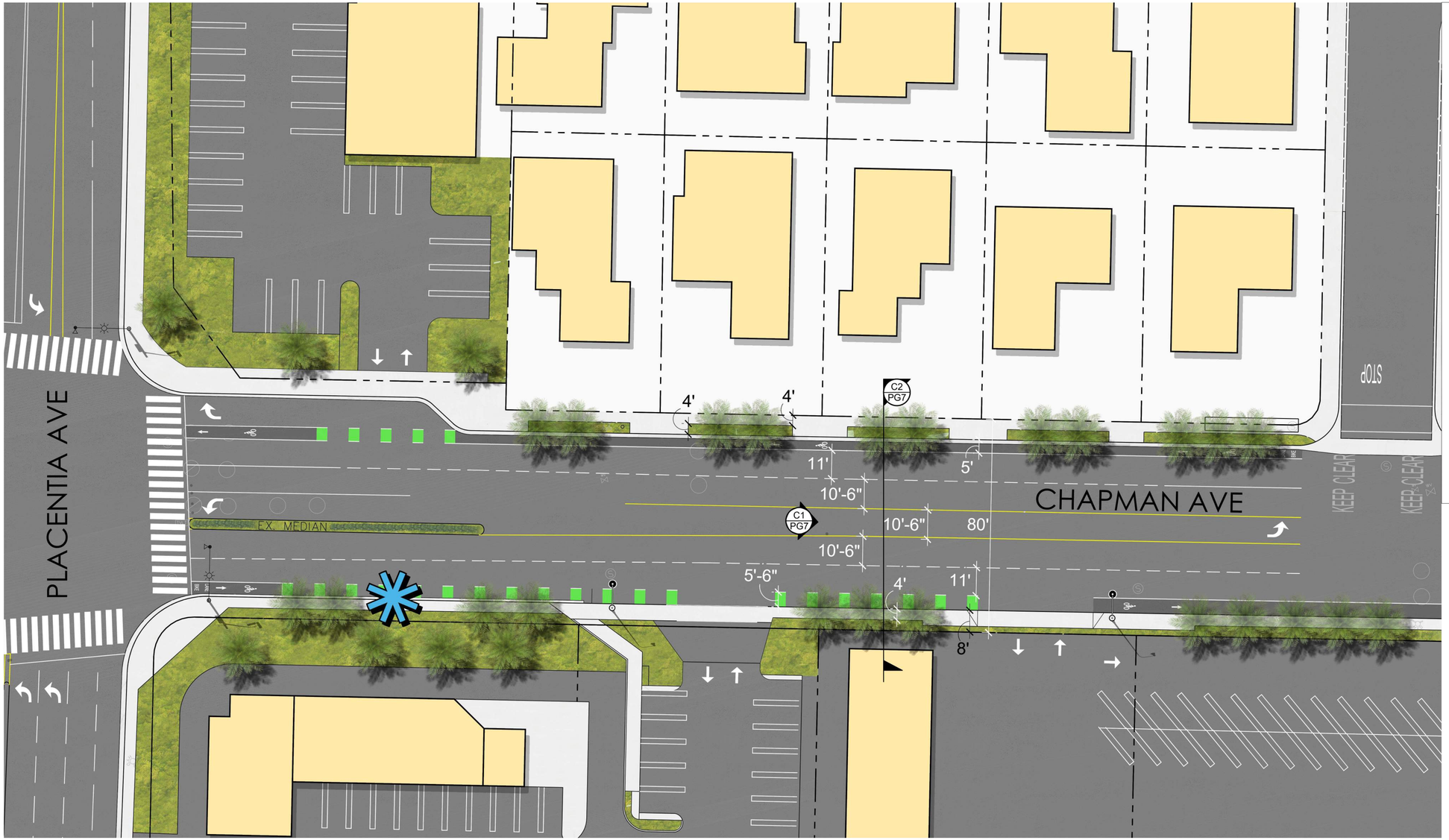

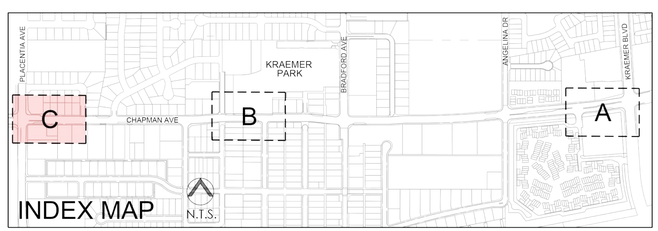

Streetscape Enhancement

Placentia Ave and Chapman Ave: C

Chapman Corridor Streetscape Master Plan

SCALE: 1' = 20'-0"

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LANDSCAPE ARCHITECTURE
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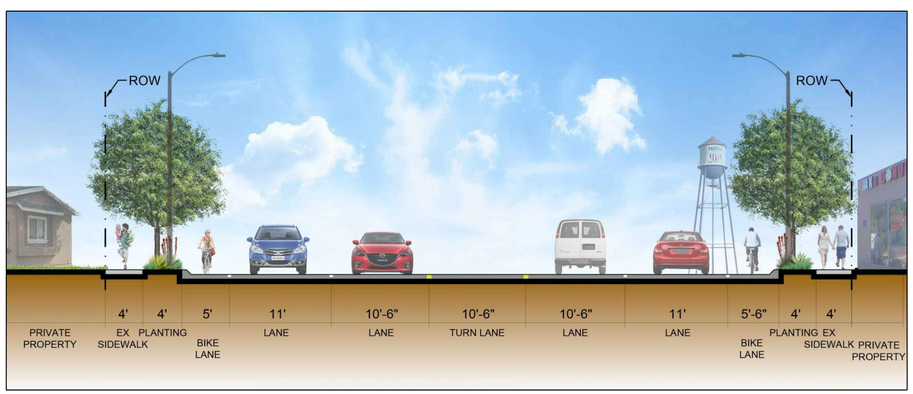
CA 3943 . NV 1097 . AZ 75045 | SBE . DBE

24-177.01 03-18-2025

SHEET 6 OF 7

PERSPECTIVE C1: BEFORE

PERSPECTIVE C1: AFTER



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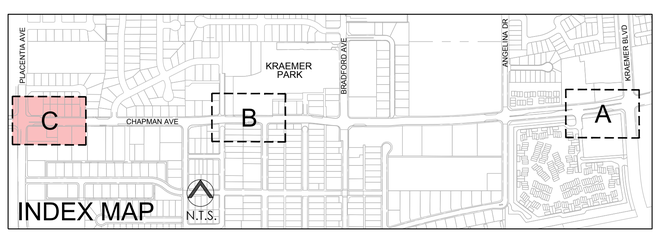

Streetscape Enhancement

Placentia Ave and Chapman Ave: C

Chapman Corridor Streetscape Master Plan

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LANDSCAPE ARCHITECTURE
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24-177.01 03-18-2025

SHEET 7 OF 7

ORDINANCE NO. O-2025-08

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PLACENTIA, CALIFORNIA, APPROVING ZONE CHANGE (ZCA) 2025-03 AND SPECIFIC PLAN AMENDMENT (SPA) 2025-01 ADDING CHAPTER 23.113 ENTITLED "CHAPMAN CORRIDOR SPECIFIC PLAN" TO THE PLACENTIA MUNICIPAL CODE, ADOPTING THE CHAPMAN CORRIDOR SPECIFIC PLAN WITH DEVELOPMENT STANDARDS AND AMENDING MUNICIPAL CODE SECTION 23.08.010 TO ESTABLISH THE CHAPMAN CORRIDOR DISTRICT, AND AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF PLACENTIA CHANGING THE EXISTING ZONING FOR THE CHAPMAN CORRIDOR PROJECT AREA FROM EXISTING VARIOUS ZONING DESIGNATIONS TO CHAPMAN CORRIDOR SPECIFIC PLAN FOR THE CHAPMAN CORRIDOR PROJECT AREA

City Attorney's Summary

This Ordinance would result in an amendment to the Placentia Municipal Code adding Chapter 23.113, Chapman Corridor Specific Plan to the Placentia Municipal Code. This action also approves Zone Change (ZCA) 2025-03 and Specific Plan Amendment (SPA) 2025-01 changing the existing Zoning for the Chapman Corridor project area from existing various Zoning designations to Chapman Corridor Specific Plan and adopting the Chapman Corridor Specific Plan with development standards for the Chapman Corridor project area. The project site encompasses approximately 0.13 square miles (approximately 120 acres and 680 parcels) of a largely developed, one-mile stretch of Chapman Avenue from the 800 West Block of Chapman Avenue to the 400 East Block of Chapman Avenue referred to as the "Chapman Corridor." Additionally, adopting Chapter 23.113 results in an amendment to the Official Zoning Map of the City of Placentia.

WHEREAS, the City of Placentia wishes to amend the City of Placentia Municipal Code by adding Chapter 23.113, Chapman Corridor Specific Plan to the Placentia Municipal Code. The City of Placentia also wishes to approve Zone Change (ZCA) 2025-03 and Specific Plan Amendment (SPA) 2025-01 changing the existing Zoning for the Chapman Corridor project area from existing various Zoning designations to Chapman Corridor Specific Plan and adopting the Chapman Corridor Specific Plan with development standards for the Chapman Corridor project area. The project site encompasses approximately 0.13 square miles (approximately 120 acres and 680 parcels) of a largely developed, one-mile stretch of Chapman Avenue from the 800 West Block of Chapman Avenue to the 400 East Block of Chapman Avenue referred to as the "Chapman Corridor." Additionally, adopting Chapter 23.113 results in an amendment to the Official Zoning Map of the City of Placentia; and

WHEREAS, on July 8, 2025, the Planning Commission of the City of Placentia conducted a duly noticed public hearing, continued the public hearing to August 12, 2025, reopened and concluded the public hearing on August 12, 2025, as required by law, and recommended that the City Council of the City of Placentia approve Zone Change (ZCA) 2025-03 and Specific Plan Amendment (SPA) 2025-01; and

WHEREAS, the City of Placentia provided notice of the City Council's public hearing in accordance with California Government Code Section 65090 and the City of Placentia Municipal Code Section 23.96.030; and

WHEREAS, on September 16, 2025, the City Council of the City of Placentia held a duly noticed public hearing, and said public hearing was continued to October 7, 2025, at which times it considered all evidence presented, whether written or oral; and

WHEREAS, all other prerequisites to the adoption of this resolution have occurred.

NOW, THEREFORE, THE CITY COUNCIL OF PLACENTIA DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. In all respects as set forth in the Recitals of this Ordinance.

SECTION 2. Severability. If any section, subsection, subdivision, paragraph, sentence, clause or phrase in this Ordinance or any part thereof is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Ordinance or any part thereof. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase thereof irrespective of the fact that any one (1) or more subsections, subdivisions, paragraphs, sentences, clauses or phrases be declared unconstitutional, or invalid, or ineffective, provided the basic purposes of this Ordinance and the benefits to the City and the public are not substantially impaired.

SECTION 3. CEQA. The City has complied with the requirements of CEQA and the City of Placentia Environmental Guidelines. In adopting Resolution No. R-2025-48, the City Council found that approval of GPA 2025-01, ZCA 2025-03, SPA 2025-01 is exempt under State California Environmental Quality Act (CEQA) Guidelines Section 15061(b)(3) in that it can be seen with certainty that there is no possibility that the activity would result in a significant effect on the environment, and the activity is not subject to CEQA. This determination was made in full compliance with the California Environmental Quality Act ("CEQA"), California Public Resources Code §§ 21000, *et seq.*, and the Environmental Guidelines of the City of Placentia.

SECTION 4. The City Council hereby amends the Official Zoning Map of the City of Placentia, maintained in accordance with the provisions of § 23.08.020 of the Placentia

Municipal Code, as set forth in Exhibit “A” attached hereto and by this reference made a part hereof.

SECTION 5. The City Council further approves an amendment to the City of Placentia Municipal Code by amending Chapter 23.08.010 adding “Chapman Corridor Specific Plan” as a Zoning District as set forth in Exhibit “B”. The City Council hereby amends the City of Placentia Municipal Code by adding Chapter 23.113, “Chapman Corridor Specific Plan”, as set forth in Exhibit “C”, attached hereto and by this reference made a part hereof. The Chapman Corridor Specific Plan includes development and design standards including but not limited to land use limitations, density requirement, setbacks, signage regulations.

SECTION 6. The City Council finds, in accordance with the requirements of Section 23.96.040 (“Amendments”) of the Placentia Municipal Code, that the proposed amendment to the municipal code will not be detrimental to the health, safety or general welfare of the persons residing or working within the neighborhood of the proposed amendment or within the city, and that it will not be injurious to property or improvements within the neighborhood or within the city. The City Council also finds that the amendment is consistent with the latest adopted General Plan.

SECTION 7. Effective Date. This Ordinance shall take effect on the 31st day after adoption.

SECTION 8. Certification. The City Clerk shall certify the passage of this ordinance and shall cause the same to be entered in the book of original ordinances of said City; shall make a minute passage and adoption thereof in the records of the meeting at which time the same is passed and adopted; and shall, within fifteen (15) days after the passage and adoption thereof, cause the same to be published as required by law, in a publication of general circulation.

INTRODUCED at a regular meeting of the City Council of the City of Placentia held on the 7th day of October 2025.

PASSED, APPROVED AND ADOPTED this 21st day of October 2025.

_____
Kevin Kirwin, Mayor

ATTEST:

_____
Robert S. McKinnell, City Clerk

STATE OF CALIFORNIA
COUNTY OF ORANGE

I, Robert S. McKinnell, City Clerk of the City of Placentia, do hereby certify that the foregoing Ordinance was introduced at a regular meeting of the City Council of the City of Placentia, held on the 7th day of October 2025, and adopted at a regular meeting of the City Council of the City of Placentia, held on the 21st day of October 2025, by the following vote:

AYES:	COUNCILMEMBERS:
NOES:	COUNCILMEMBERS:
ABSENT:	COUNCILMEMBERS:
ABSTAIN:	COUNCILMEMBERS:

ATTEST:

_____
Robert S. McKinnell, City Clerk

APPROVED AS TO FORM:

_____
Christian L. Bettenhausen, City Attorney

EXHIBIT A:	Amending Official Zoning Map of the City of Placentia reflecting Chapman Corridor Specific Plan boundaries
EXHIBIT B:	Amendment to Chapter 23.08.010, adding Chapman Corridor Specific Plan
EXHIBIT C:	New PMC Chapter 23.113, Chapman Corridor Specific Plan

EXHIBIT "A"

APPROVE AN AMENDMENT TO THE CITY OF PLACENTIA MUNICIPAL CODE ZONE CHANGE (ZCA) 2025-03 AND SPECIFIC PLAN AMENDMENT (SPA) 2025-01, AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF PLACENTIA, MAINTAINED IN ACCORDANCE WITH THE PROVISIONS OF § 23.08.020 OF THE PLACENTIA MUNICIPAL CODE, FOR THE PROJECT AREA BOUNDARIES AS REPRESENTED

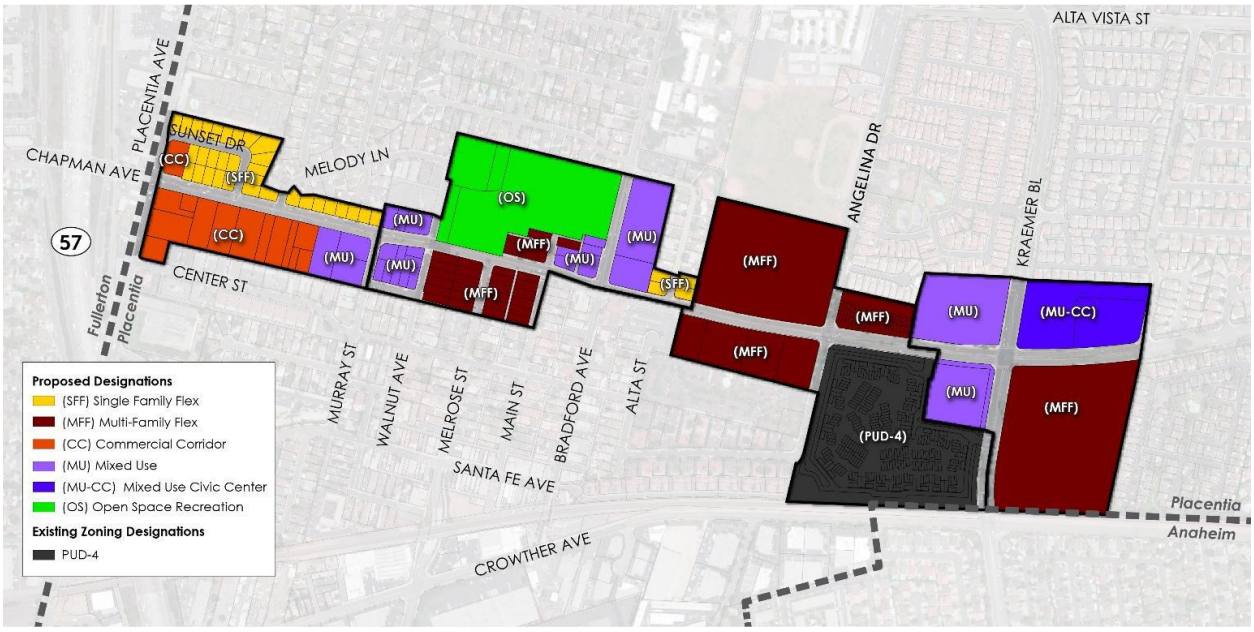

EXHIBIT "B"
AMENDMENT TO PMC CHAPTER 23.08.010, ADDING CHAPMAN CORRIDOR SPECIFIC PLAN

Chapter 23.08 DISTRICTS ESTABLISHED

23.08.010 Established.

Zoning districts are established as follows:

R-A	Residential agricultural district
R-1	Single-family residential district
R-2	Low-medium density multiple-family district
R-G	Medium density multiple-family district
R-3	High density multiple-family district
RPC	Residential planned community district
T-C	Town center district
P-V	Combining parkway vista district
C-0	Commercial office district
C-1	Neighborhood commercial district
C-2	Community commercial district
SF-C	Santa Fe commercial district
C-M	Commercial manufacturing district
M	Manufacturing district
PMD	Combining planned manufacturing district
MHP	Combining mobile home park district
O	Combining oil district
O-1	Combining oil district
PUD	Planned unit development district
SP-1	Specific Plan 1 district
SP-2	Specific Plan 2 district
SP-3	Specific Plan 3 district
SP-4	Specific Plan 4 district
SP-5	Specific Plan 5 district

SP-6	Specific Plan 6 district
SP-7	Specific Plan 7 district
SP-8	Specific Plan 8 district
TOD	TOD Packing House District
OT	Old Town Placentia
CCSP	**Chapman Corridor Specific Plan**

EXHIBIT "C"

ZONE CHANGE (ZCA) 2025-03 AND SPECIFIC PLAN AMENDMENT (SPA) 2025-01, ADOPTING THE "CHAPMAN CORRIDOR REVITALIZATION PLAN" WHICH SHALL BE CODIFIED AND ADDED INTO THE PLACENTIA MUNICIPAL CODE AS CHAPTER 23.113, KNOWN AS THE "CHAPMAN CORRIDOR SPECIFIC PLAN" AS SET FORTH IN EXHIBIT "C" ESTABLISHING LAND USE REGULATIONS AND DEVELOPMENT STANDARDS FOR PROPERTIES WITHIN THE PROJECT AREA BOUNDARIES

CHAPMAN CORRIDOR REVITALIZATION PLAN

Revised Hearing Draft: October 2025

City of Placentia
401 E. Chapman Avenue
Placentia, CA 92870

PREPARED BY:
PLACEWORKS

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Appendix

Appendix A: Economic Study

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1 INTRODUCTION

Figure 1-1: Plan Area Map

1.1 Purpose

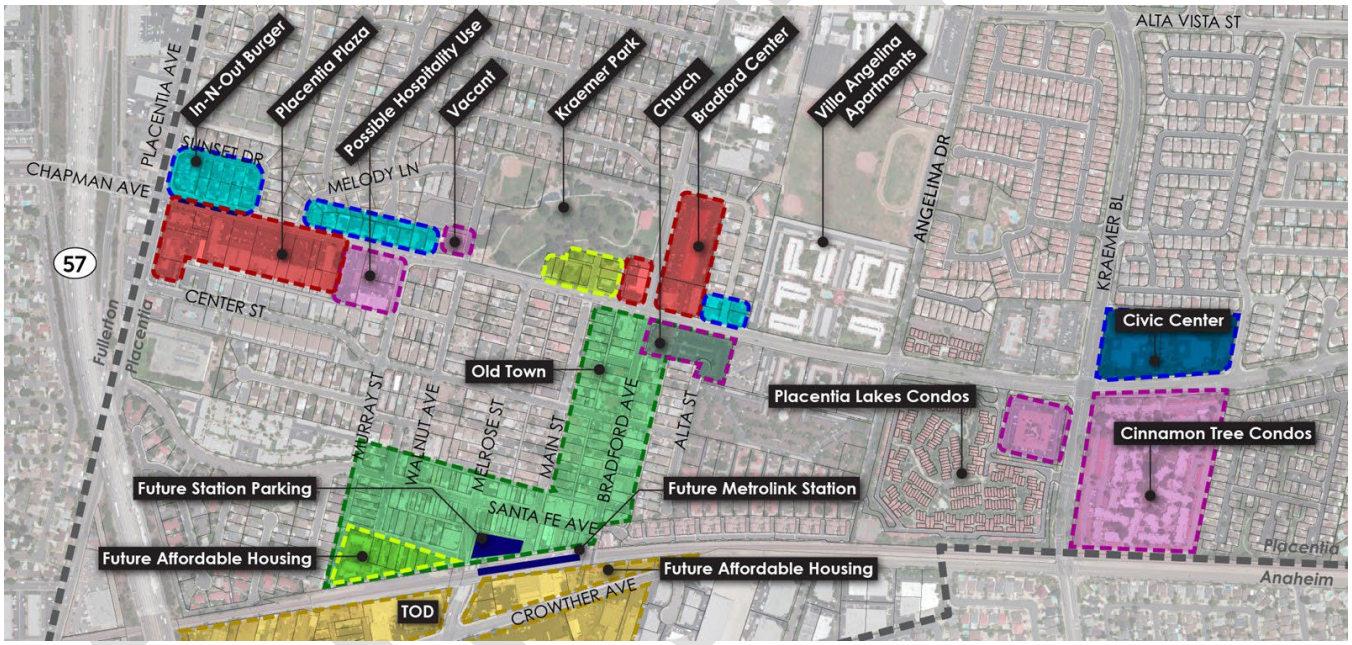
As a gateway to the City of Placentia, the Chapman Corridor Revitalization Plan aims to allow for a vibrant mix of uses and development standards to stimulate the economic and social environment of the Chapman Corridor. Revitalizing this corridor will create an inviting entry that welcomes residents and visitors while providing connections to the adjacent districts and the City's Civic Center. This Plan allows for integrated land use patterns that encourage multimodal travel, walkability, mixed-use development, increased opportunities for residential, public/private open space, and high-quality urban design that is in scale with its respective property and its surrounding area. The Plan encourages a network of cohesive developments that revitalizes the corridor, provides a path to the Old Town and Packing House Districts, and anchors the western city boundary with the City's Civic Center. Development standards and design guidelines (Chapters 4 & 5) are specially tailored for the Chapman Corridor.

As shown on Figure 1-1, *Plan Area Map*, the Plan boundary encompasses a one-mile stretch of Chapman Avenue between Placentia Avenue and the Civic Center and Cinnamon Tree Condos just beyond the intersection of Chapman and Kraemer.

1.2 Background

Placentia is a city with a rich heritage and bright future. The City has already accomplished a tremendous amount of work to build on, with Old Town Placentia and the Transit Oriented Development Packing House Districts both allowing for new mixed-use projects and capitalizing on the forthcoming Metrolink station. The Chapman Corridor is a western gateway to the city and these unique areas. Revitalizing this corridor will create an inviting entry that welcomes residents and visitors while providing a connection to the adjacent districts and the City's Civic Center, as shown on Figure 1-2.

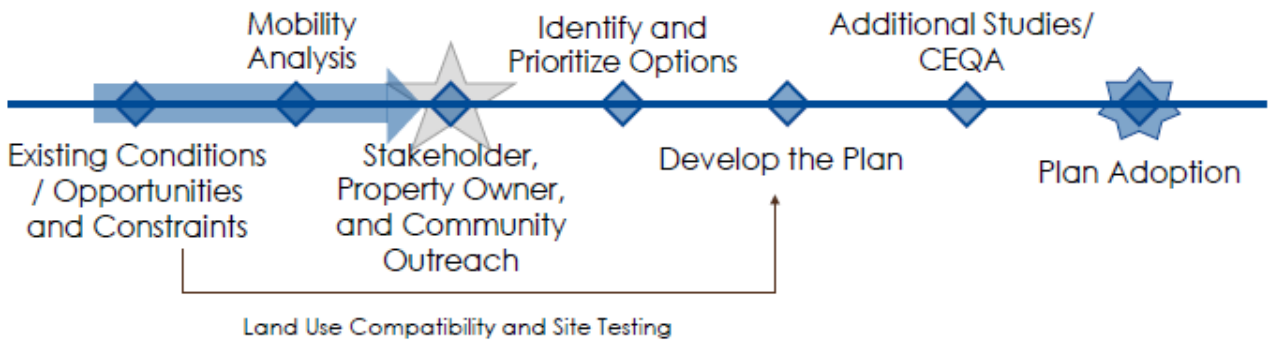
Figure 1-2: Area Context



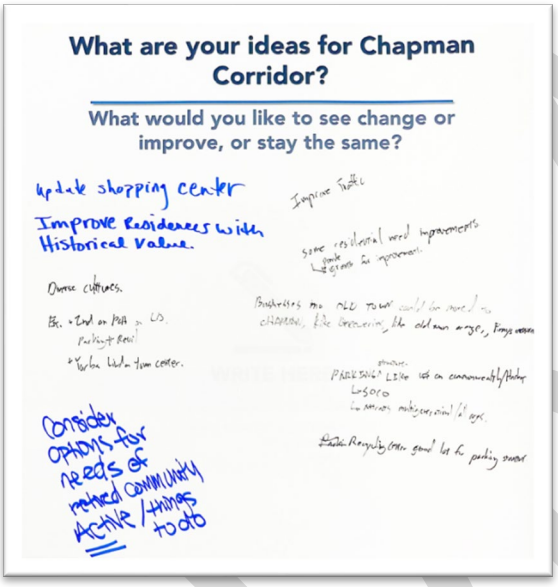
1.3 Community Outreach

During preparation of the Chapman Corridor Revitalization Plan, a series of community meetings and workshops were conducted to gather the community's input and insight (see Figure 1-3). Outreach for the Plan included a community workshop, an online survey, and two City Council study sessions. These community conversations solicited invaluable feedback and data to help inform the vision, values, policies, and design elements of the Plan.

Figure 1-3: Project Process



1.3.1 Community Workshop



The City of Placentia hosted a citywide workshop on March 30, 2023, to solicit input from the community on the Chapman Corridor Revitalization Plan. The workshop was held at the Powell Building and was attended by 15 to 20 community members. The workshop consisted of a PowerPoint presentation that included an overview of the project, followed by an open house format with interactive activities and stations. Question prompts for stations included: Where do you live and work? What should the Study Area include? What are your Ideas for Chapman Corridor? What types of uses and buildings would you like to see? and What potential mobility and streetscape improvements would you like to see? A summary of feedback received from the workshop is in Appendix A.

1.3.2 Survey

The Chapman Corridor Revitalization Plan Online Survey was available for three months between March 30, 2023, and July 10, 2023. This survey corresponded to activities that were available during the first Community Workshop held on March 30th. A total of 86 survey responses were received, 85 in English and 1 in Spanish. The survey was promoted on the Plan website, the City Facebook page, at the Placentia Palooza event, and at the City Development Services counter. The survey gathered community feedback on the study area boundaries and ideas for the future of Chapman Corridor and included a visual preference survey of potential land uses and building types on the corridor. A summary of the survey results is in Appendix A.

1.3.3 City Council Study Sessions

Two study sessions were held with City Council to give updates about the project and get input along the way. City staff and the consultant team provided details on community outreach, land plan, and circulation options. Study sessions were held on February 7 and October 3, 2023.

1.4 Setting and Boundary (Existing Conditions)

1.4.1 Existing Land Uses

Figure 1-4, *Existing Land Use Map*, shows existing land uses in the Plan area using data from the Southern California Association of Government (SCAG). The area primarily consists of multifamily residential, single-family residential, and commercial and services uses. Kraemer Park makes up 11 percent of the total area and is centrally located in the corridor (see Figure 1-5).

Key destinations in the Plan area include Northgate Market, In-N-Out Burger, Kraemer Park, and the Placentia Civic Center. Multifamily developments along Chapman Avenue include Villa Angelina, Chapman Woods, and Camino Pueblo and El Rancho apartments.

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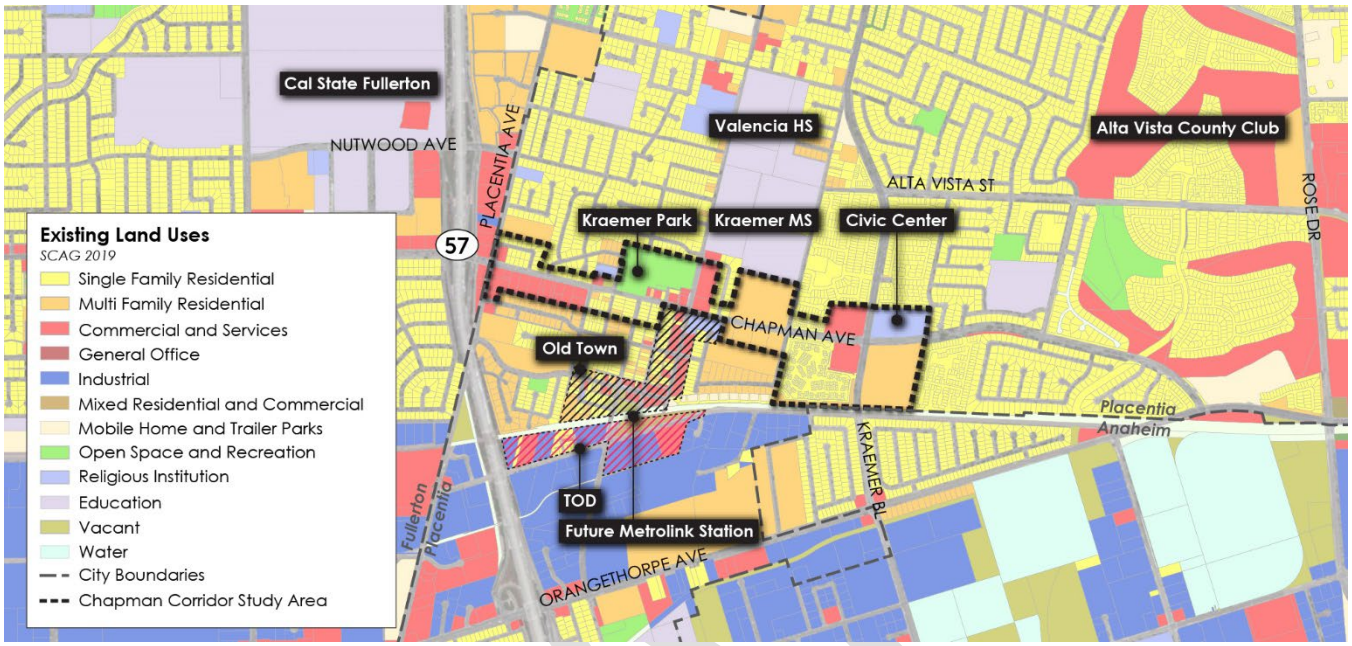
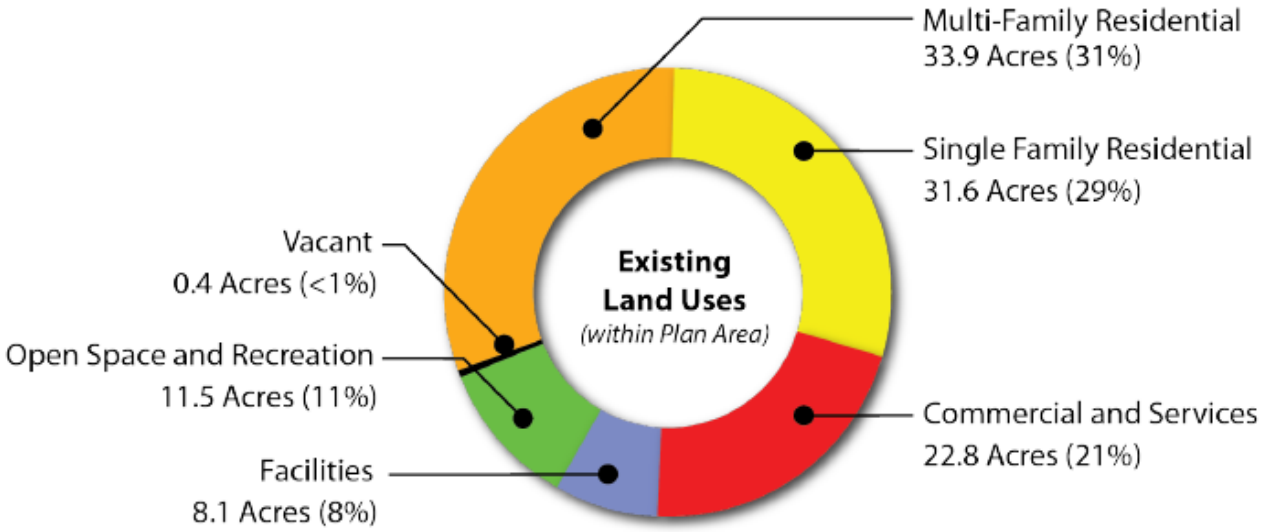
Figure 1-4: Existing Land Use Map, SCAG 2019



Note: Figure 1-4: Existing Land Use Data is provided by the Southern California Association of Governments at a regional level. Existing Land Use Map is intended to represent existing on the ground uses. For regulatory land use requirements, see Chapter 3 Land Use.

Figure 1-5: Land Use Distribution Chart, SCAG 2019

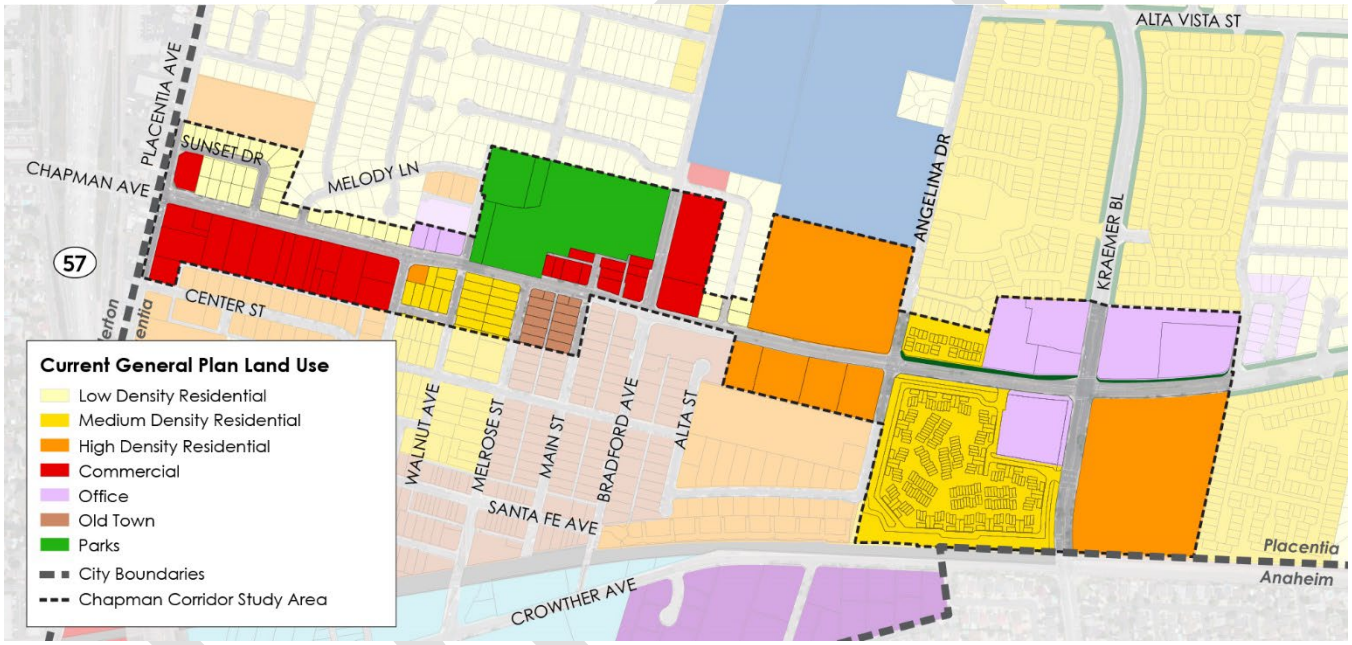


1.5 Relevant Plans and Projects

1.5.1 General Plan

On October 1, 2019, City Council adopted a comprehensive General Plan update. This update included all elements of the General Plan except the housing element, which was updated as part of the required 6th-cycle Regional Housing Needs Assessment. The land use element of the 2019 General Plan strongly encourages enhancements and improvements to the visual image, physical design characteristics, economic vitality, and infrastructure of the Chapman Corridor. This Plan is consistent with the General Plan land use designations and policies (see Figure 1-6).

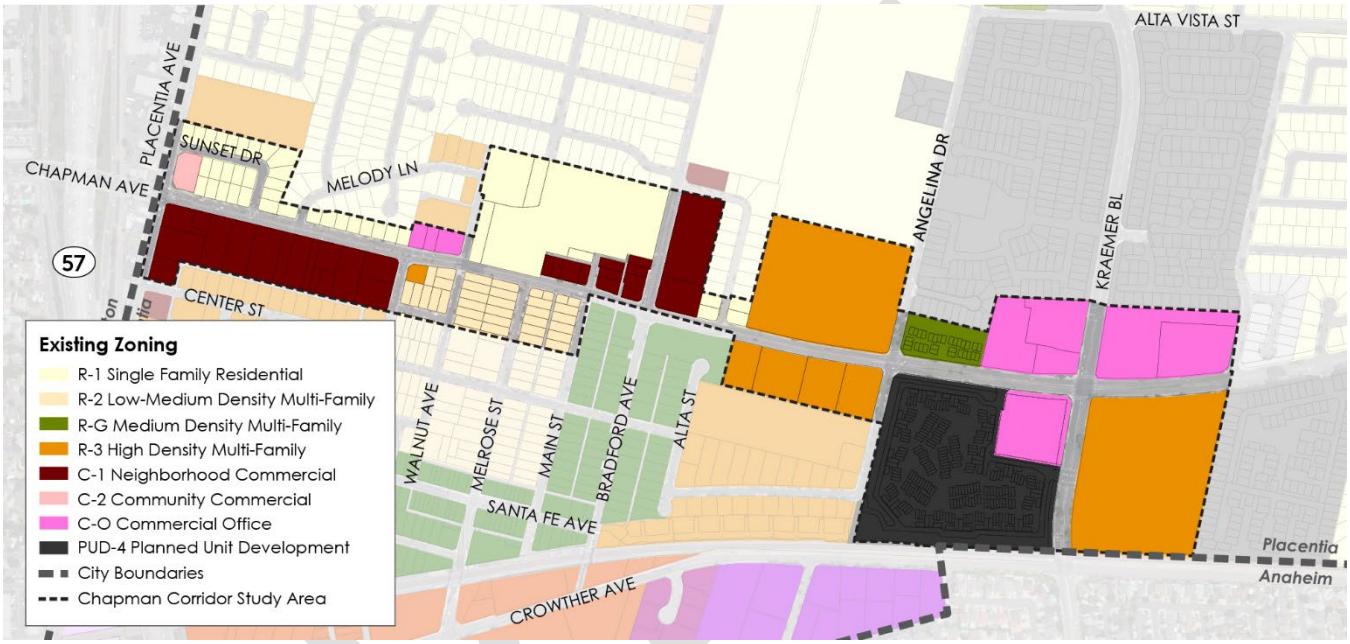
Figure 1-6: Current General Plan Land Use Map, City of Placentia 2024



1.5.2 Current Zoning

The City's current zoning on Figure 1-7 reflects existing land uses shown on Figure 1-4. This Plan creates new zoning designations for the Chapman Corridor that will replace the existing zoning.

Figure 1-7: Current Zoning Map (2023)



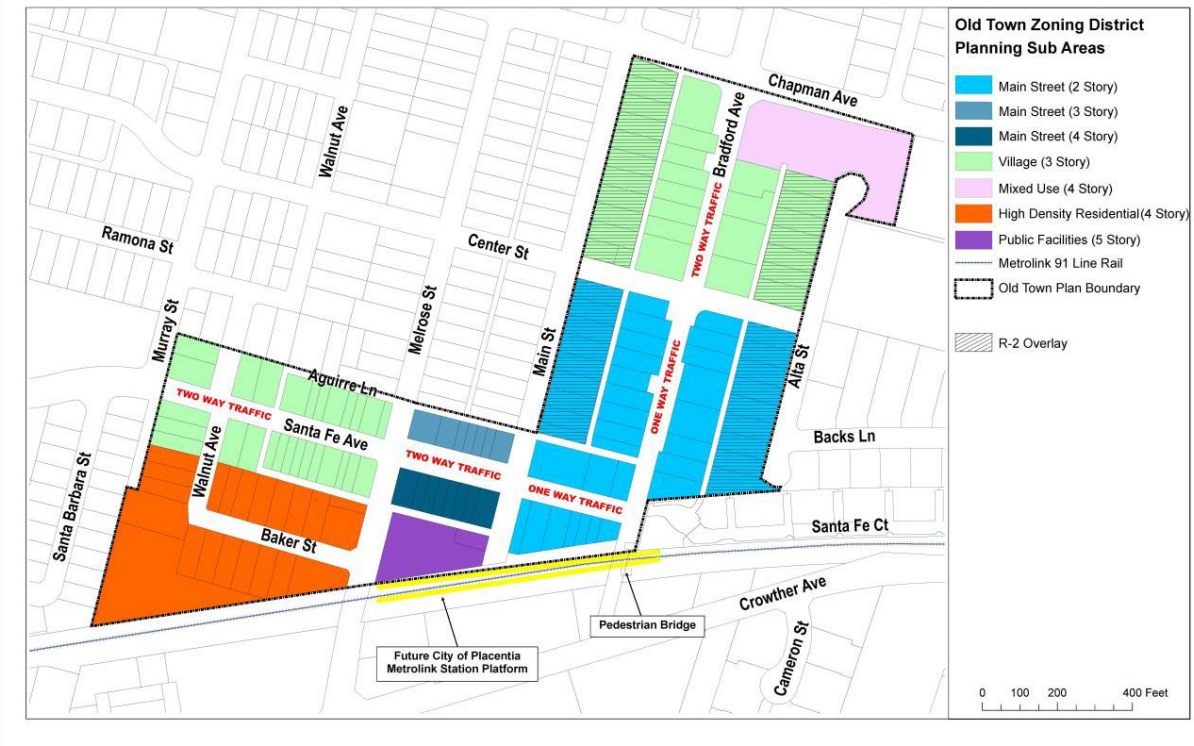
1.5.3 Old Town Revitalization Plan and Streetscape Master Plan

Old Town Revitalization Plan

The Old Town Revitalization Plan, adopted in 2017, is a comprehensive plan for the revitalization, activation, and growth of the City's original central business district, founded in 1910 near the site of the original Placentia train depot and citrus packing houses. The area sits at the southern edge of the Chapman Corridor Revitalization Plan between Main Street and Alta Street and extends to the future Metrolink Station at Santa Fe Avenue (see Figure 1-8).

Old Town has specific development standards and zoning districts within its boundaries. The area along Chapman Avenue and Bradford Avenue is identified as the Village Subarea. The Village Subarea allows for three stories with setbacks and new walkable retail and office uses. The area east of Bradford Avenue is identified as Mixed-Use Subarea. The Mixed-Use subarea allows for four stories and provides for a mix of concentrated urban housing types, with some commercial uses within convenient walking distance of the Main Street and Village subareas.

Figure 1-8: Old Town Zoning District Planning Subareas



Old Town Streetscape Master Plan

A Streetscape Master Plan for Old Town was prepared concurrently with the Old Town Revitalization Plan. The Old Town Streetscape Master Plan identifies public realm improvements throughout Old Town. Identified improvements include tree well grates, street furniture, pedestrian lights, gateway signage, public art, and decorative traffic signals. Bike lanes are identified on Santa Fe Avenue and Bradford Avenue. Alleyway and parking lot enhancements are also identified to enhance pedestrian connectivity and safety. If a Streetscape Master Plan is developed for Chapman Corridor it should consider consistency with the Old Town Streetscape Master Plan, but site amenities may be unique to the Chapman Corridor to establish a distinct identity.

1.5.4 Enhanced Infrastructure Financing District

The City of Placentia—in partnership with the County of Orange—has established an "enhanced infrastructure financing district" near the city's future Metrolink station that includes the Old Town Placentia area and Transit Oriented Development Packing House District. The purpose of the financing district is to create a funding mechanism that can facilitate the construction of public infrastructure improvements in this area.

1.5.5 Transit Oriented Development Packing House District and Streetscape Master Plan

Transit Oriented Development (TOD) Packing House District and Expansion Project (TOD II)

In 2017, the City of Placentia adopted a TOD zoning code and general plan amendment for the Packing House District. In anticipation of the future Metrolink station, the amendment to the zoning code includes specific standards to allow a mixed-use, pedestrian-oriented retail and residential district, creating new development opportunities for a one-of-a-kind destination. This amendment supports retail and restaurant businesses while growing the city's local economy and encouraging mixed-use residential development.

As part of the 2021-2029 housing element update, the City identified the expansion of the original TOD area as a strategy for providing new housing opportunities. The proposed Packing House District TOD Expansion Project will expand the original TOD area to encompass an additional 14.5 acres (TOD expansion area) along Crowther Avenue and allow for the development of up to 1,378 new residential units in the TOD zoning district based on an allowable density of up to 95 units per acre. The City of Placentia is both the project proponent and the lead agency for review of the project under CEQA. The Initial Study/Mitigated Negative Declaration (IS/MND) for the TOD Expansion Project is currently underway.

TOD Packing House District Streetscape Master Plan

The City of Placentia adopted a Streetscape Master Plan concurrently with the TOD Packing House District. The Streetscape Plan identifies streetscape design concepts along Crowther Avenue in the district. Improvements include bike lanes, street furniture, tree grates, landscaping, pedestrian lighting, and gateway signage.

Figure 1-9: Transit Oriented Packing House District Project Area

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2 VISION & GUIDING PRINCIPLES

2.1 A Vision for the Future of Chapman Avenue

The Chapman Corridor is a prominent gateway into the city, Old Town, and the Packing House District. The street is a vibrant area where the community comes for civic activities at Kraemer Park, the library, and City Hall. Pride of ownership shows throughout the corridor where property owners have upgraded and maintained their shop fronts, homes, and community entries. New mixed-use developments have increased the city's housing stock and provided cafes and other businesses for residents and visitors. Chapman Avenue itself provides an efficient way to connect to the freeway, Old Town, and the Metrolink Station by driving, taking transit, cycling, or walking. A hotel along the corridor provides an additional lodging option for visitors to Placentia and nearby Cal State Fullerton. Residents who used to drive straight through the area now make a point to stop at their favorite local spot on their way to or from their next destination. This revitalized area anchors the western boundary of the City, signaling to all that they have entered Placentia—"a pleasant place."

To implement the Plan vision, the proposed land use plan provides flexibility for commercial and residential opportunities to develop. The land use plan aligns with recommendations from the community and City Council and enhances the character of Placentia and Chapman Corridor. Existing uses are allowed to remain; however, new designations create flexibility for potential residences to convert to home businesses and for a variety of mixed-use opportunities throughout the corridor.

2.2 Guiding Principles

- Create subareas to tailor land use standards.
- Create new flexible land use districts allowing for new housing units and mixed-use development.
- Preserve the function of Chapman Avenue but add safe multimodal options.
- Revitalize frontage along Kraemer Park and continue to support civic uses along the corridor.
- Link to Old Town District and Packing House District (TOD).
- Allow for new and expanded retail and commercial opportunities.
- Streetscape beautification along Chapman Avenue.

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3 LAND USE

3.1 Introduction

To implement the Plan vision, the proposed land use plan provides flexibility for commercial and residential opportunities to develop. The land use plan aligns with recommendations from the community and City Council and enhances the character of Placentia and Chapman Corridor. Existing uses are allowed to remain; however, new designations create flexibility for a variety of mixed-use opportunities throughout the corridor.

The Chapman Corridor Plan area is divided into four districts (Figure 3-1). These districts implement various land use designations that provide flexibility for property owners and developers as identified on Figure 3-2. Although a designation may apply within more than one district, the permitted uses and standards (Chapter 4) are further refined in response to adjacent neighborhoods. For example, the multifamily flex designation in the Gateway Core District has a maximum density requirement that is compatible with the surrounding single-family residential uses. Land use designations are defined in Section 3.2. Development standards for each designation by subarea are provided in Chapter 4.

Figure 3-1: Corridor Districts

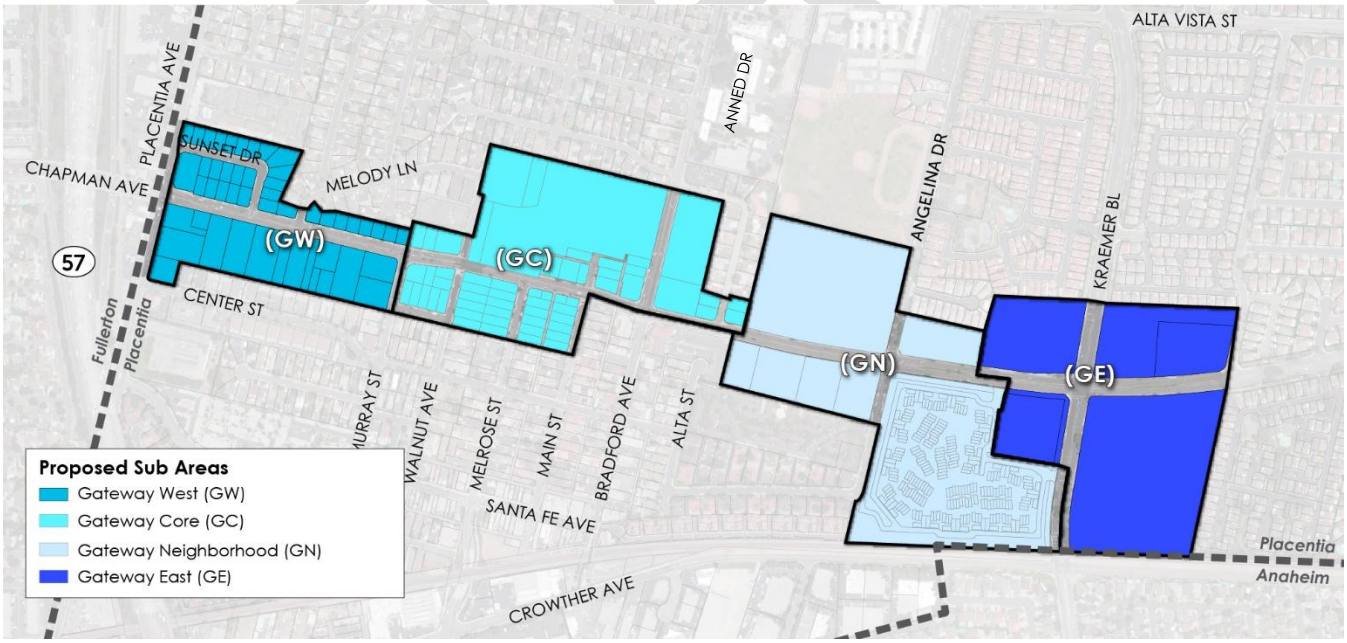

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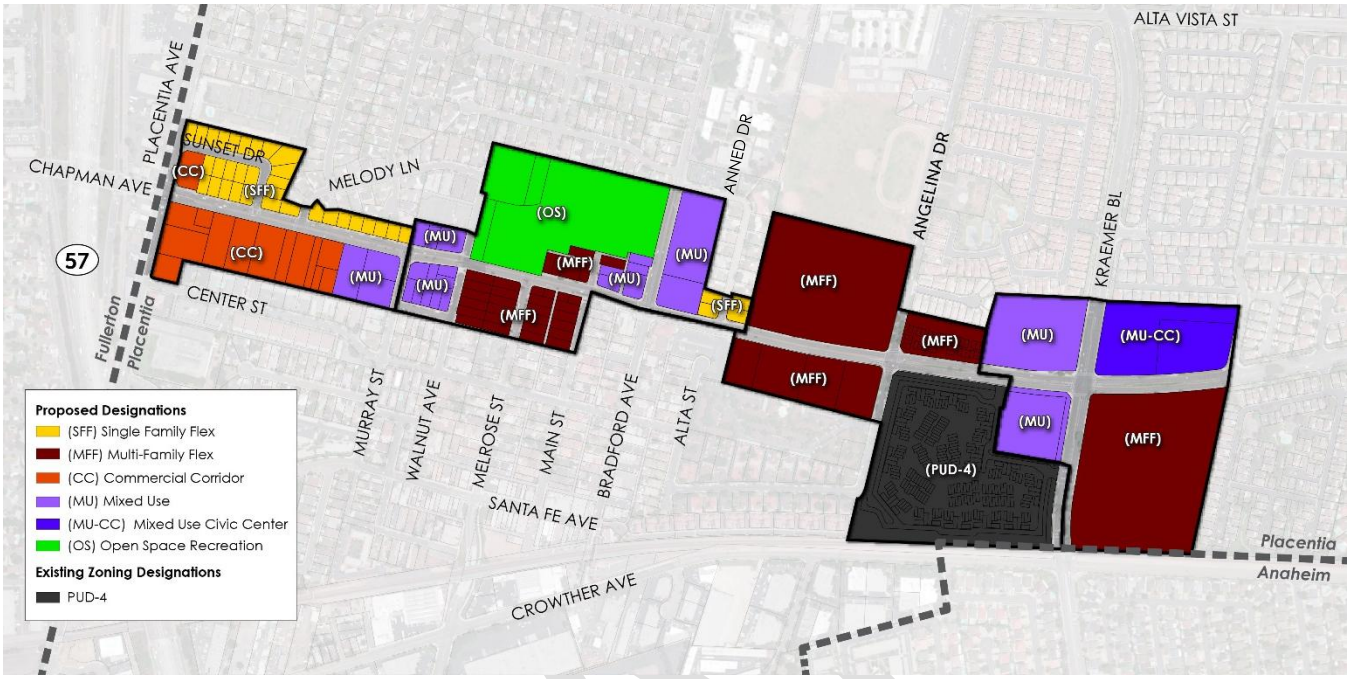
Figure 3-2: Proposed Land Use Plan



3.2 Land Use Definitions

The following land use definitions guide future uses for the corridor and implement the vision for this Plan. Table 3-1 provides the maximum density, intensity, and summary for buildout of the Chapman Corridor Revitalization Plan. The definitions should be used along with Section 3.4, *Land Use and Permit Requirements*.

3.2.1 Single Family Flex (SFF)

The Single Family Flex designation is on existing single-family parcels along Chapman Avenue and Sunset Drive in the Gateway West district and at Anned Drive in the Gateway Core District. The SFF designation would allow existing R-1 zoning and land uses to continue, and also allows adaptive reuse of structures for flexibility of commercial use. For example, residential buildings could be adapted to offices, such as those found on arterial streets in neighboring cities of Orange and Fullerton. The SFF designation would preserve single-family uses, allow flexibility for home business conversion to activate and diversify use types, and maintain the residential character of the neighborhood.

3.2.2 Commercial Corridor (CC)

The Commercial Corridor designation is at the existing In-N-Out, Placentia Plaza shopping center, and car wash at the intersection of Chapman Avenue and Placentia Avenue in the Gateway West District. This designation would allow current commercial uses to continue to operate. This designation preserves commercial uses but increases intensity to incentivize further redevelopment.

3.2.3 Mixed-Use (MU)

The Mixed-Use designation is at the intersections of Chapman Avenue at Murray Street, Walnut Avenue, Bradford Avenue, and Kraemer Boulevard. MU would encourage a diversity of use types along the corridor and accommodate the future catalyst site (Angelina Development) in the Gateway East District and a hotel in the Gateway West District. Depending on the subarea, this designation allows for 2- to 3-story, 3- to 4-story, and 5-story building heights if certain conditions are met. Mixed-use could be vertical or horizontal. There is no requirement for ground-floor commercial or incorporation of retail. Projects may be 100 percent residential or 100 percent commercial.

3.2.4 Multifamily Flex (MFF)

Multifamily Flex designation would allow for multifamily development between 32 and 45 dwelling units per acre, depending on the subarea. This designation will preserve existing residential areas in the Gateway Core, Gateway Neighborhood and Gateway East Districts, as well as encourage multifamily development adjacent to Kraemer Park along Chapman Avenue. Existing uses would be allowed to remain in these areas, and lot consolidation would be required to achieve higher density development.

3.2.5 Mixed-Use Civic Center (MU-CI)

The Mixed-Use Civic Center is at the existing City Hall and Library at the northeast corner of Kraemer Boulevard and Chapman Avenue. The Mixed-Use Civic Center designation would provide flexibility in uses and standards for future use of the Civic Center. This standard would allow for 3- to 4-story buildings, and 5 stories if certain conditions are met.

3.2.6 Open Space Recreation (OS-R)

The Open Space Recreation is at the existing Kraemer Memorial Park. This designation is intended to preserve the existing park and allow for passive and active recreational uses.

3.2.7 Planned Unit Development (PUD-4)

See the Placentia Municipal Code (PMC) Chapter 23.72, “PUD” Planned Unit Development District.

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Table 3.1: Proposed Buildout Statistical Summary

Designation	Acreage	Max Density (DU/AC)	Max FAR	Target Residential Dwelling Units	Target Non-residential Square Feet
Single Family Flex (SFF)	**5.7**	**6**	--	**34**	--
Gateway West	5.0			30	
Gateway Core	0.7			4	
Mixed-Use (MU)	**15.7**	**35–45**	**-**	**339**	**112,000**
Gateway West[1]	2.1	45	1.0	35	72,000
Gateway Core	6.4~~6.1~~	35	0.5	65	26,140
Gateway East[2]	7.5	35	0.5	239	13,860
Commercial Corridor (CC)	**7.3**		**1.0**	--	**120,000**
Gateway West					
Multifamily Flex (MFF)	**36.6**	**30–45**	--	**754**	--
Gateway Core[2]	4.7~~5.0~~	30		80	
Gateway Neighborhood	17.8	45		400	
Gateway East	13.8	35		274	
Mixed-Use Civic Center (MU-CI)	**6.0**	**45**	**0.35**	**272**	--
Gateway East					
Open Space Recreation (OS-R)	**11.4**	--	**.02**	--	**9,990**
Gateway Core					
Planned Unit Development (PUD-4)	**17.1**	**15**	--	**254**	--
ROW	**20.5**	--	--	--	--
Total	**120.4**	--	--	**1,653**	**241,900**

Source: Economic ~~Demand~~ Study, Kosmont, 2024. See Appendix A.

NOTE: Buildout is estimated for properties that are most likely to change use or redevelop.

1. *Building square feet includes a hotel, estimated to have approximately 120 rooms.*
2. *City Owned Property and Catalyst Site may develop at a higher density if the criteria in Section 3.3 are met.*

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3.3 Opportunity Sites

Several properties along the corridor are likely to be redeveloped in the near-term. These sites as well as possible reuse plans are discussed below.

Rendering of potential catalyst site project. Credit: Kraemer Land Company (2021)

3.3.1 Catalyst Site

As is the case in the City's TOD zone, a developer could take advantage of the benefits of a designated catalyst site. A catalyst site is defined as the first entitled project in the Plan area and meets the following criteria:

a) It must be a minimum of one acre and shall contain no less than 65 dwelling units per acre.

b) The catalyst site may exceed maximum allowed building height by one floor. Building height shall be calculated using average level of the highest and lowest portion of the lot as described in Chapter 4, *Development Standards*.

c) If the first entitled project is withdrawn after entitlement, the next entitled project may be identified as a catalyst site under discretion of the ~~Planning~~ Director of Development Services.

A catalyst project has been identified on a 2.96-acre parcel at the southwest corner of Chapman Avenue and Kraemer Boulevard. This mixed-use project proposes 239 new units at approximately 81 dwelling units per acre, a 2,310-square-foot café, and 5,240 square feet of retail office space. The proposed project is ~~six~~ five stories high, and parking is in the first two stories. The City of Placentia has identified this project as a catalyst site.

3.3.2 Potential Multifamily Housing with Affordable Housing Incentive

Figure 3-3: Potential Multifamily Housing Illustrative

The City has identified parcels at the intersection of Chapman Avenue and Main Street, adjacent to Kraemer Park, as an opportunity site for potential multifamily affordable housing. The area includes single-story commercial office buildings, vacant land, and the Placentia Chamber of Commerce~~, and Suzie's Freeze~~. The appliance store at Bradford Avenue is expected to remain. Specific parcels are currently owned by the City.

The Plan designates this area as Multifamily Flex in the Gateway Core Subarea. Figure 3-3 illustrates one example of potential development at this opportunity site. This development assumed consolidation of all parcels. To further maximize density, the potential development also utilizes public right-of-way at Main Street north of Chapman Avenue. Potential future residents would benefit from the adjacency to the park, and the land use typology and density is compatible with the density of the existing neighborhood. These properties can benefit from an affordable housing incentive if a developer provides 25% of the units as deed restricted affordable housing. This incentive is flexible and does not require a specific income level. If 25% of the units proposed for this site are set aside for Very Low, Low, and/or Moderate-income households as defined by the City's Housing Element, then the project may develop up to 45 dwelling units an acre.

Figure 3-4: Potential Hotel Illustrative

3.3.3 Potential Hotel

At the southwest corner of Chapman Avenue and Murray Street is a strip-mall with retail and services and a Fantasy Burger restaurant. West of these uses is a recycling center and vacant office buildings. These combined sites are envisioned as a small boutique hotel that would accommodate guests for Chapman Corridor, Old Town, the Packing House District, and surrounding communities.

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3.4 Land Use and Permit Requirements

New development, including additions to existing buildings, shall comply with the provisions of Ch. 23.75, and shall follow the entitlement procedures therein.

1) Allowable Land Uses. A parcel or building within Chapman Corridor shall be occupied by only the land uses allowed by Table 3-2, Land Use and Permit Requirements. Each land use in the table is defined in the glossary of the ordinance codified in PMC Chapter 23.04, Definitions.

2) Multiple Uses. Any one or more land use identified by Table 3-2 as being allowable within Chapman Corridor may be established on any parcel, subject to the planning permit requirement listed in the table, and in compliance with all applicable requirements of this code.

3) Unlisted Uses. The development services director or designee may determine an unlisted use is similar to another allowable permitted or conditionally permitted use if all of the following findings can be made:

   a. The use is no greater in density or intensity than other uses allowed or conditionally allowed in the planning subarea.
   b. The use is compatible with permitted or conditionally permitted uses in the planning subarea.
   c. The use will meet the purpose of the planning subarea.
   d. The use is consistent with the goals and policies of the general plan.
   e. The use will not be detrimental to the public health, safety, or welfare.

   Applicants may appeal this decision using the use conformity determination process, outlined in Section 23.39.035 of the PMC.

4) Permit Requirements. Table 3-2 provides for land uses that are:

   a. Permitted. These uses are permitted subject to compliance with all applicable provisions of this chapter and may require a development plan review or site plan review in compliance with Chapter 7 of this Plan. These uses are shown as “P” uses in Table 3-2.
   b. Conditionally Permitted Uses. These uses are allowed subject to the approval of a use permit and require a public hearing before the planning commission in compliance with Chapter 23.87 of the PMC. These uses are shown as “UP” in Table 3-2. All proposed projects with use permits in the Plan area must be reviewed by the City Council Housing, Community, and Economic Development Committee; see Chapter 7, *Administration and Implementation*.
   c. Not Permitted. These uses are not permitted and are shown as “NP” in Table 3-2. A use that is not listed in Table 3-2 is not allowed in the district, except as otherwise provided in Section 3.4 (3) Unlisted Uses of this Plan. Uses that are expressly listed as not permitted are prohibited.

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d. Standards for Specific Land Uses. Where the last column in Table 3-2 (Specific Use Regulations) includes a section number, the regulations in the referenced section of this chapter and/or the PMC apply to the use. Provisions in other sections of this chapter may also apply.

5) In any case this Plan is silent, the applicable sections of the PMC shall apply.

3.5 Land Use Table

Table 3.2: Land Use and Permit Requirements

Permit Requirement P: Permitted UP: Use Permit NP: Not Permitted	Land Use Designations						Notes and Special Use Regulations by Subarea
	SFF	MFF	CC	OS	MU	MU-CI	
Recreation, Education, Public Assembly Uses							
Commercial Recreation Facility, Indoor	NP	NP	UP	NP	NP	NP	
Community Recreation Facility	NP	NP	NP	P	NP	UP*	Recreation Facility allowed in MU-CI in Gateway East subarea only through a Use Permit.
Conference/Convention Facility	NP	NP	NP	NP	NP	NP	
Health/Fitness Facility, including stand-alone or roving fitness classes	UP	NP	P	NP	P	P	
Library, Museum	P	NP	NP	P	P	P	
Public Park, Playground or Plaza	P	NP	P	P	P	P	
School: specialized education, training	UP	NP	NP	NP	NP	NP	
Studio: art, dance, martial arts, music, photography, cooking, instructional, fitness (yoga, pilates, spin, etc.)	UP	NP	P	UP	P	P	Not to exceed 1,500 SF.
Theater (live performing arts, live music)	NP	NP	P	UP	UP	UP	

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Table 3.2: Land Use and Permit Requirements							
Permit Requirement **P: Permitted** **UP: Use Permit** **NP: Not Permitted**	**Land Use Designations**						**Notes and Special Use Regulations by Subarea**
	SFF	**MFF**	**CC**	**OS**	**MU**	**MU-CI**	
City Center (City Hall and related civic uses)	NP	NP	NP	P	NP	P	
Residential Uses							
Emergency/Transitional Shelter	NP	NP	NP	NP	NP	NP	
Home Occupation	P	P	NP	NP	P	P	Must comply with home occupation provisions of PMC. 23.81.020.
Live-Work	NP	NP	NP	NP	UP	UP	
Multifamily Residential	NP	P	NP	NP	P	P	Includes apartments, condominiums, courtyard housing, and townhomes.
Assisted Living Facility	NP	NP	NP	NP	NP	NP	
Single-Family (existing only)	P	NP	NP	NP	NP	NP	
Mixed-Use with Residential Development	NP	NP	NP	NP	P	P	
Retail/Commercial Uses							
Accessory Retail or Services	NP	NP	UP	NP	P	P	Only permitted when primary commercial use is established.
Adult Entertainment Facility or Business	NP	NP	NP	NP	NP	NP	Pursuant to PMC Ch 23.89.

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Table 3.2: Land Use and Permit Requirements							
Permit Requirement **P: Permitted** **UP: Use Permit** **NP: Not Permitted**	**Land Use Designations**						**Notes and Special Use Regulations by Subarea**
	SFF	**MFF**	**CC**	**OS**	**MU**	**MU-CI**	
Alcoholic Beverage Sales (not associated with bar, brewery, distillery, restaurant, or neighborhood market or grocery)	NP	NP	NP	NP	NP	NP	"Alcoholic beverages" means any spirituous, vinous, malt, or other alcoholic liquor.
Retail Sales of Fine Wine and Beer	NP	NP	UP	NP	UP	NP	"Fine Wine and Beer" means all types of wine and malt beverages for consumption off the premises in original, sealed containers. No on-site consumption allowed.
Antique or Collectible Store	P	NP	P	NP	P	P	
Artisan/Handcraft Shop	P	NP	P	NP	P	P	
Auto Repair, Auto Sales, or Auto Parts Sales	NP	NP	NP	NP	NP	NP	
Bar, Tavern, Brewery, Distillery, Tasting Rooms, Wine Cellar	NP	NP	P	NP	UP	UP	
Convenience Store (with alcohol sales)	NP	NP	UP	NP	UP	UP	No on-site consumption allowed.
Drive-Through (any uses)	NP/UP*	NP	UP	NP	NP	NP	Use Permit in Gateway West and Gateway Core Subareas Only. Minimum aggregated lot size 18,000 SF. Lot consolidation must be in combination with an existing commercial use.
Furniture, Furnishings, and Appliance Store	NP	NP	P	NP	P	P	
General Retail: less than 5,000 sf	P	NP	P	NP	P	P	Includes thrift and second hand stores.
General Retail: 5,000 sf to 20,000 sf	UP	NP	P	NP	UP	UP	Includes thrift and second hand stores.

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Table 3.2: Land Use and Permit Requirements							
Permit Requirement P: Permitted UP: Use Permit NP: Not Permitted	**Land Use Designations**						**Notes and Special Use Regulations by Subarea**
	SFF	**MFF**	**CC**	**OS**	**MU**	**MU-CI**	
General Retail: more than 20,000 sf (max 60,000 sf)	NP	NP	P	NP	UP	UP	Includes thrift and second hand stores.
Groceries, Specialty Foods: 10,000 sf or less	NP	NP	P	NP	P	P	With alcohol sales, a use permit is required.
Groceries, Specialty Foods: more than 10,000 sf	NP	NP	UP	NP	UP	UP	
Medical Marijuana Facilities	NP	NP	NP	NP	NP	NP	Pursuant to PMC Ch 23.46.
Neighborhood Market (without alcohol beverage sales): 10,000 sf or less	NP	NP	P	NP	P	P	With alcohol sales, a use permit is required.
Nightclub	NP	NP	NP	NP	NP	NP	
Outdoor Dining	UP	NP	P	NP	P	P	With alcohol sales, a use permit is required. Outdoor dining is allowed by approval of the director of development services and director of public works or their designees and may require Alcoholic Beverage Control Board (ABC) approval. Approval is pursuant to the outdoor dining permit and guidelines.
Outdoor Display and Sales	NP	NP	P	NP	NP	NP	May not encroach into public right-of-way.
Pet Store, Pet Boarding, Animal Shelter	NP	NP	P	NP	P	P	Sheltering and boarding shall require a use permit.

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Table 3.2: Land Use and Permit Requirements							
Permit Requirement P: Permitted UP: Use Permit NP: Not Permitted	**Land Use Designations**						**Notes and Special Use Regulations by Subarea**
	SFF	**MFF**	**CC**	**OS**	**MU**	**MU-CI**	
Recreation Entertainment	NP	NP	UP	UP	UP	UP	20,000 SF max.
Restaurant	NP/UP*	NP	P	NP	P	P	*For SFF Use-Permit in Gateway West Subarea only with a minimum aggregate lot size 18,000 SF. Lot consolidation must be in combination with an existing commercial use.
Café	UP	NP	P	UP	P	P	
Restaurant with Alcohol Sales	UP	NP	P	NP	P	P	Pursuant to Alcoholic Beverage Control Board (ABC) approval.
Pawn Shop	NP	NP	NP	NP	NP	NP	
Service Station	NP	NP	UP	NP	UP*	NP	Mixed Use: Use-Permit in Gateway Core only. Must be on corner lot and 15,000 SF minimum.
Tobacco Sales, including Electronic Smoking Devices	NP	NP	P	NP	UP	UP	
Services: Business, Financial, Medical, Professional							
ATM	NP	NP	P	NP	P	P	Must be integrated into building façade. Stand-alone kiosks not permitted.
Bank (2,000 sf or less)	NP	NP	P	NP	NP	NP	Banks over 2,000 SF are not permitted.
Business Support Services (copying, printing, office supplies, etc.)	UP	NP	P	NP	P	P	
Hospital	NP	NP	NP	NP	NP	NP	
Medical Office	UP*	NP	P	NP	P	NP	*Single Family Flex: No new construction allowed. Use must occupy existing building.

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Table 3.2: Land Use and Permit Requirements							
Permit Requirement P: Permitted UP: Use Permit NP: Not Permitted	**Land Use Designations**						**Notes and Special Use Regulations by Subarea**
	SFF	**MFF**	**CC**	**OS**	**MU**	**MU-CI**	
Urgent Care	NP	NP	P	NP	P	NP	
Office	UP*	NP	P	NP	P	P	*Single Family Flex: No new construction allowed. Use must occupy existing building.
Services – General							
Adult Daycare	P	NP	NP	NP	NP	NP	
Cigar or Hookah Lounge	NP	NP	UP	NP	NP	NP	
Commercial Daycare Center	UP	NP	P	NP	NP	NP	
Hostess Bars	NP	NP	NP	NP	NP	NP	
Laundromat and Laundry Services	NP	NP	UP	NP	UP	NP	
Lodging: B&B	NP	NP	NP	NP	NP	NP	
Lodging: Hotel	NP	NP	NP	NP	UP*	NP	*Allowed in Gateway West Mixed-Use Only Requires HCED recommendation (see Chapter 7)
Massage Establishments	NP	NP	UP	NP	UP	NP	
Meeting Halls, Banquet Centers	NP	NP	UP*	NP	UP/NP*	NP	*Commercial Corridor: Must be associated with restaurant facilities; Gateway West Mixed-Use Only: Must be associated with Hotel use or restaurant facility; All other mixed-use not permitted.
Personal Services	NP	NP	P	NP	P	P	
Public Safety Facility	NP	NP	NP	P	NP	P	
Spa Services (with or without alcohol)	NP	NP	UP	NP	UP	UP	Pursuant to Alcoholic Beverage Control Board (ABC) approval
Tattoo Parlors/Body Modification	NP	NP	UP	NP	UP	UP	

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Table 3.2: Land Use and Permit Requirements							
Permit Requirement **P: Permitted** **UP: Use Permit** **NP: Not Permitted**	**Land Use Designations**						**Notes and Special Use Regulations by Subarea**
	SFF	**MFF**	**CC**	**OS**	**MU**	**MU-CI**	
Transportation, Communications & Infrastructure							
Broadcasting or Recording Studio	UP*	NP	UP	NP	UP	UP	Single Family Flex: No new construction allowed. Use must occupy existing building. No roof- or ground-mounted antenna or broadcasting apparatus allowed that is visible from street, adjacent properties, or otherwise detracts from the existing residential character.
Parking Structure or Surface Parking Lot (standalone)	NP	NP	UP	UP	UP	UP	Pursuant to PMC 23.78
Transit Station or Terminal	NP	NP	NP	NP	NP	NP	
Telecommunication Cell Tower/Microcell and Small Cell Sites	UP	UP	UP	UP	UP	UP	Pursuant to PMC Ch 23.82; Must be on building rooftop. Macro telecommunication facilities are not permitted

For PUD-4, refer to PMC Chapter 23.72.

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4 DEVELOPMENT STANDARDS

4.1 Introduction

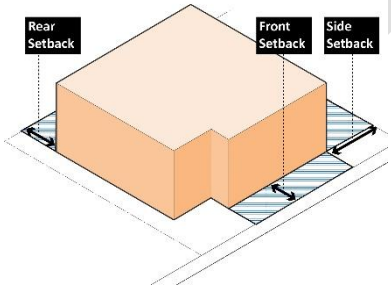
This chapter establishes land use and design requirements for the Chapman Corridor Revitalization Plan (CCRP) area. These regulations include building heights, setbacks, parking requirements, open space, and building form standards. The standards are consistent with and implement the applicable goals and policies of the City's General Plan pertaining to this area as well as the vision and guiding principles established in this Plan. This chapter should be used in conjunction with Chapter 5, *Design Guidelines*, when reviewing and processing development applications for properties in the CCRP area.

The following standards are organized by land use category and then broken down further by designation and subarea as follows:

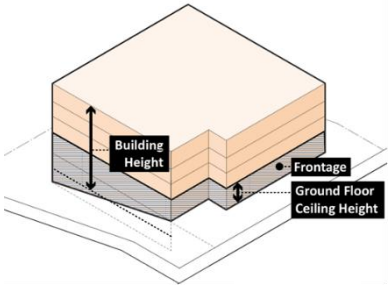
- Residential: Single Family Flex, Multi Family Flex
- Non-residential: Commercial Corridor
- Mixed-Use: Mixed-Use, Mixed-Use Civic Center

Definitions, permit requirements, and permitted uses for each land use category are provided in Chapter 3, *Land Use*. The development standards of this Specific Plan are intended to replace City zoning regulations except where noted. Where the Specific Plan is silent, the Placentia Municipal Code shall apply. The standards of the CCRP shall not apply to development for which approvals were granted prior to the adoption of these regulations and for which entitlements are still valid and for development that has current, valid building permits. Consistent with the City's Zoning Code "Building Height", means the vertical distance from the average level of the highest and lowest point of that portion of the lot covered by the building to the highest point of the building exclusive of chimneys, ventilators and other projections and exceptions to building height as permitted in the PMC.

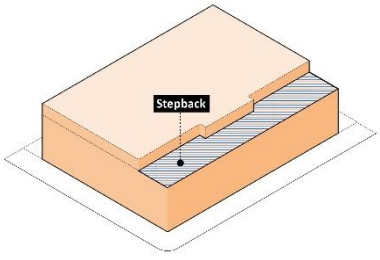
Throughout this chapter, standards are provided by land use designation and further refined by subarea. The standards address setbacks, heights, and in some cases stepbacks. The illustrations, below, are provided for reference for building height and setback standards. Additional standards that apply to all zones in the CCRP area are provided at the end of this chapter.



Setbacks



Height



Stepbacks

4.2 Residential Development Standards

4.2.1 Single Family Flex

The Single Family Flex designation occurs in two subareas.

Gateway West (GW). Properties in the Gateway West subarea are encouraged and anticipated to convert to non-residential uses in the current structure, as described in Chapter 3. Suitable adaptive reuse of these homes include uses such as coffee shops, salons, and small medical offices such as dental. Single-family homes that remain as residential use are a conforming use and may remain. The standards in Table 4.1 shall apply.

Gateway Core (GC). Properties in the Gateway Core subarea are encourage to maintain their single-family use, and the standards in Table 4.1 shall apply.

Table 4.1: Single-Family Flex Development Standards

Subareas	GW	GC
Density (max du/ac)	6*	6
Building Height	~~Main building:~~ 30 feet max~~/~~ 1-2 stories~~.~~	
Setbacks (General)	All of the required setback area shall be landscaped and maintained unless otherwise allowed.	
Setbacks Front	20 feet min.	
Setbacks Side	6 feet min each side.	
Setbacks Rear	a) 20 feet minimum from rear property line. b) Room Additions, Accessory Structures and Enclosed Patios: 10 feet min from rear property line. c) Patio Covers: 5 feet min from rear property line, as measured from the overhang of the patio cover.	
Allowable Setback Projections	a) Ground Floor. i. Awnings and canopies over windows: 60 inches maximum. ii. Shade structures: 15 feet maximum. iii. Bay windows: 3 feet maximum iv. Cornices, belt courses, and similar architectural features: 12 inches maximum. v. Eaves, roof overhangs: 30 inches maximum. vi. Uncovered porches, decks, and landings (may be covered by arbors or trellises): 10 feet maximum. b) Above Ground Floor. Awnings, galleries, balconies, bay windows: 48 inches maximum. c) Signs, see section 4.6. d) All projections must maintain a minimum of 8 feet vertical clearance from ground.	
Public Right-of-Way Encroachments	a) Art, as determined by the approval of the public art component of the project. b) Signs, see section 4.6. c) NOTE: Requires approval of an encroachment permit.	

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Table 4.1: Single-Family Flex Development Standards		
Subareas	**GW**	**GC**
Lighting	All lighting, exterior and interior, shall be designed and located so as to confine direct rays to the premises.	
Building Orientation	Buildings shall be oriented to the public street.	Buildings in this subarea are not required to front Chapman Avenue.
Commercial Uses, General	Only allowed on parcels fronting Chapman Avenue. All development standards above shall apply to commercial uses in the GW zone.	Not allowed.
Commercial Uses, Commercial Conversion	For commercial conversion of former residential properties, additions required for the purpose of complying with building and/or fire safety codes are exempt from setback requirements (e.g., new area for ADA access or egress).	Not allowed.
Outdoor Dining	a) Outdoor dining allowed in conjunction with café or restaurant use only. b) Alcoholic beverages may be served in an outdoor eating area of an eating establishment provided the business operating the outdoor eating area has obtained an approval authorized by this Plan and the PMC to serve alcoholic beverages on-site and has obtained and maintains all approvals required by the ABC. c) Outdoor dining must be within the front setback area or rear yard and may not encroach into the public right-of-way. d) Background music and speakers, and live entertainment are prohibited in Outdoor Dining Areas, unless otherwise approved by the City. e) Outdoor dining areas shall not operate no later than 10:00 p.m. if abutting a residential zone, unless otherwise approved by the City. f) See Chapter 5 Section 5.15 Outdoor Dining of this Plan for design related standards.	Not Allowed.

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Table 4.1: Single-Family Flex Development Standards		
Subareas	**GW**	**GC**
NOTES: *Existing single-family homes in the Single Family Flex district may be converted to a non-residential use such as a medical, dental, or professional office if the site can support the parking requirements of PMC 23.78.* *If the standards of the zone are silent on a particular topic, the R-1 standards of the PMC shall apply.*		

4.2.2 Multi-Family Flex

The Multi-Family Flex designation occurs in three subareas.

Gateway Core (GC). Properties in the Gateway Neighborhood subarea are adjacent to Old Town and single-family neighborhoods where additional standards provide a transition between buildings that vary in size and height, preserving privacy for all residents. Lot consolidation within this subarea is encouraged to provide multi-family units at a size and scale that is feasible for new development. The standards under GC in Table 4.2 shall apply.

Gateway Neighborhood (GN). Properties in the Gateway Neighborhood subarea are existing condo and apartment communities that are already built out and not expected to change. These areas are adjacent to single-family neighborhoods, and if properties within this subarea were to redevelop, additional standards reinforce a transition between buildings that vary in size and height, preserving privacy for all residents. The standards under GN in Table 4.2 shall apply.

Gateway East (GE). The Gateway East subarea includes Cinnamon Tree Condominium Community. The standards under GE in Table 4-2 are intended to guide this property for redevelopment or future improvements.

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Table 4.2: Multi-Family Flex Development Standards			
Subareas	**GC**	**GN**	**GE**
Density (max du/ac)	30	45	35
Building Height*	35 feet max. / 1-3 stories. 30 feet max / 1-2 stories if adjacent to Single-Family homes; however, 35-foot maximum height shall be permitted when 2 feet of additional setback is provided for every foot of additional height.	40 feet max. 1-3 stories.	
Lot Size	10,000 square feet minimum		
Setbacks (General)	All of the required setback area shall be landscaped and maintained unless otherwise allowed.		
Setbacks Front	15 feet minimum.		
Setbacks Side	5 feet min from property line.	10 feet minimum from property line.	
Setback Rear	a) Initial Construction: 20 feet minimum from rear property line. b) Room Additions, Accessory Structures, and Enclosed Patios: Minimum setback shall be 10 feet from rear property line. c) Patio Covers: Minimum setback shall be 5 feet from the rear property line, as measured from the overhang of the patio cover. Interior lot line. d) Buildings containing living units and accessory structures not specified in subdivision (b) of this subsection: 15 feet. e) Garages and carports: zero setback may be approved if: i. The zero setback does not abut single family residential properties ii. Garages and carports match the color, materials, and roof slope of the main structures in the project		
Allowable Setback Projections	a) Ground Floor. i. Awnings and canopies over windows: 60 inches maximum. ii. Barriers for defining outdoor dining areas such as fences, railings, planter boxes: as needed to encompass outdoor dining area. iii. Sun Shade Structures: 15 feet maximum. iv. Bay Windows: 3 feet maximum. v. Cornices, belt courses, and similar architectural features: 12 inches maximum. vi. Eaves, roof overhangs: 30 inches maximum. vii. Uncovered porches, decks, and landings (may be covered by arbors or trellises): 10 feet maximum. b) Above Ground Floor. Awnings, galleries, balconies, bay windows: 48 inches maximum. c) For Signs, see Section 4.5. All projections must maintain a minimum of 8 feet vertical clearance from ground.		
Public Right-of- Way Encroachments (all require	a) Art, as determined by the approval of the public art component of the project. b) For signs, see Signs – Advertising Structures, 23.90 of the PMC.		

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Table 4.2: Multi-Family Flex Development Standards			
Subareas	**GC**	**GN**	**GE**
approval of an encroachment permit)			
Building Separation	15 feet min.		
Building Orientation	Primary ground-floor common entries or individual exterior dwelling unit entries shall be oriented to Chapman Corridor.	Primary ground-floor common entries or individual exterior dwelling unit entries shall be oriented to Chapman Corridor. However, with multiple structures, may orient buildings so that only the primary driveway or private road into the project is accessed from Chapman Corridor. Then buildings should be oriented to front a common building (such as a club house) or open space amenity accessed by the entry driveway. The backside of any building shall not face Chapman Avenue. Entrances at building corners may be used to satisfy this requirement.	
Site Design	a) New development projects are required to provide convenient pedestrian access to and from public sidewalks from either individual units or a common pedestrian walkway. b) If adjacent to a single-family zone, the third floor shall be stepped back a minimum of 10 feet. c) Garages and parking areas shall not front onto Chapman Avenue. d) Street frontage devoted to driveways and vehicular access shall be minimized to the greatest extent possible. e) Consolidated driveways are encouraged along Chapman Avenue.		
Open Space Common and Private Minimum Requirements	a) 200 square feet per dwelling unit (total common and private) b) Minimum Dimensions: i. Private areas: 7 feet in any direction ii. Common areas: 20 feet in any direction		
Types of Common Open Space Permitted	A minimum of one shared outdoor recreational facility shall be required per project. Qualifying shared common open spaces: Park, clubhouse, rooftop terrace, swimming pool, gymnasium, tennis court, pickleball court, basketball court (half or full), children's play area, community garden, courtyard, fire pit, dog park, barbeque area.		
NOTE: If the Standards of the MFF zone are silent on a particular topic, the R-3 standards of the PMC shall apply. *The greater of the stated maximum building height or number of stories shall apply.			

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4.3 Non-residential Development Standards

4.3.1 Commercial Corridor

The commercial corridor designation applies to properties at the far end of the Gateway West subarea. Properties in this designation shall comply with the standards in Table 4.3.

Table 4.3: Commercial Corridor Development Standards	
Land Use Designation	**Commercial Corridor (CC)**
Subarea	**GW**
Intensity (Floor Area Ratio)	1.0
Height	35 feet max. / 1-3 stories
Ground Floor Height	15 feet floor to ceiling height.
Setbacks (General)	All of the required setback area shall be landscaped and maintained unless otherwise allowed.
Setbacks Front	15 feet min.
Setbacks Side and Rear	Adjacent to residential: 10 feet min. Adjacent to public right-of-way: 15 feet min. Side and rear yards are required only along a property lines adjacent to a residential district or a public right-of-way.
Allowable Setback Projections	a) Ground Floor. i. Awnings and canopies over windows: 60 inches maximum. ii. Barriers for defining outdoor dining areas such as fences, railings, planter boxes: as needed to encompass outdoor dining area. iii. Sun Shade Structures: 15 feet maximum . iv. Bay Windows: 3 feet v. Cornices, belt courses, and similar architectural features: 12 inches maximum. vi. Eaves, roof overhangs: 30 inches. vii. Uncovered porches, decks and landings (may be covered by arbors or trellises): 10 feet maximum. b) Above Ground Floor. Awnings, galleries, balconies, bay windows: 48 inches maximum. c) For signs, see standards in Section 4.5. All projections must maintain a minimum of 8 feet vertical clearance from ground.
Public Right-of- Way Encroachments	a) Art, as determined by the approval of the public art component of the project. b) For signs, see standards in Section 4.5. c) Fences, only allowed in conjunction with a restaurant use. NOTE: Requires approval of an encroachment permit.
Frontage Requirements	A section of blank wall shall not exceed 20 linear feet without being interrupted by a window or entry or other façade treatment. Developments over 1 acre in size shall choose a frontage type from the Frontage

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Table 4.3: Commercial Corridor Development Standards	
Land Use Designation	**Commercial Corridor (CC)**
Subarea	**GW**
	Section of Chapter 5, Design Standards and Guidelines.
Building Orientation	Buildings shall be oriented to Chapman Avenue. Pedestrian connections shall be provided to Chapman Avenue.
Outdoor Dining	a) All outdoor dining areas shall maintain a minimum sidewalk clearance of 4 feet between any outdoor eating area and light poles, signposts, utility poles, and similar sidewalk obstructions. b) Alcoholic beverages may be served in an outdoor eating area of an eating establishment provided the business operating the outdoor eating area has obtained an approval authorized by this Plan and the PMC to serve alcoholic beverages on-site and has obtained and maintains all approvals required by the ABC. c) Outdoor dining areas within the public right-of-way are subject to an Encroachment Permit. d) See Chapter 5 Section 5.15 Outdoor Dining of this Plan for design related standards.

4.4 Mixed-Use Development Standards

4.4.1 Mixed-Use and Mixed-Use Civic Center

The Mixed-Use and Mixed-Use Civic Center designations occur in three subareas described below. The mixed-use designations implement the City's General Plan Mixed-Use designation and allow for vertical and horizontal mixed-use. The standards in Table 4.4 shall apply for the identified subareas.

Gateway West (GW). Mixed-use properties in the Gateway West subarea adjacent to the Commercial Corridor designation. Mixed-use options in this area include hotel and retail and/or residential land uses. The properties are ready for redevelopment with many underutilized parcels in this subarea.

Gateway Core (GC). Properties in the Gateway Core subarea are adjacent to both Old Town and single-family development. New development should provide a transition between buildings that vary in size and height, preserving privacy for all residents. Lot consolidation in this subarea is encouraged to provide projects at a size and scale that makes development feasible.

Gateway East (GE). Properties in the Gateway Neighborhood subarea include the properties at three of the four corners of the Chapman Avenue and Kraemer Avenue intersection, including the Civic Center. This subarea includes the Kraemer Land property that is expected to be a catalyst site for the CCRP area.

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Table 4.4: Mixed-Use Development Standards				
Land Use Designation	**Mixed-Use**			**Mixed-Use Civic Center**
Subareas	**GW**	**GC**	**GE**	**GE**
Density/ Intensity Max Residential (du/ac) Non-residential (Floor Area Ratio FAR)	DU/AC: 45 FAR: 1.0	DU/AC: 35 FAR: 0.5	DU/AC: 35 FAR: 0.5 The catalyst site shall be a minimum of one acre and shall contain no less than 65 dwelling units per acre.	DU/AC: 45 FAR: 0.35
Setbacks (General)	All of the required setback area shall be landscaped and maintained unless otherwise allowed.			
Setbacks Front	15 feet min.	10 feet min. For corner lots, a 15 foot minimum setback along both street frontages.		
Setbacks Side and Rear	Side and rear yards are required only along a property line adjacent to a residential district or a public right-of-way. The required yard shall be a minimum of 15 feet adjacent to a residential district and 10 feet adjacent to a public right-of-way. All of the required yard area shall be landscaped and maintained as a condition of the use.			
Allowable Setback Projections.	a) Ground Floor. i. Awnings and canopies over windows: 60 inches maximum. ii. Barriers for defining outdoor dining areas such as fences, railings, planter boxes: as needed to encompass outdoor dining area. iii. Sun Shade Structures: 15 feet maximum. iv. Arcade: 15 feet maximum. v. Cornices, belt courses, and similar architectural features: 12 inches maximum. vi. Eaves, roof overhangs: 30 inches maximum. vii. Uncovered porches, decks and landings (may be covered by arbors or trellises): 10 feet maximum. b) Above Ground Floor. Awnings, galleries, balconies, bay windows: 48 inches maximum. c) For signs, see Section 4.5. d) All projections must maintain a minimum of 8 feet vertical clearance from ground.			
Public Right-of- Way Encroachments	a. Art, as determined by the approval of the public art component of the project. b. Signs, see Section 4.5 below. c. Outdoor Dining. d. Fences, only allowed in conjunction with a restaurant use. *NOTE: Require approval of an encroachment permit.*			

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Table 4.4: Mixed-Use Development Standards				
Land Use Designation	**Mixed-Use**			**Mixed-Use Civic Center**
Subareas	**GW**	**GC**	**GE**	**GE**
Building Height*	a. ~~3 to~~ 1~~-~~4 stories—55 ~~to 65~~ feet max. or as determined by the~~—depends on~~ adjacency parameters below:~~.~~ i. ~~30 feet max.~~ If adjacent to SFF or R-1, 30 feet max. or 35-foot maximum height / up to 3 stories shall be permitted when 2 feet of additional setback is provided for every foot of additional height. ii. Hotel Use (only in GW): No portion of a hotel building shall exceed 40 feet / up to 3 stories in height within 50 feet of any residential building. Catalyst Site: 5 stories/ ~~60~~ 65 feet max. The catalyst site may exceed maximum allowed building height by one floor, see Chapter 3, *Section 3.3 Opportunity Sites*.			40 feet max./ 1-3 stories Rear building with stepback; 30 feet max / 2 stories adjacent to single-family homes.
Ground Floor Height	Where commercial uses are on ground floors, those commercial uses shall have a minimum 15-foot height floor to ceiling.			
Frontage Requirements	A section of blank wall shall not exceed 20 linear feet without being interrupted by a window or entry or other façade treatment. Developments over 1 acre in size shall choose a frontage type from the Chapter 5 Design Guidelines, Section 5.7 Frontages, of this Plan.			
Building Orientation	Primary ground-floor common entries or individual exterior dwelling unit entries shall be oriented to Chapman Corridor. Development with multiple structures may orient buildings so that only the primary driveway or private road into the project is accessed from Chapman Corridor. Then buildings should be oriented to front a common building (such as a club house or building containing the hotel lobby) or open space amenity accessed by the entry driveway. The backside of any building shall not face Chapman Avenue. Entrances at building corners may be used to satisfy this requirement. Pedestrian connections shall be provided to Chapman Avenue.			
Open Space Common and Private Minimum Requirements	a) 200 square feet per dwelling unit (total common and private). b) Minimum Dimensions. i. Private areas: 7 feet in any direction. ii. Common areas: 20 feet in any direction. Open space and outdoor open space areas may be provided as private areas, common areas, or a combination. All common open space areas shall be conveniently located and readily accessible from all dwelling units on the building site and shall be contiguous to and integrated with other common areas on the building site. The common open space areas may be composed of active or passive facilities and may incorporate any required setback areas other than street setback areas and required landscape setbacks, but shall not include or incorporate any driveways or parking areas, trash pickup or storage areas, or utility areas. All residential common areas shall be improved as either active or passive facilities, with landscape or hardscape elements designed to serve the residents of the project.			

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Table 4.4: Mixed-Use Development Standards				
Land Use Designation	**Mixed-Use**			**Mixed-Use Civic Center**
Subareas	**GW**	**GC**	**GE**	**GE**
Types of Common Open Space Permitted	A minimum of one shared outdoor recreational facility shall be required per project. Qualifying shared common open spaces: Park, clubhouse, rooftop terrace, swimming pool, gymnasium, tennis court, pickleball court, basketball court (half or full), children's play area, community garden, courtyard, fire pit, dog park, barbeque area.			
Outdoor Dining	a) All outdoor dining areas shall maintain a minimum sidewalk clearance of 4 feet between any outdoor eating area and light poles, signposts, utility poles, and similar sidewalk obstructions. b) Alcoholic beverages may be served in an outdoor eating area of an eating establishment provided the business operating the outdoor eating area has obtained an approval authorized by this Plan and the PMC to serve alcoholic beverages on-site and has obtained and maintains all approvals required by the ABC. c) Outdoor dining areas within the public right-of-way are subject to an Encroachment Permit. d) See Chapter 5 Section 5.15 Outdoor Dining of this Plan for design related standards.			
NOTE: *The greater of the stated maximum building height or number of stories shall apply.				

4.5 Sign Regulations

4.5.1 Purpose and Intent

The sign regulations for CCRP are intended to appropriately address the placement, type, size, and number of signs allowed in Chapman Corridor and to require the proper maintenance of signs.

The purpose of these requirements are to:

1) Avoid traffic safety hazards for motorists, bicyclists, and pedestrians caused by visual distractions and obstructions.

2) Promote the aesthetic and environmental values of the community by providing for signs that do not impair the attractiveness of the City as a place to live, work, and shop.

3) Provide for signs as an effective channel of communication while ensuring that signs are aesthetically proportioned in relation to adjacent structures and the structures to which they are attached.

4) Safeguard and protect the public health, safety, and general welfare.

5) Promote the pedestrian scale of the corridor.

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4.5.2 Applicability

1) These sign regulations apply to all signs in the CCRP area except: directional/instructional signs and real estate signs shall instead comply with the requirements of the City's Zoning Code (PMC 23.90); and specialty City identification/ gateway signage.

2) The provisions of this section do not regulate the message content of a sign (sign copy) regardless of whether the message content is commercial or noncommercial.

3) Sign installation in the CCRP shall require sign permit approval in compliance with the City's Zoning Code (PMC 23.90), unless exempted from sign permit requirements.

4) Sign Variances: See the Zoning Code (PMC 23.90.220).

5) Definitions of the specialized terms and phrases used in this section are in the Zoning Code (PMC 23.90).

4.5.3 Prohibited Signs

1) Abandoned signs (includes signs on abandoned or closed businesses).

2) Animated and moving signs, including electronic message display signs; and variable intensity, blinking, or flashing signs; or signs that emit a varying intensity of light or color, except time and temperature displays (which are not considered signs).

3) Exposed cabinet/raceways behind channel letters.

4) Internally illuminated cabinet (can) signs.

5) Off-site signs (e.g., billboards, signs mounted on vehicles).

6) Obscene signs.

7) Pole signs and other freestanding signs over six feet in height.

8) Roof signs.

9) Signs that simulate, in color, size, or design, any traffic control sign or signal, or that make use of words, symbols, or characters in a manner that interferes with, misleads, or confuses pedestrian or vehicular traffic.

10) A sign burned, cut, or otherwise marked on or affixed to a rock, tree, or other natural feature.

11) A sign placed within a public right-of-way, except as provided by Tables 4.5 through 4.7.

12) A sign painted directly on a building, unless approved as a Creative Sign (See Section 4.5.9 Creative Sign Permit, of this Plan) .

13) Permanent signs that advertise continuous sales, special prices, or include phone numbers.

14) Temporary signs, including:
    a. Balloons and other inflatable devices.

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b. Flags, except official national, state, or local government, institutional, or corporate flags properly displayed.
c. Pennants and streamers, except in conjunction with an athletic event, carnival, circus, or fair.

4.5.4 General Requirements for All Signs

1) Sign Area and Height Measurement. The measurements of sign area and height shall comply with the City's Zoning Code (PMC 23.90).

2) Sign Location Requirements. Each sign shall be located according to the following requirements and all other applicable provisions of this chapter.

3) On-Premises Signs Required. Each sign shall be located on the same site as the subject of the sign, except as otherwise allowed by this chapter.

   a. Setback Requirements. Each sign shall comply with the setback requirements of the applicable zoning district, except for an approved projecting sign, and except for an approved freestanding sign, which shall be set back a minimum of 5 feet from the front and side street property lines.
   b. Placement on a Building. No sign shall be placed so as to interfere with the operation of a door or window. Signs should not be located so that they cover prominent architectural features of the building.
   c. Signs within a Public Right-of-Way. No sign shall be allowed in the public right-of-way except for the following:
      i. A projecting sign in compliance with Tables 4.5 through 4.7.
      ii. Public signs erected by or on behalf of a governmental agency to convey public information, identify public property, post legal notices, or direct or regulate pedestrian or vehicular traffic.
      iii. Bus stop signs installed by a public transit company.
      iv. Informational signs of a public utility regarding its lines, pipes, poles, or other facilities.
      v. Emergency warning signs erected by a governmental agency, a public utility company, or a contractor doing authorized work within the public right-of-way.
   d. Any sign installed or placed within the public right-of-way other than in compliance with this section shall be forfeited to the public and be subject to confiscation.

4) Sign Design. The following design criteria shall be used in reviewing the design of individual signs. Substantial conformance with each of the following design criteria shall be required before a sign permit or building permit can be approved.

5) Color. Colors on signs and structural members should be harmonious with one another and relate to the dominant colors of the buildings on the site. Contrasting colors may be utilized if the overall effect of the sign is still compatible with building colors.

6) Design and Construction.

   a. Except where otherwise permitted elsewhere in this section, each sign shall be constructed of permanent materials and shall be permanently attached to the ground, a building, or another structure by direct attachment to a rigid wall, frame, or structure.

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b. Each permanent sign shall be designed by a professional (e.g., architect, building designer, landscape architect, interior designer, or others whose principal business is the design, manufacture, or sale of signs), or who is capable of producing professional results.

c. Each permanent sign shall be constructed by persons whose principal business is building construction or a related trade, including sign manufacturing and installation, or others capable of producing professional results. The intent is to ensure public safety, achieve signs of careful construction, neat and readable copy, and durability to reduce maintenance costs and prevent dilapidation.

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7) Materials and Structure.

   a. Sign materials (including framing and supports) shall be representative of the type and scale of materials used on the site where the sign is located. Sign materials shall be complementary those used on the buildings on the site and any other signs on the site.
   b. No sign shall include reflective material.
   c. Materials for permanent signs shall be durable and capable of withstanding weathering over the life of the sign with reasonable maintenance.
   d. The size of the structural members (e.g., columns, crossbeams, and braces) shall be proportional to the sign panel they are supporting.
   e. The use of individual letters incorporated into the building design is encouraged, rather than a sign with background and framing other than the structure wall.
   f. See Design Guidelines, Chapter 5, for additional guidelines for materials.

8) Street Address. The review authority may require that a sign include the street address of the site where it determines that public safety and emergency vehicle response would be more effectively served than if the street address were displayed on 1 or more buildings on the site.

9) Copy Design Guidelines. The city does not regulate the message content (copy) of signs; however, the following are principles of copy design and layout that can enhance the readability and attractiveness of signs. Copy design and layout consistent with these principles is encouraged but not required.

   a. Sign copy should relate only to the name and/or nature of the business or commercial center.
   b. Permanent signs that advertise continuous sales, special prices, or include phone numbers are prohibited.
   c. Information should be conveyed briefly or by logo, symbol, or other graphic manner. The intent should be to increase the readability of the sign and thereby enhance the identity of the business.
   d. The area of letters or symbols should not exceed 40 percent of the sign area in commercial uses or 60 percent for residential uses.
   e. Freestanding signs should contain the street address of the parcel or the range of addresses for a multi-tenant center.

4.5.5 Sign Lighting

Sign lighting shall be designed to minimize light and glare on surrounding rights-of-way and properties.

1) External light sources shall be directed and shielded so that they do not produce glare off the site, or on any object other than the sign.

2) Sign lighting shall not blink, flash, flutter, or change light intensity, brightness, or color.

3) Colored lights shall not be used at a location or in a manner so as to be confused with or construed as traffic control devices.

4) Neither the direct nor reflected light from primary light sources shall create hazards for pedestrians or operators of motor vehicles.

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5) For energy conservation, light sources shall be hard-wired fluorescent or compact fluorescent lamps, or other lighting technology that is of equal or greater energy efficiency. Incandescent lamps are prohibited.

4.5.6 Sign Maintenance

1) Each sign and supporting hardware, including temporary signs and awning signs, shall be maintained in good repair and functioning properly at all times. Any damage to a sign or its illumination, including the failure of illumination, shall be repaired within a maximum of 14 days from the date of damage or failure.

2) A repair to a sign shall be of materials and design of equal or better quality as the original sign.

3) A sign that is not properly maintained and is dilapidated shall be deemed a public nuisance and may be abated in compliance with the City's Zoning Code.

4) When an existing sign is removed or replaced, all brackets, poles, and other supports that are no longer required shall be removed, and any/all damage to the exterior of the building shall be repaired/repainted to the satisfaction of the Director of ~~d~~Development S~~s~~ervices ~~director~~ or designee. When an existing sign is removed, the repairs must match surface type and color of building exactly. No disparity in color tone is permitted.

4.5.7 Sign Standards by Use

Each sign shall comply with the standards provided by this section and comply with the requirements in Tables 4.5 through 4.7, except as permitted by the approval of a creative sign permit, described below.

Table 4.5: Sign Standards by Use: Multi-Family Residential Use

Allowed Sign	Maximum Sign Height	Maximum No. of Signs Allowed per Parcel	Maximum Sign Area Allowed per Parcel
Wall or Freestanding	Wall signs: below edge of roof. Placement shall only be located below the roof or over the primary entrance. Freestanding: 48 inches	1 wall sign or freestanding sign per primary vehicular entrance or street frontage.	12 square feet per face area; 24 square feet maximum total square feet for all signs.

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Table 4.6: Sign Standards by Use: Non-residential Use/ Mixed-Use		
Allowed Sign	**Placement Standards**	**Maximum Number and Sign Area**
Awning	Shall be entirely on awning valence; lettering max 66% of valence height; valence height max: 18 inches.	50% of the area of the valence front. 1 sign max per separate awning valence.
Marquee	To be established during site plan review. Minimum clearance of 10' from sidewalk surface below. Allowed only for the entrance of a theatre or playhouse.	To be established during site plan review. 3 square feet per 1 linear foot of frontage width, up to 80 percent of frontage width. 1 sign max.
Monument	5 feet including base structure. Allowed only on a site with more than 100 feet of continuous street frontage.	36 square feet.
Projecting or Suspended	Up to 24 inches from face of building and bottom of sign shall be no closer than 8 feet above sidewalk surface below.	6 square feet. No dimension greater than 3 feet.
Wall	2 feet below parapet or eave. Individual letters 18 inches. Mounting 1-story: above 1st-floor windows. Mounting multi-story: between windows.	1 square foot per linear foot primary business. 1 sign allowed per business frontage with pedestrian entrance. Side street or rear entrance wall sign max 50% of the primary sign area.
Window Permanent	Within window area.	15% of total window area max.
Window Temporary	Within window area.	25% of total window area. Allowed for display a maximum of 15 days at 1 time, up to 3 times in a 12-month period.
A-Boards and Other Portable Sidewalk Signs	May not impede pedestrian flow.	1 per business. Signs are only be permitted while the business is open. Requires an encroachment permit if in the public right-of-way.
Directional Signage on Private Property	Cannot be freestanding and shall be minimized for basic directional functions. Sign may include minimized development logo and/or branding associated with development or tenant.	Included in sign permit application approval process.

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Table 4.7: Sign Standards by Use: Single-Family Flex		
Allowed Sign	**Placement Standards**	**Maximum Number and Sign Area**
Monument	5 feet max height, including base structure.	1 per site. 25 square feet sign area max.
Wall signs	Raised letter only, unlighted or dimly back-lighted	Not to exceed one-half square foot in area per foot of front of building, or 50 square feet total area per building, whichever is less.
Banners, pennants, and streamers are specifically prohibited.		

4.5.8 Master Sign Program

All mixed-use projects shall require a master sign program, which is reviewed and approved by the decision-making body in each case. A "master sign plan" means a coordinated program of signage for new or existing commercial, office, or residential that has more than one business establishment or tenant. The master sign program can permit signs that meet the intent and standards of the Sign Code and ensure that all signs are integrated thoughtfully into the design of the structures, creating a unified architectural statement. The master sign program provides a means for defining common sign regulations for multi-tenant projects to encourage maximum incentive and latitude in the design and display of multiple signs, and to achieve, not circumvent, the intent of this chapter.

1) **Application Requirements and Revisions to Master Sign Programs.** A sign permit application for a master sign program shall include all information and materials required by the development services department and the filing fee set by the City's fee resolution. Revisions to a master sign program may be approved by the ~~d~~Director of D~~d~~evelopment S~~s~~ervices or designee with a standard sign permit if the intent of the original approval is not affected. Revisions that would substantially deviate from the original approval shall require the approval of a new master sign program.

2) **Standards.** A master sign program shall comply with the following standards:

   a. The program shall comply with the purpose of this chapter.
   b. The signs shall enhance the overall development, be in harmony with, and relate visually to other signs in the master sign program, to the structures or developments they identify, and to surrounding development;
   c. The program shall accommodate future revisions that may be required because of changes in use or tenants; and
   d. The program shall comply with the standards of this chapter, except that flexibility is allowed with regard to sign area, number, location, or height to the extent that the master sign program will enhance the overall development and will more fully accomplish the purposes of this chapter.
   e. Sign permit application must include identification of size, height, and location of all signs.

4.5.9 Creative Sign Permit

1) **Definition of Creative Sign Permit.** Applicants may apply for a creative sign permit for signs that are not listed or that exceed the provisions of this chapter. The creative sign permit is intended for signs that meet the intent and standards of the sign code, but may not necessarily meet the standards shown in

Tables 4.5 through 4.7 of this chapter. An applicant may request approval of a creative sign permit to authorize on-site signs that use different standards from the other provisions of this chapter but comply with the intent of this chapter.

2) **Revisions** to a creative sign within a master sign program may be approved by the Director of Development Services or designee with a standard sign permit if the intent of the original approval is not affected. Revisions that would substantially deviate from the original approval shall require the approval of a new master sign program.

3) **Purpose.** To encourage signs of unique design and that exhibit a high degree of thoughtfulness, branding, imagination, inventiveness, and spirit; and to provide a process for the application of sign regulations in ways that will allow creatively designed signs that make a positive visual contribution to the overall image of the city and Chapman Corridor, while mitigating the impacts of large or unusually designed signs.

4) **Application and Procedure Requirements.** A sign permit application for a creative sign shall include all information and materials required by the department, and the filing fee set by the City's resolution fee. A sign permit application for a creative sign shall be subject to review and approval by the Director of Development Services when the proposed sign is 50 square feet or less, and by the planning commission when the sign is larger than 50 square feet. Notification for a sign permit for a creative sign shall be given in the same manner specified by the zoning ordinance for director-approved development permits.

5) **Design Criteria.** In approving an application for a creative sign, the review authority shall ensure that a proposed sign meets the following design criteria:

   a. Constitutes a substantial aesthetic improvement to the site and has a positive visual impact on the surrounding area.
   b. Is of unique design and exhibits a high degree of thoughtfulness, imagination, inventiveness, and spirit.
   c. Provides strong graphic character through the imaginative use of graphics, color, texture, quality materials, scale, and proportion.

6) **Contextual Criteria.** The sign shall contain at least one of the following elements:

   a. Classic historic design style.
   b. Creative image reflecting current or historic character of the city.
   c. Symbols or imagery relating to the citrus packing industry.
   d. Inventive representation of the use, name, or logo of the structure or business.

7) **Architectural Criteria.** The sign shall:

   a. Utilize or enhance the architectural elements of the building.
   b. Be placed in a logical location in relation to the overall composition of the building's façade and not cover any key architectural features and details of the façade.

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8) **Neighborhood Impacts.** The sign shall be located and designed not to cause light and glare impacts on neighboring residential uses.

4.5.10 Legal Nonconforming Signs

A legal nonconforming sign is any permanent or temporary sign that was legally established and maintained in compliance with the provisions of all applicable laws in effect at the time of original installation but that does not now comply with the provisions of this specific plan.

1) **General Requirements.** A legal nonconforming sign shall not be:

   a. Changed to another nonconforming sign.
   b. Structurally altered to extend its useful life.
   c. Enlarged.
   d. Re-established after a business is discontinued for 60 days or more, subject to the amortization clause in Section 4.5.6.
   e. Re-established after damage or destruction to 50 percent or more of the value of the sign or its components, as determined by the building official and subject to the amortization clause below.

2) **Maintenance and Changes.** Sign copy and face changes, nonstructural modifications, and nonstructural maintenance (e.g., painting, rust removal) are allowed without a sign permit up to a maximum of 25 percent of the existing total area of the sign. Face changes not including copy, and any nonstructural modifications exceeding 25 percent of the existing total area of the sign, and any structural changes shall comply with all applicable standards of this chapter.

4.5.11 Amortization and existing uses.

1) In order to preserve private property rights, all legal uses, buildings or structures in existence immediately preceding the effective date of the ordinance codified in this chapter, may be continued to operate as a legal nonconforming use, building or structure pursuant to PMC Ch. 23.84.

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4.5.12 Fences and Walls

Must comply with Chapter 23.81 of the Placentia Municipal Code.

4.5.13 Trash and Recycling Enclosures

Must comply with Chapter 23.41 of the Placentia Municipal Code.

4.5.14 Parking

Parking for all uses must comply with Chapter 23.78 of the Placentia Municipal Code. Additionally, mixed-use projects shall provide a parking management plan or shared parking agreement for approval by the Director of Development Services or designee. The documentation shall detail joint, or reciprocal parking between uses or buildings.

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5 DESIGN STANDARDS AND GUIDELINES

5.1 Introduction

The design standards and guidelines are intended to promote quality design, consistent with overall vision, while providing a level of flexibility to encourage creative design. This chapter provides additional standards and guidelines that address the physical design of buildings and various site design elements within the Chapman Corridor Revitalization Plan (CCRP) area in addition to those found in Chapter 4. These standards apply to all subareas of the corridor.

5.1.1 Interpretation

This chapter is intended to provide guidance and expectations for quality building and site design for development along Chapman Corridor. Design standards are provided with specific requirements and are written as "shall" or "must." A design guideline written as a "should" requires compliance unless a legitimate reason or acceptable design substitute is deemed acceptable through the Development Plan Review process, as described in Chapter 7 of this Plan. A design guideline written with an action verb (e.g., provide, use, locate, create, establish, employ) is highly recommended. Finally, statements written as "prohibited" or "not allowed" is not appropriate for the CCRP area.

5.2 Building Massing and Scale

1) Projects containing several buildings should be designed as a collection of suitably scaled buildings instead of a singular mass.

2) Buildings greater than three stories should provide variation by using balconies, fenestration, and sunshades to create an interesting pattern of projections and recesses.

3) Building mass should be articulated to reflect a human scale, both horizontally and vertically. Examples of such building elements include articulated façades, corner elements, inset windows, highlighted entry features, and prominent cornices and rooflines. See sections below for additional requirements and guidelines for these elements.

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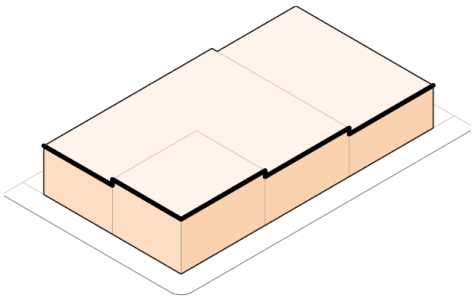
5.3 Building Height



Modulation of rooflines can add visual interest to the skyline, while reducing the scale of large building masses. Modulation can also minimize the "canyon" effect along a corridor while creating visual reference points and the appearance of distinct and separate buildings.

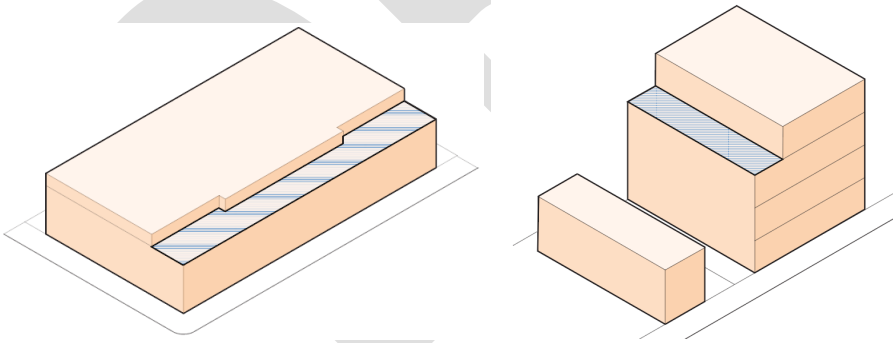
1) Development shall not exceed the height limits set in Chapter 4.

2) Buildings over three stories in height that do not use stepbacks (sec. 5.2.4) or prominent corners (sec. 5.2.6) shall vary the roof height by at least 5 feet for every 75 linear feet.

3) Rooftop equipment shall be concealed from visibility from the public right-of-way. The point of view for determining visibility shall be 6 feet above grade at a distance of 200 feet. If the roof structure does not provide this screening, an equipment screen shall be included in the design.

4) Exception(s): Projecting features such as appurtenances, chimneys, and vents may exceed the height limit.

5.4 Stepbacks



Stepbacks are upper levels of a building set back from the façade before the total height of the building is achieved. Building stepbacks at upper levels allow for multiple roofline profiles, lessening the imposing appearance of building massing, providing privacy, and creating space for open space amenities.

1) Chapter 4 establishes when and where (which building façade) stepbacks are required.

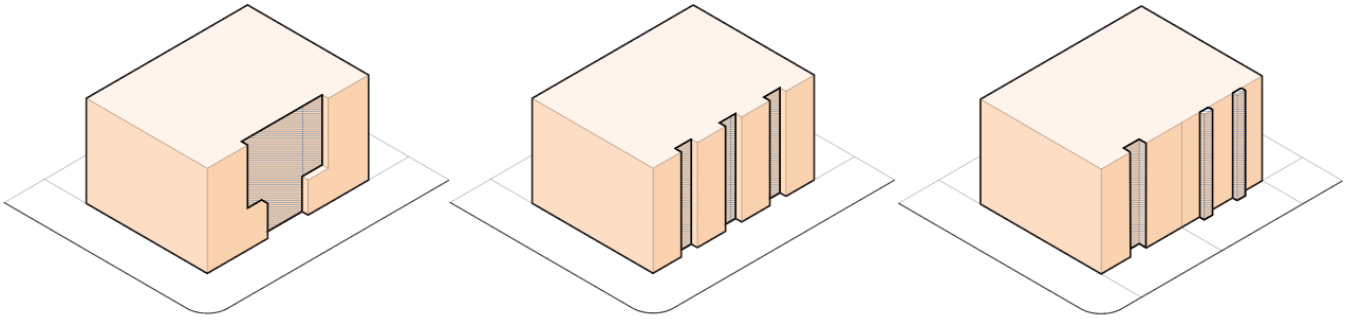
2) Stepbacks are measured from the primary façade plane. The primary façade plane is defined as the vertical plane with the greatest surface area above the ground floor.

3) Allowable Uses. Uses allowed within the stepback include:

- Private and outdoor common open spaces
- Shade structures, such as trellises, or fabric canopies
- Green roofs and photovoltaic panels

4) Exception(s): Architectural features used to meet prominent corners are allowed to interrupt required stepbacks.

5.5 Façade Articulation and Design



Façade articulation encourages proportions that reduce the apparent massing of buildings and create visual interest. Recesses and projections of a building facade, in combination with detailing, articulation, and fenestration pattern, create diversity and visual interest in the horizontal, particularly in its relationship to the pedestrian realm.

1) Façade Articulation. Any street-facing façade exceeding 50 feet in length shall modulate a minimum of 25 percent of the area above the first story. This modulation shall be between 2 feet and 12 feet in depth from the primary façade plane. Buildings 2 stories or less are exempt.

2) Modulation is not required to be continuous or open to the sky, and may be recessed or projected.

3) Building façades should include three-dimensional detailing such as cornices, belt courses, window moldings, bay windows, and reveals to create shadows and façade relief.

4) Balconies that are recessed a minimum of 2 feet shall qualify. Projected balconies shall not qualify.

5) Façade Articulation, Large Buildings. Any street-facing façade exceeding 150 feet shall additionally include a minimum break of 10 percent of the façade length or 20 feet, whichever is greater. This break shall be a minimum of 8 feet deep and open to the sky.

6) Materials, texture, patterns, colors, and details on building façades should vary to diminish the perceived mass of large buildings and to create the impression of smaller-scale buildings.

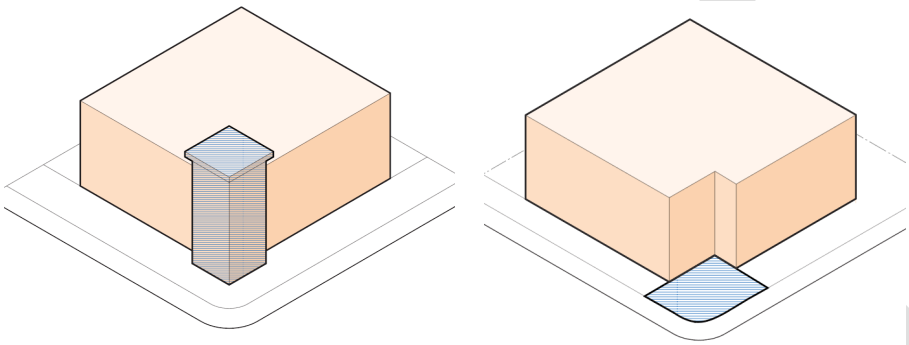
7) Building façades should be articulated with a building base, body, and roof or parapet edge.

8) The highest level of details should be on the ground floor's front façade and façades visible from public streets. However, similar and complementary massing, materials, and details should be incorporated into side and rear façades.

9) No more than 40 percent of balconies on a project shall extend beyond the façade of the building, and the maximum projection shall be 25 percent of the balcony's full depth. All other balconies shall be recessed into the building façade.

10) No balconies shall overhang into the public right-of-way or cross a property line.

5.6 Prominent Corners



Sites at prominent street intersections present unique opportunities to enhance the aesthetic quality of gateways into Chapman Corridor by creating signature buildings, architectural features, or open spaces. In addition to creating variation in building massing, an enhanced corner can create a sense of place in the public realm by incorporating key design features.

1) Location. Chapman Avenue at Placentia Avenue, Bradford Avenue, Angelina Drive, and Kraemer Boulevard, see Figure 5-1, *Prominent Corners*.

2) Design. Corner features shall have a distinct but complementary design to the overall mass of the building.

3) Minimum Height. If expressed as architectural form, corner features shall be greater in height than the overall building mass by a minimum of 10 feet, and may exceed the maximum allowable height established in Chapter 4 by 10 feet.

4) Canopies / Marquees. Enhanced canopies or marquees shall be provided to help create a sense of enclosure in the public realm.

5) Open Space. Open space in the form of plazas or entry courts may be used as an alternative to architectural form to meet prominent corner requirements.

6) Stepback Exemptions. Sites designated "prominent corners" (see Figure 5-1, *Prominent Corners*) are exempt from any stepback requirements for up to 30 percent of the street-facing building facade at the corner.

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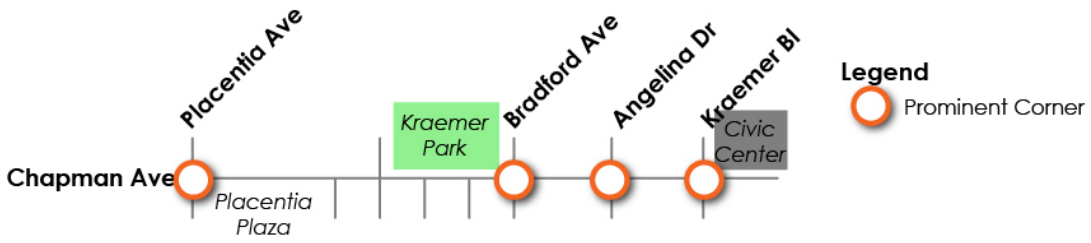
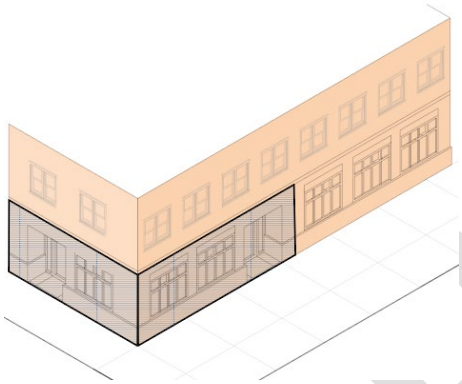
7) Exception(s): Prominent corner requirements shall not apply to projects with assembled parcels under 0.5 acre in size.

Figure 5-1: Prominent Corners



5.7 Frontages



A building frontage is the portion of the building facing the primary street. Frontages are often categorized into various types to address specific design elements. The arrangement and design are important considerations because it is the interface for how a building engages the public realm. The following building frontage types have been selected for the Chapman Corridor area:

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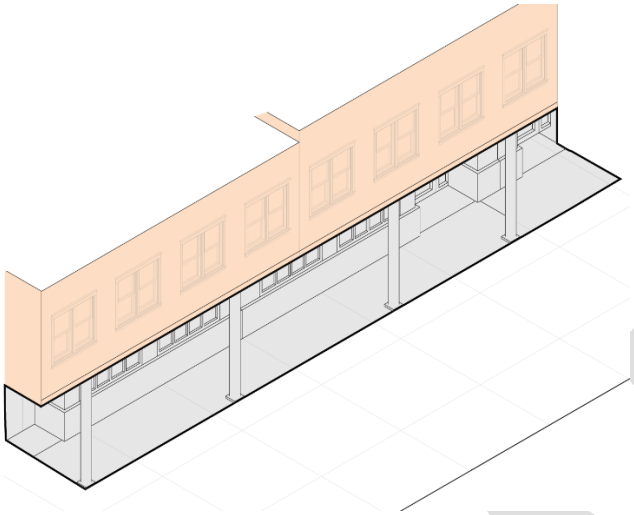
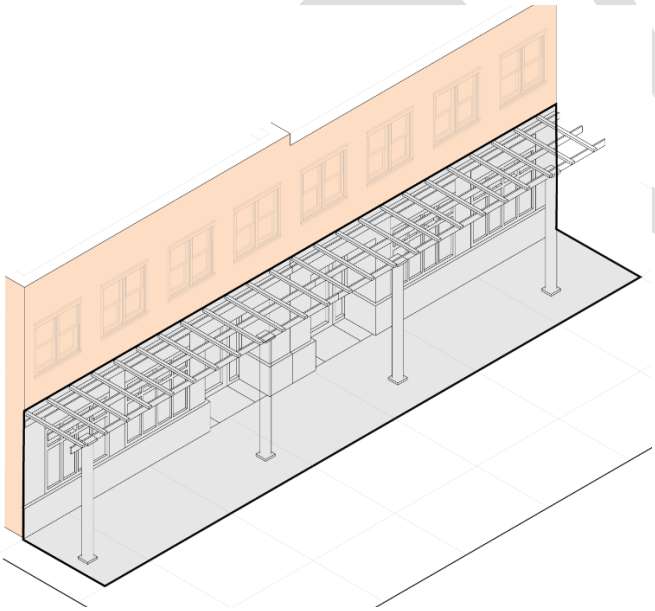
Arcade. Arcades are facades with a ground-floor colonnade that supports the upper stories of the building or, for one-story buildings, the roof. Arcades contain ground-floor shopfronts, making them ideal for retail or restaurant use, because the arcade shelters pedestrians from the sun and rain. Arcades function as an extension of the public sidewalk.



Gallery. The main facade of the building is set back at or near the front lot line, and an at-grade, covered structure, typically articulated with colonnade or arches, covers an area in the right-of-way. This type may be one or multiple stories and is intended for restaurants and outdoor dining uses.



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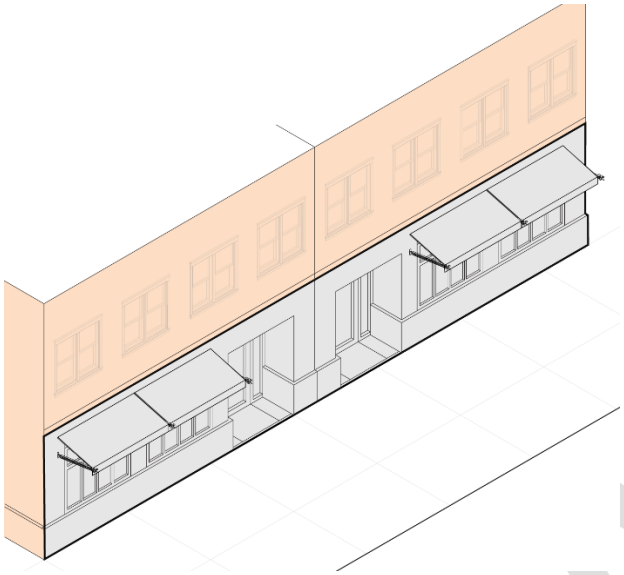
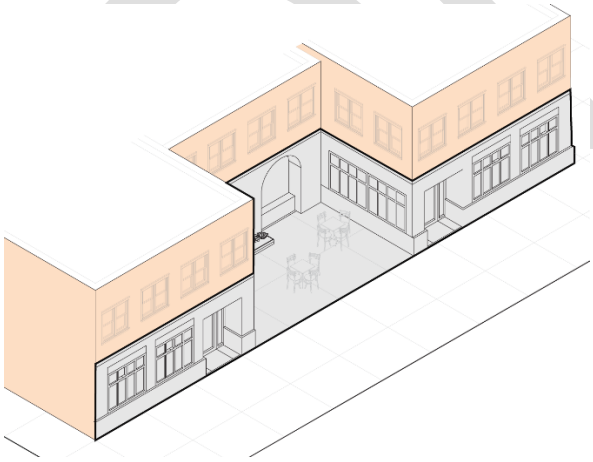
Shopfront. A shopfront is a frontage wherein the building façade and entrance are at sidewalk grade and close to the pedestrian zone. Shopfronts include large areas of transparent openings and doors and are commonly equipped with cantilevered roofs or awnings. Shopfronts typically provide access directly from sidewalks and are oriented to display ground-level commercial uses. This frontage type is typically used for commercial use. This frontage type can be used in conjunction with a terrace and/or forecourt to create a more engaging street.



Forecourt. A forecourt is a frontage wherein a portion of the building façade is recessed from the primary building façade. The forecourt may be used as an entry court and open space for residential uses, or as additional shopping or seating areas for commercial uses. This frontage type is appropriate for either residential and/or commercial uses. A mixed-use building could use a forecourt as a residential entrance while commercial uses occupy street-adjacent building space. This type can be used in conjunction with shopfronts and stoops as a transition into residential frontage.



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The following also guide the design of building frontages for the CCRP area:

1) Active uses should be focused at the sidewalk level, with the greatest concentration at the intersection of two streets.

2) Entries to stores and ground-floor commercial uses should be visually distinct from the rest of the store façade, with inventive use of scale, materials, glazing, projecting or recessed forms, architectural details, color, and/or awnings. These entries should have direct at-grade access from the sidewalk.

3) Individual storefronts should be clearly defined by architectural elements, such as piers or changes in plane and/or materials.

4) For non-residential uses, a minimum of 60 percent of the façade between 3 and 12 feet above the sidewalk should contain windows of clear or lightly tinted vision glass that allows views of indoor space. Heavier tinted or mirrored glass is not permitted.

5) Residential units must be designed to ensure the security of residents. Secured entrances and exits that are separate from the non-residential uses and are directly accessible to resident parking areas are required.

5.8 Awnings, Canopies, and Marquees

1) Awnings, canopies, and marquees enhance the pedestrian environment by providing visual interest and a human scale. Their use is encouraged, but care must be taken so they do not negatively impact the pedestrian zone.

2) Ground supports for encroachments are prohibited.

3) A continuous series of awnings, canopies, or other coverings is encouraged along retail frontages. Awnings and canopies should be designed to correspond to individual storefront structural bays and should convey the outline and proportion of storefront window openings.

5.9 Landscaping

1) Plant materials should utilize plants and trees identified in the City's Parkway Design Guide.

2) Provide a variety of landscaped spaces that accommodate different activities and needs, including buffering from sidewalks, at the perimeter of parking areas and seating and dining areas.

3) The palette of plant materials in landscape buffers should create an aesthetically pleasing space through a mix of colors, heights, and types of plants.

5.10 Circulation and Access

1) All buildings should be connected to the public sidewalk by a clearly delineated path or walkway.

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2) Primary routes for pedestrian circulation should provide universal access for people of all ages, sizes, abilities, or disabilities wherever possible by minimizing the number of steps and elevation changes and providing ADA access to building entries.

3) Design cues should be provided along pedestrian connections to help demarcate the transition between public and private spaces. Where there is a pedestrian connection between public and private space, at least one of the following design cues shall be used:

- Change in paving color
- Change in paving materials
- Landscaping on one or both sides of a walkway

5.11 Materials and Finishes

1) Buildings shall use durable, high quality materials to develop long-lasting buildings that can be adaptively reused over time.

- Brick, natural stone, precast concrete, and factory-finished metal panels (heavy gauge only, in corrugated or flat sections) are preferred.
- Alternatives to stucco are preferred. When stucco is used it should be applied with a smooth finish. Stucco seams should be used to create visual interest for the building's façade and form.
- The finish, texture, and color of materials should be compatible with the overall architectural theme.

2) Greater attention to detail and quality should be used at the lower levels of a building to contribute to an enhanced streetscape.

3) Encourage buildings to express a variety of architectural styles, but with full awareness of and respect for the height, mass, articulation, and materials of the high quality (desirable) older buildings that surround them.

4) Architectural style and use of quality materials shall be consistent throughout an entire mixed-use project; however, variations in materials and details may be used to differentiate between the residential and commercial portions of the project.

5) Construction details should be authentic and applied with consistency. Faux architecture that mimics a past era is strongly discouraged.

6) Materials and colors should be used to imply form changes, particularly for entrance lobbies, massing changes, and different uses or tenants.

7) Entrance canopies, scuppers, downspouts, and metal railings should follow the aesthetic of the building theme.

8) The use of concrete is allowed as long as it is part of an overall architectural composition, and it should have a finished architectural expression.

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9) Façade elements constructed of foam or foam molding are prohibited on the ground floor of buildings and should be avoided overall. If used, they should be well proportioned and constructed to avoid appearing glued to the building.

10) Concrete masonry units should only be used if they are fundamental to the building design and have a suitable appearance at the ground floor.

11) Signs should be constructed with high quality materials such as metal and architecturally designed.

5.12 Windows, Doors, Balconies, and Walls

1) The rhythm of windows and entrances should provide interest and engage pedestrians.

2) Clear glass should be used on the ground floor of non-residential façades with marginal obstruction from window signs, permanent shades, or interior displays.

3) Balconies and bay windows in upper stories are encouraged to enhance activity and provide "eyes on the street."

4) The design, size, type, and location of windows should enhance interior daylight and potentially decrease the size/type of required heating/cooling systems.

5) For non-residential storefronts, curtain wall, metal panel, frameless glass porch wall systems, and high quality glass storefront wall systems should be used.

6) Installation using a vertical cavity system and reinforced fiber cement panels is acceptable.

7) Windows and glass curtain wall systems should be transparent. Highly reflective or very dark glass is not allowed.

8) For residential buildings, windows should be of high quality and afford a shadow line and depth. This may be achieved through inset windows with an integral frame or insetting the window into the exterior wall.

5.13 Architectural Lighting

1) Lighting should enhance the building's architecture and augment the street and sidewalk experience at night.

2) Direct lamp glare from unshielded floodlights is not permitted.

3) Lighting that aims light directly into the night sky is prohibited.

4) Internal and external storefront lighting should be designed for ground-floor retail and restaurant spaces to augment the pedestrian space and encourage window shopping even when stores are closed.

5) Special illumination should be used to highlight main building entrances and add interest to the building façade. Subtle lighting to accent the architecture and special architectural elements (such as distinctive building rooftops) is encouraged.

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6) Secondary building entrances and parking/loading/service access points should have lighting compatible with the project's lighting to maintain a safe environment around the entire project, especially where pedestrians and other building tenants circulate.

7) Warm white light is encouraged. Blinking, flashing, and oscillating lights are prohibited. Colored lights are not encouraged unless they contribute to the theming of commercial areas or establishments. Overly bright or glaring lights should be avoided.

8) Automatic timers should be programmed to maximize personal safety at night while conserving energy. They should be reset seasonally to match the flux of dusk/dawn.

9) Exterior lighting should be designed and located so that light does not project off-site or onto adjacent uses. This is especially critical with neighboring residential uses.

5.14 Public Art

1) Public art shall be developed in the most accessible and visible places and considered in relation to other visual elements and cues (signage and other elements that may impede or heighten its enjoyment).

2) Public art shall reflect Chapman Corridor's visual and cultural setting. New installations shall provide a contextual understanding of and be clearly related to the City's overall network of public art.

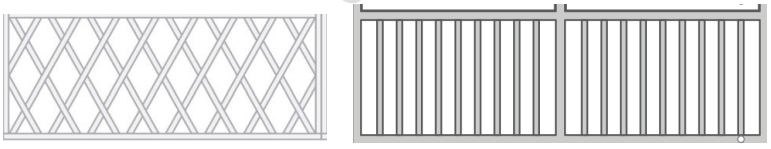
3) Artists shall create sustainable, maintainable works of art that aspire to the highest standards of innovation and aesthetic quality.

4) Public art shall be integrated into the project's design at an early stage of development to ensure cohesiveness of site design, architecture, art, landscape, and public space.

5) Public art shall be made a condition of approval for all new development at the discretion of the appropriate approval body, including approvals made at the staff level.

5.15 Outdoor Dining

1) Outdoor dining facilities such as chairs, tables, fences, planters, and such related furnishings and equipment shall not exceed 60 inches in height and, if permanently installed, must have a transparency of at least 80 percent. Such furnishings under 48 inches in height are not subject to transparency restrictions. Umbrellas, awnings, or other shade covering, plant material, temporary partition, or other movable items used in conjunction with aforementioned chairs, tables, fences, planters, and such related furnishings and equipment may exceed 60 inches in height and are not subject to transparency restrictions.



80 percent transparency examples

2) There is no minimum or maximum number of tables or chairs that are permitted pursuant to this section.

6 MOBILITY & INFRASTRUCTURE

6.1 Mobility

Chapman Avenue is an approximately one-mile stretch that runs from the 57 freeway to Placentia Civic Center. The corridor serves as an east-west, auto-oriented thoroughfare that connects the southwestern area of the Placentia to the 57 freeway, Cal State Fullerton, and the City of Fullerton.

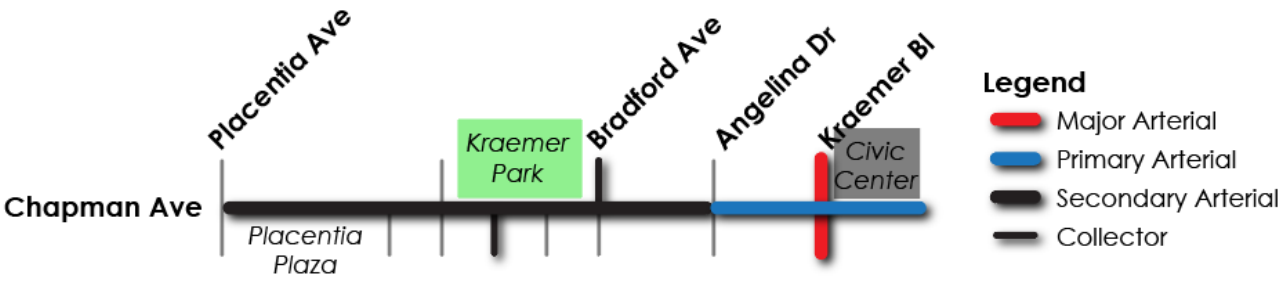
This chapter provides circulation and mobility improvements for Chapman Avenue within the Chapman Avenue Revitalization Plan (CCRP) area. While land use changes and design and development standards focus on the private realm, mobility addresses the public realm to improve accessibility and safety and accommodate users of all ages, including pedestrians, transit passengers, cyclists, and motorists.

6.1.1 Roadway Network

The Orange County Master Plan of Arterial Highways (MPAH, 2017) establishes a countywide surface roadway network intended to provide a guideline for the development of an inter-community arterial highway system. Roadways identified in the City of Placentia's General Plan Mobility Element (2019) are required to be consistent with roadways in the MPAH.

The MPAH classifies the length of Chapman Avenue as a primary arterial road. The City's Mobility Element identifies Chapman Avenue as several variations of an arterial. From Placentia Avenue to Angelina Drive it is classified as an existing functional secondary arterial. East of Angelina Drive to Orangethorpe, Chapman Avenue is classified as a primary arterial. Primary and secondary arterial streets are designed for through-vehicular traffic. The roadway network classifications are identified on Figure 6-1.

Figure 6-1: Placentia Mobility Element, Existing Roadway Conditions (2019)



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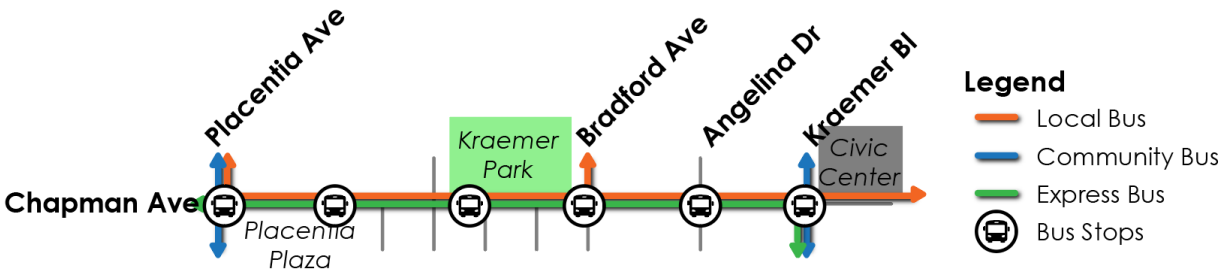
Due to traffic demand and the corridor's function as a vehicular thoroughfare, implementation of this Plan does not require the addition or removal of vehicular travel lanes. However, the proposed roadway sections have been designed to accommodate bicycle lanes that connect with the City's existing bicycle network (see Figure 6-3) and keep traffic moving. Existing and proposed street sections are provided later in this chapter on Figures 6-4 to 6-12.

6.1.2 Transit Network

Local, community, and express bus routes run east-west along Chapman Avenue, and north-south along Placentia Avenue, Bradford Avenue, and Kraemer Boulevard (see Figure 6-2). The bus routes are serviced by Orange County Transportation Authority. Bus stops along the corridor typically include signage affixed to a freestanding pole or street light post. Bus-stop enhancements such as seating, bus shelters, pedestrian-scaled lighting, and real-time bus arrival info would greatly enhance the experience for transit users going to and from Chapman Corridor. There are no known planed changes to the transit routes serving the Corridor at this time.

Figure 6-2: Existing Transit Network



Existing Bus Stop

Example Bus Shelter

6.1.3 Pedestrian Infrastructure

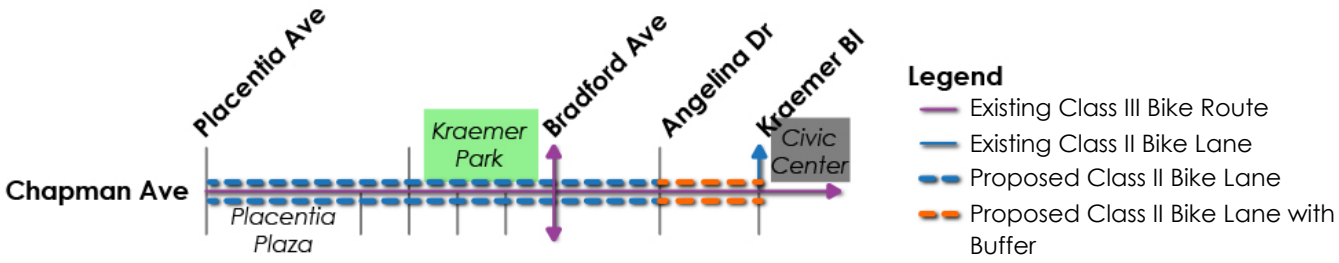
Chapman Avenue typically includes six- to eight-foot-wide sidewalks on both sides of the corridor. The existing sidewalk widths are adequate for two pedestrians to walk side by side comfortably. Where possible, street trees

can provide shade and enhance the pedestrian experience and comfort along the corridor. High-visibility crosswalks would also improve safety at all pedestrian crossings. The Chapman Corridor Streetscape Master Plan (Appendix B) identifies enhancements to the landscaping, street trees and other public realm improvements that will improve the pedestrian experience along Chapman Avenue. Implementation of that Plan is also discussed in Chapter 7, Administration and Implementation.

6.1.4 Bicycle Network

Chapman Avenue is currently a designated bike route without markings. The auto-oriented nature of the road and high traffic speeds provide an uncomfortable experience for bicyclists. Additionally, the presence of residential driveways and commercial surface parking lots present challenges and unsafe conditions for bicyclists. To improve bicyclists' safety, this Plan includes a continuous eastbound and westbound bike facility from Placentia Avenue to Kraemer Boulevard. A class II bike lane is proposed from Placentia Avenue to Angelina Drive. Additional curb to curb right-of-way allows for a buffered bike lane from Angelina Drive to Kraemer Boulevard. To accommodate the bike facility, on-street parking is removed on Chapman Avenue across from Kraemer Park. The street reconfiguration does not add or remove travel lanes. Street sections that showcase existing and proposed roadway configurations are shown below in Section 6.2 and also provided in the *Chapman Corridor Streetscape Master Plan*.

Figure 6-3: Existing and Proposed Bicycle Facilities



6.2 Street Sections

To guide implementation of this mobility plan, the following section provides existing and proposed street sections for various segments of Chapman Avenue in the plan area. All proposed street sections fit within the existing right-of-way.

6.2.1 Chapman Avenue: Placentia Avenue to Walnut Avenue, Bradford Avenue to Angelina Drive

Chapman Avenue at Placentia Avenue to Walnut Avenue and Bradford Avenue to Angelina Drive feature wide travel lanes and a center median, exemplifying the autocentric nature of the corridor. Lane widths are reduced to accommodate dedicated bike lanes in each direction as shown on Figures 6-4b and 6-4c.

Figure 6-4a: Chapman Avenue: Placentia Avenue to Walnut Avenue, Bradford Avenue to Angelina Drive Key Map

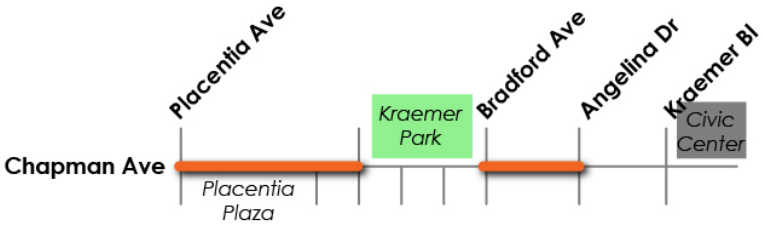


Figure 6-4b: Existing Street Section, Chapman Avenue: Placentia Avenue to Walnut Avenue, Bradford Avenue to Angelina Drive

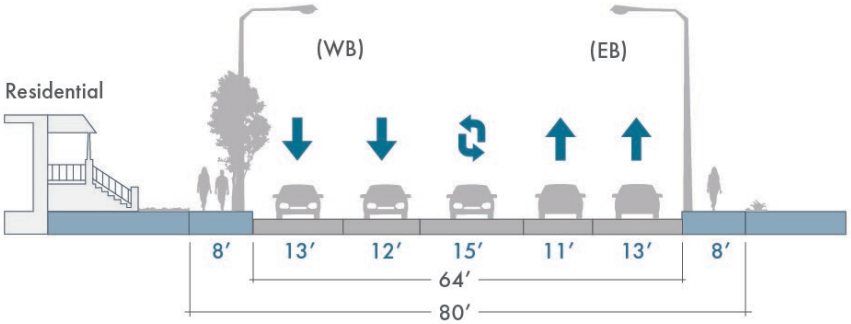
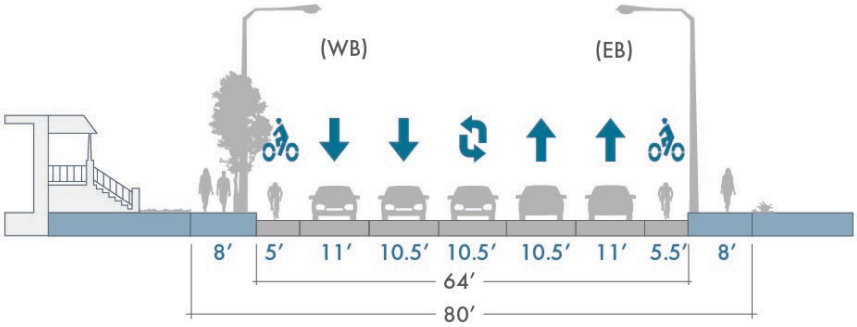


Figure 6-4c: Proposed Street Section, Chapman Avenue: Placentia Avenue to Walnut Avenue, Bradford Avenue to Angelina Drive



6.2.2 Chapman Ave: Walnut Avenue to Bradford Avenue (Kraemer Park)

Proposed improvements to Chapman Avenue between North Walnut Avenue and Bradford Avenue include reconfiguring the lanes to improve bicycle safety and connections to Kraemer Park and the citywide bicycle network. To accommodate bike lanes, on street parking is removed on the south side of Chapman. Figures 6-5b and 6-5c show the existing and proposed improvements for this stretch of the corridor.

Figure 6-5a: Chapman Avenue East of Bradford Avenue Key Map

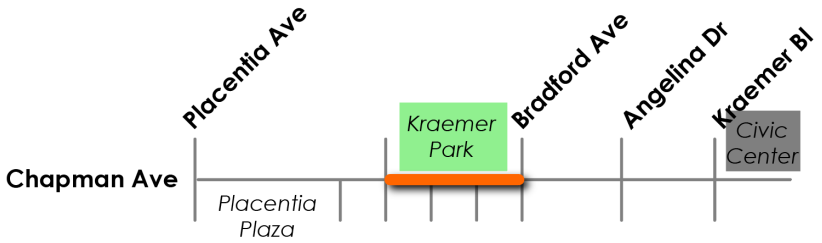


Figure 6-5b: Existing Street Section, Chapman Avenue East of Bradford Avenue

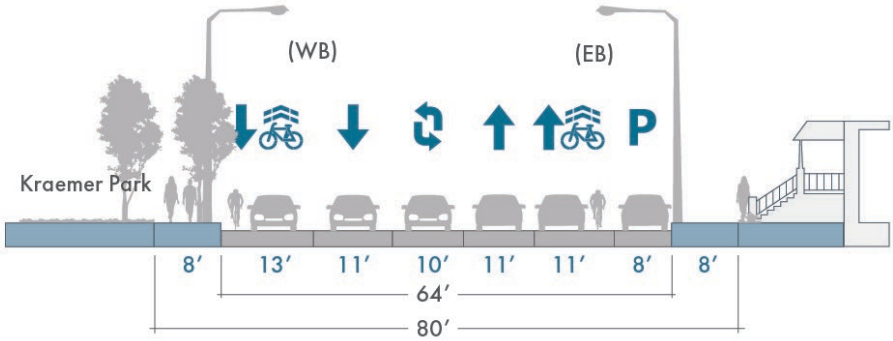
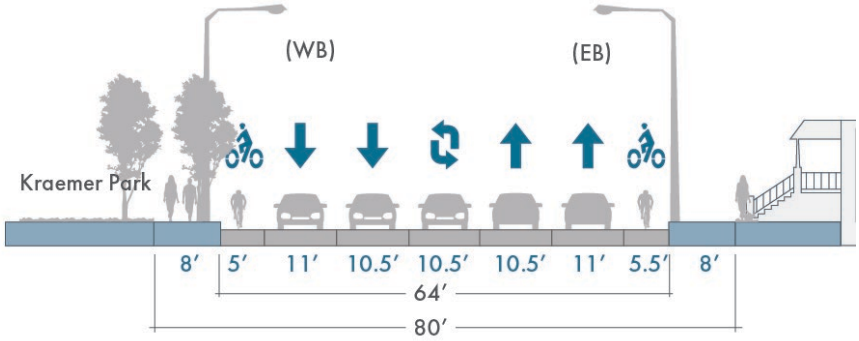


Figure 6-5c: Proposed Street Section, Chapman Avenue East of Bradford Avenue



6.2.3 Chapman Avenue: Angelina Drive to Kraemer Boulevard

Chapman Avenue between Angelina Drive and Kraemer Boulevard features a wider right-of-way that can accommodate safer bike facilities. In this section, travel lanes are reduced to accommodate buffered bike lanes. Figures 6-6b and 6-6c provide existing and proposed lane configuration for this segment of Chapman Avenue.

Figure 6-6a: Chapman Avenue East of Bradford Avenue Key Map

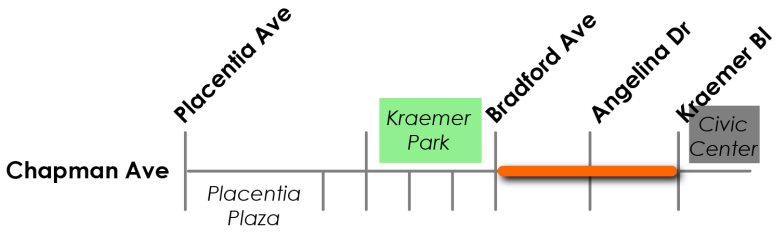


Figure 6-6b: Existing Street Section, Chapman Avenue East of Bradford Avenue

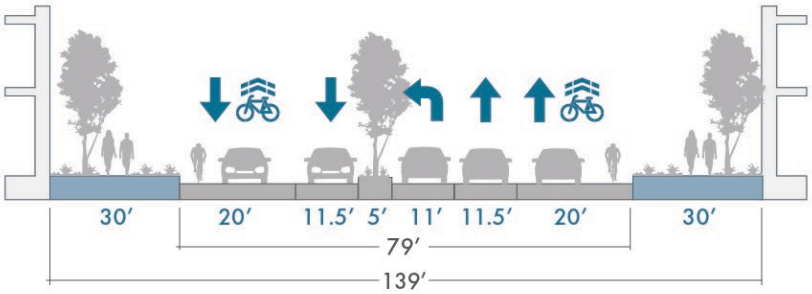
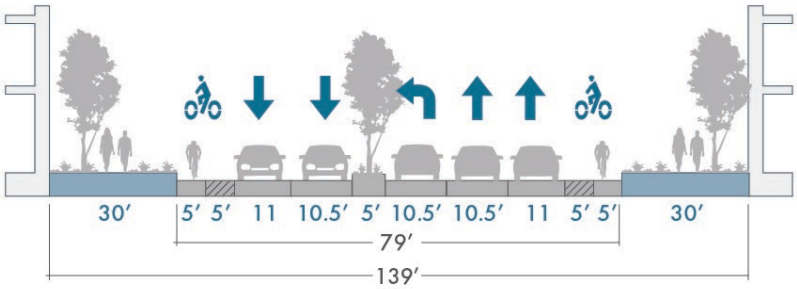


Figure 6-6c: Proposed Street Section, Chapman Avenue East of Bradford Avenue



6.3 Infrastructure

The plan area oriented around Chapman Ave is supported by three primary infrastructure systems including storm drain (drainage and flood control), the water system (domestic) and the sewer (sanitary) system. The following sections describe each of these systems and their ability to serve the proposed land use changes identified in Chapter 3, *Land Use*.

6.3.1 Storm Drain System

The plan area spans two of the City's six watersheds as defined in the 2023 Storm Drain Master Plan. Chapman Avenue to the west of Angelina Drive denotes Watershed A, while Chapman Avenue to the east of Angelina Drive designates Watershed B in the 2023 Storm Drain Master Plan Update. Drainage patterns within the City of Placentia flow from northeast to southwest, following the general topography. Storm drain pipes within from the plan area range from 12" to 72" reinforced concrete pipe (RCP).

The largest stormwater collection pipe is a 72" RCP that flows north to south along Kraemer Blvd. in the Gateway East subarea (within Watershed B). This conveyance begins approximately 1 mile north of the Gateway East subarea. Further downstream near Placentia City Hall, the 72" RCP marks the border between the Gateway Neighborhood and Gateway East subareas. Flows confluence downstream into a larger 78" RCP just outside the plan area on Kraemer Blvd and Crowther Avenue prior to emptying into Carbon Creek Channel, an OCFCD-owned regional facility.

The next largest storm drain pipe is a 54" RCP that flows east to west along Chapman Avenue within the Gateway West subarea. This storm drain pipe directs flows within Watershed A in a westerly direction and terminates at the intersection of the boundary between Placentia and the City of Fullerton.

Within the Gateway Core subarea, a 30" RCP directs flows from the neighborhoods north of the subarea prior to emptying as surface flow into the northeast corner of Kraemer Memorial Park. As stated in the "City of Placentia Master Plan of Drainage Update (November 2023)," the park is designed to flood during storm events. Excess surface runoff within the park flows into a 42" RCP in the southwest corner of the park and continues south beyond the plan area.

In Gateway East, a 51" RCP receives flows from neighborhoods to the east of the subarea, directing flows west. Flows confluence downstream in the 72" RCP north-south storm drain pipe on Kraemer Blvd. All storm drains within the plan area discharge to larger regional drainage facilities. Specifically, storm water runoff collected in the storm drain pipes described above within the SP area ultimately drain into the Carbon Canyon channel.

The 2023 Storm Drain Master Plan Update, completed by Michael Baker in 2023, inventories existing stormwater convenances, catalogs storm drain pipes under current conditions and future build-out, identifies deficiencies, and provides a list of improvements and priorities for future planning.

The 2023 Storm Drain Master Plan Update identifies 3 areas of localized flooding within or near the plan area. The intersection of Walnut Avenue at Center Street is located one block south of the plan area and experiences flooding due to an insufficient number of inlets in the area. The recommended improvements included installation of four additional inlets in the vicinity, along with 111 feet of new 24" RCP storm drain. Based on correspondence with the City of Placentia, these improvements have been completed.

The second localized flooding area occurs at the intersection of Sunset Drive and Placentia Avenue, at the westerly boundary of the plan area, just north of Chapman Avenue. This intersection experiences flooding during rain events, as the stormwater along Placentia Avenue is conveyed southerly toward the Sunset Drive intersection. Although there is a cross-gutter which is intended to direct the drainage to continue southerly in Placentia Avenue, the amount of water overwhelms the gutter, and the drainage is conveyed easterly in Sunset Drive, resulting in shallow flooding in the Sunset Drive/Chapman Avenue intersection. The recommended improvements include three catch basins (inlets) in Placentia Avenue at the Sunset Drive intersection, along with

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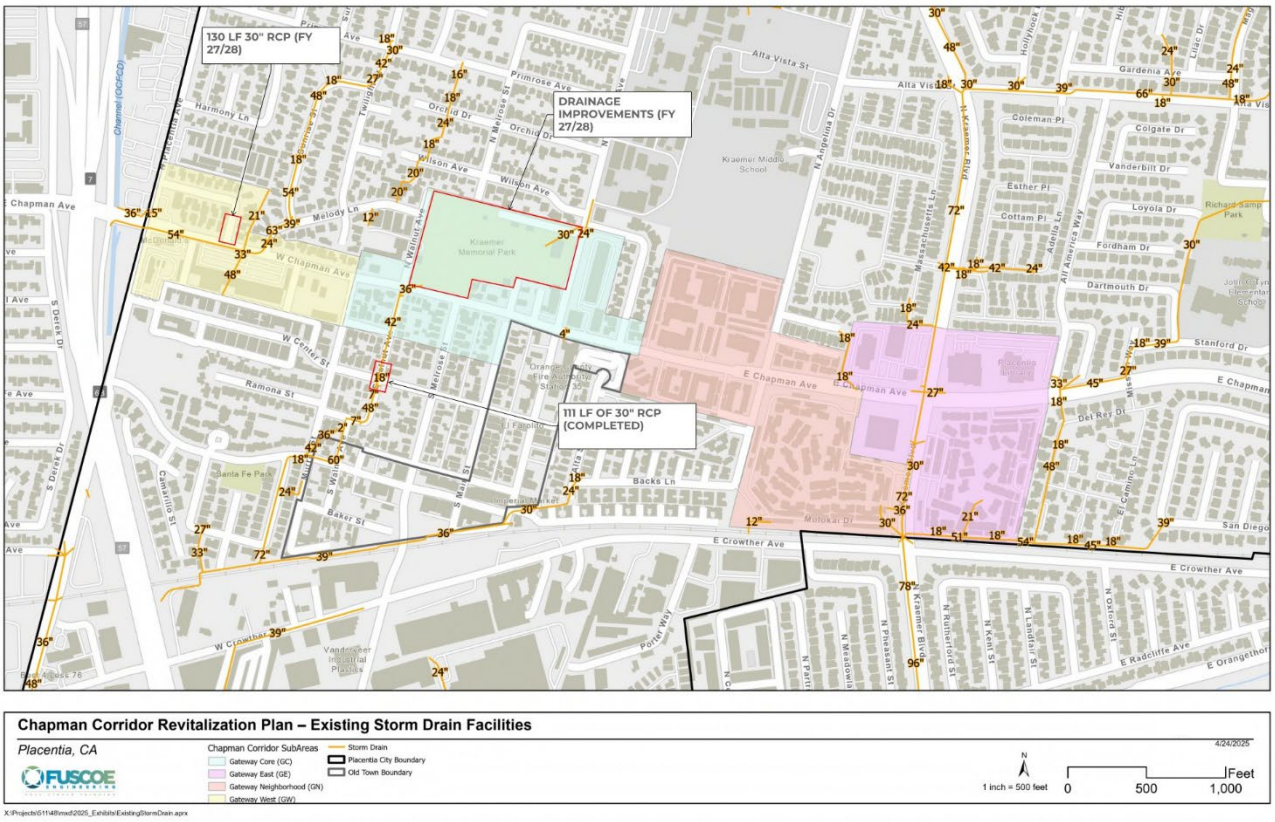
130 lineal feet of 30” RCP in Placentia Avenue from Sunset Drive to Chapman Avenue. These improvements are planned in FY 27/28 based on the 2024-2025 CIP.

The third area identified with localized flooding is Kraemer Park. There are no major storm drain improvements recommended for this area, as the park was intended to function as a detention/retention system during rain events. However, there are drainage improvements scheduled for the overall system to operate more efficiently and these are programmed for FY 27/28.

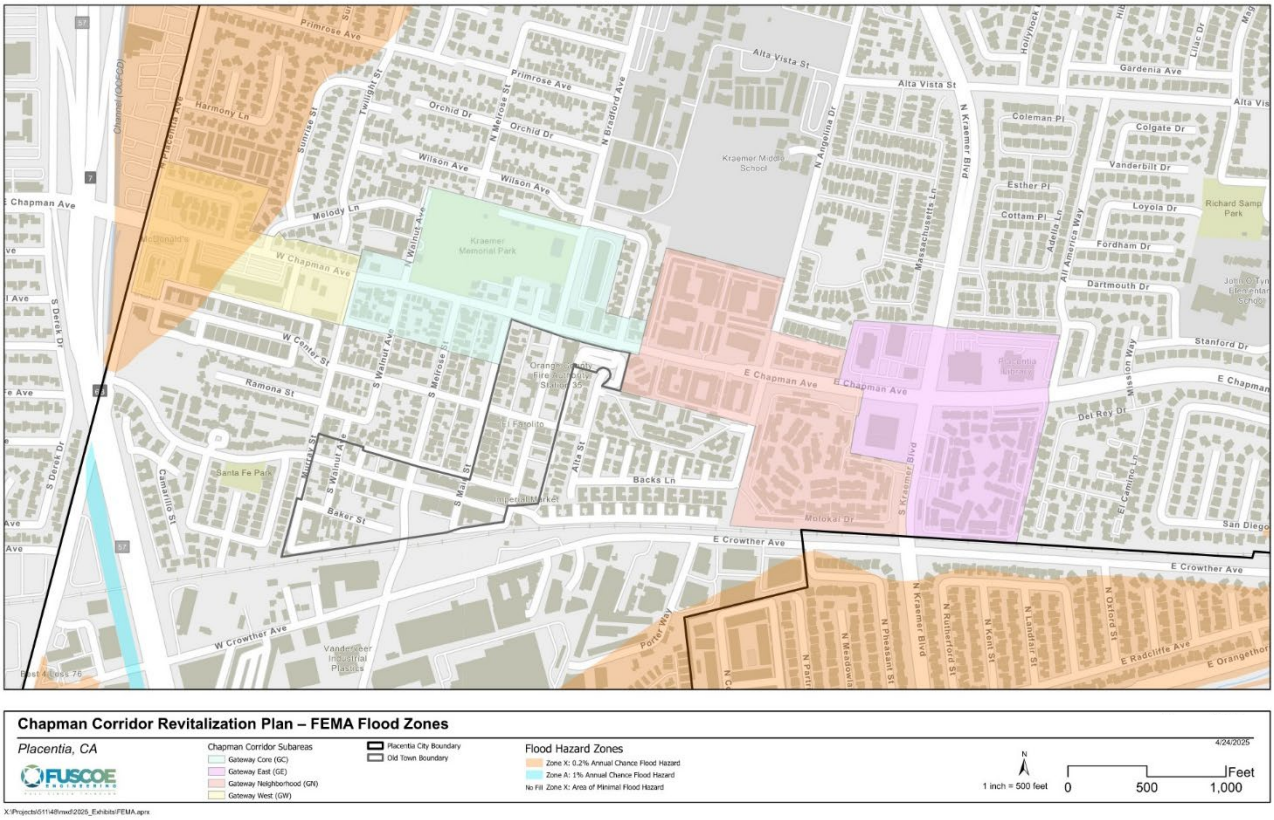
Figure 6-7 shows the storm drain system and highlights the three localized flooding areas.

Figure 6-7: Storm Drain Facilities



The Gateway West portion of the plan area resides within a FEMA Flood Zone designated as “Shaded X”. This indicated a moderate flood hazard area, typically located between the 100-year (1% annual chance) and 500-year (0.2% annual chance) flood levels. It is not considered high risk and does not require mandatory flood insurance. The remaining areas of the plan area do not fall within any FEMA flood zone. Figure 6-8 shows the FEMA flood zones associated with the plan area.

Figure 6-8: FEMA Flood Zones

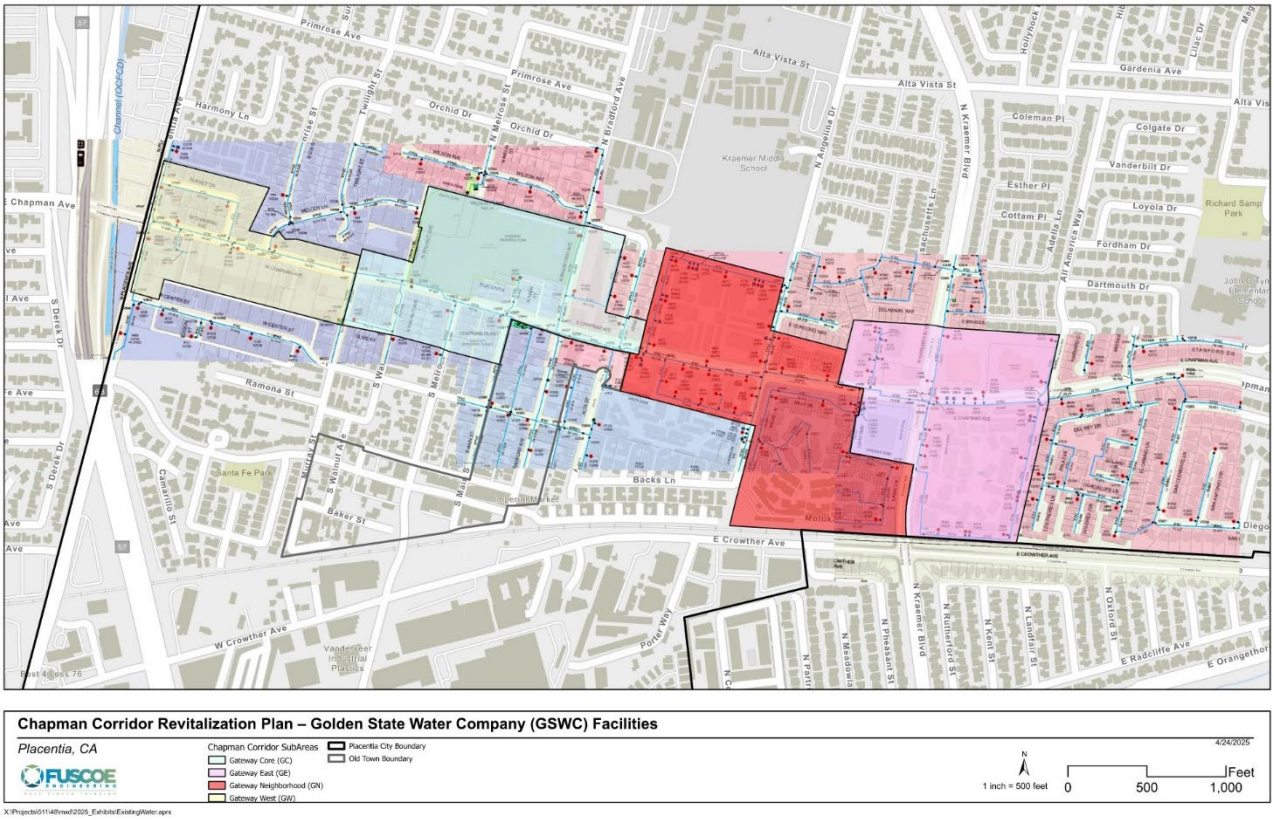


The plan area is currently built out and supported by an existing storm drain. Based on the recommendations of the SDMPU, as well as the capital improvements budgeted for in the CIP, the storm drain system is being adequately managed and is sufficient to support the proposed land uses. As redevelopment occurs within the SP area, the existing storm drain system will be evaluated at the project-specific level to ensure any changes in runoff peak flows are adequately mitigated for on a project-by-project basis. In addition, the 2023 SDMPU identifies the recommended drainage improvements for the region and the City will continue to prioritize and implement these improvements through the CIP process. Therefore, there are no impacts anticipated with the full build and redevelopment of the proposed plan area land uses.

6.3.2 Water System

Golden State Water Company (GSWC) owns and operates the existing water system in the plan area and provides domestic and fire suppression water to the City's residents and businesses. There are no recycled water systems within the plan area or the GSWC service area. There is an existing 12"-diameter water pipeline in Chapman Avenue that serves as the primary backbone for the plan area, with connections to water systems along the intersections within the plan area. Figure 6-9 shows the water system associated with the plan area.

Figure 6-9: Golden State Water Company Facilities, Water System



Water sources identified in the Urban Water Management Plan (UWMP) for the Placentia Service Area that service the plan area include local groundwater pumped from the Central Plain of Orange County Groundwater Basin as well as purchased supplies from the Municipal Water District of Orange County, a Metropolitan Water District (MWD) member agency.[1] GSWC maintains its own comprehensive program for evaluating integrity, conveyance capacity, water pressure, etc. for proper water delivery. GSWC also has a comprehensive capital improvements program based on fees collected from its users.

Table 6.1 below summarizes the projected increase in net water demand based on the proposed land uses within the plan area. Using water demand factors for multi-family residential from the 2020 UWMP and commercial land use sewer demands from the Sewer Master Plan (multiplied by 20% to account for water usage), the projected net increase in water demand within the SP area is demonstrated below.

[1] UWMP Placentia-Yorba Linda

Table 6.1: Net Increase in Water Demand (Gallons Per Day)

Proposed Residential			
Net Increase of Units	**Water Demand Factor* (GPD/DU)**	**Water Demand (GPD)**	**Water Demand (AFY)**
614	165	101,310	113
* Per GSWC 2020 UWMP, Water Demand calculated using 55 gpcd x 3 persons per dwelling unit = 165 gpd/du			
Proposed Commercial			
Proposed Commercial (SF)	**Water Demand Factor** (GPD/AC)**	**Water Demand (GPD)**	**Water Demand (AFY)**
-35,900	1,500	-1,236	-1.4
** Water Demand calculated per City of Placentia Sewer Master Plan (2018), and applying a 20% increase to account for consumption and landscape irrigation.			
		Net Increase (GPD)	**100,074**
		Net Increase (AFY)	**112**

Implementation of full build out of the proposed land uses within the Chapman plan area will have the potential for water demands to increase in the range of 100,074 gpd or 112 AFY over existing conditions. The projected increase in water demands falls within the overall increase in projected water demand and water supply identified in the 2020 UWMP out to 2045. In addition, the 2025 UWMP are required to be certified by June 30, 2026. It is recommended the 2025 UWMP incorporate the most current general plan land uses and maximum build out conditions for developing projected water demands and water supply out to 2050.

Implementation of projects consistent with the proposed land uses may require the construction of new water infrastructure where existing water lines are not sufficient to accommodate the increased demands. These determinations will be made on a project-by-project basis and include site specific fire flow tests and hydraulic pressure analyses. The proposed improvements may include upsizing water lines on-site and off-site and additions of boosters in low pressure areas. In those conditions, where hydraulic issues or capacity impacts are identified, as new development comes in for the Chapman Corridor plan area each project will be responsible for paying for the impacts through their connection fees.

6.3.3 Sewer System

The City of Placentia owns and maintains its sewer system within the City. The sewer system in the plan area typically gravity drains from northeast to southwest including several tributary systems along the Chapman corridor. Sewer system sizes range from 6” to 12” within the plan area and ultimately discharge into larger lines (15”) further south in N Placentia Ave. There are no Orange County Sanitation District trunk lines in the plan area and the closest line exists in State College Blvd to the west of the plan area.

The City of Placentia’s 2018 Sanitary Sewer Master Plan and Condition Assessment (SMP), prepared by Dudek, was utilized to perform the evaluation of the City’s sanitary sewer system and included the plan area. The SMP identifies capacity deficiencies, along with recommended sewer rehabilitation projects. The recommended improvements are incorporated into capital improvement projects (CIPs), based on the priorities provided in the SMP.

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The Sewer Master Plan identified capacity deficiencies under existing dry and wet weather flow conditions (Section 3.8.1, 2018 Sewer Master Plan). While the City of Placentia does not maintain wastewater design criteria, those from neighboring wastewater service providers were utilized. Within the plan area, there are areas exhibiting a moderate to high potential for upsizing during Existing Peak Dry Demands under the existing condition. Upsize potential was determined by ratio of depth of flow to the diameter of the pipe. Moderate potential is classified as a ratio of 0.5-0.75, while a high potential is classified with a ratio greater than 0.9. The highest potential need for upsizing for existing peak dry demands was found in the southwestern portion of the plan area, specifically along Placentia Avenue south of Chapman Avenue. For Existing Peak Wet Demands for the existing system infrastructure, the greatest potential for upsizing was found along a northeast to southwest corridor north of Chapman Avenue, along Chapman Avenue, and south of Chapman Avenue within the plan area.

Table 6.2 below summarizes the anticipated net increase in sewer demand associated with the full buildout of the proposed land uses.

Table 6.2: Net Increase in Sewer Demand (Gallons per Day)

Proposed Residential		
Net Increase of Units	**Sewer Demand Factor* (GPD/DU)**	**Sewer Demand (GPD)**
614	120	+73,680
* Generation Factors Per City of Placentia Sewer Master Plan (2018) based on 120 GPD/DU		
Proposed Commercial		
Proposed Commercial (SF)	**Sewer Demand Factor** (GPD/AC)**	**Sewer Demand (GPD)**
-35,900	1,250	-1,030
* Generation Factors Per City of Placentia Sewer Master Plan (2018)		
	Net Increase (GPD)	**72,650**

Implementation of full build out of the proposed land uses within the Chapman plan area will have the potential for sewer flow generation to increase in the range of 0.073 MGD (72,650 gpd) over existing conditions.

The SMP designates proposed CIPs into areas (A1-A7), and rehabilitation projects (B1 – B3), based on capacity and condition of sewer pipeline. The sanitary sewer pipelines associated with the SP areas are described below.

Gateway West (CIP A3) Expected in FY 28/29:

This area includes a 10” sanitary sewer pipeline (SS) at Placentia Avenue within the Gateway West portion of the plan area including a sewer siphon at OCFCD’s Placentia Storm Channel and State Route (SR) 57. The SMP identifies upsizing of pipes in this area. The “A3 Sewer Capacity Project - 2018 Sewer Master Plan” plans to upsize this line with pipe sizes ranging from 12” to 15,” covering a total of 3,277 linear feet. These improvements within the subarea are found Melody Lane, Chapman Avenue, and Placentia Avenue.

Gateway Core (CIP A2) Expected in FY 27/28 with A1 constructed:

The Gateway Core area sewer system include the 8” line on Murray Street sewer, marking the western border of the Gateway Core. This line discharges in a southerly direction as an 8” pipe within the subarea into a 12” pipe

past Santa Fe Avenue, located outside the subarea. This sewer line continues southerly and westerly at the AT& SF Railroad, becoming a 15" at Placentia Avenue.

A 10" sewer line exists within an easement between Walnut Avenue and Melrose Street. This line receives flows from an 8" line on Walnut Avenue west of Kraemer Park as well a 6" line within Kraemer Park.

An additional sewer line includes a 6" line in the alley between Melrose Street and Main Street in the southern portion of the subarea as well. Another 6" line is present along the eastern border of the subarea that discharges into an 8" line in Chapman Avenue.

The "A2 Sewer Capacity Project - 2018 Sewer Master Plan" plans to upsize this line with pipe sizes ranging from 12" to 24," covering a total of 11,755 linear feet. These improvements begin outside the subarea on Bradford Avenue and within the subarea along Walnut Avenue.

Gateway Neighborhood (CIP A5) Expected in FY 30/31:

The Gateway Neighborhood subarea includes two primary sewer systems. There is an 8" sewer in E. Chapman Avenue, that discharges at the westerly boundary of this area, and connects with the 8" sewer in Gateway Core. The other sewer facility is an 8" line that discharges from the southerly boundary of the subarea, and goes under the RR and Crowther Avenue, and continues southerly within an easement to Partridge Street. The "A5 Sewer Capacity Project - 2018 Sewer Master Plan" plans to upsize this line with pipe sizes ranging from 12" to 15," covering a total of 6,873 linear feet. These improvements begin along the southern border of the subarea on Molokai Street and continue downstream outside the subarea.

Gateway East (No CIP recommendations):

This area has one discharge location, at the southerly boundary. The sewer exits the plan area as a 12" diameter line in Kramer Boulevard at the railroad, and continues southerly to the OCSD outfall at the City boundary, as a 21" diameter sewer south of Orangethorpe Avenue. There is a siphon just before the OCSD outfall to accommodate the OCFCD Carbon Creek Flood Control Channel. There are no proposed recommendations for this area based on the 2018 Sewer Master Plan.

In addition to the sewer capacity recommendations, a number of sewer reaches within or downstream of the SP area have been designated for CIP rehabilitation projects, denoted as B1 and B3 in the 2018 SMP. Portions of these recommended repairs are scheduled for this year (FY 24/25), while other sewer repairs are expected to be performed during FY 26/27.

Figure 6-10 shows the sewer system and highlights the future sewer CIP projects related to the plan area.

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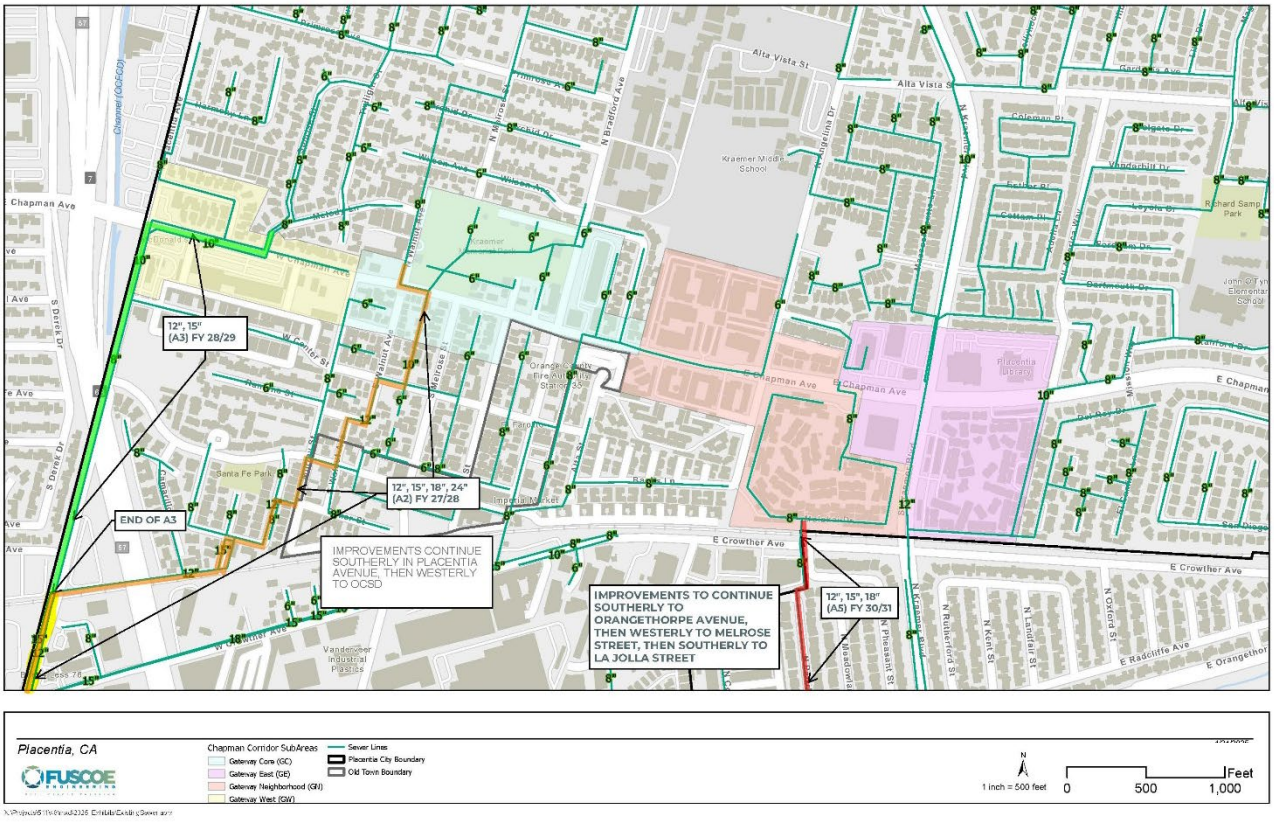
Figure 6-10: Sanitary Sewer Facilities



Based on detailed evaluation of the sewer system and the proposed recommendations to improve the system now and in the future through the CIP process, the sewer system is being well managed and maintained. With the maximum increase in sewer flows at approximately 0.073 MGD, the sewer system has adequate capacity to accommodate the projected flows over time with the proposed improvements.

7 ADMINISTRATION AND IMPLEMENTATION

7.1 Introduction

This chapter describes the steps and actions to implement and administer the Chapman Corridor Revitalization Plan (CCRP).

7.2 Administration

7.2.1 Applicability

The CCRP was prepared in conformity with the California Government Code, Title 7, Division 1, Chapter 3, Article 8, Section 65450 et seq.; the City of Placentia's General Plan; and the City of Placentia Municipal Code (PMC) and adopted by ordinance.

The CCRP serves as the implementation tool—the zoning— for the Plan area. This Plan addresses general provisions, permitted uses, development and design standards, mobility and infrastructure improvements, and design guidelines. Proposed development plans, tentative tract or parcel maps, and any other development approval pertaining to land or property governed by this Plan must be consistent with this Plan. The CCRP supersedes the City of Placentia Municipal Code. Where the CCRP is silent, the PMC shall apply, using the context and objectives of the CCRP as a guide.

7.2.2 Responsibility and Enforcement

The Developmental Services Department is responsible for the overall administration and enforcement of this Plan. The Development Services Director or his/her designee shall be the individual responsible for coordination of review and decision-making and the provision of information regarding the status of all applications and permits for developments.

7.2.3 Severability

If any portion of this CCRP and its regulations are declared invalid or ineffective in whole or in part by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Plan.

7.2.4 Interpretation and Use Conformity Determination

In the event of ambiguity concerning the content or application of the Corridor Plan, the ambiguity shall be resolved by the development services director or his/her designee. The development services director or his/her designee may review and determine whether a proposed use that is not otherwise specified in Table 3.2 conforms to the intent of the CCRP. The following shall guide an interpretation:

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- The interpretation is consistent with the purposes and intent of the CCRP.
- The interpretation does not alter the intent of the CCRP as defined by the vision, development standards, and design guidelines.
- The Development Services Director may reference the PMC when making a determination for similar uses and applicable development standards.

7.2.5 Minor Alterations

The Chapman Corridor Revitalization Plan includes a process to grant minor relief from development standards. The development services director or his/her designee shall have the authority to approve minor alterations to a development application as defined herein. Minor alterations may also be negotiated as part of a development agreement, which may require a developer to provide or finance any public projects deemed agreeable to both the developer and the City Council.

Minor alterations may include:

- Adjustments to development standards by no more than 10 percent (including parking).
- Adjustments to allowable projections and encroachments if consistent with PMC Title 20 Building Codes and Regulations.
- Modifications necessary to comply with final Conditions of Approval or mitigation measures when adopted under subsequent action.
- Addition of information to the CCRP (text or map changes) for purposes of clarification, provided that the additions do not change the intent of the Plan or regulations.
- Adjustments to the alignment, location, and sizing of utilities and facilities, or a change in utility and/or service provider, as approved by the public works department.

Findings:

- In approving a minor alteration, the development services director or his/her designee must make at least one of the following findings:
    - The minor alteration is consistent with the purposes and intent of the CCRP.
    - The minor alteration is consistent with the purposes and intent of the General Plan.
    - The minor alteration will not be detrimental to the public health, safety, and welfare of the existing or future development in the surrounding area.

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7.2.6 Amendments to the Specific Plan

Any deviation or relief from the requirements of the CCRP that cannot be accommodated by an Interpretation or Minor Alteration, according to Sections 7.2.4 and 7.2.5, shall require a Plan Amendment. An amendment shall be required if the following is proposed:

- Change in the CCRP boundary.
- An increase or decrease of more than 10 percent in the quantitative development standards.
- An increase in the maximum buildout of residential units and nonresidential square footage (not including any applicable density bonus units).
- A change in use not allowed in the CCRP that was determined (through Section 7.2.4) not to be consistent with the Permitted Use or Conditional Use (Chapter 3 Land Use, Table 3.2, Land Use and Permit Requirements).

An amendment to the CCRP shall be processed as specified in PMC 23.96 and require approval of City Council.

Changes or amendments to Appendices are not considered Amendments to the Specific Plan.

7.2.7 Development Plan Review

Construction of new buildings and exterior additions within the CCRP area shall require that the development services director first makes a finding that the proposed new building or exterior addition is in conformity with both the intent and provisions of this Plan.

The development services director or designee shall have the authority to approve the application for site development approval only if all the following conditions are met:

1. The proposed development is consistent with the permitted uses in Table 3.2, Land Use and Permit Requirements, of this Plan.
2. The proposed development meets or exceeds the criteria established in PMC Section 23.75.020 and Chapter 4, Development Standards, of this Plan.
3. There have been attached any other conditions necessary to prevent: (A) detriment to the health, safety or general welfare of the persons residing or working within the neighborhood of the proposed development or within the city, or (B) injurious to the property or improvements within the neighborhood or within the city.
4. The proposed development will be consistent with the latest adopted general plan.
5. Conditions necessary to secure the purposes of this section, including guarantees and evidence of compliance with conditions, are made part of the development approval.

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7.2.8 Conditionally Permitted Uses

Conditionally permitted uses established in Table 3.2, Land Use and Permit Requirements, of the CCRP are subject to the approval of a use permit and require a public hearing before the planning commission in compliance with Chapter 23.87 of the PMC. The planning commission or the City Council Housing, Community, and Economic Development Committee may approve the use permit only if these three conditions are met.

1. The proposed use will not be: (A) detrimental to the general health, safety or general welfare of the persons residing or working within the neighborhood of the proposed development or within the city, or (B) injurious to the property or improvements within the neighborhood or within the city.
2. The proposed use will be consistent with the latest adopted general plan.
3. Conditions necessary to secure the purposes of this section, including guarantees and evidence of compliance with conditions, are made part of the use permit approval

7.2.9 Appeals

Appeals shall be pursuant to PMC 23.75, Development Plan Review, and PMC 23.87, Use Permits. The decision of the development services director shall be final unless appealed to the planning commission. The decision of the planning commission shall be final unless appealed to the city council. The city council or planning commission shall make its own determination as to whether the proposed development conforms to land use regulations and meets the developments standards in the CCRP, and may approve, modify, or disapprove the decision of the planning commission or development services director.

7.2.10 Review Authority

Table 7.1 summarizes the review authority for each type of approval that will or might be required after the CCRP is approved.

Table 7.1: Review Authority

Reviewing Body Designation	Approval Type
Development Services Director or his/her Designee	• Site Plan Review • Interpretations and Use Conformity • Minor Alterations • Shared Parking Agreements and Parking Management Plans (also reviewed by the Public Works Department)
Planning Commission or City Council Housing, Community and Economic Development Committee (HCED) [or similar review committee]	• Development Plan Review • Tentative Tract Map(s) Recommendation/Tentative Parcel Map(s) Recommendation • Appeal of Development Services Director action • Variance • ~~Conditional~~ Use Permits

City Council	• Corridor Plan Adoption/Amendment • Tentative Tract Map(s) Approval/Tentative Parcel Map(s) Approval • Environmental Certification • Appeal of Planning Commission Action • Development Agreement Adoption/Amendment

7.3 Implementation

The CCRP area is expected to undergo shifts in growth in housing, employment, commercial/retail, and other supporting uses. There are a number of implementation and financing strategies that could or will be applied—both public and private—to realize the vision and potential of the CCRP area. These resources and action items are described below.

7.3.1 CEQA Exemption

The CCRP will be adopted in compliance with the requirements of the California Environmental Quality Act (CEQA) (California Public Resources Code, §§ 21000 et seq.). The City of Placentia finds that the adoption of the plan is exempt from CEQA pursuant to CEQA Guidelines Section 15061(b)(3), also known as the "common sense" or "general rule" exemption. This exemption applies to activities where it can be seen with certainty that there is no possibility the activity may have a significant effect on the environment. "Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA" (CEQA Guidelines § 15061(b)(3)).”

7.3.2 Phasing

The phasing of new development and revitalization of existing buildings on private properties will occur incrementally, over time as landowners and developers respond to new market opportunities. Redevelopment of opportunity sites, noted in Chapter 3 of this Plan, is expected to occur in the short term (1 to 5 years).

To attract and spur mixed-use residential development in the CCRP area, development incentives for a catalytic project are included in this Plan. The intent of the catalytic project, once approved, is to attract interest and investment in other parts of the corridor. Following the catalytic project, new development or adaptive reuse of existing buildings, such as those in the Single Family Flex zone, will ensue over time in response to market demand and the availability of financing. Improvements along the corridor are identified in Table 7.2, along with a general time frame for when they are expected based on funding.

Table 7.2: Phasing

Corridor Plan Revitalization Action Items	Time Frame	Primary Responsibility	Potential Funding Sources
Establish and Adopt CCRP Development Fees	Short (1–5 years)	City	City General Fund
Prepare Nexus Study, Create and Adopt Development Impact Fees	Short (1–5 years)	City	City General Fund
Approval of Catalyst Project	Short (1–5 years)	Developer, City	Private Funding

Table 7.2: Phasing			
Corridor Plan Revitalization Action Items	**Time Frame**	**Primary Responsibility**	**Potential Funding Sources**
Redevelopment of Vacant and Underutilized Lots	Short (1–5 years)	Developer	Private Funding
Chapman Avenue Streetscape Improvement Plan	Concurrent with this Plan	City	City, general fund or grant
Streetscape Improvements (Street trees, landscaping, lighting)	Medium (5–10 years)	City	Community Facilities District, City, Grant funding
Gateway Signage	Medium (5–10 years)	City	Community Facilities District, City, Grant funding
Roadway Restriping	Medium (5–10 years)	City	Community Facilities District, City, Grant funding
*Timing of and funding for infrastructure related improvements (water, sewer, and storm drain) are described in Chapter 6, *Mobility and Infrastructure*.			

7.4 Funding

Several potential funding sources are identified in Table 7.2, these sources are further described below. In general options include grants, private loans, and value capture funding mechanisms. Depending on the project type funding may come from multiple sources.

7.4.1 Community Facilities District

The City intends to require the catalyst site developer and/or the first entitled new development to initiate a Chapman Corridor Community Facilities District (CFD). A Community Facilities District is a special tax district provided by State Law that funds public improvements and ongoing services within an identified area. Generally, these districts fund a wide variety of services, such as parks and open space maintenance, and finance public infrastructure projects. The City currently administers two CFDs in Placentia—CFD 2014-04 (Public Safety Services) and CFD 2018-01 (Transit Oriented Development Maintenance Services).

In addition to City baseline impact fees, Chapman Corridor will require additional public realm improvements, and projects are subject to a Chapman Corridor community facilities district fee that ensures all public sector infrastructure improvements can be provided. In addition to the Chapman Corridor CFD fee, all projects will be required to install public infrastructure and streetscape elements up to the curb face of the public street immediately adjacent to the project, in accordance with the City's Parkway Design Guide, an adopted Chapman Corridor streetscape plan, and implementation of area gateway signage.

7.4.2 Development Impact Fees

A future Chapman Corridor specific development impact fee program may be initiated in addition to a citywide development impact fee. Development impact fees are a potential funding source for affordable housing, parks, recreational open space, and infrastructure upgrades. These fees, paid by new residential and commercial

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development projects, may only be used to pay for improvements necessitated by the new development and only in an amount proportionate to the new development's share of the benefit. The fees can be combined with other funding sources to pay for an improvement that serves both new and existing residents or businesses. A nexus study—which calculates the new increment of development, estimates the portion of an improvement project attributable to that increment of growth, and allocates the fee among the new development projects by land use—is required by state law for implementation. Cities can, and usually do, have more than one impact fee, with each fee dedicated to an individual category of improvements, such as roads, water, sewer, parks, affordable housing, etc.

7.4.3 Enhanced Infrastructure Financing District

The enhanced infrastructure financing district (EIFD) is a funding mechanism designed to finance a wide array of infrastructure projects with "communitywide significance," such as parks, transit improvements, and affordable housing.

An EIFD can be created by a city, county, or joint powers authority to fund specific infrastructure and economic development projects as outlined in a financing plan. An EIFD is established with a set boundary, which may include the Plan area or a portion thereof, a larger part of the city, or more than one separate area in the city. If approved by the voters, an EIFD's financing plan may include tax increment financing, in which the EIFD can collect the property tax revenue from increases in property values associated with new development. An EIFD can collect the tax revenue that would otherwise have gone to the city's general fund and revenue from any other taxing entity (such as the county general fund, flood control, etc.) except school districts. The tax increment revenue can be used to secure bond funding for EIFD improvements, which may facilitate the new development. EIFDs can also leverage other funding streams, such as assessment revenues, fees, and state and federal grants.

The City of Placentia in partnership with the County of Orange has already established an EFID near the city's future Metrolink Station that includes the Old Town Placentia area and Transit Oriented Development Packing House District. The purpose of this district is to create a funding mechanism that can facilitate the construction of public infrastructure improvements in the area. In 2020, the city council established a public financing authority to oversee the creation and adoption of an infrastructure financing plan.

7.4.4 Private Sector Financing

New development in the corridor will largely be financed by private-sector developers. This will include the extension of water, sewer, and stormwater infrastructure; building construction; grading; and other site improvements and amenities. Improvements and adaptive reuse of existing buildings that are privately owned will also be largely financed by the building owners or developers.

The private sector has the widest access to capital to fund new investment in Chapman Corridor, provided that potential investors see opportunities for reasonable returns on investment without undue risk and uncertainty. Other sources of funding, including grants by the state or federal government, can leverage and supplement private investment by supporting reasonable returns on investment and reducing uncertainty and risk. In addition, a local jurisdiction can pursue public financing mechanisms to assist with the costs of certain kinds of public infrastructure improvements to help incentivize economic development within an area. These sources of public financing mechanisms are described further.

7.4.5 Regional and State Grant Funding

Several regional and state agencies may provide grant opportunities that could be utilized to support the revitalization of Chapman Corridor. Some examples include: CalTrans Active Transportation Program; Golden State Acquisition Fund, administered by the California Housing and Community Development Department; Southern California Association of Governments; and the Infrastructure State Revolving Loan Fund (ISRF), administered by the California Infrastructure and Economic Development Bank.

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CHAPMAN CORRIDOR REVITALIZATION PLAN

Appendix A: Economic Study

City of Placentia
401 E. Chapman Avenue
Placentia, CA 92870

kosmont companies since 1986

MEMORANDUM

Date: September 8, 2025

To: Joseph Lambert, Director of Development Services, City of Placentia

From: Ken K. Hira, President, Kosmont Companies
Thomas Jirovsky, Sr. Advisor Kosmont Compnaies

Re: Chapman Corridor Revitalization - Target Buildout Analysis

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Kosmont is pleased to present this summary analysis memorandum identifying the process used to develop the target buildout of the 88 acres within the Chapman Corridor Revitalization Plan ("Plan") prepared by PlaceWorks.

PlaceWorks has been working with City to develop a land use plan/rezoning for the 1-mile Chapman Corridor extending from Placentia Ave. to the Civic Center located north of Old Town and the Metrolink station TOD. The Plan was designed to encourage a variety ofmulti-family and mixed-use commercial and affordable housing on vacant and underutilized parcels along Chapman Avenue.

The existing Plan area contains approximately 1,029 residential units and 277,000 square feet of commercial and civic uses.

Source: PlaceWorks

The existing uses include Placentia Plaza, anchored by very successful Northgate Market, several older low density shopping centers, office parcels, City Hall, Kraemer Park, existing single family homes and several large apartment and condominium projects.

The proposed plan divides the area into four planning subareas: Gateway West (GW), Gateway Core (GC), Gateway Neighborhood (GN) and Gateway East (GE) as shown on the Land Use map. The proposed land use designations within the Plan area include Single Family Flex (SFF), Commercial Corridor (CC). and Mixed-Use (MU) within Gateway West. Multi-Family Flex and Mixed-Use are in the other three subareas. Open Space Recreation (OS-R) is in Gateway Neighborhood, while Mixed-Use Civic Center (MU-CC) and Planned Unit Development (PUD-4) are located in Gateway East.

- SFF allows continued R-1 use, but with adaptive reuse for commercial businesses
- CC allows commercial uses with up to 1.0 Floor Area Ratio (FAR)
- MU allows a mix of types including hotel, retail and multi-family with densities ranging from 35-45 du/acre and FAR between 0.35 and 1.0
- MFF allows multi-family development from 30-45 units per acre with lot consolidation of smaller parcels required in some subareas
- MU-CC allows a mix of uses of commercial up to 0.35 FAR and residential 45 du/acres
- PUD-4 is an existing housing development (15 /acre) that will not have a change in zoning

ANALYSIS SUMMARY

To guide the planning effort, the City has requested an Analysis of the likely redevelopment expected over the next 15-30 years based on a high-level market feasibility assessment of each significant parcel. It is important to note that the Plan area is fully developed with one vacant parcel at the corner of N.Walnut Avenue and Chapman Ave., other long-term opportunities could be developed on City owned property and/or underutilized parcels. It is also important to note that real estate is a cyclical business with peaks and valleys and today real estate development has many challenges including high construction costs, high interest rates and difficulty obtaining loans. These factors will likely delay any new development for several years.

Once market conditions improve there will still be challenges to redevelopment. In order to determine the likelihood in the near future that the property owners would redevelop properties with significant improvements, Kosmont had to examine existing value of the residential and commercial uses and compare to the likely residual land value for redevelopment under the proposed density outlined in the Plan.

In order for new development to be feasible, the owner must be able to achieve a development profit substantially in excess of the value in its current use. This typically occurs where there are major vacancies and/or blighted buildings. Redevelopment does not occur when you have strong occupancy and market rents. Of course, over a long planning period of 30 years or more, conditions change and it is valuable for City to have new zoning in place which could provide higher value development opportunities.

Kosmont examined uses in each of the planning areas as well as the proposed density/intensity within each of the zoning subareas to estimate what redevelopment could occur over a 15-30 year timeframe. Table 1 below summarizes the existing uses by planning area, the maximum development that proposed rezoning allows and shows Kosmont's expected case residential and commercial redevelopment within each area of Chapman Corridor.

Table 1

Placentia Chapman Corridor
Change in Land Use

	GW	GC	GN	GE	Total
Acres	14.4	11.7	34.9	27.4	88
Total Units					
Existing	32	59	667	281	1,039
Proposed Max	123	369	1,055	1,018	2,565
Expected	*30*	*164*	*667*	*792*	*1,653*
Total SF					
Existing	98,100	45,500	-	134,200	277,800
Proposed Max	409,000	133,700	9,900	256,300	808,900
Expected	*180,000*	*40,000*	*9,900*	*12,000*	*241,900*

Source: PlacWworks, Kosmont Companies
Acreage excludes right-of-way.

It is important to note that in many areas, the proposed maximum development provides both 100% residential or 100% commercial limits, but actual development will typically be one or the other depending on market conditions at the time.

As shown above, Kosmont expects up to 600 more residential units to be built, while substantial commercial office will be demolished due to high vacancies and other commercial would likely be renovated.