

*“We are a welcoming, active, and business-friendly rural foothill community built on California's rich gold rush history.”*



## City Manager's Report

September 9, 2025, City Council Meeting

Prepared by: Dave Warren, Assistant City Manager/Director of Finance

Item #: 12.2

**Subject:** Consider abolishing the Assistant City Manager/Director of Finance position effective October 4, 2025, approving the Director of Finance position effective October 4, 2025, approving a job description for the Director of Finance position effective October 4, 2025, and approving and affirming a salary schedule effective September 27, 2025.

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### Recommendation:

Adopt a resolution:

1. Abolishing the Assistant City Manager/Director of Finance position effective October 4, 2025; and
- and
2. Approving a Director of Finance position effective October 4, 2025; and
3. Approving a job description for the Director of Finance position effective October 4, 2025; and
4. Approving and affirming a salary schedule effective September 27, 2025.

### Purpose:

To approve a proposed reorganization within the Finance Department including replacing the existing Assistant City Manager/Director of Finance position with a Director of Finance position.

### Strategic Plan Strategy:

Meet financial commitments and reporting requirements.

### Background:

After over fourteen years of exemplary service to Placerville, Cleve Morris, City Manager has publically announced his upcoming retirement effective October 3, 2025. After an extensive recruitment process, the City Council announced at its meeting held on August 12, 2025, that Dave Warren, Assistant City Manager/Director of Finance, has been selected as Placerville's next City Manager effective October 4, 2025. With the upcoming vacancy of the Assistant City Manager/Director of Finance position, the City Council met in Closed Session on August 26, 2025 and announced in Open Session the appointment of Natalie Tornincasa, Assistant Finance Director, as the Interim Director of Finance effective October 4, 2025. Tonight, staff respectfully requests the City Council to approve a reorganization plan within the Finance Department including replacing the existing Assistant City Manager/Director of Finance position with a Director of Finance position, and approving a new job description and salary schedule for the Director of Finance position.

**Discussion:**

Through succession planning, the City Council promoted the old Director of Finance as the current Assistant City Manager/Director of Finance in 2018 and established the Assistant Finance Director position in 2022. Now that the current succession has occurred in the Finance Department, staff is recommending that the Assistant City Manager/Director of Finance position revert back to the Director of Finance position. The proposed salary schedule for the new Director of Finance position is as follows:

	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
Annually	\$117,804.00	\$123,696.00	\$129,876.00	\$136,368.00	\$143,184.00
Monthly	\$9,817.00	\$10,308.00	\$10,823.00	\$11,364.00	\$11,932.00
Biweekly	\$4,530.92	\$4,757.54	\$4,995.23	\$5,244.92	\$5,507.08
Hourly	\$56.64	\$59.47	\$62.44	\$65.56	\$68.84

In the coming years, staff will carefully evaluate the City's need for a new Assistant City Manager position and any desire of Executive Management staff who may be interested in such an assignment. Effective October 4, 2025, the Assistant Finance Director position will become temporarily vacant. As a strategy in attracting and retaining a new employee and generating much needed budget savings, staff recommends that the Assistant Finance Director position be under filled with an additional Accountant position. During the recruitment, staff plans on hiring a temporary part-time Accountant/Retired Annuitant, who worked in the Finance Department a few years ago. This strategy will help Ms. Tornincasa get settle into her new position as the Interim Director of Finance, allow her time to assess the current needs of the Finance Department, and continue the basic functions of the old Assistant Finance Director without any interruptions. The Retired Annuitant assignment would then discontinue once a new full-time Accountant is hired.

**Options:**

1. Adopt the resolution as recommended by staff.
2. Adopt the resolution with revisions.
3. Direct Staff to take other actions.

**Environmental:**

Tonight's actions are not applicable.

**Cost:**

The projected annual cost savings from the proposed reorganization within the Finance Department is \$124,225. The projected cost savings from the proposed reorganization within the Finance Department over the remainder of Fiscal Year 2025/2026 is \$93,885.

**Budget Impact:**

The City Council adopted Fiscal Year 2025/2026 Operating Budget, which did not assume the proposed reorganization within the Finance Department.

The \$93,885 projected savings from the reorganization will help shore up the Operating Budget by an equal amount.



**M. Cleve Morris, City Manager**



**Dave Warren, Assistant City Manager/  
Director Finance**

**Attachments:**

- A. Resolution-Salary Schedule
- B. Director of Finance Job Description
- C. Salary Schedule