



Memorandum

To: Mayor Nelson and Members of the City Council

From: Daniel R. Buchholtz, ICMA-CM, Administrator, Clerk/Treasurer

Date: May 22, 2026

Subject: Accountant Position Reclassification and Salary Adjustment

Staff is requesting City Council approval of a counter-offer to retain Accountant Melissa Barker following her submitted letter of resignation. The City Council discussed this matter at its May 18, 2026 work session and authorized staff to make a counter-offer. The offer would reclassify the Accountant position from Grade 9, Step 7 to Grade 11, Step 5, with an annual salary of \$92,425.61, effective with the pay period beginning June 7, 2026. The position would remain exempt, and all other terms and conditions of employment would remain unchanged.

The proposed adjustment recognizes Ms. Barker's experience, responsibilities, and contributions to the City's financial operations. This action was also discussed with the consultant completing the update of the City's compensation plan and was found to be consistent with the consultant's upcoming recommendations. Retaining Ms. Barker's continued employment would help maintain continuity within the Finance Department and avoid the operational disruption associated with recruiting and training a replacement for this key position.

Staff recommends that the City Council approve the reclassification of the Accountant position from Grade 9, Step 7 to Grade 11, Step 5, with an annual salary of \$92,425.61, effective with the pay period beginning June 7, 2026, subject to Ms. Barker's acceptance of the counter-offer.