



CITY COUNCIL AGENDA ITEM

SUBJECT: Ordinance for Personnel Adjustment, 2nd Read

AGENDA SECTION: *(check all that apply)*

☐ PRESENTATION ☐ PUBLIC HEARING ☐ CONSENT AGENDA ☒ OLD BUSINESS
☐ NEW BUSINESS ☐ OTHER, PLEASE STATE: [Click or tap here to enter text.](#)

CATEGORY: *(check all that apply)*

☒ ORDINANCE ☐ RESOLUTION ☐ CONTRACT ☐ POLICY ☐ STATUS REPORT
☐ OTHER, PLEASE STATE: [Click or tap here to enter text.](#)

ACTION REQUESTED: ☒ DECISION ☐ DISCUSSION, ☐ REVIEW, or ☐ UPDATE ONLY

Previously Heard Date(s): 08/25/25 & [Click or tap here to enter text.](#)

Current Work Session: [Click or tap to enter a date.](#)

Current Council Meeting: Monday, September 22, 2025

SUBMITTED BY: Gia Scruggs, City Manager

PRESENTER: City Manager Gia Scruggs

PURPOSE: The purpose of this ordinance is to reclassify, create and fund positions to further the operations of city operations related to administration – Human Resources, facilities, and finance; Municipal Court, and Parks, Recreation and Cultural Affairs. There is a request for newly created positions as an Assistant Human Resources Director in the Human Resources Department and a facilities operations coordinator position in Facilities. In municipal court, the request is to fund the position of Clerk of Court. Finance is requesting reclassing/creating the positions of Purchasing Specialist I, Purchasing Specialist II, Purchasing Specialist III, Revenue Specialist I, Revenue Specialist II, Revenue Specialist III to show progression in the department. Parks, Recreation, and Cultural Affairs is requesting to convert two part time park ambassadors to 1 full time park ambassador. The funding for these positions is shown in the FY25 budget adjustment.

FACTS:

OPTIONS: Choose an item. [Click or tap here to enter text.](#)



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RECOMMENDED ACTION: Approval of recommendation

ATTACHMENTS:

- (1) Attachment 1 - Ordinance
- (2) Attachment 2 - FY25 Budget Adjustment - Personnel
- (3) Attachment 3 - Click or tap here to enter text.
- (4) Attachment 4 - Click or tap here to enter text.
- (5) Attachment 5 - Click or tap here to enter text.