

TO: City Council  
FROM: Lisa Parks, City Administrator  
DATE: February 18, 2025  
SUBJECT: O2025-007, Amending the 2025 Salary Schedule

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1) Recommended Action:

Approve Ordinance No. O2025-007 amending the 2025 Salary Schedule

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2) Background:

Early in 2024 City Department Directors embarked on a workforce planning process, evaluating what organizational structure and required staffing levels were necessary to provide the services required by State law and to accomplish other, additional Council established priorities. At the time, the City's Information Technology (IT) staff were included as part of the Finance Department, and two separate draft workforce plans were created: one with the staff remaining in Finance and the other contemplating those staff being included in a new, independent IT Department.

During the development and review of the 2025-2026 Biennial Budget, the IT positions – both existing and proposed - were identified using the Finance Department position titles and salary ranges because the creation of a new IT Department had not yet been finalized. Ordinance No. 2024-010 was adopted on November 19, 2024, which (in part) established the new IT Department.

Staff have been implementing the new IT Department and working to recruit and hire the approved new IT positions to support the ERP Implementation project and the Law Enforcement Body Worn Camera project. To facilitate and improve this process, the IT Director has requested minor modifications to some IT position titles and adjustments to the salary grades and ranges for other positions. These requests do not require any adjustments be made to the adopted budget, however they do require Council approval because the salary schedule establishing the City's positions and salary ranges is adopted as Exhibit B to Ordinance No. O2024-007 which adopted the budget.

Staff is requesting consideration and approval of the proposed changes to the new IT Department positions and salary ranges.

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3) Policy Support:

Refine and Sustain a Great Organization.  
Attract, retain, and promote a talented and diverse workforce.

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4) Alternatives:

Do not approve the changes

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5) Fiscal Notes:

The proposed changes to the new IT Department position titles and salary ranges does not alter the 2025-2026 Biennial Budget.

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6) Attachments:

- A. Revised Adopted Final 2025 Salary Schedule
- B. Ordinance No. O2025-007