




AGENDA MEMORANDUM

City Council Regular Meeting Date: June 2, 2026

DATE: May 26, 2026

TO: City Council

FROM: Crystal Mansell, Human Resources Director 

SUBJECT: Amendment #2 – FY26 Compensation and Classification Plan

BACKGROUND

In accordance with City Personnel Rules and Regulations, City Council must approve amendments to the city's Compensation and Classification plan. On September 25, 2025, City Council adopted the Fiscal Year 2026 Compensation and Classification Plan through Resolution 25-057. On October 21, 2025, City Council approved Amendment #2 of the FY26 Compensation and Classification Plan through Resolution 25-059.

In accordance with the city's Personnel Rules and Regulations, established positions may be reclassified by the City Manager to an existing higher or lower classification when changes in duties and responsibilities of the position(s) warrant such reclassification.

Following a review by Department Directors, Human Resources Director and the City Manager, the following amendments to the FY26 Compensation and Classification Plan are requested:

Information Technology (I.T.) Department

- Reclassifies one (1) approved FTE assigned as Server Administrator, Grade 123 (Exempt). Establishes Cybersecurity Analyst, Grade 122 (Exempt)

The justification for this reclassification is due to steadily increasing cybersecurity demands at an unsustainable rate over the past several years. The recent adoption of cybersecurity solutions through the Florida Digital Service grants has helped stabilize some of those demands; however, the scope of technology managed by the City has grown so broad that a structural change is now appropriate.

Planning Department

- Reclassifies one (1) approved FTE assigned as Senior Support Services Assistant, Grade 115 (Non-exempt). Establishes Planning Technician, Grade 117 (Non-Exempt).

Due to the increasing volume and complexity of development activity within the city, the current Senior Support Services Assistant position no longer aligns with the operational needs of the Planning Department. Staff time is increasingly devoted to permit intake and review coordination, responding to zoning and land development inquiries from residents, contractors, and business owners, and assisting with day-to-day planning functions that require technical knowledge of the City's land development regulations and permitting processes. Reclassifying this position to a Planning Technician will allow the Department to provide more efficient customer service, improve permit processing times, and ensure residents receive accurate and timely guidance on development-related matters, while also supporting the professional planning staff with essential technical review functions.

RECOMMENDED ACTION

Approve Resolution 26-018, amending the FY26 Compensation and Classification Plan to incorporate the above referenced reclassifications.