

# STAFF REPORT

## City of Lancaster

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11/12/2024
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Date: November 12, 2024

To: Mayor Parris and City Council Members

From: George Harris, Senior Director  
Trolis Niebla, City Manager

Subject: Resolution Amending Employee Classification and Compensation Schedule and Increasing the Full Time Equivalent (FTE) Headcount

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### Recommendation:

Adopt Resolution No. 24-XX, amending Resolution 24-57, establishing a compensation schedule for various classifications of employees of the City of Lancaster and establishing the following changes:

- Moved the following 3100 series classification to 2100 series:
  - Assistant Chief of Police
- Removal of the following classification to 2100 series:
  - Director of Public Safety
- Addition of the following classification to 2200 series:
  - CEO of Lancaster Energy
  - City Manager
- Redefined 2200 Series employee group benefits
- Addition of the following classification to 5000 series:
  - Dispatcher
- Redefined the 5100 Series employee group benefits
- Reclass and appropriate funds for existing open position
  - Technician I to Supervisor for Parking Enforcement in Community Development

- Addition of one (1) FTE positions and appropriate funds to the City of Lancaster raising the total city FTE count to 315
  - Assistant Director – Public Information, Communications, and Marketing

**G.C. Section 84308:** No

**Fiscal Impact:**

Additional funding is projected to be required for the one (1) new position of Assistant Director, with an estimated cost of \$106,383.13 for the remainder of the 2024-2025 fiscal year. Additional funding is projected to be required for reclassifying one (1) open position from Technician I to Supervisor with an estimated cost of \$50,377.56 for the remainder of the 2024-2025 fiscal year.

**Background:**

As the City of Lancaster continues to advance its Hydrogen Energy initiative, expand the Lancaster Police Department, and strengthen its focus on public safety, community outreach, public awareness, and civic engagement, there is an increasing need to fill key leadership roles. Specifically, we are seeking an Assistant Director of Public Information, Communications, and Marketing to support these efforts. Additionally, there is a need for a supervisory position to oversee the Code Enforcement division. These additional positions will enhance transparency, public awareness, and community engagement, by effectively communicating city programs, services, events, and policies to residents, businesses, and other stake holders.

The reclassification to supervisor and additional position of Assistant Director of Public Information, Communications, and Marketing will cost approximately \$156,761. Final costs will be determined based on hire date and salary step offered to the employee when hired. In order to effectively support these growing needs, it is recommended that an additional \$156,761.00 be appropriated to fund these positions. If any additional budget adjustments are needed this will be made during mid-year.

**Attachment:**

Resolution No. 24-XX