

RESOLUTION NO. 2025-114

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MARINA
AUTHORIZING THE ADDITION OF A FULL-TIME IT MANAGER
ANALYST POSITION AND AN AMENDMENT TO THE CITY SALARY
SCHEDULE FOR FISCAL YEARS 25/26

WHEREAS, the City of Marina has not had a full-time staff person dedicated to information technology (IT); and,

WHEREAS, The City continues to provide IT support services through a third-party, both for client helpdesk and cyber security and include client helpdesk support, desktop technician support, network administration, system administration, applications development, applications maintenance, data base administration, and specific project development, implementation and support; and,

WHEREAS, Taygeta and TechRX have worked in combination providing the City with IT services and Cyber Security since 2016; and,

WHEREAS, this model has supported the City's basic operational needs, it has become increasingly evident that the growing complexity of municipal technology systems and increasing industry security standards requires dedicated in-house management and oversight; and,

WHEREAS, the City's operations depend on reliable and secure technology to deliver essential public services, support internal operations, and protect sensitive data; and,

WHEREAS, a full-time IT Manager will provide direct oversight of third-party IT vendors to ensure service quality, responsiveness, equipment inventory and cost control. Develop and implement an annual IT work plan aligned with City priorities; and,

WHEREAS, in-house management will improve efficiency, strategic planning, and continuity of operations. The position will also enhance accountability by providing a single point of responsibility for IT functions and decisions; and,

WHEREAS, the City surveyed comparator agency classifications and salary placement and determined the appropriate salary level to closely match the functions, duties and responsibilities to be performed by the position

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Marina does hereby:

1. Adopting Resolution No. 2025-, approving the IT Manager.
2. Authorize an amendment to the City Salary Schedule for Fiscal Year 25/26.
3. Authorize the Finance Director to make appropriate accounting and budgetary entries

PASSED AND ADOPTED by the City Council of the City of Marina at a regular meeting duly held on the 21st day of October 2025 by the following vote:

AYES, COUNCIL MEMBERS:

NOES, COUNCIL MEMBERS:

ABSENT, COUNCIL MEMBERS:

ABSTAIN, COUNCIL MEMBERS:

Bruce C. Delgado, Mayor

ATTEST:

Anita Sharp, Deputy City Clerk

October 16, 2025,

Item No. **10f(1)**

Honorable Mayor and Members
of the Marina City Council

City Council Meeting
of October 21, 2025

**CITY COUNCIL CONSIDER ADOPTING RESOLUTION NO. 2025-
AUTHORIZING THE ADDITION OF ONE FULL-TIME POSITION FOR IT
MANAGER AND AN AMENDMENT TO THE CITY SALARY SCHEDULE
FOR FISCAL YEARS 25/26.**

Recommendation: It is recommended that the City Council consider

1. Adopting Resolution No. 2025-, approving a full-time IT Manager; and
2. Authorize an amendment to the City Salary Schedule for Fiscal Year 25/26.
3. Authorize the Finance Director to make appropriate accounting and budgetary entries

BACKGROUND:

Staff is requesting Council authorize the creation of a full-time Information Technology (IT) Manager position to oversee and coordinate the City's information systems, manage contracted IT service providers, and ensure the efficient and secure operation of the City's technology infrastructure. As a full-service city employing more than 100 employees, the City of Marina has not had a full-time staff person dedicated to information technology (IT). Information Technology leadership at the City is currently centered in the City Manager's Office for long-term planning, coordination between departments and contract oversight and more recently this oversight was placed under the Finance Department.

The City continues to provide IT support services through a third-party, both for client helpdesk and cyber security. These services include client helpdesk support, desktop technician support, network administration, system administration, applications development, applications maintenance, data base administration, and specific project development, implementation and support. Taygeta and TechRX have worked in combination providing the City with IT services and Cyber Security since 2016. Although Taygeta and TechRX provide valuable assistance and experience, service delivery and capability to meet the City's IT support service's needs and while this model has supported the City's basic operational needs, it has become increasingly evident that the growing complexity of municipal technology systems and increasing industry security standards requires dedicated in-house management and oversight. The City's technology environment has expanded significantly in recent years, including upgrades to network infrastructure, cybersecurity requirements, digital records management, equipment needs, and online public service platforms. The reliance solely on contracted support has led to challenges in proactive planning, coordination, and accountability.

ANALYSIS:

The City's operations depend on reliable and secure technology to deliver essential public services, support internal operations, and protect sensitive data. As the City continues to modernize and adopt new systems, including financial management software, public safety systems, online permitting, and cloud-based solutions—coordination and oversight are critical. A full-time IT Manager would provide direct oversight of third-party IT vendors to ensure service quality, responsiveness, equipment inventory and cost control. Develop and implement an annual IT work plan aligned with City priorities. Coordinate cybersecurity initiatives, including staff training, threat monitoring, and compliance with state and federal data protection standards. Manage technology-related capital improvement projects, including network upgrades, system integrations, and hardware

replacements. Serve as the point of contact for all IT-related needs across departments, ensuring timely support and minimizing service disruptions. Oversee software licensing, data backup systems, and technology procurement to ensure compliance and cost-effectiveness.

In-house management will improve efficiency, strategic planning, and continuity of operations. The position will also enhance accountability by providing a single point of responsibility for IT functions and decisions. As technology becomes increasingly integral to every aspect of municipal operations, the need for dedicated, in-house IT leadership is clear. Establishing a full-time IT Manager position will ensure that the City's systems are secure, efficient, and strategically managed, providing long-term organizational stability and improved service to the community.

The City surveyed comparator agency classifications and salary placement and determined the appropriate salary level to closely match the functions, duties and responsibilities to be performed by the position.

Below is the proposed salary schedule for the IT Manager classification.

	A	B	C	D	E
IT Manager	\$62.1849	\$65.2941	\$68.5588	\$71.9868	\$75.5861
Annual	\$129,344 - \$157,219				

FISCAL IMPACT:

The estimated annual cost for the full-time IT Manager position, including salary and benefits (fully-burdened rate) is approximately \$183,544; with partial Fiscal Year 2025/26 costs estimated at \$91,773.

This cost may be offset in part by reducing reliance on third-party contractors for basic IT management functions. Additionally, this position is expected to generate long-term savings by providing improved vendor oversight, reduced system downtime, and better procurement practices.

Funding for this position is proposed to come primarily from the General Fund, with potential future charges allocated to other funds that rely on IT services. A budget amendment is needed to appropriate funds from the unallocated General Fund balance to support the estimated Fiscal Year 2025/26 and Fiscal Year 2026/27 salary and benefit costs.

CONCLUSION:

This request is submitted for City Council consideration and action.

Respectfully submitted,

Belinda Varela, Director
Human Resources and Risk Management
City of Marina

REVIEWED/CONCUR:

Layne P. Long
City Manager
City of Marina

