

CITY COMMISSION AGENDA ITEM

TITLE	Request to Reclassify and Fill the Network Administrator Position
SUBMITTING DEPARTMENT	Information Technology
PRESENTER	Christopher Gomez
MEETING DATE	April 28, 2025

ATTRITION POLICY

Purpose: The City of Royal Oak may at times face revenues that are not sufficient to necessarily meet operating and capital needs. For that reason, each position vacancy should be reviewed to ensure a balanced budget can be maintained, prior to seeking to fill the position.

Policy: All City of Royal Oak full-time positions except sworn police and fire positions that become vacant, for any reason, may only be filled with specific approval from the City Commission.

[Adopted 06/02/2008 and Amended 05/20/2024]

EXECUTIVE SUMMARY

This position is a reclassification, going from a GIS Administrator, which is a budgeted and vacant role under IT, to a Network Administrator. The network administrator would be responsible for all aspects of our network, firewall, and routing/switching environment. We currently pay a consultant and a vendor-partner for all our network services, and they have exclusive knowledge and control over our network infrastructure. In the event of a minor change, we require several calls and steps as well as both vendors involved, which is inefficient and costly. This position would effectively reduce our external networking expenditures to simply licensing costs, while allowing all network hardware and software management to be done in-house and with dedicated information technology (IT) responsiveness. Filling this position would fully staff the department with every major IT field of expertise, effectively providing staff and the city with a dedicated expert in each field.

BUDGET IMPACT SUMMARY	
Anticipated Salary and Benefit Cost	\$70,000-\$80,000 plus benefits (\$40k)
Included in the budget	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are you filling a position that was previously held?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Funding Source/GL Number:	

OTHER FISCAL IMPACTS:

Select all that apply.

- ☐ No fiscal impact
☐ Training Required (details below)

☒ Revenue impact (details below)

STRATEGIC INITIATIVE ALIGNMENT:

This position will support the city's changing network environment, as we move away from using a managed service to an in-house supported cloud networking environment, saving significantly on consultant services as well as time and materials. The new hardware that we plan to purchase will require a certified and motivated Network Administrator, who would be able to provide immediate assistance to IT and staff in the event of a major outage or network event and deliver quality service and support to our staff. In doing this, the services that staff provide to residents and the community will be more streamlined and disruptions to these services will be more swiftly handled, as we will not need to look to a third-party vendor to assist IT staff.

PROPOSED CITY COMMISSION RESOLUTION:

Be it resolved, the Royal Oak City Commission hereby approves reclassifying and filling the Network Administrator position.

ATTACHMENTS – Network Administrator Job Description