




Special Finance Committee

1. Proposed City Clerk Job Description and Classification Changes



Liz Zorc has requested Committee time to present the modifications proposed in the restructuring of the City Clerk position for Council's consideration. Liz and Linda reviewed the existing job description and salary range and they recommend reassigning passport and website duties, updating codified ordinances, and removing the requirement that the City Clerk be a registered parliamentarian. As a result of those changes, Liz recommends changing the pay classification from Management Pay Range IV (\$60,503 - \$75,922) to Professional Pay Range VI (\$45,079 - \$60,503). (attachments)

Administration Recommendation


I recommend Council's support of the proposed position changes.

Council Action

Authorize the proposed changes in the City Clerk job description and pay classification.

Unauthorized Items

1. Annual Updates to City Code (Draft #16 - 58)



Working with the City Clerk, the Law Director has proposed updates to the language of the City Code to conform to the latest updates in State law. The "re-codification update" includes sections in the Traffic Code and General Code sections.


Administration Recommendation

I encourage Council's support of the proposed Code updates.

Council Action

Authorize the proposed updates to the Code as presented.

2. City Clerk Position Description Change in General Comp Plan (Draft #16 - 61)



City Council has proposed modifying the City Clerk position description, duties and classification. Those changes need to be adopted and reflected in the City's General Compensation Plan.

Administration Recommendation

I recommend Council's authorization of the proposed position changes in the General Compensation Plan for the City Clerk position.

Council Action

Authorize the modifications to the General Compensation Plan for the City Clerk position.

3. City Clerk Position Allocation Ordinance Change (Draft #16 - 62)



City Council has proposed modifying the City Clerk position classification and pay. Those changes need to be adopted and reflected in the City's Position Allocation Ordinance.

Administration Recommendation

I recommend Council's authorization of the proposed pay classification changes in the Position Allocation Ordinance for the City Clerk position.

Council Action

Authorize the modifications to the City's Position Allocation Ordinance for the City Clerk position.

Information Items

1. Monthly Permit and Zoning Reports

Bridget Susel has enclosed copies of the monthly zoning and permit violations report for May 2016. Permit revenues were \$17,391 for the month of May with the most permits being issued for residential engineering. There were 32 code enforcement items in May with the most frequent case type being vegetation related. (attachment)

2. Law Department Report

Jim Silver has provided his legal activity report for May 2016. The City had 36 prosecution hearings this month along with several other action items such as contract review and legal research. (attachment)