



TO: Members of Council

FROM: Kimberly Banning, CMC, Clerk of Council

DATE January 6, 2017

RE: Report to Council

ACTION ITEM #1 – The Civil Service Commission made a recommendation to amend the Civil Service Rules & Regulations. The Rules need to be amended to reflect the Charter change in Section 13.03 – Classified and Unclassified Service, which changes the Police Chief and Deputy Chief to unclassified service. Therefore, Rule 6 – Police Chief/Deputy Chief of Police Selection Process, no longer applies. Accordingly, this change is required to be made to comply with the new Charter amendments.

RECOMMENDATION: Ordinance to Amend the Civil Service Rules.

ACTION ITEM #2 – I am recommending an amendment to Chapter 151, Department of Parks & Recreation of the Codified Ordinances. The proposed revision is to align current practices related to record keeping with the Codified Ordinances.

RECOMMENDATION: Ordinance to Amend Chapter 151, Department of Parks & Recreation.

ACTION ITEM #3 – I am recommending an amendment to Chapter 157, Records Management Program the Codified Ordinances. The proposed revision is to align the job description and job functions of the Council office with the Codified Ordinances.

RECOMMENDATION: Ordinance to Amend Chapter 157, Records Management Program.