

ADMINISTRATIVE COMMITTEE NOTES  
PAUL GARNER CONFERENCE ROOM  
AUGUST 7, 2006  
12:00 p.m.  
Report By: Chris Davenport

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1. Approve minutes from the June 19, 2006 meeting.  
Councilwoman Almond had a dispute with the minutes for the previous meeting. She said that the Administrative Committee had no authority to provide for the retirement of a judge. The suggestion was made that he would be added as a "substitute municipal judge" and therefore would be eligible for retirement. Approval of the minutes for the prior meeting was tabled until the next meeting.

2. **Discuss Code Enforcement Officer Position.**

There are evidently two Code Enforcement Officers on the city payroll. One of them works as an employee of the Police Department and the other is a city employee. There is a difference in salary between them that is unjustified. One is a Grade 6 while the other is a Grade 11. The Police Chief asked that the first person be moved to Grade 11 so both salaries are equal. Councilman Lundell shared the fact that 80% of the calls he gets are Code Enforcement related.

The Mayor shared his long term goal to establish a full Code Enforcement Division that will be a part of the Police Department. They will be sworn police officers whose duties will be to enforce rules concerning garbage cans, vegetation, parked cars, noise, litter and zoning enforcement. The cost for this new division would be \$750,000 for salaries and equipment.

The measure to raise salary level of Code Enforcement Officer was passed.

3. Discuss Legal Affairs Administrator.

Robin Edgeworth is an employee of the City Legal Department. She has consistently done exemplary work, far surpassing her job requirements. She has saved the City money and provided for the smoother operations of the City Attorneys office. The City Attorney, while acknowledging that this is an extremely rare case, suggested a Legal Affairs Administrator position be created for her and her pay grade be raised from 16 to 26 Step 8, which would provide a \$50,000 salary for Ms. Edgeworth.

Councilwoman Almond twice raised the question of education being commensurate with salary. Both the Mayor and the City Attorney reiterated each time that Ms. Edgeworth is irreplaceable and that her experience and initiative should be taken into account. Someone with a Ph.D. would not be nearly as helpful as someone with her knowledge and field experience.

The measure was approved.

4. Discuss request for reclassifications in Wastewater Division  
(Water/Sewer).

Two positions exist in this department that are both vacant. It was requested that both positions be consolidated into one position as Sewer Collection System Supervisor with pay grade 21.

The measure was approved.

5. Discuss request for reclassifications in Facilities Maintenance Division  
(Inspections).

Motion to reclassify one man's position to eliminate "Carpenter 14" from job description. Also, a suggestion was made to move two individuals to Grade 17.

The motion was approved.

6. Discuss Associate Director in Transportation Dept.

The Mayor spoke about his major reorganization plans for the Transportation Department hopefully to be made in 2007–2008. These changes will make for better checks and balances in the Office of City Engineering and provide better organization/workflow. The Associate Director in Transportation Dept. position is a 12–18 month position that places someone over the individual department heads. It is more hierarchical in nature and mimics more closely the organizational structure of the Police and Fire Departments.

The motion was approved.