



# MAYOR & COUNCIL COMMUNICATION

**DATE:** January 13, 2015

**CONSENT**

**ITEM #** 9

**AGENDA ITEM:** Appointment of Official City Engineer

**SUBMITTED BY:** Adam Bell, Assistant City Administrator/City Clerk

**THROUGH:** Dean Zuleger, City Administrator

**REVIEWED BY:** Beckie Gumatz, Deputy Clerk

**SUGGESTED ORDER OF BUSINESS:**

- Introduction of Item ..... City Administrator
- Report/Presentation.....City Administrator
- Questions from Council to Staff..... Mayor Facilitates
- Call for Motion ..... Mayor & City Council
- Discussion..... Mayor & City Council
- Action on Motion..... Mayor Facilitates

**POLICY RECOMMENDER:** Staff

**FISCAL IMPACT:** None

**SUMMARY AND ACTION REQUESTED:** The City Council is respectfully requested to appoint an official City Engineer. This official is contracted for professional engineering services. This appointment is not specifically required by statute or ordinance, but is consistent with past practice. No specific motion is needed as this item is part of the Consent Agenda. However, if Council chooses to remove this item from Consent, the recommended motion is as follows:

***“Move to appoint Mr. Jack Griffin, of Focus Engineering, Inc., as the official City Engineer and principal provider of professional engineering services for 2015.”***

**LEGISLATIVE HISTORY:** Mr. Jack Griffin of Focus Engineering currently serves as the Official City Engineer and primary provider of professional engineering services. He is supported by Mr. Ryan Stempski. Focus Engineering and the City have an ongoing agreement for professional services effective 7/19/2011. This appointment would be a continuation of that agreement.

**BACKGROUND INFORMATION (SWOT):**

**Strengths** Mr. Griffin is familiar with the City and its current needs. Focus Engineering currently meets the city's engineering services needs at satisfactory levels.

**Weaknesses** City needs may change and other or additional services may be required. No proposals were sought or received from other parties.

**Opportunities** All contracting parties should look to identify areas where the City can save money or maximize services provided.

**Threats** There are no specific identifiable threats. As with all contract services, parties may terminate the services and the City would need to find a replacement.

**RECOMMENDATION:** The City Council is respectfully requested to appoint an official City Engineer. This official is contracted for professional engineering services. This appointment is not specifically required by statute or ordinance, but is consistent with past practice. No specific motion is needed as this item is part of the Consent Agenda. However, if Council chooses to remove this item from Consent, the recommended motion is as follows:

***“Move to appoint Mr. Jack Griffin, of Focus Engineering, Inc., as the official City Engineer and principal provider of professional engineering services for 2015.”***