



**MAYOR & COUNCIL COMMUNICATION**

**DATE:** January 5, 2016

**CONSENT**

**ITEM #** 7

**AGENDA ITEM:** Appointment of City Engineer

**SUBMITTED BY:** Julie Johnson, City Clerk

**THROUGH:** Clark Schroeder, Interim City Administrator

**REVIEWED BY:** Cathy Bendel, Finance Director

**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:** \$2.00 per hour billing rate increase for Senior Municipal Engineer III effective January 1, 2016.

**SUMMARY AND ACTION REQUESTED:** The City Council is respectfully requested to reappoint 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. 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.”***

**LEGISLATIVE HISTORY:** Mr. Jack Griffin of Focus Engineering currently serves as the Official City Engineer and primary provider of professional engineering services. 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. If the 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.”*