

TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: Update City Code – Chapter 2 Administration 1st Reading
DATE: February 20, 2024

OVERVIEW:

Within city code there are baseline description of the departments and department head responsibilities. As a housekeeping effort staff is moving forward updated language as these codes are over a decade old and no longer support many of the process or current department structures.

ACTION TO BE CONSIDERED:

Council to approve the amended language to City Code Chapter 2 Administration, Section 5 Departments

TIMELINE:

If Council agrees with the Amendments and the following timeline will apply:

February 20th - 1st Reading

March 4th - 2nd Reading

March 8th - Publish for Comment, 30 days

April 8th - Effective

Attachments:

- Ordinance 328 – Amending Chapter 2 – Administration, Section 5. Departments
- Exhibit A - City Code Chapter 2 Administration, Section 5 Departments – Redline