

## Minutes

### PUBLIC SAFETY & PERSONNEL COMMITTEE MEETING August 12, 2014

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#### **Elected Officials Present**

Councilmember Adrienne Fraley-Monillas

#### **Staff Present**

Douglas Fair, Municipal Court Judge

Carrie Hite, Parks & Recreation/HR Reporting Dir.

Scott Passey, City Clerk

Joan Ferebee, Court Administrator

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#### **Elected Officials Absent**

Councilmember Strom Peterson

The meeting was called to order at 6:00 p.m.

#### **A. Liquor/Recreational Marijuana License Review Process**

Mr. Passey explained the code requires all liquor/recreational marijuana licenses be approved by the Council; in the past a list of liquor license renewals have been scheduled on the Consent Agenda. The City also receives 1-2 individual liquor license applications per week which have a 21 day turnaround and it would be difficult to accomplish staff review and Council approval in 21 days. The State ultimately issues the license. It is uncommon for City Councils to be involved and is typically handled as an administrative matter. Staff does not recall Council ever rejecting a license. He requested the committee direct the City Attorney to draft a code amendment to take the Council out of the review process.

Action: Short presentation to full Council on August 19.

#### **B. Lead Court Clerk Job Description**

Ms. Hite advised Human Resources reviewed the description and has worked with SEIU and recommend Council approval. While Ms. Ferebee was on leave recently, a Lead Court Clerk undertook her responsibilities as well as led the Court Clerks. Since Ms. Ferebee's return, that position has proved to be invaluable to the organization and is necessary for operation of the court. It is not a new position; it is a reclassification of an existing position. An employee is currently working out of class, paid 5% to act in a lead capacity. Ms. Ferebee described the need for the position and the ability it would provide her to work on court improvements such as a paperless court. Ms. Ferebee and Judge Fair responded to questions regarding duties this individual will continue to perform and additional duties that require reclassification and the 5% salary increase (\$2500/year).

Action: Short presentation to full Council.

#### **C. Public Comment – None**

The meeting was adjourned at 6:13 p.m.