



MEMORANDUM

Date: May 5, 2016

To: Mayor Merkes

From: Pamela A. Captain, City Attorney

PAC

You inquired about SEC. 2-3-2 of the Code of Ordinances as it applies to the hiring process. SEC. 2-3-2 is self-conflicting. We have interpreted that section as applying to city officers. In 2013, the Personnel Committee/Common Council applied SEC. 2-3-2 (b) with the retirement of the Comptroller/Treasurer, a listed city officer position.

With respect to the retirement of the Health Director, which is not a position listed as a city officer, we followed general human resources hiring practices and provided the Common Council with updates.