

City of Cedar Key
Commission Workshop Agenda
809 6th Street
July 29, 2025 5:00 pm

Call to Order

1. Review of why we are holding this workshop and relevant focus issues
2. Identify department problems and challenges needing to be addressed in both departments
3. Review of Building Department issues identified in workshop and previously identified Clerk Department issues
4. Commission Concerns **Bring to workshop or provide ahead of time
5. Quick look at duties and responsibilities per employee with New Clerk hire to gain perspective
6. Automation Discussion
7. Discussion of options/decisions
8. Public Comment **Available throughout the workshop

Meeting Adjourned _____PM

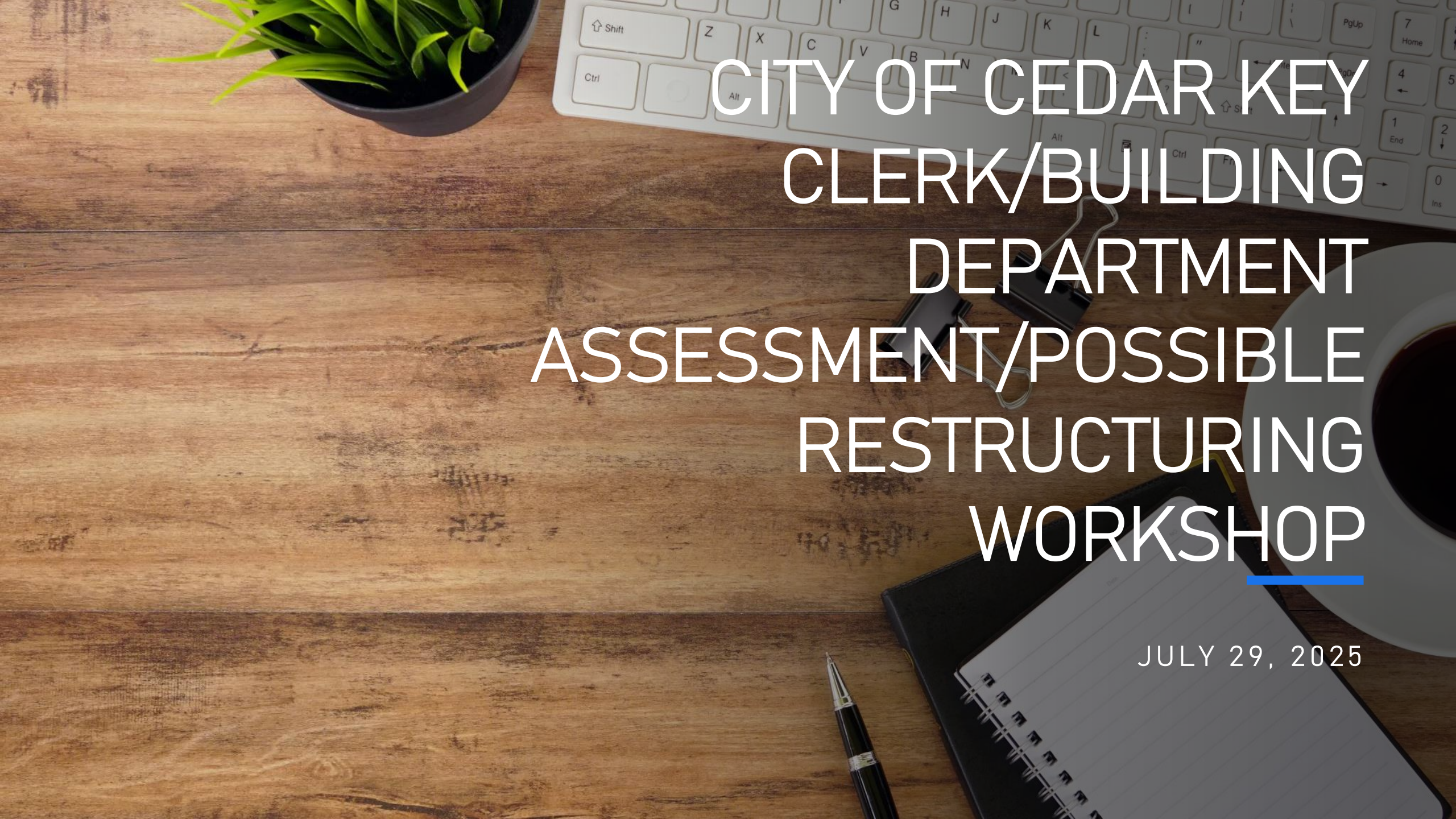


KEY FOR FREQUENCY OF TASK: Daily, weekly, monthly, yearly, As Needed ("AN"), Occassionally ("OC"), Often ("OFT"), Rarely, Storm, Always

[illegible]

CLERK AND BUILDING DEPARTMENTS	FREQUENCY	(New employee) CLERK (duties left) FINANCE OFFICER (duties right)	(T) BILLING/ ASST. CLERK ("BC")	(J)BUILDING DEPT ADMIN ("BA")	(H)RECEPTIONIST ADMIN ASSIST. ("Rec")	BLDG. INSP. CONSULTANTS ("BI")	NFRP	CITY ATTY	ROBERT ROB. ("RR")	SAVING-ACIOUS	Tom Ankersen ("CRA")	PERMITTING PROGRAM	LICENSING PROGRAM	CODE ENFORCEMENT PROGRAM
Make sure all employees in Clerks office are cross trained.	AN	X	X											
Graphic Design - create posts, handouts, etc.	Daily				X									
Order Supplies	AN			X										
Send out renewal notices and late notices	OFT			X									BC	
Manage and Log Marina Annual and Day Passes	AN			X									BC	
Quickbooks Entry	Weekly, Daily		X		X									
Manage and Log Marina Dock and Slip Leases/Beach lease	AN			X									BC	
Coordinating Rentals for Library, Cemetery Park, City Park, etc. Log in Rental Contracts and coordinate, give notice to departments.	AN			X									BC	
Manage Re-Entry Passes	AN			X									BC	
Manage Business Tax Receipts.	AN			X									BC	
Coordinate Garbage/waste issues- WastePro	AN			X										
Events - Arbor Day, Hurricane Awareness Day, Coastal Cleanup	Yearly			X	X									
Maintain Government Contracts	OC		X	X										
Maintain Master Cemetery and Veterans Lists	AN				X									
Christmas Program	Yearly			X										
Summer Youth Program	Yearly			X										
Community Liaison														
Customer Service - Field calls and manage walk ins), answer questions, deal with complaints, etc.	Daily			X	X									
Check all voicemail Messages - deliver messages	Daily			X										
Perform Liaison work between commission and public	AN	X												
Maintain City Website - UPDATE WEBSITE - Add statutory informatio - provide transparency and easily obtained answers via a revamped website. Maintain currently done by REC.					X									
Make all public announcements and official notices (Savvy Citizens)	AN -OFT				X									
Furnish data to the Media as directed by the Mayor	OC	X												
Social Media Account Management and Postings	Daily				X									
Public Hearing Notices (all)	AN	X												
Represent the City in all intereactions in professional solution based manner, that fosters a positive relationship with public. Make sure all employees in Clerks department are trained in positive citizen relations	Always	X												
Sign/Attest Official Documents														
Authenticate City Documents	Rarely	X												
Provide Notary Services for official City business/attest City documents.	AN	X												
Keep the corporate seal.	Minimal	X												
Administer and record Oath of Office of City Officials.	Yearly	X												
Miscellaneous														
Policy Writing/ Program Creation/Project fulfillment - Higher Level Skills														
Manage RFP Bid Openings	OC		X											
Coordinates Tech work	AN	X							X					
Assistant to the Emergency Management Director	If storm.	X												
Human Resources														
Sign up for Employee Benefits - Manage benefits.	With new hire	X												
Add to Payroll and QB	or	X												
Cancel same when employee is terminated	change.	X												
BUILDING DEPARTMENT														
Permit Fee or Code Enforcement fine calculation	OFT			X		X						BA		
Building Permits - Commercial and Residential (receive, verify complete, review, inspect, issue C/O.)	OFT			X		X						BA		
Assist public with building permits/application .If automate - assist citizens with submitting applications - knowledge of program needed only not Building Department expertise. Goal is to get permit questions answered by BI as stated in workshop.	OFT			X		X								
Planning and Development - Land Use Issues	OC						X							
Lien Searches -	OC			X		X						BA/BI		BA/BI
Filing of all official Building Dept, documents for record keeping - Make accessible by all parties to the process.	OFT			X		X						BA/BI		BA/BI
Historic Review Board	OC						X							
Code Enforcement - sends all notices, documents, etc. Desire expressed to increase code enforcement.	AN			X		X								BA/BI
LPA Administration	OC						X							
Community Rating System, NFRPC	Yearly	X												

CLERK AND BUILDING DEPARTMENTS	FREQUENCY	(New employee) CLERK (duties left) FINANCE OFFICER (duties right)	(T) BILLING/ASST. CLERK ("BC")	(J)BUILDING DEPT ADMIN ("BA")	(H)RECEPTIONIST ADMIN ASSIST. ("Rec")	BLDG. INSP. CONSULTANTS ("BI")	NFRP	CITY ATTORNEY	ROBERT ROB. ("RR")	SAVING ACIUS	Tom Anker sen ("CRA")	PERMITTING PROGRAM	LICENSING PROGRAM	CODE ENFORCEMENT PROGRAM
Update and improve permitting process and all permits for ease and clarity	Always													
If automate - coordinate with Permitting Company (after set up). Help citizens file online at City Hall.	AN													
NFRPA - Fire Standards/reporting	Yearly	X												
Schedule Meetings	OFT			X								BA		
Schedule Inspections	OFT			X								BA		
Tree Cutting Permits	AN		X									BC		
Sign Permits	AN		X									BC		
Doggy Dining Permits	AN		X										BC	
Business Tax Receipts	AN		X										BC	
Contractor Registration	AN		X									BC		
POLICE DEPARTMENT														
Process Citations and Payments	Often		X											
File all written citations	Often		X											
Add unpaid tickets to collections and remove once paid.	AN		X											
Distribute police schedule and update contact info	Monthly		X											
Receive all pictures for each citation written	AN		X											
? Line Item all invoices	AN		X											
OTHER														
Disaster Mitigation Funding	STORMS								X	X				

A top-down view of a wooden desk. In the top left corner is a small potted plant with green grass-like leaves. To its right is a white computer keyboard. In the bottom right corner is a black spiral-bound notebook with a pen resting on it. The text is overlaid on the right side of the image.

CITY OF CEDAR KEY CLERK/BUILDING DEPARTMENT ASSESSMENT/POSSIBLE RESTRUCTURING WORKSHOP

JULY 29, 2025



WORKSHOP AGENDA:

- Review of why we are holding this workshop and relevant focus issues. (10:00)
- Identify department problems and challenges needing to be addressed in both depts. (15:00)
 - Review of Building Department issues identified in workshop and previously identified Clerk Dept issues..
 - Commission concerns (bring to workshop or provide ahead of time).
- Quick look at duties and responsibilities per employee with New Clerk Hire to gain perspective.(20:00)
- Automation Discussion (15:00)
- Discussion of options/decisions. (35:00)
- Public Comment will be available throughout the workshop.

WHAT IS OUR PRIORITY IN THIS WORKSHOP?

“Certainly when the public chooses an elected official, the public is putting its trust and confidence in him or her to act in the public’s best interests. The same can be said when one becomes an employee of a public agency. The agency trusts everyone on its team to put the public’s interests first. Indeed, always putting the public’s interests first is the essence of public service ethics.”



ELECTED OFFICIALS' ETHICAL DUTIES

City commissioners, as elected local officials, owe their greatest duty to the people of their jurisdictions. This duty to the people encompasses a range of ethical obligations:

- Duty of Care: Competently and faithfully executing the duties of the office, including managing public assets and being good stewards of the public treasury.
- Duty of Loyalty: Placing the public's interest before their own personal interests or the interests of any one specific group.
- Duty of Impartiality: Representing all constituents fairly, without favoring one group over another.
- Duty of Accountability: Ensuring transparency through measures like open meetings and public access to records.
- Duty to Maintain Public Trust in Government: Avoiding even the appearance of impropriety to foster public trust.

Duty of Care as to Employment Decisions and the Sunshine law

As To Employee Decisions: The duty of care requires Commissioners to keep reasonably informed concerning the performance of the governmental entity's officers, agents and employees, to honestly and truthfully assess their performance, and make all decisions, including but not limited to, determining how to use financial and human resources in the best interest of the Public represented.

Maintain the Public Trust: And ...it's the Commission's duty, not a choice, to have these honest, truthful, often difficult conversations in open meetings with the public present. (Sunshine Law)

WHAT DO WE NEED TO ACCOMPLISH?

- *MAKE DECISIONS NECESSARY TO FINALIZE THE ANNUAL BUDGET*: Budget currently provides funding for three people in the Clerk/Building Department. After hiring a new Clerk we will have four employees. We must either restructure the department, terminate one employee or find money in budget for four employees.
- *IMPROVE/RESTRUCTURE DEPARTMENTS BASED ON PUBLIC INTEREST*: What decisions must be made in the public interest to improve these departments? What skills are we needing most in these departments? What problems should we address for the sake of our ROI, the public interest and our budget restraints?
- *TAKE ACTION ON ISSUES/NEEDS OF THE PUBLIC RAISED AT WORKSHOP*: We held a workshop and serious department concerns were raised that have yet to be addressed. How can we address these now through this restructuring? Should we automate the Permitting, Code Enforcement and Licensing to solve the concerns? If not automation, what other real solution can we implement?



ASSUMPTIONS FOR THIS WORKSHOP

- Our employees work very hard.
- We appreciate our employees very much.
- There are many wonderful qualities in each employee.
- We care about and value each employee's worth as a human.
- The City can't function without talented and hardworking employees.
- It's difficult to say things that should be said, make decisions that should be made, because no one wants to hurt an employee. That is never the goal.
- But, at the end of the day, our duty is to be honest, transparent, and sometimes, to do difficult things when it is the right thing for the Public we represent, even when it may not be in the best interest of an employee(s).
- The City is constantly changing and facing new challenges, new laws, etc. which means our needs are also continuously evolving. We must make adjustments when necessary to address those needs,



ABBREVIATIONS USED IN SLIDE PRESENTATION:

Billing Clerk/Asst. = "BC"


Receptionist/Asst. = "RECP"

Building Assistant = "BA"

Building Inspector = "BI"

(Consultant)

Robert = "RR"



PREVIOUSLY IDENTIFIED PROBLEMS TO BE ADDRESSED IN EACH DEPARTMENTS

WHAT MUST WE DO TO CREATE BETTER
DEPARTMENTS FOR OUR CITIZENS?

RECAP OF BUILDING DEPARTMENT PROBLEMS:

Recap of the recommendations of our current building inspector at workshop:

1. Permitting and property records are not stored in a location that is universally located by both the building inspector, citizens and City Hall.
2. Streamline the process and provide better instructions on how to submit applications.
3. Switch to a completely virtual program.
4. Expire permits.
5. Jennifer - increase physical presence of Building Inspector with Citizens
6. Jennifer - increase code enforcement.

Recap of the citizens' concerns raised at the workshop and citizen complaints received:

1. Process takes too long.
2. Streamline process.
3. "Requirements of what is needed changes every time we go into City Hall; frustrating."
4. Unfriendly, feel unwelcome.
5. Not solution oriented. "No" without solutions.
6. Lack of Transparency.
7. Allow for private inspections.

NEW PROBLEMS SINCE WORKSHOP:

1. Open Code Enforcement Information not easily obtained at one place.
2. Commission needs to define duties and priorities of Building Dept. and communicate them with JPI.

COMMISSIONER/PUBLIC COMMENT

IDENTIFY STRUGGLES AND PROBLEMS OF THE CLERKS DEPARTMENT –

What should be
improved to
better serve our
citizens/public?

Lack of Clerk
Training/Expertise and
financial. Failure to pursue
training.

Lack of financial skills, depth
of knowledge. Need stronger
cross training on QB.

Some processes out of date –
more could be done within
QuickBooks and/or
Automation to reduce number
of times an employee handles
a task from start to finish.
Efficiency/ROI

No diversity in skill and
education levels among
employees. Need for
employees with the ability to
take on more projects, write
policy, higher level skills.

The lack of higher-level skills,
and/or the number of
employees keeps the
commission from
implementing projects bc too
"burdensome for staff

RR overworked with things
could/should be handled by
Clerk's/Finance Department.

Other commissioner/public concerns: (Commissioner's please bring to meeting or submit to me
ahead of time any concerns you want added to this presentation).

REVIEW OF CLERK AND BUILDING DEPARTMENT EMPLOYEE DUTIES SPREADSHEET



WHAT MUST WE DO TO CREATE BETTER
DEPARTMENTS FOR OUR CITIZENS?

AUTOMATION DISCUSSION



WILL AUTOMATION PROVIDE A BETTER CITY EXPERIENCE FOR THE
PUBLIC WE REPRESENT?

AUTOMATION PROS

- Solves most problems brought up in the workshop:
 - Simplify and streamline process; Speeds up the process.
 - Unfriendly/negative environment – now computer is the contact;
 - Real time tracking by applicants and City staff and reduction in errors.
 - Direct communication with BI via emails within automation program or through appointments; The citizens made it clear they want the decision maker BI to answer their questions. Middleperson is not the decision maker and therefore, may give them directions that end up being wrong.
 - Increase code enforcement without burdening employees.
 - Automation will require us to provide what citizens and BI want – creating more detailed explanations, better instructions, consistent answers, links to finding answers.
 - Automatically sends notices, reminders, and creates documents, etc.
 - All passes, licenses, rentals can be done right on line – again taking away some of the burdens on staff.
- Efficiency – save employee time in both building and clerk depts, previous tasks automated. Frees them up to handle other things without increasing expensive employee costs. SEE TASK WORKSHEET.
- Transparency/Access – Documents all stored automatically for easy access. BI, staff, and Commissioners can log on and find status of all open permits, code enforcement, etc. at one time. Makes our jobs easier.
- Benefit to our Citizens: convenient, can do everything from home on their computer/phone if they want to – including payment. Almost everyone has a smartphone and knows how to use it.
- Benefit to our Citizens because they have been complaining and asking for changes for a very long time, and we have not addressed their needs.
- Most governments across the state and in U.S. are turning to Automation because of the benefits.

COMMISSIONER then PUBLIC COMMENT

AUTOMATION CONS

- Transition Period which will possibly burden City Hall staff as we do so –Some people may not be able to do online tasks. Will need assistance at City Hall from someone who understands technology.
- May still need someone to assist those citizens who need help with automation program at City Hall. What skills does this person need to have?

COMMISSIONER then PUBLIC COMMENT

CONSIDERATION REGARDING ASSISTANCE FROM CITY HALL: Citizens are requesting greater access to the BI, the person with all the knowledge who will make the ultimate decision regarding their permit, to answer their questions. They want answers they can count on when moving forward.

Are we really helping our citizens in the best way possible if we focus City Hall efforts and resources on providing them answers from someone without complete knowledge of all the building code/laws who answers questions and then must give this caveat, “But I’m not the decision maker so who knows what the BI will do”? These are answers they cannot rely upon.

Wrong answers can hurt a citizen financially and cost them time which is frustrating for them and creates a negative perception of the City. Because we no longer have a full-time building inspector on staff at City Hall, would it be better for our citizens if we work to facilitate them getting answers they can rely on directly from the BI in a timely manner?



AUTOMATION CONSIDERATION

- Will automation benefit and improve the lives of the public we serve?
- If yes, will automation ultimately benefit our ROI within the Clerk/Building Departments once everyone is trained?
- If yes, how do we implement the automation to limit any disruption to City Hall operations during its rollout?
 - Have all implementation work and training done before going live. We don't go live until we are 100% ready.
 - Commissioner Davis will oversee project but would like and need some help from staff. Hopefully, the work previously done can be re-used (BA has the files) to reduce workload.
- How will automation impact the City Budget? - \$0 if build into permit/license costs; Cost = \$21,450 First Year - \$11,963 every year thereafter. At least build in the recurring annual cost to permits (\$11,963). If not all 1st year cost put into permit fees, budget impact this year would be \$9487.
- **COMMISSIONER then PUBLIC COMMENT**

The Process Behind Recommending Civic Plus

1. Civic Plus is the company that was vetted and recommended to the Commission by our former full-time building inspector and Jennifer after an extremely detailed investigative process. We previously automated with Civic Plus but did not implement (Full time BI no longer employee and remote training was difficult for BA without BI's assistance).
2. In addition, since selected Civic Plus has made even more improvements and upgrades. They also believe they will be able to solve the GIS mapping issue which is my next step to look into with the County.
3. Joe Payne has communicated that he and his office can work with any automated permitting program we choose. He highly recommended that we automate.



OPTIONS – DISCUSSION



WHAT MUST WE DO TO IMPROVE THE
DEPARTMENTS FOR OUR CITIZENS?

UPDATES ON BUDGET ITEMS.

2025-2026 SALARY WORKSHEET	2025-2026 Fixed Salary 2.5% raise	2025-2026 Salary Plus Fica plus Retirement	2024-2025 Salary Plus Fica plus Retirement cost to City (includes increase to 35.19 percent inc. in retirement for police. (2.4%	Total cost of 2.5% Raise to City per Employee (Fica, retirement go up when raises given	Employee 20% share of Insurance after 15% increase for this year from last	Amount salary of employee plus benefits (health and retirement) is cut this year with new insurance contribution	Percentage 20% contrib is loss after raise of total salary plus benefits this year	TOTAL COST TO CITY PER
Legislative/Commissioner	\$ 9,600.00							\$ 10,334.40
Retired Commissioner	\$ 2,400.00							\$ 2,625.60
Fire Chief (RR)	\$ 75,633.73	\$ 104,737.58	\$ 102,183.01	\$ 2,554.57	\$ 2,714.24	\$ 159.67	0.145%	\$ 119,953.65
Fire Fighter II (RN)	\$ 52,582.50	\$ 75,108.84	\$ 72,045.72	\$ 3,063.12	\$ -	\$ -		\$ 79,467.93
City Clerk (NEW)	\$ 57,000.00	\$ 67,060.50		\$ -				\$ 78,808.43
Billing/Deputy Clerk (T)	\$ 54,325.00	\$ 63,913.36	\$ 62,513.50	\$ 1,399.86	\$ 2,714.24	\$ 1,314.38	1.86%	\$ 75,661.30
Reception/Admin (HL)	\$ 50,676.00	\$ 59,620.31	\$ 58,166.16	\$ 1,454.15	\$ 2,714.24	\$ 1,260.09	1.89%	\$ 71,368.25
Building Dept.	\$ 61,233.50	\$ 72,041.21	\$ 70,284.11	\$ 1,757.10	\$ 2,714.24	\$ 957.14	1.22%	\$ 83,789.15
PWD-Director (JM)	\$ 59,450.00	\$ 69,942.93	\$ 68,237.00	\$ 1,705.93	\$ 2,714.24	\$ 1,008.32	1.32%	\$ 85,625.03
PWD-Crew Chief (JC)	\$ 52,017.73	\$ 61,198.85	\$ 59,706.20	\$ 1,492.65	\$ 2,714.24	\$ 1,221.59	1.79%	\$ 76,880.95
PWD-Crewman 1 (EP)	\$ 44,036.05	\$ 51,808.41	\$ 50,544.79	\$ 1,263.62	\$ 2,714.24	\$ 1,450.62	2.45%	\$ 64,703.01
Summer Youth	\$ 5,125.00	\$ 5,517.06	\$ 5,125.00	\$ 392.06				\$ 5,517.06
Police Chief (EJ)	\$ 72,054.43	\$ 102,922.54	\$ 98,725.27	\$ 4,197.27	\$ 2,714.24	\$ (1,483.03)	-1.31%	\$ 120,830.98
Police Salary #2 (MS)	\$ 58,066.25	\$ 82,941.83	\$ 79,559.27	\$ 3,382.56	\$ 2,714.24	\$ (668.32)	-0.71%	\$ 100,850.27
Police Salary #3 (SB)	\$ 48,558.35	\$ 69,360.75	\$ 66,532.32	\$ 2,828.43	\$ 2,714.24	\$ (114.18)	-0.14%	\$ 87,269.18
Police Salary #4 (MP)	\$ 48,558.35	\$ 69,360.75	\$ 66,532.32	\$ 2,828.43	\$ 2,714.24	\$ (114.18)	-0.14%	\$ 87,269.18
Extra police Salary(PT)	\$ 36,039.00	\$ 45,329.05	\$ 51,478.11	\$ 2,121.32				\$ 53,305.30
Police Crossing Guard	\$ 3,843.75	\$ 4,137.80	\$ 4,036.88	\$ 100.92				\$ 5,009.42
Marina Park Labor	\$ 33,606.68	\$ 36,177.59	\$ 35,295.21	\$ 882.38				\$ 37,679.21
Cemetery Director	\$ 6,396.00	\$ 6,885.29	\$ 6,717.36	\$ 167.93				\$ 6,885.29
Totals	\$ 831,202.30			\$ 31,592.31		\$ 7,371.82		\$ 1,253,833.59

OPTION 1: CREATE AND ADD A JOB FOR FORMER CLERK TO THE BUDGET, TOTAL 4 EMPLOYEES

- Would having 4 employees benefit the public we serve?
- Would having 4 employees improve the departments and City Hall operations?
- If so, would hiring a new Clerk and retaining our 3 current employees be the best way to improve the departments and benefit our public, or should we consider hiring at least one other person with higher level skills who is willing to work for the same salary? At our current salary levels, can we find people with broader skills and more education for the same price? If so, do we owe our public this?
- Impact on budget? If we retain 3 current employees without adjusting any of their salaries after the hire of a New Clerk and a change in their duties and responsibilities, the impact on the budget would be the addition of \$83,789 (J) to the current budget.
- Can we limit the negative impact on the budget in any way? **COMMISSIONER then PUBLIC COMMENT**

OPTION 2: HIRE NEW CLERK AND SECOND EMPLOYEE WITH HIGHER SKILL SET AND EDUCATION TO HANDLE WORK BEYOND CLERICAL.

- Would the public we serve benefit from the addition of a new employee with higher skill set and education?
- Would the City and its departments function better with the addition of this employee (i.e. a separate Financial Officer with advanced accounting skills also with skills to implement and manage projects? For example, he/she would more than pay for their salary by doing projects like app based parking that we currently don't have time to do and that would bring much needed income into the City). Is it in the best interest of our citizens to gain staff who can take over this responsibility and start implementing projects and programs that will generate income for the City?
- How would this impact the budget? Using a financial officer as an example, If the CRA paid 1/3 of the cost, Impact of the total \$54,000 salary plus benefits would be \$48,000), less if we no longer had to pay for outside accounting fees beyond audit needs. Can we make other decisions that would make this possible.



OPTION 3: DON'T CREATE AN ADDITIONAL POSITION IN THE BUDGET, RESTRUCTRE DEPTS_(ONE OF 3 EXISTING GOES).

- Would the public we serve benefit from us adding another employee salary/benefits to the budget leaving the City with New Clerk and two additional employees?).
- Would this improve or help the departments and/or City Hall operations?
 - Can we shift duties and responsibilities around to handle all tasks with a total of 3 people without it negatively impacting the public or operations?
- Impact on the Budget: As the budget stands right now, retaining a total of 2 employees plus the New Clerk would have no impact.

COMMISSIONER then PUBLIC COMMENT



THINGS TO CONSIDER WHEN EVALUATING WHICH EMPLOYEES TO RETAIN, IF NEED TO

- Skill level and education
- Length of employment – if we invest in them, will they stay with us?
- Whether their role will be changing as the result of New Clerk
- Public perception/# of complaints received regarding employee, if any.
- Whether another employee can handle his/her responsibilities
- Individual strengths and weaknesses
- Willingness to learn and grow at job
- Attitude – is it positive, are they easy to work with
- ROI – given all the above, can we get more from another employee or new employee for the same cost to the City.
- Personal Situation – i.e. Jennifer's house is on the market, and she is considering moving.

COMMISSIONER then PUBLIC COMMENT

CLERK/BUILDING DEPARTMENT EMPLOYEE COST CONSIDERATIONS

TOTAL SALARIES 4 = \$223,234.50
TOTAL SALARIES 3 = \$162,001.00 [BUDGET NOW]

TOTAL COST TO CITY 4 = \$309,627.13
TOTAL COST TO CITY 3 = \$225,837.98 [BUDGET NOW]

2025-2026 SALARY WORKSHEET	2025-2026 Fixed Salary 2.5%	TOTAL COST TO CITY PER
City Clerk (NEW)	\$ 57,000.00	\$ 78,808.43
Billing/Deputy Clerk (T)	\$ 54,325.00	\$ 75,661.30
Reception/Admin (HL)	\$ 50,676.00	\$ 71,368.25
Building Dept.	\$ 61,233.50	\$ 83,789.15

If we are changing any one existing employee's duties or creating a new position with less responsibilities, is it in the best interest of the public to correspondingly adjust the employee's salary, especially given the salary of the new clerk who will be the department head?

If we don't reduce a salary even when responsibilities are reduced or new job created, would it be more fiscally responsible and in the best interest of the public we serve to hire someone with more skills and education to benefit city operations for the same money?

COMMISSIONER then PUBLIC COMMENT

REFERENCES FOR EHTICS DISCUSSION

<https://www.scu.edu/government-ethics/resources/public-officials-as-fiduciaries/#:~:text=Public%20fiduciaries%20have%20an%20absolute,family%20members%20or%20close%20associates.>

<https://commons.stmarytx.edu/lmej/vol9/iss2/4/#:~:text=Regardless%20of%20whether%20specific%20rules,has%20been%20reposed%20in%20them.>

<https://www.westerncity.com/article/semper-pro-populus-fiduciary-duties-and-public-service#:~:text=Duties%20of%20a%20Fiduciary,%2C%20bribery%2C%20fraud%20and%20corruption.&text=As%20the%20following%20discussion%20of,the%20standards%20are%20very%20similar.>

<https://www.flsenate.gov/Session/Bill/2021/573/Analyses/h0573d.SAT.PDF>

<https://mrsc.org/stay-informed/mrsc-insight/february-2021/separation-of-powers-in-local-government#:~:text=Conclusion,the%20benefit%20of%20their%20communities.>

<https://wacities.org/data-resources/articles/2025/03/14/so-you-want-to-be-an-elected-official-guide#:~:text=Policymaking%20vs.,day%20operation%20and%20staff%20direction.>

<https://tminstituteldf.org/local-elections/#:~:text=City%20Council-,Local%20Power,the%20state%20and%20federal%20level.>