

**Mayor**  
Willard Rodarmel  
**Mayor Pro Tem**  
John Plourde  
**Council Members**  
John Gordon  
John Murray  
William Siegel



**Office of the  
City Manager**

119 Fox Street  
Lemoore • CA 93245  
Phone ♦ (559) 924-6700  
FAX ♦ (559) 924-9003

**To: Lemoore City Council**  
**From: Jeff Britz, City Manager**  
**Date: May 23, 2012**  
**Subject: Appointment of City Clerk**

Item #

---

**Discussion:**

As the Council is aware, your City Clerk, Nanci Lima is resigning from the City effective May 31, 2012 to take a position with another City. With her departure, it will be necessary for the Council to appoint a new City Clerk.

As you know, the position of City Clerk/Administrative Secretary serves multiple purposes, not only as City Clerk, but also in several key administrative roles for the City, including key support in the City Manager's Office. Staff intends to recruit for a permanent replacement for the position this summer. However, the City cannot operate without a City Clerk; the Clerk has several key responsibilities as required by State Law and the Municipal Code. It is therefore recommended that the Council appoint an existing staff member as your City Clerk for an interim period. I am recommending that Mary Jane French be so appointed, effective immediately. She has worked in the City Manager's Office for nearly five years, and has been a Deputy City Clerk since March 2008.

Furthermore, Mary Jane has been through much of the expected training for a Clerk, including the nomination period item for the coming City Council election. Appointment of Mary Jane will only be a stop gap measure. She is nearing her anticipated retirement in the early fall of this year.

While the Council is not involved in most personnel matters, appointment of a staff person to the Office of City Clerk must be done by action of the Council.

**Budget Impact:**

None.

**Recommendation:**

That the City Council, by motion, appoint Mary Jane French as the City Clerk for the City of Lemoore.