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To: Lemoore City Council Item # 4G
From: Jeff Briltz, City Manager
Date: August 30, 2012
Subject: Appointment of City Clerk, Budget Amendment

Discussion:

As the Council is well aware, our prior Administrative Secretary/City Clerk left employment with the City in May. Since then, Mary Jane French has been serving in that capacity in an interim role. She is expected to retire at the end of September this year, necessitating a permanent solution sooner than later.

The City conducted a recruitment for the position in June, with a closing date of July 11. We sent materials to all of the City Clerks in the area as well as advertised the position. We tested and interviewed candidates during the first week of August. During the selection process, it was clear that none of the candidates were ideally prepared for the position, either by way of prior experience or education.

We have at least three options moving forward, including hiring one of the candidates, recruit again, either with or without changes to the compensation plan, or modify the position, removing some of the duties so we can ensure success going forward. If we proceed with the third option, the duties removed from the position will need to be inherited by someone else in the office so all tasks and duties from the current Administrative Secretary/City Clerk position are accounted for.

I recommend the City go forward with the third option. This necessitates the creation of two new positions, Administrative Assistant/City Clerk and Executive Secretary/Housing Specialist. The currently authorized position of Administrative Secretary/City Clerk would remain unfilled, the current Housing Specialist would be reclassified to the new Executive Secretary/Housing Specialist position, and would also serve as Chief Deputy City Clerk, and one of the existing Office Assistant I/II positions would remain unfilled.

The result of these changes is a reduction of one full-time staff position in the City Manager's Office creating an ongoing annual savings of more than \$65,000.

The newly created Administrative Assistant/City Clerk would be responsible for the official City Clerk duties, as designated by the Municipal Code and Government Code, as well as a host of general office duties in support of the City Manager's Office and the Fire Department. The newly created Executive Secretary/Housing Specialist will be responsible for the housing

programs (Lemoore Housing Authority and grant funded programs), the more complex and technical administrative support duties and projects in the City Manager's Office, supervision of the other office staff, including the Administrative Assistant/City Clerk and Office Assistant I/II, and shall serve as the Chief Deputy City Clerk. This arrangement will give the newly appointed Administrative Assistant/City Clerk needed backup, assistance with interpreting rules and laws, and guidance. The job descriptions for both positions are currently being finalized.

It is proposed that both the positions will be unrepresented, and included with the Management, Supervisory, and Confidential class of employees. This is proposed because the City Clerk handles all of the confidential materials that are transmitted to the City Council, including closed session material related to labor negotiations. As the Chief Deputy City Clerk will be involved in much of the same, the new Executive Secretary/Housing Specialist position is included for the same reasons.

The proposed pay rate for the Administrative Assistant/City Clerk is at Salary Range 293. This range was selected because historically, the City Clerk was provided a \$300 stipend for the additional duties. About 10 years ago, that stipend was rolled into the Administrative Secretary/City Clerk salary. Range 293 adds about \$300 to the Office Assistant I/II classification.

The proposed pay rate for the Executive Secretary/Housing Specialist is 333. This represents an increase of approximately 2.5% to the current Housing Specialist position. This is recommended because currently the Housing Specialist position is represented by the General Association of Service Employees (GASE) and the terms contained in the most recent MOU. That MOU provides for certain benefits that do not extend to unrepresented employees, including certification pay, and a higher percentage of Health Insurance Premiums offered; unrepresented employees receive Deferred Compensation paid by the City. The pay adjustment is recommended to prevent the reclassified employee from having an actual drop in take-home pay as a result of going from GASE to unrepresented.

Kristie Baley was one of the applicants for the position of Administrative Secretary/City Clerk from the recruitment this summer, and presently serves as an Office Assistant II, splitting duties between the City Manager's Office and the Fire Department. She is agreeable to serving in the proposed Administrative Assistant/City Clerk position.

Brooke Austin is our Housing Specialist. With the dissolution of Redevelopment, the number of housing programs is dwindling, and we will be relying on grant funded programs now and in the future, supplemented by programs the Lemoore Housing Authority may wish to offer, assuming it will ever have enough resources to do so. With the decline in housing programs, a larger portion of Brooke's time will be utilized for non-housing projects. The types of skills required to serve as an Executive Secretary and Chief Deputy City Clerk closely match those of the Housing Specialist, making this a unique opportunity to meet the City's current needs.

Budget Impact:

The above described changes result in a annualized savings to the General Fund of approximately \$66,000 and actually reduce the costs to the City Manager's Office by \$69,987 for the 2012/13 Fiscal Year.

Recommendation:

That the City Council, by motion, approve:

- a) New classifications of Executive Secretary/Housing Specialist and Administrative Assistant/City Clerk with salary ranges to be set at 333 and 293 respectively, and fund such positions beginning October 1, 2012.
- b) Discontinue funding for the positions of Administrative Secretary/City Clerk, one of the two Office Assistant I/II and Housing Specialist effective October 1, 2012.
- c) Approve the budget amendments described in Attachment A, providing an overall reduction to the 2012/13 City Manager's Office budget of 69,987.
- d) Appoint Kristie Baley as the City Clerk for the City of Lemoore, effective October 1, 2012
- e) Appoint Brooke Austin as the Chief Deputy City Clerk for the City of Lemoore, effective October 1, 2012.