

**Mayor**  
William Siegel  
**Mayor Pro Tem**  
Lois Wynne  
**Council Members**  
John Gordon  
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## Staff Report

ITEM 4

**To:** Lemoore City County  
**From:** J.R. Laws, City Manager  
**Date:** January 2, 2014  
**Subject:** City Clerk Appointment

### Discussion:

The City of Lemoore conducted an internal recruitment for the position of Administrative Assistant/City Clerk. On December 18, 2013, interviews were conducted and a candidate was selected.

It is my pleasure to recommend that the Council appoint Mary Jane Venegas, more commonly known as Janie, as the City Clerk. Janie has served as a Deputy City Clerk in the past.

Should Janie be appointed, she will become the Administrative Assistant/City Clerk effective January 8, 2014. It should be noted that at the next council meeting during our mid-year budget adjustments, I will be recommending that the Administrative Secretary/City Clerk position be restored and that Janie be moved from Administrative Assistant/City Clerk (299 F) to Administrative Secretary/City Clerk (333 E).

### Budget Impact:

The costs associated with restoring the Administrative Secretary/City Clerk position will be presented in the 2013/2014 mid-year budget adjustments.

### Recommendation:

- a. That the City Council, by motion, appoint Mary Jane Venegas as the City Clerk for the City of Lemoore.
- b. That Mayor Siegel administer the attached Oath of Office.