

MEMORANDUM

TO: Mayor and Council

FROM: Lori Stelzer, City Clerk 

RE: Assistant City Clerk

DATE: January 3, 2014

Lydia Magnotti, Assistant City Clerk, has notified me of her intent to resign from the position by February due to personal reasons. She has graciously agreed to assist with the transition as her personal schedule allows.

City Clerk staff has really stepped up to the plate, as have all city employees, with the reduction of staff, including the vacancy in the clerk's office between December 2011 and January 2013. The Assistant City Clerk position has been part-time for almost a year, which has been challenging for continuity and work flow. After having the position filled part-time with the necessary experience and skill sets, and upon reviewing the needs of the department, I feel it is in the best interest of the department to change the position from part-time to full-time. Functions of this position require someone to be present full-time to carry out the tasks from beginning to end. There are still many tasks within the city clerk's office that have been put aside due to prioritization and reduced staff. Making this position full-time will also allow for succession planning in the city clerk's department.

	Current	Proposed
Grade	504	504
Salary	\$ 23,838	\$ 51,000
FICA	1,824	3,902
Retirement	1,657	3,545
Health Ins.	0	14,176
Total	\$ 27,319	\$ 72,623

This change will increase the city clerk's budget by \$26,427 for the remainder of this fiscal year.

Council approval is requested to fund the position of Assistant City Clerk at full-time, with the funding coming from reserves.

xc: Ed Lavalley, City Manager
Alan Bullock, Director of Administrative Services
Jeff Snyder, Finance Director

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