



Staff Reports

File #: 1633-2018, **Version:** 1

To: Honorable Mayor and Members of City Council

From: Steve Potter, Interim City Manager

Prepared By: Jennifer Brizel, Human Resources Director

TITLE:

Appointment of City Clerk

RECOMMENDED ACTION:

Adopt a resolution appointing Tiffany Carranza as City Clerk effective December 29, 2018.

DISCUSSION:

The City Clerk, Dorothy Roberts, will retire from her office effective December 28, 2018.

City Charter Section 75 authorizes the City Council to appoint the City Clerk. On October 30, 2018, the City Council met in closed session to discuss terms for hiring Tiffany Carranza as City Clerk; and the Council authorized the City Manager to negotiate terms of employment with Ms. Carranza. The City Manager successfully negotiated terms of employment with Ms. Carranza to serve as City Clerk, as documented in the attached resolution (Attachment 1).

FINANCIAL IMPACTS:

No additional funding is required beyond that already allocated and approved in the City budget.

CEQA:

The City Manager has determined that the Recommended Action described in this Agenda Report is not subject to CEQA, pursuant to CEQA Guidelines Section 15060(c).

DOCUMENTS ATTACHED:

ATCH 1 - Resolution Appointing Tiffany Carranza as City Clerk

EX A - Executive Staff Compensation

NOTIFICATION:

Steve Potter, Interim City Manager

Tiffany Carranza, Deputy City Clerk

Jennifer Brizel, Human Resources Director