

For Personnel, City Clerk

(Tenth in a series of articles.)

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Sentinel Staff Writer

The city has two relatively small organizations which do infinitely more municipal work to benefit residents than is realized generally.

These are the city clerk's office and the personnel department.

City Clerk Angele Mellon and her staff are assigned by the city charter the responsibility to maintain a full record of all city council proceedings, to maintain ordinance and resolution books into which shall be recorded all city ordinances and resolutions, to supervise all municipal elections, to insure publication of all ordinances and all public notices as directed by the council or city manager, and to administer oaths, take affidavits or depositions pertaining to city affairs and to certify copies of official records.

A council election was held April 10, and eligible to vote in this election were 20,629, an election that was historic because it was the first municipal election in which voters under 21 years of age could participate. Votes cast in the election came to 11,149, or around 54 per cent of the electorate --- an unusually high turnout for a municipal election.

The election was made interesting for still another reason: the city's two - year residency law was challenged by James C. Thompson in an action that was upheld by the California Supreme Court.

The court ordered Thompson's name to be put on the ballot for the April election, but Thompson was one of six other candidates to be defeated.

Recording, publication and filing of 371 resolutions and 25 new ordinances were handled by the office.

In addition, the office xeroxed 69,200 copies of various documents, such as agendas and background information, related to council business and general city affairs.

Opening of bids for various city projects was handled by Mrs. Mellon, as was the recording of all deeds, street improvement agreements and other papers.

Mrs. Mellon launched in 1973 a records retention program to

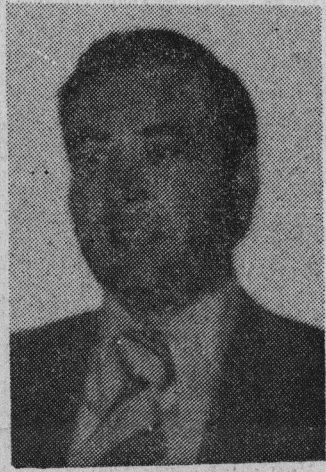
Sentinel

Monday, January 21, 1974

Page 13



Angele Mellon



Kent Rice

insure preservation of all important documents under such conditions that they can be readily located.

The first city ordinance was adopted on May 22, 1866, which will give some idea of how many records there are to maintain and preserve.

PERSONNEL DEPARTMENT -- Under Kent Rice, who joined the city staff in the latter half of 1973, the city's personnel department keeps tab on the 382 authorized workers to operate the city.

"This was a year of changes and reorganization for the department," Rice said in a report on 1973.

"The general objectives of the department turned from the traditional employment and labor relations functions to eight major program areas: administration, employee services, safety health and workmen's compensation, employee and organization development, classification and pay, employee relations, recruitment and selection, and affirmative action.

Major accomplishments of 1973 were listed by Rice as:

1. The city completed its first year of self insurance for work-

men's compensation benefits. Program results showed a cost reduction of over \$52,000 while at the same time improving delivery of medical and salary benefits.

2. A three-year salary agreement, ending in June, 1975, was reached with the Police Officers Association.

3. The department continued to administer successfully a number of special manpower programs to improve work opportunities.

4. The department processed over 1300 applications for jobs and filled 92 vacant permanent positions.

For 1974, a broad range of activities is planned, including a retirement counseling program, special safety, health and workmen's compensation training, inspection and reporting so that prompt service benefits may be given; expansion of efforts to help employees develop their full potential; upgrading of the grievance procedure.

Rice has achieved one of this year's objectives. At a recent meeting the city council okayed his proposals for improvement of the city's "meet and confer" procedures on job classification and pay issues.