

Office of the Sacramento City Council

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MEMORANDUM

March 21, 1980

TO: Members of the Council

FROM: *AW* *JH* *OR*  
Hoerber, Isenberg, Pope, Rudin

SUBJECT: Employee Services--Office of the Mayor & Council

As a result of our recent move into new quarters, and constant complaints from Council members concerning the delay in processing work, it was agreed that four members of the Council would meet with our Executive Secretary Wanda Lynch and attempt to analyze the situation and make recommendations for improvement.

Some simple facts are clear:

First, far more Council members are now utilizing the new office spaces on a regular basis. This is a significant change and understandable since the old space available for the Council was, at best, unpleasant.

Second, the location of the new offices means that more and more citizens are going to the Council offices (not the Clerk's) to ask for general information and assistance in handling complaints. This has meant that one person is virtually full-time on the duties of reception and telephone answering.

Third, the mail has increased substantially over the past year.

Our conclusion is clear: the workload and responsiveness to citizens and the community has risen to the point where a staff of four permanent secretarial employees is required. We have simply outgrown the capabilities of our current situation of two permanent employees and one limited-term (CETA) employee.

We expect a great deal of work from our employees. They do an excellent job but there aren't enough of them to meet needs. Thus, if we are to continue to effectively fulfill our duties, we need sufficient employees.

APPROVED  
BY THE CITY COUNCIL

APR 1 1980

OFFICE OF THE  
CITY CLERK

4/1/80

It is our recommendation that four career employees be named: 1 Executive Secretary; 1 Assistant to the Executive Secretary and 2 Junior Typist Clerks.

The revised clerical positions will assure a permanent work force at an additional cost of \$26,075 annually, which includes salary and benefits for these positions. It is our recommendation that we no longer utilize the services of a CETA employee.

Recommendation

We recommend that the City Manager be directed to include these changes in the current budget.

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**FILED**  
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CONT. TO  
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