

12-5-06

12. A

**Council Officers and Elected Full Time
Employees Performance/Salary Review Committee
Minutes
Monday, November 27, 2006 at 5:30 p.m.**

Attendees:

Jamie Matthews, Council Member, Committee Chair
Pat Kolstad, Council Member
Jamie McLeod, Council Member
Jennifer Sparacino, City Manager

Matter for Council Action:

It is recommended that City Clerk Rod Diridon, Jr., be appointed to the City Auditor position effective December 31, 2006 for an additional \$931/per month, to be adjusted the same as Unit 9 (Miscellaneous) Total Compensation (T.C. adjustment effective December 17, 2006).

I. The meeting was called to order by Committee Chair, Council Member Jamie Matthews at 5:30 p.m.

II. City Attorney Recruitment - Status

Executive Search Firm, Avery & Associates, was approved by City Council to conduct the recruitment process to fill the City Attorney position, due to the retirement of City Attorney Michael Downey. The consultant, Bill Avery, interviewed all Council Members and several Department Heads to help develop the ideal candidate profile. A recruitment brochure is completed; and advertisement of the opening begins in December, 2006. The process is moving along smoothly, with an appointment anticipated in March/April 2007. The City Manager will select a consulting attorney to fill-in during the interim between the City Attorney retirement and appointment of new City Attorney.

III. Assistant City Clerk/City Auditor Retirement in December 2006; City Manager Report and Recommendation RE: Appointment Of New City Auditor (effective December 2006)

The City Manager summarized her report, "Appointment of City Clerk Rod Diridon as City Clerk/City Auditor Effective with the Retirement of Assistant City Clerk/City Auditor Bernadette DeSousa, December 29, 2006" (report attached) recommending per past practice and to retain the existing checks and balances system that the elected City Clerk be appointed by the City Council to also fill the City Auditor position. Assistant City Clerk/City Auditor Bernadette DeSousa has been providing training in the City Auditor functions to the City Clerk. This process is consistent with the City Charter; and represents continuation of a longstanding, successful approach. The Committee Members discussed the history of the City Auditor function as defined in the Charter. The Charter also requires an independent outside audit on an annual basis. Also, the Charter specifies that the City Manager has the responsibility to initiate investigations of departments, City contracts and other City functions.

The Committee unanimously approved the following motion, that City Clerk Rod Diridon, Jr., be appointed to the City Auditor position effective December 31, 2006 for an

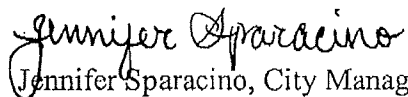
additional \$931/per month, to be adjusted the same as Unit 9 (Miscellaneous) Total Compensation (T.C. adjustment effective December 17, 2006).

IV. **Miscellaneous Items:** None

V. **Public Presentations:** None

VI. Adjourned at 5:40 p.m.

Respectfully submitted,


Jennifer Sparacino, City Manager



INTEROFFICE MEMORANDUM
City of Santa Clara

DATE: November 20, 2006

TO: Council Officers and Elected Full-Time Employees Performance/Salary Review Committee

FROM: Jennifer Sparacino, City Manager

SUBJECT: Appointment of City Clerk Rod Diridon as City Clerk/City Auditor Effective with the Retirement of Assistant City Clerk/City Auditor Bernadette DeSousa, December 29, 2006

Assistant City Clerk/City Auditor Bernadette DeSousa announced her retirement effective December 29, 2006. Ms. DeSousa has served the City as a dedicated, talented employee for over 28 years as a regular employee and over 8 years As-Needed. With her retirement, the Council-appointed position of City Auditor will need to be filled.

The Charter of the City allows for the Council to appoint any officer or employee to the position of City Auditor. The following is an excerpt from the Charter about the City Auditor function:

"Section 909. City Auditor. The City Auditor shall audit and approve all bills, invoices, payrolls, demands or charges against the City government before payment and, with the advice of the City Attorney, advise the City Council as to the regularity, legality and correctness of such claims, demands or charges.

"The City Council may, in its discretion, appoint any other officer or employee of the City as City Auditor and grant such person additional compensation for the performance of such duties."

As historical background, when the former City Clerk/City Auditor Steve Belick retired, the Assistant City Clerk Clara Dandy was appointed as City Auditor. When the Assistant City Clerk retired, in 1991, City Clerk Judy Boccignone was then appointed by City Council as City Auditor. When City Clerk/City Auditor Judy Boccignone retired in 2004, Assistant City Clerk Bernadette DeSousa was appointed City Auditor in addition to her position as Assistant City Clerk. Based on this historical information, the City Auditor function has traditionally been assigned to the City Clerk's Office, either the City Clerk or the Assistant City Clerk. In addition, the City Clerk's office staff supports the administrative aspects of the auditing function. An effective check and balance system is in place.

With Ms. DeSousa's retirement, City Clerk Rod Diridon, Jr., is interested in serving as City Auditor. Assistant City Clerk/City Auditor has been providing training in the specific tasks and responsibilities of the function.

Rod Diridon has served for two years in the elected position of City Clerk, gaining experience in the responsibilities of the Clerk's Office. It is appropriate at this time that he is considered for the City Auditor appointment.

ADVANTAGES AND DISADVANTAGES OF ISSUE:

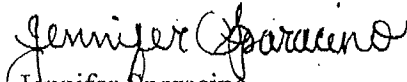
Keeping the Auditor function in the Clerk's Office provides an effective check and balance system. Ms. DeSousa is providing training. Additional training will be available from the Finance Department and the Assistant City Manager. This historic approach will continue to provide a successful model of organizational structure.

ECONOMIC/FISCAL IMPACT:

The salary for City Auditor is \$931/per month. It will be adjusted on December 17, 2006 consistent with the Unit 9 (Miscellaneous) total compensation (T.C.) adjustment. Per Council policy, the City Auditor salary is adjusted annually as Unit 9 T.C. is adjusted.

RECOMMENDATION:

It is recommended that City Clerk Rod Diridon, Jr., be appointed to the City Auditor position effective December 31, 2006 for an additional \$931/per month, to be adjusted the same as Unit 9 (Miscellaneous) Total Compensation (T.C. adjustment effective December 17, 2006).


Jennifer Sparacino
City Manager

JS:yfg