

CITY COMMISSION AGENDA ITEM

TITLE	Request to Fill Municipal Clerk III Position in the Department of Public Services
SUBMITTING DEPARTMENT	Department of Public Services
PRESENTER	Kevin Yee
MEETING DATE	July 14, 2025

ATTRITION POLICY

Purpose: The City of Royal Oak may at times face revenues that are not sufficient to necessarily meet operating and capital needs. For that reason, each position vacancy should be reviewed to ensure a balanced budget can be maintained, prior to seeking to fill the position.

Policy: All City of Royal Oak full-time positions except sworn police and fire positions that become vacant, for any reason, may only be filled with specific approval from the City Commission.

[Adopted 06/02/2008 and Amended 05/20/2024]

EXECUTIVE SUMMARY

The Municipal Clerk III position is a key position at the Department of Public Services. They take customer calls and front desk inquiries, coordinate accounts payable and payroll for the department, and are integral in keeping communication between the field, the residents, and office staff up to date.

BUDGET IMPACT SUMMARY	
Anticipated Salary and Benefit Cost	\$53,148-\$57,123 salary range + \$34,000 benefits
Included in the budget	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are you filling a position that was previously held?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Funding Source/GL Number:	

OTHER FISCAL IMPACTS:

Select all that apply.

☒ No fiscal impact

☐ Revenue impact (details below)

☐ Training Required (details below)

STRATEGIC INITIATIVE ALIGNMENT:

This position supports all DPS operations and initiatives including those within the areas of rubbish/recycling, water and sewer, streets and highways, parks and forestry, and other Public Service related issues.

PROPOSED CITY COMMISSION RESOLUTION:

Be it resolved, the Royal Oak City Commission hereby approves the filling of Municipal Clerk III position in the Department of Public Services.