

CITY COMMISSION AGENDA ITEM

TITLE	City Clerk Department Request to Fill Municipal Clerk III Vacancy
SUBMITTING DEPARTMENT	City Clerk
PRESENTER	Melanie Halas
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

This position was created due to a promotion from within to Election Specialist in my department. This position assists the public counter, answers phones and is cross trained with other employees in the department.

BUDGET IMPACT SUMMARY	
Anticipated Salary and Benefit Cost	
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:

Efficient and Effective Services: This position will assist both the public-facing counter and behind-the-scenes daily operations.

PROPOSED CITY COMMISSION RESOLUTION:

Be it resolved, the Royal Oak City Commission hereby approves the filling of the Municipal Clerk III vacancy in the City Clerk's Department.