

Special called City Commission meeting
Tuesday, September 7, 1999-6:30 p.m. - City Hall

AGENDA

Review and discussion of resumes for City Clerk/Treasurer position, and discussion of hours and compensation for Clerk.

The clerk informed the commission that she had checked for the legalities of the Clerk having to reside within the city limits. (Verification attached). Both the Attorney General's Office and the Department of Local Government had assured that they did not have to reside within the city limits.

Mayor McCay presented the commission with a chart of possible compensations for their consideration. He ask Comm. Hardy his opinion of the compensation and hours. Comm. Hardy said in his opinion they should ask the clerk. She felt it was best to increase the hours to 6 per day, with 1/2 hour for lunch and the pay she suggested was \$13,260.00 annually. Comm. Cooke wondered if the compensation was based on hourly wages how the time worked would be tracked. He then suggested the use of a time clock. Comm. Howard agreed this could be a good idea, but wondered if they weren't pretty expensive. After a brief discussion, the commission decided to have confidence in whomever they hired, that they would work the hours they were hired to work. A discussion as to how to handle the interviews then followed. Comm. Howard stated that he felt it would be best to decide definitely on the compensation and the hours to be worked and then decide which resume fits the job description. (Copy attached). All agreed this would be the best procedure. The commission decided to have at least three interviews, Thursday, 9/9/1999 and the balance, Monday 9/13/1999. A discussion followed as how the current clerk would be compensated during the time she was training the new clerk. The clerk stated that she would do this at her current salary of \$175.00, gross weekly. All of the commission agreed to this. Commrn. Howard then presented a motion that the new City Clerk/Treasurer be offered \$13,260.00 annually with two weeks vacation, one of which be the week of Christmas, with a ninety day probation period, seconded by Comm. Hardy. Roll call and vote - Cooke yes, McCay Yes, Hardy yes, Howard yes. The commission ask the clerk to begin calling applicants for interviews. She agreed to do so.

With no further business to be presented, the meeting was adjourned.

APPROVED: _____
Walter J. McCay, Jr., Mayor

ATTEST: _____
Dorothy J. Nell, City Clerk