



City of Pensacola

222 West Main Street
Pensacola, FL 32502

Memorandum

File #: 22-00365

City Council

4/14/2022

LEGISLATIVE ACTION ITEM

SPONSOR: City Council President Ann Hill

SUBJECT:

HIRING OF YVETTE MCLELLAN AS COUNCIL STAFF WITH THE TITLE OF SPECIAL ASSISTANT TO THE COUNCIL EXECUTIVE

RECOMMENDATION:

That City Council approve the hiring of Yvette McLellan as Council Staff with the title of Special Assistant to the Council Executive.

HEARING REQUIRED: No Hearing Required

SUMMARY:

Section 4.02(a)(6) of the City Charter states in part:

The City Council shall establish an Office of the City Council and shall have as its staff the following who shall be responsible to the City Council through the President of the Council:

(e) Other Staff. The City Council may create and fill other staff positions for the purpose of assisting it in the performance of its legislative function.

Currently the City Council has, as their staff the following: a Council Executive (Don Kraher), Executive Assistant (Elaine Mager), Council Assistant (Sonja Gaines) and a part-time Strategic Budget Planner (Melanie Kruszona).

A prospect presented itself whereby the City Council has an opportunity to hire Yvette McLellan. Yvette has some 35 years of experience with the city, coming up through the ranks to her current position of Deputy Finance Director. Having worked on the Administration (Executive) side of the equation during our current form of government, she is seeking a change with a desire to work for City Council.

At City Council's direction, a process was conducted whereby an advertisement ran internally, resulting in just one (1) application being received; that application was from Yvette McLellan.

It is proposed that City Council hire Yvette under Section 4.02(a)(6)(e) - other - and title her as Special Assistant to the Council Executive. The intent is to have Yvette assist the Council Executive with the entering of Granicus Items, reviewing administration items for completeness to ensure that

City Council has the information necessary to make an informed decision, assist with research for Council Members, assisting in development of policies desired by Council as well as assisting Council's current staff. Further, that Yvette use her financial acumen to the benefit of the City Council. Yvette has a wealth of experience that will fit into any category and will allow her the freedom to assist where needed. This will allow the Council Executive more available time to research items for City Council, assist in the development of ordinances for legal review, take a more in depth and detailed review of current policies, many of which are antiquated and to help better assist in the overview of council activities and desires.

PRIOR ACTION:

March 21, 2022 - City Council conducted a discussion regarding the hiring of Ms. McLellan. The result being the request to conduct a hiring process.

March 7, 2022 - City Council pulled the original item with the intent to have a discussion at an upcoming meeting.

November 4, 2014 - Charter Amendment passed via referendum vote requiring City Council to establish the office of the City Council, thereby authorizing Council to hire their own staff.

FUNDING:

| | | |
|---------|---------------------|----------------------------------------------------|
| Budget: | \$ 30,000.00 | Remaining Funds For Budget Analyst to City Council |
| | <u>91,900.00</u> | Remaining Funds For Legal Counsel for City Council |
| | <u>\$121,900.00</u> | |

Actual: \$ 71,900.00 Estimated Salary & Benefits 5/2/22 - 9/30/22

FINANCIAL IMPACT:

Within the Fiscal Year 2022 Budget, there are sufficient funds to provide funding for Ms. McLellan's current salary and benefits beginning May 2, 2022 through September 30, 2022. Should City Council approve this hire, the Fiscal Year 2023 Budget will be requested to be adjusted accordingly.

STAFF CONTACT:

Don Kraher, Council Executive

ATTACHMENTS:

- 1) Yvette McLellan Resume
- 2) Special Assistant to the Council Executive - Job Description

PRESENTATION: No