



## Staff Report

Agenda Item #: {{section.number}}C

---

### Yountville Town Council Staff Report

**DATE:** May 21, 2024

**TO:** Mayor and Town Council

**FROM:** Brad Raulston, Town Manager

**PREPARED BY:** Brad Raulston, Town Manager

#### **RECOMMENDATION:**

Consider adoption of Resolution Number 24-4271 approving employment agreement for, and ratifying the appointment of, Hilary Gaede as the Communications Director/Town Clerk.

#### **DISCUSSION/BACKGROUND**

In accordance with the Yountville Municipal Code, the Town Manager is responsible for the administration of the Town's personnel system, including the maintenance of the Town's employee Classification Plan. The Classification Plan is a listing of approved positions, a salary schedule of the ranges and steps for each position, and Job Descriptions that detail the requirements of each position. All three elements are administrated by the Town Manager and approved by the Town Council. Part of the duties of the Town Manager is to recommend changes to the personnel system for Council consideration.

The Town Manager reviewed the current Town Clerk position and determined that reclassification to Communications Director/Town Clerk was appropriate. The Town Council approved the creation of this proposed position at the May 7, 2024 Town Council meeting via Resolution #24-4260, including establishing a new job description and salary range.

The Town Manager has appointed Hilary Gaede to the position of Communications Director/Town Clerk subject to ratification by the Town Council. This position is "at-will" and subject to other requirements outlined in the employment agreement and the Town's Personnel Rules and Policies. In addition to ratifying the Town Manager's appointment, employment agreements are subject to Town Council approval.

The attached Resolution ratifies the Town Manager's appointment of Hilary Gaede as Communications Director/Town Clerk and approves the employment agreement with her for the position. The employment agreement provides for a base salary of \$144,083.64 per year with benefits similar to other Department Heads.

Hilary was originally hired in February 2022 as the Deputy Town Clerk/Records Coordinator. Since the resignation of the previous Town Clerk in December 2023, she has been fulfilling the role of Acting Town Clerk. Hilary's aptitude for attention to detail, her proactive approach to improving and streamlining processes, as well as her positive and engaging communication skills have proven her to be a natural fit for the Communications Director/Town Clerk position.

#### **ENVIRONMENTAL REVIEW**

Exempt per California Environmental Act (CEQA) Guideline, Section 15061(b)(3) FISCAL IMPACT

Is there a Fiscal Impact? Yes

Is it Currently Budgeted? Yes

Where is it Budgeted? General Fund Town Clerk & Communications Department 01-1110

Is it Mandatory or Discretionary? Discretionary

Is there a Staff Resource Impact? Nominal

**STRATEGIC PLAN GOAL**

Is item Identified in Strategic Plan? Yes

If yes, Identify Strategic Goal and Objective. **Exceptional Town Services and Staff:** The Town supports its talented staff who deliver high quality municipal programs and services while maintaining public infrastructure for the benefit of the community.