



MEMORANDUM

City of Venice

Human Resources Department

TO: City Council

THROUGH: Edward F. Lavallee, City Manager

FROM: Alan Bullock, Director of Human Resources

DATE: June 14, 2021

COUNCIL APPROVAL: Yes

MEETING DATE: July 13, 2021

STRATEGIC PLAN GOAL: Provide Efficient, Responsive Government with High Quality Services

SUBJECT: City Clerk Recruitment

Background: As you know, City Clerk Lori Stelzer will be retiring on December 31, 2021 after 28 successful years in the position. With the recent news that Deputy City Clerk Danielle Lewis is relocating, we will need to look to the outside for recruitment. Since the City Clerk is a Charter Officer position reporting directly to Council, this recruitment effort will require direct Council involvement. Interestingly, although Lori has served in the position since 1993, she did not have an employment contract until 2006, with the advent of the hiring of Marty Black as City Manager. A slightly more contemporaneous reference point is Ed Lavallee's employment contract of 2012 (both are attached). Note that respective salaries have increased since the contracts were put in place.

Requested Action: At the July 13, 2021 Council meeting I will present a proposed recruitment plan for Council consideration and approval. In brief summary, the plan will consist:

1. Utilizing internal resources versus a consultant.
2. Posting the job announcement, based on the current job description in various sources.
3. Providing Council with the applications of qualified applicants with a view to selecting candidates for interview.
4. Setting up interviews for Council and selected candidates, using pre-determined interview questions.
5. Asking Council to select the top candidate.
6. Extending a conditional job offer to the selected candidate, incorporating contract terms, including salary.
7. Running a background check and pre-employment physical.
8. Arranging a start date to pre-date Lori's exit to allow for training on internal systems, etc.

If for an agenda item, this document and any associated backup created by City of Venice staff has been reviewed for ADA compliance: Yes

City Attorney Review/Approved: Yes

Risk Management Review: N/A

Finance Department Review/Approved: Yes

Funds Availability (account number): City Clerk Salaries and Wages 001-0301-512

ORIGINAL(S) ATTACHED: City Clerk employment contract, City Manager employment contract.

Cc: Charter Officers