

Agenda Item: 2.h

Meeting Date: September 5, 2019

MEMORANDUM

To: City Commission

Date: 2019-09-03

From: Theresa Smalling

Subject: STARRED ITEM: Selection of the City Clerk

Presenter(s): Theresa Smalling, Director of Human Resources and Risk Management

Recommend: Staff recommends:
A. To place this item on the agenda.
B. The Commission to approve of Ms. Rebecca Schlichter as the new City Clerk with a start date to be determined.

Epic Goal(s): #5 Embrace community and employee relationship strategies that strengthen inclusiveness, respect, transparency and collaborative engagement.

Boards & Committees: N/A

Budget Impact: TBD

Past Action: The Commission reviewed and discussed Ms. Schlichter's references and Omnia profile on August 20, 2019, then directed Staff to draft an offer of employment for Ms. Schlichter.

Next Action: N/A

Attachments: [A. Offer of Employment-Rebecca Schlichter EXECUTED.pdf](#),

Background: On August 18, 2019, the Commission reviewed and discussed Ms.

Schlichter's references and Omnia profile, then directed Staff to draft an offer of employment for Ms. Schlichter. Staff sent the offer letter to Ms. Schlichter on Monday, August 26th. On September 3rd, Ms. Schlichter returned the executed letter to Staff (see attached). Ms. Schlichter is scheduled to complete a physical & drug screen prior to the regular Commission meeting on September 5th. Staff now recommends the final approval of Ms. Schlichter as the new City Clerk for the City of Dunedin.