

Agenda Item: 3.i

Meeting Date: December 4, 2025

MEMORANDUM

To: City Commission

Through:

From: Theresa Smalling

Date: 2025-11-13

Subject: Recommendation for Non-Competitive Appointment of Deputy City Clerk Michelle Wells to City Clerk position

Presenter(s): Jennifer K. Bramley, ICMA-CM, City Manager, Dr. Theresa E. Smalling, SPHR, Director of HR & Risk Management

Staff Recommendation: Staff recommends: Commission review and approval of the City Manager's recommendation to promote Michelle Wells to the City Clerk position.

Strategic Themes: Good Governance

Boards & Committees: N/A

Budget Impact: N/A

Past Action: N/A

Next Action: N/A

Attachments: [Michelle Wells Resume 2025.pdf](#)

Background: City Clerk Rebecca Schlichter resigned from City service effective November 7, 2025; she had been out on medical leave since July 14, 2025. During her absence, Deputy City Clerk Michelle Wells has served as Acting City Clerk while continuing to perform her regular duties.

Ms. Wells has demonstrated professionalism, leadership, and strong organizational ability throughout her tenure as Acting City Clerk. Her performance has provided stability and continuity within the City Clerkâ€™s Office during this transition period.

Pursuant to the Employee Service System Rules (ESSR), Section 7.02, Staff is recommending Commission approval for the direct appointment of Deputy City Clerk Michelle Wells to the position of

City Clerk. This appointment will ensure a seamless transition of leadership, particularly as the department continues active recruitment for the Administrative Coordinator and Records Management Specialist positions.

Ms. Wells joined the City of Dunedin in June 2022 and has over a decade of experience in local government, including more than seven years as Assistant to the Mayor and Council for the City of Homestead. She earned her Certified Municipal Clerk (CMC) designation in July 2025, holds an Associate Degree in Business Administration, and is a licensed Florida Real Estate Broker Associate. Her resume is attached as Exhibit A.

Staff recommends Commission approval for the direct appointment of Michelle Wells to the position of City Clerk, effective December 4, 2025, at the current minimum of the City Clerk pay grade, in accordance with the ESSR. Upon approval, the Deputy City Clerk position will become vacant and be posted for recruitment.