

New Clerk of the Commission Search

1. December 1st-Retirement Date
2. CMC(Certified Municipal Clerk) and/or MMC(Master Municipal Clerk)
Three One Week Sessions required each October for CMC
3. Advertise FACC(Florida Association of City Clerks) and IIMC(International Institute of Municipal Clerks)-information provided to HR
4. Citizen Engagement focus
5. Charter Officer Team Member focus
6. Election Administration experience focus
7. Possible Hire prior to start of qualifying on January 29th, 2018

Interim Clerk Option

1. Cross Train October/November-Four Regular Meetings
 - a. Advertise August
 - b. Select Interim September 7th
 - c. Start Interim October 2nd
2. Allows for Spring Hiring Process
3. Possible Affirmative Action Goal
4. Common City Practice

Fiscal Year 17-18

New Staff Position/Front Desk

1. Board and Committee Coordination
2. Citizen Engagement Team(dotted line to City Management Engagement Teams)
3. Coordination/Enhancement with Commission Staff(database on citizen interests)
4. New Clerk of the Commission interview and select

Fiscal Year 18-19

City Commission/Legislative Function

1. Schedule Work-shop(s) as needed
2. Formalize Internship Program
 - a. Paid or Volunteer
 - b. HR Program/Guidelines or Unique Program/Guidelines
 1. Supervision criteria
 2. Total number or number for each Commissioner
 3. Security Access Criteria
3. Fellowships(Integrate with City Management Program/Team)
4. Additional Staff Members-Budget Process
5. Input from new Clerk of the Commission on reorganization
6. Possible Cities to visit with enhanced Mayor/Commission staffs
 - a. Tallahassee-189,907
 - b. Hollywood-149,728
 - c. Miramar-137,132
 - d. Miami Gardens-113,187
7. Enhancement/Transparency of Granicus Features and Capabilities