

City of Piedmont  
COUNCIL AGENDA REPORT

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DATE: July 17, 2023

TO: Mayor and Council

FROM: Rosanna Bayon Moore, City Administrator

SUBJECT: Consideration of the Appointment of Sheri Hartz as Interim City Clerk and Authorizing the City Administrator to Prepare and Execute an Employment Agreement in a Form Suitable to the City Attorney and Ms. Hartz

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RECOMMENDATION

Approve a resolution appointing Sheri Hartz as Interim City Clerk and authorizing the City Administrator to prepare and execute an employment agreement in a form suitable to the City Attorney and Ms. Hartz.

BACKGROUND

Assistant City Administrator / City Clerk John Tulloch has announced his departure from the City of Piedmont, effective August 4, 2023. As a result of Mr. Tulloch's announcement, recruitment for a new City Clerk has begun. In order to provide continuity of leadership within the City Clerk's Office while the City recruits for a permanent City Clerk, a search for a qualified candidate to serve as the Interim City Clerk occurred and the appointment of Sheri Hartz to the position is recommended.

Ms. Hartz served as the City Clerk of the City of Novato from 2010-2016 and the City of Emeryville from 2016 until her retirement in 2022. She also worked in an administrative capacity for six years with the City of Santa Rosa and as Chief Deputy Clerk to the Sonoma County Board of Supervisors for three years. Ms. Hartz possesses a Master Municipal Clerk (MMC) certification from the International Association of Municipal Clerks.

As Ms. Hartz is a CalPERS retiree, her appointment as Interim City Clerk is subject to specific employment restrictions, including but not limited to an appointment of limited duration and specific skills, a finite number of work hours and a rate of pay not to exceed the holder of the permanent position. In addition, the pay rate and hours worked must be reported to CalPERS by the City of Piedmont.

Given the critical need to fill the City Clerk position, it is recommended that the City Council approve a resolution appointing Sheri Hartz as Interim City Clerk, on an interim and temporary basis.

Attachments:

- 1) Resolution appointing Sheri Hartz as Interim City Clerk and authorizing the City Administrator to prepare and execute an employment agreement in a form suitable to the City Attorney and Ms. Hartz
- 2) Resume of Sheri Hartz

## RESOLUTION \_\_\_\_\_

## APPOINTING SHERI HARTZ AS INTERIM CITY CLERK

WHEREAS, Government (Gov.) Code section 21221(h) of the Public Employees' Retirement Law permits the governing body to appoint a CalPERS retiree to a vacant position requiring specialized skills during recruitment for a permanent appointment, and provides that such appointment will not subject the retired person to reinstatement from retirement or loss of benefits so long as it is a single appointment that does not exceed 960 hours in a fiscal year; and

WHEREAS, the City Council of the City of Piedmont desires to appoint Sheri Hartz as an interim appointment retired annuitant to the vacant position of Interim City Clerk for the City of Piedmont under Gov. Code section 21221(h), effective August 5, 2023; and

WHEREAS, the City Council of the City of Piedmont, the City of Piedmont and Sheri Hartz certify that Sheri Hartz has not and will not receive a Golden Handshake or any other retirement-related incentive; and

WHEREAS, the City Council desires to appoint Sheri Hartz as an interim appointment retired annuitant to the vacant position of Interim City Clerk for the City of Piedmont under Government Code section 21221(h), effective August 5, 2023 pursuant to execution of an agreement by the City Administrator and Sheri Hartz; and

WHEREAS, an appointment under Gov. Code section 21221(h) requires the retiree is appointed into the interim appointment during an active recruitment for a permanent appointment; and

WHEREAS, the current status of this recruitment is the recruitment was publically posted on June 23, 2023 and

WHEREAS, the compensation paid to retirees cannot be less than the minimum nor exceed the maximum monthly base salary paid to other employees performing comparable duties, divided by 173.333 to equal the hourly rate; and

WHEREAS, the maximum base salary for this position is \$14,787 and the hourly equivalent is \$85.31; the minimum base salary for this position \$14,787 and the hourly equivalent is \$85.31; and

WHEREAS, the hourly rate paid to Sheri Hartz will be \$85.31; and

WHEREAS, Sheri Hartz has not and will not receive any other benefit, incentive, compensation in lieu of benefit or other form of compensation in addition to this hourly pay rate; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Piedmont does hereby resolve, declare, determine, and order as follows:

SECTION 1. The above recitals are true and corrected and incorporated into this resolution.

SECTION 2. The City Council appoints Sheri Hartz as Interim City Clerk of the City of Piedmont effective August 5, 2023.

SECTION 3. This appointment, made pursuant to Government Code Section 21221(h), appointment shall be made only once and shall end later than February 4, 2024.

SECTION 4. The City Council hereby certifies the nature of the employment of Sheri Hartz as described herein and that this appointment is necessary to fill the critically needed position of Interim City Clerk for the City of Piedmont by August 5, 2023, in order to provide continuity of leadership in the City Clerk's Office while the City recruits for a permanent replacement.

SECTION 5. The City Council authorized the City Administrator to prepare and execute an employment agreement which conforms to the requirements of Part 3 of Division 5 of Title 2 of the Government Code (Sections 20000-21716) in a form suitable to the City Attorney and Ms. Hartz, at an hourly rate of \$85.31.

[END OF RESOLUTION]

# SHERI HARTZ, MMC

Retired Annuitant | [REDACTED]

## PROFESSIONAL SUMMARY

Highly respected retired public sector professional seeking part time employment. Possesses an aptitude for technology and is fluent in the full range of duties associated with the City Clerk role, as well as many other administrative functions. A talented and effective communicator with a track record of providing prompt, professional and thorough responses to requests from elected officials, the public, and internal customers. Skilled at working independently on special projects.

## WORK HISTORY

Jul 2016 – Oct 2022  
**CITY CLERK - RETIRED**  
CITY OF EMERYVILLE

- Responsible for all functions of a professional City Clerk's office, directed and supervised two Deputy City Clerks in providing support to the Mayor, City Council Members, the City Manager and City Attorney; attended all Council meetings and prepared meeting minutes for the permanent record.
- Project Manager for citywide records retention and records management plans, oversaw the evaluation of physical and electronic records that would culminate in a plan to implement document scanning and storage.
- As City's elections official, coordinated with the County of Alameda to consolidate Council elections; issued nomination papers to candidates and provided information and orientation to them during the election cycle; received and validated financial disclosure filings, and performed all other associated duties of the office.
- Oversaw and approved all aspects of the agenda process, from review and publishing to post-meeting processing for the legislative record.

2014-2016  
**SECRETARY/  
TREASURER**  
MARIN COUNTY  
MAYORS &  
COUNCILMEMBERS

- Drafted and distributed business agenda for monthly MCCMC meetings. Took meeting minutes; prepared correspondence and official documents.
- Prepared annual budget; maintained financial records; assisted with design and maintenance of new MCCMC website.

2010-2016  
**CITY CLERK**  
 CITY OF NOVATO

- Managed and supervised daily operations of City Clerk's office; attended all Council meetings, workshops and retreats; recorded and posted minutes of all actions taken; assured proper legal noticing.
- Administered the agenda process, assuring timely and accurate posting of Council agenda packets for the public; oversaw the process of agenda notification to subscribers; provided Council with electronic versions of all agenda-related items for review and annotation on city-issued tablets.
- Enforced records retention policy and provided guidance and approval for digitization/destruction of records across all City departments; administered Public Records Act response process and assured compliance.
- As City's elections official, coordinated with County of Marin to consolidate Council and other city elections, issued nomination papers to candidates, accepted financial filings and performed associated FPPC responsibilities.
- Conducted recruitment and appointment process for City's Boards and Commissions; oversaw contract administration; developed and submitted annual City Clerk's budget.

2007-2010  
**CHIEF DEPUTY CLERK**  
 SONOMA COUNTY  
 BOARD OF  
 SUPERVISORS

- Managed and supervised daily operations of Board of Supervisors office, including Clerk of the Board staff of four who provided support to five Supervisors and their Staff Assistants.
- Coordinated the agenda process from item submittal through post-meeting processing, assuring Brown Act compliance and transparency for the public.
- Administered records retention program, conducted research projects, responded to public records act requests and acted as filing official for County's Statement of Economic Interests filers.

2004-2007  
**ADMINISTRATIVE  
 TECHNICIAN**  
 CITY OF SANTA ROSA

- Began as Administrative Secretary-Assistant to the Director of Administrative Services. Promoted to Administrative Technician.
- Provided a wide range of high-level support to Director and City budget team.
- Developed budget document template, vastly improving readability of document.

2001-2004  
**ASSISTANT TO CITY  
 CLERK**  
 ADMINISTRATIVE  
 SECRETARY  
 CITY OF SANTA ROSA

- Prepared City Council agendas, summaries of action and minutes.
- Acted as City Clerk in their absence, attending clerking meetings of the City Council.
- Administered FPPC activities, including Conflict of Interest Code updates, processing and review of candidate and designated employee filings.
- As a member of the City Manager's Office staff, provided support to the Mayor and Councilmembers and worked collaboratively with department heads and City Attorney to assure accuracy of Council agenda materials.

## **EDUCATION**

General Coursework, Cañada Junior College, Redwood City, CA

## **CERTIFICATION AND MISCELLANEOUS TRAINING**

- Obtained Master Municipal Clerk certification (MMC) in 2022 having completed the required study and coursework.
- Graduate of Technical Training for Clerks (TTC), focused on technical skills and enhancing professional interpersonal abilities, completing the required hours toward CMC certification.
- Annual New Law & Election Conferences: covering new laws affecting elections
- FFPC Workshops (various): topics related to the Clerk's role such as filing official for campaign statements, Statements of Economic Interest for designated employees, maintaining the Conflict of Interest Code, etc.
- County of Sonoma Supervisory Academy: various courses related to successful management of employees