

Date: May 16, 2013  
To: Mayor and City Council  
From: Chris Brady, City Manager  
Subject: City Clerk

### Background

On January 8, 2013 Linda Crocker retired from the City of Mesa as City Clerk. Linda had served as City Clerk since April 2007. Following the recommendation of Linda the City Council appointed DeeAnn Mickelsen as Interim City Clerk effective January 9, 2013. The City Council requested that the recruitment for a new City Clerk begin as soon as possible.

In consultation with the Mayor and City Council the recruitment for the position was initiated by the Human Resources Department and the position of City Clerk was advertised from January 4, 2013 to March 7, 2013. A total of 294 applications were received. Applications were assessed on their related experience in serving as a city clerk, demonstrated knowledge of Arizona election law and leadership experience.

Eleven applicants were identified as meeting the criteria. The eleven candidates were interviewed by a review panel composed of the following individuals;

Chris Brady – City Manager

Debbie Spinner – City Attorney

Marla Paddock – City of Chandler City Clerk

Floyd Smith - Public Safety Personnel Retirement Board

Claudia Walters – Former Elected Official

Four individuals were recommended by the panel to be interviewed by the City Council. On May 6 and 7, the Mayor and the City Council meet with each of the candidates.

### Recommendation

The recommendation by the City Manager is to appoint DeeAnn Mickelsen as City Clerk.

DeeAnn has a bachelor's degree from Arizona State University and has been an employee of the Mesa City Clerk's Office since September of 1997. During her tenure with the City of Mesa, DeeAnn has been involved in almost every area of responsibility within the City Clerk's Office. She has experience in and is familiar with the State of Arizona elections rules, campaign finance requirements, records management program, recordation of meeting minutes and the public safety retirement board. DeeAnn has performed very well since she was appointed as interim City Clerk. She is committed to delivering outstanding customer service for which the City Clerk's Office is known for. Therefore, it is recommended that the Mayor and City Council approve Dee Ann Mickelsen as the City of Mesa City Clerk.