

2007 Florida Cities of Excellence Awards Program ▶ Nomination Form

Category (Please check one) See Award Criteria for more information. Please print or type. One nomination per page.

FLORIDA CITY OF EXCELLENCE AWARD

Name of Municipality Nominated _____

Nominated by _____

(Name of City/Town/Village)

CITY SPIRIT AWARD

Name of Municipality Nominated _____

Nominated Project _____

Nominated by _____

(Name of City/Town/Village)

MAYOR OF THE YEAR

Name of Individual Nominated _____

Nominated by _____

(Name of City/Town/Village)

COUNCIL MEMBER OF THE YEAR

Name of Individual Nominated _____

Nominated by _____

(Name of City/Town/Village)

CITY EMPLOYEE OF THE YEAR

Name of Individual Nominated _____

Title _____ Department _____

Nominated by _____

(Name of City/Town/Village)

CITY MANAGER OF THE YEAR

Name of Individual Nominated _____

Nominated by _____

(Name of City/Town/Village)

CITY CLERK OF THE YEAR

Name of Individual Nominated LORI STELZER

Nominated by CITY OF VENICE

(Name of City/Town/Village)

CITY ATTORNEY OF THE YEAR

Name of Individual Nominated _____

Nominated by _____

(Name of City/Town/Village)

CITY FINANCE OFFICIAL (DIRECTOR OR OFFICER) OF THE YEAR

Name of Individual Nominated _____

Nominated by _____

(Name of City/Town/Village)

CITY CITIZEN OF THE YEAR

Name of Individual Nominated _____

Nominated by _____

(Name of City/Town/Village)

[OVER]

Contact Person

The following person will be the main contact if your city's nominee is selected as a finalist.

Please print or type.

Name Fam Johnson

Title Public Information Officer

Government City of Venice

Address 401 W. Venice Ave., Venice, FL 34285

Telephone Number (941) 486-2626 x2003 Fax (941) 480-3031

E-mail Address pjohnso@ci.venice.fl.us

Nomination Certification

This nomination has been voted on and approved by a majority of the city council/commission.

Signed *Rori Stelzer*
City Clerk

The judges will use the narrative and supportive information to select the award winners. Nominators/nominees are asked not to contact the judges directly.

Narrative

In the narrative, please be clear and concise, using the Award Criteria to support the selection of your nominee. Please type (or print in black ink), up to 1,200 words, double-spaced on white 8-1/2" x 11" paper.

Please include a word count: 1,178
Number of words

Supportive Information

Up to 10 pages of supportive information (newspaper clippings, photographs, letters from constituents, etc.), on 8-1/2" x 11" paper (single-sided) may be provided. Please do not include videotapes, DVDs, CDs or Power-Point presentations.

Submit nominations by **August 10, 2007:**

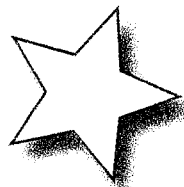
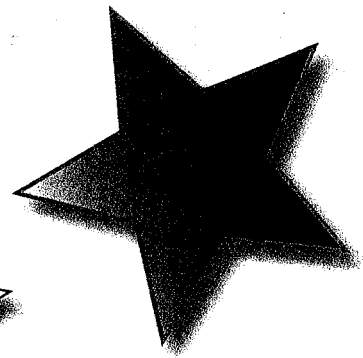
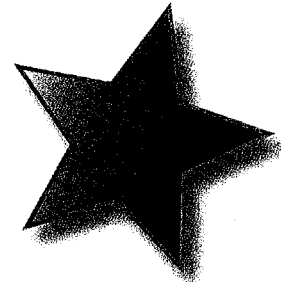
Florida League of Cities, Inc.

Attn: Florida Cities of Excellence

301 S. Bronough Street, Suite 300 (32301)

P.O. Box 1757

Tallahassee, FL 32302-1757



Florida League of Cities Excellence Awards

Nomination for City Clerk of the Year Lori Stelzer, City of Venice

Narrative: 1,178

On July 24, 2007, the City of Venice Mayor and City Council voted unanimously to nominate City Clerk Lori Stelzer for the honor of the City Clerk of the Year Award. It is with pride and pleasure we submit her considerable qualifications for this prestigious award.

Venice City Council adopted the April 2005 Strategic Plan which included their core beliefs where city employees are expected to serve the public with PRIDE by being Productive, Responsible, Innovative, Dedicated and Ethical. In the summer of 2006, the city manager created a PRIDE Committee, with the task being to find a means for focusing attention on the PRIDE initiative by providing rewards for those employees who demonstrate this exemplary behavior. Lori has served on this committee since its inception and has been instrumental in establishing the "Bravo for Ultimate Service" (BUS) program to encourage employees to serve with PRIDE. Under her leadership, the committee came up with an innovative program, which has received positive reaction from the work force. Her commitment to the program, persistence and tenacity as a committee member, included educating the employees about the program and making sure all aspects of the program were ready on the date of implementation.

There is no job description across the state of Florida that would cover all the duties of a city clerk. Every clerk varies in their duties and Lori is no exception. As a typical clerk,

her department is responsible for the minutes of all city council and advisory board meetings, coordinating scheduling of public hearing and other notices required by law, complying with all special meeting/workshop requirements, serves as the city's supervisor of elections, prepares and monitors the budget for city council and the city clerk's office, monitors term expirations of board members, complies with public records requests, provides notary services, attests documents, signs checks, processes incoming and outgoing mail, and is responsible for the destruction and retention of public records. Besides the typical clerk duties, her office creates ordinances, resolutions, and proclamations, coordinates requests to vacate right-of-ways and/or easements, processes taxi cab renewals, coordinates the annual board recognition dinner, town hall meeting, city's holiday float and mayor's farewell reception. An unusual function Lori fulfills is serving as the "go to" person for proofreading from minutes to the Citizens' Guide. Her red pen is famous. She was awarded the Florida Association of City Clerks' "Association Proofreader" a/k/a "Red Pen Award" and continues to serve the association in that manner. She continues a valiant ongoing struggle against grammatical and punctuation errors.

In February, 2006, Venice City Council adopted a new records management plan, as recommended by the city clerk, with the input of a records management consultant. Since adoption of this plan, Lori and her staff coordinated training for all of the records coordinators and the records supervisor assisted departments in disposing of records that had met retention. This had never been done before in the city on such a grand scale. Approximately 100 boxes were stacked in a spare room awaiting destruction, with the

exception of confidential records, which were shredded. In order to “Celebrate Our Successes”, Lori coordinated a bonfire to destroy the records and invited all of the records coordinators to participate. It was held at twilight so that the full effect of the flames could be appreciated. She even convinced her husband to cook hamburgers and hot dogs on the grill, and topped it off with s'mores. Another aspect of the records management plan was facilitating the installation of lateral filing cabinets in select departments and implementing a new filing code system.

With Lori's recommendation, city council approved Laserfiche, the new document management program. The existing document imaging system no longer met the needs of the records department and it was determined that Laserfiche would provide the proper storage and retrieval of documents and compliance with state mandated retention requirements.

Lori's interaction with the public occurs daily and she handles every contact in a positive, **professional** manner. Her **citizen relations** are admirable as she works with all types of personalities and temperaments and treats everyone with respect, honesty and **integrity**. The public seeks her out by name for information about the city. Her institutional knowledge is an invaluable resource to the public and city staff equally. One of the council members noted during her performance appraisal that they have never heard a negative word about her from any of the public contacts they have had. One citizen, a frequent critic of city hall, commented that he may not agree with all of her decisions, but he respects her decisions. She interacts with the media with admirable assurance and

openness.

Lori's **involvement with her professional association** includes being an active member and past president of the Florida Association of City Clerks (FACC). This year the association faced a dilemma when the chair and vice-chair of the Professional Education Committee (PEC) were unable to fulfill their duties. Lori volunteered to assist the president by serving as co-chair of the committee. This is one of the most important committees in the association as they develop the educational program for the annual conference. As co-chair, Lori took the lead and under her direction, the committee was able to provide a program that was well received by the membership. The evaluations indicated that many attendees felt it was the best conference they had attended in several years due to the level of the instructors and the topics offered to the membership. As a result of Lori's **initiative**, the entire conference program (18 sessions over 3 days) was pre-approved by the International Institute of Municipal Clerks. This meant that those in attendance could earn more points toward their certification than the typical number of points granted for attending the conference. In order to make that happen, each session had to include a class description, bio/resume on the instructor(s), instructional strategies and methods, course description and objectives, course assessment method, teaching evaluation process, and course administration.

In addition to serving as the PEC co-chair, Lori also put together a class titled "Tips from Seasoned Clerks" for the 2007 annual conference and served on the panel, along with three other "seasoned" clerks. She organized the agenda, handouts, and moderated the

session. Lori's **professionalism**, extensive knowledge and experience is obvious when she shares programs, ideas, or tips with her fellow clerks.

At the 2007 FACC annual conference, Lori was awarded the Robert N. Clark Memorial Award. This award is given to recognize and honor a city clerk who has significantly promoted and advanced the ideas and goals of the city clerk profession by actively participating in the improvements of municipal government in the state and local community.

Lori has consistently shown over the past 18 years that she is an important and productive member of the City of Venice staff. She is respected by the public, council members, fellow staff members and her peers around the state for her knowledge, professionalism, leadership abilities and people skills.