



Agenda Report

MEETING DATE: Tuesday, March 22, 2022

TO: City Council

FROM: DEPUTY CITY MANAGER MANNING
HIRING SUBCOMMITTEE

SUBJECT: APPOINTMENT OF IRWIN IVAN ORTIZ TO SERVE AS CITY CLERK
AND APPROVAL OF CONTRACT BETWEEN THE CITY OF
WATSONVILLE AND IRWIN IVAN ORTIZ FOR EMPLOYMENT AS
CITY CLERK.

STATEMENT OF ISSUES:

With the retirement of Beatriz Flores, who served as the City Clerk since 2008, the City Council must appoint a successor and enter into a contract with a new City Clerk.

RECOMMENDED ACTION:

It is recommended that the City Council adopt a resolution appointing Irwin Ivan Ortiz as City Clerk and approving a contract between the City of Watsonville (City) and Irwin Ivan Ortiz (Employee) for employment as City Clerk.

DISCUSSION:

The Mayor appointed a subcommittee to oversee the hiring of a new City Clerk upon notification that the City Clerk was retiring. The subcommittee included Mayor Parker, Mayor Pro Tempore Montesino, and Council Member Garcia. An open recruitment was conducted and sixteen applications were received. These applications were screened for the most qualified applicants and five were selected to be interviewed. The sub-committee conducted the interviews and recommended the top candidate to be interviewed and considered by the full City Council. Based on the applications and interviews, the City Council selected Irwin Ortiz, the current Assistant City Clerk, based on his education, knowledge, skills, and overall qualifications to serve as City Clerk.

The contract includes a base salary of \$125,082 per year and benefits equitable to the City's at-will employees as defined in the Compensation and Benefits Plan for the Executive Team and includes a 2.5% increase in July 2022. Contribution to a deferred compensation plan will be considered in September 2022 based on performance. Additionally, in April 2023 and every year thereafter, employee performance will be reviewed and compensation may be increased at the discretion of the City Council. This contract may be terminated with or without cause by either party with a 45 day advance written notice. Should termination occur without cause, employee will be subject to severance pay.

STRATEGIC PLAN:

This action supports all aspects of the Strategic Plan.

FINANCIAL IMPACT:

The contract which includes \$125,082 in annual base salary can be absorbed in the current budget with the retirement of the former City Clerk.

ALTERNATIVE ACTION:

The City Council could elect not to approve the contract.

ATTACHMENTS AND/OR REFERENCES (If any):

None.