



City of Venice
Office of the City Manager
Memorandum

To: Brenda Digges, SPHR, Administrative Services Director
From: Mary Holcombe, Assistant City Manager *M. Holcombe*
Through: Martin P. Black, AICP, ICMA-CM, City Manager *M. Black*
Date: December 4, 2007
Subject: Statement of Charges and Notice of Pre-Determination Hearing

Statement of Charges

The pattern of behavior you have exhibited, which has been formally documented on several occasions, continues to create an untenable and intolerable situation within the organization. You were given a specific assignment designed to address an unsatisfactory performance evaluation. After two failed attempts to provide a meaningful approach, a performance improvement plan was designed and articulated in a detailed memorandum assigned to you directly; the severity of the situation was explicit. It was your determination as the director of your department to turn your performance improvement plan over to your subordinates to accomplish. This clearly demonstrates a flagrant disregard for the significance of completing and implementing a plan of action to bring about the necessary and substantive changes which would allow you to be successful in your position and retain your employment privileges with the city. This symbolic "thumbing your nose" at senior administration and creating an environment in which you make, and in fact accused your staff of being not only responsible for your failed performance but also for your state of health and continued survival will not be tolerated. Specifically, the charges on this occasion include:

- 1) Inefficiency, unsatisfactory performance, or lack of application or effort.
- 2) Being verbally abusive to an employee.
- 3) Exhibiting conduct unbecoming a city department head.
- 4) Creating or condoning a work environment that is not conducive to the operational aspects or goals and objectives of the city.
- 5) Failure to:
 - a. appropriately apply knowledge and expertise to assigned responsibilities and activities, and to interpersonal relationships that are part of providing service in a consistent, competent, timely and productive manner
 - b. be attuned to the needs and issues of staff/co-workers
 - c. follow through in a responsible manner to keep others informed
 - d. be interested, engaged and responsive in interactions with staff/co-workers
 - e. perform to the standards and expectations of the director of administrative services position
 - f. engage in two-way communication for the purpose of determining appropriate responses and solutions
 - g. refrain from conduct which might impair work performance
 - h. avoid behavior which might cause distress to colleagues, or otherwise contribute to disruption in the workplace

- i. perform the duties and responsibilities of the administrative services director
- j. manage departmental staff and act in an efficient, decisive manner taking into consideration the immediate needs and long term goals of the administrative services department and the city organization
- k. refrain from conduct which bullies or intimidates staff/co-workers

Notice of Pre-Determination Hearing

I propose to discipline you for these violations by discharge from employment with the City of Venice. In accordance with Article 1.21 of the City of Venice Personnel Procedures and Rules, you have the right to respond to these charges at an informal pre-determination hearing for the purpose of explaining any vindicating or mitigating circumstances or reasons which you feel should be known or considered before a determination is rendered. This hearing is scheduled for:

Date: Thursday, December 13, 2007

Time: 8:00 a.m.

Location: City Hall – City Manager’s Office

Hearing Officer: City Manager

Due to the severity of these charges and the proposed discipline, you are hereby placed on paid administrative leave pending the outcome of the Pre-Determination Hearing. You are required to turn in your employee identification badge and all facility keys as during this administrative leave period your access to city hall offices and equipment will be restricted.