Office of the City Manager

05

CONSENT CALENDAR
February 19, 2013

To: Honorable Mayor and Members of the City Council

From: Christine Daniel, City Manager

Subject: Appointment of City Clerk

RECOMMENDATION

Adopt a Resolution confirming the appointment of Mark Numainville as the City Clerk to be effective March 3, 2013.

FISCAL IMPACTS OF RECOMMENDATION

The salary and benefits for the City Clerk are included in the Fiscal Year 2013 City Clerk Department budget. The position is paid 100% from the General Fund; the annual salary is $144,660.

CURRENT SITUATION AND ITS EFFECTS

Mark Numainville has been with the City of Berkeley since 2007 and has served as the Acting City Clerk since January 2012. Prior to that time he served as the City's Deputy City Clerk and the Assistant City Clerk. Before joining the City, Mr. Numainville worked in the County of San Mateo's Elections Division and with the City of Larkspur in their Department of Public Works. Mr. Numainville also worked in the California State Assembly earlier in his career.

In accordance with the City Charter, Section 28(b) of Article VII, I am submitting my selection for the City Clerk to the City Council for confirmation. I have selected Mark Numainville for appointment to the position, to be appointed with an annual salary of $144,660. I am requesting confirmation of this appointment so that I may formally offer this regular at will benefited department head position to Mr. Numainville to be effective March 3, 2013.

BACKGROUND

The City Clerk provides citywide oversight for all legislative proceedings, and directly supports the City Council and City Manager in these processes. As the Elections Official and Filing Officer, the City Clerk administers municipal elections, campaign finance and conflict of interest regulations. The City Clerk's Department is also responsible for producing the City Council Agendas, as well as the City's Records Management Program which maintains the integrity of the documented actions of the City's legislative bodies. With respect to both of those functions, the City Clerk ensures that the information is easily accessible to the public. The City Clerk's Department includes the Agenda Unit, the Elections Unit, the Administrative Support Unit and the Records

Management Unit. The Department also supports all of the City's boards and commissions and is responsible of processing all appointment and conflict of interest filings for approximately 270 members of these bodies. On an annual basis, the Department generally processes over 800 Council reports, 300 resolutions and 40 ordinances. The Records Unit manages over 11,000 boxes of records in off-site storage.

RATIONALE FOR RECOMMENDATION

Mr. Numainville received his Bachelor of Arts degree in Political Science from the University of Oregon in 1996. His career reflects his commitment to public service, having served at the city, county and state level.

Mr. Numainville has led several important projects over the last few years including the City's implementation of the Open Government Ordinance which started in January 2010, and the first round of decennial redistricting which commenced in June of 2011. He recently re-commenced the redistricting process under the new provisions of the City Charter approved by the voters in November 2012. Mr. Numainville also works regularly with the City's Fair Campaign Practices Commission in his role as Elections Official. Mr. Numainville has offered capable and steady leadership to the City Clerk's Department through a challenging year of transition, and his commitment to excellent customer service and transparent government has been shown throughout his time with the City. He has done excellent work on behalf of the Berkeley community and we look forward to the same for many years to come.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

Christine Daniel, City Manager, City Manager's Office, 981-7000

Attachments:
1: Resolution

RESOLUTION NO. ##,###-N.S.

CONFIRMING THE APPOINTMENT OF MARK NUMAINVILLE AS CITY CLERK

WHEREAS, Mark Numainville has worked as the Acting City clerk from January 2012 to present; and

WHEREAS, Mr. Numainville worked as the Assistant City Clerk from January 2007 to June 2008 and the Deputy City Clerk from June 2008 to January 2012 ;and

WHEREAS, Mr. Numainville previously worked in the San Mateo County Elections Division and the City of Larkspur Department of Public Works; and

WHEREAS, Mr. Numainville received his Bachelor of Arts in Political Science from the University of Oregon.

NOW THEREFORE, BE IT RESOLVED that the Council of the City of Berkeley hereby confirms the City Manager's appointment of Mark Numainville as the City Clerk with an annual salary of $144,660 on the same terms and conditions as other regular at-will employees effective March 3, 2013.