



Office of the City Manager

CONSENT CALENDAR

November 14, 2006

To: Honorable Mayor and
Members of the City Council

From: *PK* Phil Kamlarz, City Manager

Submitted By: Phil Kamlarz, City Manager

Subject: Appointment of City Clerk

RECOMMENDATION

Adopt a Resolution confirming the appointment of Pamyla C. Means as City Clerk.

FISCAL IMPACTS OF RECOMMENDATION

The City Clerk salary and benefits are included in the fiscal year 2006 City Clerk Department budget. The position is paid 100% from the General Fund.

CURRENT SITUATION AND ITS EFFECTS

Sara Cox resigned as City Clerk effective July 14, 2006. Sherry Kelly, our retired former City Clerk, has assisted in managing the City Clerk Department until a permanent appointment of a new City Clerk could be made.

In accordance with the City Charter, Section 28(b) of Article VIII, I am submitting my selection for the City Clerk to the City Council for your confirmation. I have selected Pamyla C. Means for appointment to the vacant City Clerk position, to be appointed with an annual salary of \$162,000. I am requesting confirmation of this appointment so that I may formally offer this regular, at will benefited department head position to Ms. Means to be effective December 4, 2006.

BACKGROUND

The City Clerk, plans, organizes, coordinates and directs the operations of the City Clerk's department; serves as Clerk of the Council, and Secretary of the Redevelopment Agency and the Housing Authority. The City Clerk is responsible for overall policy development, program planning, fiscal management, administration and operations of the City Clerk's department. The City Clerk manages programs and services including administration of an agenda review process and preparation of agendas, attendance at meetings and preparation of minutes for legislative bodies; administration of the commission appointment process; development and maintenance of systems for managing a citywide document and records management program including the legislative history of the city and other official and vital records; analyzes legislation; administers municipal elections and administers and enforces federal, state and local laws

pertaining to the Brown act and other Open Meeting requirements, the Public Records Act, elections, campaign financing and conflict of interest.

RATIONALE FOR RECOMMENDATION

Pamyla C. Means has been the City Clerk for the City of Irvine, California, since January 2006. Prior to her tenure with the City of Irvine, she served as City Clerk for the City of Napa from 1983 to January 2006, and as Deputy City Clerk for the City of Napa from 1975 to 1977. In addition to Ms. Means extensive experience, she was awarded City Clerk of the Year in 1996 by the City Clerks Association of California, the President's Award of distinction in 2001 and 2003 from the City Clerks Association of California, and has attained Master Municipal Clerk certification in 2000.

An extensive recruitment was conducted that resulted in 26 applicants for the position. The four finalists were interview by a panel of City Department Heads, and I conducted individual interviews with the finalists as well. Ms. Means has extensive experience in this field of municipal government, is well respected by her colleagues in the profession and was highly recommended by those who have worked with her.

ALTERNATIVE ACTIONS CONSIDERED

Conduct a new recruitment for the City Clerk.

CONTACT PERSON

Phil Kamlarz, City Manager, 981-7000

Attachment

1. Resolution

RESOLUTION NO. -N.S.

CONFIRMING THE APPOINTMENT OF PAMYLA C. MEANS AS CITY CLERK

WHEREAS, Pamyla C. Means works as City Clerk for the City of Irvine, California from January 2006 to present; and

WHEREAS, Ms. Means worked as City Clerk for the City of Napa, California, from 1983 to January 2006; and

WHEREAS, Ms. Means worked as Job Developer and Instructor with the Napa County Office of Education Regional Occupational Program from 1977 to 1983; and

WHEREAS, Ms. Means worked as Deputy City Clerk for the City of Napa, from 1975 to 1977; and

WHEREAS, Ms. Means received her Certified Municipal Clerk certification in 1985, and her Master Municipal Clerk certification in 2000.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley hereby confirms the City Manager's appointment of Pamyla C. Means as City Clerk with an annual salary of \$162,000 on the same terms and conditions as other regular, at-will employees effective December 4, 2006.