

Memo

Date: June 14, 2010
To: City Council
From: Peggy Thomsen, Council Member
Subject: Consideration of job title change from City Administrator to City Manager

Recommendation: That Council establish “City Manager” as the operative title for the position of Administrative Officer referred to in the Charter and Municipal Code, without a change in duties or responsibilities at this time.

Background: The Council at its May 17, 2010, meeting discussed the position of administrative officer. At that time council asked whether the title of the administrative officer could be changed by its action. The city attorney studied the matter and provided his opinion that the council could change the title by its action (see attached report). Thus I requested that the matter be put on the June 21, 2010, agenda for council action.