

**CITY OF ALBANY
CITY COUNCIL AGENDA
STAFF REPORT**

Agenda Date: 05/02/11
Reviewed by: BP

SUBJECT: Appointment of City Clerk

REPORT BY: Beth Pollard, City Manager

STAFF RECOMMENDATION

Appoint Judy Lieberman as the Albany City Clerk.

BACKGROUND

The incumbent City Clerk is retiring, as of May 7, 2011, which leaves a vacancy that must be filled. Pursuant to the City Charter, Section 3.06 there shall be a City Clerk who is appointed by the City Council.

DISCUSSION

Due to budget constraints and a projected deficit, it is being recommended that at this time the City not hire a City Clerk but instead consolidate job duties with other employees. However, there must be a person who is legally designated as the City Clerk.

It is being recommended that Judy Lieberman, Assistant City Manager, be appointed as the City Clerk to fulfill legal obligations. The Secretary to the City Manager and the Administrative Secretary in Community Development are being assigned certain administrative duties of the City Clerk's office, and claims management responsibilities are being assigned to the Human Resources Manager. Other assignments will be made among existing personnel or temporary help for preparation of City Council minutes and accomplishing duties or special projects as the need arises, including those associated with a municipal election. During this time the Assistant City Manager will provide management oversight for the overall duties and responsibilities of the position of City Clerk.

SUSTAINABILITY IMPACT

Not applicable.

FINANCIAL IMPACT

There will be savings from not filling the City Clerk position that will be incorporated into the 2011-12 operating budget. The position of Secretary to the City Manager will increase from 34.75 hours per week part-time to 40 hours per week full time. If an increase of hours of the part-time position of Assistant City Manager is needed to accommodate the City Clerk duties and responsibilities, it will be addressed in the 2011-12 budget.

Attachments:

Charter Section, 3.06