



City of San Leandro

Meeting Date: April 20, 2015

Staff Report

File Number: 15-211 **Agenda Section:** CONSENT CALENDAR

Agenda Number: 8.G.

TO: City Council

FROM: Chris Zapata
City Manager

BY: Lianne Marshall
Assistant City Manager

FINANCE REVIEW: David Baum
Finance Director

TITLE: Staff Report for the Resolution to Approve the City Manager's Appointment of the City Clerk

SUMMARY AND RECOMMENDATIONS

Staff recommends that the City Council approve the City Manager's appointment of the City Clerk.

BACKGROUND

Marian Handa retired from the City of San Leandro effective March 31, 2015 leaving a vacancy in the City Clerk position. Pursuant to City of San Leandro Municipal Code Section 1-2-110, "The City Manager shall assign an officer of the City to the duties of City Clerk, and such officer shall possess the requisite qualifications for such duties. Such assignment shall be approved by the City Council."

The recruitment for City Clerk was open from January 20, 2015 to February 16, 2015. To obtain qualified candidates, the recruitment was advertised on the City's website, CalOpps.org, the City Clerks Association of California website, Western Cities website, and emailed to local and regional California municipalities and agencies. A total of 65 applications were received from across multiple states. The submissions were screened and seven highly qualified candidates were invited for interviews.

On February 25, 2015, two oral boards were convened. The first oral board was comprised of external subject matter experts, which included the two City Clerks and an Assistant City Manager from other cities in Alameda County. The second oral board comprised of City employees representing departments that work closely with the City Clerk. Candidates were also required to complete a written exercise to evaluate their writing skills.

On March 18 and 19, 2015, the top three candidates were invited to interview with the City Manager and Assistant City Manager. The City Manager and Assistant City Manager found

Tamika Thomas, current Assistant City Clerk for the City of Oakland, to have the background and experience that best suits the needs of the City of San Leandro. Ms. Thomas will bring a wealth of experience and knowledge to San Leandro. She is a California licensed attorney and has served as the Assistant City Clerk for the City of Oakland for the past four years. Her application is attached.

Fiscal Impacts

There is no fiscal impact associated with the approval of the City Manager's appointment of the City Clerk. Funding for the City Clerk position is included in the City's adopted operating budget.

ATTACHMENT

- Resume of Tamika Thomas

PREPARED BY: Emily Hung, Acting Human Resources Manager, City Manager's Office

TAMIKA THOMAS

EDUCATION AND PROFESSIONAL INFORMATION

Member of the California State Bar, License # 289530

J.D. - *John F. Kennedy School of Law*

B.A., English - *California State University, Hayward*

PROFESSIONAL PROFILE

Assistant City Clerk, Office of the City Clerk 2011- Present
City of Oakland, CA

Serve under the direction of the City Clerk and direct and supervise the day-to-day operations of the Office of the City Clerk including Election Services, Legislative Services, Customer Services, Public Information and Records Custodian. Assist with the preparation and monitoring of the department's annual budget and train, supervise and evaluate assigned personnel. This includes but is not limited to the following:

- Direct the day-to-day operations and administration of the City Clerk's office
- Assist with the development, preparation and monitoring of department budget
- Supervise the coordination of the City Council agenda preparation
- Conduct all city-wide elections
- Process all initiatives petitions including charter amendments, ordinances and recall
- Monitor Compliance with FPPC Filing regulations for campaign finance and Statement of Economic Interest
- Supervise and direct the City's Official notification and advertising or ordinances and other legislation
- Develop policies and procedures for departmental operations; assist in developing short and long range planning for departmental activities
- Research, analyze and prepare reports
- Supervise the preparations and distributing various publications Supervise, train, hire and evaluate professional, and clerical personnel in administrative, personnel, payroll and assigned program functions
- Assist in development and monitoring of performance plans

Assistant to the Director, Public Ethics Commission 2007-2011
City of Oakland, CA

Serve under the direction of the department director and responsible for providing highly complex and confidential administrative services to the Public Ethics Commission. Represent the commission in meetings before elected officials, City staff and members of the public. Train and supervise City staff and elected officials. This includes but is not limited to the following:

- Provide highly responsible and complex administrative support to the Commission
- Receive and investigate complaints filed with the Commission as to their appropriateness for hearing or dismissal
- Analyze and compile facts and data for complaint cases including information provided by other City agencies; formulate objective recommendations based on detailed analysis; and interpret rules, laws and regulations pertinent to the investigation
- Identify and research specific questions of law for precedence, related complaints; summarize research in correspondence and memoranda for the Commission
- Write a variety of complex staff reports to the Commission
- Establish and maintain effective community, departmental and interdepartmental communications.
- Assist with the preparation of annual reports regarding staffing, budget, and Commission activities

Paralegal, *Lieff, Cabraser, Heimann & Bernstein* 2003-2007
San Francisco, CA

Serve as paralegal in a class action law firm and provide high level of legal research, case preparation, administrative duties including drafting memoranda of law and other correspondence. This includes but is not limited to the following:

- Perform extensive legal research and analysis
- Perform intake interviews and preliminary review of medical and other records
- Draft memoranda of law and client declarations
- Serve as liaison between attorneys, government agencies and other law firms
- Provide other support to attorneys as needed



City of San Leandro

Meeting Date: April 20, 2015

Resolution - Council

File Number: 15-212

Agenda Section: CONSENT CALENDAR

Agenda Number:

TO: City Council

FROM: Chris Zapata
City Manager

BY: Lianne Marshall
Assistant City Manager

FINANCE REVIEW: David Baum
Finance Director

TITLE: RESOLUTION Approving the City Manager's Appointment of Tamika Thomas as the City Clerk

WHEREAS, the Charter for the City of San Leandro Section 435(b) provides that the City Council by ordinance may consolidate the office and functions of the City Clerk with that of the City Manager; and

WHEREAS, the City Council of the San Leandro did consolidate the office and functions of the City Clerk with that of the City Manager, and provided in San Leandro Municipal Code Section 1-2-110 that the City Manager shall, at all times, assign an officer of the City to the duties of City Clerk, and such officer shall possess the requisite qualifications for such duties; and

WHEREAS, San Leandro Municipal Code Section 1-2-110 further provides that the City Manager's assignment of a person to fulfill the duties of the City Clerk shall be approved by the City Council.

NOW THEREFORE, the City Council of the City of San Leandro does RESOLVE as follows:

That the City Manager's appointment of Tamika Thomas as the City Clerk is hereby approved.