



Request for Council Committee Action from the Office of the City Clerk

Date: February 2, 2011
To: The Honorable Council Member Betsy Hodges
Chair, Ways & Means/Budget Committee
Subject: Appointment of Assistant City Clerk
Recommendation: Confirm the appointment of Tina L. Sanz as Assistant City Clerk.

Prepared by: Casey Joe Carl, Office of the City Clerk

Approved by: --

Presenters in Committee: Casey Joe Carl

Background Information:

Pursuant to Minneapolis City Charter, Chapter 3, Section 6, the City Clerk is vested with authority to appoint an Assistant City Clerk, subject to confirmation by the City Council. The Assistant Clerk is a management-level position that provides professional assistance in the management of the offices of City Council and City Clerk; collectively, the city's "legislative department." Thus, the Assistant Clerk is the second most senior official of the department.

Historically, the appointment of an assistant clerk was intended to: (1) secure a uniform system of procedure in the clerk's office and (2) assure effective operational continuity of that office, particularly given its responsibilities in respect to the management of government records. Consequently, the charter and various statutory provisions empower the assistant clerk to assume and perform the full complement of duties prescribed for the office in the absence of the municipal clerk.

Ms. Sanz has been employed by the City of Minneapolis since March 1998, and has steadily gained additional responsibilities through promotional opportunities. During her tenure, she worked in the Finance Department, the CPED Department, and, since January 2006, the Clerk's Office. Separately, but on a related note, Ms. Sanz is a former president of AFSCME Local 9, a position which required her to provide leadership to this 900-member labor union of city employees.

Ms. Sanz has served in an interim capacity as Assistant City Clerk since October 2009. Concurrently, she has continued to fulfill duties as the department's Supervisor of Administrative Services. Over the last few years and during the transition to new leadership in 2010, she assisted with budget development and business planning efforts, coordinated daily operations, handled personnel matters, and provided first-line oversight of office systems and technology issues. She also assisted with implementation of the Ranked Choice Voting (RCV) process and assisted with the 2008 U.S. Senate and the 2010 gubernatorial recounts.

In each of these capacities, Ms. Sanz has demonstrated her leadership, managerial, and technical competencies. Moreover, she has demonstrated integrity, a high commitment to professional standards, and loyalty to the institution of City Council and to the City Government. These personal characteristics, combined with her diverse background and work-related experiences, uniquely position Ms. Sanz to officially assume this important position which has enterprise-wide impact.

Financial Impact

- The compensation for the Assistant City Clerk is included in the department budget.

Community Impact

- None

Supporting Information

- None