



MEMORANDUM

City of Venice

City Clerk's Office

TO: City Council

THROUGH: N/A

FROM: City Clerk Lori Stelzer and Kelly Michaels

DATE: December 7, 2021

COUNCIL APPROVAL: Yes

MEETING DATE: December 14, 2021

STRATEGIC PLAN GOAL: Provide Efficient, Responsive Government with High Quality Services

SUBJECT: Res No. 2021-36

Background: Section 3.09(c) of the City Charter reads as follows:

(c) Appointment of deputy city clerks. The city clerk may appoint such deputy city clerks as may be necessary to efficiently carry out the city clerk's duties. The appointment of any such deputy city clerk shall be presented to council in the form of a written resolution subject to a majority vote of council. Such appointment must be of record before the signature of any such deputy city clerk shall be effective.

Requested Action: The appointment of Toni Cone as Deputy Clerk will allow for efficiency in the event neither the Deputy Clerk nor City Clerk are available by providing a backup to conduct limited duties as outlined in the proposed resolution.

If for an agenda item, this document and any associated backup created by City of Venice staff has been reviewed for ADA compliance: Yes

City Attorney Review/Approved: Yes

Risk Management Review: N/A

Finance Department Review/Approved: N/A

Funds Availability (account number): \$0 impact

ORIGINAL(S) ATTACHED: Provided to Clerk

Cc: n/a