


MEMORANDUM

TO: Mayor and Council

FROM: Lori Stelzer, MMC, City Clerk 

RE: Resolution No. 2019-04, Deputy City Clerk Appointment

DATE: January 7, 2019

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

Sec. 3.09. City Clerk

(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.

With Heather Taylor's departure and in the event I am out of the office and unavailable, there is a need for a backup to conduct the limited duties as outlined in the proposed resolution. This is not the appointment of Heather's replacement as the hiring process is still underway.

Therefore, Resolution No. 2019-04 is being presented to city council for approval.

Let me know if you have any questions.