



STAFF REPORT

DATE: January 7, 2025

CONSENT

AGENDA ITEM: Appointing Deputy Clerk

SUBMITTED BY: Karissa Goers, Administrative Services Director

BACKGROUND:

The City's Deputy Clerk resigned in December. The Deputy Clerk performs the statutory duties of the City Clerk in case of absence or need. By appointing a Deputy Clerk the City can make sure there won't be delays in operation due to the absence of the City Clerk.

ISSUE BEFORE COUNCIL:

Should the Council appoint Karissa Goers as Deputy Clerk?

PROPOSAL:

The City Council is asked to appoint a Deputy Clerk on the City's behalf, should the City Clerk be unavailable or unable to attend a meeting or sign agreements.

OPTIONS:

1. Appoint Karissa Goers as Deputy Clerk
2. Choose another staff to act as Deputy Clerk

RECOMMENDATION:

If pulled from Consent,

“Move to appoint Karissa Goers as Deputy Clerk”