



STAFF REPORT

MEETING DATE: August 27, 2024

TITLE:

Consider and act on Resolution No. 2024-116, to confirm the Interim City Secretary and Assistant City Secretary under Home Rule Charter Article III “City Council”, Section 3.09 “City Secretary”.

AGENDA ITEM SUBMITTED BY:

Submitted by: Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager

BACKGROUND/HISTORY:

The City’s Home-Rule Charter Article III “City Council” Section 3.09 “City Secretary” states

“The City Manager shall appoint, subject to confirmation by the City Council, an officer of the City and such assistants as deemed necessary, who shall have the title of City Secretary.”

The previous city secretary ended her employment with the city to accept a similar position in another city. A temporary or interim city secretary was hired to help with the transition until a new permanent city secretary was chosen. The city has initiated the search for a new city secretary. No records were found confirming the assistant city secretary’s status; therefore, Ms. Psencik was added to this document.

FISCAL IMPACT:

None

RECOMMENDATION:

Council approval for confirmation.

ATTACHMENTS:

1. Resolution