



## Staff Report

Meeting Date: Dec. 16, 2025  
Meeting Type: City Council

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**To:** City Council  
**From:** Administration  
**Item Title:** Motion to approve Sandy Reynolds as a deputy city clerk.

**Background:** We are adding the title of deputy city clerk to Sandy Reynolds as she oversees the municipal court under the direction of the city clerk. The administration has signed her up to begin the 3-year certification program for deputy city clerks like we have several other employees. All other employees have completed this certification program and now we would like to get Sandy to start the training. In order to be eligible to participate in this certification program, it is a requirement to be a deputy city clerk or city clerk.

**Recommendation:** Approve

**Attachments:**