



Commission Meeting Agenda Item Memorandum

ITEM TYPE

Consent Agenda

MEETING DATE:

October 5, 2021

PRESENTER:

Heather Caraway, City Secretary

ITEM DESCRIPTION:

Consider approval of Resolution 21-27 appointing Melissa Vick as the Municipal Court Clerk.

BACKGROUND INFORMATION:

The City Charter Section 4.26 states the City Secretary is the ex officio clerk of the court, or his or her deputy. Request to appoint Melissa Vick as the designated deputy to serve as Municipal Court Clerk.

FISCAL IMPACT:

- Not Applicable
- Proposed Expenditure:
- General Ledger Code:
- Proposed Revenue:
- Budget Amendment Required: No
- Financial Review Completed by:

LEGAL REVIEW:

Not applicable.

ATTACHMENTS:

A. Resolution 21-27

RECOMMENDED MOTION AND/OR ACTION:

Move to approve Resolution 21-27 appointing Melissa Vick as the Municipal Court Clerk.