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## City Council Regular Meeting

**DEPARTMENT:** City Secretary's Office  
**FROM:** Amanda Campos, City Secretary  
**MEETING:** July 10, 2023

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**SUBJECT:**

Consider approval of a resolution appointing the assistant city secretary to serve as acting city secretary in the absence of the city secretary and deputy city secretary. (*Staff Contact: Amanda Campos, City Secretary*)

**SUMMARY:**

The City Charter establishes the responsibilities of the City Secretary in Section 29 and provides for the appointment by the city council. The city council appointed Amanda Campos the city secretary in 2007 and perform the responsibilities.

The city charter and the code of ordinances does not clearly provide for the appointment of acting city secretary in the instances of absence of the city secretary. The statutory responsibilities of the city secretary in local government shall be required at all times for the city. The council recently passed a resolution allowing for the Deputy City Secretary to hold the authority of the City Secretary position in the absence of the City Secretary, however there are times when both the City Secretary and Deputy City Secretary are away from the office at the same time leaving a gap in some action that need to be done. This resolution clearly sets forward the city council appointment the assistant city secretary to hold the authority of the city secretary position when the city secretary and the deputy city secretary are absent from the office for a longer period than a day. The assistant city secretary shall have the authority to sign and attest for the city secretary as acting city secretary.

**OPTIONS:**

- 1) Approve the resolution
- 2) Approve the resolution with modifications
- 3) Deny the resolution

**RECOMMENDATION:**

Approval of the resolution

**FISCAL IMPACT:**

N/A.

**STAFF CONTACT:**

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