



*From the desk of the City Clerk....*

*Bea L. Meeks, MMC, CPM, CBTO*

**TO:** Mayor John Dowless, Council President Richard Alan Horn,  
Councilmembers Ben Pierce, Lee Chotas, Chris Rader and Susan Lomas

**CC:** Police Chief Freeburg and Deputy City Clerk Sandy Riffle

**DATE:** January 13, 2022

**RE:** Appointment and Approval of Interim City Clerk

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As you know, my official retirement date is January 31, 2022. In preparation for my retirement, I have been working with Deputy City Clerk Riffle in transitioning to the Interim City Clerk position, as requested by the Mayor and Councilmembers. Additionally, the approved salary for Deputy City Clerk Riffle in the 21/22 fiscal year was based on her becoming the Interim City Clerk. For this reason, I am recommending that you formally approve Deputy City Clerk Sandy Riffle as the Interim City Clerk effective February 1, 2022.