



CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	07/13/2021		
AGENDA SUBJECT:	Discussion, consideration, and possible action of new City Organizational Chart, updated job descriptions for City Administrator, City Secretary, and Deputy City Secretary as well as updated ordinance.		
PREPARED BY:	Councilwoman Kelly Harris	DATE SUBMITTED:	07/05/2021
EXHIBITS:	Organizational Chart; Job descriptions and Ordinance corrections		
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$00.00	
CITY ADMINISTRATOR APPROVAL:			
SUMMARY:	<p>This proposal is to update the job descriptions and duties of the mayor, City Administrator, City Secretary and Deputy City Secretary. The job descriptions have been updated for Administrator and Secretary. The Ordinance has updates for all three positions. The Organizational chart has been simplified and reorganized.</p>		
RECOMMENDED ACTION:	<p>Provide staff guidance on how to proceed.</p>		