

Montgomery City Council  
**AGENDA REPORT**

<b>Meeting Date:</b> January 11, 2022	<b>Budgeted Amount:</b>
<b>Department:</b> Administrative	<b>Prepared By:</b> Susan Hensley, City Secretary and Director of Administrative Services.

**Subject**

Consideration and possible action regarding naming Diana Cooley to serve as Deputy City Secretary.

**Recommendation**

Approve the action to name Diana Cooley as Deputy City Secretary.

**Discussion**

Diana Cooley currently serves as the Records and Administrative Clerk and has worked closely with my office. Diana is currently enrolled in the Texas Municipal Clerks Certification Course and will be attending the TMCA Election Law Seminar in Denton on January 11, 2022.

This action will allow Diana Cooley to continue the duties of the office of the City Secretary during the hiring process of a new City Secretary.

**Approved By**

City Administrator	Richard Tramm	Date: January 5, 2022