



## MEMORANDUM

TO: HONORABLE MAYOR & CITY COMMISSIONERS

VIA: RODNEY LUCAS, CITY MANAGER

FROM: Tijauna Warner

SUBJECT: Appointment of Deputy Clerk

DATE: May 12, 2023

---

**GENERAL SUMMARY/BACKGROUND:**

Pursuant to § 3.6 of the City of Pahokee's Charter, the City Clerk is appointed by a majority vote of the City Commission. Also, pursuant to Article III, § 3.6 (2), "the City Clerk shall appoint such deputy clerks as may from time to time be necessary to carry out the duties of the office. Ms. Warner desires to appoint Nylene Clarke as Deputy Clerk to perform certain duties and responsibilities of the Clerk's Office and is requesting the City Commissions approval.

**BUDGET IMPACT:** None.

**LEGAL NOTE:** N/A

**STAFF RECOMMENDED MOTION:**

Approval of Resolution 2023 – 34 appointing Nylene Clarke as Deputy Clerk.

**ATTACHMENTS:**

Resolution 2023 – 34