

# **AGENDA ITEM SUMMARY SHEET**

## **City of Rollingwood**

**Meeting Date: September 18, 2024**

**Submitted By:**

Staff

**Agenda Item:**

Discussion and possible action to adopt a resolution to designate Makayla Rodriguez as the acting city secretary

**Description:**

At the August City Council meeting, the City Council passed a similar resolution to designate City Administrator Ashley Wayman as the acting City Secretary.

At this time, we would like to designate Makayla Rodriguez as the acting City Secretary as she moves into the Interim City Secretary role.

**Action Requested:**

To approve resolution 2024-09-18-17 designating Makayla Rodriguez as the acting City Secretary

**Fiscal Impacts:**

No significant fiscal impacts anticipated at this time.

**Attachments:**

- Draft Resolution 2024-09-18-17 designating Makayla Rodriguez as the acting City Secretary