



CITY COUNCIL AGENDA REPORT

MEETING DATE: November 2, 2020

TO: City Council Members

FROM: Mary Rose Rutikanga, City Administrator

SUBJECT: Introduction of Jodi Sledge, Executive Assistant/Deputy City Clerk

RECOMMENDATION

Introduction of Jodi Sledge, Executive Assistant/Deputy City Clerk

DISCUSSION

The City of Sonora would like to introduce Jodi Sledge, who has been recently hired into the position of Executive Assistance/Deputy City Clerk, a much-needed position and role in City Hall.

The position of City Clerk, an election position, has been vacant for 2 years. Staff have assumed the duties of the City Clerk. At Final Budget for FY 20/21 in August 2020, the City Council approved the position of Executive Assistant/Deputy City Clerk. The duties of the Executive Assistant/Deputy City Clerk include but are not limited to:

- administration of the City's records, including Agenda management and accurate documentation of City Council meeting Minutes,
- election oversight,
- compliance with conflict of interest and campaign disclosure regulations, understands and is comprised of Federal and State laws.

FISCAL IMPACT

The costs associated with this position were approved at Final Budget FY 20/21.