



Memorandum

To: Mayor Nelson and Members of the City Council

From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer

Date: December 15, 2021

Subject: Deputy City Clerk position

At the December 6, 2021 meeting, the City Council approved the conditional appointment of Carrie Gerard as Deputy City Clerk. Unfortunately, I just received an email from Ms. Gerard yesterday declining the position due to her current employer creating a new position for her.

I reviewed the other applications the City received for the Deputy City Clerk position and came to the conclusion that the City already has a qualified candidate to accept this new position - Wanda Brown.

Wanda has been employed with the City since 1997, serving in a number of roles, most recently the Accounting Clerk/Special Projects Coordinator. She currently assists me with a number of the tasks outlined in the Deputy City Clerk position already, including elections, city communications, and records management. Most importantly, when I give her a task to complete, she completes it on-time and in a quality manner.

I would recommend appointing Wanda Brown as the Deputy City Clerk, effective Monday, January 3, 2021. I recommend her starting at Grade 8, Step 3 of the 2022 Salary Schedule, or \$63,286.85/year.

If the City Council accepts this recommendation, I would request the City Council grant me authority to begin the process of filling the vacancy for the Accounting Clerk/Special Projects Coordinator.

If you have any questions, please don't hesitate to contact me at 763-784-6491.