

**A PROCLAMATION OF THE CITY COUNCIL OF THE CITY OF SUTTER CREEK
RECOGNIZING CITY CLERK KAREN DARROW AND HONORING HER MANY
ACCOMPLISHMENTS ON BEHALF OF THE CITY OF SUTTER CREEK**

WHEREAS Karen Darrow was hired as City Clerk in January of 2014, and promoted to Administrative Services Supervisor in 2019. Karen has distinguished herself from the start as a competent and collaborative employee; and

WHEREAS Karen performed the duties of City Clerk including minutes and agendas, public records requests, record management, and election functions. As City Clerk she successfully managed and coordinated multiple city commissions; and

WHEREAS over her years with the city, Karen's position grew, and she took on increasing responsibilities including human resources, benefits, insurance and risk management, and administration of the city cemetery; and

WHEREAS Karen helped develop and manage the city's website and social media. She was instrumental in launching the city onto the web and using these platforms for public engagement and marketing purposes; and

WHEREAS Karen helped market Sutter Creek as an attraction for visitors and oversaw seasonal decorations. Karen always showed care and concern for our town's appearance; and

WHEREAS Karen demonstrated creativity and ingenuity during and after the COVID pandemic to sustain some business in town and was a driving force behind establishing both the temporary and permanent outdoor ordinances; and

WHEREAS Karen worked with the Police Chief to re-write and update the City Personnel handbook, an endeavor that took substantial time and commitment; and

WHEREAS Karen has been welcoming and supportive to new staff members and her depth of knowledge regarding city business was an asset for staff and council; and

WHEREAS Karen has had a tremendous impact on the City of Sutter Creek, our businesses, residents, and employees, and we are collectively better off for her having served this community; and

NOW, THEREFORE, BE IT RESOLVED, I, Mayor Claire Gunselman, on behalf of the City Council, Citizens, and Employees of the City of Sutter Creek, do hereby issue this Proclamation to Karen Darrow in recognition of her many achievements. We congratulate Karen for a job well done and wish her continued success and happiness

THE CITY OF SUTTER CREEK

Claire Gunselman, Mayor