



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Meeting Date: August 26, 2025	Department: Administration	Presented By: Bryan Grimes, City Manager
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AGENDA ITEM:

Discussion & Action: to consider the appointment of Deputy City Secretary and/or the possible engagement of a search firm, such as Strategic Government Resources (SGR), for interim city secretary services.

BACKGROUND:

To allow for the responsibilities of the City Secretary's office to continue during his/her absence or abundance, it is proposed that the City Council appoint one to three Deputy City Secretaries for help when needed. The appointed would then pursue basic Municipal Clerk training for more efficient continuity of functions.

STAFF RECOMMENDATION:

City Staff recommends appointment of the following employees for Deputy City Secretary positions:

- **Toni Fisher, Assistant City Manager**
- **Rose Hoffman, Communications Director**
- **Andi Saylor, Finance Director**

RECOMMENDED MOTION:

Motion to approve the appointment of Deputy City Secretary and appoint the following:

(...Insert Names Here...)