

# Resolution/Ordinance Cover Memo

**Council Agenda Item:** 25-0448R

**Meeting Date:** 05/27/2025

**Subject/Title:** City Clerk

**Submitted By:** Amber Royer Henderson

**Recommendation:** Approve

**Board/Commission/Committee Recommendation:** N/A

**Previous Council Action:** Approved by City Council on 03/26/2018 as Resolution 18-0257R

**Background:**

The City Clerk position has been updated to incorporate standard job description template language, and to modernize and encompass the primary areas of responsibility, oversight and leadership.

**Budget/Fiscal Impact:** Budgeted for current year

**Options:** N/A

**Necessary Action:** Approve

**Attachments:**

- Exhibit A: Resolution Cover Memo
- Exhibit B: City Clerk (Revised) Job Description

