



Memorandum

To: Honorable Mayor Shetter and members of the Burleson City Council

From: Amanda McCrory, City Secretary

Date: May 22, 2008

Subject: Resolution R-1123-08, authorizing the City Secretary authority to appoint a specific individual as "acting city secretary".

Council Action Requested:

Approve R-1123-08, authorizing the city secretary authority to appoint Heather Gann, Records and Information Specialist as "acting city secretary" in the temporary absence of the city secretary and deputy city secretary.

Background Information:

There is a need to have the availability to staff and council a city secretary at all times. With the higher demand on training and unforeseen times when both the city secretary and deputy city secretary may be out of the office at the same time, there is a need to have available a third person to act as city secretary. While these times are few there needs to be in place a mechanism for the city to be able to complete functions and tasks in a timely manner while the city secretary and deputy city secretary may be out. Taking into consideration that the city secretary's office works together to schedule vacations and training always being mindful to have a city secretary present at all times the third person would allow more flexibility. Heather Gann has received training in both Open Records and Open Meetings Act and can perform the duties required to be "acting city secretary".

Board/Citizen Input:

Financial Considerations:

Attachments:

R-1123-08

Staff Contact:

Amanda McCrory
City Secretary
817-447-5400 ext. 277

Resolution R-1123-08

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF BURLESON AUTHORIZING THE CITY SECRETARY AUTHORITY TO APPOINT SPECIFIC INDIVIDUALS TO SERVE AS "ACTING CITY SECRETARY" IN THE ABSENCE OF THE CITY SECRETARY AND THE DEPUTY CITY SECRETARY.

Whereas, the City Charter sets out the duties of the city secretary in Section 29; and

Whereas, the City Council designates a person to serve as city secretary; and

Whereas, Ordinance C-439 created the office of deputy city secretary to perform the duties of city secretary in the absence of the city secretary; and

Whereas, there is a need for a person to be appointed to be "acting city secretary" in the absence of the city secretary and the deputy city secretary.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BURLESON, TEXAS.

Section 1

That the city secretary, Amanda McCrory does hereby appoint Heather Gann, Records and Information Specialist, as "acting city secretary" in the temporary absence or disability of the city secretary or deputy city secretary.

Section 2

That Heather Gann may perform all the duties as set out by the City Charter and may sign with the designation of "acting city secretary".

Passed and Approved this _____ day of _____, 2008.

Mayor, Ken Shetter

Attest:

City Secretary, Amanda McCrory