
MEMORANDUM



TO: Mayor Walker and Councilors
FROM: M McPherson, City Administrator
SUBJECT: **Resolution 22-70 Appointing Assistant City Administrator(s)**
DATE: November 8, 2022

Background:

The Finance Director's job description included duties acting as the City Administrator in the event that the Administrator was absent. The Finance Director's position is currently vacant, so there is no staff person to fill that role should the City Administrator be absent.

I have a minor surgery that will be scheduled prior to the end of the year; it is same-day surgery, but I may not be available for a day or two. It is good operational procedure to have individuals appointed and given the authority to act in the absence of the City Administrator.

I have asked both the Public Works Director and Police Chief to serve as Assistant City Administrator(s) in the event of an absence. They have both agreed to take on the role, either individually or as a team as needed. I am recommending them due to the length of their tenure with the City and their availability. Their appointment would continue until such time as a Finance Director was hired or circumstance required a change.

As there are sufficient signatories, their duties would not include the need to sign checks for payroll or bills.

Recommendation:

Staff recommends that the City Council approve Resolution 22-70 appointing the Public Works Director and Police Chief as Assistant City Administrator(s).