

**BUSINESS OF THE CITY COUNCIL
WINDSOR HEIGHTS, IOWA
AGENDA STATEMENT**


Item No. 6d
For Meeting of 04.05.10

ITEM TITLE: Consideration of Appoint Carrie Brannen as Deputy City Clerk.

CONTACT PERSON: Marketa George Oliver, City Administrator

SUMMARY EXPLANATION

Carrie Brannen's appointment as Chief Financial Officer was approved at the most recent Council meeting. She also was appointed as Treasurer at the meeting, but needs to also be appointed as the Deputy City Clerk in order to receive and file certain State reports and monies.

Resolution _____ Ordinance ____ Contract ____ Other (Specify) _____
Funding Source <u>Administration</u>
APPROVED FOR SUBMITTAL _____ <div style="text-align: right;"> City Administrator</div>

STAFF RECOMMENDATION: By motion and voice vote, appoint Carrie Brannen as Deputy City Clerk.

COUNCIL ACTION: