



CITY of NOVI CITY COUNCIL

**Agenda Item B
January 8, 2018**

SUBJECT: Approval of Resolution Appointing Acting City Clerk.

SUBMITTING DEPARTMENT: City Clerk

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CITY MANAGER APPROVAL: *PA*

BACKGROUND INFORMATION:

City Clerk Cortney Hanson will be taking an extended maternity leave shortly. Because the City Clerk performs a number of specified duties under Section 4.9 of the Charter and as otherwise specified in the City's Code of Ordinances, but neither the Charter nor the Code provide for a Deputy or Acting City Clerk in the event of such leave of absence, the attached Resolution of City Council appoints the current Deputy Clerk, Dawn Spaulding, as the Acting Clerk effective upon Ms. Hanson's leave and until she returns to her duties.

RECOMMENDED ACTION: Approval of Resolution Appointing Acting City Clerk.

**CITY OF NOVI
COUNTY OF OAKLAND, MICHIGAN**

RESOLUTION APPOINTING ACTING CITY CLERK

Minutes of a Meeting of the City Council of the City of Novi, County of Oakland, Michigan, held in the City Hall of said City on _____, _____, at ____ o'clock P.M. Prevailing Eastern Time.

PRESENT: Councilmembers _____

ABSENT: Councilmembers _____

The following preamble and Resolution were offered by Councilmember _____ and supported by Councilmember _____.

WHEREAS, City Clerk Cortney Hanson is expected to take an extended leave; and

WHEREAS, the City Charter and Code of Ordinances do not specifically provide for an Acting or Deputy City Clerk to assume the duties of the Clerk in the event of an extended leave; and

WHEREAS, the City Council believes it is appropriate for an Acting City Clerk to assume the duties of City Clerk Hanson during her leave, to perform all of the duties and responsibilities of Section 4.9 of the City Charter and as otherwise required of the City Clerk.

NOW THEREFORE, IT IS THEREFORE RESOLVED that the City Council appoints Deputy City Clerk Dawn Spaulding as Acting City Clerk effective upon the commencement of leave by City Clerk Cortney Hanson, and until the City Clerk's return to her duties.

AYES:

NAYS:

ABSENT:

RESOLUTION DECLARED ADOPTED.

Cortney Hanson, City Clerk

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Novi, County of Oakland, and State of Michigan, at a regular meeting held this _____ day of _____, 2018.

Cortney Hanson, City Clerk
City of Novi