



Office of the Town Council

Peggy R. Bell  
Mayor

**MEMORANDUM**

To: Honorable Members of the Town Council

From: Mayor Peggy R. Bell

Date: December 14, 2016

Re: Appointment of Interim Town Clerk – Debra E. Eastman, MMC

**REQUEST**

**A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, APPROVING DEBRA E. EASTMAN, MMC AS INTERIM TOWN CLERK; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

**BACKGROUND AND ANALYSIS**

As you are aware, Town Clerk Jacqueline N. Wilson voluntarily resigned effective December 2, 2016 thus leaving a vacancy in the Office of the Town Clerk.

The Town recognizes the importance of the Charter position of the Town Clerk and the responsibility to be responsive to the residents of the Town of Cutler Bay in a timely fashion. Debra E. Eastman, MMC who has previously served as our Town Clerk from September 24, 2012 to March 6, 2015, has agreed to assist the Town Council in an Interim capacity as Town Clerk, while the Town's recruitment process continues.

**RECOMMENDATION**

It is recommended that the Town Council adopt the attached Resolution appointing Debra E. Eastman, MMC as Interim Town Clerk and authorize the Mayor to take any and all action which is reasonably necessary to implement the purpose of this Resolution.

