



Office of the Town Clerk

Debra E. Eastman
Town Clerk

MEMORANDUM

To: Honorable Mayor and Town Council

From: Debra E. Eastman, MMC

Date: June 21, 2017

Re: Creating Position of Deputy Town Clerk in Office of the Town Clerk

REQUEST

A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, CREATING THE POSITION OF DEPUTY TOWN CLERK WITHIN THE OFFICE OF THE TOWN CLERK; PROVIDING FOR AUTHORIZATION; AND PROVIDING FOR AN EFFECTIVE DATE.

BACKGROUND AND ANALYSIS

During Town Council discussion surrounding the Town Clerk hiring process and also during discussion regarding the current Town Clerk agreement, the Town Council expressed a desire to provide for a succession plan within the Office of the Town Clerk. Furthermore, the Town Council has also expressed a desire to provide for the Deputy Town Clerk to have the ability to assume responsibility for certain duties in the absence of the Town Clerk.

The Town of Cutler Bay Town Charter in Section 3.6 states that "the town clerk shall be responsible for the appointing, hiring, promoting, supervising and removing of all employees of the office of the town clerk as authorized by the town council in the annual budget or as otherwise provided by resolution or ordinance."

RECOMMENDATION

The Town of Cutler Bay has prided itself on having a limited number of employees and has provided for cross training and authorization of shared duties throughout the administration. It is, therefore, fitting that the Town Council and Town Clerk take the appropriate action to provide for the position of Deputy Town Clerk. It is recommended that the Town Council approve the creation of the position of Deputy Town Clerk via resolution, since the position of Deputy Town Clerk was not previously approved by the Town Council via the adoption of the town budget.

