

RESOLUTION 17-

**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.**

WHEREAS, it is the intention of the Town Council to provide for smooth and efficient operation of the Office of the Town Clerk; and

WHEREAS, the Town Council and Town Clerk wish to provide for a succession plan within the Office of the Town Clerk; and

WHEREAS, the Town Charter provides in Section 3.6 for the Town Clerk to hire, promote, supervise and remove all employees within the office of the town clerk as authorized by the town council in the annual budget or as otherwise provided by resolution; and

WHEREAS, the Town Council finds that the adoption of this Resolution is in the best interest and welfare of the residents of the Town.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, AS FOLLOWS:

Section 1. **Recitals.** The above recitals are true and correct and are incorporated herein by this reference.

Section 2. **Creation and Authorization.** The Town Clerk is hereby authorized to create the position of Deputy Town Clerk in the Office of the Town Clerk. The Town Manager shall include such position in the town budget.

Section 5. **Effective Date.** This Resolution shall take effect immediately upon adoption.

PASSED and ADOPTED this ____ day of June, 2017.

PEGGY R. BELL
Mayor

Attest:

DEBRA E. EASTMAN, MMC
Town Clerk

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY FOR THE
SOLE USE OF THE TOWN OF CUTLER BAY:

WEISS SEROTA HELFMAN
COLE & BIERMAN, P.L.
Town Attorney

Moved By: _____
Seconded By: _____

FINAL VOTE AT ADOPTION:

Mayor Peggy R. Bell	_____
Vice Mayor Sue Ellen Loyzelle	_____
Council Member Michael Callahan	_____
Council Member Roger Coriat	_____
Council Member Mary Ann Mixon	_____