



CITY OF WASHINGTON, ILLINOIS

City Council Agenda Communication

Meeting Date: July 5, 2022

Prepared By: Valeri Brod – City Clerk

Agenda Item: Resolution to authorize the appointment of Lisa Anderson to Deputy City Clerk

Explanation: On May 16, 2022, Lisa Anderson was hired by the City of Washington to perform the duties of Administrative Assistant as well as assist the City Clerk. Ms. Anderson has completed necessary training to assist in FOIA and OMA tasks as well as the general duties of the City Clerk including but not limited to cemetery administration, meeting preparation, agenda building and website maintenance. She has proven herself to be an asset to her position and City staff, bringing her self-starting work ethic, attention to detail and positive attitude. I have full confidence that Lisa Anderson will be a benefit to the City of Washington and its residents with the skillset that she would bring to the office of Deputy City Clerk.

Recommendation: City Clerk Valeri Brod recommends the authorization of the appointment of Lisa Anderson to Deputy City Clerk by City Clerk Brod.

RESOLUTION NO. _____

**RESOLUTION APPOINTING LISA ANDERSON AS A
DEPUTY CITY CLERK OF THE CITY OF WASHINGTON**

WHEREAS, the Code of Ordinances of the City of Washington at §30.21(F) authorizes the appointment of a Deputy City Clerk by the City Clerk with the authorization of the City Council; and

WHEREAS, the City Clerk has appointed Lisa Anderson as Deputy Clerk; and

WHEREAS, the City Council deemed it to be in the best interest of the City to authorize the appointment of Lisa Anderson as a Deputy City Clerk.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE
CITY OF WASHINGTON, TAZEWELL COUNTY, ILLINOIS**, as follows:

(1) That the appointment by City Clerk, Valeri Brod, of Lisa Anderson as Deputy City Clerk is hereby authorized and approved.

(2) That the Deputy City Clerk shall have the power and duties specifically set forth at §30.21(F) of the Code of Ordinances of the City, as amended from time to time.

PASSED and **APPROVED** this _____ day of _____, 2022.

AYES: _____

NAYS: _____

Mayor

ATTEST:

City Clerk

APPOINTMENT OF DEPUTY CITY CLERK

Pursuant to the power vested in me by the laws of the State of Illinois and the Code of Ordinances of the City of Washington, I hereby appoint Lisa Anderson as Deputy City Clerk. If this appointment is approved by the City Council, she shall continue to serve as Deputy Clerk for the remainder of my term of office, unless this appointment is formally revoked by me.

Dated: _____, 2022

Valeri L. Brod
City Clerk

CODE OF ORDINANCES – CITY OF WASHINGTON

§ 30.21 CITY CLERK

- (F) Appoint Deputy. When authorized by the City Council, the Clerk may appoint one Deputy Clerk, who shall have the power and duty to execute all documents required by any law to be executed by the City Clerk, and affix the seal of the Clerk thereto wherever required. In signing any document, a Deputy Clerk shall sign the name of the Clerk followed with the word "By" and the Deputy Clerk's own name and the words "Deputy Clerk." The powers and duties herein described shall be exercised only in the absence of the City Clerk from the place where the Clerk's office is maintained, and only when either written direction has been given by the Clerk to such deputy to exercise such power, or the Council has determined by resolution that the Clerk is temporarily or permanently incapacitated to perform such function. When duly authorized as herein provided, the signature affixed by any such Deputy in the manner herein prescribed on any document, including, but not limited to contracts, bonds, or other obligations of the city, shall have the same effect as if the documents so executed had been signed by the City Clerk.