

VILLAGE OF DOWNERS GROVE
Report for the Village Council Meeting
3/7/2023

SUBJECT:	SUBMITTED BY:
Deputy Village Clerk Appointment	Dave Fieldman Village Manager

SYNOPSIS

A resolution has been prepared designating a Deputy Village Clerk.

STRATEGIC PLAN ALIGNMENT

The goals for 2023 include *Exceptional Municipal Organization*.

FISCAL IMPACT

N/A

RECOMMENDATION

Approval on the March 7, 2023 consent agenda.

BACKGROUND

Pursuant to the Section 2.26.1 of the Municipal Code, the Village Council shall appoint a Deputy Village Clerk to perform the duties of the Village Clerk in her absence. This action will help ensure that work requirements of the Village Clerk's Office continue to be performed in a timely and accurate manner.

A resolution has been prepared appointing Lindsey Shively to the position of Deputy Village Clerk. Lindsey began her employment with the Village on February 20, 2023.

ATTACHMENTS

Resolution

RESOLUTION NO. _____

**A RESOLUTION APPOINTING
 LINDSEY SHIVELY
 AS DEPUTY VILLAGE CLERK
FOR THE VILLAGE OF DOWNERS GROVE**

WHEREAS, the Council of the Village of Downers Grove has determined it to be necessary and desirable to appoint Lindsey Shively as Deputy Village Clerk.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Village of Downers Grove, DuPage County, Illinois, as follows:

1. That Lindsey Shively is hereby appointed as Deputy Village Clerk for the Village of Downers Grove, effective March 7, 2023 to serve thereafter at the pleasure of the Village Council and until she is removed by the Village Council or otherwise separated from employment with the Village of Downers Grove.

2. That as Deputy Village Clerk, she shall have such powers, rights, duties and obligations of the Village as outlined in Section 2.26.1 of the Downers Grove Municipal Code.

3. That all resolutions or motions or parts of resolutions or motions in conflict with the provisions of this Resolution are hereby repealed and all previous appointments of Deputy Village Clerk are hereby rescinded.

4. That this Resolution shall be in full force and effect from and after its passage as provided by law.

Mayor

Passed:

Attest: _____
Village Clerk