

 <p>CITY OF ST. CHARLES ILLINOIS • 1834</p>	<b>AGENDA ITEM EXECUTIVE SUMMARY</b>		Agenda Item number: IIB
	Title:	Recommendation from City Clerk Nancy Garrison to appoint Marzena Sheets as Deputy City Clerk.	
	Presenter:	City Administrator Heather McGuire	
<b>Meeting:</b> City Council		<b>Date:</b> March 18, 2024	
<b>Proposed Cost:</b>		<b>Budgeted Amount:</b> \$	<b>Not Budgeted:</b> <input type="checkbox"/>
<b>TIF District:</b> Choose an item.			
<b>Executive Summary</b> (if not budgeted, please explain):			
<p>Marzena Sheets has been hired as the Senior Administrative Assistant in the office of the Mayor and City Administrator. Her duties, as specified in her position description, will include assisting the city clerk and acting as deputy city clerk in the city clerk’s absence. Marzena has extensive experience in municipal government and is well qualified to begin fulfilling her duties as deputy city clerk immediately. Her oath of office will be administered by a notary following the meeting.</p>			
<b>Attachments</b> (please list):			
<b>Recommendation/Suggested Action</b> (briefly explain):			
Staff recommends the appointment of Marzena Sheets as deputy city clerk.			