



AGENDA ITEM EXECUTIVE SUMMARY

Title: Re-appointment of City Administrator, Staff Officers, Deputy City Clerk

Presenter: Mayor DeWitte

Please check appropriate box:

Government Operations

Government Services

Planning & Development

X

City Council (5/7/12)

Estimated Cost:

Budgeted:

YES

NO

If NO, please explain how item will be funded:

Executive Summary:

Annual re-appointments for City personnel for Fiscal Year 2012/13:

City Administrator – Brian Townsend

City Department Directors: Christopher Aiston – Economic Development, Margaret (Peggy) Forster – Information Systems, Mark Koenen – Public Works, James Lamkin – Police Chief, Kathy Livernois – Human Resources, Chris Minick – Finance, Patrick Mullen – Fire Chief, and Rita Tungare – Community Development

Deputy City Clerk – Tina Nilles

Attachments: *(please list)*

Appointment letters

Recommendation / Suggested Action *(briefly explain):*

Recommend that the City Council approve re-appointment of City staff officers.

For office use only

Agenda Item Number: IF-IH

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MAYOR'S OFFICE



ST. CHARLES
SINCE 1834

Memo

Date: 5/7/12
To: Members of City Council
From: Mayor DeWitte
Cc: Brian Townsend
Re: Re-Appointment

By virtue of this memorandum I would request your favorable consideration for the following:

1. Recommend re-appointment of Brian Townsend as City Administrator for fiscal year 2012/13.

Thank you.

City Administrator's Office



Memo

Personal & Confidential

Date: 5/1/2012
To: Mayor DeWitte
From: Brian Townsend
Re: City Staff Re-appointments

In accordance with Section 2.10.080 of the City of St. Charles Code of Ordinances, I hereby submit my recommendations for reappointment of staff officers for the period beginning May 1, 2012.

These recommendations are as follows:

Christopher Aiston, Director of Economic Development
Margaret (Peggy) Forster, Director of Information Systems
Mark Koenen, Director of Public Works
James Lamkin, Police Chief
Kathy Livernois, Director of Human Resources
Christopher Minick, Director of Finance
Patrick Mullen, Fire Chief
Rita Tungare, Director of Community Development

I am very proud of the leadership team at the City of St. Charles and all that they have done to enhance service to the community. I also enjoy working with this dedicated group of individuals that oversee and manage our City's programs and services. There is no doubt in my mind that they play a crucial role in making St. Charles the #1 City for Families.

I welcome the opportunity to discuss these recommendations at your convenience.

Additionally, as a reminder, a recommendation to reappoint Gerry Gorski as City Attorney is also required under Section 2.10.010 of the Code.

The reappointments should be placed on the May 7, 2012 agenda of the City Council.

Respectfully submitted,

A handwritten signature in black ink, which appears to read "Brian Townsend". The signature is written in a cursive, flowing style.

Brian A. Townsend
City Administrator

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MAYOR'S OFFICE



Memo

Date: 5/7/12
To: Members of City Council
From: Mayor DeWitte
Cc: Brian Townsend
Re: Re-Appointment

By virtue of this memorandum I would request your favorable consideration for the following:

1. Recommend re-appointment of Tina Nilles as Deputy City Clerk for fiscal year 2011/12.

Thank you.