

RESOLUTION NO. 07-37

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
DELEGATING ADMINISTRATION OF CITY CLERK DEPARTMENT TO THE
CITY MANAGER**

WHEREAS, Government Code Section 34856 provides for the appointment of the City Clerk by the City Council; and

WHEREAS, on September 12, 2006, Council adopted an ordinance amending the Los Altos Municipal Code by adding Section 2.04.060 regarding the appointment of the City Clerk by the City Council; and

WHEREAS, Council wishes to delegate oversight of the City Clerk Department including: overseeing the day-to-day operations, preparing an annual performance review, recommending salary and benefit adjustments, and taking disciplinary actions as warranted.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LOS ALTOS that the City Council of the City of Los Altos hereby charges the City Manager to perform the duties associated with the administration of the City Clerk Department.

I HEREBY CERTIFY that this resolution was duly introduced and adopted at the Regular Meeting of the Los Altos City Council on the 27^h day of November, 2007, by the following vote:

AYES: PACKARD, CASAS, CARPENTER, BECKER, COLE
NOES:
ABSENT:



Valorie Cook Carpenter, MAYOR PRO TEM



Susan Kitchens, CITY CLERK