



**MEMO TO:** Members of the City Council

**FROM:** Mayor John Marchione

**DATE:** October 1, 2019

**SUBJECT:** Confirmation of City Clerk Appointment

**I. RECOMMENDED ACTION**

Confirm the appointment of Cheryl Xanthos to serve as Redmond's City Clerk.

**II. DEPARTMENT CONTACTS**

John Marchione, Mayor

425-556-2101

**III. DESCRIPTION/BACKGROUND**

The confirmation of the City Clerk is authorized through chapter 2.36.010 of the Redmond Municipal Code that states, "the offices of the City Clerk and City Attorney shall be filled by appointment by the Mayor, subject to confirmation by a majority vote by the City Council."

The City of Redmond has made a promotional offer to Cheryl Xanthos to be appointed as the City Clerk. The offer is contingent on confirmation of her appointment by Council per RMC 2.36.010.

Ms. Xanthos was hired as the Deputy City Clerk in January 2014 and has been serving as the Interim City Clerk since June 24, 2019. She is a Certified Municipal Clerk and will complete her Master Municipal Clerk designation this year.

Ms. Xanthos has a broad knowledge of records management and public records disclosure; is a Certified Public Records Officer; has studied Roberts Rules of Order and tested into membership with the National Association of Parliamentarians; and has taken classes on many subjects including ethics, legislation, disaster preparation/recovery, project management, and leadership.

**IV. PREVIOUS DISCUSSIONS HELD**

Ms. Xanthos is acting in the Interim City Clerk Position.

**V. IMPACT**

**A. Service/Delivery:**

Delay in City Clerk regular appointment results in continued use of Interim City Clerk appointment.

**B. Fiscal Note:**

Funding for this position is included in the adopted city budget for 2019-2020.

**VI. ALTERNATIVES TO STAFF RECOMMENDATION**

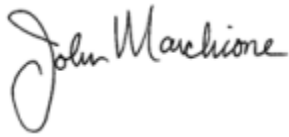
Not confirm the appointment.

**VII. TIME CONSTRAINTS**

The start date for this candidate is October 2, 2019.

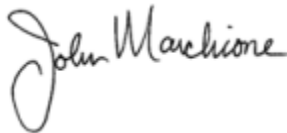
**VIII. LIST OF ATTACHMENTS**

None.



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**John Marchione, Mayor**



Approved for Agenda \_\_\_\_\_  
**John Marchione, Mayor**