

RESOLUTION No. 6 (2025)

A RESOLUTION TO APPOINT AN ALTERNATE
CITY CLERK IN THE ABSENCE OF THE CITY CLERK

WHEREAS, the City Charter (Art. II, Sec. 8) provides for the appointment of a City Clerk with the approval of a majority of the entire Council; and

WHEREAS, it has become apparent that an Alternate City Clerk is necessary in the absence of the City Clerk to perform the essential functions of the City Clerk as further set forth below; and

WHEREAS, the City Council is desirous to appoint an Alternate City Clerk who may perform the duties of the City Clerk only if the City Clerk is unwilling, unable, or unavailable to perform their duties as outlined in the City Charter; and

WHEREAS, the City Council is desirous to appoint the Finance Director to perform the duties of City Clerk as outlined in the City Charter if the City Clerk is unwilling, unable, or unavailable;

AND WHEREAS, the City Manager or Mayor if the City Manager is unavailable shall determine whether the City Clerk is unwilling, unable, or unavailable to perform their duties outlined for the City Clerk and as set forth in the City Charter;

NOW, THEREFORE, be it resolved that the City Council of the City of Craig, Colorado, appoints the Finance Director as the Alternate City Clerk with the City Manager or Mayor determining whether the City Clerk is unwilling, unable, or unavailable, as further set forth above.

ADOPTED this _____ day of _____, 2025.

x _____
Chris Nichols, Mayor

ATTEST:

x _____
Mindy Elliott, Finance Director,
Alternate City Clerk