

**RESOLUTION NO. 2017-079**

**RESOLUTION RATIFYING AND APPROVING THE RECOMMENDATION OF THE TOWN MANAGER FOR THE TOWN CLERK FOR THE TOWN OF CASTLE ROCK**

**WHEREAS**, the Castle Rock Town Charter Section 3-4 creates the Office of the Town Clerk; and

**WHEREAS**, Section 2.04.010 of the Municipal Code recognizes the office of the Town Clerk as a Charter office; and

**WHEREAS**, Resolution 2007-157 confirms the designation of the Town Clerk Director position; and

**WHEREAS**, per Section 2.06.010(C) of the Municipal Code, the Town Manager is responsible for administration of all personnel issues in the Town of Castle Rock;

**WHEREAS**, Section 3-3(a)(2) of the Town Charter provides that the appointment of any person designated as a department head shall require the Council's approval;

**WHEREAS**, per Section 2.06.030(A) of the Municipal Code, the Town Manager has provided the Town Council with a confidential memorandum recommending appointment of an individual to the position of Town Clerk; and

**WHEREAS**, per Section 2.06.030(B) of the Municipal Code, the Town Clerk has prepared this Resolution summarily ratifying and approving the recommendation in the personnel memorandum for consideration by the Town Council on its consent agenda; and

**WHEREAS**, such Town Council ratification constitutes approval under Section 3-3(a)(2) of the Town Charter;

**NOW THEREFORE BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF CASTLE ROCK THAT** Lisa Anderson is hereby appointed as Town Clerk for the Town of Castle Rock.

**PASSED, APPROVED AND ADOPTED** this 3<sup>rd</sup> day of October, 2017 by the Town Council of the Town of Castle Rock, Colorado, on a first and final reading by a vote of \_\_\_\_ for and \_\_\_\_ against.

**ATTEST:**

**TOWN OF CASTLE ROCK:**

\_\_\_\_\_  
Lisa Anderson, Acting Town Clerk

\_\_\_\_\_  
Jennifer Green, Mayor

Approved as to form:

\_\_\_\_\_  
Robert J. Slentz, Town Attorney