

RESOLUTION NO. 97- 5

A RESOLUTION TO APPOINT PATRICIA L. BERRY OF THE CITY OF MARCO ISLAND TO SERVE AS INTERIM ASSISTANT CITY CLERK FOR THE CITY OF MARCO ISLAND; APPROVING COMPENSATION FOR THE INTERIM ASSISTANT CITY CLERK; ESTABLISHING THE RESPONSIBILITIES OF THE INTERIM ASSISTANT CITY CLERK; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Charter of the City of Marco Island provides in Sections 3.08 and 4.01 that there shall be a City Manager to serve as City Clerk, who shall be appointed by the Council, who shall be responsible for the following:

1. To give notice of Council meetings to its members and to the public; and
2. To keep the journal of the Council's proceedings which shall be a public record.

WHEREAS, the Council of the City of Marco is desirous of appointing an Interim Assistant City Clerk to assist the City Manager in the performance of his responsibilities while serving as City Clerk.

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WHEREAS, Patricia L. Berry of the City of Marco Island has proposed her services to the City of Marco Island, and whereas the City Council wishes to appoint Patricia L. Berry for an interim period of time until the City of Marco Island desires to take action with respect to a permanent Assistant City Clerk.

NOW, THEREFORE, be it resolved by the City Council of the City of Marco Island, Florida:

SECTION 1: Patricia L. Berry is hereby appointed to serve as Interim Assistant City Clerk for the City of Marco Island and such services are hereby approved and ratified effective November 12, 1997.

SECTION 2: The Interim Assistant City Clerk shall be responsible for the following:

- a. Maintaining records of all proceedings of the City Council, and as directed by the Council, all appointed boards, committees and commissions of the City and providing information to the public upon request for or from these records;
- b. Maintaining all official documents of the City and providing information to the public upon request for or from these documents;
- c. Directing the records retention program for all City records;

d. Performing other duties as from time to time will be assigned by the Council or City Manager.

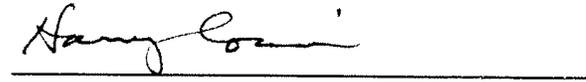
SECTION 3: The Chairman and Manager/Clerk are hereby authorized to pay to Patricia L. Berry at the rate of \$ 30.00 per hour as compensation for such services to be paid bi-monthly.

SECTION 4: This Resolution shall take effect immediately upon adoption.

Passed in open and regular session of the City Council of the City of Marco Island, Florida, this 22 day of December, 1997.

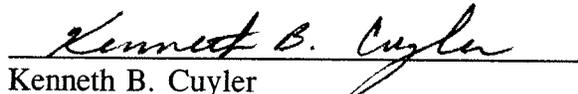
Attest:

  
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Patricia L. Berry  
Interim Assistant City Clerk

  
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Harry Cowin, Chairman

Approved as to form and  
legal sufficiency:

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Kenneth B. Cuyler  
Interim City Attorney

  
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Skip Camp  
Temporary Interim City Manager