



Request for City Council Action from the Office of City Clerk

Date: May 9, 2014
To: The Honorable Barbara A. Johnson – President
& Members
Subject: Designation of Interim Assistant City Clerk
Recommendation: Confirm the designation of Anissa Hollingshead as Interim Assistant City Clerk.

Prepared by: Casey Joe Carl 612/673-3765
Approved by:
Presenters in Committee: Casey Joe Carl, City Clerk

Background: Pursuant to Minneapolis City Charter [Chapter 3 §6], the City Clerk is authorized to appoint an Assistant City Clerk, subject to confirmation by the City Council, to exercise the powers, duties, and responsibilities assigned to the City Clerk. Both the City Clerk and Assistant City Clerk will be out of office for an extended period in May; therefore, designation of an interim Assistant City Clerk is necessary to assure coverage of statutory, charter, and code responsibilities of the office. The City Clerk is designating Anissa Hollingshead as interim Assistant City Clerk and requests confirmation of the same by City Council.