



TO: Mayor Tim Pogue
Board of Aldermen

RE: City Clerk Designation

It is proposed that these duties be transferred from Andy Hixson to Polly Moore. From a practical standpoint, most contacts come through the front desk and Polly is also a logical choice since she serves as recording secretary for the Board of Aldermen. Approval, by motion, is requested.

Sincerely,

A handwritten signature in black ink that reads 'Robert Kuntz'. The signature is written in a cursive style with a large, looped 'R' and a long, sweeping tail.

Robert Kuntz

City Administrator