



Staff Report

Department: Administration
Staff contact: Eric Hardy
Agenda title: Appointment of Deputy Town Clerk
Requested action: Appoint Planning Director as Deputy Town Clerk
Related documents: Resolution appointing the Deputy Town Clerk

SUMMARY

NCGS §160A-172 authorizes the Town's governing body to "provide for a deputy clerk" to serve in the absence of an appointed town clerk. In accordance with the Town Charter, Art VI, Sec 6.1, a clerk's role is to "maintain in a safe place all records and documents pertaining to the affairs of the Town." In practice, the clerk ensures the safekeeping of agendas, public hearing notices, minutes, signed documents, etc. A lapse in the appointment weakens the control over these duties.

The town clerk position is currently vacant, and a deputy appointment will bridge the gap until the Board appoints a town clerk. Although the General Statute cited above does not require that the Board appoint the deputy clerk, the Board's doing so is consistent with the appointment of the main town clerk.

A dual-role arrangement is proposed for the Planning Director. This practice is not uncommon among smaller local governments. The proposed deputy clerk appointment will continue so long as the Planning Director position is filled.

BUDGET IMPACT

No budget impact.

PROCESS AND TIMELINE

Following appointment, the Planning Director will assume the primary responsibilities of the town clerk until a permanent replacement is appointed. The Town Administrator and other staff members will continue to provide support to the deputy clerk.

STAFF RECOMMENDATION

Staff recommends appointment of the Planning Director as the Deputy Town Clerk.