



# AGENDA ITEM REQUEST

ORIGINATING DEPARTMENT: City Manager's Office

ROUTING:

CITY MANAGER: DATE: \_\_\_\_\_

CITY MANAGER APPROVAL TO BEGIN PROCEDURES.

SIGNATURE: \_\_\_\_\_

PURCHASING: DATE: \_\_\_\_\_

PURCHASING APPROVAL: SIGNATURE: \_\_\_\_\_

LEGISLATIVE AIDE: DATE: \_\_\_\_\_

CITY ATTORNEY: DATE: \_\_\_\_\_

ITEM REQUEST:

A motion approving the City Manager's designation of Assistant City Manager, Sarah E. Hannah to act for the City Manager in absence or disability.

FUNDING SOURCE: N/A

AMOUNT: N/A

BUDGET APPROVAL  
SIGNATURE: \_\_\_\_\_

ATTACHED EXHIBITS: N/A

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SUMMARY EXPLANATION/BACKGROUND INFORMATION/JUSTIFICATION:

Section 4.03 of the City Charter requires that the Manager shall designate, subject to approval of the Commission, a qualified city administrative officer to exercise the powers and perform the duties of the manager during his temporary absence or disability. The proposed motion approves the designation of Sarah E. Hannah, Assistant City Manager.

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DEPARTMENT HEAD RECOMMENDATION:

Approval.

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PERSON WITH ADDITIONAL INFORMATION:

NAME: Bruce J. Moeller

PHONE: (954) 746-3430

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DEPARTMENT HEAD SIGNATURE: \_\_\_\_\_  
Bruce J. Moeller, City Manager

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CITY MANAGER RECOMMENDATIONS:

Approved for agenda placement.

SIGNATURE: \_\_\_\_\_ (CITY MANAGER)