

**CITY OF CRAIG  
MEMORANDUM**

To: Craig City Council  
From: Brian Templin, City Administrator  
Date: July 21, 2022  
RE: Resolution 22-20, Appointing Natalie Stone as Clerk Pro-Tem

---

We recently hired Natalie Stone as the new part time administrative assistant at city hall. This new position was approved in the FY2023 budget.

The position is intended to manage a number of programs and projects city wide and perform other administrative support as needed. Clerk Pro-Tem is one of the duties that will be assigned to Natalie. This duty assigns a number of tasks and authorities granted to the city clerk by our code. Primarily, Natalie will act as the clerk for council meeting preparation and at the meeting when the clerk is unavailable.

Per Section 2.04.050.B of the Craig Municipal Code, the clerk pro-tem is appointed by the council.

Recommendation: Approve Resolution 22-20, appointing Natalie Stone as the clerk pro-tem.

**CITY OF CRAIG  
RESOLUTION 22-20**

**APPOINTING NATALIE STONE AS CITY CLERK PRO-TEM**

WHEREAS, from time to time the city clerk is unavailable to perform the duties assigned to that office; and,

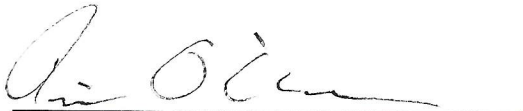
WHEREAS, when the clerk is unavailable, the clerk pro-tem may perform city clerk duties, as assigned by the mayor, city council, or city administrator; and,

WHEREAS, POWCAC adopted Resolution 22-02 on June 28, 2022; and,

WHEREAS, Section 2.04.050.B of the Craig Municipal Code provides for council appointment of a clerk pro-tem.

NOW, THEREFORE, BE IT RESOLVED that Natalie Stone be appointed as clerk pro-tem.

Adopted this 4<sup>th</sup> day of August, 2022.

  
\_\_\_\_\_  
Mayor Tim O'Connor

ATTEST   
Heather Mendonsa, City Clerk

