



MAYOR'S APPOINTMENT OF CLERK OF THE COUNCIL PRO TEM

The active employment of City Recorder Melissa Huhtala with the city will conclude on June 30, 2023, followed by her official resignation on August 31, 2023.

Subsequently, the Council will have a 60-day timeframe to fill the vacancy of the Recorder.

During the interim period of July and October, the city and Council will require a capable and knowledgeable individual to assume the responsibilities of the City Recorder.

Ashland's Charter Art VI, Sec 4, specifically provides, "In the Recorder's absence, the Mayor shall appoint a Clerk of the Council Pro Tem."

Dana Smith, a member of the City's legal office, has been working closely with the Recorder and overseeing the physical office functions of the Recorder's office since the Recorder expressed her intention to resign.

Furthermore, Dana previously served as the Recorder's assistant for the substantial period of nine years before transitioning to Community Development and now the legal office. Her qualifications make her highly suitable and competent to fulfill the duties of the Recorder.

NOW, THEREFORE, AS MAYOR OF THE CITY OF ASHLAND, OREGON, PURSUANT TO THE CITY OF ASHLAND CHARTER, ART VI, SEC 4, I HEREBY APPOINT:

City Employee, Dana Smith, as Clerk of the Council Pro Tem, to assume the duties and all powers assigned to the City Recorder under the City of Ashland's Charter until the Council fills the vacancy of the Recorder, a new Recorder is elected to the office, or another person is appointed to the Recorder's position, whichever occurs first.

Dated this 20th day of June, 2023.

A handwritten signature in black ink, appearing to read "Tonya Graham", written over a horizontal line.

Tonya Graham, Mayor
City of Ashland