



CITY of CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: JULY 24, 2024

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: KINDON MIEK, CITY MANAGER

SUBJECT: ADOPTION OF RESOLUTION NO. 2024-1917, APPROVING THE APPOINTMENT OF LISA POPE AS CITY CLERK AND RATIFYING TEMPORARY AND DEPUTY APPOINTMENTS

MEETING DATE: JULY 31, 2024

SUMMARY RECOMMENDATION:

Adopt Resolution No. 2024-1917 approving the appointment of Lisa Pope as City Clerk and ratifying temporary and deputy appointments.

BACKGROUND:

The City Clerk retired in April 2024, and to ensure the efficient operation of the City during the vacancy, the City Manager appointed Analuz Mendoza as Interim City Clerk and Annie Krydilyan as a deputy to the City Clerk.

Recruitment for the City Clerk position was held and the City Manager appointed Lisa Pope to serve as the City's City Clerk. With nearly 30 years of experience in the public sector municipal clerk field, Lisa Pope possesses the desired breadth of experience and specialized skills required for the City Clerk position. Ms. Pope previously served as City Clerk for the cities of Vernon, Whittier and Malibu and is certified by the International Institute of Municipal Clerks as a Master Municipal Clerk.

Calabasas Municipal Code Section 2.12.010 requires that the City Manager appoint a City Clerk, with City Council approval.

Resolution No. 2024-1917 approves the appointment of Lisa Pope as City Clerk and ratifies the City Manager's appointment of Analuz Mendoza as Interim City Clerk and Annie Krydilyan as a deputy of the City Clerk.

FISCAL IMPACT/SOURCE OF FUNDING:

The City Clerk position is funded in the 2024-25 Fiscal Year Budget.

REQUESTED ACTION:

That the City Council adopt Resolution No. 2024-1917 approving the appointment of Lisa Pope as City Clerk and ratifying temporary and deputy appointments.

ATTACHMENTS:

Resolution No. 2024-1917