




CITY OF  
CHARLOTTE  
MAYOR'S OFFICE  
M E M O R A N D U M

**Date of Referral:** February 23, 2021

**Policy Topic Area:** Review Operational Structure, Roles & Responsibilities of the Office of the City Clerk

**Referred By:** Mayor Vi Lyles 

**Referred to:** Ad Hoc Committee /Ed Driggs, Chair, Dimple Ajmera, Greg Phipps

**Description/Background:** In late 2019, the reporting structure for the City Clerk transitioned from the City Manager to the City Council. The evaluation of the City Clerk's performance became the responsibility of Council upon this change. I am referring the review of the structure, roles and responsibilities, and technology enhancements of the Clerk's Office to an appointed Ad Hoc Committee of the Budget & Effectiveness Committee to inform Council on how to develop evaluation criteria for the City Clerk.

**Policy Question:** What is the structure, roles and responsibilities of the City Clerk's Office?

**Committee Charge:** To review all operational functions within the office of the City Clerk.

- Review specific roles and responsibilities of the City Clerk
- Provide comparative data for both
- Develop a 3 to 5 year process for the evaluation and assessment of the City Clerk
- Report back to City Council by the June 7<sup>th</sup> Strategy Session