

Date September 23, 2019

**APPROVAL OF THE APPOINTMENT OF KAY CMELIK  
AS THE CITY CLERK TO FILL A VACANCY DUE TO A RETIREMENT  
WITHIN THE OFFICE OF THE CITY CLERK**

WHEREAS, due to the retirement of the former City Clerk on September 30, 2019, there is a vacancy in the position of City Clerk and a need for a replacement appointment; and

WHEREAS, the City Council conducted interviews and received and reviewed other data and information to determine how best to fill the position, and Council has determined that Kay Cmelik has substantial experience as a City Clerk in Iowa and has demonstrated abilities well suited to the position of City Clerk; and

WHEREAS, Council has now made the selection to appoint Kay Cmelik to the position of City Clerk.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Des Moines, Iowa:

That the appointment of Kay Cmelik to the position of City Clerk is hereby approved effective November 4, 2019, with a starting annual salary of \$115,000, Department Director monthly car allowance and monthly cellular phone allowance, plus vacation accruing at a rate of three weeks per year, followed by four weeks after six years and five weeks after eleven years plus moving expense reimbursement of up to \$5,000 for expenses related to moving to Des Moines.

Moved by \_\_\_\_\_ to adopt.

Approved as to Form:

\_\_\_\_\_  
Jeffrey D. Lester, City Attorney

COUNCIL ACTION	YEAS	NAYS	PASS	ABSENT
COWNIE				
BOESEN				
COLEMAN				
GATTO				
GRAY				
MANDELBAUM				
WESTERGAARD				
TOTAL				

MOTION CARRIED APPROVED

**CERTIFICATE**

I, DIANE RAUH, City Clerk of said City hereby certify that at a meeting of the City Council of said City of Des Moines, held on the above date, among other proceedings the above was adopted.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my seal the day and year first above written.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk