



CITY OF DUBLIN

**CITY OF DUBLIN
ADMINISTRATIVE ORDERS
OF THE CITY MANAGER**

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| ADMINISTRATIVE ORDER 1.22 |
| TO: All Department/Division Heads & Assistants |
| FROM: Timothy C. Hansley, City Manager |
| SUBJECT: Designation of Acting Clerk of Council |
| DATE: September 12, 1996 |
| New Administrative Order |

I. PURPOSE

The purpose of this Administrative Order is to designate an Acting Clerk of Council to function in said capacity in the absence of both the Clerk of Council and Assistant Clerk of Council.

II. DESIGNATION

Effective immediately, Myra Caplinger is hereby designated to serve as Acting Clerk of Council in the simultaneous absence of the Clerk of Council and Assistant Clerk of Council. This will enable the City to execute and certify certain documents requiring the Clerk of Council's signature or certification. Any questions regarding this matter should be directed to the Office of the City Manager.