

CLERK'S OFFICE

APPROVED

Date: 11-11-02

Submitted by: Chair Traini

Prepared by: Department of Assembly

For reading: November 8, 2002
November 11, 2002

ANCHORAGE, ALASKA

AR NO. 2002-355

WHEREAS, Susan Lutz is a member of the Anchorage Legal Secretaries' Association and the National Association of Legal Secretaries; and

WHEREAS, Susan Lutz has fifteen years of experience in the legal secretarial field; and

WHEREAS, Susan Lutz background in secretarial and paralegal services includes civil litigation and appellate practice, workers' compensation, municipal and election law, editing and drafting documents, maintaining case files, calendaring/docketing, and conducting manual and computer research.

NOW, THEREFORE, the Anchorage Assembly resolves:

Section 1: That the Assembly appoints Susan Lutz as Legal Secretary to the Assembly Counsel

Section 2: That this resolution is effective upon passage and approval.

PASSED AND APPROVED by the Anchorage Assembly this 11th day of November, 2002.


Chair

ATTEST:


Municipal Clerk

Municipality of Anchorage
MUNICIPAL CLERK'S OFFICE
Agenda Document Control Sheet

AK 2002-355

(SEE REVERSE SIDE FOR FURTHER INFORMATION)

1	SUBJECT OF AGENDA DOCUMENT	DATE PREPARED	
	A Resolution of Appointing Susan Lutz as Legal Secretary for Assembly Counsel	8-Nov-02 Indicate Documents Attached <input type="checkbox"/> AO <input checked="" type="checkbox"/> AR <input type="checkbox"/> AM <input type="checkbox"/> AIM	
2	DEPARTMENT NAME	DIRECTOR'S NAME	
	Assembly	Greg Moyer	
3	THE PERSON THE DOCUMENT WAS ACTUALLY PREPARED BY	HIS/HER PHONE NUMBER	
	Peggy Davis	343-4763	
4	COORDINATED WITH AND REVIEWED BY	INITIALS	DATE
	<input checked="" type="checkbox"/> Mayor		
	Heritage Land Bank		
	Merrill Field Airport		
	Municipal Light & Power		
	Port of Anchorage		
	Solid Waste Services		
	<input checked="" type="checkbox"/> Water & Wastewater Utility		
	<input checked="" type="checkbox"/> Municipal Manager		
	Cultural & Recreational Services		
	Employee Relations		
	<input checked="" type="checkbox"/> Finance, Chief Fiscal Officer		
	Fire		
	Health & Human Services		
	<input checked="" type="checkbox"/> Office of Management and Budget		
	Management Information Services		
	Police		
	Planning, Development & Public Works		
	Development Services		
	Facility Management		
	Planning		
	Project Management & Engineering		
	Street Maintenance		
	Traffic		
	Public Transportation Department		
	Purchasing		
	<input checked="" type="checkbox"/> Municipal Attorney		
	Municipal Clerk		
	Other		
5	Special Instructions/Comments		
	<div style="display: flex; justify-content: space-between;"> <div> <p><i>2</i></p> <p>2002 NOV 8 - AON 2002</p> </div> <div style="text-align: center;"> <p><i>Special Mtg 11/14/02</i></p> </div> </div>		
6	ASSEMBLY HEARING DATE REQUESTED	7	PUBLIC HEARING DATE REQUESTED