

CITY OF BILOXI
AGENDA ITEM
FACT SHEET

Item No.:

5 A

Council Meeting Date:

October 22, 2024

ITEM TITLE: **RESOLUTION**

INTRODUCED BY: Mayor Andrew "FoFo" Gilich

CONTACT PERSON: E. Michael Leonard, CAO *gul*
Peter Abide, City Attorney

SUMMARY EXPLANATION:

Confirming and approving oath of office for Brooke Vanover, Community Development staff, as qualified and proper person to administer the duties of Deputy Clerk of the court in the Municipal Court of the City of Biloxi, Mississippi.

Resolution ✓

Ordinance _____

Public Hearing _____

Routine Agenda _____

Exhibits for Review

Contract _____

Minutes _____

Plans/Maps _____

Deed _____

Lease _____

Other (Specify):

Submittal Authorization: Council President _____ Mayor ✓

STAFF RECOMMENDATION: Staff recommends approval

COUNCIL ACTION: Motion By: _____ Second By: _____

Vote:	Councilmember	Yes	No	AFR	ABST	Councilmember	Yes	No	AFR	ABST
	Lawrence	—	—	—	—	Tisdale	—	—	—	—
	Gines	—	—	—	—	Glavan	—	—	—	—
	Newman	—	—	—	—	Shoemaker	—	—	—	—
	McGilvary	—	—	—	—					

ACTION TAKEN:

Resolution No.

RESOLUTION CONFIRMING AND APPROVING OATH OF OFFICE FOR BROOKE VANOVER, COMMUNITY DEVELOPMENT STAFF, AS QUALIFIED AND PROPER PERSONS TO ADMINISTER THE DUTIES OF DEPUTY CLERKS OF THE COURT IN THE MUNICIPAL COURT OF THE CITY OF BILOXI, MISSISSIPPI

WHEREAS, Section 21-23-11 of the Mississippi Code of 1972 authorizes the Municipal Judge to appoint “other municipal employees as deputy clerks of court to assist the clerk of the court in the conduct of the court’s responsibilities” and requires that the authorization be entered in the minutes of the municipality; and

WHEREAS, the Community Development Department has situations that require immediate preparation of documents under oath at times when there is no deputy clerk available to take an officers’ oath and that it would be advantageous to have employees on duty at such times to complete the sworn documents for code enforcement violations; and

WHEREAS, it is the recommendation of the Director of Community Development, Jerry Creel, that said authorization be granted.

WHEREAS, Brooke Vanover, is appointed by the Mayor and recognized by the Council as a qualified and proper person to administer the duties of Deputy Clerk of the Court for the City of Biloxi; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF BILOXI, MISSISSIPPI, THAT:

SECTION ONE: The appointment of Brooke Vanover, Community Development staff, to serve as Deputy Clerk of the Court for the City of Biloxi, is hereby confirmed, and said officers shall be vested with all the powers, duties and authority that is vested in said office under the laws of the State of Mississippi.

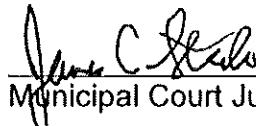
SECTION TWO: This resolution shall take effect and be in force from and after adoption.

IN THE MUNICIPAL COURT OF THE CITY OF BILOXI
STATE OF MISSISSIPPI

IN RE: APPOINTMENT OF AND OATH OF OFFICE OF DEPUTY COURT CLERK

By authority of Section 23-21-11 of the Mississippi Code of 1972 and as authorized by the City Council and spread on the minutes of the City of Biloxi, Mississippi, I do hereby appoint BROOKE VANOVER as Deputy Court Clerk of the Municipal Court of the City of Biloxi and who shall assume said office upon taking the below oath.

Sworn to and subscribed before me on this the 11TH day of OCTOBER,
2024


Municipal Court Judge JAMES STEELE


OATH OF OFFICE

BROOKE VANOVER, do solemnly swear (or affirm) that I will faithfully support the Constitution of the United States and the Constitution of the State of Mississippi, and obey the laws thereof; that I am not disqualified from holding the office of Deputy Court Clerk; that I will faithfully discharge the duties of the office upon which I am about to enter. So help me God.

Dated this the 4TH day of OCTOBER, 2024.


BROOKE VANOVER