



CITY OF DANBURY

OFFICE OF THE MAYOR
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MARK D. BOUGHTON
MAYOR

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December 1, 2011

Honorable Members of the Common Council
City of Danbury, Connecticut

Dear City Council Members:

As you know, the City Charter was revised in 2009. One of the changes included in this revision was to convert the elected position of City Clerk to an appointed position of Legislative Assistant to the City Council.

So for the first time, I am pleased to appoint Jean Natale, a 17-year employee of the City, to the position of Legislative Assistant to the City Council.

Jean first came to work at City Hall in 1995 as Registrar of Voters. She then became City Clerk in December of 2003.

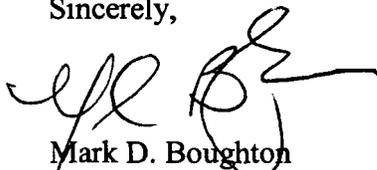
As City Clerk, Jean has updated and modernized the office. She has improved the presentation of the City Council Agendas with a new booklet, and has been actively involved with updating all of our code of ordinances through the Muni-code project. Jean also undertook the large task of converting older official documentation to an electronic format for easier access by residents via the City's website.

Jean has been a dedicated and valued colleague throughout my years as Mayor and I look forward to continuing to work with her as Legislative Assistant.

It is without hesitation or reservation that I recommend Jean for this appointment.

Please contact me if you have any questions.

Sincerely,



Mark D. Boughton
Mayor