

TOWN OF MOFFAT, COLORADO
RESOLUTION NO. 2025-10

**A RESOLUTION ELIMINATING THE POSITION OF ASSISTANT CLERK FOR THE
TOWN OF MOFFAT**

WHEREAS, the Board of Trustees of the Town of Moffat, Colorado (the "Town"), pursuant to Colorado Revised Statutes and the Town's municipal code, possesses the authority to establish and eliminate positions within the Town government as necessary for the effective and efficient operation of municipal services; and

WHEREAS, the Town has conducted an internal review of staffing needs, budgetary constraints, and administrative efficiency; and

WHEREAS, it has been determined that the duties currently assigned to the position of Assistant Clerk can be redistributed among existing staff or are no longer essential to the day-to-day operations of the Town; and

WHEREAS, the Board of Trustees seeks to ensure responsible fiscal management and organizational efficiency by eliminating the Assistant Clerk position;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF MOFFAT, COLORADO:

1. Elimination of Position

Effective immediately upon adoption of this resolution, the position of **Assistant Clerk** is hereby **eliminated** from the Town of Moffat's organizational structure.

2. Reallocation of Duties

The duties previously assigned to the Assistant Clerk shall be redistributed as determined by the Town Clerk and/or the Board of Trustees, in accordance with Town policies and staffing capabilities.

3. Notification and Records

Appropriate notice shall be provided to any affected personnel, and this resolution shall be entered into the official records of the Town.

4. Severability

If any provision of this Resolution is found to be invalid or unenforceable, such invalidity shall not affect the remaining provisions, which shall remain in full force and effect.

5. Effective Date

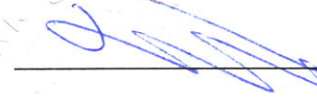
This Resolution shall take effect immediately upon its adoption.

RESOLVED, APPROVED, AND ADOPTED this 7th day of October, 2025, by the Board of Trustees of the Town of Moffat, Colorado.

TOWN OF MOFFAT BOARD OF TRUSTEES

By: 
Mayor,

ATTEST:


Town Clerk,