

# CITY COUNCIL AGENDA ITEM COVER MEMO

Agenda Item Number \_\_\_\_\_

Meeting Type: Regular

Meeting Date: 1/23/2014

Action Requested By:  
Engineering

Agenda Item Type  
Resolution

Subject Matter:

Advertise Position of General Clerk III

Exact Wording for the Agenda:

Approval to advertise and fill position of General Clerk III, Pay Grade 7, and to fill position at steps higher than minimum within the pay grade if necessary.

**Note: If amendment, please state title and number of the original**

Item to be considered for: Action

Unanimous Consent Required: No

Briefly state why the action is required; why it is recommended; what Council action will provide, allow and accomplish and; any other information that might be helpful.

Action to fill position as authorized by Budget Ordinance must be approved by City Council per Section 9(e), Ordinance 95-659. Permission is requested to advertise the position to candidates outside the City and to fill at steps higher than minimum within the pay grade if necessary.

Associated Cost:

Budgeted Item: Select...

MAYOR RECOMMENDS OR CONCURS: Select...

Department Head: \_\_\_\_\_

*Anthony Martini*

Date: \_\_\_\_\_

1-15-14