

**CITY COUNCIL AGENDA ITEM COVER MEMO**

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

Meeting Type: Regular \_\_\_\_\_

Meeting Date: Sep 25, 2014 \_\_\_\_\_

Action Requested By: Planning \_\_\_\_\_

Agenda Type: Motion \_\_\_\_\_

**Subject Matter:**

Request for authorization to fill position of Zoning Enforcement Coordinator, Planning Department, and to advertise externally and hire above starting salary if necessary

**Exact Wording for the Agenda:**

Request for authorization to fill position of Zoning Enforcement Coordinator, Planning Department, and to advertise externally and hire above starting salary if necessary

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

Item to be considered for: Action \_\_\_\_\_

Unanimous Consent Required: \_\_\_\_\_

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.

This is a budgeted position, which was vacated due to the promotion of employee who previously held the position. Grade 17

Associated Cost: \_\_\_\_\_

Budgeted Item: Yes \_\_\_\_\_

MAYOR RECOMMENDS OR CONCURS: \_\_\_\_\_

Department Head: Michael J. [Signature]

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