

CITY COUNCIL AGENDA ITEM COVER MEMO

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

Meeting Type: Regular

Meeting Date: 10/23/2014

Action Requested By:  
Finance

Agenda Item Type  
Motion

Subject Matter:

Authorization to fill position

Exact Wording for the Agenda:

Request to advertise and fill the vacant position of Tax Administration Assistant in the Finance Department.

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

Item to be considered for: Action

Unanimous Consent Required: No

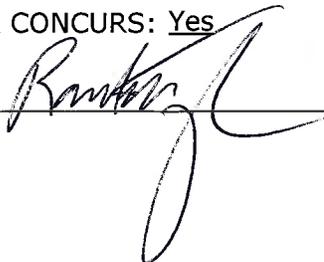
Briefly state why the action is required; why it is recommended; what Council action will provide, allow and accomplish and; any other information that might be helpful.

Associated Cost:

Budgeted Item: Not applicable

MAYOR RECOMMENDS OR CONCURS: Yes

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



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

10/23/14