CITY COUNCIL AGENDA ITEM COVER MEMO

Agenda Item Number: _____

Meeting Type: Regular

Meeting Date: 12-3-15

Action Requested By: Clerk-Treasurer's Office

Agenda Type: _____

Subject Matter:

Authorization to replace position of Municipal Records Coordinator, Grade 10

Exact Wording for the Agenda:

Request for authorization to advertise to the public to fill one full-time position of Municipal Records Coordinator in the Clerk-Treasurer's 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.

This approval is requested due to previously opening position to City employees and after interviewing applicants and not selecting anyone capable or meeting the qualifications,

Associated Cost: n/a

Budgeted Item: yes

MAYOR RECOMMENDS OR CONCURS: yes

Department Head: Charles E. Hagood

Date: 11/23/15