

CITY COUNCIL AGENDA ITEM COVER MEMO

Agenda Item Number: _____

Meeting Type: Regular

Meeting Date: Jan 14, 2016

Action Requested By: Engineering

Agenda Type: Resolution

Subject Matter:

Advertise Position of Secretary II

Exact Wording for the Agenda:

Approval to advertise and fill position of Secretary II, Pay Grade 10, and to fill 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 Secretary II per Section 9(e), Ordinance 95-659. Permission is requested to advertise the position to candidates outside the City and to fill position at steps higher than minimum within the pay grade if necessary.

Associated Cost: _____

Budgeted Item: _____

MAYOR RECOMMENDS OR CONCURS: _____

Department Head: [Signature]

Date: 1-5-16