

CITY COUNCIL AGENDA ITEM COVER MEMO

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

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

Meeting Date: Oct 13, 2016 \_\_\_\_\_

Action Requested By: Finance \_\_\_\_\_

Agenda Type: Resolution \_\_\_\_\_

Subject Matter:

Advertise the City Council position of Part-Time Secretary II .

Exact Wording for the Agenda:

Request to advertise the City Council position of Part-Time Secretary II, Pay Grade 10, and to fill at a higher than minimum rate 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.

Request to advertise the City Council position of Part-Time Secretary II, Pay Grade 10, and to fill at as higher than minimum rate if necessary.

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

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

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

Department Head: M. Daye \_\_\_\_\_

Date: 10/10/16 \_\_\_\_\_