CITY COUNCIL AGENDA ITEM COVER MEMO

Agenda Item Number: _____

Meeting Type: Regular

Meeting Date: Oct 27, 2016

Action Requested By: Engineering

Agenda Type: Resolution

Subject Matter:

Advertise Position of Engineering Procurement & Contracts Assistant

Exact Wording for the Agenda:

Approval to advertise and fill position of Engineering Procurement & Contracts Assistant, Pay Grade 14, and to fill position 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 position as authorized by Budget Ordinance must be approved by City Council 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: Kathy Martin

Date: 10/19/16