

CITY COUNCIL AGENDA ITEM COVER MEMO

Agenda Item Number _____

Meeting Type: Regular

Meeting Date: 10/27/2016

Action Requested By:
Planning

Agenda Item Type
Motion

Subject Matter:

Request to fill Secretary II position

Exact Wording for the Agenda:

Request for approval to fill Secretary II position , Grade 10, for the Planning Department (Zoning Administration Division), and to advertise externally

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

Item to be considered for: Action

Unanimous Consent Required: No

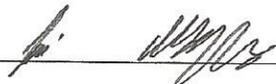
Briefly state why the action is required; why it is recommended; what Council action will provide, allow and accomplish and; any other information that might be helpful.

This is a budgeted position, which has been vacated due to a promotion.

Associated Cost:

Budgeted Item: Yes

MAYOR RECOMMENDS OR CONCURS: Select...

Department Head: 

Date: 10/19/2016