



CITY COUNCIL AGENDA ITEM

SUBJECT: Position Requests

AGENDA SECTION: *(check all that apply)*

☐ PRESENTATION ☐ PUBLIC HEARING ☐ CONSENT AGENDA ☐ OLD BUSINESS
☒ NEW BUSINESS ☐ OTHER, PLEASE STATE: [Click or tap here to enter text.](#)

CATEGORY: *(check all that apply)*

☐ ORDINANCE ☐ RESOLUTION ☐ CONTRACT ☐ POLICY ☐ STATUS REPORT
☒ OTHER, PLEASE STATE: [Click or tap here to enter text.](#)

ACTION REQUESTED: ☒ DECISION ☐ DISCUSSION, ☐ REVIEW, or ☐ UPDATE ONLY

Previously Heard Date(s): [Click or tap to enter a date.](#) & [Click or tap here to enter text.](#)

Current Work Session: [Click or tap to enter a date.](#)

Current Council Meeting: Monday, March 28, 2022

SUBMITTED BY: Janice Allen Jackson, City Manager

PRESENTER: Janice Allen Jackson

PURPOSE: The City Manager is requesting to update the City Clerk's Administrative Assistant position to an additional Deputy City Clerk and the addition of a Revenue Specialist II position in the Finance Department. These position requests are a result of the City Manager's and Finance Director's review of positions. The Finance Director will include these position requests in the mid-year budget adjustments presented to Council.

FACTS: [Click or tap here to enter text.](#)

OPTIONS: Approve, Deny, Defer [Click or tap here to enter text.](#)

RECOMMENDED ACTION: Approve