City of Dillingham Action Memorandum Agenda of: May 10, 2018

Action Memorandum No. 2018-04

Subject:

Approve salary for the Planning Director

City Manager: Recommend Approval

Signature: _____

Fiscal Note: ☐ Yes ☑ No **Funds Available:** ☑ Yes ☐ No

Other Attachments:

Summary Statement:

The City received an application for the Planning Director position that shows a work history of parallel positions with planning duties. The interview confirmed extensive knowledge of all planning, grant process, and project management.

The planning department has been vacant for two months with planning duties falling to other departments to fill in. This has left the planning department falling behind in strategies for growth, grants, as well as reporting.

The City Manager has offered the position of Planning Director, which includes additional duties in Public Works. Acceptance is contingent upon the salary being in line with education, knowledge, and work experience.

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Summary Statement continued:

PASSED and APPROVED by a duly constituted quorum of the Dillingham City Council on May 10, 2018.

Mayor

ATTEST: [SEAL]

Lori Goodell

City Clerk

Route to	Department Head	Date
X	Finance Director	
X	City Clerk	