



MEMORANDUM

TO: Rebecca Grill, City Administrator
FROM: Bob Leischow, Health Commissioner/City Sealer
DATE: July 7, 2021
SUBJECT: Request to fill vacancy

The workforce reduction process resulted in the early retirement of the Senior Center Director and proposed creation of a Senior Center Services Coordinator position at a lower pay grade. This Coordinator position was recommended by Carlson/Dettmann for placement into Pay Grade I. The position is needed to assure the Senior Center remains operational and senior services/programs are provided. I am seeking approval to fill this position.

Please contact me if you have questions or need additional information.

Thank you!

Enclosures