



Jonathan Matte
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MEMORANDUM

To: Rebecca Grill, City Administrator

From: Jonathan Matte, Director of Communications

Re: Request to amend the position of Communications Associate from .75 FTE to .90 FTE.

Date: April 11, 2018

There is an ever increasing demand on the single Communications Associate position. There will be further demand on this position with Strategic Plan Goal 1, Strategic Action 1-1 underway. Increasing the hours will allow for continuation of current and expanding service levels plus allow for greater efficiencies. I respectfully request a necessary increase to the said position to .90 from .75. Funding for this status change was budgeted in the 2018 approved City budget.

Thank you for your consideration. Please let me know if you have any questions.

Jonathan Matte
Director of Communications