

## **MEMORANDUM**

To:

**Common Council Members** 

From:

Ronald D. Leonhardt, City Cle

Date:

October 2, 2003

Re:

Additional License Specialist Position

The passage of file number 030511, (a substitute ordinance relating to certain 24 hour establishments); will require the creation of an additional License Specialist position in the License Division. This position will allow the License Division adequate staffing for the administration and issuance of such license. An annual License Specialist's salary is \$44,260.34, including fringe benefits.

Your consideration of this matter is appreciated.