



Office of the City Clerk

Ronald D. Leonhardt
City Clerk

Carolyn Hill Robertson
Deputy City Clerk

August 8, 2006

ALL CITY DEPARTMENT HEADS

Re: Common Council File 060324, Vacancy Report

Dear Sir or Madam:

On July 12, 2006, the Common Council adopted File 060324, a resolution directing city departments to prepare and submit to the Common Council by September 1, 2006, a complete listing of all positions that have been vacant for the last 12 calendar months (since July 1, 2005) or longer. The resolution provides that the report shall specify each position's salary grade, the date each position became vacant, and whether the position is full-time, part-time, seasonal or temporary. The report shall specify the source of funding for each vacant position and a brief explanation as to the reason the position continues to remain vacant.

A copy of the resolution is attached for your reference.

Please submit your completed vacancy report to Ms. Terry MacDonald, Staff Assistant to the Finance and Personnel Committee, Room 205, City Hall, by the required due date of September 1, 2006, for inclusion in a communication report to the Common Council.

Thank you for your cooperation in this matter.

Sincerely,

Ronald D. Leonhardt, City Clerk

cc: Common Council Members
Marianne Walsh
Jim Owczarski
Terry MacDonald

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