

**CITY OF EL PASO, TEXAS**  
**DEPARTMENT HEAD'S SUMMARY REQUEST FOR COUNCIL ACTION (RCA)**

**DEPARTMENT:** Tax Office

**AGENDA DATE:** 12/21/04

**CONTACT PERSON/PHONE:** Tax Office, Juan Sandoval, (915) 541-4058

**DISTRICT(S) AFFECTED:** All

**SUBJECT:**

**APPROVE:** Temporary Appointment

**BACKGROUND / DISCUSSION:**

This request is to fill an Accounting Clerk position on a temporary basis. The position is currently vacant due to a temporary promotion of the permanent incumbent. This position is needed to give assistance during our peak period of activity.

**PRIOR COUNCIL ACTION:**

Has the Council previously considered this item or a closely related one? If so, when?

No

**AMOUNT AND SOURCE OF FUNDING:**

Salary and benefits have been budgeted for FY/05.

**BOARD / COMMISSION ACTION:**

Enter appropriate comments or N/A

N/A

\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**LEGAL:** (if required) \_\_\_\_\_

**FINANCE:** (if required) \_\_\_\_\_

**OTHER:** \_\_\_\_\_

(Example: if RCA is initiated by Purchasing, client department should sign also)

*Information copy to appropriate Deputy City Manager*

**APPROVED FOR AGENDA:**

**CITY MANAGER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

TCCC 12/21/04

City tax office

**Memo**

*OA 12-7-04*  
DATE: **O.K.-OMB**

DEC 1 '04 PM 4:39

**TO:** Terry Bond, Director  
Personnel Department

**FROM:** Juan Sandoval, M.P.A., C.T.A., R.T.A.  
Tax Assessor/Collector 

**DATE:** November 30, 2004

**RE:** Request to Fill Accounting Clerk Position Temporarily

This is a request to fill an Accounting Clerk position on a temporary basis. The appointment period would be from December 13, 2004 through March 18, 2005.

The position is currently vacant due to a temporary promotion of the permanent incumbent. We need the assistance during our peak period of activity.

/bv acct. 06010022 - 01101 - 06000  
CE:16

NOV 30 2004

OMB:

Does the dept. have have the funds for this request?

MC

*Muller*  
*12/31/04*