



CITY OF BETHLEHEM

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Robert J. Donchez
Mayor

From: Robert J. Donchez, Mayor
To: President Reynolds
Date: December 7, 2015
Re: Deputy Director DCED

I would appreciate it if the position of Deputy Director of DCED be placed on the December 15, 2015 agenda and voted on.

In the Department of Community and Economic Development I am requesting the position of Deputy Director to be filled by Amy Burkhardt. This individual will carry out administrative, financial, operation and strategic initiatives within DCED. This position is approved in the 2015 budget at a salary of \$78,334 and it warrants filling, to aid in this department.

If you have any questions, please feel free to contact me.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Rob J. Donchez", is written over the typed name.

Robert J. Donchez
Mayor

Cc: A. Karner
M. Kloiber
M. Cichocki
City Council