



# CITY OF ORLANDO

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Thursday, October 20, 2016

Chris Deloatche  
2143 S. Conwar Rd, #1714  
Orlando, FL 32812

CC: Via Hand Delivery

Re: Planning Technician (Community Planning Studio)  
Requisition # 16-204

Dear Chris:

I am pleased to offer you a full-time contract position as a Planning Technician in the City of Orlando's Economic Development Department, City Planning Division, Community Planning Studio. This offer is contingent upon successfully completing the City's drug screening, medical clearance, City Council action for this contract position and background check for criminal convictions.

Your starting salary will be \$17.79/hour, plus benefits. Your office is located on the sixth floor of City Hall. Normal office hours are 8:30 A.M. to 5:30 P.M. This position has a six-month probationary period. The start date for this position is approximately November 14, 2016.

As we discussed, the responsibilities of this position includes work in processing permits for zoning and urban design issues, working with the planners on graphics for vision plans and code amendments, and other issues that move urban design forward in the City of Orlando. Occasionally, you may be asked to work on special projects and other duties as assigned by the Planning Division Manager (the Planning Director) and your Chief Planner supervisor. This position can produce research and reports under the direction of a Chief Planner.

Please respond to this offer in writing (through email is sufficient to Jason.Burton@cityoforlando.net), so we may complete the hiring process. This offer is valid for seven days from the date of this letter. On behalf of Dean Grandin (our Planning Director), and the rest of the Economic Development Department, congratulations! We all look forward to working with you.

Sincerely,

A handwritten signature in blue ink that reads "Jason Burton".

Jason Burton, AICP, CNU-A, LEED-AP  
Chief Planner, Community Planning Studio

cc: Dean J. Grandin, Jr., AICP, City Planning Division Manager  
Joe Schmerler, Human Resources Analyst