

## MEMORANDUM

TO: Administration & Finance Committee

FROM: Paul M. Ziehler,  
City Administrative Officer

RE: Department Request to Fill Vacant Position

DATE: September 4, 2012

Attached is Mike Lewis' request to fill the upcoming vacant position of Assistant Director of Public Works in the Department of Public Works Administrative Office.

According to our continuing procedure, these requests are formally referred to the Administration & Finance Committee for consideration through its normal Council/Committee referral process.

If you have any questions concerning this request, please contact me.

PMZjfw

cc: Mayor  
HR Division  
Mike Lewis

ADM\Vacpos\VACPOSREQ AsstDirPW 110512