

MEMORANDUM

TO: Administration & Finance Committee
FROM: Rebecca N. Grill, City Administrator
RE: Department Request to Fill Vacant Position
DATE: June 30, 2015

Attached is Mike Lewis' request to fill a vacant Arborist position in the Department of Public Works, Forestry Division.

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.

RHN:jfw

cc: Mayor
HR Department
Mike Lewis
Dave Wepking
Mike Rushmer

ADM\Vacpos\VACPOSREQ ArboristForDiv 070715