



MEMO

HUMAN RESOURCES

To: Finance and Personnel Committee
From: Shanon Swaney, Human Resources Director
Date: September 5, 2023
Re: Notification of Retirement and Approval to fill position

Larry Novak has submitted an official notice of his retirement from the street department after 21 years of employment. Larry's last day with the City will be October 3, 2023. His position will be filled internally and will create a laborer vacancy.

Staff seeks authorization from the Finance and Personnel Committee to fill a laborer position vacancy due to the retirement of Larry Novak.

