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## MEMO

TO: Mayor McFarland and Committee Members  
FROM: Jaynellen J. Holloway, P.E.  
DATE: October 4, 2022  
RE: Finance Committee Agenda Narrative for October 12, 2022

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### Agenda Items:

Review and take possible action: Adjustment of 2022 Payroll Resolution to adjust Assistant City Engineer to Grade Q

### BACKGROUND

Review and take possible action: Adjustment of 2022 Payroll Resolution to adjust Assistant City Engineer to Grade Q: Under the creation of the Public Works Department organizational chart, the Assistant City Engineer took on additional duties and responsibilities, but his job description was never updated and forwarded onto Carlson Dettmann to be reviewed. My bad. With departure of the Zoning & Floodplain Administrator, I revised the job descriptions of both the Zoning & Floodplain Administrator and the Assistant City Engineer to reflect the new duties and responsibilities of the positions under the Public Works Department organizational chart and forwarded them onto Carlson Dettmann for review and grading. Carlson Dettmann reviewed and sent their recommendation to adjust the grade of the Assistant City Engineer from an P to an Q.

### Attachments:

Review and take possible action: Adjustment of 2022 Payroll Resolution to adjust Assistant City Engineer to Grade Q:

- Draft Resolution