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## MEMO

TO: Mayor McFarland and Committee Members  
FROM: Jaynellen J. Holloway, P.E.  
DATE: October 14, 2022  
RE: Finance Committee Agenda Narrative for October 24, 2022

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### Agenda Items:

Review and take possible action: Approve hiring Brian Zirbes for the Zoning & Floodplain Administrator position at Grade N, Step 4

### BACKGROUND

Review and take possible action: Approve hiring Brian Zirbes for the Zoning & Floodplain Administrator position at Grade N, Step 4: The Public Works Director/City Engineer advertised to fill the position of Zoning & Floodplain Administrator recently and received one qualified application within a four week advertising time frame. The one candidate was interviewed twice, his references checked, and was found to be a welcomed and qualified candidate for the position.

I am requesting Finance Committee approve Brian Zirbes as City of Watertown's Zoning & Floodplain Administrator at Grade N, Step 4 - \$37.65/hour. The request for the step is due to a compression issue with one of the positions he will be overseeing. Funding of this position is out of Building, Safety & Zoning salaries account and there is sufficient funding to cover the requested salary.

### Attachments:

Review and take possible action: Approve hiring Brian Zirbes for the Zoning & Floodplain Administrator position at Grade N, Step 4:

- Candidate Selection Form