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MEMO

TO: Mayor McFarland and Committee Members

FROM: Jaynellen J. Holloway, P.E.

DATE: December 6, 2022

RE: Finance Committee Agenda Narrative for December 12, 2022

Agenda Items:

Review and take possible action: Approve hiring Tom Nichols and Jason Heller for the Two Working Foremen Positions Each at Grade J, Step 4

BACKGROUND

Review and take possible action: Approve hiring Tom Nichols and Jason Heller for the Two Working Foremen Positions each at Grade J, Step TBD: The Public Works Director/City Engineer advertised internally to fill the two open positions of Working Foreman recently and received four qualified applications within the five day advertising time frame. The candidates were interviewed and were found to be welcomed and qualified candidates for the position.

I am requesting Finance Committee approve Tom Nichols and Jason Heller as City of Watertown's Working Foreman at Grade J, Step 4 - \$29.28/hour. Funding for these positions is out of Street and Solid Waste Division salaries account and there is sufficient funding to cover the requested salary.

Attachments:

Review and take possible action: Approve hiring Tom Nichols and Jason Heller for the Two Working Foremen Positions Each at Grade J, Step TBD:

- Candidate Selection Form