

Dr. Miller,

I would like to request a position movement and salary adjustment for Tyler Pelfrey.

Tyler is currently classified as a 23, Electricians Helper, and I would like to move him to a Class 24 Light Equipment Operator. This position has been vacant, with no intent to rehire or money budgeted for it, for over a year. Tyler has assumed the duties and responsibilities of the position as well grown beyond the requirements of an Electricians Helper.

My current budget will sustain a 5 % increase for Tyler which is approximately a \$1,272.00 annual increase and will reclassify him as a 24. This will bring him in line with the other Light Equipment Operators in my department.

This move, in turn, will leave the position of Electricians Helper vacant and unbudgeted.

No budget amendments are required or necessary.

Thank You for Your Consideration

A handwritten signature in black ink that reads "Joe H. Miller". The signature is written in a cursive style with a large, looping initial "J".

Joe H. Miller, Street Department