



Office of the City Engineer
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MEMORANDUM

TO: West Lafayette Board of Public Works and Safety

CC: Diane Foster
Nicole Stocks

FROM: David M. Buck, P.E.
City Engineer

DATE: March 29, 2016

SUBJECT: Promotion – Erin Cooper

I request permission to promote Erin Cooper from Administrative Assistant to Business Manager/Permits Coordinator in the Engineering Department. She would assume her new role effective April 4, 2016 at the biweekly rate of \$1,849.20 and will be paid 50% from the Engineering General Fund and 50% from Wastewater.

Ms. Cooper, who was hired in the Engineering Department nearly two years ago, is a highly professional individual who has demonstrated the required skills for this newly-created position.