



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: **New Hire – Jennifer Mullett**
Administrative Assistant – Engineering Department

I request permission to hire Ms. Jennifer Mullett as an Administrative Assistant in the Engineering Department. Ms. Mullett will start on Monday, April 4, 2016 at the bi-weekly rate of \$1,450.00. The salary for this position is budgeted with a 50/50 split between the Engineering, General Fund and Wastewater Utility budgets.

Jennifer is originally from Wabash Indiana and has a good knowledge base of building construction and is familiar with building permits, city ordinances, and city codes. Most recently, Jennifer worked as a Patient Service Representative for On Sight Eye Consultants in Wabash, Indiana.