



Department of Development
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Board of Public Works and Safety

cc: Diane Foster, HR Director
Nicole Stocks, Accounting III

FROM: Chandler Poole 
Director of Development

DATE: March 24, 2015

SUBJECT: INTERNAL TRANSFER

I request your approval of a departmental transfer of Deborah Kervin, Administrative Assistant, to the position of Financial & Code Assistant effective April 1, 2015 at a biweekly salary of \$1,387.49. Betty May, who has served as the Financial & Code Assistant for the past several years is retiring from the City on March 31, 2015.

CP/dmf