



*Department of Engineering*

**August 13, 2019**

Board of Public Works & Safety  
10 South State Street  
Greenfield, IN 46140

Dear Members,

We received almost 20 applications for the vacant administrative assistant position for the Engineering Department. This admin takes care of the Engineering, Planning, and IT departments.

After interviewing our top 3 candidates, I'd like to recommend the hiring of Monica Evans. Monica would have an effective start date of Monday, August 19, 2019 and be paid at the hourly rate of \$21.63.

Sincerely,

A handwritten signature in black ink that reads "Jason Koch". The signature is written in a cursive style.

Jason Koch, PE  
City Engineer