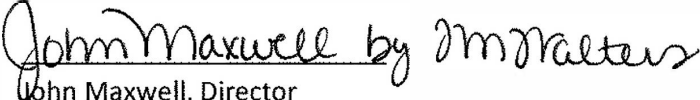




**MEMORANDUM**

**TO:** Linda Gorton, Mayor  
Sally Hamilton, Chief Administrative Officer  
Council Members

**FROM:**   
John Maxwell, Director  
Division of Human Resources

**DATE:** June 26, 2020

**SUBJECT:** Update Section 21-32 of Code of Ordinances — Division of Human Resources

**Request:**

The attached is requesting authorization to update section 21-32 of the Code of Ordinances as follows:

Amend Section 21-32(e) - Any permanent classified civil service employee holding the position of Heavy Equipment Technician or Vehicle and Equipment Technician who is specifically required by his supervisor to provide the tools necessary to perform the duties of the above-listed positions shall receive a tool maintenance allowance of six hundred dollars (\$600.00) at the beginning of each fiscal year.

Amend Section 21-32(f) - Any permanent classified civil service employee holding the position of Vehicle and Equipment Mechanic-Apprentice or Heavy Equipment Mechanic-Apprentice who is specifically required by his supervisor to provide the tools necessary to perform the duties of the above-listed positions shall receive a tool maintenance allowance of three hundred dollars (\$300.00) at the beginning of each fiscal year.



**Why are you requesting:**

We are requesting these changes in order to modify outdated information.

**What is the cost in this budget year and future budget year?**

Funds are budgeted.

**File Number:**

0656 - 20

**Director/Commissioner:**

John Maxwell/Sally Hamilton

