

December 26, 2013

MEMORANDUM

TO: Personnel Committee

FROM: Kelly L. Chalfant

**SUBJECT: Agenda for the December 30th meeting, 5:00 p.m. in Council Chambers,
Municipal Building**

Regular Meeting

Regular Meeting:

- Review position description and pay range for Deputy Director of Public Service
- Review position description for Bureau of Parks, Lands and Trees Manager
- Review title change for Public Utilities Commissioner to Deputy Director of Public Utilities

Respectfully submitted

Kelly L. Chalfant