

January 20 2022

MEMORANDUM

TO: Personnel Committee

FROM: Kelly L. Chalfant

**SUBJECT: Agenda for the January 25 2022, 5:00 p.m. meeting in Council Chambers,
Municipal Building**

Approve meeting minutes from the November 23rd Personnel Committee meeting.

Review and approve job descriptions for Staff Engineer and HR Coordinator

Restructuring of the Law Department

Respectfully

Kelly L Chalfant