

January 5, 2021

MEMORANDUM

TO: Personnel Committee

FROM: Kelly L. Chalfant

**SUBJECT: Agenda for the January 7, 2021 meeting at 5:30 p.m. in Council Chambers,
Municipal Building**

- Approve meeting minutes from November 24, 2020 meeting
- Review proposed job descriptions updates and wage range adjustments for City Engineer's position
- Review proposed legislation for changes to Section 266 of the Administrative Code
- Discuss proposed repeals and updates for Section 266 of the Administrative Code

Respectfully submitted

Kelly L. Chalfant