



# MEMO

## HUMAN RESOURCES

To: Finance and Personnel Committee  
From: Shanon Swaney, Human Resources Director  
Date: January 15, 2024  
Re: Notification of Retirement and Approval to Fill Position

Maureen Feldt, Environmental Center Administrative Assistant, has turned in official notice of her retirement. Maureen has been with the City since 2018. Her last day of employment will be 02/02/2024.

**Staff seeks authorization from the Finance and Personnel Committee to fill an Environmental Center Administrative Assistant position due to retirement.**

