



MEMO

HUMAN RESOURCES

To: Finance and Personnel Committee
From: Shanon Swaney, Human Resources Director
Date: December 18, 2023
Re: Notification of Retirement and Approval to Fill Position

Melody Lankey, Records Assistant at the Police Department, has turned in official notice of her retirement. Melody has been with the department since 2016. Her last day of employment will be 2/1/2024.

Staff seeks authorization from the Finance and Personnel Committee to fill a Records Assistant position due to retirement.

