



**MEMORANDUM**

TO: David Barberie, Commissioner  
Department of Law

FROM: Alana Morton, Administrative Specialist Principal  
Division of Human Resource

DATE: January 30, 2025

RE: Summary of Personnel Actions for Resolutions  
(Council Meeting – February 6, 2025)

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The following have been approved by the Mayor and are hereby submitted for Council approval:

**PERMANENT CLASSIFIED CIVIL SERVICE APPOINTMENTS**

Sandra Burke, Administrative Officer, Grade 523E, \$3,372.00 biweekly in the Division of Environmental Services, effective January 29, 2025.

Brooke Gray, Planner Sr., Grade 523N, \$35.725 hourly in the Division of Environmental Service, effective January 29, 2025.

Richard LaChance-Fish, Grade 512N, \$19.232 hourly in the Division of Facilities and Fleet Management, effective January 22, 2025.

