

June 21, 2019

MEMORANDUM

TO: Personnel Committee

FROM: Kelly L. Chalfant

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

Review proposed job description for IT Technician

Status update on current vacancies

Status update on Wage and Compensation Study

Respectfully submitted

Kelly L. Chalfant