

April 19, 2013

MEMORANDUM

TO: Personnel Committee

FROM: Kelly L. Chalfant

SUBJECT: Agenda for the April 22 meeting, 5:00 p.m. in Council Chambers, Municipal Building

Regular Meeting

- Review job description and requested pay raise for Janice Elkes, requested by Judge Osterud
- Review of draft job descriptions for various positions
- Other Business

Respectfully submitted

Kelly L. Chalfant