

March 11, 2019

MEMORANDUM

TO: Personnel Committee

FROM: Kelly L. Chalfant

**SUBJECT: Agenda for the March 13th 6:30 p.m. meeting in Council Chambers,
Municipal Building**

Consideration of the proposed job classification of Assistant to the City Administrator (job descriptions attached)

Executive session to discuss the employment or appointment of a public employee

Respectfully submitted

Kelly L. Chalfant