

INTEROFFICE MEMORANDUM

TO: Bob Young, Council President

FROM: Pam Serina, HR Manager
Jeff, Funai, Fire Chief

DATE: August 6, 2019

SUBJECT: Request for Executive Session at 5:00 PM on Tuesday, August 13, 2019 and Resolution 2019-R74



The Human Resources Manager and the Fire Chief are requesting an Executive Session of Council members at the Tuesday, August 13, 2019 Council meeting to discuss a personnel matter.

We respectfully request to meet at 5:00 PM in Executive Session prior to Council Committee meetings. We have asked Labor Attorney Jonathan Downes to be present for this session, and he is available at 5:00 PM. Attorney Downes will be able to assist with responding to questions Council members may have.

Thank you.

Pam Serina