



# MEMO

## HUMAN RESOURCES

To: Finance and Personnel Committee  
From: Shanon Swaney, Human Resources Director  
Date: July 17, 2023  
Re: Approval to fill position

Terry Verbeten has submitted official notice of his retirement from the street department after 32 years of employment. Terry's position will be filled internally and will create a laborer vacancy.

**Staff seeks authorization from the Finance and Personnel Committee to fill a laborer position vacancy due to the retirement of Terry Verbeten.**

