

# CITY COUNCIL AGENDA ITEM COVER MEMO

Agenda Item Number \_\_\_\_\_

Meeting Type: Regular

Meeting Date: 3/26/2015

Action Requested By:  
Police

Agenda Item Type  
Motion

Subject Matter:

Police Records Clerk Vacancies

Exact Wording for the Agenda:

Request to fill the vacant Police Records Clerk positions to provided for authorized strength.

**Note: If amendment, please state title and number of the original**

Item to be considered for: Action

Unanimous Consent Required: Select...

Briefly state why the action is required; why it is recommended; what Council action will provide, allow and accomplish and; any other information that might be helpful.

Due to the lengthy selection process it is requested that this process be opened as soon as possible. There are currently three vacant positions.

Associated Cost:

Budgeted Item: Yes

MAYOR RECOMMENDS OR CONCURS: Select...

Department Head: *Steve Moran*

Date: *3/4/2015*