



REQUEST FOR COUNCIL ACTION

AGENDA DATE: 12/5/2022

AGENDA ITEM: Consider the resignation of Becky Sutherland from Police Administrative Assistant, and authorize staff to begin the process for filling the position.

PREPARED BY: Captain Kevin Ott

BACKGROUND:

Becky Sutherland has been employed as a Police Administrative Assistant since 12/2/2019. On 10/1/2021, she changed her employment status from part-time to full-time. Her last day of employment will be 12/27/2022.

REQUESTED COUNCIL ACTION:

Make a motion to accept the resignation of Becky Sutherland from Police Administrative Assistant effective 12/27/2022, and authorize staff to begin the process for filling the position.