



MEMO

HUMAN RESOURCES

To: Personnel & Finance Committee Members
From: Shanon Swaney, Human Resources Director
Date: May 1, 2023
Re: Authorization to fill vacant Records Assistant position due to resignation

Records Clerk Brenda Vandenheuvel has resigned from her position at the Police Department effective 05/05/2023.

Staff seeks permission to fill a Records Clerk position due to the resignation of Brenda Vandenheuvel.

