

**TO:** Kate Thunstrom, City Administrator  
**FROM:** Todd Schwieger, Police Chief  
**SUBJECT:** Police Department Personnel  
**DATE:** March 18, 2024

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**OVERVIEW:**

During a recent City Council work session on February 26th, 2024 Administration and City Council discussed the anticipated vacancy of the police department Administrative Assistant position upon the retirement of Lori Roberts in October. After discussion and consideration, the general direction received from City Council was to promote Sandy Hom to the position of Administrative Assistant and to post to fill the future vacant position of Records Clerk. The Records Clerk position would be posted in July of 2024 seeking a quality candidate to fill the position and begin duties in September.

**ACTION TO BE CONSIDERED:**

City Council to approve the promotion of Sandy Hom to the position of Administrative Assistant, effective September 30th, 2024.

City Council approval to post an opening in July 2024 seeking candidates to fill the future vacant position of Records Clerk.

**BUDGET IMPLICATION:**

The Administrative Assistant and Records Clerk are both existing positions and are included in the police department operating budget.