

Public Safety  
12-19-16

16-1167

**RESOLUTION**

**ADMINISTRATIVE ASSISTANT AT THE POLICE DEPARTMENT**

**WHEREAS**, the Police Chief has submitted a request to backfill the Administrative Assistant position within the Police Department due to a retirement at the end of January, 2017; and

**WHEREAS**, the Public Safety Committee approved the backfilling of this position, at a meeting held on November 28, 2016; and

**WHEREAS**, the Common Council has enacted a resolution requiring 2/3 approval of the Common Council prior to filling a vacancy.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Common Council of the City of Manitowoc to approve the backfilling of the Administrative Assistant position within the Police Department, at Grade H, all according to the Compensation Plan, Employee Policy Manual and the approved Mayor's 2017 Executive Budget.

Introduced DEC 19 2016 \_\_\_\_\_

Adopted \_\_\_\_\_

Approved \_\_\_\_\_

\_\_\_\_\_  
Justin M. Nickels, Mayor

This Resolution was drafted by Kathleen M. McDaniel, City Attorney

**Fiscal Impact:** Budget Neutral

**Funding Source:** n/a

**Finance Director Approval:** /sc

**Approved as to form:** /kmm