

Reply to Common Council File No. 160644
From DOA-Budget and Management Division

September 13, 2016

Ref: 16019

Common Council File 160644 is a communication from the Police Department requesting to add the position of Open Records Legal Advisor. The position will work in the Risk Management Bureau assisting the department to develop and maintain up to date records management standards, procedures, and protocols. Previous to the creation of the position the department has outsourced this work through a professional services contract. The 2017 proposed budget will include the salary for this position and a reduction in the Police Department's operating budget to reflect the elimination of the professional services contract.

RECOMMENDATION: PLACE ON FILE COMMON COUNCIL FILE NUMBER 160644 AND AMEND THE POSITION ORDINANCE ACCORDINGLY.



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