

AUGUST 4, 2016

MEMORANDUM TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS  
THROUGH: KATHLEEN CONNELLY, CITY CLERK  
FROM: JAN MASON, DEPUTY CITY CLERK  
SUBJECT: REVISED POLICE DEPARTMENT MEMORANDUM

At the time this item had to be submitted for the agenda I had received a memorandum from Captain Troy Mullender dated August 3, 2016. It did not include a department recommendation. Captain Mullender was advised of this and asked to either send an email with the department recommendation or provide a new memorandum with the department recommendation. As I did not receive an update prior to when this had to be entered, I proceeded with the original memorandum provided. Captain Mullender subsequently sent a revised memorandum dated August 4, 2016 with the department recommendation. As a result the original memorandum of August 3, 2016 and the revised memorandum of August 4, 2016 have both been included in the packet material, along with the emails regarding both memorandums sent to the applicant.

I apologize for any confusion or inconvenience this may have caused.