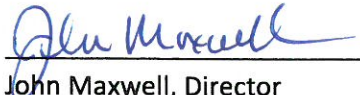




M E M O R A N D U M

TO: Jim Gray, Mayor
Sally Hamilton, Chief Administrative Officer
Council Members

FROM: 
John Maxwell, Director
Division of Human Resources

DATE: October 10, 2016

SUBJECT: **Extend Position—Office of Commissioner of Planning, Preservation and Development**

Request:

The attached is requesting authorization to extend one (1) unclassified position of Administrative Officer Sr. (Grade 526E) for a term of twenty-four (24) months ending November 7, 2018 within the Office of the Commissioner of Planning, Preservation and Development, effective upon passage by Council.

Why are you requesting?

The Office of the Commissioner requests this extension in order to facilitate the implementation of the Accella software system and its integration with the Division of Water Quality. The incumbent of the position has been the project manager of the software operation since its inception and the need for continuity is of paramount importance in order to provide continuation of this important project.

What is the cost in the budget year and future budget year?

Funds are budgeted for current budget year and future needs will be requested as part of the FY 18 budget process.



File Number:

1137-16

Director/Commission:

John Maxwell/Sally Hamilton

If you have any question or need additional information, please contact Alisha Lyle at 859-258-3957.

