



MEMORANDUM

TO: Linda Gorton, Mayor
Sally Hamilton, Chief Administrative Officer
Council Members

FROM: 
Tamara Walters, Director
Division of Human Resources

DATE: November 16, 2023

SUBJECT: Extend Position – Division of Grants and Special Programs

Request:

The attached is requesting authorization to extend one (1) unclassified position of Accountant (Grade 518N) within the Division of Grants and Special Programs, from June 30, 2024 to June 30, 2025.

Why are you requesting?

There is enough funding from HUD grants to support the extension.

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

This position is included in the FY24 budget from account 1101-160201-0001-63121 and there are funds allocated from HUD grants received in the division that may be used to extend the funding of the position.

File Number: 1203-23

Director/Commission: Tamara Walters/Sally Hamilton

