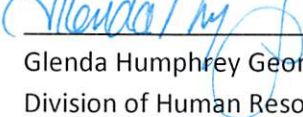




**M E M O R A N D U M**

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

**FROM:**   
Glenda Humphrey George, Director  
Division of Human Resources

**DATE:** August 27, 2024

**RE:** Transfer position – Revenue

**Request:**

The attached action is requesting authorization to transfer one (1) unclassified position of Administrative Specialist (Grade 516N) and the incumbent along with the funds associated with the position from the Office of the Mayor to the Division of Revenue, effective upon passage of Council.

**Why are you requesting?**

The transfer of this position is to assist the daily operational duties within the Division of Revenue.

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

There is no fiscal impact associated with this action.

**File Number:** 0877-24

**Director/Commissioner:** Glenda Humphrey George/Sally Hamilton

If you have questions or need additional information, please contact Alana Morton (859) 258-3037.

