




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

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

**FROM:**

  
John Maxwell, Director  
Division of Human Resources

**DATE:** July 30, 2021

**RE:** **Transfer position - Division of Facilities and Fleet Management**

**Request:**

The attached action is requesting authorization to transfer one (1) classified position of Administrative Officer (Grade 523E) and the incumbent along with the funds associated with the position from the Division of Facilities and Fleet Management to the Division of Parks and Recreation, effective August 16, 2021.

**Why are you requesting?**

The transfer of this position is to expand the administrative capacity and support the operational efficiency at the Division of Parks and Recreation.

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

There is no fiscal impact associated with this action.

**File Number:**

0763-21

**Director/Commissioner:** John Maxwell/Sally Hamilton

If you have questions or need additional information, please contact Alisha Lyle (859) 258-3957.

