

**Request for Additional Appropriation
Operating Budget
FY 2018/2019**

F30.131

TO: Members of the Board of Finance and The Board of Representative
 FROM: David R. Martin, Mayor
 DATE: 1/30/2019
 PURPOSE: ASSISTANT DIRECTOR OF HR
 DEPT: 4020 - Human Resources Department
 REQUEST AMOUNT: \$32,300.00
 FUNDING SOURCE: Contingency

Part A - Description of Request

Funding to fill the Assistant Director of Human Resources position for the remainder of this fiscal year. It is essential that this position be filled as soon as possible. The Department is currently without a Director and being managed by the Director of Legal Affairs with the part time transitional assistance of the former HR Director who will be leaving in mid-March.



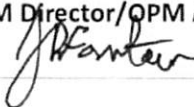
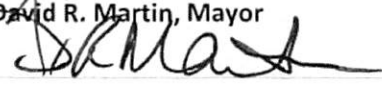
Part B - Computative Narrative

$\$57.40 * 40 * 13 = \$29,848 + \text{FICA } \$2,283 = \$32,131$

Part C - Account Information

Ref #	Prior Year's Expenditure	Department Request	Approved by Mayor	Approved by BOF	Approved by BOR	Revised Budget	Balance In Account	Projected Exp	Requested Amount
01440201100	HR/Salaries								
	1,113,542	1,238,809	1,238,809	1,063,242	1,063,242	1,063,242	481,400	1,093,242	30,000.00
01440202200	HR/Social Security								
	97,197	102,665	102,665	102,665	89,234	89,234	0	91,534	2,300.00
								Total	\$32,300.00
								Tax Impact	0.000002

Part D - Approvals

Kathryn Emmett, Department Head/Director 	Date 2/1/19	Michael Handler, Director of Administration 	Date 2-4-19
OPM Director/OPM Asst Director 	Date 2/1/19	David R. Martin, Mayor 	Date 2/1/19