



TO: Council
Mayor Stinchcomb

FROM: Sue Wadley, Director of Human Resources

DATE: July 24, 2014

SUBJECT: Human Resources Council Report

Action Item 1—Requesting a transfer for funds.

Due to the recent departure of the Administrative Assistant in the Mayor’s office, the need to fill the position on a temporary assignment is necessary while the recruiting process is currently underway.

The temporary employee expense is paid out of the contract services fund. Therefore, there is a need to transfer funds from the FT Admin Hourly fund (5106) in the Mayor’s office to the Contract Services fund (5249) to cover this expense. These funds are already appropriated; therefore a supplemental is not necessary.

At this time, I am respectfully requesting a motion resolution for the following transfer.

From Account: 101121-5106
To Account: 101121-5249
Amount: \$14,175.00

Thank you.
Sue

SUE E. WADLEY, PHR
Director of Human Resources
Department of Human Resources



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