



REQUESTS ABOVE DIRECTIVE (RAD) FY2018

PROJECT SUMMARY

PREPARED BY	PROJECT NAME	MAINTENANCE OF EFFORT OR NEW INITIATIVE [1]?
Michele Hughes	Temporary/Seasonal Wages	New Initiative

PURPOSE/SHORT DESCRIPTION

The City Clerk Department is looking to hire part-time help to assist with periodic coverage of the office during the year for: elections, welfare, trainings, vacations and other busy times.

AMOUNT/PRIORITY

Total Amount Needed: \$ 8,000 Priority [2]: 1

REASON FOR REQUEST

Currently, the person who provides office coverage works in the Finance Dept. and due to increased workloads over the last couple of years it's been hard for that department to try to help provide coverage for the City Clerk Department.

EFFECT IF NOT FUNDED

The City Clerk Department will continue to struggle with limited or no coverage for elections, welfare, trainings, vacations and during busy times.

WHERE TO BUDGET

ORG	OBJECT	AMOUNT	ONGOING/ONE-TIME [3]
10390	500113	\$8,000	Ongoing