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Information Technology Department
100 N. Appleton Street
Appleton, WI 54911

MEMO

To: Alderperson Plank and Members of the Finance Committee
From: Dean J. Fox, Information Technology Director
Date: 5/16/18

Re: Request to transfer unused wage dollars to the Information Technology Consulting Account in the amount of \$25,000.

This year the City's Network Administrator has been called up to Active Duty in the Army from his Army Reserve duties. Currently his deployment began January 1, 2018 and runs through September 30, 2018. With the number of projects going on I'm requesting to transfer \$25,000 of the unused wage funds to the Information Technology Consulting account 13030.6404 in order to complete some of these projects.

If you have any questions regarding this recommendation, please contact Dean Fox.