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CITY OF DANBURY
155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

DENA DIORIO
DIRECTOR OF FINANCE

(203)797-4652
FAX: (203)796-1526

MEMORANDUM

TO: Mayor Mark D. Boughton via the Common Council

FROM: Dena R. Diorio, Director of Finance & Personnel *lwa*

DATE: March 30, 2005

CERTIFICATION

SUBJECT: Funds for the Welfare Department

Pursuant to the attached request from Deborah MacKenzie, I hereby certify the availability of \$2,000 to be transferred from line item 8008.5311, Insurance & Official Bond Premium/Professional Service into line item 5000.5030, Welfare Department/Overtime.

Please feel free to contact me should you require any additional information. Thank you.

C: Deborah MacKenzie, Director of Welfare



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MAR 28 2005

CITY OF DANBURY
DEPARTMENT OF WELFARE & SOCIAL SERVICES

TELEPHONE
(203) 797-4569

155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

FACSIMILE
(203) 797-4566

To: Mayor Boughton
Fr: Deborah MacKenzie
Re: **Overtime**
Date: 3/23/05

Unfortunately, I must request additional overtime funds. We have exhausted our allocation for this fiscal year. The DMEA staff members in this department have been required to work additional hours in order to meet a variety of needs. Blind Brook Neighborhood meetings, Housing Solutions meetings, the Point in Time count and the preparation of that report along with information distribution for the Task Force are support functions that the staff assist with.

Direct service to our clients during working hours is often not possible as they too are working, so hours must be adjusted. While we attempt to adjust staff work hours as often as possible to meet after hour needs, it is not always possible.

To date \$601.50 has been transferred from other line items that will need to be replenished. For the balance of the year, an estimated \$1500.00 will be needed.

This is a request for \$2000.00 in additional funds for line item 5000.5030. Please request that the Common Council consider this request at their April 2005 meeting.

Thanking you for your assistance.


Deborah MacKenzie

c.c. Dena Diorio
Mike McLachlan

EMERGENCY SHELTER
PROJECT ROSE

796-1661
796-1580

MEDICAL BENEFITS COUNSELING 797-4567
EMERGENCY AID NETWORK 797-4565

