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CITY OF DANBURY

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DENA DIORIO
DIRECTOR OF FINANCE

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MEMORANDUM

TO: Mayor Mark D. Boughton via the Common Council

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

DATE: February 24, 2006

CERTIFICATION

SUBJECT: Request for Funds – Personnel

As you are aware, over the last few months, we have been processing many new recruits for both our Police and Fire Departments. The pre-employment process includes a full physical, a background check, a psychological exam, and in the case of police recruits, a polygraph test. Several candidates are selected to go through this process; however, many are ultimately rejected as the results of these various examinations are analyzed.

The cost to process a single recruit runs about \$1,500. During this fiscal, the City has processed approximately 25 candidates totaling \$37,500. This has caused the department to run short of the funds necessary to continue the processing of new recruits as well run the various tests needed to fill other vacant positions in the City.

Therefore, I am requesting an additional \$50,000 to be placed in the following account:

1270.5311 – Personnel/Professional Services.

I am requesting that the funds be transferred from the following account:

8006.5233 – Employee Health & Life Insurance/Cont to Employee Group Insurance

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