



CITY OF HOUSTON

Human Resources
Department

Interoffice

Correspondence

To: Mayor Annise D. Parker

From: Omar Reid, Director

A handwritten signature in black ink that reads "Omar Reid".

Date: September 16, 2013

Thru: Waynette Chan, Chief of Staff

Subject: Rescind A.P. 3-19, Unfilled, General Fund
Civilian Positions

This memo recommends rescinding Administrative Procedure (A.P.) 3-19, Unfilled, General Fund Civilian Positions

AP 3-19 was established July 1, 2012 to provide a process ensuring compliance with this Fiscal Year 2013 budget amendment:

All Departments – General Fund: Any civilian FTE position that has gone unfilled for more than 3 months as of July 1, 2012 shall be eliminated. Reinstatement of the position will be made only with written justification and budgetary impact to be submitted to the Mayor or the Mayor's designee for approval.

This budget amendment did not carry forward for Fiscal Year 2014. Therefore, I recommend rescinding A.P. 3-19 and respectfully request your approval.

Approved:

A handwritten signature in black ink that reads "Annise D. Parker".

Mayor