



Department of Neighborhood Services
Inspectional services for health, safety and neighborhood improvement

Art Dahlberg
Commissioner
Thomas G. Mishefske
Operations Manager

June 30, 2015

Mr. James Owczarski, City Clerk
Finance & Personnel Committee
City Hall, Room 205

Re: Communication File with changes to the 2015 Positions Ordinance

Dear Mr. Owczarski,

The Department of Neighborhood Services is submitting this communication for introduction at the July 17th Finance and Personnel Committee meeting. This file reflects the recent transfer of the Environmental Health Section from the Residential Inspection Division to the Commercial Inspection Division. Therefore the Department of Neighborhood Services requests the 2015 Positions Ordinance be amended as follows:

1. Move the Environmental Health Section from the Residential Inspection Division to the Commercial Inspection Division.
2. Move 1 position of Office Assistant IV from the Environmental Health Section to the Code Enforcement Section of the Residential Inspection Division.
3. Move 1 position of Office Assistant III from the Code Enforcement Section of the Residential Inspection Division to the Environmental Health Section.

Please do not hesitate to contact me at 286-6344 or Lynne Steffen, Business Operations Manager at 286-2563, should you have any questions or concerns.

Sincerely,

Art Dahlberg
Commissioner

C: Eric Pearson, Budget Office