



Department of Administration
Budget and Management Division

Cavalier Johnson
Mayor

Preston D. Cole
Administration Director

Nik Kovac
Budget and Management Director

June 11, 2025

MEMORANDUM

TO: Chris Lee, Staff Assistant
Finance and Personnel
Office of the City Clerk

From: Nik Kovac
Budget & Management Director

Subject: File no. 250350 - Communication from the Department of Administration - Budget and Management Division amending the Positions Ordinance relating to position authority for positions in the Department of Public Works - Operations Division

We are requesting the 2025 Positions Ordinance be amended to correct an error made through the 2025 budget process.

Please amend the 2025 Positions Ordinance as follows:

<u>Dept./Position Title</u>	<u>Add</u>	<u>Delete</u>
<u>DEPARTMENT OF PUBLIC WORKS – OPERATIONS DIVISION</u>		
<u>FLEET SERVICES SECTION</u>		
<u>Dispatch Operations</u>		
Office Assistant IV	1	
<u>DEPARTMENT OF PUBLIC WORKS – OPERATIONS DIVISION</u>		
<u>FLEET SERVICES SECTION</u>		
<u>Fleet Store Rooms</u>		
Program Assistant I		1

AC:ml
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