



Department of Administration
Budget and Management

Tom Barrett
Mayor

Sharon Robinson
Administration Director

Mark Nicolini
Budget and Management Director

September 27, 2011

Ref: 11019

Mr. Jim Owczarski
Deputy City Clerk
City Hall Room 205

SUBJECT: Communication File Regarding Changes to the 2011 Positions Ordinance

Dear Mr. Owczarski:

We are submitting for introduction at the October 5, 2011 Common Council meeting a Communication File relating to a requested change to the 2011 Positions Ordinance.

The 2012 Proposed Budget eliminates an Inventory and Purchasing Coordinator position in the Department of Public Works (DPW) Administrative Services Division and reallocates that funding to a new Purchasing Agent in the Department of Administration-Business Operations Division. This communication file respectfully requests that the change be implemented prior to 2012 Budget adoption in order to more expeditiously address the adverse impacts of current DPW procurement delays without any additional fiscal impact on the City budget.

A significant backlog has developed in executing various DPW contracts, resulting in delays and loss of best pricing for some projects. The Business Operations Division needs additional staff resources dedicated to DPW related procurements to address these concerns. The new position will focus on DPW purchasing and contracts as outlined in a Service Level Agreement signed by the management of each organizational unit.

Requested changes are as follows:

<u>Caption/Position Title</u>	<u>Add</u>	<u>Delete</u>
<u>DPW-ADMINISTRATIVE SERVICES DIVISION</u> Inventory and Purchasing Coordinator		1
<u>DOA-BUSINESS OPERATIONS DIVISION</u> Purchasing Agent - DPW	1	

Sincerely,

Mark Nicolini
Budget and Management Director

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