



Department of Administration
Budget and Management Division

Cavalier Johnson
Mayor

Nik Kovac
Budget and Management Director

April 29, 2026

MEMORANDUM

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

From: Nik Kovac
Budget & Management Director

Subject: File no. 260152 - 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 2026 Positions Ordinance be amended to transfer three existing administrative positions from Fleet to Sanitation. The file also creates three new Program Assistant III positions in Fleet.

Requested change is budget neutral with the reduction of three vacant Equipment Operator 3 (D).

Please amend the 2026 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>		
Program Assistant III	3	
Communication Assistant IV		1
Communication Assistant III		1
Program Assistant II		1
Equipment Operator 3 (D)		3
<u>DEPARTMENT OF PUBLIC WORKS – OPERATIONS DIVISION</u>		
<u>SANITATION SECTION</u>		
<u>Field Operations</u>		
Communication Assistant IV	1	
Communication Assistant III	1	
Program Assistant II	1	

AC:ml

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