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September 30, 2015

Mr. James Owczarski
Deputy City Clerk
City Hall Room 205

Re: Communication File Relating to Changes to the 2015 Positions Ordinance

Dear Mr. Owczarski:

We are submitting for introduction at the September 22, 2015, Common Council meeting a Communication File relating to a requested change to the 2015 Positions Ordinance.

We would like to delete one Assistant City Attorney position that has been filled at 0.8 FTE and add an Assistant City Attorney position to be filled at 1.0 FTE.

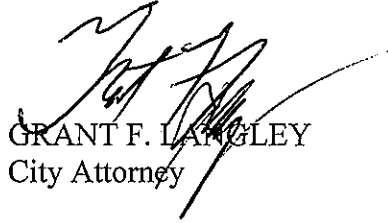
<u>Position Title</u>	<u>Add</u>	<u>Delete</u>
<u>OFFICE OF THE CITY ATTORNEY</u> Assistant City Attorney V (0.8 FTE)		1
<u>OFFICE OF THE CITY ATTORNEY</u> Assistant City Attorney V (1.0 FTE)	1	

There are 36 authorized positions for Assistant City Attorney (ACA) in the current budget. This is the only position that remains less than full-time. It is our intent to maintain the actual hours and pay of the incumbent at the same level of 0.8 FTE as reflected in the 2016 Requested Budget. If the incumbent should leave the position, however, it would not be feasible to fill an authorized vacancy at less than full time.



Please feel free to contact me or Mr. Richard Withers, Special Assistant (ex. 8822), if you have any questions.

Very truly yours,



GRANT F. LANGLEY
City Attorney

Cc: Maria Monteagudo, Department of Employee Relations
Molly King, Budget and Management Division

GFL:rlw
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