



Department of Administration
Budget and Management Division

Cavalier Johnson
Mayor

Sharon Robinson
Administration Director

Dennis Yaccarino
Budget and Management Director

April 6, 2022

MEMORANDUM

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

FROM: Dennis Yaccarino, Budget and Management Director
DOA-Budget & Management Division

SUBJECT: Communication File regarding amending the 2022 Positions Ordinance to add American Rescue Plan Act (ARPA) funded positions in various departments

We are submitting this communication file requesting changes to the 2022 Positions Ordinance to create positions that will be funded through American Rescue Plan Act (ARPA). New positions are needed to implement the Housing Trust Fund project and the COVID-19 Public Health OAAA project in the Department of Administration. Both of these projects were approved in CCFN 210894. We are also requesting the creation of two positions in the Purchasing Division for administration of the ARPA projects. The intent is to use ARPA funds for these administrative positions. We are requesting this file be heard at the April 13 Finance & Personnel Committee meeting.

Please amend the 2022 Positions Ordinance to add the following positions and footnotes:

<u>Dept./Position Title</u>	<u>Add</u>
<u>DEPARTMENT OF ADMINISTRATION</u>	
<u>OFFICE OF THE DIRECTOR</u>	
<u>Office of African American Affairs</u>	
Program Assistant II (RG)	1

(RG) Position funded by ARPA. Position authority will terminate upon expiration of ARPA funding.



Dept./Position Title

Add

DEPARTMENT OF ADMINISTRATION
COMMUNITY DEVELOPMENT GRANTS ADMINISTRATION DIVISION

Grant Monitor (RG)	1
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(RG) Position funded by ARPA. Position authority will terminate upon expiration of ARPA funding.

DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION

Purchasing Agent (RG)	1
Office Assistant II (RG)	1

(RG) Position funded by ARPA. Position authority will terminate upon expiration of ARPA funding.

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