



Department of Administration
Budget and Management Division

Tom Barrett
Mayor

Sharon Robinson
Administration Director

Dennis Yaccarino
Budget and Management Director

November 30, 2020

Ref: SF 21019

Mr. Jim Owczarski
City Clerk
City Hall Room 205

SUBJECT: Communication from the Department of Administration – Budget and Management Division amending the Positions Ordinance relative to adding a position in the Department of Public Works – Administrative Services.

Dear Mr. Owczarski:

We are submitting this communication file requesting changes to the 2021 Positions Ordinance to add one position of Business Services Specialist in DPW-Administrative Services Division. We are requesting this file be heard at the December 9, 2020 Finance & Personnel Committee meeting.

Please amend the 2021 Positions Ordinance as follows:

<u>Dept./Position Title</u>	<u>Add</u>
<u>DEPARTMENT OF PUBLIC WORKS</u>	
<u>ADMINISTRATIVE SERVICES DIVISION</u>	
Business Services Specialist	1

Respectfully submitted,

Dennis Yaccarino
Budget and Management Director

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