

**AGENDA OF ITEMS TO BE CONSIDERED
BY THE COMMITTEE ON FINANCE AND PERSONNEL**

DATE: September 17, 2025

TIME: 9:00 A.M.

PLACE: Committee Room 301-B
City Hall

SCHEDULE A: Vacancy Requests

SCHEDULE B: Fund Transfers

SCHEDULE A - VACANCY REQUESTS

CSC-Status - Under Civil Service
Unless Noted as Exempt (E)Finance & Personnel Committee Meeting: September 17, 2025
CCFN 250643Funding Source - 100% Operating
Budget Unless Otherwise Indicated

Req. I.D. No.	Department and Position	Pay Range	Date Vacant	Number of Positions With Same Title					CSC Status and/or Funding Source	Int/ Ext Fill
				Auth.	Filled excl. this pos.	Recomm. Authori- zation	Vac. Prev. Appr.	Other Vac.		
	<u>PROPERTY TAX LEVY SUPPORTED POSITIONS</u>									
11926	<u>ASSESSOR'S OFFICE</u> Assessment Appeals Director	1KX	7/20/25	1	0	1	0	0		Int/Ext
11939	<u>COMMON COUNCIL-CITY CLERK</u> Staff Assistant	2KX	1/3/26	4	3	1	0	0		Int
	<u>CITY TREASURER</u>									
11933	Tax Billing and Collection Manager	1IX	10/21/25	1	0	1	0	0		Int
11935	Tax Collection & Enforcement Coord.	1FX	10/25/25	1	0	1	0	0		Int
11936	Tax Enforcement Specialist	5JN	10/25/25	4	3	1	0	0		Int/Ext
	<u>COMPTROLLER</u>									
11930	Accounting Program Assistant III	5GN	7/6/25	4	3	1	0	0		Int/Ext
11955	Accounting Manager	1JX	9/13/25	1	0	1	0	0		Ext
11961	Accounting Supervisor	2KX	12/20/25	1	0	1	0	0		Ext
	<u>HEALTH DEPARTMENT</u>									
11889	Consumer Env. Hlth. Insp. 4 (2 Pos.)	2SN	7/30/25 8/2/25	17	13	2	2	0		Int/Ext
11915	Public Health Nurse Supervisor	1GX	9/5/25	3	2	1	0	0	25% PH Infra, 25% COVID Imms	Int
11916	Disease Intervention Spec. Supervisor	1GX	8/3/25	1	0	1	0	0		Int/Ext
11918	Disease Intervention Spec. 3 (2 Pos.)	2FN	8/3/25 8/24/25	7	5	2	0	0		Int/Ext
11958	Chemist	2FN	9/26/25	3	2	1	0	0		Int/Ext
11964	Customer Service Rep. III (2 Pos.)	6KN	NA	6	4	2	0	0	50% State Imms. Grant	Int/Ext
11919	Public Health Nurse - Leader	2KN	4/1/25	3	2	1	0	0		Int/Ext
	<u>LIBRARY</u>									
11929	Library Security Guard (3 Positions)	8AN	7/30/25 8/28/25 9/3/25	14	4	3	0	7		Ext
11946	Program Assistant II	5IN	2/28/25	1	0	1	0	0		Int/Ext
	<u>DEPT. NEIGHBORHOOD SERVICES</u>									
11931	Building Construction Inspector 6	7MN	8/30/25	16	12	1	0	3		Int/Ext
11932	Special Enforcement Inspector 4	7KN	8/30/25	13	6	1	0	6		Int/Ext
11934	Office Assistant II	6GN	5/31/25	6	3	1	0	2		Int/Ext
11938	Program Assistant II	5IN	9/2/25	10	7	1	0	2		Int/Ext
	<u>POLICE DEPARTMENT</u>									
11837	Office Assistant III-PD	6GN	7/6/25	21	14	1	0	6		Int/Ext
11844	Custodial Worker 1	8AN	TBD	39	21	1	0	17		Int/Ext
11943	Office Assistant II-PD	6DN	4/19/20	43	14	1	0	28		Int/Ext
	<u>DPW-ADMINISTRATION DIVISION</u>									
11927	Engineering Technician V	3UN	TBD	1	0	1	0	0		Int
	<u>DPW-INFRASTRUCTURE SERVICES DIVISION</u>									
11897	Equipment & Tool Mechanic 2	7CN	7/17/25	1	0	1	0	0	50% Capital	Int
11898	Equipment & Tool Mechanic 1	7BN	9/26/25	3	2	1	0	0		Int/Ext
11906	Equipment & Tool Mechanic 1 (2 Pos.)	7BN	10/30/20 7/20/24	2	0	2	0	2		Int

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	<u>DPW-INFRASTRUCTURE SERVICES DIVISION - Continued</u>									
11922	MKE Parks Program Coordinator	2HX	NA	1	0	1	0	0		Ext
11941	Engineering Technician VI	2KN	6/22/25	2	1	1	0	0	100% Capital	Int
11947	Management Civil Engineer - Senior	1KX	7/19/25	1	0	1	0	0	100% Capital	Int
11948	Engineering Technician IV	3UN	5/25/25	6	3	1	0	2	100% Capital	Ext
	<u>DPW-OPERATIONS DIVISION</u>									
11901	Communications Assistant IV	6LN	5/26/25	3	1	1	1	0		Int/Ext
11910	Communications Assistant IV	6LN	8/17/25	3	1	1	1	0		Int/Ext
11913	Fleet Operations Supervisor	1EX	NA	2	0	1	0	1		Int/Ext
11951	Fleet Operations Supervisor	1EX	9/14/25	2	1	1	0	0		Int/Ext
11963	Vehicle Services Technician 4	7HN	10/3/25	52	50	1	0	0		Int/Ext
	<u>NON-PROPERTY TAX LEVY SUPPORTED POSITIONS (Enterprise Funds, Grants)</u>									
	<u>HEALTH DEPARTMENT</u>									
11914	Community Health Nutritionist 2 (3 Pos.)	3QN	6/28/25 8/22/25 8/30/25	8	3	3	1	1	WIC Grant	Int/Ext
11917	Disease Intervention Spec. Coordinator	2GN	9/19/25	2	1	1	0	0	100% STD AAPS	Int/Ext
11950	Medical Assistant	5CN	8/29/25	2	0	1	1	0	35% STD AAPS / 50% WI Family Planning	
	<u>DPW-SEWER MAINTENANCE FUND</u>									
11940	Engineering Technician II	3QN	NA	1	0	1	0	0	Sewer Maintenance Fund	Ext
	<u>DPW-TRANSPORTATION</u>									
11903	Communications Assistant Senior	5EN	8/16/25	8	6	1	1	0	Transportation Fund	Int/Ext
11925	Tow Lot Manager	1IX	8/17/25	1	0	1	0	0	Exempt; Transportation Fund	Int/Ext
	<u>DPW-WATER WORKS</u>									
11912	Water Distribution Construction Manager	1GX	8/6/25	3	2	1	0	0	Water Works	Int/Ext

SCHEDULE B - FUND TRANSFERS

Finance and Personnel Committee Meeting: September 17, 2025
CCFN 250643

Department Account Name	Amount of Transfer		Reason for Transfer
	From	To	
<u>LIBRARY</u> 2025 Salaries and Wages 2025 Operating Account	\$690,000	\$690,000	Contracted services for security and building maintenance are being used to maintain operations due to vacant Library Security Guard and Custodial Worker positions. Funds are available from vacancies to cover costs.

SCHEDULE C - GENERAL MATTERS

1. Miscellaneous