

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

DATE: March 22, 2017  
TIME: 9:30 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: March 22, 2017  
CCFN 161572

Funding 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	Code
				Auth.	Filled excl. this pos.	Recomm. Authorization	Vac. Prev. Appr.	Other Vac.			
<u>PROPERTY TAX LEVY SUPPORTED POSITIONS</u>											
<u>CITY ATTORNEY</u>											
3565	Legal Office Assistant-Lead	6NN	3/5/17	3	2	1	0	0	Exempt	Int	X-2b
3567	Asst. City Attorney V (2 positions)	2QX	3/19/17 3/19/17	36	32	2	0	2		Int/Ext	X-2b X-2b
<u>DEPT. OF CITY DEVELOPMENT</u>											
3568	Purchasing Agent-Senior	2EX	5/7/17	1	0	1	0	0	Int Ext	X-3 X-2a	
3574	Office Assistant III	6FN	6/4/16	2	1	1	0	0			
<u>COMMON COUNCIL-CITY CLERK</u>											
2530	License Division Asst. Manager	1FX	2/27/17	1	0	1	0	0	Int Int Int Int	X-2b X-2b X-2b X-2b	
2531	Staff Assistant	2GX	3/27/17	4	3	1	0	0			
2532	License Specialist I	5DN	4/10/17	5	4	1	0	0			
2533	Customer Service Rep. II	6GN	2/19/17	2	0	1	0	1			
<u>DEPT. OF EMPLOYEE RELATIONS</u>											
2486	Business Operations Analyst	2FX	6/17/17	1	0	1	0	0	Int/Ext	X-3	
<u>FIRE DEPARTMENT</u>											
3572	Fire Equipment Repairer II	7GN	10/1/16	3	0	1	0	2	Int/Ext Ext	x-1 x-1	
3571	Fire Equipment Dispatcher	5IN	3/6/17	21	19	1	1	0			
<u>HEALTH DEPARTMENT</u>											
3541	Public Health Nurse 1 (2 positions)	2GN	2/25/17 2/25/17	32	12	2	0	18	Int/Ext	X-2b X-2b	
<u>LIBRARY</u>											
3563	Human Resources Officer	1FX	3/4/17	1	0	1	0	0	Int/Ext Int/Ext Int/Ext	x-3 x-2b x-2b	
3564	Accounting Assistant III	5EN	TBD	1	0	1	0	0			
3566	Heating & Ventilating Mech. II	7DN	3/27/16	2	1	1	0	0			
<u>DEPT. OF NEIGHBORHOOD SERVICES</u>											
3547	Housing Policy & Compliance Mgr.	1DX	1/29/17	1	0	1	0	0	Ext	x-2b	
<u>POLICE DEPARTMENT</u>											
3549	Inspector of Police	4QX	3/26/17	5	4	1	0	0	Int Int/Ext	x-1 x-2b	
3550	Human Resources Administrator	1HX	12/20/15	1	0	1	0	0			
3553	Police Sergeant (5 positions)	4G-831	2/26/17 2/20/17 2/26/17 3/18/17 TBD	195	195	5	0	0	Int	x-1	
3554	Detective (5 positions)	4F-808	2/26/17 3/27/17 3/27/17	190	190	5	0	0	Int	x-1	
3556	Garage Attendant	8DN	2/12/17	7	6	1	0	0	Int/Ext Int/Ext Ext	x-2b x-2b x-2b	
3557	Custodial Wkr. II-City Laborer	8DN	2/11/17	39	37	1	0	0			
3559	Office Assistant II-PD (3 pos.)	6EN	7/16/16 7/19/16 8/13/16	44	27	3	0	12			

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<u>DPW-INFRASTRUCTURE SERVICES</u>											
2527	Municipal Services Electrician	7QN	TBD	77	75	1	0	2	100% Capital	Int/Ext	x-2b
2529	Ironworker	7MN	4/16/17	5	4	1	0	0	10% Cap., 13% Reimb.	Ext	x-2b
3538	Engineering Drafting Tech. II (2 pos.)	3FN	2/2/17			2				Int/Ext	x-2b
			9/29/14	17	14		0	1	100% Capital		
3539	Traffic Control Eng. II	2GN	2/2/17	1	0	1	0	0	70% Capital	Int/Ext	x-2b
3540	Engineering Tech. IV	3NN	3/1/17	5	3	1	0	1	70% Capital	Int/Ext	x-2b
3569	Carpenter	7KN	1/4/17	10	9	1	0	0	30% Reimbursable	Ext	x-2b
3573	Bridge Operator Lead Worker	8IN	2/16/17	6	3	1	0	2		Int	x-2b
<u>NON-PROPERTY TAX LEVY SUPPORTED POSITIONS (Enterprise Funds, Grants)</u>											
<u>COMPTROLLER</u>											
3561	Accounting Program Asst. III	5GN	7/28/17	7	6	1	0	0	CDBG	Int/Ext	x-6
<u>HEALTH DEPARTMENT</u>											
2534	Clinic Assistant	5BN	2/11/17	7	6	1	0	0	WIC Grant	Int/Ext	x-6
3542	Office Assistant II	6EN	1/4/17	6	4	1	0	1	WIC Grant	Int/Ext	x-6
<u>DPW-PARKING FUND</u>											
2535	Parking Operations Coordinator	2FN	2/23/17	1	0	1	0	0	Parking Fund	Int/Ext	x-6
3545	Parking Enforcement Supv. (2 pos.)	1AX	12/4/16 10/5/16	4	2	2	0	0	Parking Fund	Int/Ext	x-6
<u>DPW-SEWER MAINT. FUND</u>											
3552	Civil Engineer III	2IN	2/12/17	5	4	1	0	0	Sewer Maint. Fund	Int/Ext	x-6
<u>DPW-WATER WORKS</u>											
2519	Civil Engineer III (underfill CE II)	2IN	2/14/17	6	5	1	0	0	Water Works	Int/Ext	x-6

SCHEDULE B - FUND TRANSFERS AND/OR EQUIPMENT REQUESTS

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Department Account Name	Amount of Transfer		Reason
	From	To	
<u>HEALTH DEPARTMENT</u> 2016 Salaries 2016 Operating Expenditures	\$163,184	\$163,184	1) Contracts with the University of Wisconsin for two medical doctors are budgeted in the Professional Services Account. The 2015 4th quarter bill for the doctors' services was not received until June of 2016 in the amount of \$110,000. Therefore, it was not possible to use 2015 funds for this purpose. 2) An approved 2015 carryover in the amount of \$40,000 for the Diverse and Resilient contract was inadvertently transferred into the Salaries account instead of the Operating account. 3) Additional Public outreach contract with Kimberly Kane Communication for the CHIP in the accreditation process that occurred in 2016; made up the balance of the overage.
<u>LIBRARY</u> 2016 Salaries 2016 Operating Expenditures	\$77,644	\$77,644	Extended medical leave among staff required unanticipated use of the Auxiliary Resource Program to provide staffing, increasing Operating Expenditures. A higher than anticipated level of vacancies resulted in savings in the Salary account.

SCHEDULE C - GENERAL MATTERS

1. Miscellaneous