

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

DATE: February 23, 2012

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: February 23, 2012

Funding Source - 100% Operating
Budget Unless Otherwise Indicated

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
				Authorized	Filled excl.	Recomm. Authorization	Vac. Prev. Appr.	Other Vac.			
<u>PROPERTY TAX LEVY SUPPORTED POSITIONS</u>											
12105	<u>ASSESSOR</u> Office Assistant III	530	1/1/12	8	7	1	0	0		Int/Ext	x-3
12106	<u>COMMON COUNCIL-CITY CLERK</u> Public Relations Supervisor	1C	2/29/12	1	0	1	0	0		Int/Ext	x-2b
12107	<u>CITY TREASURER</u> Accounting Assistant I	6G	3/3/12	1	0	1	0	0		Int/Ext	x-2b
12108	<u>FIRE DEPARTMENT</u> Program Assistant II	5F	NA	1	0	1	0	0		Int	x-3
12109	<u>LIBRARY</u> Librarian III	557	1/8/12	44	41	1	0	2		Ext	x-2b
12110	<u>DEPT. OF NEIGHBORHOOD SERVICES</u> Building Construction Inspector II	3Q	1/22/12	14	13	1	0	0		Ext	x-2b
12111-13	Spec. Enforce. Inspector (3 positions)	572	2/5/12 2/19/12 2/5/12	16	11	3	0	2		Int	x-2b
12114-15	<u>POLICE DEPARTMENT</u> Inspector of Police (2 positions)	12	NA	2	0	2	0	0		Int	x-1
12116-17	Deputy Inspector of Police (2 pos.)	842	NA	4	2	2	0	0		Int	x-1
12118-20	Captain of Police (3 positions)	839	NA	23	20	3	0	0		Int	x-1
12121-30	Police Telecommunicator (Reg) (10 pos.)	425	11/29/11 12/9/11 12/28/11 12/29/11	52	47	10	0	0		Ext	x-2a
110469	<u>DPW-ADMINISTRATIVE SERVICES</u> Human Resources Assistant	550	2/12/12	1	0	1	0	0		Int	x-3
12131	<u>DPW-INFRASTRUCTURE SERVICES</u> Street Operations Supervisor	5	2/2/10	3	2	1	0	0	15% Capital 50% Cap. & Reimb.	Internal	x-2b
12059-60	Carpenter (2 positions)	986	11/30/10 10/30/10	10	7	2	0	0		Ext	x-2b
12062-63	Custodial Wrkr II-City Laborer (2 pos.)	215	1/1/11 10/15/11	14	9	2	0	0		Int/Ext	x-2b
12132	<u>DPW-OPERATIONS DIVISION</u> Communication Assistant III	445	1/22/12	2	1	1	0	0		Int/Ext	x-2a
110499	Program Assistant I	460	1/26/10	1	0	1	0	0		Int/Ext	x-2a
<u>NON-PROPERTY TAX LEVY SUPPORTED POSITIONS (Enterprise Funds, Grants)</u>											
12134	<u>LIBRARY</u> Librarian II	544	9/20/10	17	13	1	0	5	Talking Book & Braille grnt	Ext	x-6
12135-36	<u>DEPT. OF NEIGHBORHOOD SERVICES</u> Spec. Enforcement Inspector (2 pos.)	572	2/5/12 2/5/12	16	11	2	0	3	Code Targeted Grant	Int	x-6

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	<u>DPW-WATER WORKS</u>										
12137	Water Chemist II	542	2/6/12	9	7	1	1	0	Water Works	Int/Ext	x-6
12138	Accounting Assistant III	460	2/4/12	3	2	1	0	0	Water Works	Int/Ext	x-6
12139	Customer Service Representative III	445	2/18/12	12	9	1	0	2	Water Works	Int/Ext	x-6

BMA 30 SCHEDULE B - FUND TRANSFERS AND/OR EQUIPMENT REQUESTS

Finance and Personnel Meeting: February 23, 2012

Department Account Name	Amount of Transfer		Reason
	From	To	
<u>CITY TREASURER</u> 2011 Operating 2011 Salaries & Wages	\$25,932	\$25,932	Unanticipated early retirements resulted in unfunded vacation buyouts and terminal leave payments. Operating funds are available due to armored car services, banking services, mailing and postage expenses coming in under budget.

SCHEDULE C - GENERAL MATTERS

1. Miscellaneous Matters