

**ACTION TAKEN ON VACANCY REQUESTS
BY THE COMMITTEE ON FINANCE AND PERSONNEL**

DATE: November 17, 2004
TIME: 9:00 A.M.
PLACE: Committee Room 301-B
SCHEDULE A: Vacancy Requests
SCHEDULE B: Fund Transfers
SCHEDULE D: Fund Transfers

Vacancies listed were approved by Finance & Personnel unless otherwise indicated.

I.D. No.	Department and Position	Pay Range	Date Vacant	Committee Action
<u>PROPERTY TAX LEVY SUPPORTED POSITIONS</u>				
<u>DEPT. OF CITY DEVELOPMENT</u>				
4517	Economic Development Spec.	6	10/1/04	
<u>COMPTROLLER</u>				
4518	City Payroll Assistant	460	12/18/04	
<u>HEALTH DEPARTMENT</u>				
4298	Human Resources Analyst-Sr.	5	8/1/04	
4539	Public Health Nurse Supervisor	7	12/22/03	
4540-41	Public Health Nurse (2 positions)	666	10/30/04 11/9/04	
4542-43	Accounting Assistant II	445	10/7/04	
4544	Office Assistant II	410	11/6/04	
<u>POLICE DEPARTMENT</u>				
4527-31	Police Aide (5 positions)	480	NA	
<u>DEPT. OF PUBLIC WORKS</u>				
<u>INFRASTRUCTURE SERVICES</u>				
4519-20	Engineering Drafting Tech. II (2 positions)	602	4/13/04 7/20/04	
4521	Electrical Mechanic	978	10/10/04	
4522	Carpenter Supervisor	991	10/9/04	
<u>NON-PROPERTY TAX LEVY SUPPORTED POSITIONS (Enterprise Funds, Grants)</u>				
<u>DEPT. OF CITY DEVELOPMENT</u>				
4532	Lead Housing Maint. Mech.	255	8/28/04	
4533-35	Building Maint. Mech. II (3 positions)	248	9/2/04 12/19/04 7/31/04	
4536	Custodial Wkr II/City Laborer	215	4/1/04	
<u>EMPLOYEES' RETIREMENT SYSTEM</u>				
4524	Office Assistant III	425	11/6/04	
4526	Office Assistant II	410	TBD	
<u>HEALTH DEPARTMENT</u>				
4545	Radiological Technologist-Mamm.	545	10/23/04	
4546	Office Assistant II	410	10/30/04	
<u>DEPT. OF PUBLIC WORKS</u>				
<u>SEWER MAINTENANCE FUND</u>				
4525	Office Assistant II	410	10/23/04	
<u>WATER WORKS</u>				
4537	Water Meter Investigator	360	12/31/04	
4538	Machine Repairperson	287	2/28/04	

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

Finance and Personnel
 Meeting: November 17, 2004

Department Account Name	Amount of Transfer		Reason
	From	To	
DEPT. OF EMPLOYEE RELATIONS Claims Dental Insurance Health Maint. Org. (HMO)	\$2,224,000.00 \$340,000.00	\$2,564,000.00	Funding of \$2.2 million in the claims account was carried over for HMO funding but discussion regarding accrual in the claims postponed a transfer at the time of carryover. The Dental account has \$110,000 extra because of carryover from 2003 to 2004. The account also has about another \$110,000 because the same estimate was used for 2004 as was used in 2003. Finally, there are 300 less employees enrolled in the dental plan in 2004 then in 2003.

SCHEDULE C - GENERAL MATTERS

1. Miscellaneous matters

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

Finance and Personnel
 Meeting: November 17, 2004

Department Account Name	Amount of Transfer		Reason
	From	To	
DPW INFRASTRUCTURE SEWER MAINTENANCE Indirect Account SM495040001	\$150,000.00	\$150,000.00	The additional appropriation of \$25,000.00 and the 10% appropriation is needed to cover the cost of preliminary engineering. Also additional year end expenditures are likely to occur.