

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

DATE: October 5, 2011

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: October 5, 2011

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. this pos.	Recomm. Authorization	Vac. Prev. Appr.	Other Vac.			
<u>PROPERTY TAX LEVY SUPPORTED POSITIONS</u>											
<u>COMMON COUNCIL-CITY CLERK</u>											
110436	License Division Asst. Manager	9	1/1/12	1	0	1	0	0		Int/Ext	x-3
110437	License Specialist	455	9/6/11	8	5	1	0	2		Int/Ext	x-3
<u>HEALTH DEPARTMENT</u>											
110440	Public Health Nurse	666	9/9/2022	61	60	1	0	0		Int/Ext	x-2a
<u>DEPT. OF NEIGHBORHOOD SERVICES</u>											
110441	Office Assistant III	425	10/2/11	15	13	1	1	0		Int/Ext	x-3
<u>POLICE DEPARTMENT</u>											
110442-46	Office Assistant II (5 positions)	410	NA	82	62	5	0	15		Ext	x-3
<u>NON-PROPERTY TAX LEVY SUPPORTED POSITIONS (Enterprise Funds, Grants)</u>											
<u>EMPLOYES' RETIREMENT SYSTEM</u>											
110453	Accounting Assistant II	445	9/17/11	2	1	1	0	0	Pension Trust	Int	x-6
110456	Pension Investment Analyst	10	11/12/11	2	1	1	0	0	Pension Trust	Int/Ext	x-6
<u>HEALTH DEPARTMENT</u>											
110439	Health Project Assistant	530	10/4/11	1	0	1	0	0	Grant	Int	x-6
<u>DPW-SEWER MAINTENANCE FUND</u>											
110448	Engineering Drafting Technician V	606	12/31/10	1	0	1	0	0	Sewer Maintenance	Int	x-6
110449	Engineering Drafting Technician II	602	3/6/11	9	5	1	0	3	Sewer Maintenance	Ext	x-6
<u>DPW-WATER WORKS</u>											
110454-55	Water Meter Technician (2 positions)	251	2/20/11	40	28	2	10	0	Water Works	Int/Ext	x-6
110359	Network Coordinator Associate	4	8/26/11	2	1	1	0	0	Water Works	Int/Ext	x-6
110361	Water Plant Instrumentation Specialist	281	9/27/11	5	4	1	0	0	Water Works	Int/Ext	x-6

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

Finance and Personnel Meeting: October 5, 2011

Department Account Name	Amount of Transfer		Reason
	From	To	
ELECTION COMMISSION Salaries & Wages Operating Expenditures	\$85,436.09	\$85,436.09	The Election Commission contracted with Heartland Information Research (HIR) to complete the scanning, indexing and committing of all voter registration applications. Funds are needed in Operating Expenditures Account to process HIR's final invoice. 2010 Carryover funds were approved by the Finance and Personnel Committee for this purpose, but remain in the Wages and Salaries account.

SCHEDULE C - GENERAL MATTERS

1. Miscellaneous Matters