

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

DATE: February 23, 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: February 23, 2017
CCFN 161489

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>COMMON COUNCIL-CITY CLERK</u>											
2484	License Division Manager	1HX	2/19/17	1	0	1	0	0		Int	x-2a
<u>FIRE DEPARTMENT</u>											
2510	Battalion Chief, Fire (2 positions)	4MX	4/17/16 10/9/16	15	12	2	0	1		Int	x-1
2511	Battalion Chief, Fire	4MX	10/9/16	15	12	1	0	1		Int	x-1
2512	Fire Captain (3 positions)	4J	4/9/17	52	39	3	0	10		Int	x-1
2513	Fire Lieutenant (3 positions)	4E	4/8/17 4/9/17 4/9/17	158	153	3	0	2		Int	x-1
2514	Fire Lieutenant X (2 positions)	4E	12/23/16 12/31/16	158	153	2	0	2		Int	x-1
<u>HEALTH DEPARTMENT</u>											
2507	Public Health Lab Director	1LX	3/1/17	1	0	1	0	0	Exempt	Int	x-2b
2515	Public Health Nurse 1	2DN	1/26/17	32	26	1	0	5		Int/Ext	x-2b
<u>DEPT. OF NEIGHBORHOOD SERVICES</u>											
2504	Office Assistant III	6FN	3/12/17	19	14	2	0	3		Int/Ext	x-2b
2505	Bldg. Constr. Inspector (Temp/Aux)	2HN	NA	2	1	1	0	0		Ext	x-2b
2524	Operations Mgr.-Development Cntr.	1GX	4/1/17	1	0	1	0	0		Int/Ext	x-3
2526	Personnel Payroll Asst. I	6HN	4/1/17	1	0	1	0	0		Int/Ext	x-3
<u>POLICE DEPARTMENT</u>											
2490	Police Records Specialist I	6FN	NA	9	6	1	0	2		Int	x-2b
2491	Office Assistant IV-PD	6HN	3/11/17	11	8	1	0	2		Int	x-2b
2492	Human Resources Analyst-Sr.	2FX	2/11/17	2	1	1	0	0		Int	x-2b
2518	Captain of Police (6 positions)	4N-839	9/25/16 10/13/16 12/16/16 1/16/17 2/1/17 2/29/17	22	16	6	0	0		Int	x-1
2520	Detective (5 positions)	4F-808	1/20/17 2/18/17 2/26/17 2/29/16 NA	190	190	5	0	0		Int	x-1
<u>DPW-INFRASTRUCTURE SERVICES</u>											
2477	Municipal Serv. Electrician (2 pos.)	7QN	2/25/17 1/28/17	77	75	2	0	0	50% Capital	Int/Ext	x-2b
2488	Inventory Assistant II	6HN	8/13/16	6	5	1	0	0	20% Cap., 20% Reimb.	Int	x-2b
2493	Bridge Operator Lead Worker	8IN	8/14/16	6	5	1	0	0		Int	x-2b
<u>DPW-OPERATIONS DIVISION</u>											
2339	Program Assistant II	5FN	6/8/10	1	0	1	0	0		Int/Ext	x-2b
2483	Sanitation Supervisor	1DX	1/15/17	22	21	1	0	0		Int/Ext	x-2b
2487	Vehicle Services Technician II	7HN	2/3/17	57	51	1	4	2		Int/Ext	x-2b
2522	Tire Repair Worker I	8FN	2/28/17	3	2	1	0	0		Int/Ext	x-2b

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<u>NON-PROPERTY TAX LEVY SUPPORTED POSITIONS (Enterprise Funds, Grants)</u>											
<u>EMPLOYEES' RETIREMENT SYSTEM</u>											
2517	Program Assistant II (2 positions)	5FN	1/31/17 2/11/17	5	3	2	0	0	Pension Trust	Int/Ext	x-6
2521	Accounting Assistant II	6HN	2/26/17	2	1	1	0	0	Pension Trust	Int/Ext	x-6
2528	Records Technician II	6EN	6EN	2	1	1	0	0	Pension Trust	Int/Ext	x-6
<u>HEALTH DEPARTMENT</u>											
2508	Chemist II	2DN	1/12/17	2	1	1	0	0	HUD Lead Grant	Int/Ext	x-6
2509	Health Access Assistant	6FN	2/12/17	9	8	1	0	0	MA Outreach Forward	Int/Ext	x-6
<u>DEPT. OF NEIGHBORHOOD SERVICES</u>											
2495	Plumbing Inspector	2HN	10/31/15	22	15	1	0	6	100% Reimbursable	Ext	x-6
2504	Office Assistant III	6FN	2/26/17	19	14	2	0	3	CDBG	Int/Ext	x-6
<u>DPW-SEWER MAINT. FUND</u>											
2432	Sewer Crew Leader I (5 positions)	8GN	4/23/16 10/24/16 12/4/16 1/7/17 6/6/15	21	11	5	0	5	Sewer Maint. Fund	Int	x-6
<u>DPW-WATER WORKS</u>											
2482	Water Works Supt.	1MX	2/18/17	1	0	1	0	0	Water Works (E)	Int/Ext	x-6
2494	Water Repair Worker	8LN	6/21/16	36	31	1	7	0	Water Works	Int/Ext	x-6
2497	Water Repair Worker	8LN	11/1/16	36	31	1	7	0	Water Works	Int/Ext	x-6
2502	Water Chief Repair Worker	8PN	9/26/16	12	11	1	0	0	Water Works	Int	x-6
2503	Water Utility Laborer (2 positions)	8EN	6/19/16 6/19/161	19	17	2	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	\$200,000	\$200,000	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 reagents (laboratory supplies and materials), which are used for various STI testing with Gen-Probe, were purchased due to the high testing demands that occurred in 2016; approximately \$50,000.

SCHEDULE C - GENERAL MATTERS

1. Miscellaneous