

Ref: CC File No. 131778
14025

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

DATE: April 16, 2014
TIME: 9:00 A.M.
PLACE: Committee Room 301-B
City Hall
SCHEDULE A: Vacancy Requests
SCHEDULE B: Fund Transfers

SCHEDULE A - VACANCY REQUESTS

Finance & Personnel Committee Meeting: April 16, 2014

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>CITY ATTORNEY</u>				
13479	Paralegal	5JN	4/28/13	
<u>LIBRARY</u>				
13550	Library Public Services Area Manager	1HX	5/12/14	
13553	Library Reference Assistant	5DN	TBD	
<u>DEPT. OF NEIGHBORHOOD SERVICES</u>				
13555	Administrative Specialist	2CN	4/26/14	
<u>POLICE DEPARTMENT</u>				
13556	Police Sergeant	4G	NA	
13557	Crime Analyst	2GN	1/25/14	
<u>NON-PROPERTY TAX LEVY SUPPORTED POSITIONS (Enterprise Funds, Grants)</u>				
<u>EMPLOYEES' RETIREMENT SYSTEM</u>				
13561-62	Records Technician II (2 positions)	6EN	3/30/14 TBD	
<u>HEALTH DEPARTMENT</u>				
13567	Emer. Preparedness Coord.-Workforce Dev.	2FX	5/10/14	
13568	Nutritionist	2DN	NA	
<u>DPW-PARKING FUND</u>				
13566	Parking Meter Technician	3DN	3/27/14	
<u>DPW-WATER WORKS</u>				
13563-65	Water Meter Technician (3 positions)	7DN	1/25/13 8/4/12 11/25/12	

Finance and Personnel Committee Meeting: April 16, 2014

Department Account Name	Amount of Transfer		Reason
	From	To	
<u>CITY ATTORNEY</u>			
2013 Outside Counsel/Expert Witness	\$85,611.26		SPA exceeded the 2013 budget appropriation solely due to the change in the scheduling of delinquent real estate collection. The change was communicated to the Common Council in August 2013. Total increase in cost to the SPA including this transfer is \$267,168.35
2013 Insurance Fund	\$19,330.35		
2013 Collection Contract		\$104,941.61	
2013 Outside Counsel/Expert Witness	\$59,809.69		Actual SPA expenditures are higher than the 2013 budget appropriation.
2013 Damages and Claims		\$59,809.69	
2013 Operating Expenditures	\$32,171.08		Salary expenditures exceeded the 2013 budget appropriation due to the 1.5% salary increase paid out in 2013, but which were not included in the 2013 budget appropriation.
2013 Equipment	\$2,604.15		
2013 Salaries & Wages		\$34,775.23	
<u>DEPT. OF CITY DEVELOPMENT</u>			
2013 Operating Expenditures	\$21,712.98		Salary expenditures for 1.5% salary rate increase for 2013 were not included in the 2013 budget appropriation.
2013 Salaries & Wages		\$21,712.98	
<u>FIRE DEPARTMENT</u>			
2013 Operating Expenditures	\$18,984.84		Actual salary expenditures exceeded the 2013 budget appropriation primarily due to the delay of the 2012 fire recruit class until late 2012 which caused the training costs to be expended in 2013. Unexpended 2012 wages were not carried over to 2013.
2013 Equipment	\$7,233.43		
2013 Peripheral Equipment	\$4,086.48		
2013 Printer Replacement	\$6,933.58		
2013 Salaries & Wages		\$37,238.33	
<u>DEPT. OF NEIGHBORHOOD SERVICES</u>			
2013 Lake Tower Maintenance	\$25,462.73		Actual salary expenditures exceeded the 2013 budget appropriation primarily because of the 1.5% salary increase that was paid in 2013 but which were not included in the 2013 budget appropriation.
2013 Razing	\$7,534.35		
2013 Operating Expenditures	\$29,471.43		
2013 Salaries & Wages		\$62,468.51	
<u>DPW-INFRASTRUCTURE SERVICES</u>			
2013 DPW-Infrastructure Salaries & Wages	\$806,965.57		Street lighting electricity rates increased by 9% instead of the anticipated 4% in 2013, causing a cost overrun of approximately \$375,000. Increased demand for emergency street maintenance and street light repairs cost an additional \$275,000 in 2013. Demand for building repairs and maintenance greater than anticipated by approximately \$375,000, primarily for remodeling projects. Unexpended wages are available to offset contract carpenter costs.
2013 DPW-Infrastructure Equipment	\$66,780.50		
2013 DPW-Admin. Salaries & Wages	\$42,089.89		
2013 DPW-Admin. Operating Exp.	\$111,847.52		
2013 Operating Expenditures		\$1,027,683.48	
<u>DPW-OPERATIONS</u>			
2013 DPW-Admin. Operating Exp.	\$30,576.26		DPW Operations exceeded its 2013 budget by approximately \$4.1 million. Approximately \$3.6 million of the overrun can be attributed to 2013 Snow and Ice operations. Snow and Ice operations costs amounted to \$11.5 million. The budgeted amount was \$7.9 million. The overruns include Salt (\$1.9 million), Vehicle Rental (\$375,000), Fleet Tools and Parts (\$934,000), and Vehicle Repair (\$343,000). This transfer addresses part of the 2013 budget overage in the 2013 DPW Operations budget.
2013 DPW-Admin. Equipment	\$10,879.24		
2013 DPW-Operations Equipment	\$77,004.03		
2013 Vacant Lot Maintenance	\$246,487.07		
2013 DPW-Operations Operating Exp.		\$364,946.60	

Finance and Personnel Committee Meeting: April 16, 2014

Department Account Name	Amount of Transfer		Reason
	From	To	
<u>PARKING FUND</u> 2013 Operating Expenditures 2013 Payment in Lieu of Taxes	\$29,566.50	\$29,566.50	Payment in Lieu of Taxes was greater than estimated in the 2013 budget appropriation.
<u>DPW-SEWER MAINTENANCE FUND</u> 2013 Payment to Capital Fund 2013 Debt Service 2013 Operating Expenditures	\$755,000.00 \$150,488.62	\$905,488.62	To fund operating account shortages for 2013 due to an increase in the amount of pavement replacement performed by street maintenance and material costs. Funds are available primarily due to lower than budgeted Forestry expenses.
<u>DPW-SEWER MAINTENANCE FUND</u> Expansion of Capacity program Range Good Hope - Green Bay Relief and Relay	\$154,199.77 \$500.00	\$154,699.77	This transfer closes out the Expansion of Capacity program which previously funded certain Sewer Maintenance projects. The funds have been borrowed for but have yet to be expensed.

SCHEDULE C - GENERAL MATTERS

1. Miscellaneous