

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

DATE: January 31, 2024  
TIME: 9:00 A.M.  
PLACE: Committee Room 301-B  
City Hall  
SCHEDULE A: Vacancy Requests  
SCHEDULE B: Fund Transfers

SCHEDULE A - VACANCY REQUESTS

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

Finance & Personnel Committee Meeting: January 31, 2024  
CCFN 231497

Req. I.D. No.	Department and Position	Pay Range	Date Vacant	Committee Action
	<u>PROPERTY TAX LEVY SUPPORTED POSITIONS</u>			
	<u>ASSESSOR</u>			
10907	Commercial Property Appraiser 3	2KN	1/26/24	
	<u>DEPT. OF CITY DEVELOPMENT</u>			
10928	Neighborhoods Business Dev. Mgr.	1IX	1/7/24	
	<u>COMMON COUNCIL CITY CLERK</u>			
10929	Program Assistant I	5EN	1/20/24	
	<u>ELECTION COMMISSION</u>			
10901	Voter Outreach & Education Coord.	2FX	12/24/23	
	<u>DEPT. OF EMERGENCY COMMUNICATIONS</u>			
10914	Emergency Comm. Supv. (15 pos.)	1GX	NA	
	<u>FIRE DEPARTMENT</u>			
10924	Firefighter Z (50 positions)	4AN	NA	
10927	Fire Lieutenant	4EN	1/21/24	
	<u>HEALTH DEPARTMENT</u>			
10895	Consumer Environ. Health Insp. 4	3SN	1/11/24	
	<u>POLICE DEPARTMENT</u>			
10886	Office Assistant III	6FN	4/1/22	
10894	Human Resources Representative	2KX	1/22/22	
10908	Inspector of Police	4QX	1/22/24	
10911	Police Lieutenant (6 positions)	4LN-836	12/31/22 6/11/23 6/11/23 11/18/23 12/7/23 12/7/23	
10909	Detective (21 positions)	4F-808	NA	
	<u>DPW-ADMINISTRATIVE SERVICES</u>			
10925	Payroll Assistant 3	5NN	1/19/24	
	<u>DPW-INFRASTRUCTURE SERVICES</u>			
10891	Electrical Engineer II	2KN	5/23/23	
10905	Civil Engineer II (2 positions)	2GN	NA NA	
10921	Engineering Technician IV (2 positions)	3TN	8/6/22 3/2/19	
10926	Engineering Technician II (5 Positions)	3PN/QN	NA	
	<u>DPW-OPERATIONS DIVISION</u>			
10893	Fleet Operations and Training Supv.	1FX	TBD	
10910	Program Assistant II	5FN	1/22/24	

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Req. I.D. No.	Department and Position	Pay Range	Date Vacant	Committee Action
<u>NON-PROPERTY TAX LEVY SUPPORTED POSITIONS (Enterprise Funds, Grants)</u>				
<u>DPW-SEWER MAINTENANCE FUND</u>				
10889	Sewer Examiner	8GN	9/2/22	
<u>DPW-WATER WORKS</u>				
10912	Customer Service Representative III	6HN	1/3/24	
10913	Program Assistant I	5EN	1/13/24	
10916	Municipal Services Electrician	7LN	2/2/24	
10917	Water Repair Worker 3	8FN	1/5/24	
10919	Engineering Technician IV (4 positions)	3TN	10/15/22	
10930	Water Repair Worker 3	8FN	1/21/23 3/27/20 NA 1/20/24	

SCHEDULE B - FUND TRANSFERS

Fund transfers listed were approved by the Finance and Personnel Committee

Finance and Personnel Committee Meeting: January 31, 2024  
CCFN 231497

Department Account Name	Amount of Transfer		Reason for Transfer
	From	To	
<u>DEPT. OF EMERGENCY COMMUNICATIONS</u> 2023 Operating Budget 2023 Salaries Budget	\$1,660,907	\$1,660,907	Funds for 911 call center staff were originally budgeted as an operating expense to reimburse the Police and Fire Departments for 911 call center staff. Positions were transferred from MPD and MFD to DEC mid year 2023 so the costs became a salary expense. The transfer is needed to close out the 2023 DEC salary account.
<u>DEPT. OF PUBLIC WORKS - OPERATIONS</u> 2024 Operating Budget 2024 Equipment Budget	\$583,000.00	\$583,000.00	2024 demolition funds have been appropriated as 063000 Operating Funds by the Comptroller. Council intent requires \$583,000 of the original \$1,128,000 allocation to be spent on demolition equipment. The intent of this transfer is to move \$583,000 from the R505 demolition special fund in Fleet Services to the appropriate O+M 068000 equipment account. This change is necessary as the cities financial system requires all equipment to be purchased under a 068000 account.

SCHEDULE C - GENERAL MATTERS

1. Miscellaneous