

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

DATE: February 2, 2022

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: February 2, 2022
CCFN 211522

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>DEPT. OF ADMINISTRATION</u>											
<u>INFORMATION & TECHNOLOGY MANAGEMENT DIV.</u>											
9215	IT Support Specialist (3 positions)	2EN	5/2/21 5/2/21 7/27/21	6	2	3	0	1		Int	x-2b
9216	IT Project Manager	1HX	12/29/20	2	0	1	0	1		Int/Ext	x-2b
9218	IT Support Associate	5GN	2/7/22	3	2	1	0	0		Int/Ext	x-2b
<u>CITY ATTORNEY</u>											
9186	Paralegal	5JN	1/24/22	3	2	1	0	0		Int/Ext	x-2b
9187	Docketing Specialist	6KN	1/20/22	1	0	1	0	0		Int/Ext	x-2b
<u>COMMON COUNCIL-CITY CLERK</u>											
9197	Administrative Assistant II	2CN	1/22/22	2	1	1	0	0		Ext	x-2b
<u>DEPT. OF EMPLOYEE RELATIONS</u>											
9195	Benefits Services Specialist	5IN	12/27/21	2	1	1	0	0		Int/Ext	x-2b
9242	Human Resources Rep.	2HX	1/30/22	6	5	1	0	0		Ext.	x-2b
<u>FIRE AND POLICE COMMISSION</u>											
9211	Recruiter	2FX	2/6/22	1	0	1	0	0		Int/Ext	x-2b
<u>FIRE DEPARTMENT</u>											
9214	Fire Dispatch Assistant Manager	1EX	2/5/22	2	1	1	0	0		Int	x-1
9212	Fire Lieutenant (3 positions)	4E	1/15/22 1/21/22 2/6/22	137	132	3	2	0		Int	x-1
9213	Heavy Equip. Operator (8 positions)	4D	Various	133	125	8	0	0		Int	x-1
<u>HEALTH DEPARTMENT</u>											
9210	Accounting and Grant Specialist	2HX	1/29/22	1	0	1	0	0		Int/Ext	x-2a
<u>LIBRARY</u>											
9193	Library Services Manager	1GX	12/12/21	24	18	1	0	5		Int/Ext	x-2b
9196	Library Now Program Specialist	2CN	1/5/22	3	2	1	0	0		Int/Ext	x-2b
9198	Library Security Investigator	2EN	1/11/22	1	0	1	0	0		Int/Ext	x-2b
9199	HVAC Maintenance Tech. (2 positions)	7NN	9/28/18 1/25/20	2	0	2	0	0		Int/Ext	x-2b
<u>DEPT. OF NEIGHBORHOOD SERVICES</u>											
9205	Office Assistant III (2 positions)	6FN	1/23/22 NA	18	10	2	0	6		Int/Ext	x-2b
9207	Plan Examiner III	2JN	2/20/22	8	5	1	0	2		Int/Ext	x-2b
9208	Comm. Code Enforcement Inspector (2 positions)	3LN	2/20/22 2/20/22	15	13	2	0	0		Int/Ext	x-2b
9209	Res. Code Enforcement Inspector (2 positions)	3LN	12/22/21 1/23/22	38	23	2	0	13		Int/Ext	x-2b
9206	Bldg. Codes Enf. Mgr.-Commercial	1HX	1/23/22	1	0	1	0	0		Int/Ext	x-2b
<u>DPW-INFRASTRUCTURE SERVICES</u>											
9230	Inventory Assistant IV	6JN	12/4/21	1	0	1	0	0	70% Capital	Int	x-2b
9229	Inventory Assistant IV	6JN	11/17/21	7	5	1	1	0	70% Capital	Int/Ext	x-2b
9225	Office Assistant III	6FN	1/23/22	1	0	1	0	0	90% Reimbursable	Int	x-2b
9223	Construction Mgmt. Engineer (2 pos.)	1IX	6/1/22 8/1/22	4	2	2	0	0	80% Capital	Int/Ext	x-2b
9224	Civil Engineer V	1JX	8/1/22	1	0	1	0	0	20% Cap., 80% Reimb.	Int/Ext	x-2b
9228	Inventory Assistant II	6HN	2/25/22	6	5	1	1	0	70% Capital	Int	x-2b
9227	Electrical Services Manager	1GX	4/1/22	7	6	1	0	0	50% Capital	Int	x-2b

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9247	<u>DPW-OPERATIONS</u> Communications Assistant III	6HN	1/23/22	2	1	1	0	0		Int/Ext	x-2b
<u>NON-PROPERTY TAX LEVY SUPPORTED POSITIONS (Enterprise Funds, Grants)</u>											
9194	<u>DEPT. OF ADMINISTRATION</u> <u>OFFICE OF THE DIRECTOR</u> Equal Rights Specialist	2EX	2/5/22	1	0	1	0	0	90% CDBG	Int/Ext	x-6
9172	<u>DEPT. OF CITY DEVELOPMENT</u> Housing Programs Specialist	2EN	1/22/22	4	2	1	0	1	25% CDBG	Int/Ext	x-6
9240	Commercial Corridor Manager	1EX	1/22/22	1	0	1	0	0	CDBG	Ext	x-6
9200	<u>DEFERRED COMPENSATION PLAN</u> Deferred Comp. Plan Coordinator	2EX	6/27/20	1	0	1	0	0	Deferred Comp. Plan	Int/Ext	x-6
9241	Administrative Assistant II	6HN	2/10/22	1	0	1	0	0	Deferred Comp. Plan	Int/Ext	x-6
9204	<u>EMPLOYEES' RETIREMENT SYSTEM</u> Pension Investment Analyst Senior	2OX	1/7/22	2	1	1	0	0	Pension Trust	Int/Ext	x-6
9202	<u>HEALTH DEPARTMENT</u> Disease Intervention Specialist 3	2DN	1/16/22	8	6	1	0	1	STD Grant	Int/Ext	x-6
9203	Program Assistant I	5EN	1/22/22	1	0	1	0	0	Various grants	Int/Ext	x-6
9226	<u>DPW-SEWER MAINTENANCE FUND</u> Sewer Maint. Program Manager	1BX	1/16/22	1	0	1	0	0	Sewer Maint. Fund	Int/Ext	x-6
9222	<u>DPW-TRANSPORTATION FUND</u> Tow Lot Supervisor	1AX	4/2/22	1	0	1	0	0	Transportation Fund	Int	x-6
9244	<u>DPW-WATER WORKS</u> Water Quality Assurance Specialist	2HN	1/22/22	1	0	1	0	0	Water Works	Int/Ext	x-6
9245	Sr. Water Treatment Plant Operator	2GN	1/20/22	36	26	1	9	0	Water Works	Int/Ext	x-6
9246	Water Distr. Repair Wkr. I (2 positions)	8FN	1/11/22 1/22/22	19	11	2	7	0	Water Works	Int/Ext	x-6

SCHEDULE B - FUND TRANSFERS

Finance and Personnel Committee Meeting: February 2, 2022
 CCFN 211522

Department Account Name	Amount of Transfer		Reason for Transfer
	From	To	
<u>CITY ATTORNEY</u> 2022 Damages and Claims 2022 Insurance Fund	\$207,000	\$207,000	2022 Insurance Premium came in higher than 2022 budgeted amount. The 2022 Budget assumed no increase in insurance premiums, but actual insurance costs increased by approximately 8% or \$207,000.
<u>FIRE DEPARTMENT</u> 2021 Equipment 2021 Operating Expenditures	\$150,000.00	\$150,000.00	The 2021 Operating Expenditures were higher than anticipated in several categories. The most significant area was in contract billing. This was due to the greater than anticipated billing volume.
<u>DPW-WATER WORKS</u> 2021 Capital Projects Contingencies 2021 Storage Facility Improvements	\$1,500,000.00	\$1,500,000.00	Inspection recently discovered deterioration to the coating system of the Hawley Road elevated water storage tank. The coating system was found to be in poor condition and in need of replacement in 2022. This transfer is necessary in order to cover the cost of these unanticipated repairs.

SCHEDULE C - GENERAL MATTERS

1. Miscellaneous