

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

DATE: December 15, 2004

TIME: 9:00 A.M.

PLACE: Committee Room 301-B

SCHEDULE A: Vacancy Requests

SCHEDULE B: Fund Transfers

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					
				Authorized	Filled excl. this pos.	Recomm. Author- ization	Vac. Prev. Appr.	Other Vac.							
<u>PROPERTY TAX LEVY SUPPORTED POSITIONS</u>															
<u>DEPT. OF ADMINISTRATION</u>															
4575	BUDGET & MANAGEMENT DIV. Legislative Coordinator-Sr. (Aux.)	10	NA	1	0	1	0	0		int					
4515-16 & 4588	ASSESSOR Senior Property Appraiser (3 positions)	588	10/15/04 N/A 11/16/04	30	27	3	0	0		ext.					
<u>CITY ATTORNEY</u>															
4547	Assistant City Attorney	148	1/1/05	26	24	1	0	1		ext					
4549	Legal Office Asst. III	450	12/16/04	3	2	1	0	0		int					
4550	Legal Office Asst. II	437	12/16/04	5	4	1	0	0		int/ext					
<u>COMMON COUNCIL-CITY CLERK</u>															
4576	Publications & Information Mgr.	9	1/5/05	1	0	1	0	0		int					
4577	Public Relations Supv.	6	1/5/05	1	0	1	0	0		int					
4583	Legislative Fiscal Analyst, Sr.	7	3/27/04	4	3	1	0	0		int					
4584	Fiscal Review Analyst, Sr.	6	TBD	2	1	1	0	0		int					
4585	Legislative Research Analyst, Sr.	6	7/24/04	2	1	1	0	0		int					
4586	Librarian II	545	TBD	2	1	1	0	0		int/ext					
<u>FIRE DEPARTMENT</u>															
4551	Fire Dispatch Manager	7	10/23/04	1	0	1	0	0		int					
4552	Fire Equipment Dispatcher	858	12/19/04	21	20	1	0	0		ext					
4553	Administrative Fire Captain	857	9/15/04	4	3	1	0	0		int					
4554	Heavy Equipment Operator	853	11/28/04	180	179	1	0	0		int					
4589	Fire Lieutenant	856	1/2/05	145	144	1	0	0		int					
<u>HEALTH DEPARTMENT</u>															
4587	Lead Risk Assessor II	541	4/17/04	18	11	1	0	6		ext					
<u>LIBRARY</u>															
4555	Library Technician III	425	10/23/04	3	2	1	0	0		int					
4556	Library Technician II	410	11/21/04	14	13	1	0	0		int					
4557	Custodial Worker III	230	1/29/05	1	0	1	0	0		int					
4590	Personnel Payroll Assistant II	445	12/31/04	1	0	1	0	0		int					
4593	Accounting Asst. I	435	12/18/04	1	0	1	0	0		int					
<u>MUNICIPAL COURT</u>															
4558	Office Assistant IV	445	12/21/04	1	0	1	0	0		int					
<u>NEIGHBORHOOD SERVICES</u>															
4559-62	Code Enforcement Inspector II (4 positions)	541	3/15/04 5/28/04 7/17/04 9/28/04	39	31	4	4	4		ext					
<u>POLICE DEPARTMENT</u>															
4563-66	Police Dispatcher (4 positions)	478	11/24/04 9/18/04 2/21/04	44	42	4	0	0		int/ext					
4567 4568	Data Entry Operator II Custodial Worker II	405 215	11/22/04 12/16/04	4	3	1	0	0	1	int ext					

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4569	<u>DEPT. OF PUBLIC WORKS</u> <u>INFRASTRUCTURE SERVICES</u> Civil Engineer III	628	10/23/04	13	12	1	0	0		int
4570	<u>OPERATIONS DIVISION</u> Field Service Mechanic	270	9/24/04	5	3	1	0	1		int
4571	Urban Forestry Crewleader	282	12/4/04	22	21	1	0	0		int
	<u>NON-PROPERTY TAX LEVY SUPPORTED POSITIONS (Enterprise Funds, Grants)</u>									
4572	<u>CITY ATTORNEY</u> Parking Citation Review Mgr.	6	12/3/04	1	0	1	0	0	Parking Fund	int
4573	<u>LIBRARY</u> Library Services Assistant	504	3/20/04	14	12	1	0	1	CDBG	int/ext
	<u>DEPT. OF PUBLIC WORKS</u> <u>PARKING FUND</u>									
4578	Communication Asst. III	445	12/5/04	16	15	1	0	0	Parking Fund	int
4591	Tow Lot Attendant	220	10/9/04	13	10	1	2	0	Parking Fund	int/ext
4592	Accounting Assistant II	445	10/25/04	1	0	1	0	0	Parking Fund	int
	<u>SEWER MAINTENANCE</u>									
4574	Sewer Examiner II	260	7/25/04	3	2	1	0	0	Sewer Maint. Fund	int
4582	Sewer Field Investigator	250	4/29/04	5	4	1	0	0	Sewer Maint. Fund	int
	<u>Water Works</u>									
4579	Water Distr. Repair Worker II	252	11/30/04	28	27	1	0	0	Water Works	int
4580	Water Meter Technician II	249	11/8/04	9	8	1	0	0	Water Works	int/ext
4581	Water Meter Technician I	240	8/15/04	5	4	1	0	0	Water Works	int/ext

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

Finance and Personnel

Meeting: December 15, 2004

Department Account Name	Amount of Transfer		Reason
	From	To	
DEPT. OF EMPLOYEE RELATIONS Health Maint. Organization Health Care Dental Insurance Health Care Claims	\$418,078.46 \$11,918.72	\$429,997.18	To cover anticipated costs in the basic plan. Previously transferred funds from the basic plan to HMOs was in excess of actual HMO costs. Therefore, these funds are available for the basic plan.

SCHEDULE C - GENERAL MATTERS

1. Miscellaneous matters