

**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. Authori- zation	Vac. Prev. Appr.	Other Vac.		
	<u>PROPERTY TAX LEVY SUPPORTED POSITIONS</u>									
4575	<u>DEPT. OF ADMINISTRATION</u> <u>BUDGET &amp; MANAGEMENT DIV.</u> Legislative Coordinator-Sr. (Aux.)	10	NA	1	0	1	0	0		int
4515-16 & 4588	<u>ASSESSOR</u> 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	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	Data Entry Operator II	405	11/22/04	4	3	1	0	0		int
4568	Custodial Worker II	215	12/16/04	43	41	1	0	1		ext

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				Authorized	Filled excl. this pos.	Recomm. Authori- zation	Vac. Prev. Appr.	Other Vac.		
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
4578	<u>DEPT. OF PUBLIC WORKS</u> <u>PARKING FUND</u> 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
4574	<u>SEWER MAINTENANCE</u> 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
4579	<u>Water Works</u> 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