

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

DATE: February 25, 2026

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 25, 2026  
CCFN 251757

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
				Auth.	Filled excl. this pos.	Recomm. Authorization	Vac. Prev. Appr.	Other Vac.		
<u>PROPERTY TAX LEVY SUPPORTED POSITIONS</u>										
<u>DEPT. OF ADMINISTRATION - PURCHASING</u>										
12214	Procurement Specialist	2IX	2/21/26	6	5	1	0	0		Int/Ext
<u>CITY CLERK</u>										
12213	Legislative And Fiscal Serv. Spec. Lead	2LX	1/18/26	2	1	1	1	0		Int
12237	Executive Administrative Assistant	2DN	11/9/25	6	4	1	1	0		Int/Ext
<u>CITY TREASURER</u>										
12199	Customer Service Representative III	6KN	2/14/26	5	3	1	1	0		Int/Ext
<u>DEPT. EMERGENCY COMMUNICATIONS</u>										
12235	Management Accountant - Senior	2JX	3/30/25	1	0	1	0	0		Int/Ext
<u>FIRE AND POLICE COMMISSION</u>										
12225	Fire and Pol. Comm. Investigator	2KX	2/28/26	2	1	1	0	0		Int/Ext
<u>LIBRARY</u>										
12120	Library Security Guard	8AN	12/11/25	14	6	1	0	7		Ext
12226	Library Reference Assistant	2EN	2/5/26	25	21	1	0	3		Int/Ext
12227	Custodial Worker 2	8BN	2/3/26	24	21	1	0	2		Ext
<u>DEPT. NEIGHBORHOOD SERVICES</u>										
12200	Office Assistant II	6DN	9/28/25	6	2	1	0	3		Int/Ext
12201	Elevator Inspector 3	7LN	1/3/26	6	4	1	0	1		Int/Ext
<u>POLICE DEPARTMENT</u>										
12215	Crime Analyst I (2 Positions)	2HN	7/13/25	29	23	2	0	4		Ext
12218	Electronic Technician 1 (2 Positions)	3SN	5/25/25 4/14/26	6	4	2	0	0		Int/Ext
12219	Custodial Worker 1	8AN	11/24/25 12/31/25	36	22	1	0	13		Int/Ext
12220	Police Services Spec. - Invest.	5JN	NA	40	25	1	0	14		Ext
12221	Police Services Spec. - Invest.	5JN	NA	40	25	1	0	14		Ext
12222	Crime Analyst I	2HN	2/12/26	29	22	1	0	6		Ext
12223	HVAC Maintenance Tech. 3 (2 Pos.)	7HN	11/21/25 2/14/26	10	7	2	0	1		Int/Ext
<u>DPW - INFRASTRUCTURE DIVISION</u>										
12233	Traffic Sign Worker	8DN	11/23/25	7	6	1	0	0	25% Capital; 25% Reimb.	Int
12232	Painter 4 (2 Positions)	7IN	NA	2	0	2	0	0	25% Capital; 25% Reimb.	Int
12234	Traffic Sign Worker	8DN	NA	7	6	1	0	0	25% Capital; 25% Reimb.	Int
<u>NON-PROPERTY TAX LEVY SUPPORTED POSITIONS (Enterprise Funds, Grants)</u>										
<u>HEALTH DEPARTMENT</u>										
12238	Home Environ. Health Inspector 4	3QN	3/1/26	14	8	1	2	3	CDBG Lead	Ext
12239	Biothreat Coordinator	2MX	2/1/26	1	0	1	0	0	Public Health Infrastructure	Int/Ext
<u>DPW - TRANSPORTATION</u>										
12216	Transportation Financial Analyst	1HX	2/28/26	1	0	1	0	0	Transportation Fund	Int/Ext
12229	Parking Meter Technician - Lead	8FN	12/22/25	1	0	1	0	0	Transportation Fund	Int/Ext
<u>DPW-WATER WORKS</u>										
12210	Program Assistant II	5IN	3/1/26	5	4	1	0	0	Water Works	Int/Ext
12224	Water Microbiologist	2FN	3/1/26	1	0	1	0	0	Water Works	Int/Ext

SCHEDULE B - FUND TRANSFERS

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 CCFN 251757

Department Account Name	Amount of Transfer		Reason for Transfer
	From	To	
<u>HEALTH DEPARTMENT</u> 2025 Operating MHD Facilities Special Fund	\$29,000	\$29,000	Conservative Operating Budget funding due to 2025 grant implementation leaves fund balances available to cover higher than expected costs for facilities and utilities.

SCHEDULE C - GENERAL MATTERS

1. Miscellaneous