

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

DATE: July 26, 2017

TIME: 9:30 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: July 26, 2017
CCFN 170531

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>DOA-INFORMATION & TECHNOLOGY MANAGEMENT DIVISION</u>											
4815	IT Support Specialist-Sr.	2GN	10/16/15	6	4	1	1	0		Int	x-2b
<u>DOA-PURCHASING DIVISION</u>											
4796	Purchasing Agent-Sr.	2EX	7/15/17	4	2	1	0	1		Int/Ext	x-2b
<u>ASSESSOR</u>											
4729	Office Assistant III	6FN	6/3/17	8	7	1	0	0		Int/Ext	x-2a
<u>CITY ATTORNEY</u>											
4817	Legal Office Assistant-Lead	6NN	7/2/17	3	1	1	1	0		Int	x-2a
<u>DEPT. OF CITY DEVELOPMENT</u>											
4820	Associate Planner	2EX	NA	1	0	1	0	0		Ext	x-3
<u>DEPT. OF EMPLOYEE RELATIONS</u>											
4826	Program Assistant II (2 pos.)	5FN	7/15/17 11/1/17	2	0	2	0	0		Int/Ext	x-2a
4827	Administrative Services Coord.	5JN	7/16/17	1	0	1	0	0		Int/Ext	x-3
<u>FIRE DEPARTMENT</u>											
4824	Fire Cadet	6BN	7/13/17	52	24	1	27	0		Ext	x-1
<u>HEALTH DEPARTMENT</u>											
4829	Substance Abuse Program Mgr.		7/1/17	1	0	1	0	0		Int	x-2a
4830	Virologist	2FN	6/3/17	1	0	1	0	0		Int/Ext	x-2a
<u>LIBRARY</u>											
4791	Library Public Services Area Mgr.	1HX	5/26/17	2	1	1	0	0		Int/Ext	x-3
4792	Library Technician II	6EN	7/16/17	9	8	1	0	0		Int/Ext	x-2b
<u>MUNICIPAL COURT</u>											
4797	Court Services Asst. III (2 positions)	6FN	6/4/17 7/15/17	6	4	2	0	0		Ext	x-2b
<u>DEPT. OF NEIGHBORHOOD SERVICES</u>											
4804	Compliance Programs Coord.	2FX	8/27/17	1	0	1	0	0		Int	x-2b
4805	Sprinkler Const. Inspector	2HN	7/8/17	4	3	1	0	0		Int/Ext	x-2b
<u>POLICE DEPARTMENT</u>											
3693	Safety Specialist-Senior	2EX	5/21/17	2	1	1	0	0		Int/Ext	x-1
4802	Cust. Wkr. II-City Laborer (2 pos.)	8DN	5/8/17 6/28/17	39	35	2	0	2		Int/Ext	x-2b
4825	Building Maint. Mechanic II	7CN	7/31/17	6	4	1	0	1		Int/Ext	x-2b
<u>DPW-ADMINISTRATIVE SERVICES</u>											
4800	Personnel Payroll Asst. III	5EN	8/27/17	9	6	1	0	2		Int	x-2b
4734	Personnel Payroll Asst. III	5EN	6/3/17	1	0	1	0	0		Int	x-2b
<u>DPW-INFRASTRUCTURE SERVICES</u>											
4765	Locator Technician	8DN	7/30/17	13	9	1	1	2		Int/Ext	x-2b
4795	Plant & Equip. Repair Supv.	1DX	6/30/17	1	0	1	0	0	25% Reimb.	Int/Ext	x-2b
4811	Cust. Wkr. II-City Laborer (2 pos.)	8DN	6/1/17 7/7/17	12	8	2	0	0		Int/Ext	x-2b
4828	Bridge Operator	8GN	7/15/17	23	22	1	0	0		Int/Ext	x-2b

SCHEDULE A - VACANCY REQUESTS

CSC-Status - Under Civil Service
Unless Noted as Exempt (E)

Finance & Personnel Committee Meeting: July 26, 2017
CCFN 170531

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. Authori- zation	Vac. Prev. Appr.	Other Vac.			
<u>DPW-OPERATIONS DIVISION</u>											
4803	Sanitation Yard Attendant	8DN	2/25/17	15	13	1	0	1		Int/Ext	x-2b
4819	Garage Attendant	8DN	5/19/17	3	2	1	0	0		Int/Ext	x-2b
4822	Office Assistant IV	6HN	7/29/17	3	2	1	0	0		Int/Ext	x-2b
4823	Tire Repair Worker II	8GN	7/27/17	2	1	1	0	0		Int/Ext	x-2b
4747	Communications Asst. III	6HN	8/10/17	2	1	1	0	0		Int/Ext	x-2b
4756	Program Assistant I	5EN	7/1/17	1	0	1	0	0		Int/Ext	x-2b
<u>NON-PROPERTY TAX LEVY SUPPORTED POSITIONS (Enterprise Funds, Grants)</u>											
<u>DEPT. OF CITY DEVELOPMENT</u>											
4816	Office Assistant III	6FN	NA	3	1	1	0	1	CDBG	Ext	x-6
<u>EMPLOYES' RETIREMENT SYSTEM</u>											
4793	Accounting Assistant II	6HN	6/18/17	2	1	1	0	0	Pension Trust	Int/Ext	x-6
4794	Administrative Assistant II	6HN	5/7/17	1	0	1	0	0	Pension Trust	Int/Ext	x-6
4801	Management Accountant-Sr.	2EX	9/9/17	3	1	1	0	1	Pension Trust	Int/Ext	x-6
4742	ERS Chief Financial Officer	1IX	6/4/17	1	0	1	0	0	Pension Trust	Int/Ext	x-6
<u>HEALTH DEPARTMENT</u>											
4798	Microbiologist II	2FN	7/29/17	6	5	1	0	0	STD Prev. Grant	Int/Ext	x-6
4831	Clinic Assistant	5BN	7/15/17	9	7	1	0	1	WIC Grant	Int/Ext	x-6
4832	Health Project Asst. - DAD (2 pos.)	5BN	6/3/17 7/8/17	4	2	2	0	2	Home Visiting Grnt	Int/Ext	x-6
<u>DPW-PARKING FUND</u>											
4799	Accounting Program Asst. III	5GN	7/22/17	1	0	1	0	0	Parking Fund	Int	x-6
<u>DPW-WATER WORKS</u>											
4808	Sr. Water Treatment Plant Operator	3PN	7/15/17	18	12	1	1	4	Water Works	Int/Ext	x-6
4809	Customer Service Rep. III	6HN	7/15/17	4	3	1	0	0	Water Works	Int/Ext	x-6
4812	Water Meter Technician	7DN	6/13/17	22	24	1	0	0	Water Works	Int/Ext	x-6
4813	Machinist I	7IN	1/5/14	1	0	1	0	0	Water Works	Int/Ext	x-6
4807	Water Chemist	2EN	7/3/17	10	8	1	0	1	Water Works	Int/Ext	x-6

SCHEDULE B - FUND TRANSFERS AND/OR EQUIPMENT REQUESTS

Finance and Personnel Committee Meeting: July 26, 2017
CCFN 170531

Department Account Name	Amount of Transfer		Reason
	From	To	
<u>DEPT. OF ADMINISTRATION</u> Operating Expenditures ADA Compliance-Indep. Lic. Architect	170,000	170,000	Funds were carried over from 2016 to cover invoices not received until 2017, and an increase in estimated costs related to the services provided by the Independent Licensed Architect. The 2017 budget established a special fund for this purpose and anticipated the carryover of the unexpended 2016 funds.
<u>CITY ATTORNEY</u> Salaries & Wages Operating Expenditures	179,330	179,330	The transfer is necessary to offset the increase in operating expenditures for temporary legal office support to assist in the high volume of litigation activities and pretrial discovery as a result of three (3) Assistant City Attorneys retiring and two (2) resigning.
<u>DPW-INFRASTRUCTURE SERVICES DIV.</u> Sidewalk Assessable Alley Assessable	25,000	25,000	Additional assessable authority is needed in the 2017 Alley Reconstruction program due to the recovery ratio being increased from 30% to 50%, per File 160965 in November 2016.
Sidewalk Assessable Resurfacing Assessable	325,000	325,000	Additional assessable authority is needed in the 2017 Local Street program due to the assessment rate for sidewalks, driveway and speed humps being increased in November 2016 in order to recover the recovery rate specified in File 080034.

SCHEDULE C - GENERAL MATTERS

1. Miscellaneous