

**ACTION TAKEN ON VACANCY REQUESTS
BY THE COMMITTEE ON FINANCE AND PERSONNEL**

DATE: January 14, 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

Vacancies listed were approved by Finance & Personnel unless otherwise indicated.

Finance & Personnel Committee Meeting: January 14, 2026
CCFN 251278

Req. I.D. No.	Department and Position	Pay Range	Date Vacant	Committee Action
	<u>PROPERTY TAX LEVY SUPPORTED POSITIONS</u>			
	<u>DEPT. OF ADMINISTRATION - COMMUNITY BLOCK GRANT ADMIN</u>			
12145	Business Services Specialist	2FN	3/21/26	
	<u>CITY ATTORNEY</u>			
12124	Legal Office Assistant - Lead	6MN	12/21/25	
	<u>BOARD OF ZONING APPEALS</u>			
12109	BOZA Administrative Assistant 1	6GN	12/6/25	
	<u>CITY CLERK</u>			
12113	Legislative Research Supervisor	11X	1/17/25	
	<u>DEPT. CITY DEVELOPMENT</u>			
12131	Associate Planner	2KX	12/21/25	
12132	Senior Planner	2MX	1/3/26	
	<u>COMPTROLLER</u>			
12130	Accounting Program Assistant II	6MN	1/21/26	
	<u>DEPT. EMERGENCY COMMUNICATIONS</u>			
12143	Emergency Communication Sys. Admin.	2MN	TBD	
	<u>FIRE DEPARTMENT</u>			
12127	Fire Captain	4JN	12/21/25	
12128	Carpenter 4	7JN	12/20/25	
12129	Emergency Vehicle Mechanic 3	7GN	1/3/26	
	<u>LIBRARY</u>			
12118	Librarian III (2 Positions)	2IN	1/18/26 1/4/26	
12119	Library Technical Servs. Spec. Lead	5GN	12/7/25	
	<u>DEPT. NEIGHBORHOOD SERVICES</u>			
12144	Office Assistant II	6DN	11/21/24	
12146	Plan Examiner Specialist	7GN	9/27/25	
12147	Office Assistant III	6GN	1/17/26	
12148	Building Construction Inspector - Supvr.	1KX	1/17/26	
12150	Environmental Risk Officer 4	7FN	1/18/26	
12151	Administrative Services Supervisor	1DX	2/1/26	
	<u>POLICE DEPARTMENT</u>			
12108	Crime Analyst I	2HN	12/10/25	
12133	Video Systems Specialist	3TN	10/12/25	
12141	IT Project Coordinator	2JX	TBD	

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	<u>DPW-ADMINISTRATION DIVISION</u>			
12106	Safety Specialist Senior	2JX	12/20/25	
12125	Payroll Assistant 3	5IN	1/7/26	
	<u>DPW-INFRASTRUCTURE SERVICES DIVISION</u>			
12103	Bridge Operator (3 Positions)	8CN	8/5/25 10/28/25 11/9/25	
12104	City Hall Operator	2GN	2/28/26	
12122	Civil Engineer III	2MN	3/8/24	
12126	MKE Parks Worker (2 Positions)	8CN	4/11/25 4/11/25	
12140	Municipal Services Electrician (4 Pos.)	7LN	7/20/25 5/31/05 (2) NA	
12164	Locator Technician	8EN	12/30/25	
	<u>DPW-OPERATIONS DIVISION</u>			
12087	Special Equipment Operator II	8IN	8/1/25	
12142	Drop Off Center Attendant (2 Pos.)	8DN	11/24/25 1/1/26	
12161	Sanitation Supervisor	1EX	3/2/26	
	<u>NON-PROPERTY TAX LEVY SUPPORTED POSITIONS (Enterprise Funds, Grants)</u>			
	<u>EMPLOYES' RETIREMENT SYSTEM</u>			
12112	Benefit Services Coordinator	2GN	12/21/25	
	<u>HEALTH DEPARTMENT</u>			
12123	Public Health Educator II (2 Pos.)	2DN	8/3/22 2/3/24	
	<u>DPW - PARKING</u>			
12160	Tow Lot Supervisor	1CX	TBD	
	<u>DPW - SEWER MAINTENANCE</u>			
12107	Sewer Operations Supervisor	1FX	12/31/25	
12116	Sewer Field Investigator	8GN	10/11/25	
	<u>DPW-WATER WORKS</u>			
12115	Accountant III	2JX	1/18/25	
12134	Accounting Assistant III	5GN	1/3/26	
12135	Communications Assistant V	6MN	1/27/26	

SCHEDULE B - FUND TRANSFERS

Fund transfers listed were approved by the Finance and Personnel Committee.

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Department Account Name	Amount of Transfer		Reason for Transfer
	From	To	
<u>DEPT. NEIGHBORHOOD SERVICES</u> 2025 Salaries & Wages 2025 Operating	\$400,000	\$400,000	DNS salary funds are available from the 2025 budget year due to staffing transitions. Operating account shortage due to reimbursements to other city departments during the 2025 fiscal year.
<u>DEPT. PUBLIC WORKS - OPERATIONS DIVISION</u> 2025 Salaries & Wages 2025 Operating	\$500,000	\$500,000	Department averaged a 13% vacancy rate in 2025 resulting in available salary appropriations. Department incurred \$1.3 million in operating expenses related to Storm related cleanup.
<u>DEPT. PUBLIC WORKS - TRANSPORTATION</u> 2025 Salaries & Wages 2025 Operating	\$789,705	\$789,705	Vacancies in 2025 have left salary and wage funds available to be transferred to operating accounts. Vacancies averaged 9.91% per pay period in 2025. This transfer is necessary to cover overages in operating accounts due to higher than anticipated vehicle repairs and facilities maintenance costs.

SCHEDULE C - GENERAL MATTERS

1. Miscellaneous