

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

DATE: January 15, 2025

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: January 15, 2025
CCFN 241374

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. Authori- zation	Vac. Prev. Appr.	Other Vac.		
<u>PROPERTY TAX LEVY SUPPORTED POSITIONS</u>										
<u>DEPT. OF ADMINISTRATION - COMMUNITY BLOCK GRANT ADMIN.</u>										
11520	Grant Compliance Manager	2KX	1/11/25	4	2	1	0	1		Int/Ext
<u>ASSESSOR'S OFFICE</u>										
11499	Assessment Services Asst. 3	6NN	1/5/25	4	3	1	0	0		Int/Ext
11500	Commercial Property Appraiser 3	2KN	1/3/25	11	10	1	0	0		Int/Ext
<u>CITY ATTORNEY</u>										
11509	Business Systems Coordinator	2LX	12/12/24	1	0	1	0	0		Int/Ext
11510	City Attorney HR Administrator	1IX	12/12/24	1	0	1	0	0		Int/Ext
<u>DEPT. OF CITY DEVELOPMENT</u>										
11481	Real Estate Compliance Liaison Officer	2TX	11/6/24	1	0	1	0	0	100% Reimbursable 50% CDBG-DCD Own Occupied	Ext
11514	Real Estate Development Specialist	2LX	3/1/25	4	3	1	0	0		Ext
<u>ELECTION COMMISSION</u>										
11498	Elec. Admin. Services Coordinator	2GN	12/12/24	1	0	1	0	0		Int
<u>DEPT. EMPLOYEE RELATIONS</u>										
11537	Test Administration Specialist	2IX	10/14/24	1	0	1	0	0		Int
<u>LIBRARY</u>										
11490	Library Services Supervisor	2GN	12/5/24	14	13	1	0	0		Int
11491	Custodial Worker 2	8BN	12/7/24	26	14	1	0	10		Ext
<u>DEPT. OF NEIGHBORHOOD SERVICES</u>										
11495	Operations Manager - Dev. Center	1NX	12/9/24	1	0	1	0	0		Int/Ext
11496	Residential Code Enf. Inspector 4	7EN	1/5/25	38	29	1	0	8		Int/Ext
11505	Fire Protection Engineer 4	7LN	12/21/24	1	0	1	0	0		Int/Ext
11507	Program Assistant II	5IN	1/4/25	10	8	1	0	1		Int/Ext
11508	Office Assistant III (2 Positions)	6GN	12/7/24 1/4/24	18	11	2	0	5		Int/Ext
<u>POLICE DEPARTMENT</u>										
11501	Building Maintenance Supervisor	1IX	8/22/22	4	3	1	0	0		Int/Ext
11502	Carpenter 1	7AN	NA	1	0	1	0	0		Int/Ext
11503	Custodial Worker 1 (3 Positions)	8AN	9/1/24 7/22/24 7/22/24	39	24	3	0	12		Int/Ext
11504	HVAC Maintenance Tech. 3 (2 Pos.)	7HN	7/25/18 9/7/20	10	8	2	0	0		Int/Ext
<u>DPW - ADMINISTRATION DIVISION</u>										
11515	Payroll Assistant 3	5IN	1/19/25	9	8	1	0	0		Int/Ext
<u>DPW-INFRASTRUCTURE SERVICES DIVISION</u>										
11484	Office Assistant III	6GN	11/23/24	1	0	1	0	0	100% Capital	Int/Ext
<u>DPW-OPERATIONS DIVISION</u>										
11485	Program Assistant II	5IN	1/5/25	2	1	1	0	0		Int/Ext
11486	Urban Forestry Manager	1GX	1/19/24	9	7	1	1	0		Int/Ext

SCHEDULE A - VACANCY REQUESTS

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

Finance & Personnel Committee Meeting: January 15, 2025
CCFN 241374

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. Authori- zation	Vac. Prev. Appr.	Other Vac.		
<u>NON-PROPERTY TAX LEVY SUPPORTED POSITIONS (Enterprise Funds, Grants)</u>										
<u>DEPT. OF ADMINISTRATION - COMMUNITY BLOCK GRANT ADMIN.</u>										
11519	Grant Monitor (2 Positions)	2JX	1/18/25 NA	11	8	2	0	1	100% CDBG	Int/Ext
<u>DEPT. OF ADMINISTRATION - OFF. OF COMMUNITY WELLNESS AND SAFETY</u>										
11482	Recast Program Manager	2HX	10/19/24	1	0	1	0	0	100% Justice for Families Gr.	Int
<u>HEALTH DEPARTMENT</u>										
11479	Public Health Educator II	2DN	8/3/22	2	0	1	0	1	100% WI Well Woman	Int/Ext
11480	Public Health Educator II	2DN	2/3/24	2	0	1	0	1	100% WI Well Woman	Int/Ext
11483	Marketing and Comm. Coordinator	2JX	1/5/25	1	0	1	0	0	100% CDC Pub. Hlth. Infra.	Int/Ext
<u>DPW-SEWER MAINTENANCE FUND</u>										
11517	Sewer Repair Crew Leader	8JN	12/7/24	3	2	1	0	0	Sewer Maint. Fund	Int
<u>DPW-TRANSPORTATION FUND</u>										
11518	Communications Assistant Lead	5FN	12/28/24	5	3	1	1	0	Transportation Fund	Int/Ext
11522	Parking Meter Technician-Lead	8FN	12/21/24	1	0	1	0	0	Transportation Fund	Int/Ext
<u>DPW-WATER WORKS</u>										
11473	Water Services Manager	1HX	12/8/24	1	0	1	0	0	Water Works	Int
11477	Water Chemist - Senior	2HN	1/5/25	4	3	1	0	0	Water Works	Int
11478	Water Chemist	2FN	12/8/24	10	9	1	0	0	Water Works	Ext
11487	Program Assistant II	5IN	12/23/24	2	0	1	0	1	Water Works	Int/Ext
11488	Communications Assistant V	6MN	12/23/24	6	5	1	0	0	Water Works	Int/Ext
11489	Program Assistant III	5JN	12/23/24	4	1	1	2	0	Water Works	Int/Ext
11523	Accountant III	2FN	12/23/24	3	2	1	0	0	Water Works	Int/Ext
11524	CADD & GIS Technician 3	3TN	1/4/25	9	7	1	1	0	Water Works	Int/Ext
11526	Water Treatment Plant Operator 4	2LN	1/3/25	36	30	1	5	0	Water Works	Int/Ext
11527	Water Field Supervisor	1FX	1/3/25	12	10	1	1	0	Water Works	Int/Ext
11525	Communications Assistant V	6MN	12/21/24	6	4	1	1	0	Water Works	Int/Ext
11541	Office Assistant IV	6KN	1/5/25	1	0	1	0	0	Water Works	Int/Ext

SCHEDULE B - FUND TRANSFERS

Finance and Personnel Committee Meeting: January 15, 2025
CCFN 241374

Department Account Name	Amount of Transfer		Reason for Transfer
	From	To	
<u>DEPT. EMPLOYEES' RETIREMENT</u> 2024 Wages Supplement Fund 2024 Employer's Pension Contribution WRS Fund	\$600,000	\$600,000	This line item is for costs of new employees being enrolled in the Wisconsin Retirement System, pursuant to Act 12. The 2024 budget estimated costs based on recent hiring patterns. Due to the City's recent salary reclassifications greater than anticipated new hires started in 2024, resulting in higher costs being remitted to the WRS. Funds are available in the Wages Supplement Fund to offset this overrun.

SCHEDULE C - GENERAL MATTERS

1. Miscellaneous