

**ACTION TAKEN ON VACANCY REQUESTS
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

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

Finance & Personnel Committee Meeting: February 25, 2026
CCFN 251757

Req. I.D. No.	Department and Position	Pay Range	Date Vacant	Committee Action
	<u>PROPERTY TAX LEVY SUPPORTED POSITIONS</u>			
	<u>DEPT. OF ADMINISTRATION - PURCHASING</u>			
12214	Procurement Specialist	2IX	2/21/26	
	<u>CITY CLERK</u>			
12213	Legislative And Fiscal Serv. Spec. Lead	2LX	1/18/26	
12237	Executive Administrative Assistant	2DN	11/9/25	
	<u>CITY TREASURER</u>			
12199	Customer Service Representative III	6KN	2/14/26	
	<u>DEPT. EMERGENCY COMMUNICATIONS</u>			
12235	Management Accountant - Senior	2JX	3/30/25	
	<u>FIRE AND POLICE COMMISSION</u>			
12225	Fire and Pol. Comm. Investigator	2KX	2/28/26	
	<u>LIBRARY</u>			
12120	Library Security Guard	8AN	12/11/25	
12226	Library Reference Assistant	2EN	2/5/26	
12227	Custodial Worker 2	8BN	2/3/26	
	<u>DEPT. NEIGHBORHOOD SERVICES</u>			
12200	Office Assistant II	6DN	9/28/25	
12201	Elevator Inspector 3	7LN	1/3/26	
	<u>POLICE DEPARTMENT</u>			
12215	Crime Analyst I (2 Positions)	2HN	7/13/25 5/25/25	
12218	Electronic Technician 1 (2 Positions)	3SN	4/14/26 11/24/25	
12219	Custodial Worker 1	8AN	12/31/25	
12220	Police Services Spec. - Invest.	5JN	NA	
12221	Police Services Spec. - Invest.	5JN	NA	
12222	Crime Analyst I	2HN	2/12/26	
12223	HVAC Maintenance Tech. 3 (2 Pos.)	7HN	11/21/25 2/14/26	
	<u>DPW - INFRASTRUCTURE DIVISION</u>			
12233	Traffic Sign Worker	8DN	11/23/25	
12232	Painter 4 (2 Positions)	7IN	NA	
12234	Traffic Sign Worker	8DN	NA	

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Req. I.D. No.	Department and Position	Pay Range	Date Vacant	Committee Action
<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	
12239	Biothreat Coordinator	2MX	2/1/26	
<u>DPW - TRANSPORTATION</u>				
12216	Transportation Financial Analyst	1HX	2/28/26	
12229	Parking Meter Technician - Lead	8FN	12/22/25	
<u>DPW-WATER WORKS</u>				
12210	Program Assistant II	5IN	3/1/26	
12224	Water Microbiologist	2FN	3/1/26	

SCHEDULE B - FUND TRANSFERS

Finance and Personnel Committee Meeting: February 25, 2026
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Fund Transfers listed were approved by the Finance and Personnel Committee.

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