

Ref: CC File No. 071390  
08028

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

DATE: March 12, 2008  
TIME: 9:00 A.M.  
PLACE: Committee Room 301-B  
SCHEDULE A: Vacancy Requests  
SCHEDULE B: Fund Transfers

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

I.D. No.	Department and Position	Pay Range	Date Vacant	Committee Action
<u>PROPERTY TAX LEVY SUPPORTED POSITIONS</u>				
<u>DEPT. OF EMPLOYEE RELATIONS</u>				
8063	Human Resources Information Analyst-Sr.	5	2/23/08	
<u>FIRE DEPARTMENT</u>				
8064	Fire Equipment Repairs Supervisor	7	2/23/08	
8065	Personnel Payroll Assistant II	445	11/18/07	
<u>HEALTH DEPARTMENT</u>				
8066	Health Center Operations Manager	7	3/18/08	
8067	Virologist III	642	TBD	
<u>DEPT. OF NEIGHBORHOOD SERVICES</u>				
8068-69	Code Enforcement Inspector II (2 positions)	541	2/24/07 8/11/07	
8070	Office Assistant IV	445	2/24/08	
8034	Building Construction Inspector II	589	2/16/08	
<u>NON-PROPERTY TAX LEVY SUPPORTED POSITIONS (Enterprise Funds, Grants)</u>				
<u>DEPT. OF CITY DEVELOPMENT</u>				
8071	Commercial & Residential Rehab. Mgr.	9	4/6/08	
<u>HEALTH DEPARTMENT</u>				
8072	Public Health Nurse	666	11/28/07	
8073	Public Health Nurse	666	3/6/08	
8074	Office Assistant II	410	3/8/08	
<u>DPW-WATER WORKS</u>				
8075-76	Machine Repairperson (2 positions)	287	6/1/07 4/29/06	
8077-78	Water Distribution Repair Worker II (2 positions)	252	2/24/08 2/24/08	
8079	Program Assistant II	530	2/24/08	
8080	Customer Service Representative III	445	2/1/08	

Finance and Personnel Meeting: March 12, 2008

Department Account Name	Amount of Transfer		Reason
	From	To	
HEALTH DEPARTMENT Operating Expenditures Salaries & Wages	\$141,690.20	\$141,690.20	To fund a salary shortfall that resulted from a PCA rate higher than actual experience. The PCA has been decreased for the 2008 budget to address this problem. Excess Operating Expenditures are the result of the Associate Physician vacancy, leftover IT consulting monies and grants that needed to be spent before year end.
LIBRARY Salaries & Wages Operating Expenditures	\$26,063.58	\$26,063.58	The transfer is needed to fund additional energy costs at the 13 library facilities. The additional costs are primarily for electricity. This was primarily a result of higher electricity prices. The adopted budget did not include enough funds to absorb actual price increases.
DEPARTMENT OF PUBLIC WORKS SEWER MAINTENANCE FUND Salaries & Wages Operating Expenditures	\$250,000.00	\$250,000.00	The transfer is needed to cover operating costs in excess of budget, especially a \$209,000 overage in the vehicle rental accounts (633000). The overage in this account is primarily due to higher than anticipated fuel costs. Additionally, the department is now replacing manhole frames and grates when there is a complaint of a manhole lid coming off, rather than simply sealing the existing cover. Additionally, a high number of manhole replacements related to thefts contributed to the overrun.

SCHEDULE C - GENERAL MATTERS

1. Miscellaneous matters