

**AGENDA OF ITEMS TO BE CONSIDERED
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

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
				Authorized	Filled excl. this pos.	Recomm. Authorization	Vac. Prev. Appr.	Other Vac.		
<u>PROPERTY TAX LEVY SUPPORTED POSITIONS</u>										
<u>DEPT. OF EMPLOYEE RELATIONS</u>										
8063	Human Resources Information Analyst-Sr.	5	2/23/08	1	0	1	0	0		Int/Ext
<u>FIRE DEPARTMENT</u>										
8064	Fire Equipment Repairs Supervisor	7	2/23/08	1	0	1	0	0		Int/Ext
8065	Personnel Payroll Assistant II	445	11/18/07	1	0	1	0	0		Int/Ext
<u>HEALTH DEPARTMENT</u>										
8066	Health Center Operations Manager	7	3/18/08	1	0	1	0	0		Int/Ext
8067	Virologist III	642	TBD	1	0	1	0	0		Int/Ext
<u>DEPT. OF NEIGHBORHOOD SERVICES</u>										
8068-69	Code Enforcement Inspector II (2 positions)	541	2/24/07 8/11/07	40	35	2	0	3		Int/Ext
8070	Office Assistant IV	445	2/24/08	3	2	1	0	0		Int
8034	Building Construction Inspector II	589	2/16/08	14	13	1	0	0		Int/Ext
<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	1	0	1	0	0	(E) CDBG	Int
<u>HEALTH DEPARTMENT</u>										
8072	Public Health Nurse	666	11/28/07	62	56	1	2	3	HIV Women's Grant	Int/Ext
8073	Public Health Nurse	666	3/6/08	62	56	1	2	3	NFP Grant	Int/Ext
8074	Office Assistant II	410	3/8/08	12	10	1	0	1	MCHVP	Int/Ext
<u>DPW-WATER WORKS</u>										
8075-76	Machine Repairperson (2 positions)	287	6/1/07 4/29/06	18	16	2	0	0	Water Works	Int/Ext
8077-78	Water Distribution Repair Worker II (2 positions)	252	2/24/08 2/24/08	28	25	2	1	0	Water Works	Int
8079	Program Assistant II	530	2/24/08	2	1	1	0	0	Water Works	Int/Ext
8080	Customer Service Representative III	445	2/1/08	12	11	1	0	0	Water Works	Int/Ext

BMA 30 SCHEDULE B - FUND TRANSFERS AND/OR EQUIPMENT REQUESTS

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