

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

DATE: April 5, 2024

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: April 5, 2024  
CCFN 231851

Req. I.D. No.	Department and Position	Pay Range	Date Vacant	Committee Action
<u>PROPERTY TAX LEVY SUPPORTED POSITIONS</u>				
<u>DOA-INFORMATION &amp; TECHNOLOGY MANAGEMENT DIV.</u>				
11078	IT Support Specialist (2 Positions)	2HN	3/19/23 7/27/21	
11080	IT Support Associate (2 Positions)	5IN	3/17/24 3/17/23	
11084	IT Support Specialist - Senior	2JN	1/22/23	
<u>DOA-OFFICE OF COMMUNITY WELLNESS AND SAFETY</u>				
11086	Marketing and Comms. Coordinator	2FX	12/9/23	
<u>DEPT. OF CITY DEVELOPMENT</u>				
11071	Marketing & Comms. Coordinator	2FX	3/30/24	
11081	Accounting Coordinator II	2FN	3/29/23	
<u>CITY TREASURER</u>				
11075	Teller	6KN	6/1/24	
11087	Tax Enforcement Specialist	5JN	4/13/24	
<u>COMMON COUNCIL-CITY CLERK</u>				
11050	Legislative Library Manager	1CX	4/27/24	
11083	Document Technician III	3GN	4/1/24	
<u>DEPT. OF EMERGENCY COMMUNICATIONS</u>				
11038	Administrative Assistant IV (2 Pos.)	5JN	NA	
<u>FIRE DEPARTMENT</u>				
11053	Fire Lieutenant	4EN	2/21/24	
11051	EMS Supervisor	4JN	4/28/24	
<u>HEALTH DEPARTMENT</u>				
11044	Administrative Assistant III	5IN	5/26/24	
11052	Public Health Nurse 3	2IN	3/29/24	
<u>LIBRARY</u>				
11048	Custodial Worker 3	8CN	3/14/24	
<u>DEPT. OF NEIGHBORHOOD SERVICES</u>				
11068	Operations Manager-Development Cntr.	1MX	4/20/24	
11060	Environmental Risk Officer 4	7IN	TBD	
11062	Building Construction Inspector 6	7MN	4/14/24	
<u>POLICE DEPARTMENT</u>				
11045	Forensic Identification Processor (2 Pos)	5DN	3/22/24 NA	
11049	Grant Compliance Manager	2KX	3/30/24	
<u>DPW-INFRASTRUCTURE SERVICES DIVISION</u>				
11079	Office Assistant III	6GN	2/3/24	
<u>DPW-OPERATIONS DIVISION</u>				
11041	Urban Forestry Manager	1GX	5/11/24	
11085	Custodial Worker III	8CN	3/9/24	
<u>NON-PROPERTY TAX LEVY SUPPORTED POSITIONS (Enterprise Funds, Grants)</u>				
<u>HEALTH DEPARTMENT</u>				
11042	Community Outreach Specialist	2EN	4/20/24	
11061	Public Health Nursing Administrator	2MX	5/1/24	

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11082	Public Health Social Worker 3	2HN	5/11/24	
11077	<u>DPW-SEWER MAINTENANCE FUND</u> Sewer Operations Supervisor	1FX	10/14/23	
11066	<u>DPW-TRANSPORTATION FUND</u> Transportation Financial Analyst	2KX	3/16/24	
11072	<u>DPW-WATER WORKS</u> Water Repair Worker 3	8FN	4/9/24	
11055	Water Customer Service Manager	1HX	3/27/24	
11057	Water Chemist	2FN	4/1/24	
11058	Water Meter Technician	8EN	3/22/24	

SCHEDULE B - FUND TRANSFERS

Finance and Personnel Committee Meeting: April 5, 2024  
CCFN 231851

Fund transfers listed were approved by the  
Finance and Personnel Committee

Department Account Name	Amount of Transfer		Reason for Transfer
	From	To	
<u>COMMON COUNCIL-CITY CLERK</u>			
2023 Equipment Funds	\$10,220		Expenses budgeted for City Records shelving modification to accommodate locking features was paid for by MPD since it was to primarily secure their records leaving this account with extra funds. Operating expenditures were less than originally anticipated. Salaries account shortage due to reclasses that were not budgeted
2023 Operating Expenditures	\$13,217		
2023 Salaries & Wages		\$23,437	
<u>COMPROLLER</u>			
2023 Operating Expenditures	\$48,530		Available Operating Funds due to less than anticipated expenditures for contracted professional services and travel. Transfer to cover increase in salaries due to DER Market Studies and Matrix Placements.
2023 Salaries & Wages		\$48,530	
<u>DEPT. OF EMERGENCY COMMUNICATIONS</u>			
2023 Operating Expenditures	\$99,983		As a part of the phased approach to the consolidation of the MPD and MFD emergency call centers into one unified department, the DEC is now processing payroll for both MPD and MFD. Operating Expenditures remain from previous process of salary reimbursement to departments
2023 Salaries & Wages		\$99,983	
<u>EMPLOYES' RETIREMENT SYSTEM</u>			
2023 Operating Expenditures	\$171,227		Operating Funds are available due to lower than anticipated costs for investment management fees and information technology. Fringe Benefits are over budget due to increased salaries
2023 Fringe Benefits		\$171,227	
<u>EMPLOYES' RETIREMENT SYSTEM</u>			
2023 Operating Expenditures	\$669,967		Operating Funds are available due to lower than anticipated costs for investment management fees and information technology. Salaries are over budget due to reclassifications.
2023 Salaries & Wages		\$669,967	
<u>FIRE DEPARTMENT</u>			
2023 Salaries & Wages	\$189,472		Due to vacancies, Salaries & Wages funds are available to cover Operating expenditure shortfalls due to 2023 BLS Subsidy expenses.
2023 Operating Expenditures		\$189,472	
<u>LIBRARY</u>			
2023 Contingent Energy Financing	\$17		Due to a significant number of vacancies within our facilities department, contracted custodial and grounds maintenance staff were used to maintain services. Funds to cover these Operating Expenditures are available due to vacancies, anticipatory budgeting for equipment purchases, a property payment not required and a small amount of energy contingent funds
2023 Good Hope Property Payment	\$45,000		
2023 Equipment Funds	\$13,515		
2023 Salaries & Wages	\$181,690		
2023 Operating Expenditures		\$240,222	

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<u>DEPT. OF NEIGHBORHOOD SERVICES</u> 2023 Salaries & Wages 2023 Operating Expenditures	\$107,446	\$107,446	DNS Salaries funds are available from the 2023 budget year due to departmental vacancies and held position to meet the personnel cost adjustment. Operating account shortage due to reimbursements to other city departments and increased expenditures for temporary employees during the 2023 fiscal year.
<u>POLICE DEPARTMENT</u> 2023 Salaries & Wages	\$1,750,000	\$1,750,000	Operating costs were increased higher than anticipated for information services, contracted services due to vacancies, and higher than anticipated utility costs. Funding is available in the salary account due to higher than anticipated vacancies and average wage costs.
<u>DEPARTMENT OF PUBLIC WORKS</u> ADMIN 2023 Operating Expenditures OPS 2023 Equipment Expenditures	\$65,510	\$65,510	These DPW accounts were over estimated or had a greater than expected vacancy rate in 2023 resulting in balances available for transfer. The other accounts listed saw inflated prices for equipments, material and energy resulting in higher expenditures
OPS 2023 Special Fund R504 OPS 2023 Equipment Expenditures	\$145,184	\$145,184	
ISD 2023 Salaries & Wages ISD 2023 Operating Expenditures	\$461,506	\$461,506	
<u>SPA's/SOCIAL SECURITY</u> 2023 Wages Supplement Fund 2023 Social Security	\$590,264	\$590,264	The 2023 social security costs were higher than anticipated due to increased wage costs. The wages supplement fund has available funding for this shortfall.

SCHEDULE C - GENERAL MATTERS

1. Miscellaneous