

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

DATE: December 7, 2016

TIME: 9:30 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: December 7, 2016

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	Code
				Auth.	Filled excl. this pos.	Recomm. Authori- zation	Vac. Prev. Appr.	Other Vac.			
<u>PROPERTY TAX LEVY SUPPORTED POSITIONS</u>											
<u>CITY ATTORNEY</u>											
2372	IT Support Specialist-Senior	2GN	2/11/17	1	0	1	0	0		Int	x-2b
2373	Assistant City Attorney V	2QX	12/3/16	36	33	1	3	0		Int/Ext	x-2b
<u>DEPT. OF CITY DEVELOPMENT</u>											
2375	Administrative Assistant II	6HN	12/31/16	1	0	1	0	0		Int/Ext	x-3
<u>COMPTROLLER</u>											
2297	Auditor - Lead	2HX	10/22/16	2	1	1	0	0		Int	x-3
2299	Auditor (Auxiliary)	2GX	NA	3	1	1	0	0		Int	x-3
<u>DEPT. OF EMPLOYEE RELATIONS</u>											
2369	Human Resources Rep.	2HX	12/3/16	7	4	1	0	2		Int/Ext	x-2a
2379	Certification & Salary Sys. Admin.	1EX	12/31/16	1	0	1	0	0		Int/Ext	x-3
<u>FIRE DEPARTMENT</u>											
2350	Fire Lieutenant	4E	11/15/16	158	155	1	0	2		Int	x-1
2351	Heavy Equipment Operator	4D	12/18/16	162	158	1	0	3		Int	x-1
2352	IT Support Specialist-Senior	2GN	11/8/16	2	0	1	1	0		Int/Ext	x-2b
<u>HEALTH DEPARTMENT</u>											
2358	Public Health Nurse Coordinator	2GN	12/1/16	14	13	1	0	0		Int/Ext	x-2b
2359	Public Health Nurse 1	2DN	11/4/16	32	26	1	0	5		Int/Ext	x-2b
2360	Public Health Nurse 1	2DN	12/3/16	32	26	1	0	5		Int/Ext	x-2b
2368	Public Health Deputy Lab. Director	1JX	12/10/16	1	0	1	0	0		Int/Ext	x-2b
2377	Comm. & Infectious Dis. Prog. Mgr.	1FX	12/1/16	1	0	1	0	0		Int	x-2b
<u>LIBRARY</u>											
2342	Management Librarian	1DX	2/27/16	5	3	1	0	1		Int/Ext	x-2a
<u>DEPT. OF NEIGHBORHOOD SERVICES</u>											
2362	Bldg. Construction Inspector	2HN	11/19/16	17	16	1	0	0		Ext	x-2a
2363	Office Assistant II	6EN	11/6/16	9	5	1	1	2		Ext	x-2b
2364	Certification and Comm. Coord.	2FX	12/30/16	1	0	1	0	0		Int/Ext	x-2a
2367	Customer Service Rep. II	6GN	12/30/16	4	3	1	0	0		Int	x-2b
2370	Environmental Risk Officer	2FN	12/2/16	5	4	1	0	0		Int	x-2a
<u>POLICE DEPT.</u>											
2345	Latent Print Examiner		12/3/16	4	3	1	0	0		Int	x-1
2353	Health and Safety Specialist	2DN	12/3/16	1	0	1	0	0		Int/Ext	x-2b
2354	Maintenance Technician II (3 pos.)	3GN	4/14/13	6	3	3	0	0		Int/Ext	x-2b
2380	Chief of Staff-Police	1JX	8/8/11 11/11/13 5/15/16	1	0	1	0	0		Int/Ext	x-1
<u>DPW-INFRASTRUCTURE SERVICES</u>											
2294	Traffic Sign Worker II	8GN	11/20/16	6	5	1	0	0	70% Capital	Int	x-2b
<u>DPW-OPERATIONS DIVISION</u>											
2346	Program Assistant II	5FN	1/15/17	1	0	1	0	0		Int	x-2b

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<u>NON-PROPERTY TAX LEVY SUPPORTED POSITIONS (Enterprise Funds, Grants)</u>											
<u>HEALTH DEPARTMENT</u>											
2356	Office Assistant I	6CN	12/1/16	8	5	1	0	2	80% Tuberculosis grnt STD Infertility grnt	Int/Ext	x-6
2357	Disease Intervention Specialist	2AN	12/3/16	8	6	1	0	1		Int/Ext	x-6
<u>DEPT. OF NEIGHBORHOOD SERVICES</u>											
2371	Neigh. Improvement Proj. Inspector	3ON	12/18/16	8	6	1	0	1	CDBG	Int/Ext	x-6

SCHEDULE B - FUND TRANSFERS AND/OR EQUIPMENT REQUESTS

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Department Account Name	Amount of Transfer		Reason
	From	To	
<u>ASSESSOR</u>			
Salaries & Wages	\$42,812.36		Larger than anticipated costs for outside vendors including; legal counsel for outstanding court cases, assessment system contractor, and auxiliary support to assist with CAMA project transition.
State Mfg. Assessment Payment	\$22,187.64		
Operating Expenditures		\$65,000.00	
<u>CITY ATTORNEY</u>			
Outside Council/Expert Witness Funds	\$300,000		Expected normal expenditures are \$181,224. With \$60,431 left, we are likely to fall short by \$120,793. In addition to the estimated \$120,000 shortfall, the Office is aware of pending settlements in the amount of \$75,000 and \$105,000, respectively. As these are pending settlements, we cannot disclose the client.
Damages and Claims Funds		\$300,000	

SCHEDULE C - GENERAL MATTERS

1. Miscellaneous