

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

DATE: March 15, 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: March 15, 2024  
CCFN 231748

Req. I.D. No.	Department and Position	Pay Range	Date Vacant	Committee Action
	<u>PROPERTY TAX LEVY SUPPORTED POSITIONS</u>			
	<u>CITY ATTORNEY</u>			
11027	Deputy City Attorney	10X	2/24/24	
	<u>COMMON COUNCIL-CITY CLERK</u>			
11003	Administrative Assistant II	6HN	3/2/24	
	<u>COMPROLLER</u>			
10954	Accounting Program Assistant III	5GN	2/4/24	
10956	Accounting Program Assistant II	6KN	3/17/24	
	<u>DEPT. OF EMERGENCY COMMUNICATIONS</u>			
10992	Emergency Comms. Manager (6 Pos.)	1JX	NA	
	<u>DEPT. OF EMPLOYEE RELATIONS</u>			
11015	Human Resources Representative	2HX	3/1/24	
	<u>HEALTH DEPARTMENT</u>			
10408	Program Assistant II	5IN	7/9/22	
11025	Office Assistant II	6DN	11/12/23	
11028	Disease Intervention Specialist Supv.	1GX	7/1/24	
11029	Epidemiologist	2KX	TBD	
	<u>DEPT. OF NEIGHBORHOOD SERVICES</u>			
10998	Residential Code Enf. Insp. 4 (3 Pos.)	7EN	TBD TBD 2/17/24	
11010	Commercial Code Enf. Insp. 4 (2 Pos.)	7EN	TBD TBD	
11011	District Code Enforcement Supv.	1IX	2/4/23	
11012	Office Assistant IV	6HN	TBD	
11013	Office Assistant III (2 Positions)	6FN	2/17/24 2/6/24	
	<u>POLICE DEPARTMENT</u>			
10988	Forensic Identification Processor	5DN	TBD	
11036	Office Assistant IV-PD (2 Positions)	6KN	1/22/23 10/31/23	
	<u>DPW-ADMINISTRATION</u>			
11021	Management and Accounting Officer	2JX	3/2/24	
	<u>DPW-INFRASTRUCTURE SERVICES</u>			
10996	Civil Engineer II	2KN	8/22/22	
11018	Engineering Technician IV	3TN	8/21/22	
	<u>DPW-OPERATIONS DIVISION</u>			
10993	Youth Apprentice	9MN	NA	

SCHEDULE A - VACANCY REQUESTS

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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>DOA-OFFICE OF COMMUNITY WELLNESS AND SAFETY</u>				
11032	Family Violence Prev. Prog. Coord.	2GX	12/28/23	
<u>HEALTH DEPARTMENT</u>				
11033	Public Health Nurse 3	2IN	3/8/20	
<u>DPW-WATER WORKS</u>				
11000	Water Meter Technician Lead	8FN	9/14/23	
11001	Water Repair Worker 3 (2 Positions)	8FN	10/6/23	
			3/5/24	
11002	Water Treatment Plant Operator 4	2LN	2/19/24	
11004	Water Distribution Investigator	8GN	2/29/24	
11005	Water Distribution Construction Mgr.	1GX	3/4/24	
11007	Customer Service Representative III	6HN	3/5/24	
11014	Water Repair Crew Leader	8JN	3/3/24	
11022	Payroll Assistant 3	5IN	3/2/24	
11023	Water Meter Technician	8EN	3/5/24	
11037	Accounting Assistant III	5GN	3/7/24	

SCHEDULE B - FUND TRANSFERS

Finance and Personnel Committee Meeting: March 15, 2024  
CCFN 231748

Fund transfers listed were approved by the  
Finance and Personnel Committee

Department Account Name	Amount of Transfer		Reason for Transfer
	From	To	
<u>CITY TREASURER</u>			
2023 Operating Expenditures	\$147,156		Salaries exceeded budgeted amounts due to reclasses/market studies.
2023 Salaries & Wages		\$147,156	
<u>HEALTH DEPARTMENT</u>			
2023 Salaries & Wages	\$50,000		Operating costs for facilities maintenance were higher than anticipated. Funding is available in various accounts after 2023 actual experience.
2023 AIDS Prevention	\$61,326		
2023 DVSA Special Fund	\$15,059		
2023 Opioid Prevention & Treatment Fund	\$9,000		
2023 Operating Budget		\$135,385	
<u>DPW - INFRASTRUCTURE DIVISION</u>			
Bridge Reconstruction 2024	\$3,000,000		The transfer would move the funding from the Local account to the State & Federally Funded Grants account so we can use the previously budgeted funds as part of the City's match funds for the Cherry St Bridge grant.
Bridge Federal & State Aid		\$3,000,000	

SCHEDULE C - GENERAL MATTERS

1. Miscellaneous