

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

DATE: December 15, 2004

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	Committee Action
	<u>PROPERTY TAX LEVY SUPPORTED POSITIONS</u>			
	<u>DEPT. OF ADMINISTRATION</u>			
	<u>BUDGET & MANAGEMENT DIV.</u>			
4575	Legislative Coordinator-Sr. (Aux.)	10	NA	
	<u>ASSESSOR</u>			
4515-16 & 4588	Senior Property Appraiser (3 positions)	588	10/15/04 N/A 11/16/04	
	<u>CITY ATTORNEY</u>			
4547	Assistant City Attorney	148	1/1/05	
4548	Assistant City Attorney	148	1/1/05	
4549	Legal Office Asst. III	450	12/16/04	
4550	Legal Office Asst. II	437	12/16/04	
	<u>COMMON COUNCIL-CITY CLERK</u>			
4576	Publications & Information Mgr.	9	1/5/05	
4577	Public Relations Supv.	6	1/5/05	
4583	Legislative Fiscal Analyst, Sr.	7	3/27/04	
4584	Fiscal Review Analyst, Sr.	6	TBD	
4585	Legislative Research Analyst, Sr.	6	7/24/04	
4586	Librarian II	545	TBD	
	<u>FIRE DEPARTMENT</u>			
4551	Fire Dispatch Manager	7	10/23/04	
4552	Fire Equipment Dispatcher	858	12/19/04	
4553	Administrative Fire Captain	857	9/15/04	
4554	Heavy Equipment Operator	853	11/28/04	
4589	Fire Lieutenant	856	1/2/05	
	<u>HEALTH DEPARTMENT</u>			
4587	Lead Risk Assessor II	541	4/17/04	
	<u>LIBRARY</u>			
4555	Library Technician III	425	10/23/04	
4556	Library Technician II	410	11/21/04	
4557	Custodial Worker III	230	1/29/05	
4590	Personnel Payroll Assistant II	445	12/31/04	
4593	Accounting Asst. I	435	12/18/04	
	<u>MUNICIPAL COURT</u>			
4558	Office Assistant IV	445	12/21/04	
	<u>NEIGHBORHOOD SERVICES</u>			
4559-62	Code Enforcement Inspector II (4 positions)	541	3/15/04 5/28/04 7/17/04 9/28/04	

I.D. No.	Department and Position	Pay Range	Date Vacant	Committee Action
4563-66	<u>POLICE DEPARTMENT</u> Police Dispatcher (4 positions)	478	11/24/04 9/18/04 2/21/04	
4567	Data Entry Operator II	405	11/22/04	
4568	Custodial Worker II	215	12/16/04	
4569	<u>DEPT. OF PUBLIC WORKS</u> <u>INFRASTRUCTURE SERVICES</u> Civil Engineer III	628	10/23/04	
4570	<u>OPERATIONS DIVISION</u> Field Service Mechanic	270	9/24/04	
4571	Urban Forestry Crewleader	282	12/4/04	
<u>NON-PROPERTY TAX LEVY SUPPORTED POSITIONS (Enterprise Funds, Grants)</u>				
4572	<u>CITY ATTORNEY</u> Parking Citation Review Mgr.	6	12/3/04	
4573	<u>LIBRARY</u> Library Services Assistant	504	3/20/04	
4578	<u>DEPT. OF PUBLIC WORKS</u> <u>PARKING FUND</u> Communication Asst. III	445	12/5/04	
4591	Tow Lot Attendant	220	10/9/04	
4592	Accounting Assistant II	445	10/25/04	
4574	<u>SEWER MAINTENANCE</u> Sewer Examiner II	260	7/25/04	
4582	Sewer Field Investigator	250	4/29/04	
4579	<u>Water Works</u> Water Distr. Repair Worker II	252	11/30/04	
4580	Water Meter Technician II	249	11/8/04	
4581	Water Meter Technician I	240	8/15/04	

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

Fund transfers listed were approved
by Finance & Personnel.

Finance and Personnel

Meeting: December 15, 2004

Department Account Name	Amount of Transfer		Reason
	From	To	
DEPT. OF EMPLOYEE RELATIONS Health Maint. Organization Health Care Dental Insurance Health Care Claims	\$418,078.46 \$11,918.72	\$429,997.18	To cover anticipated costs in the basic plan. Previously transferred funds from the basic plan to HMOs was in excess of actual HMO costs. Therefore, these funds are available for the basic plan.

SCHEDULE C - GENERAL MATTERS

1. Miscellaneous matters