

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

DATE: May 6, 2015

TIME: 9:00 A.M.

PLACE: Committee Room 301-B
City Hall

SCHEDULE A: Vacancy Requests

SCHEDULE B: Fund Transfers

SCHEDULE A - VACANCY REQUESTS

Finance & Personnel Committee Meeting: May 6, 2015

CSC-Status - Under Civil Service
Unless Noted as Exempt (E)

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>								50% Reimbursable 50% Reimbursable	Int/Ext Int/Ext	X-2b X-2b
	<u>DOA-UNIFIED CALL CENTER</u>										
337	UCC Customer Service Rep. III (2 pos.)	6HN	NA	9	5	2	0	2			
342	UCC Customer Service Rep. IV (2 pos.)	6JN	2/7/15	3	1	2	0	0			
	<u>ASSESSOR</u>								Int Int	X-3 X-2a	
379	Program Assistant II	5FN	5/23/15	1	0	1	0	0			
380	Office Assistant III	6FN	5/23/15	8	7	1	0	0			
	<u>CITY ATTORNEY</u>										
298	Assistant City Attorney	2QX	10/14	36	31	1	2	2	Int/Ext Int Int/Ext Int/Ext	x-2b x-2b x-2b x-2b	
367	Administrative Specialist Sr.	2EX	4/30/15	2	1	1	0	0			
368	Legal Office Assistant	6JN	4/11/15	4	3	1	0	0			
373	Paralegal	5JN	4/13/15	3	1	1	1	0			
	<u>DEPT. OF CITY DEVELOPMENT</u>								(E) 50% RACM	Int/Ext Int/Ext	x-3 x-2a
383	Real Estate Development Services Mgr.	1HX	4/26/15	1	0	1	0	0			
384	Senior Planner	2FN	6/7/15	4	3	1	0	0			
	<u>CITY TREASURER</u>										
352	Customer Service Rep. II	6GN	5/9/15	7	4	1	2	0	Int/Ext	x-2b	
	<u>COMMON COUNCIL-CITY CLERK</u>										
381	Legislative Reference Bureau Mgr.	1HX	1/20/15	1	0	1	0	0			
	<u>DEPT. OF EMPLOYEE RELATIONS</u>										
348	Program Assistant II	5FN	3/12/15	4	3	1	0	0	Int/Ext	X-2a	
	<u>HEALTH DEPARTMENT</u>										
321	Public Health Research & Policy Dir.	1JX	1/16/15	1	0	1	0	0			
	<u>DEPT. OF NEIGHBORHOOD SERVICES</u>										
351	Network Manager	1GX	5/6/15	1	0	1	0	0	Int Ext Int	x-3 x-2b x-2b	
370	Office Assistant II	6EN	5/9/15	9	5	1	0	3			
371	Customer Service Rep. II	6GN	5/9/15	4	3	1	0	0			
	<u>POLICE DEPARTMENT</u>								Int/Ext Int Int/Ext	x-2b x-1 x-2b	
353	Police Records Assistant Mgr.	1CX	2/14/15	1	0	1	0	0			
356	Detective (4 positions)	4F	NA	190	181	4	5	0			
358	Helpdesk Specialist II (2 positions)	3IN	4/6/15	9	5	2	0	2			
			4/26/15						Int Int/Ext	x-2b x-2b	
359	Administrative Assistant II	6HN	NA	2	1	1	0	0			
369	Human Resources Administrator	1HX	NA	1	0	1	0	0			
	<u>DPW-INFRASTRUCTURE SERVICES</u>								Int/Ext	x-2b	
347	Custodial Worker II/City Laborer	8DN	4/11/15	12	10	1	1	0			
	<u>DPW-OPERATIONS DIVISION</u>								Int	x-2b	
357	Urban Forestry Crew Leader (2 pos.)	7IN	3/28/15 4/12/15	22	20	2	0	0			

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	<u>NON-PROPERTY TAX LEVY SUPPORTED POSITIONS (Enterprise Funds, Grants)</u>										
	<u>DEPT. OF CITY DEVELOPMENT</u>										
349	Housing Rehab. Manager	1DX	4/12/15	1	0	1	0	0	CDBG	Int/Ext	x-6
	<u>DPW-SEWER MAINTENANCE FUND</u>										
372	Civil Engineer II	2GN	4/23/15	12	8	1	2	1	Sewer Maint. Fund	Int/Ext	x-6
375	Sewer Field Investigator	8HN	1/18/15	5	4	1	0	0	Sewer Maint. Fund	Int	x-6
	<u>DPW-WATER WORKS</u>										
363	Accounting Assistant II	6HN	5/12/15	2	1	1	0	0	Water Works	Int/Ext	x-6
364	Water Meter Technician (3 positions)	7DN	10/28/14 11/11/14 3/16/15	40	31	3	6		Water Works	Int/Ext	x-6
365	Water Distr. Utility Investigator	8IN	4/25/15	11	10	1	0	0	Water Works	Int	x-6
366	Water Field Supervisor	1BX	5/2/15	15	11	1	0	3		Int	x-6

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

Finance and Personnel Committee Meeting: May 6, 2015

All fund transfers listed are 2014 funds.

Department Account Name	Amount of Transfer		Reason
	From	To	
<u>FIRE DEPARTMENT</u>			
Salaries	343,782.81		Overrun is due to the Zoll defibrillator replacement expenditure being fully expensed earlier than anticipated.
Operating Expenditures	32,396.83		
Equipment		376,179.64	
<u>POLICE DEPARTMENT</u>			
Salaries	392,482.22		Overrun is due to new Police Officer recruit equipment costs being appropriated to the salary budget.
Operating Expenditures		392,482.22	
<u>DPW-OPERATIONS DIVISION</u>			
In-House Demolition	39,206.44		The required costs to properly care for the large number of In Rem properties received into the City's inventory exceeded the 2014 budgeted costs.
In Rem/Vacant Lot Property Management		39,206.44	
<u>DPW-PARKING FUND</u>			
Operating Expenditures	35,940.06		The estimated amount for 2014 Payment In Lieu of Taxes was less than the actual amount.
Payment in Lieu of Taxes Special Fund		35,940.06	
<u>DPW-SEWER MAINT. FUND</u>			
Salaries	459,553.34		Goods were received in 2014 however invoices were not received until March. Funds were already encumbered and rolled over from 2014 to 2015. Since goods were received in 2014 an accrual was done to reflect the expense as a 2014 expenditure.
Employee Benefits	22,557.43		
Operating Expenditures		482,110.77	
<u>DPW</u>			
DPW-Administrative Services Operating	80,000.00		Snow and Ice Operations costs exceeded the 2014 budgeted amount by nearly \$3 million. Higher than budgeted expenditures can be attributed to the number of operations and amount of de-icing materials used.
DPW-Operations Division Equipment	115,000.00		
DPW-Operations Division -Special Funds	20,000.00		
DPW-Operations Div. Operating		215,000.00	

SCHEDULE C - GENERAL MATTERS

1. Miscellaneous