

CITY OF NEWTON

IN BOARD OF ALDERMEN

FINANCE COMMITTEE REPORT

MONDAY, APRIL 13, 2015

Present: Ald. Gentile (Chair), Ciccone, Norton, Brousal-Glaser, Blazar, Fuller, and Lappin

Absent: Ald. Rice

Also present: Ald. Albright and Crossley

City staff present: Maura O'Keefe (Assistant City Solicitor), David Turocy (Commissioner of Public Works) Maureen Lemieux (Chief of Staff/Chief Financial Officer), and David Wilkinson (Comptroller)

#87-15 HIS HONOR THE MAYOR requesting authorization to create a gift account for Fiscal Year 2016 for the Newtonville Area Council in accordance with Massachusetts General Laws c. 44 §53A. [04/02/15 @ 3:46 PM]

ACTION: **HELD 7-0**

NOTE: Comptroller David Wilkinson and Assistant City Solicitor Maura O'Keefe presented the request to establish a gift account for the Newtonville Area Council. The Charter states that the finances and expenses of the area councils are subject to city audit. Therefore, the area councils should meet all the City's financial requirements when depositing or accessing their funds. Originally, the Board of Aldermen considered seeking Special Legislation from the General Court to allow the area councils to operate outside of municipal finance constraints; however, Massachusetts Department of Revenue (MDOR) will not support the special legislation.

After working with the Newtonville Area Council, David Wilkinson determined that it would be appropriate to follow the student activity account model and establish revolving gift accounts for the area councils. Mr. Wilkinson developed the attached "Guidelines for Neighborhood Area Council Special Revenue Funds" that follow municipal finance laws.

The establishment of a revolving gift account for the Newtonville Area Council would allow the council flexibility and provide the City with a level of control. The City would receive bank statements, the gift account would be reconciled quarterly, and the council will have check writing ability. The establishment of the gift account would bring the Newtonville Area Council into compliance with the municipal finance laws.

The Law Department has advised the other Area Councils to request the City establish a gift account but there is a question of whether the City can force the councils to establish accounts due to language in the City Charter. There was a suggestion that a letter from the Board of Aldermen stating that it expects existing area councils to request gift accounts from the City might be the best approach to getting the existing area councils to comply with the request. The Board of Aldermen can require any new council to establish a gift account through a condition in the Board Order.

Ald. Fuller made a motion to hold the item in order to have an opportunity to read the guidelines that were provided at the meeting. The Committee unanimously supported the motion.

REFERRED TO PUBLIC FACILITIES AND FINANCE COMMITTEES

#88-15 HIS HONOR THE MAYOR requesting authorization to transfer the sum of six hundred thousand dollars (\$600,000) from the Department of Public Works Salaries Account to the Department of Public Works Contracted Snow Removal Account for the purpose of funding the contracted labor final bills. [04/03/15 @ 9:45 AM]

PUBLIC FACILITIES APPROVED 7-0 on 04/08/15

ACTION: **APPROVED 7-0**

NOTE: Chief of Staff Maureen Lemieux reviewed the request for a transfer of \$600,000 within the Department of Public Works' accounts. When money was appropriated and/or transferred to the Department of Public Works' snow and ice removal accounts, the amounts allocated to each line item were based on estimated needs. The Salaries Account ended up with more money than needed and the Contracted Snow Removal Account with less. Therefore, the Department of Public Works needs the transfer of funds to provide enough money to pay the outstanding snow removal contractor bills. Ald. Ciccone moved approval, which carried unanimously.

REFERRED TO PUBLIC FACILITIES AND FINANCE COMMITTEES

#455-14 HIS HONOR THE MAYOR recommending amendment to Chapter 29, Section 80 **Sewer/Storwater use charge.** of the City of Newton Ordinances to create a storm water rate fee structure based upon square footage of impervious surface area.

PUBLIC FACILITIES HELD 7-0 on 04/08/15

ACTION: **HELD 7-0**

NOTE: Chief of Staff Maureen Lemieux provided the attached draft of the proposed Fiscal Year 2016 water and sewer rates and the storm water fees. The Administration has decided to propose an increase to the storm water flat fees for residential and commercial properties instead of creating a tiered rate structure based on impervious surface. The Administration would have liked to move to a tiered fee structure for storm water this fiscal year to better reflect what each property contributes to storm water runoff. The Administration needs additional time to refine its impervious surface data to ensure that it is accurate before moving to a tiered rate structure. In addition, the City has learned that there are two or three communities in Massachusetts that are charging a flat fee to residential properties and a tiered fee based on impervious surface area for all other properties. It was the Law Department's opinion that State statute required the City to charge the same type of fee to all properties. The City is currently waiting for the Massachusetts Department of Revenue to weigh in on whether the City can charge one type of fee to residential properties and a different fee to all other properties; however, there is some belief that the Department of Revenue is taking a hands off approach to storm water fees. The Administration will be ready to move forward with the impervious surface area model by December 1, 2015 for implementation next fiscal year.

An assessment of the City's storm water infrastructure was recently completed and it identified \$40 million of capital and permitting work. Therefore, it is important that the City begin to fund the needed work. The Mayor is recommending a residential storm water flat fee of \$75 and a commercial storm water flat fee of \$200.00. Ms. Lemieux explained that the proposed commercial fee is not a significant increase because very small businesses are required to pay the commercial fee. The Public

Facilities Committee has discussed both fees based on impervious surface area and flat fees for storm water at length and during those discussions there was a strong consensus among the Committee that small business owners should not be overburdened with large storm water fees. The increase to the flat fees for storm water would generate approximately \$1.9 million in revenue. The revenue would be used to fund \$1.2 million in operating costs, a reserve fund, and begin to address some of the needed capital and/or permitting work.

There was a suggestion that the commercial rate should be increased to at least \$300, which would generate an additional \$130,000 for the storm water fund. Other members of the Committee voiced concern that the suggested \$200 fee is appropriate due to the inequity to small businesses if the fee is increased. The storm water fees for this year should be looked at as a stop gap measure until the rates based on impervious surface area can be implemented. It was also pointed out that once the City moves to fees based on impervious surface area most of the small businesses would only pay a \$75 fee.

Ms. Lemieux reviewed the proposed water and sewer rates with the Committee. The Fiscal Year 2016 rate structure for the water includes a tier for irrigation water. The rate for irrigation is set at \$10.00 per Hundred Cubic Feet (HCF) of water. Some Committee members felt that the irrigation rate should be higher. The Chair stated that there would be opportunity for any Alderman to ask that the item be amended to increase the irrigation rate during the Committee of the Whole public hearing and subsequent discussion. There may be some small changes to the sewer rate before the final recommended water and sewer rates and storm water fees are submitted to the Board of Aldermen. The budget for the sewer utility is not complete and Ms. Lemieux needs to be sure that every expense in the upcoming budget is covered. The Committee felt that the proposed rates do not favor the low end user. It was suggested that the Administration consider adjusting the sewer rates by having a lower percentage increase for the lower end users and a higher percentage rate for higher end users to help minimize the increase to the low-end user.

It was pointed out that the overall increase to the rates and fees is less than the 3.9% overall increase in rates that the Administration committed to a few years ago. The City's sewer and water reserves contain close to \$18 million and are likely grow by the end of the fiscal year. Some of the reserves could be used to minimize the rate increases.

Aldermen requested that Ms. Lemieux provide five different scenarios of the impact of the changes in the rates and storm water fees that include customers with and without second water meters in each of the different tiers. She agreed to provide the scenarios for the May 4, 2015 Committee meeting. There was also request that Ms. Lemieux consider implementing a two tiered irrigation rate with a steeper rate for high users of outside water. Ms. Lemieux stated that if the Aldermen provide two ideas for irrigation rates by April 21, 2015, she will develop what impact the ideas would have on the water rates for the April 24, 2015 packet. It would also be helpful to understand how the Administration arrived at the proposed rates for the public hearing.

The increase in the flat fees does not require a change to the storm water rate fee structure language contained in the ordinances; therefore, the docket item should be held until the Administration is ready to move forward with the new model. Ald. Lappin moved hold, which carried unanimously.

REFERRED TO PUBLIC FACILITIES AND FINANCE COMMITTEES

#73-15 **HIS HONOR THE MAYOR** requesting authorization to appropriate the sum of five hundred thousand dollars (\$500,000) from Free Cash to supplement the snow and ice operations budget. [03/06/15 @ 11:40 AM]

PUBLIC FACILITIES APPROVED 5-0 (Gentile, Lappin not voting) on 03/18/15

ACTION: APPROVED AS AMENDED 7-0 @ \$300K

NOTE: Chief of Staff Maureen Lemieux provided the attached letter from the Mayor requesting an amendment to the docket item by reducing the appropriation request to \$300,000 from Free Cash to the Department of Public Works Salaries Account. The Public Works Department needs the additional funds to fully fund salary costs related to snow and ice operations including overtime costs. The committee understood the need and Ald. Ciccone moved approval of the item as amended, which carried by a vote of seven in favor and none opposed.

REFERRED TO PUBLIC FACILITIES AND FINANCE COMMITTEES

#468-14 **HIS HONOR THE MAYOR** requesting authorization to reallocate the Carr Elementary School Renovation Project Budget to replenish funds for the Mayor's Contingency Budget Line, as well as to cover the costs of various project related expenses. [11/24/14 @ 4:23 PM]

PUBLIC FACILITIES VOTED NO ACTION NECESSARY on 01/07/15

ACTION: NO ACTION NECESSARY 7-0

NOTE: There is no longer a need to reallocate any of the funds in the Carr Elementary School Project Budget, as the project is complete. Ald. Ciccone moved no action necessary, which carried unanimously.

#461-14 **ALD. FULLER AND JOHNSON** requesting a report from the Executive Department regarding the current open positions with a report listed by Department of the days open, current month/quarter forecasted to fill, and candidate pipeline/strategy for hiring. [11/17/14 @ 9:22 AM]

ACTION: HELD 7-0

NOTE: Chief of Staff Maureen Lemieux provided the attached vacancy report to the Board of Aldermen in the April 10, 2015 Friday Packet. There are currently three departments that have interim department heads and one department with a part-time department head. It would be helpful to the Committee to understand where the Administration is in the process of filling these four positions.

Ms. Lemieux gave an update on the status of each position starting with the Human Resources Director. She is very pleased with the Interim Director Jeff Honig but he is the City's labor attorney and is ready to return to the Law Department. The City has recently hired a Recruitment Manager in the Human Resources Department and is now ready to aggressively look for a Human Resources Director. The Administration has interviewed a number of candidates for the Planning and Development director position but has not found the right person. The City will continue to search for the best candidate. The Administration felt that they had found the right person for the Health and Human Services Director position but after vetting the candidate, it was determined that the person was not a good fit. The Mayor

has a vision for veteran services that includes an expanded role for the Veterans Service Agent. There are currently several strong candidates for the position and the Administration will be interviewing soon.

It seems that it is critical to hire a Human Resources Director in order to move forward with filling other vacant positions. Ms. Lemieux believes that the addition of the Recruitment Manager is the key to finding a Director of Human Resources and filling other vacancies. The new Recruitment Manager has a solid network of human resource professionals and knows how to recruit for positions.

A member of the Committee asked about the progress in hiring a traffic engineer. The City has not been getting qualified candidates for the position. These types of positions are notoriously hard to fill, as there is only a small pool of qualified candidates in the state and region.

It was discouraging to see that a number of vacancies that were created as part of the Fiscal Year 2015 budget remain vacant. The Administration is in the process of revising two of the job descriptions for the Planning Department to ensure that the best candidate is hired. It was pointed out that filling the newly created positions and any vacant positions in the Planning Department is on the mind of several members of the Board of Aldermen. The Administration will continue to work on filling all positions.

The Committee asked that the Administration provide a position vacancy list to the Board of Aldermen annually before the submittal of the fiscal year budget. Ms. Lemieux agreed to provide the list each year. With that, Ald. Ciccone moved hold, which carried unanimously.

The Committee adjourned at 8:55 PM and all other items before the Committee were held without discussion. Draft Board Orders for the above items that are recommended for Board of Aldermen action are attached.

Respectfully submitted,

Leonard J. Gentile, Chairman

CITY OF NEWTON, MASSACHUSETTS

GUIDELINES FOR NEIGHBORHOOD AREA COUNCIL SPECIAL REVENUE FUNDS

Relevant Charter Sections

Article 9 of the City's Charter provides for the establishment of neighborhood area councils in order to encourage citizen involvement in government at the neighborhood level.

Section 9{c} of the Charter authorizes the neighborhood area councils to accept "... funds from public, but **not** including the City of Newton, and private sources, including public subscriptions; and expenditure of monies to meet overhead cost of council administration and support for neighborhood service area projects. "

Section 9-10 of the Charter mandates that each area council make an annual report of its activities to the Board of Aldermen.

Section 9-11 states that "Each neighborhood area council shall keep complete financial records which shall be subject to City audit.

Compliance with State Statutes

The Massachusetts Department of Revenue's Division of Local Services has recently advised the City that Newton neighborhood area councils should be treated as City agencies for purposes of the municipal finance laws of the Commonwealth. The most significant consequences of this directive is that all assets of the area councils need to be transferred to the custody of the City treasurer, and all assets, liabilities, fund equity, and operating activity need to be recorded on the City's general ledger, be subject to oversight and reporting by the City comptroller and audit by the City's independent external auditors.

The objective of this policy is to bring the financial activities of the City's neighborhood area councils into compliance with the municipal finance laws, while at the same time providing the area councils with a heightened level of check writing flexibility that is appropriate for the unique structure of the area councils attributable to their creation under the Charter.

Establishing a Revolving Account

Given the Charter prohibition against neighborhood area councils receiving City funding, a special revenue fund (departmental revolving fund or gift account), with an accompanying "petty cash" account, is the most appropriate mechanism for each neighborhood area council's financial activities. Both require advance approval by the Mayor and Board for an annual spending limit for the fund and the size of the accompanying "petty cash" account. These

amounts may be amended, as needed. The fiscal year of each such fund will be the City's July 1 – June 30 fiscal year.

The authorized size of the "petty cash" account in the initial year of approval will be limited to the amount of funds on hand in the neighborhood area council treasury on the date that these funds are turned over to the City treasurer for custody. As the initial funds are expended, the petty cash account balance can be replenished with subsequent collections through the City's normal accounts payable warrant process.

Upon approval of the special revenue fund and accompanying "petty cash" account by the Mayor and Board of Aldermen, the treasurer of each neighborhood area council will be instructed to close any existing bank accounts and to turn over all liquid assets to the City treasurer. The City treasurer will use these resources, up to the limit pre-approved by the Mayor and Board, to open a new checking account in the name of the City and neighborhood area council, with check writing authorization for the neighborhood area council treasurer. This account will serve as the neighborhood area council's "petty cash" account and be available for day to day disbursement activities of the neighborhood area council. Prior to the release of the "petty cash account" to the treasurer of each neighborhood area council, the City comptroller will conduct a conference to acquaint each treasurer with the requirements of this policy.

Use and Maintenance of the Account

Neighborhood area council funds may only be used for governmental purposes and may not be used for the purchase of alcoholic beverages; tobacco products; personal loans or advances; state sales taxes; or the payment of fines or penalties resulting from the violation of any state, federal, or local law.

In order to comply with state and federal tax reporting and withholding requirements, no salaries and/or wages; legal; medical; or consultant disbursements may be made directly from the "petty cash" account. To the extent that obligations are anticipated for these purposes, the neighborhood area council treasurer should contact the City comptroller to make arrangements for such disbursements to be made, with neighborhood area council funds, from the City's accounts payable system. The City will then be in a position to make any required withholdings and informational reports to state and federal tax authorities.

Once the "petty cash" account is opened and turned over to the treasurer of the neighborhood area council, all subsequent monies collected by the neighborhood area council must be deposited with the City treasurer for deposit to that neighborhood area council's special revenue fund. Subsequent cash collections can only be added to the "petty cash" account after submission of supporting paid invoices or receipts that document the expenditure of funds

originally deposited to the “petty cash” account. All cash collections should be deposited with the City within 48 hours of receipt.

A copy of the monthly bank statement for each “petty cash” account will to be sent to both the treasurer of the neighborhood area council for reconciliation to their supporting check register, and to the City treasurer. Within (30) days after the end of each calendar quarter (September 30; December 31; March 31; and June 30) the treasurer of each neighborhood area council, with an authorized “petty cash” account, shall furnish the City comptroller with a signed copy of the reconciled bank statement and a schedule itemizing all monies collected and turned over to the City treasurer and all disbursements made from the “petty cash” account during the previous fiscal quarter. A summary of the operating activity and fiscal year- end balance of each neighborhood area council is to be reported in the comptroller’s Annual Budgetary Basis Annual Financial Report.

April 13, 2015

Honorable Board of Aldermen
 Newton City Hall
 1000 Commonwealth Avenue
 Newton, MA 02459

Ladies and Gentlemen:

In accordance with Newton Revised Ordinances, I write to request that your Honorable Board docket for consideration the revision of the water, sewer and stormwater rates effective July 1, 2015 as follows:

FY2015 Tiers & Rates:

<u>HCF Per Quarter</u>	<u>Water Rate per HCF</u>	<u>Sewer Rate per HCF</u>
0 – 20	\$6.07	\$ 8.94
21 – 70	\$7.27	\$10.73
>70	\$8.74	\$12.88

FY2016 Tiers & Rates:

<u>HCF Per Quarter</u>	<u>Water Rate per HCF</u>	<u>Sewer Rate per HCF</u>
0 – 10	\$ 6.25	\$ 9.50
11 – 25	\$ 7.25	\$11.00
26 - 60	\$ 8.25	\$11.75
>60	\$10.00	\$13.00
Irrigation	\$10.00	

<u>Stormwater Flat Fees:</u>	<u>Fiscal Year2015</u>	<u>Fiscal Year 2016</u>
Residential	\$ 25.00	\$ 75.00
Commercial	\$150.00	\$200.00

Thank you for your consideration of this matter.

Very truly yours,

Setti D. Warren
 Mayor

CITY OF NEWTON
IN BOARD OF ALDERMEN

2015

ORDERED:

That, in accordance with the recommendation of the Public Facilities and the Finance Committees through their respective Chairmen Deborah J. Crossley and Leonard J. Gentile, the transfer of the sum of six hundred thousand dollars (\$600,000) from the Department of Public Works Salaries Account to the Department of Public Works Contracted Snow Removal Account is hereby approved as follows:

FROM:	DPW Salaries (0140111-511001).....	\$600,000
TO:	DPW Contracted Snow Removal (0140111-52400).....	\$600,000

Under Suspension of Rules
Readings Waived and Approved

(SGD) DAVID A. OLSON
City Clerk

(SGD) SETTI D. WARREN
Mayor

Date _____



SETTI D. WARREN
MAYOR

City of Newton, Massachusetts
Office of the Mayor

#73-15

Telephone
(617) 796-1100

Facsimile
(617) 796-1113

TDD/TTY
(617) 796-1089

E-mail
swarren@newtonma.gov

April 13, 2015

Honorable Board of Aldermen
Newton City Hall
1000 Commonwealth Avenue
Newton Centre, MA 02459

Ladies and Gentlemen:

I write to request that your Honorable Board docket for consideration a request to amend Docket Item # 73-15 by replacing the sum of \$500,000 with the sum of \$300,00 and replacing the transfer to Acct # 0110410-5273 Rental Vehicles with Acct # 0140110-511001 DPW Salaries.

Thank you for your consideration of this matter.

Sincerely,

Setti D. Warren
Mayor

RECEIVED
NEWTON CITY CHAMBER
2015 APR 13 PM 9:07
David A. Olson, CHM
Newton, MA 02459

1000 Commonwealth Avenue Newton, Massachusetts 02459

www.newtonma.gov



DEDICATED TO COMMUNITY EXCELLENCE

CITY OF NEWTON
IN BOARD OF ALDERMEN

2015

ORDERED:

That, in accordance with the recommendation of the Public Facilities and the Finance Committees through their respective Chairmen Deborah J. Crossley and Leonard J. Gentile, the sum of three hundred thousand dollars (\$300,000) be and is hereby appropriated from Free Cash to the Department of Public Works Salaries.

FROM:	Free Cash (01-3497).....	\$300,000
TO:	DPW Salaries (0140111-511001).....	\$300,000

Under Suspension of Rules
Readings Waived and Approved

(SGD) DAVID A. OLSON
City Clerk

(SGD) SETTI D. WARREN
Mayor

Date _____

CITY OF NEWTON

IN BOARD OF ALDERMEN

, 2015

ORDERED:

That, in accordance with the recommendation of the Public Facilities and Finance Committees through their respective Chairmen Deborah J. Crossley and Leonard J. Gentile, the following item be and is hereby voted NO ACTION NECESSARY:

REFERRED TO PUBLIC FACILITIES AND FINANCE COMMITTEES

#468-14 HIS HONOR THE MAYOR requesting authorization to reallocate the Carr Elementary School Renovation Project Budget to replenish funds for the Mayor's Contingency Budget Line, as well as to cover the costs of various project related expenses.

Under Suspension of Rules
Readings Waived and Item Voted NO ACTION NECESSARY

(SGD) DAVID A. OLSON, City Clerk

**City of Newton, Massachusetts
Vacancy Report - Full Time Positions
as of April 10, 2015**

10-Apr-15

ml

#461-14

<u>Dept #</u>	<u>Department Title</u>	<u># Vac</u>	<u>Job Title</u>	<u>Reason</u>	<u>Last Name</u>	<u>First Name</u>	<u>Separation Date</u>	<u># Days</u>	<u>Status</u>
101	CITY CLERK/CENSUS RECORDS	1	Elections Coordinator	RETIRED	AHEARN	SUSAN	3/26/2015	15	Posted
103	EXECUTIVE MANAGEMENT	1	Dir of Sustainability	RESIGNED	GARRITY	ROBERT	3/5/2015	36	Interviewing
107	TREASURY	1	Sr Teller	TRANSFERRED	POMPEI	MICHELE	3/31/2015	10	Posted Internally
108	LEGAL SERVICES	1	ADA Coordinator	RESIGNED	REIDER	JOEL	5/13/2014	332	New Employee Start Date 5/1
108	LEGAL SERVICES	1	Assistant City Solicitor	RESIGNED	MURPHY	DENNIS	3/26/2015	15	Posted
109	HUMAN RESOURCES	1	HR Coordinator	RESIGNED	VASQUEZ	ANGELICA	3/26/2015	15	New Employee Start Date 4/27
109	HUMAN RESOURCES	1	HR Director	RESIGNED	LAYNE	WESLEY	11/10/2014	151	Interim - Jeff Honig
111	MICRO/NETWORK SERVICES	1	Computer Technician	PROMOTED	GRSHTYEN	BORIS	4/6/2015	5	Intl Cand Promoted
114	PLANNING & DEVELOPMENT	1	Director Planning	RETIRED	HAVENS	CANDACE	9/13/2014	209	Interim - James Freas
114	2015 CD GRANT	1	Housing Dev Planner	RESIGNED	MUOLLO	ROBERT	4/25/2014		Offer accepted 4/10/15
114	2015 CD GRANT	1	Housing Mgr	RESIGNED	MUOLLO	ROBERT	3/19/2015	22	Interviewing
114	2015 CD GRANT	1	Planner	RESIGNED	HAYASHI	RIEKO	1/29/2015	71	Offer accepted 4/10/15
115	MUNICIPAL BLDG MAIN & OPER	1	Custodian	RETIRED	SULLIVAN	GREG	3/26/2015	15	Offer made 4/10/15
115	MUNICIPAL BLDG MAIN & OPER	1	Electrician	RETIRED	DORSEY	JOHN	9/24/2014	198	Interviewing - Job held while disabled
115	MUNICIPAL BLDG MAIN & OPER	1	Plumber	RETIRED	MAGUIRE	JOSEPH	1/15/2015	85	Interviewing - Job held while disabled
201	UNIFORMED PATROL	6	Police Officer	RETIRED					Vacant
201	TRAFFIC SAFETY	1	Principal Clerk	RETIRED	PECORARI	VIRGINIA	2/26/2015	43	Posted Internally
201	COMMUNICATIONS	2	Dispatchers	PROMOTED					Vacant
210	FIRE PROTECTION	3	Firefighter	RETIRED					Vacant
220	INSPECTIONAL SVS ADMIN	1	Building Inspector	PROMOTED	CICCARIELLO	ANTHONY	3/31/2015	10	Posting Internally
401	WATER SERVICE CONNECTIONS	1	Billing Control Clerk	PROMOTED	MAY	KAYLA	1/20/2015	80	New Employee Start Date - 4/21
401	STREET MAINTENANCE	13	Laborer Positions	RES/RET/PROM					Interviewing
401	SOLID WASTE COLL & DISP	1	RECYCLING MANAGER	RESIGNED	FORRESTER	COURTNEY	3/23/2015	18	Vacant
401	TRANSPORTATION	1	Transportation Engineer	RESIGNED	BOSCH	ZACHERY	12/29/2014	102	Posted
401	ENGINEERING SERVICES	1	Survey Instrument Technician	RESIGNED	GRAVES	DANIEL	2/26/2015	43	Interviewing
401	PUBLIC WORKS ADMIN	1	Executive Administrator	RETIRED	CLARK	ANGELA	4/2/2015	8	Posted Internally
501	HEALTH AND HUMAN SERVICES	1	Env Health Specialist	PROMOTED	YEN	LUCY	12/24/2014	107	New Employee Start Date - 4/21
501	HEALTH AND HUMAN SERVICES	1	Health Commissioner	PROMOTED	ZALEZNIK	DORI	6/4/2014	310	Interim - Linda Walsh
502	SENIOR SERVICES	1	Volunteer Coordinator	RESIGNED	HEYISON	LISA	7/17/2014	277	Actively Recruiting

503	VETERAN SERVICES	1	Veteran's Service Officer	RESIGNED	MACGILLIVRAY JOHN	5/23/2014	322	Interviewing
602	PUBLIC GROUNDS MAINTENANCE	1	Park Maintenance Craftsman	DECEASED	MARTELL THE ESTATE C	11/14/2014	147	Posted
602	PUBLIC GROUNDS MAINTENANCE	1	Working Foreman Laborer Hk	DECEASED	IRELAND THE ESTATE C	12/11/2014	120	Posted
603	MUSEUM SERVICES	1	Curator of Education	RESIGNED	WESTLAKE MELISSA	4/17/2015		Leaving 4/17/15

PART TIME POSITIONS

201	TRAFFIC SAFETY	5	Traffic Sup	RETIRED				Vacant - High Turnover
601	MAIN LIBRARY	4	Page Part Time	RESIGNED				Vacant - High Turnover
601	MAIN LIBRARY	4	Senior Library Assistant Part	RESIGNED				Vacant - High Turnover

NEW POSITIONS CREATED IN FY15

114	PLANNING & DEVELOPMENT	1	Urban Designer	NEW POSITION				Posted
114	PLANNING & DEVELOPMENT	1	Project Manager	NEW POSITION				Revising Job Description
114	PLANNING & DEVELOPMENT	1	Long Range Planner	NEW POSITION				Revising Job Description
401	TRANSPORTATION	1	Parking Manager	NEW POSITION				Interviewing
111	MICRO/NETWORK SERVICES	1	Applications Developer	NEW POSITION				Posted
101	CITY CLERK/CENSUS RECORDS	1	Document Imaging Coord	NEW POSITION				New Employee Start Date - 4/21
401	PUBLIC WORKS ADMIN	1	Director of Operations	NEW POSITION				New Employee Start Date - 4/21