

Section A

Question 18



OPERATING BUDGET SAMPLE BOOK: FY 2000-2001

- Is there a summary of personnel by organization, fund or department for at least the budget year(s) and one prior year?
 - This should include all positions or full time equivalents compared from one year to the next, subtotals and a grand total.
 - Can be sorted by fund, department or function.
 - Should fit on one or two pages.
 - Governing body should be able to tell if positions are being added or deleted.

ORGANIZATIONAL STAFFING BY DEPARTMENT

TITLE	Actual 03/31/1999	Budget 1998/99	Budget 1999/2000
<u>GENERAL MANAGEMENT</u>			
GENERAL MANAGER	1	1	1
ADMINISTRATIVE ASSISTANT	1	1	1
ADMINISTRATIVE SECRETARY	0	0	0
TOTAL MANAGEMENT	<u>2</u>	<u>2</u>	<u>2</u>
<u>FINANCE DEPARTMENT</u>			
DIRECTOR OF FINANCE	1	1	1
ADMINISTRATIVE ASSISTANT	1	1	1
ACCOUNTING SUPERVISOR	1	1	1
SR. ACCOUNTANT	2	2	2
ACCOUNTANT	2	2	2
ACCOUNTANT SPECIALIST	2	2	2
SYSTEM ADMINISTRATOR	1	1	1
NETWORK ADMINISTRATOR	1	1	1
TOTAL FINANCE	<u>11</u>	<u>11</u>	<u>11</u>
<u>ENGINEERING DEPARTMENT</u>			
DIRECTOR OF ENGINEERING & PLANNING	1	1	1
ENGINEER SUPERVISOR	1	1	1
ENGINEER STAFF ASSISTANT	1	1	1
ENGINEERING C/S REP	1	1	1
ENGINEER	1	1	2
ENGINEER TECH	6	6	7
GIS/MAPPING ADMINISTRATOR	1	1	1
GIS/MAPPING SPECIALIST	0	1	1
RIGHT OF WAY AGENT	1	1	1
ENGINEER AIDE	1	2	0
CONSTRUCTION INSPECTOR	4	4	4
ADMINISTRATIVE ASSISTANT	1	0	1
LOCATOR/LOCATOR INSP.	1	2	1
TOTAL ENGINEERING	<u>20</u>	<u>22</u>	<u>22</u>
<u>OPERATIONS DEPARTMENT</u>			
DIRECTOR OF OPS & WATER QUALITY	1	1	1
ADMINISTRATIVE ASSISTANT	1	1	1
CONST. FIELD SUPERINTENDENT	1	1	1
UTILITY CREW SUPERVISOR	4	5	4
UTILITY WORKER	8	9	9
OPS SUPERINTENDENT	1	1	1
EQUIPMENT MECHANIC	1	3	3
DISTRIB/COLLECTION SUPERVISOR	1	1	1
DISTRIB/COLLECTION OPERATOR	5	5	5
ELECTRICAL/INSTR CONTROL TECH	3	2	2
PUMP TECH	1	1	1
WAREHOUSE SPECIALIST	1	1	1
W.R. OPS/PLANT SUPERINTENDENT	1	1	1
RECYCLED WATER SUPERVISOR	1	1	1
SENIOR LAB ANALYST	1	1	1
LAB ANALYST/ASSISTANT	1	1	1
RECYCLED WATER PLANT OPERATOR	4	4	4
ADMINISTRATIVE ASSISTANT	1	1	1
RECYCLED WATER TECHNICIAN	1	1	1
WATER CONTROL SPECIALIST	0	1	1
CONSTRUCTION EQUIPMENT OPERATOR	6	5	6
TOTAL OPERATIONS	<u>44</u>	<u>47</u>	<u>47</u>

ORGANIZATIONAL STAFFING BY DEPARTMENT

TITLE	Actual 03/31/1999	Budget 1998/99	Budget 1999/2000
ADMINISTRATIVE SERVICES DEPARTMENT			
DIRECTOR OF ADMINISTRATIVE SERVICES	1	1	1
PUBLIC INFORMATION REPRESENTATIVE	1	1	1
ADMINISTRATIVE ASSISTANT	1	1	1
CUSTOMER SERVICE SUPERVISOR	1	1	1
CUSTOMER SERVICE REP	6	6	6
FACILITIES MAINTENANCE MANAGER	1	1	1
FACILITIES MAINTENANCE CREW SUPERVISOR	1	1	1
FACILITIES WORKER	5	6	6
METER SHOP COORDINATOR	1	1	1
METER TECH SUPERVISOR	1	1	1
METER READER	4	4	4
PARK SUPERINTENDENT	1	1	1
CUSTOMER SERVICE REP (PARK)	2	2	2
CAMPGROUND/OPS SPECIALIST/ASSISTANT	0	4	4
RECREATION COORDINATOR	0	0	1
TOTAL ADMIN. SERVICES	26	31	32
HUMAN RESOURCES DEPARTMENT			
DIRECTOR OF HUMAN RESOURCES	1	1	1
HUMAN RESOURCES SPECIALIST	1	1	1
SAFETY & RISK MANAGER	1	1	1
TOTAL HUMAN RESOURCES	3	3	3
TOTAL DISTRICT APPROVED REGULAR EMPLOYEES	106	116	117
TEMPORARY & PART-TIME POSITIONS			
ENGINEERING TECH (Contract for 30 months Full Benefits) -ENGINEERING	0.00	1.00	1.00
ENGINEERING TECH - ENGINEERING	0.00	1.00	1.00
OPERATIONS UTILITY WORKER - OPERATIONS	0.00	1.00	1.00
OPERATIONS LAB/MONITORING - OPERATIONS	0.00	1.00	1.00
OFFICE SPECIALIST - HUMAN RESOURCES	0.50	0.50	0.50
OFFICE SPECIALIST - GENERAL MANAGER	0.50	0.50	0.50
PUBLIC INFORMATION REP - ADMINISTRATIVE SERVICES	0.00	0.50	0.50
OFFICE ASSISTANT - ADMINISTRATIVE SERVICES	0.00	0.00	0.25
PARK CUST SERV REPS - ADMINISTRATIVE SERVICES	0.75	0.75	0.75
UTILITY BILLING SYSTEM TECH - ADMINISTRATIVE SERVICES	0.50	0.50	0.50
TOTAL TEMPORARY & PART-TIME POSITIONS	2.25	6.75	7.00
TOTAL STAFFING	108.25	122.75	124.00
BOARD OF DIRECTORS	5	5	5
VOLUNTEER POSITIONS PARK	7.5	7.5	7.5

Note: 1999/00 budget amounts have been reduced 4.0% for assumed vacancy factor for unfilled positions. However, all board approved positions are listed here, excluding the vacancy factor.

**SUMMARY OF REGULAR PERSONNEL ALLOCATION
BY DEPARTMENT**

DEPARTMENT AND DIVISION	1995-96	1996-97	1997-98	1998-99	1999-00
<i>City Council</i>	8.50	8.50	8.50	8.50	8.50
<i>City Clerk</i>	4.00	4.00	4.00	4.00	4.00
<i>City Attorney</i>	6.00	6.00	6.00	6.00	6.00
<i>Office of the City Manager</i>	8.00	8.00	10.00	10.00	10.00
<i>Information Technology</i>	-	-	-	-	3.00
<i>Human Resources Department</i>	13.50	13.50	13.50	14.00	14.00
<i>Finance Department</i>	50.00	50.00	50.00	51.00	52.00
<i>Parks and Recreation Department</i>	72.00	72.00	72.00	73.00	73.00
<i>Library</i>	30.50	31.25	31.25	31.75	32.75
<i>Planning and Inspection Department</i>	34.00	34.00	34.00	37.00	38.00
Director of Public Works/City Engineer:					
Engineering	39.00	39.00	39.00	40.00	41.00
Purchasing	9.00	9.00	9.00	9.00	9.00
Building Maintenance	13.50	13.50	13.50	13.50	13.50
Public Works Administration	2.00	2.00	2.00	-	-
Street	66.00	66.00	64.00	65.50	56.00
Automotive Services	16.00	17.00	17.00	16.50	17.00
Police Department	182.00	183.00	183.00	185.00	194.00
Fire Department	174.00	175.00	176.00	177.00	177.00
Communications Department	25.00	26.00	28.00	29.00	29.00
Electric Utility	120.50	120.00	120.00	122.00	125.00
Water and Sewer Utilities:					
Water Utility	41.00	41.50	41.50	42.50	43.50
Sewer Utility	13.50	13.50	13.50	13.50	13.50
TOTAL - ALL PERSONNEL	<u>928.00</u>	<u>932.75</u>	<u>935.75</u>	<u>948.75</u>	<u>959.75</u>

**SUMMARY OF REGULAR PERSONNEL ALLOCATION
BY FUND TYPE**

FUND TYPE	1995-96	1996-97	1997-98	1998-99	1999-00
GENERAL FUND	708.00	715.75	718.75	728.50	745.00
ENTERPRISE FUNDS	200.00	195.00	195.00	199.00	193.00
INTERNAL SERVICE FUNDS	20.00	22.00	22.00	21.25	21.75
TOTAL - ALL PERSONNEL	<u>928.00</u>	<u>932.75</u>	<u>935.75</u>	<u>948.75</u>	<u>959.75</u>