

**MINUTES  
CITY OF LEBANON  
BUDGET TRAINING WORKSHOP  
APRIL 25, 2001**

**COUNCIL PRESENT**

Mayor Scott Simpson; Councilors Mel Harrington, Ron Miller, Roger Munk, Dan Thackaberry, Ken Toombs, Stan Usinger

**COMMITTEE PRESENT**

Bob Elliott, Floyd Fisher, Ella Garboden, Mike Lee, Bob Smith

**STAFF PRESENT**

City Administrator John Hitt, City Attorney Tom McHill, Finance Director Judy Hill, Casey Cole (incoming Finance Director), Chief of Police Mike Healy, Senior and Disabled Services Program Manager Susan Tipton, Library Program Manager Susan Messersmith

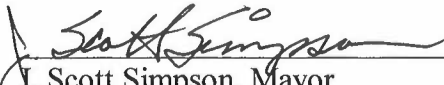
This Budget Training Workshop, held April 25, 2001 at 5:45 P.M. in the School District Board Room, was conducted by Judy Hill, Finance Director. Mrs. Hill opened the Workshop by asking the members to introduce themselves.

With the use of an overhead projector, Mrs Hill reviewed a packet given to the Council, Committee and Staff which explained the purpose and process of budgeting. (See Attachment "A") Included in her presentation Mrs. Hill reviewed papers given the members on the *Enterprise Fund* and *Personnel and Monthly Salary Schedule*. A calendar of the Budget Committee meetings was also presented. (See Attachments "B", "C" and "D").

Councilor Munk asked if there is ever a situation where the budget is exceeded by a department. Is the ceiling what has been budgeted? Mrs. Hill responded, "Yes, Oregon Budget Law severely restricts how we can increase the budget. The Council may, by resolution, increase the budget because of gifts, grants, or some unintended thing." Mrs. Hill also stated that if Staff knows that something may come up, it must be put in the budget. The only exception is for grants that have been applied for, but Staff is not sure they will be received.

The Workshop ended at 7:10 P.M.

Recorded and transcribed by Dorothy Nicholson

  
\_\_\_\_\_  
J. Scott Simpson, Mayor   
Ken Toombs, President

ATTEST:

  
\_\_\_\_\_  
John E. Hitt, City Recorder

**City of Lebanon**

**Budget Training Workshop**

**Presented by**

**Judy Hill, Finance Director**

Budgeting is a black art  
practiced by  
bureaucratic magicians.

*David Muchow*

# ***BUDGETING***

## **Why Have A Budget?**

- \* **FINANCIAL PLAN** for the next 12 months
- \* **POLICY TOOL**  
Sets the goals and priorities
- \* **IMPLEMENTATION TOOL**  
Translates goals to action plans
- \* **FINANCIAL TOOL**  
Allocates resources
- \* **COMMUNICATION TOOL**  
Shows citizens how you are spending public money
- \* **ACCOUNTING TOOL**  
Ensures financial integrity  
Measuring tool

And most important,

**\*OREGON**

**\*STATUTES**

**\*REQUIRE**

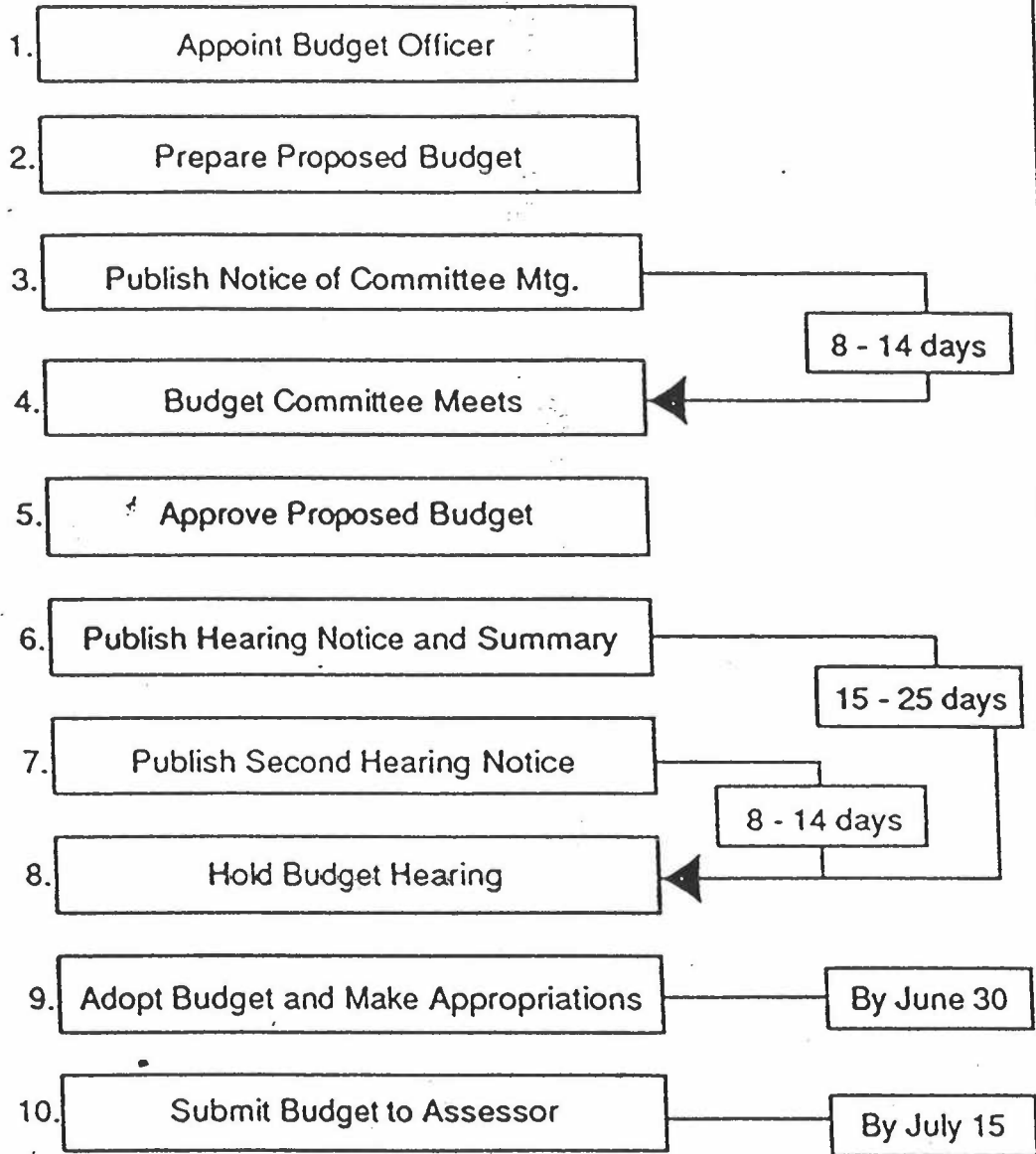
**\*IT!**

The budget process is highly regulated by Oregon Law. Failure to follow the law precisely can result in City Council members becoming personally liable for expending funds which have not been correctly appropriated. It is therefore critical to complete all the steps in the specified order with the required advertising and public input.

## **BUDGET OVERVIEW**

- **OREGON LAW (ORS CHAPTER 294)**
- **ESTABLISHES STANDARD PROCEDURES FOR**
- **PREPARING**
- **PRESENTING**
- **ADMINISTERING**
- **REQUIRES CITIZEN INVOLVEMENT BEFORE ADOPTION**
- **BUDGET COMMITTEE**
- **PUBLIC HEARINGS**
- **REQUIRES PUBLIC DISCLOSURE BEFORE ADOPTION  
(publication requirements)**

# The Budget Process



# BUDGET CYCLE

<b>FORMULATION STAGE</b>	<b>OCTOBER</b>  Develop long-range financial projections	<b>NOVEMBER</b>  Capital Improvement Program developed	<b>DECEMBER</b>  Annual audit presented to Council  CIP work continues  Begin preparation of budget assumptions & instructions
	<b>JANUARY</b>  Budget Committee approves budget assumptions	<b>FEBRUARY</b>  City Administrator/recorder reviews budgets with departments	<b>MARCH</b>  Proposed budget finalized
	<b>APRIL</b>  Budget Committee begins deliberations	<b>MAY</b>  Budget Committee approves budget for Council adoption	<b>JUNE</b>  Council adopts budget
<b>IMPLEMENTATION EVALUATION STAGE</b>	<b>JULY</b>  Start new fiscal year; close old year  File budget document & certify tax levy to County	<b>AUGUST</b>  Annual audit begins	<b>SEPTEMBER</b>  Annual audit continues

## How is the Budget Prepared?

1. City Council establishes Goal and Priorities
2. City Committees meet and make recommendations to City Council, including long range plans for Capital Improvements
3. Staff develops budgets based on Council goals, priorities, and approved recommendations from committees
  - A. Project revenues and expenditures to current year end
  - B. Determine personnel changes, if any, required to meet Council directives
  - C. Research costs and prepare estimates required to meet Council Directives; analyze for most cost effective methods
  - D. Prepare requested budgets, including detailed back up and present to City Administrator
  - E. Make all changes required by City Administrator; complete graphs, charts, and other documents.
  - F. Document compiled by Administrative Assistant and taken to printer.
4. Document Distributed to Budget Committee and hearings begin.
5. Budget is approved. Tax levies set by Budget Committee

6. Publications prepared and printed.
7. Public Hearings (first meeting in June). Council may direct that revisions be made. A fund may increase by no more than 10%, reductions may be in any amount.
8. Staff updates budget, prepares revisions.
9. Budget resolutions prepared and submitted to City Council
10. Budget adopted. City Council is provided with a list of changes. They may also direct that other changes be made at this point. Must be adopted by June 30.
11. Budget begins implementation on July 1, and is monitored year round.
12. Budget submitted to Assessor no later than July 15

**GOALS ARE BROAD STATEMENTS  
OF WHAT THE LOCAL  
GOVERNMENT PLANS TO  
ACCOMPLISH OVER A CERTAIN  
TIME.**

**POLICIES DEFINE BROADLY  
STATED GOALS IN MORE  
SPECIFIC, CONCRETE TERMS AND  
MAY ALSO IDENTIFY STEPS OR  
TASKS TO ACCOMPLISH THE  
GOALS.**

## **City Council Long Term Goals (Developed in 1990)**

- \* Develop a funding base that ensures continued stability and also allows for planned growth
- \* Encourage and participate in planning and economic development
- \* Improve utility and transportation systems
- \* Continue efforts to improve communications with the community
- \* Continue to evaluate service delivery systems to better meet the expectations of the community
- \* Encourage and participate in downtown planning and revitalization
- \* Foster community pride
- \* Promote positive intergovernmental relations
- \* Broaden cultural and recreational opportunities

## **City Council Short-Term Goals for FY 2001/2002**

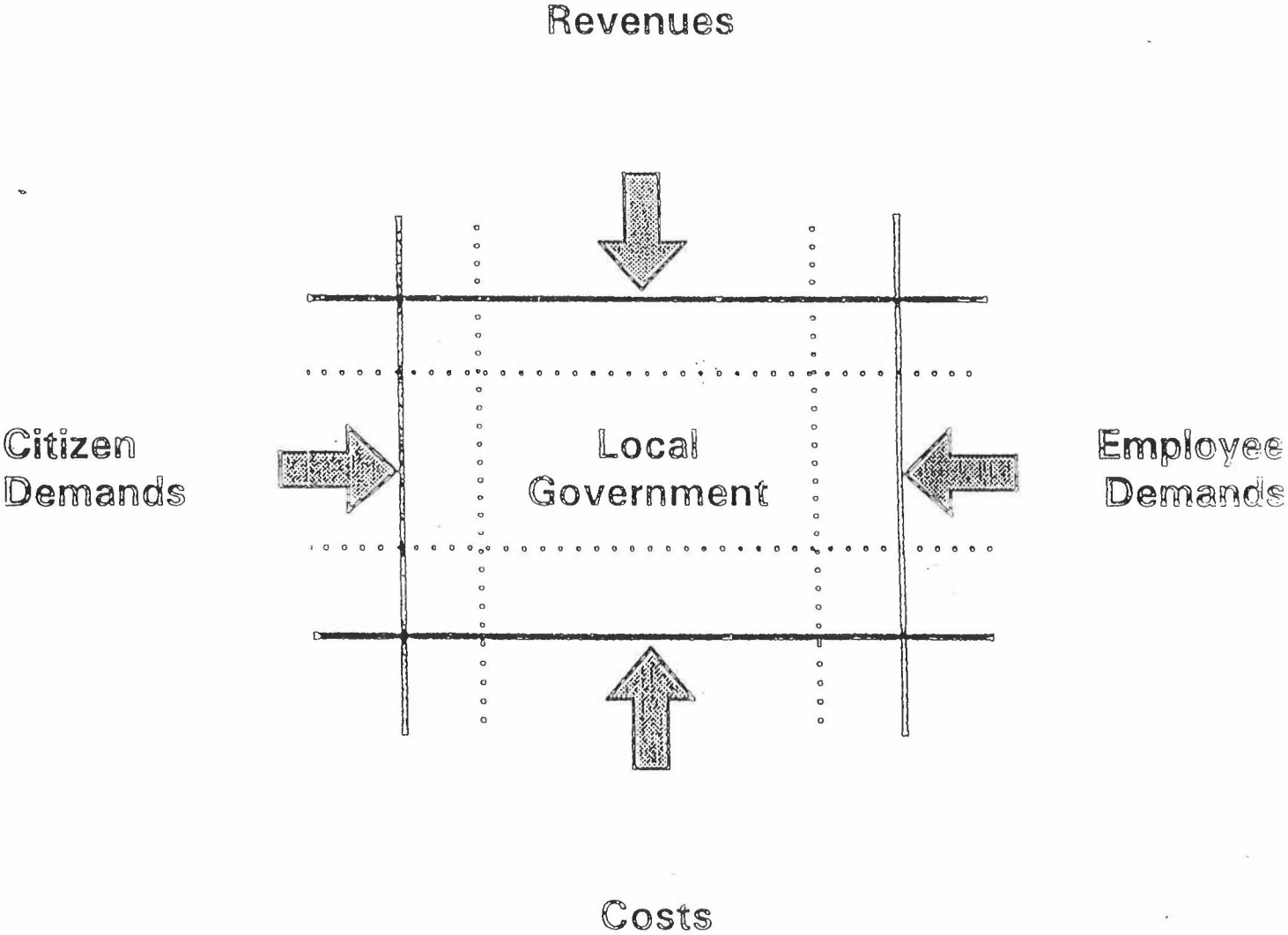
- \* Begin planning for the Parkway Project by finalizing the exact route and setting aside funds.
- \* Continue coordination with the State of Oregon Aviation Department to pursue possible alternative locations.
- \* Review Sign Ordinance and Comp Plan in order to minimize impact of possible objectionable signs.
- \* Review Zoning Ordinance in order to further clarify and prescribe development opportunities and reduce possible conflicts over acceptable/permissible uses. Include in zoning review, a possible zoning designation or overlay that would promote a greater variety of housing development and protect the river for future public uses.
- \* Complete fluoridation of water by December 31, 2001.
- \* Review Peddler/Solicitor Ordinance to reduce possible threat to public safety.
- \* Report on feasibility of co-location of libraries with Lebanon Community Schools or LBCC.

**OBSTACLES TO  
EFFECTIVE FINANCIAL  
DECISION MAKING**

**LACK OF  
RESOURCES ?**

INTRODUCTION

The budgets of local governments throughout the United States are being squeezed



Towers Perrin

# Budgeting

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1. Most city budgets are incremental, and focus on additions and subtractions
2. Budgets should be policy and management tools, not accounting documents
3. Fundamental reappraisal should be made of some major departments each year
4. In tough times:
  - a. Some short-range steps may be absolutely necessary
  - b. Longer-range basic improvements should be sought concurrently

*Towers Perrin*

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**COMPLEXITY**

**OF**

**DECISIONS**

Trivial matters take up more time because we know more about them than important matters.

*Elected Official's Revelation*

# **MANDATED SERVICES**

**LACK OF**

**GOALS,**  
**PRIORITIES,**  
**POLICIES**

**LACK OF**

**COMMUNITY  
CONSENSUS**

Not everything that counts  
can be counted, and not  
everything that can be  
counted, counts.

*Albert Einstein*

WHAT DOES  
THE  
BUDGET COMMITTEE  
DO????

# **BUDGET COMMITTEE TASKS**

**(Limited by State Law)**

- **ELECT A CHAIR AND SECRETARY**
- **RECEIVE BUDGET MESSAGE FROM BUDGET OFFICER**
- **RECEIVE PUBLIC INPUT**
- **PREPARE MINUTES**
- **REQUEST INFORMATION FROM STAFF**
- **APPROVE AND SET LEVY**

**ANALYSING A BUDGET**  
**PROJECTIONS VERSUS ACTUAL**  
**FUND BALANCE CHANGES**  
**EVALUATING CHOICES**

**ONE TIME ONLY EXPENSE**  
**STAFF VERSUS EQUIPMENT REQUIREMENTS**  
**CONTRACTING OUT**  
**ESCALATING COSTS**  
**MINIMUM SERVICE LEVEL**  
*(FINANCE DEPARTMENT)*  
**IMPACTS ON CLOSELY RELATED SERVICES**  
*(POLICE/MUNICIPAL COURT)*  
**IMPACTS ON NON RELATED SERVICES**  
*(LIBRARY/ POLICE)*

**WHAT HAS CHANGED??**

**WHAT IS THE CITY DOING TO CONTROL COSTS?**

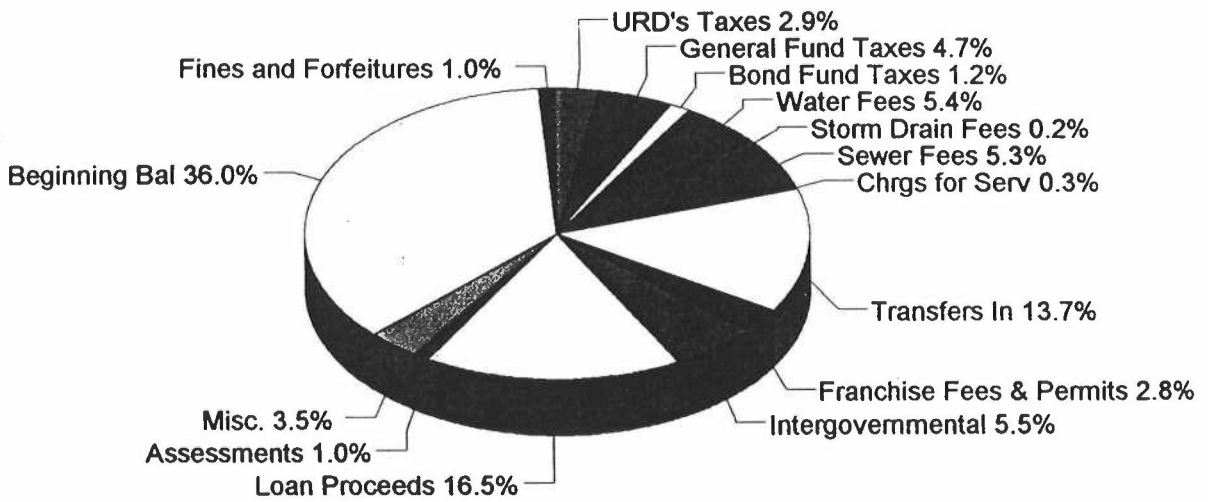
**WHAT ARE THE PRIORITIES?**

**HOW DO BUDGET DECISIONS GET MADE?**

**WHO MAKES THE DECISIONS??**

# CITY OF LEBANON REVENUE 2000-01

Total Revenue \$36,010,712



**Financially, the city runs as a large corporate conglomerate with 9 (soon to be 10 with Cheadle Lake URD) Divisions and over 100 separate businesses (accounting departments) which are each accounted for separately.**

***Total City and Urban Renewal Budgets  
2000-01***

<b>Personnel Services</b>	<b>\$</b>	<b>5,752,015</b>
<b>Materials and Services</b>		<b>4,337,809</b>
<b>Capital Outlay</b>		<b>14,774,085</b>
<b>Contingency Funds</b>		<b>3,095,888</b>
<b>Interfund Transfers</b>		<b>4,041,080</b>
<b>Unappropriated Ending Balances</b>		<b>1,000,872</b>
<b>Debt Service</b>		<b><u>3,008,964</u></b>
<b>Total</b>		<b>36,010,713</b>

## ***Total Outstanding Debt***

***June 30, 2000***

<b>Bond Issues (8)</b>	<b>\$ 17,905,000</b>
<b>Other Debt (4)</b>	<b><u>359,880</u></b>

**Subtotal**

**18,264,888**

<b>Northwest URD issue (August, 2000)</b>	<b><u>5,435,000</u></b>
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**Total Debt**

**23,699,880**

**Short Term Debt – repaid with the Fiscal Year so not included above – 1 to 4 loans ranging from \$1,000,000 to \$4,000,000**

## **Types of Funds in Governmental Accounting**

### ***Dedicated Revenue***

**Debt Service  
Enterprise  
Special Revenue  
Capital Improvements  
Internal Service  
Trust and Agency**

### ***Unrestricted Revenue***

**General Fund**

The federal government has encouraged an expansion of social services for a variety of people that increased expectations. I'm not saying many of them are not needed. . .**(but)when you increase expectations and then take the money away, as the Federal Government does when it tightens its purse strings, you have an awful lot of dissatisfied people. *When the services are cut, the cities become villains.***

*Former Phoenix Mayor Margaret Hance*

Building budgets is relatively easy. Reducing budgets is what really tests a manager's mettle. You are making critical decisions about people's livelihood and the needs of constituents. It's not what you cut...that's easy. We can all come up with a number. ***It's how you cut it and how you make it work, once you cut it.***

*Douglas La Belle, Signal Hill City Manager*

It is common sense to take a method and try it. If it fails, admit it frankly and try another. But above all, try something.

*Franklin D. Roosevelt*

Distribute dissatisfaction uniformly. *Budget analyst's rule*

Continued

ENTERPRISE FUND

## ENTERPRISE FUND WATER UTILITY

### **Department Description:**

The responsibilities of the water utility are two fold – water treatment and water distribution/storage. Depending on the time of year, from 1.7 to 3.5 million gallons per day of raw water are drawn from the canal and treated to comply with all state and federal regulations. The City contracts for the operation of the Water Treatment Plant with Operations Management International (OMI). This utility also funds the operation, maintenance, and engineering required for 54 miles of water piping and the two -two million gallon storage reservoirs. Operations and maintenance of the water distribution/storage system is performed by city staff.

### **Significant Changes:**

- A new engineering computer model for the water system
- Scheduled interior inspections of two reservoirs
- Repair/replacement of the SCIP head-gates
- One part time seasonal employee for hydrant maintenance
- De-chlorination units and chemicals for the annual flushing of the water system

General Ledger  
 Budget Proposal Report  
 434 - WATER BOND REVENUE

1999 Actual	2000 Actual	2001 Adopted	Account	Description	2002 Requested	2002 Proposed	2002 Approved	2002 Adopted
				<b>R6 Rev.-Miscellaneous</b>				
54,266.52	0.00	0	434-000-48100	Interest On Investment	0	0	0	0
0.00	0.00	0	434-000-48140	Miscellaneous Revenue	0	0	0	0
<b>54,266.52</b>	<b>0.00</b>	<b>0</b>		<b>Rev.-Miscellaneous Totals:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
				<b>R7 Rev.-Transfers In</b>				
254,210.00	0.00	0	434-000-49021	From Water - Bond	0	0	0	0
0.00	0.00	0	434-000-49022	From Water Fund	0	0	0	0
<b>254,210.00</b>	<b>0.00</b>	<b>0</b>		<b>Rev.-Transfers In Totals:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
				<b>R8 Rev.-Other Sources</b>				
1,065,459.76	0.00	0	434-000-49901	Beginning Balance	0	0	0	0
<b>1,065,459.76</b>	<b>0.00</b>	<b>0</b>		<b>Rev.-Other Sources Totals:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>1,373,936.28</b>	<b>0.00</b>	<b>0</b>		<b>REVENUES Totals:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Summary:</b>								
1,373,936.28	0.00	0		Fund REVENUES	0	0	0	0
0.00	0.00	0		Fund EXPENSES	0	0	0	0
<b>1,373,936.28</b>	<b>0.00</b>	<b>0</b>		<b>WATER BOND REVENUE Totals:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

General Ledger  
Budget Proposal Report  
435 - WATER UTILITY C.I.P.

1999 <u>Actual</u>	2000 <u>Actual</u>	2001 <u>Adopted</u>	<u>Account</u>	<u>Description</u>	2002 <u>Requested</u>	2002 <u>Proposed</u>	2002 <u>Approved</u>	2002 <u>Adopted</u>
0.00	43,235.11	25,000	R6 435-000-48100	Rev.-Miscellaneous Interest On Investment	30,000	30,000	0	0
0.00	43,235.11	25,000		<b>Rev.-Miscellaneous Totals:</b>	<b>30,000</b>	<b>30,000</b>	<b>0</b>	<b>0</b>
0.00	0.00	0	R7 435-000-49022	Rev.-Transfers In From Water Fund	0	0	0	0
0.00	0.00	0		<b>Rev.-Transfers In Totals:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
0.00	808,688.03	870,000	R8 435-000-49901	Rev.-Other Sources Beginning Balance	850,000	850,000	0	0
0.00	808,688.03	870,000		<b>Rev.-Other Sources Totals:</b>	<b>850,000</b>	<b>850,000</b>	<b>0</b>	<b>0</b>
0.00	851,923.14	895,000		<b>REVENUES Totals:</b>	<b>880,000</b>	<b>880,000</b>	<b>0</b>	<b>0</b>
0.00	0.00	0		<b>Exp.-Materials &amp; Services Totals:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
41,207.09	2,814.21	889,500		<b>Exp.-Capital Outlay Totals:</b>	<b>859,320</b>	<b>859,320</b>	<b>0</b>	<b>0</b>
4,400.00	4,400.00	5,500		<b>Exp.-Transfers Out Totals:</b>	<b>20,680</b>	<b>20,680</b>	<b>0</b>	<b>0</b>
0.00	0.00	0		<b>Exp.-Contingencies Totals:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
45,607.09	7,214.21	895,000		<b>EXPENDITURES Totals:</b>	<b>880,000</b>	<b>880,000</b>	<b>0</b>	<b>0</b>
<b><u>Summary:</u></b>								
0.00	851,923.14	895,000		Fund REVENUES	880,000	880,000	0	0
45,607.09	7,214.21	895,000		Fund EXPENSES	880,000	880,000	0	0
(45,607.09)	844,708.93	0		<b>WATER UTILITY C.I.P. Totals:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**ENTERPRISE FUND  
SMALL WATERLINE REPLACEMENT**

**Department Description**

In 1989 the Water System Master Plan identified the need to replace the City's small diameter waterlines to maintain current service levels while allowing for growth and development. This program increases water service reliability and decreases maintenance by replacing pipes within the estimated 13 miles of old, leaking and severely undersized portions of the distribution system. Small diameter water lines are those 6-inch in diameter or less. The major emphasis for 2001-02 will be the continuing construction on the highest priorities identified during the past budget year and beginning the design process for next year's construction. During the 4 years this program has been in effect it has proven to be very cost effective and has replaced over 14,800 feet of water-mainline, increased fire protection at each project, and has installed new water services to each adjacent property. Using the engineers contract estimates the small diameter waterline replacement program has compiled a current cost savings of approximately \$400,000.

**Significant Changes:**

No significant changes

## Personnel and Monthly Salary Schedule

(Regular, Full-Time and Regular, Part-Time)

Position	1999-2000 Authorized Employees	2000-2001 Authorized Employees	2001-2002 Proposed Employees	2001-2002 Salary Schedule	
				Minimum	Maximum
<b>Administrative Services</b>					
City Administrator	1.0000	1.0000	1.0000	\$5,396	\$7,825
Human Resources Manager	0.0000	0.0000	1.0000	\$3,790	\$5,496
Admin. Assist.-City Admin.	0.5000	1.0000	1.0000	\$2,312	\$3,352
<b>TOTAL</b>	<b>1.5000</b>	<b>2.0000</b>	<b>3.0000</b>		
<b>Building Inspection</b>					
Building Official	1.0000	1.0000	1.0000	\$3,290	\$4,772
Bldg. Inspector	1.0000	1.0000	1.0000	\$3,271	\$3,975
Bldg/Eng Permit Specialist	1.0000	1.0000	1.0000	\$2,129	\$2,588
<b>TOTAL</b>	<b>3.0000</b>	<b>3.0000</b>	<b>3.0000</b>		
<b>Capital Improvement Projects</b>					
Senior Engineer	1.0000	1.0000	1.0000	\$3,532	\$5,121
Project Engineer	2.0000	2.0000	2.0000	\$3,697	\$4,493
Eng. Associate	5.0000	5.0000	5.0000	\$3,271	\$3,975
Engineering Tech. II	2.0000	1.0000	1.0000	\$2,129	\$2,588
Project Assistant	1.0000	1.0000	1.0000	\$2,129	\$2,588
Sec./Data Entry	1.0000	1.0000	1.0000	\$1,960	\$2,383
<b>TOTAL</b>	<b>12.0000</b>	<b>11.0000</b>	<b>11.0000</b>		
<b>Community Development</b>					
Community Development Manager	n/a	1.0000	1.0000	\$3,790	\$5,496
Secretary	1.0000	1.0000	1.0000	\$1,960	\$2,383
<b>TOTAL</b>	<b>1.0000</b>	<b>2.0000</b>	<b>2.0000</b>		
<b>Court</b>					
Senior Court Clerk	1.0000	1.0000	1.0000	\$2,312	\$3,352
Court Clerk	1.0000	1.0000	1.0000	\$1,960	\$2,383
Municipal Court Judge	n/a	n/a	n/a		
<b>TOTAL</b>	<b>2.0000</b>	<b>2.0000</b>	<b>2.0000</b>		
<b>Development Review</b>					
Project Engineer	1.0000	1.0000	1.0000	\$3,697	\$4,493
Eng. Associate	1.0000	1.0000	1.0000	\$3,271	\$3,975
Engineering Tech. I	1.0000	1.0000	1.0000	\$1,960	\$2,383
<b>TOTAL</b>	<b>3.0000</b>	<b>3.0000</b>	<b>3.0000</b>		

# Personnel and Monthly Salary Schedule

(Regular, Full-Time and Regular, Part-Time)

Position	1999-2000 Authorized Employees	2000-2001 Authorized Employees	2001-2002 Proposed Employees	2001-2002 Salary Schedule	
				Minimum	Maximum
<b>Drainage Utility</b>					
Senior Maint. Worker	0.2500	0.2500	0.2500	\$2,527	\$3,072
<b>TOTAL</b>	<b>0.2500</b>	<b>0.2500</b>	<b>0.2500</b>		
<b>Engineering Services</b>					
City Engineer	1.0000	1.0000	1.0000	\$4,068	\$5,898
GIS Specialist	1.0000	1.0000	1.0000	\$3,271	\$3,975
Engineering Tech. III	0.0000	1.0000	1.0000	\$2,527	\$3,072
<b>TOTAL</b>	<b>2.0000</b>	<b>3.0000</b>	<b>3.0000</b>		
<b>Facility Planning</b>					
Senior Engineer	1.0000	1.0000	1.0000	\$3,532	\$5,121
Project Engineer	1.0000	1.0000	1.0000	\$3,697	\$4,493
Eng. Associate	1.0000	1.0000	1.0000	\$3,271	\$3,975
<b>TOTAL</b>	<b>3.0000</b>	<b>3.0000</b>	<b>3.0000</b>		
<b>Finance Department</b>					
Finance Director	1.0000	1.0000	1.0000	\$4,685	\$6,795
Finance Operations Manager	1.0000	1.0000	1.0000	\$3,290	\$4,772
Payroll Specialist	1.0000	1.0000	1.0000	\$2,312	\$3,352
Acting Clerk/Accts Pay	1.0000	1.0000	1.0000	\$1,960	\$2,383
Accounting Clerk III	1.0000	1.0000	1.0000	\$2,129	\$2,588
Accounting Clerk II	1.0000	1.0000	1.0000	\$2,058	\$2,383
<b>TOTAL</b>	<b>6.0000</b>	<b>6.0000</b>	<b>6.0000</b>		
<b>Information Services</b>					
Info. Technology Analyst	1.0000	2.0000	2.0000	\$2,896	\$3,519
<b>TOTAL</b>	<b>1.0000</b>	<b>2.0000</b>	<b>2.0000</b>		
<b>Library Services</b>					
Library Program Mgr.	1.0000	1.0000	1.0000	\$3,290	\$4,772
Library Assistant II	1.0000	1.0000	1.0000	\$2,129	\$2,588
Library Assistant I	1.7500	1.7500	1.7500	\$10.97/hr	\$13.36/hr
<b>TOTAL</b>	<b>3.7500</b>	<b>3.7500</b>	<b>3.7500</b>		

# Personnel and Monthly Salary Schedule

(Regular, Full-Time and Regular, Part-Time)

Position	1999-2000 Authorized Employees	2000-2001 Authorized Employees	2001-2002 Proposed Employees	2001-2002 Salary Schedule	
				Minimum	Maximum
<b>Maintenance Services</b>					
Maint. Division Mgr.	1.0000	1.0000	1.0000	\$3,790	\$5,496
Maintenance Supervisor	1.0000	1.0000	1.0000	\$3,290	\$4,772
Secretary - Maintenance Div	0.4750	0.4750	0.4750	\$10.97/hr	\$13.36/hr
<b>TOTAL</b>	<b>2.4750</b>	<b>2.4750</b>	<b>2.4750</b>		
<b>Operations/Environmental</b>					
Operations Division Manager	n/a	1.0000	1.0000	\$3,290	\$4,772
Environmental Specialist	1.0000	1.0000	1.0000	\$3,271	\$3,975
<b>TOTAL</b>	<b>1.0000</b>	<b>2.0000</b>	<b>2.0000</b>		
<b>Parks</b>					
Crew Chief	1.0000	1.0000	1.0000	\$2,896	\$3,519
Maintenance Worker	1.0000	1.0000	1.0000	\$2,129	\$2,588
Maintenance Worker	n/a	0.4750	0.4750	\$9.39/hr	\$11.46/hr
<b>TOTAL</b>	<b>2.0000</b>	<b>2.4750</b>	<b>2.4750</b>		
<b>Planning</b>					
City Planner	1.0000	n/a	n/a	\$3,290	\$4,772
Assistant Planner	n/a	1.0000	1.0000	\$2,896	\$3,519
<b>TOTAL</b>	<b>1.0000</b>	<b>1.0000</b>	<b>1.0000</b>		
<b>Police</b>					
Police Chief	1.0000	1.0000	1.0000	\$4,685	\$6,795
Police Lieutenant	n/a	1.0000	1.0000	\$3,790	\$5,496
Police Sergeant	5.0000	4.0000	5.0000	\$3,174	\$3,998
Police Officer	16.0000	14.0000	14.0000	\$2,610	\$3,289
Communications Supervisor	n/a	1.0000	1.0000	\$2,426	\$3,518
Admin. Assist.-Police	1.0000	1.0000	1.0000	\$2,261	\$3,278
Communications Specialist	6.0000	6.0000	6.0000	\$1,948	\$2,454
Community Services Coordinator	n/a	n/a	1.0000	\$1,948	\$2,454
Records Clerk	2.0000	n/a	n/a	\$1,948	\$2,454
Communications Specialist	n/a	n/a	0.4750	\$10.97/hr	\$13.36/hr
Parking Official	0.4750	0.4750	0.4750	\$9.39/hr	\$11.46/hr
Communications Specialist-Call In	n/a	0.1960	0.1960	\$9.81/hr	\$11.35/hr
<b>TOTAL</b>	<b>31.4750</b>	<b>28.6710</b>	<b>31.1460</b>		

# Personnel and Monthly Salary Schedule

(Regular, Full-Time and Regular, Part-Time)

Position	1999-2000 Authorized Employees	2000-2001 Authorized Employees	2001-2002 Proposed Employees	2001-2002 Salary Schedule	
				Minimum	Maximum
<b>Public Works</b>					
Director of Public Works	1.0000	1.0000	1.0000	\$4,685	\$6,795
Admin. Assist./IS Coord.-Public Works	1.0000	1.0000	1.0000	\$2,663	\$3,861
Secretary	1.0000	1.0000	1.0000	\$1,960	\$2,383
<b>TOTAL</b>	<b>3.0000</b>	<b>3.0000</b>	<b>3.0000</b>		
<b>Senior &amp; Disabled Services</b>					
Sen. Serv. Program Mgr.	1.0000	1.0000	1.0000	\$3,290	\$4,772
Senior Services Secretary	1.0000	1.0000	1.0000	\$2,129	\$2,588
Dial-A-Bus Dispatcher	n/a	1.0000	1.0000	\$1,960	\$2,383
Dial-A-Bus Driver	1.0000	2.0000	2.0000	\$1,960	\$2,383
D-A-B Assistant	0.4750	0.4750	0.4750	\$10.97/hr	\$13.36/hr
<b>TOTAL</b>	<b>3.4750</b>	<b>5.4750</b>	<b>5.4750</b>		
<b>Small Waterline</b>					
Crew Chief	1.0000	1.0000	1.0000	\$2,896	\$3,519
Senior Maint. Worker	2.0000	2.0000	2.0000	\$2,527	\$3,072
<b>TOTAL</b>	<b>3.0000</b>	<b>3.0000</b>	<b>3.0000</b>		
<b>Streets</b>					
Crew Chief	1.0000	1.0000	1.0000	\$2,896	\$3,519
Senior Maint. Worker	2.0000	2.0000	2.0000	\$2,527	\$3,072
Maintenance Worker	1.0000	1.0000	1.0000	\$2,129	\$2,588
<b>TOTAL</b>	<b>4.0000</b>	<b>4.0000</b>	<b>4.0000</b>		
<b>Sewer</b>					
Crew Chief	1.0000	1.0000	1.0000	\$2,896	\$3,519
Senior Maint. Worker	1.0000	1.0000	1.0000	\$2,527	\$3,072
<b>TOTAL</b>	<b>2.0000</b>	<b>2.0000</b>	<b>2.0000</b>		
<b>Water</b>					
Crew Chief	1.0000	1.0000	1.0000	\$2,896	\$3,519
Senior Maint. Worker	1.0000	1.0000	1.0000	\$2,527	\$3,072
Maintenance Worker	2.0000	2.0000	2.0000	\$2,129	\$2,588
<b>TOTAL</b>	<b>4.0000</b>	<b>4.0000</b>	<b>4.0000</b>		

<b>ALL DEPARTMENTS TOTAL</b>	<b>95.925</b>	<b>99.096</b>	<b>102.571</b>
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# BUDGET COMMITTEE

## May 2001

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
	May 1	2	3	4	5
					6
7	8	9	10	11	12
		<i>Publ mtg</i>	6:00pm Budget Committee Meeting (Boys & Girls Club)	6:00pm Budget Committee Meeting (Boys & Girls Club)	13
14	15	16	17	18	19
6:00pm Budget Committee Meeting (Boys & Girls Club)	6:00pm Budget Committee Meeting (Boys & Girls Club)		6:00pm Budget Committee Meeting (Boys & Girls Club)	6:00pm Budget Committee Meeting (Boys & Girls Club)	20
21	22	23	24	25	26
					27
28	29	30	31		

Attachment "B"