

**FINANCE MEMORANDUM**  
**#17-10**

**DATE:** September 25, 2017

**TO:** Honorable Mayor Joyce Downing and City Council Members

**FROM:** James A. Hayes, AICP, City Manager *JH*  
Jason Loveland, Director of Finance *JL*

**SUBJECT:** Public Hearing - Proposed 2018 Annual Operating & Capital Improvement Budget

**PURPOSE:**

The following memorandum provides highlights of the 2018 Proposed Budget. Details of the Proposed Budget and Proposed Personnel Plan are attached. The Proposed Budget was first presented to City Council on Aug. 7 for discussion and consideration. Departments presented their budgets to Council on Aug. 25.

**SUMMARY:**

The goals of the 2018 proposed budget are based on the following philosophy:

- Maintain levels of service to meet the needs of the community.
- Operate and maintain capital assets and facilities to prolong their lifespan and reduce the overall cost of ownership.
- Plan and construct infrastructure through a five-year capital improvement program.
- Fortify the financial position of the organization.
- Invest in employees through training and development while providing good benefits and compensation commensurate with the market.

The Proposed Budget for 2018 is \$64,656,313.

**Revenue**

The City's property tax mill levy will remain at 11.597 in 2018. Of the 11.597 mills, 4.00 mills continue to be restricted for road reconstruction projects. City sales and use tax will remain at 4.0% with food for home consumption tax at 3.0%. Of the 4.0% tax, ½% is dedicated to be used for capital construction, while an additional ½% is reserved for purchasing water resources.

Property tax revenue, as provided by Adams County's preliminary assessed valuation report on Aug. 25, will increased by 29% over 2017.

Revenues across the City are expected to increase 2.4% over the 2017 Budget. In 2017, the City is experiencing flat revenue changes in all revenue categories. Sales tax flat performance is largely attributable to new businesses opening at the Webster Lake Promenade and the 2% retail marijuana industry leveling off after their initial surge to the economy.

The Proposed Budget includes a water and wastewater rate increase of 6.7%. There are several large capital projects needed to operate the utilities and the rate increase will assist in covering those costs.

Other City revenues are expected to stay relatively flat when compared to 2017 year-end forecasts.

**Expenditures**

Several significant capital projects are planned for 2018, which include: the citywide Residential Street Program; Justice Center; Parks Maintenance Facility; Kiwanis Pool improvements; and Northwest Opens Space facility construction. Proposed spending on Capital Improvements is over \$26 million.

The personnel budget is expecting a 3.8% increase. Market increases of up to 2% have been proposed for all positions. Police Officers will also receive a step increase based on length of service. The Proposed Budget included 3.15 positions being added in 2018 – a part-time Community Services Coordinator, two Utility Plant Operators, and a Sanitation Municipal Services Worker.

Purchased, or contracted, services, will decrease by 2% over the prior year budget. The reduction is due to one-time expenses in 2017 being completed.

City expenditures for general supplies and materials, fuel, and utility costs are budgeted to decrease 8% over the prior year. The decrease is largely due to adjusting fuel and utility budgets to current cost levels which have declined over the last several years.

Total debt payments for 2018 are \$2,443,219 for water infrastructure and the justice center project.

**STAFF REFERENCE:**

If Councilmembers have any comments or questions, please contact Jason Loveland at [jloveland@northglenn.org](mailto:jloveland@northglenn.org) or at 303-450-8817

## General Fund Summary

	2016 Audited Amounts	2017 Adopted Budget	2017 Year-End Forecast	2018 Proposed Budget
<b>Revenue:</b>				
Taxes	\$ 18,767,774	\$ 19,345,470	\$ 19,188,125	\$ 20,132,560
Intergovernmental	2,162,132	2,280,434	2,080,591	2,034,441
Licenses & Permits	697,955	672,737	703,320	692,272
User Charges & Fees	2,580,488	2,517,741	2,613,552	2,543,454
Fines & Forfeitures	980,680	1,024,279	814,975	1,201,901
Other Revenue	257,741	139,400	239,718	239,718
<b>Total Revenue</b>	<b>25,446,770</b>	<b>25,980,061</b>	<b>25,640,281</b>	<b>26,844,346</b>
<b>Expenditures:</b>				
Personnel	\$ 15,119,477	\$ 16,699,323	\$ 16,026,015	\$ 17,223,915
Purchased Services	3,506,205	3,910,442	3,769,750	3,768,879
Supplies/Non-Capital Equipment	2,134,548	2,501,665	2,281,905	2,335,873
Capital Outlay	831,543	172,000	169,000	580,000
Miscellaneous	223,330	274,739	280,736	191,824
Contingency	-	100,000	-	100,000
<b>Total Expenditures</b>	<b>21,815,103</b>	<b>23,658,169</b>	<b>22,527,406</b>	<b>24,200,491</b>
<b>Excess/(Deficiency) of Revenues Over Expenditures</b>	<b>3,631,667</b>	<b>2,321,892</b>	<b>3,112,875</b>	<b>2,643,855</b>
<b>Other Financing Sources/(Uses):</b>				
Transfers In/(Out)	(1,700,000)	(1,700,000)	(1,700,000)	(1,700,000)
Debt Issuance/(Payments)	-	-	-	-
Sale of Assets	327,554	-	-	-
Contributed Capital	-	-	-	-
Insurance Recovery/(Claims)	(167,778)	(100,000)	(125,000)	(125,000)
Economic Incentives	(432,680)	(480,000)	(435,000)	(435,000)
<b>Total Other Financing Sources/(Uses)</b>	<b>(1,972,904)</b>	<b>(2,280,000)</b>	<b>(2,260,000)</b>	<b>(2,260,000)</b>
<b>Net Change In Fund Balance:</b>	<b>1,658,763</b>	<b>41,892</b>	<b>852,875</b>	<b>383,855</b>
<b>Cumulative Fund Balance</b>				
Beginning Fund Balance	19,579,704	18,282,321	21,238,467	22,091,342
Ending Fund Balance	<b>21,238,467</b>	<b>18,324,213</b>	<b>22,091,342</b>	<b>22,475,197</b>
<b>Less Restrictions, Commitments, &amp; Assignments:</b>				
3% TABOR Reserve Restriction	712,403	778,145	743,622	793,815
Operating Reserve Commitment	5,234,599	5,706,397	5,453,230	5,821,308
Assigned Fund Balance	-	-	-	-
<b>Unassigned Fund Balance</b>	<b>\$ 15,291,465</b>	<b>\$ 11,839,671</b>	<b>\$ 15,894,490</b>	<b>\$ 15,860,074</b>

## Conservation Trust Fund Summary

	2016 Audited Amounts	2017 Adopted Budget	2017 Year-End Forecast	2018 Proposed Budget
<b>Revenue:</b>				
Taxes	\$ -	\$ -	\$ -	\$ -
Intergovernmental	430,861	368,000	425,912	436,560
Other Revenue	4,920	3,500	3,500	3,500
<b>Total Revenue</b>	<b>435,781</b>	<b>371,500</b>	<b>429,412</b>	<b>440,060</b>
<b>Expenditures:</b>				
Personnel	\$ -	\$ -	\$ -	\$ -
Capital Outlay	67,735	1,396,000	294,235	1,546,000
<b>Total Expenditures</b>	<b>67,735</b>	<b>1,396,000</b>	<b>294,235</b>	<b>1,546,000</b>
<b>Excess/(Deficiency) of Revenues Over Expenditures</b>	<b>368,046</b>	<b>(1,024,500)</b>	<b>135,177</b>	<b>(1,105,940)</b>
<b>Other Financing Sources/(Uses):</b>				
<b>Total Other Financing Sources/(Uses)</b>	-	-	-	-
<b>Net Change In Fund Balance:</b>	<b>368,046</b>	<b>(1,024,500)</b>	<b>135,177</b>	<b>(1,105,940)</b>
<b>Cumulative Fund Balance</b>				
Beginning Fund Balance	780,022	1,085,981	1,148,068	1,283,245
Ending Fund Balance	<b>1,148,068</b>	<b>61,481</b>	<b>1,283,245</b>	<b>177,305</b>
<b>Less Restrictions, Commitments, &amp; Assignments:</b>				
Assigned Fund Balance	-	-	-	-
<b>Unassigned Fund Balance</b>	<b>\$ 1,148,068</b>	<b>\$ 61,481</b>	<b>\$ 1,283,245</b>	<b>\$ 177,305</b>

## CDBG Fund Summary

	2016 Audited Amounts	2017 Adopted Budget	2017 Year-End Forecast	2018 Proposed Budget
<b>Revenue:</b>				
Intergovernmental	\$ 13,249	\$ 205,347	\$ 205,347	\$ -
<b>Total Revenue</b>	<b>13,249</b>	<b>205,347</b>	<b>205,347</b>	<b>-</b>
<b>Expenditures:</b>				
Capital Outlay	\$ 13,249	\$ 205,347	\$ 205,347	\$ -
Miscellaneous	-	-	-	-
Contingency	-	-	-	-
<b>Total Expenditures</b>	<b>13,249</b>	<b>205,347</b>	<b>205,347</b>	<b>-</b>
<b>Excess/(Deficiency) of Revenues Over Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Change In Fund Balance:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Cumulative Fund Balance</b>				
Beginning Fund Balance	-	-	-	-
Ending Fund Balance	-	-	-	-
<b>Less Restrictions, Commitments, &amp; Assignments:</b>				
Assigned Fund Balance	-	-	-	-
<b>Unassigned Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## Capital Projects Fund Summary

	2016 Audited Amounts	2017 Adopted Budget	2017 Year-End Forecast	2018 Proposed Budget
<b>Revenue:</b>				
Taxes	\$ 4,303,745	\$ 4,363,311	\$ 4,227,423	\$ 4,604,462
Intergovernmental	1,600,840	2,238,351	2,056,700	1,268,700
User Charges & Fees	-	-	-	-
Fines & Forfeitures	-	-	-	-
Other Revenue	117,083	60,000	80,000	80,000
<b>Total Revenue</b>	<b>6,021,668</b>	<b>6,661,662</b>	<b>6,364,123</b>	<b>5,953,162</b>
<b>Expenditures:</b>				
Personnel	\$ -	\$ -	\$ -	\$ -
Supplies/Non-Capital Equipment	9,257	-	-	-
Capital Outlay	2,955,963	26,937,321	14,635,348	18,188,085
<b>Total Expenditures</b>	<b>2,965,220</b>	<b>26,937,321</b>	<b>14,635,348</b>	<b>18,188,085</b>
<b>Excess/(Deficiency) of Revenues Over Expenditures</b>	<b>3,056,448</b>	<b>(20,275,659)</b>	<b>(8,271,225)</b>	<b>(12,234,923)</b>
<b>Other Financing Sources/(Uses):</b>				
Transfers In/(Out)	1,700,000	1,700,000	1,700,000	1,700,000
Debt Issuance/(Payments)	-	20,050,000	20,050,000	(1,463,919)
<b>Total Other Financing Sources/(Uses)</b>	<b>1,700,000</b>	<b>21,750,000</b>	<b>21,750,000</b>	<b>236,081</b>
<b>Net Change In Fund Balance:</b>	<b>4,756,448</b>	<b>1,474,341</b>	<b>13,478,775</b>	<b>(11,998,842)</b>
<b>Cumulative Fund Balance</b>				
Beginning Fund Balance	12,337,819	16,127,031	17,094,267	30,573,042
Ending Fund Balance	<b>17,094,267</b>	<b>17,601,372</b>	<b>30,573,042</b>	<b>18,574,200</b>
<b>Less Restrictions, Commitments, &amp; Assignments:</b>				
4.000 Mill Restricted Fund Balance	(1,384,156)	(1,028,995)	(463,010)	920,473
1/2% Sales/Use Tax Restricted Balance	12,134,376	11,667,667	12,304,004	7,947,758
Marijuana Sales Tax Restricted Balance	1,021,382	1,648,268	1,570,949	2,134,255
ADCOO Restricted Fund Balance	575,020	98,215	448,995	32,595
ADCOT Restricted Fund Balance	989,167	1,238,860	1,346,789	1,088,974
Debt Restricted Fund Balance	-	-	10,020,445	-
<b>Unassigned Fund Balance</b>	<b>\$ 3,758,478</b>	<b>\$ 3,977,357</b>	<b>\$ 5,344,870</b>	<b>\$ 6,450,145</b>

## Water & Wastewater Fund Summary

	2016 Audited Amounts	2017 Adopted Budget	2017 Year-End Forecast	2018 Proposed Budget
<b>Revenue:</b>				
Taxes	\$ 3,656,420	\$ 3,782,214	\$ 3,698,686	\$ 3,771,220
Intergovernmental	-	3,500	2,500	3,500
User Charges & Fees	11,206,334	10,925,664	11,410,310	12,074,799
Other Revenue	111,462	73,000	70,000	65,000
<b>Total Revenue</b>	<b>14,974,216</b>	<b>14,784,378</b>	<b>15,181,496</b>	<b>15,914,519</b>
<b>Expenditures:</b>				
Personnel	\$ 4,277,301	\$ 4,614,845	\$ 4,415,472	\$ 4,828,008
Purchased Services	2,591,036	1,860,912	1,793,935	1,983,375
Supplies/Non-Capital Equipment	1,938,272	2,036,494	1,818,657	1,862,487
Capital Outlay	7,505,816	9,076,733	7,615,123	5,371,223
Miscellaneous	25,795	30,600	30,830	36,100
<b>Total Expenditures</b>	<b>16,338,220</b>	<b>17,619,584</b>	<b>15,674,017</b>	<b>14,081,193</b>
<b>Excess/(Deficiency) of Revenues Over Expenditures</b>	<b>(1,364,004)</b>	<b>(2,835,206)</b>	<b>(492,521)</b>	<b>1,833,326</b>
<b>Other Financing Sources/(Uses):</b>				
Debt Issuance/(Payments)	(1,015,525)	(977,033)	(977,033)	(979,300)
Sale of Assets	-	-	-	-
Insurance Recovery/(Claims)	(158)	(3,500)	-	-
<b>Total Other Financing Sources/(Uses)</b>	<b>(1,015,683)</b>	<b>(980,533)</b>	<b>(977,033)</b>	<b>(979,300)</b>
<b>Net Change In Fund Balance:</b>	<b>(2,379,687)</b>	<b>(3,815,739)</b>	<b>(1,469,554)</b>	<b>854,026</b>
<b>Cumulative Fund Balance</b>				
Beginning Fund Balance	16,558,054	16,874,230	14,178,367	12,708,813
Ending Fund Balance	<b>14,178,367</b>	<b>13,058,491</b>	<b>12,708,813</b>	<b>13,562,839</b>
<b>Less Restrictions, Commitments, &amp; Assignments:</b>				
3% TABOR Reserve Restriction	318,645	221,152	226,306	314,353
Debt Service Reserve Restriction	50,377	247,538	65,148	87,570
Water Right Purchase Restriction	2,327,637	4,441,518	4,034,519	5,804,017
Capital/Infrastructure Commitment	2,000,000	2,000,000	2,000,000	2,000,000
Operating Reserve Commitment	2,208,101	2,135,713	2,014,724	2,177,493
<b>Unassigned Fund Balance</b>	<b>\$ 7,273,607</b>	<b>\$ 4,012,570</b>	<b>\$ 4,368,116</b>	<b>\$ 3,179,406</b>

## Stormwater Fund Summary

	2016 Audited Amounts	2017 Adopted Budget	2017 Year-End Forecast	2018 Proposed Budget
<b>Revenue:</b>				
Taxes	\$ -	\$ -	\$ -	\$ -
User Charges & Fees	476,152	415,609	464,650	464,185
Other Revenue	5,611	3,500	3,000	1,500
<b>Total Revenue</b>	<b>481,763</b>	<b>419,109</b>	<b>467,650</b>	<b>465,685</b>
<b>Expenditures:</b>				
Personnel	\$ 77,016	\$ 80,209	\$ 78,685	\$ 82,143
Purchased Services	18,400	32,550	51,558	32,550
Supplies/Non-Capital Equipment	15,459	20,000	20,000	20,000
Capital Outlay	45,171	1,454,829	1,560,000	230,000
Miscellaneous	3,085	750	750	750
<b>Total Expenditures</b>	<b>159,131</b>	<b>1,588,338</b>	<b>1,710,993</b>	<b>365,443</b>
<b>Excess/(Deficiency) of Revenues Over Expenditures</b>	<b>322,632</b>	<b>(1,169,229)</b>	<b>(1,243,343)</b>	<b>100,242</b>
<b>Other Financing Sources/(Uses):</b>				
<b>Total Other Financing Sources/(Uses)</b>	-	-	-	-
<b>Net Change In Fund Balance:</b>	<b>322,632</b>	<b>(1,169,229)</b>	<b>(1,243,343)</b>	<b>100,242</b>
<b>Cumulative Fund Balance</b>				
Beginning Fund Balance	969,632	1,253,622	1,292,264	48,921
Ending Fund Balance	<b>1,292,264</b>	<b>84,393</b>	<b>48,921</b>	<b>149,163</b>
<b>Less Restrictions, Commitments, &amp; Assignments:</b>				
Assigned Fund Balance	-	-	-	-
<b>Unassigned Fund Balance</b>	<b>\$ 1,292,264</b>	<b>\$ 84,393</b>	<b>\$ 48,921</b>	<b>\$ 149,163</b>

## Sanitation Fund Summary

	2016 Audited Amounts	2017 Adopted Budget	2017 Year-End Forecast	2018 Proposed Budget
<b>Revenue:</b>				
Taxes	\$ -	\$ -	\$ -	\$ -
Intergovernmental	-	-	-	-
Licenses & Permits	-	-	-	-
User Charges & Fees	1,460,563	1,866,372	1,918,960	1,917,266
Fines & Forfeitures	-	-	-	-
Other Revenue	7,373	7,500	6,000	6,000
<b>Total Revenue</b>	<b>1,467,936</b>	<b>1,873,872</b>	<b>1,924,960</b>	<b>1,923,266</b>
<b>Expenditures:</b>				
Personnel	\$ 716,943	\$ 712,120	\$ 709,768	\$ 807,966
Purchased Services	345,155	397,740	265,665	271,026
Supplies/Non-Capital Equipment	108,277	210,901	162,000	167,390
Capital Outlay	600,627	523,000	523,000	325,000
Miscellaneous	521	500	500	500
<b>Total Expenditures</b>	<b>1,771,523</b>	<b>1,844,261</b>	<b>1,660,933</b>	<b>1,571,882</b>
<b>Excess/(Deficiency) of Revenues Over Expenditures</b>	<b>(303,587)</b>	<b>29,611</b>	<b>264,027</b>	<b>351,384</b>
<b>Other Financing Sources/(Uses):</b>				
Sale of Assets	87,933	-	-	-
Insurance Recovery/(Claims)	-	(10,000)	-	-
<b>Total Other Financing Sources/(Uses)</b>	<b>87,933</b>	<b>(10,000)</b>	<b>-</b>	<b>-</b>
<b>Net Change In Fund Balance:</b>	<b>(215,654)</b>	<b>19,611</b>	<b>264,027</b>	<b>351,384</b>
<b>Cumulative Fund Balance</b>				
Beginning Fund Balance	1,436,930	1,084,339	1,221,276	1,485,303
Ending Fund Balance	<b>1,221,276</b>	<b>1,103,950</b>	<b>1,485,303</b>	<b>1,836,687</b>
<b>Less Restrictions, Commitments, &amp; Assignments:</b>				
Assigned Fund Balance	-	-	-	-
<b>Unassigned Fund Balance</b>	<b>\$ 1,221,276</b>	<b>\$ 1,103,950</b>	<b>\$ 1,485,303</b>	<b>\$ 1,836,687</b>

## 2018 Budget Personnel Summary

Department/Position	2016 Audited Amounts	2017 Adopted Budget	2017 Year End Estimate	2018 Proposed Budget
<i>City Manager</i>				
City Manager	1.00	1.00	1.00	1.00
Communications Manager	1.00	1.00	1.00	1.00
Economic Development Manager	1.00	1.00	1.00	1.00
Economic Development Coordinator	1.00	1.00	1.00	1.00
Executive Asst. To City Manager	1.00	1.00	1.00	1.00
Public Communications Spec.	1.00	1.00	1.00	1.00
<b>Total</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>
<i>City Clerk</i>				
City Clerk	1.00	1.00	1.00	1.00
Deputy City Clerk/Licensing Spec	1.00	1.00	1.00	1.00
Central Records Specialist	1.00	1.00	1.00	1.00
Admin (I,II,III)	0.50	0.50	0.50	0.50
<b>Total</b>	<b>3.50</b>	<b>3.50</b>	<b>3.50</b>	<b>3.50</b>
<i>Management Services</i>				
Director Of Management Services	1.00	1.00	1.00	1.00
Municipal Court Supv	1.00	1.00	1.00	1.00
Probation Officer	0.40	0.40	0.40	0.40
Community Services Coordinator	0.15	0.15	0.15	0.30
Court Clerk	4.00	4.00	4.00	4.00
Clerical Asst	0.30	0.30	0.30	0.30
Sr. Human Resources Analyst	1.00	1.00	1.00	1.00
Human Resources Analyst	1.00	1.00	1.00	1.00
Risk Analyst	1.00	1.00	1.00	1.00
Special Events Coordinator	1.00	1.00	1.00	1.00
Special Events Supervisor	1.00	1.00	1.00	1.00
Community Outreach Coord	1.00	1.00	1.00	1.00
Human Resources Technician	1.00	1.00	1.00	1.00
Custodian	1.80	1.80	1.80	1.80
<b>Total</b>	<b>15.65</b>	<b>15.65</b>	<b>15.65</b>	<b>15.80</b>
<i>Technology</i>				
Director Of Technology	1.00	1.00	1.00	1.00
Software Engineer	1.00	1.00	1.00	1.00
Sr. Network Administrator	1.00	1.00	1.00	1.00
Criminal Information Sys Coord	1.00	1.00	1.00	1.00
IT Resource Coordinator	1.00	1.00	1.00	1.00
Technical Support Specialist II	1.00	1.00	1.00	1.00
<b>Total</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>
<i>Finance</i>				
Director Of Finance	1.00	1.00	1.00	1.00
Controller/Acct Manager	1.00	1.00	1.00	1.00
Revenue Supervisor	1.00	1.00	1.00	1.00
Accountant II	1.00	1.00	1.00	1.00
Sales Tax Auditor II	1.00	1.00	1.00	1.00
Accounting Specialist	3.00	3.00	3.00	3.00
Sales Tax Specialist	1.00	1.00	1.00	1.00
Fiss Customer Service Representativ	1.60	1.60	1.60	1.60
Sales Tax Manager	1.00	1.00	1.00	1.00
<b>Total</b>	<b>11.60</b>	<b>11.60</b>	<b>11.60</b>	<b>11.60</b>

## 2018 Budget Personnel Summary

Department/Position	2016 Audited Amounts	2017 Adopted Budget	2017 Year End Estimate	2018 Proposed Budget
<i>Planning &amp; Development</i>				
Director Of Planning & Development	1.00	1.00	1.00	1.00
Planning Manager	1.00	1.00	1.00	1.00
Senior Planner	2.00	2.00	2.00	2.00
Planner (Tech, I, II)	1.00	1.00	1.00	1.00
Neighborhood Services Supervisor	1.00	1.00	1.00	1.00
Neighborhood Services Officer	5.00	5.00	5.00	5.00
Admin (I,II,III)	1.00	1.00	1.00	1.00
<b>Total</b>	<b>12.00</b>	<b>12.00</b>	<b>12.00</b>	<b>12.00</b>
<i>Parks, Recreation, &amp; Culture</i>				
Director Of Parks And Recreation	1.00	1.00	1.00	1.00
Foreman - Parks	1.00	1.00	1.00	1.00
Parks Project Coordinator	1.00	1.00	1.00	1.00
Recreation Programs Supv.	3.00	3.00	3.00	3.00
Parks Maint Worker (I,II,III)	14.00	15.00	15.00	15.00
Customer Solutions Specialist	0.80	0.80	0.80	0.80
Recreation Coordinator	6.05	6.05	6.05	6.05
Theatre Tech	1.00	1.00	1.00	1.00
Admin (I,II,III)	1.00	1.00	1.00	1.00
Aquasize Instructor	0.51	0.51	0.51	0.51
Fitness (certified/special) Instructor	1.02	1.02	1.02	1.02
Weight Training Instructor	0.30	0.30	0.30	0.30
Custodian	2.80	2.80	2.80	2.80
Guest Relations Specialist	4.03	4.03	4.03	4.03
Day Camp Asst Director	0.20	0.20	0.20	0.20
Drop-In Sports Supervisor	1.60	1.60	1.60	1.60
Lifeguard (LGI, WSI)	6.39	6.39	6.39	6.39
Preschool Instructor	1.50	1.50	1.50	1.50
Preschool Aide	0.39	0.39	0.39	0.39
Recreation Assistant	1.00	1.00	1.00	1.00
Day Camp Aide	0.10	0.10	0.10	0.10
<b>Total</b>	<b>48.69</b>	<b>49.69</b>	<b>49.69</b>	<b>49.69</b>
<i>Police</i>				
Chief Of Police	1.00	1.00	1.00	1.00
Division Commander	4.00	4.00	4.00	4.00
Sergeant	9.00	9.00	9.00	9.00
Police Officer/Sr. Police Officer	52.00	54.00	54.00	54.00
Crime Analyst/PIO	1.00	1.00	1.00	1.00
Criminalist	1.00	1.00	1.00	1.00
Records Unit Supervisor	1.00	1.00	1.00	1.00
Animal Control Officer	2.00	2.00	2.00	2.00
Property/Evidence Custodian	1.00	1.50	1.50	1.50
Lead Police Records Specialist				1.00
Police Records Specialist	8.00	10.00	10.00	9.00
Admin (I,II,III)	2.00	2.00	2.00	2.00
Administrative Clerk	1.50	1.00	1.00	1.00
Customer Service Rep	1.00	-	-	-
<b>Total</b>	<b>84.50</b>	<b>87.50</b>	<b>87.50</b>	<b>87.50</b>

## 2018 Budget Personnel Summary

Department/Position	2016 Audited Amounts	2017 Adopted Budget	2017 Year End Estimate	2018 Proposed Budget
<i>Public Works</i>				
Director Of Public Works/Utilities	1.00	1.00	1.00	1.00
Operations Manager	2.00	2.00	2.00	2.00
Mun Svs Supervisor - Streets	1.00	1.00	1.00	1.00
Civil Engineer (EIT, PE)	5.00	5.00	5.00	5.00
Electrical/Mechanical Supervisor	1.00	1.00	1.00	1.00
Engineering Manager	1.00	1.00	1.00	1.00
Facilities Maintenance Supervisor	1.00	1.00	1.00	1.00
Chief Plant Operator	2.00	2.00	2.00	2.00
Fleet Services Supervisor	1.00	1.00	1.00	1.00
Lab Supervisor	1.00	1.00	1.00	1.00
Mun Svs Supervisor / Sanitation	1.00	1.00	1.00	1.00
Mun Svs Supervisor/Utilities	1.00	1.00	1.00	1.00
Water Quality Coordinator	1.00	1.00	1.00	1.00
GIS Specialist	1.00	1.00	1.00	1.00
Electrical/Mechanical Tech I	3.00	3.00	2.00	2.00
Indust. Pretreat/Backflow Prev. Spec	1.00	1.00	1.00	1.00
Lab Analyst	2.00	2.00	2.00	2.00
Stormwater Coordinator	1.00	1.00	1.00	1.00
Utility Plant Operator (A, B, C, D)	10.00	10.00	10.00	12.00
Admin (I,II,III)	4.00	4.00	4.00	4.00
Water Resources Technician	1.00	1.00	-	-
Water Resources Analyst			1.00	1.00
Water Resources Administrator	1.00	1.00	1.00	1.00
Fleet Services Technician	2.00	2.00	2.00	2.00
Facilities Maintenance Technician I	3.00	3.00	3.00	3.00
MSW/Sanitation (I, II, III)	7.00	7.00	7.00	7.00
MSW/Streets (I, II, III)	7.00	7.00	7.00	7.00
MSW/Collec & Distrib (I, II, III)	6.00	6.00	6.00	7.00
Construction Inspector	1.00	1.00	1.00	1.00
Lab Technician	1.00	1.00	1.00	1.00
Master Electrician			1.00	1.00
Meter Reader II	1.00	1.00	1.00	1.00
<b>Total</b>	<b>71.00</b>	<b>71.00</b>	<b>71.00</b>	<b>74.00</b>
<b>City-Wide Total</b>	<b>258.94</b>	<b>262.94</b>	<b>262.94</b>	<b>266.09</b>