

**Department New Request Form  
Fiscal Year 2020**

<b>Major Department</b>	Public Works
<b>Division/Sub-Department</b>	Administration
<b>Request Category</b>	Baseline Adjustment
<b>Request Rating</b>	Maintain Level of Service

**Rank:** 12

**Title of New Request:** Utility Personnel Allocation

Funded?
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**1. Request Rationale:**

With the new combined utility billing system training and implementation beginning, these allocations more appropriately distribute the personnel between the utility divisions. Additionally, other personnel resources (such as PW Director, Engineering, Locating, and Safety) are currently being paid fully from Water, but are assisting the other utilities. Therefore, the allocations are being adjusted for FY20.

**2. Service Delivery Impact:**

The service delivery impact is that there are more shared resources, shared knowledge and expertise assisting the other utilities and staff which enhances the service level to the citizens.

**3. Personnel Requirements (# FTE's required):**

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**4. Cost Impact of New Program:**

Account #	Item	Qty	Unit Cost	Requested One-Time	Requested Ongoing	FY 2020 Unfunded	FY 2020 Funded	Proposed FY 2021 Ongoing
5311.330.430610.110	Wastewater Admin Wages	1	214793		214,793	-	214,793	
5311.330.430610.130	Wastewater Admin Benefits	1	1350		1,350	-	1,350	
5311.330.430610.140	Wastewater Admin Contrib.	1	68491		68,491	-	68,491	
5311.330.430610.141	Wastewater Admin Retire	1	205		205	-	205	
5311.330.430630.110	Wastewater Collection Wages	1	32316		32,316	-	32,316	
5311.330.430630.130	Wastewater Collection Benefit	1	923		923	-	923	
5311.330.430630.140	Wastewater Collection Contrib	1	15981		15,981	-	15,981	
5311.330.430630.141	Wastewater Collection Retire	1	32		32	-	32	
5311.330.430610.500	Wastewater Admin Fee	1	16301		16,301	-	16,301	
5450.334.430210.110	Storm Water Admin Wages	1	83267		83,267	-	83,267	
5450.334.430210.130	Storm Water Admin Benefits	1	510		510	-	510	
5450.334.430210.140	Storm Water Admin Contrib	1	27817		27,817	-	27,817	
5450.334.430210.141	Storm Water Admin Retire	1	86		86	-	86	
5450.334.430235.110	Storm Water Maint Wages	1	13848		13,848	-	13,848	
5450.334.430235.130	Storm Water Maint Benefits	1	396		396	-	396	
5450.334.430235.140	Storm Water Maint Contrib	1	6850		6,850	-	6,850	
5450.334.430235.141	Storm Water Maint Retire	1	16		16	-	16	
5450.334.430210.500	Storm Water Admin Fee	1	10868		10,868	-	10,868	
2512.280.430100.110	PW Road Dist Admin Wages	1	13030		13,030	-	13,030	
2512.280.430100.130	PW Road Dist Admin Benefits	1	108		108	-	108	
2512.280.430100.140	PW Road Dist Admin Contrib	1	3946		3,946	-	3,946	
2512.280.430100.141	PW Road Dist Admin Retire	1	14		14	-	14	
2512.280.430100.500	PW Road Dist Admin Fee	1	10868		10,868	-	10,868	
2513.370.460432.500	Park Dist Admin Fee	1	10868		10,868	-	10,868	
					-	-	-	
					-	-	-	
<b>Expense Sub-Total</b>				-	<b>532,884</b>	-	<b>532,884</b>	-

**Revenue Offset:**

Account #	Revenue Description	Proposed Onetime Revenue	Proposed Ongoing Revenue
2512.000.363020.00	R Road District		27,966
5311.000.343034.00	E Wastewater Funds		350,392
2513.000.363020.00	P Park District		10,868
5450.000.345034.00	E Storm Water Funds		143,658
<b>Revenue Sub-Total</b>		-	<b>532,884</b>

**Net Cost of Impact for New Program** -

Title	Total Salary & Benefits	Water				
<b>CUSTOMER SERVICE</b>						
Customer Service Supervisor	117,208	43,903	360	14,297	45	
Utility Billing Supervisor	71,542	24,596	-	11,151	25	
Customer Service Rep	65,850	23,129	-	9,773	23	
Customer Service Rep	51,470	17,049	-	8,670	17	
Customer Service Rep	51,470	17,049	-	8,670	17	
Customer Service Rep	53,040	17,712	-	8,791	18	
Customer Service Rep	54,347	18,265	-	8,891	19	
Customer Service Rep	51,698					
Customer Service Rep	327,875	93,204	-	44,795	94	-
<b>ACCOUNTING</b>						
Senior Accountant	105,281	27,810	252	8,759	28	7,946
<b>Admin/ Utility</b>						
Deputy Director - PW	173,272	34,343	180	8,761	35	20,606
Utility Engineer	165,125	47,499	252	10,008	35	20,357
Utility Project Manager	106,534	23,978	395	7,563	24	11,989
Utility Locator	69,972	11,463	330	5,689	12	8,024
Utility Locator	70,752	11,620	330	5,727	12	8,134
Safety & Risk Coordinator	113,982	15,202	126	4,604	15	15,202
GIS Manager	108,679	10,384	-	3,191	10	6,230
<b>Total</b>	<b>1,430,222</b>	<b>344,002</b>	<b>2,225</b>	<b>124,545</b>	<b>335</b>	<b>98,488</b>

Water		Wastewater	Storm Wat
10	500,828	5311.330.430610.110	214,793
30	2,160	5311.330.430610.130	1,350
40	173,967	5311.330.430610.140	68,491
41	481	5311.330.430610.141	205
10	47,955	5311.330.430630.110	32,316
30	790	5311.330.430630.130	923
40	15,126	5311.330.430630.140	15,981
41	48	5311.330.430630.141	32
10	46,165	5311.330.430610.500	16,301
30	1,318		
40	22,831		
41	48		
00	27,170		
Half CSR Wages	25,849		
	1,430,224	838,887	350,392
	2	-	-



	Dev Svc/ Police/ Fire					Parks				
										21,951
										12,298
										11,564
										8,524
										8,524
										8,856
										9,132
										8,572
-	-	-	-	-	-	-	-	-	-	55,172
-	-	-	-	-	-	-	-	-	-	27,809
-	-	-	-	-	-	-	-	-	-	34,342
-	-	-	-	-	-	-	-	-	-	47,498
-	-	-	-	-	-	-	-	-	-	23,977
-	-	-	-	-	-	-	-	-	-	11,463
-	-	-	-	-	-	-	-	-	-	11,619
7	-	-	-	-	-	-	-	-	-	15,201
4	12,461	-	3,829	12	4,154	-	1,276	4	10,384	
11	12,461	-	3,829	12	4,154	-	1,276	4	271,714	

32,604

32,604

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Water			Wastewater				Storm Water		
180	7,148	22	15,366	126	5,004	16	6,585	54	2,144
-	5,575	12	8,608	-	3,902	9	3,689	-	1,673
-	4,887	12	8,095	-	3,421	8	3,469	-	1,466
-	4,334	9	5,967	-	3,034	6	2,557	-	1,300
-	4,334	9	5,967	-	3,034	6	2,557	-	1,300
-	4,395	9	6,199	-	3,076	6	2,656	-	1,319
-	4,445	9	6,392	-	3,111	6	2,740	-	1,334
-	4,343	9	6,001	-	3,040	6	2,572	-	1,303
-	26,738	57	38,621	-	18,716	38	16,551	-	8,022
252	8,758	28	7,946	72	2,503	8	3,973	36	1,251
180	8,761	35	20,605	108	5,256	21	13,737	72	3,504
252	10,008	35	20,357	108	4,289	15	-	-	-
395	7,563	24	11,988	198	3,782	12	3,996	66	1,261
329	5,688	12	8,024	230	3,982	8	3,438	99	1,707
329	5,727	12	8,134	231	4,008	8	3,485	99	1,718
126	4,604	15	15,202	126	4,604	15	6,515	54	1,973
-	3,191	10	6,231	-	1,914	6	4,154	-	1,276
<b>2,043</b>	<b>93,761</b>	<b>262</b>	<b>161,082</b>	<b>1,199</b>	<b>57,960</b>	<b>156</b>	<b>66,123</b>	<b>480</b>	<b>24,529</b>

/20 - 6/30/20 Allocations

	PW Streets				Dev Svcs/ Police/ Fire				
50 %									
7	-	-	-	-	-	-	-	-	-
4	-	-	-	-	-	-	-	-	-
3	-	-	-	-	-	-	-	-	-
3	-	-	-	-	-	-	-	-	-
3	-	-	-	-	-	-	-	-	-
3	-	-	-	-	-	-	-	-	-
3	-	-	-	-	-	-	-	-	-
18	-	-	-	-	-	-	-	-	-
4	-	-	-	-	-	-	-	-	-
13	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
4	-	-	-	-	-	-	-	-	-
4	-	-	-	-	-	-	-	-	-
4	-	-	-	-	-	-	-	-	-
7	6,515	54	1,973	7	-	-	-	-	-
4	4,154	-	1,276	4	12,461	-	3,829	12	4,154
69	10,669	54	3,249	11	12,461	-	3,829	12	4,154

			FY21 Annual Budget Allocations					
Parks			Water	Wastewater	Storm Water	PW Streets	Svcs/ Police/	Parks
-	-	-	87,906	20,512	8,790	-	-	-
-	-	-	53,657	12,519	5,366	-	-	-
-	-	-	49,388	11,524	4,938	-	-	-
-	-	-	38,603	9,007	3,860	-	-	-
-	-	-	38,603	9,007	3,860	-	-	-
-	-	-	39,781	9,281	3,978	-	-	-
-	-	-	40,761	9,509	4,077	-	-	-
-	-	-	12,924	9,047	3,878	-	-	#####
-	-	-	220,060	57,375	24,591	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	73,696	21,058	10,528	-	-	1
-	-	-	-	-	-	-	-	-
-	-	-	86,637	51,982	34,653	-	-	-
-	-	-	115,587	49,538	-	-	-	-
-	-	-	63,919	31,961	10,654	-	-	-
-	-	-	34,986	24,489	10,497	-	-	-
-	-	-	35,376	24,763	10,613	-	-	-
-	-	-	39,893	39,894	17,098	17,098	-	1
-	1,276	4	27,170	16,301	10,868	10,868	32,604	10,868
-	1,276	4	838,887	350,392	143,658	27,966	32,604	10,868