



## Appendices

## **Operating Budget Policy**

### **Statement of Intent:**

It is the intent of the Geneva City Council that the City's operating budget will serve as a comprehensive overview of spending and operations for the coming year, as well as a high-level overview of the City's financial health. City Council expects that the City Manager and his team will develop the budget in a collaborative manner, taking strategic and policy direction from City Council and translating it into a plan for operations that achieves Council's vision.

### ***Section 1.1: Budget Development and Scope***

### **Development Calendar:**

In general, the City Council expects to obtain the City Manager's budget proposal with adequate time to review, discuss, debate, and determine an ultimate spending plan for the coming year. In accordance with the City's Charter, Section 5.10, the budget shall be adopted by City Council no later than October 31 of any given year.

A typical budget development calendar shall be executed as follows:

<b><u>Activity</u></b>	<b><u>Due Date</u></b>
Presentations by Community Partners	Completed NLT May 15 <sup>th</sup>
Council Statement of Priorities	Completed NLT June 1 <sup>st</sup>
City Manager's Directive to Staff	Completed NLT June 1 <sup>st</sup>
Manager's Budget Presentation	Completed NLT September 1 <sup>st</sup>
Resolution Establishing Public Hearing	Completed NLT September 15 <sup>th</sup>
Budget Work Session 1	Completed NLT October 1 <sup>st</sup>
Public Hearing	Completed NLT October 8 <sup>th</sup>
Budget Work Session 2	Completed NLT October 15 <sup>th</sup>
Additional Work Session	Scheduled as Needed
Budget Adoption	Completed NLT October 31 <sup>st</sup>

### **Budget Format/Contents:**

The City Manager shall present the budget in a line-item format, with revenues and expenditures categorized according to the City's Chart of Accounts. For each department, and for interdepartmental expenditures and partner agencies, the City Manager shall provide actual costs for the most recent cycle available and budgeted amounts for the previous budget year. The City Manager shall also provide

actual revenue amounts for the most recent cycle available and budgeted amounts for the previous budget year.

In addition to these items, the budget shall also include:

- Five-Year Debt Forecast
- Identification and explanation of any significant revenue or expenditure variance from previous year (greater than 15%)
- Explicit identification of funding amounts for any partner agency
- A 10-year “dashboard” of major cost and revenue centers
- Identification of existing PILOT agreement terms (beneficiary, annual payment, years remaining)
- Five-Year Capital Improvement Plan
- Bargaining Unit Agreement Terms and Status (salary increase, health care program, years remaining)
- Departmental salaries by position

### *Section 1.2: Budget Basis*

The annual budget will be developed in accordance with Generally Accepted Accounting Standards as promulgated by the Governmental Accounting Standards Board. To the extent possible, expenditures for purchases of equipment, services, materials, or supplies will be accounted for in the budget period for which they were purchased.

Revenues will be accounted for in the same period during which they were received. Tax, utility rate, fee amounts and other revenue methodology changes are effective for revenues received in the budget cycle for which they were adopted; unless otherwise specified by statute or ordinance.

### *Section 1.3: Budget Roles/Responsibilities*

Development and management of the operating budget is the responsibility of multiple agencies with a range of roles. Generally, these roles are set out below:

#### City Council:

It is the responsibility of City Council to provide policy and vision direction to the City Manager prior to development of the budget. Additionally, Council maintains an oversight role, receiving and reviewing monthly reports on department activities and quarterly reports on financial matters. From this information, it is the responsibility of Council to provide any amended direction to the City Manager. Finally, it is City Council’s role to receive, review, facilitate public comment on, and engage in debate regarding the City Manager’s budget proposal. Ultimately, it is Council’s responsibility to adopt the budget.

City Manager:

It is the City Manager's responsibility to take policy and vision direction from City Council and translate this into an annual operating budget, under the terms of this and other applicable policies. The City Manager is charged with providing Council's vision and policy direction to the staff in such a way as to receive budget proposals that closely align with Council's vision. It is also the responsibility of the City Manager to execute Council's adopted budget as directed, and with regular oversight and feedback from the Council. It is the City Manager's responsibility to take regular reports from the Comptroller and provide financial and program updates to the Council.

Comptroller:

It is the Comptroller's responsibility to develop data in such a manner as to provide a clear picture of the City's financial health. The Comptroller shall accurately record all expenditure and revenue information, and prepare reports for the City Manager on financial progress toward Council's vision. The Comptroller also maintains responsibility for the Budget Control activities, as directed by this policy.

Agency Head:

It is the responsibility of any department or agency head to execute all programs and services with an eye toward cost-effectiveness and efficiency. Department and Agency heads are responsible for regularly reviewing their progress against program goals and expenditure allocations.

*Section 1.4: Budget Control*

The Comptroller shall ensure that the City Council's budget directives are executed in a manner consistent with Council intent, this policy, and appropriate accounting standards.

As provided for in the City Charter, Section 5.3, changes to the approved budget may be made in a variety of scenarios. Changes internal to any department or agency may be done with approval by the City Manager. These changes will be accounted for via the City's electronic financial system so that accurate expenditure tracking is possible.

Changes external to a department, including any change to revenue forecasting or interfund transfers, must be made by City Council via a budget amendment resolution. The resolution shall indicate the expenditure line item to be adjusted, and how the funds will be acquired to support new expenditures.

*Section 1.5: Balanced Budget*

The City Manager shall present, and City Council adopt a balanced budget for each fiscal year. To the extent feasible, recurring expenditures will be offset by recurring revenues. One-time revenues may be applied to balance the budget in cases where discrete, one-time expenditures are identified.

Fund balances may be applied in accordance with Council's adopted fund balance policy.

**Revenue and Expenditure Policy**

**Statement of Intent:**

It is the intent of City Council to provide clear direction to staff on generation, tracking, and expenditure of taxpayer investment and other revenues. Sound, reasonable forecasting, based on significant data will be balanced against conservative expenditures. Management of costs associated with staffing, along with strict limitations on post-employment benefits will be exercised.

*Section 2.1: Revenue Diversification/Stabilization*

In order to limit revenues needed from property tax levy and application of water and wastewater rates, staff will work to identify new, non-tax/rate revenues.

In general, one-time revenues, including fund balance appropriations shall only be used to address one-time costs. Use of one-time revenues to address long-term cost increases shall be avoided.

When forecasts identify potentially significant fluctuations of property tax or water/wastewater rates, the City Manager shall develop, and City Council may approve a phase-in plan, identifying potential uses of one time revenues, including fund balances.

*Section 2.2: Revenue and Expenditure Forecasting*

In budget development, the City Manager shall utilize forecasts that are conservative, objective, and reasonable. When available, a five-year historical track should be used, and when requested, a statement of assumptions should be provided for any revenue or expenditure forecast.

The Comptroller shall maintain a ten-year data set, including discrete tracking of major revenue sources and expenditure categories and aggregate tracking of all other revenues and expenditures. The Office of Neighborhood Initiatives shall augment this data set with population, household data, and other useful demographic information.

*Section 2.3: User Fees*

In general, user fees are acceptable tools for cost recovery for certain services. When developing a cost-offset proposal, the City Manager shall make a report to Council advising as to whether the proposed or affected service is seen as “essential” or “premium.” For “premium services” the City Manager may recommend user fees to ensure that taxpayer investments are not unnecessarily applied.

In cases where fee increases or new fees are anticipated to be recommended in an upcoming budget, the City Manager should provide a separate presentation to Council on reason for fee, methodology for calculation, and other appropriate information prior to including the fee in budget proposals.

#### *Section 2.4: Staffing Expenditures*

All new staff positions should be presented as part of the annual budget presentation. For any new position, the City Manager should demonstrate why the addition of personnel is preferable or appropriate in lieu of partnership or technology investments.

It is the position of City Council that staff salaries should be aligned and competitive with positions of similar responsibility in the marketplace.

With respect to post-employment compensation and benefits, it is the policy of City Council that existing benefits should, under no circumstances, be enhanced. No further benefits should be developed as it relates to payments beyond completion of service with the City of Geneva.

#### *Section 2.5: Program Review*

As part of the budget development process, the City Manager will prepare a list of essential services and those considered "premium services." In the case of premium services, the Manager will provide associated cost of providing programs or services. City Council may offer thoughts or prioritization of these services in an effort to guide the Manager's budget decision-making processes.

## **Fund Balance Policy**

### **Statement of Intent:**

It is City Council's policy to maintain an unrestricted fund balance to provide for adequate emergency reserves and to assist with fluctuations in revenue receipts. Fund balances shall be maintained in each of the three major funds—General, Water, and Sewer—and kept in the manner proscribed below.

#### *Section 3.1: How Funded*

At the close of the fiscal year, any revenues received in excess of expenditures, unless otherwise designated, shall be placed in the undesignated fund balance for the respective fund for which revenues were realized.

In development of the budget proposal, the City Manager shall advise City Council of the undesignated fund balance levels in each fund. Should the level in any fund be below targeted balances as identified below, the budget proposal shall indicate a funding mechanism for replenishment to minimum levels.

#### *Section 3.2: Appropriate Levels*

##### General Fund:

The undesignated fund balance in the General fund shall be between ten and fifteen percent of the most recently adopted General Fund budget; exclusive of fund balance appropriations.

##### Utility Funds:

The undesignated fund balance in the Water and Wastewater funds shall be between thirty and thirty-five percent of the most recently adopted Water and Wastewater Fund budgets, respectively; exclusive of fund balance appropriations.

##### Example:

The 2013 Water Fund Budget is \$3,510,000. There is an appropriated fund balance of \$506,000 in the budget. This leaves \$3,004,000 in revenues exclusive of fund balance appropriations. The undesignated fund balance should be between \$901,200 and \$1,051,400.

#### *Section 3.3: Appropriate Use/Process for Use*

Fund balance appropriations should be treated as one-time revenue sources, and utilized as such in accordance with City Council's Revenue policies. In most cases, fund balance appropriations should be used to offset costs of one-time expenditures.

In limited circumstances, Council may direct staff to utilize fund balances to mitigate significant swings in recurring revenues. In cases where property tax or utility rates would require significant increases to meet expenditure needs, Council may choose to use fund balances to "phase in" necessary increases.

In all cases fund balances must be appropriated via the budget development or budget amendment process.

## **Capital Improvement Policy**

### **Statement of Intent:**

It is the intent of the Geneva City Council that public facilities will be developed and maintained in a mission-optimizing, cost-effective, efficient manner. A well-reasoned, data-driven capital program will be developed and updated regularly, and an appropriate level of funding will be applied from fiscally responsible sources.

### ***Section 4.1: Capital Improvement Plan***

A plan for capital investments will be developed and updated regularly with new projects, including the development of new projects and the maintenance of existing facilities.

#### **Scope:**

The capital plan will be a five-year overview of proposed capital investments. For the purposes of this policy, a capital project is defined as any improvement to a public facility in excess of \$25,000—including multiple projects in the same facility that total more than \$25,000.

#### **Project Selection:**

The City Manager, with support from key departments, will propose projects for the Capital Improvement Plan that are congruent with City Council's Strategic Imperatives, address components of an adopted plan or study, or address maintenance needs of a particular public facility. In terms of project ranking, projects that address the greatest number of the qualifiers outlined above.

#### **Plan Development Roles/Responsibilities:**

The City Manager, with support from key departments, will develop annual recommendations for changes to, or implementation of the Capital Improvement Plan. City Council is responsible for reviewing staff recommendations, making suggested changes, and ultimately adopting the five-year plan.

### ***Section 4.2: Capital Budgeting***

In accordance with the City Charter, Section 5.6, City Council will make an annual capital appropriation. Such appropriations may address current project costs or the cost of borrowing against projects.

#### **Project Advancement:**

Each year, as part of the budget development process, the City Manager will make recommendations as to which projects from the Capital Improvement Plan will be funded in the upcoming fiscal year. In general, projects ranked highest on the plan will advance first. City Council will review project recommendations and adopt a capital budget as part of the budget adoption process.

#### **Minimum Capital Spending:**

As directed by the City Charter, City Council will appropriate capital dollars according to the taxable assessed value of property in the City. The formula for such appropriation is total taxable value divided



by \$1,000 and multiplied by .7. For example, the 2013 total taxable assessed value in the City is \$363,016,022. The capital base is \$363,016, which when applying the appropriation factor requires a minimum appropriation of \$254,111 in capital appropriations.

#### *Section 4.3: Capital Financing*

As part of the budget development process the City Manager will propose a financing plan for capital appropriations.

#### Pay-Go vs. Debt Financing:

The City Manager will evaluate capital reserves and undesignated fund balance to identify potential cash funding sources for capital projects. In the event that reserve/fund balance levels are not sufficient to address capital needs, or in other cases deemed appropriate by City Council, the Manager will explore debt financing.

#### Appropriate Debt Instruments:

In all cases, the City Manager shall ensure that the length of the debt instrument does not exceed the expected useful life of the capital project to be financed. When evaluating capital financing instruments, the City Manager will examine total cost of borrowing and determine the most cost-effective instrument for borrowing. City Council shall approve all debt transactions.

#### Remaining Balances:

In cases where capital appropriations or debt financing exceeds the funds necessary to complete the capital project, the City Manager shall make a recommendation to City Council on appropriate use of the remaining balance. City Council may designate such funds to be used for other projects in the capital plan, direct the Manager to apply the funds to the appropriate reserve account, or apply remaining funds to temporary debt instrument relief.

**APPENDICES B -C**  
**Labor Unit Overview**  
**PILOT Agreement Overview**

**APPENDIX B**

***Labor Agreements***

Unit	Contract Expiration	2015 Increase	2015 Health Plan
Municipal Employees	12/31/2017	2.00%	Mid/Core
Police--Command	12/31/2015	1.50%	Mid
Police--Officers	12/31/2017	2.00%	Core
Fire	12/31/2016	2.00%	Core
Public Works--Foremen	12/31/2016	2.00%	Core
Public Works--Laborers	12/31/2016	2.00%	Core

**APPENDIX C**

***PILOT Agreements***

Company	Year/Term	2015 Payment	2016 Payment
Guardian Industries	19 of 25	\$204,407	\$308,357
Zotos International	20 of 25	\$98,484	\$114,452
Lyons National Bank	Complete	\$43,577	\$0
Lake Street Hotel LLC	11 of 13	\$52,292	\$53,649
Finger Lakes Rail	10 of 10	\$3,206	\$3,000
Geneva Shopping Center LLC	3 of 15	\$13,000	\$13,000
Geneva Shopping Center LLC	3 of 15	\$5,000	\$5,000
Geneva Land LLC	3 of 10	\$0	\$0
Geneva Lakefront Hotel	19 of 30	\$191,483	\$218,446
Geneva Housing Authority	Continuous	Variable	Variable

**Appendix D: Five-Year Debt Forecast**

**General Fund**

<b>Instrument Name</b>	<b>2016 Payment</b>	<b>2017 Payment</b>	<b>2018 Payment</b>	<b>2019 Payment</b>	<b>2020 Payment</b>
Energy Efficiency Project	\$ 291,327	\$ 291,327	\$ 291,327	\$ 291,327	\$ 291,327
Installment Purchase Debt	\$ 153,068	\$ 128,125	\$ 111,227	\$ 86,301	\$ 17,584
2011 Serial Bond Issue	\$ 54,169	\$ -	\$ -	\$ -	\$ -
2005 Serial Bond Issue	\$ 276,585	\$ 145,893	\$ 99,398	\$ 67,279	\$ -
2005 Serial Bond Issue	\$ 21,675	\$ 20,850	\$ -	\$ -	\$ -
2007 Serial Bond Issue	\$ 150,279	\$ 145,484	\$ 140,688	\$ 135,893	\$ 131,098
2010 Serial Bond Issue	\$ 395,476	\$ 391,995	\$ 381,400	\$ 380,643	\$ 373,658
2013 Serial Bond Issue	\$ 345,038	\$ 332,725	\$ 325,475	\$ 328,100	\$ 251,475
HUD 108	\$ 106,488	\$ 27,378	\$ -	\$ -	\$ -
Bond Anticipation Notes*^	\$ 249,775	\$ 237,227	\$ 349,488	\$ 205,888	\$ 260,595
<b>Total</b>	<b>\$ 2,043,880</b>	<b>\$ 1,721,003</b>	<b>\$ 1,699,003</b>	<b>\$ 1,495,430</b>	<b>\$ 1,325,736</b>

**Water Fund**

<b>Instrument Name</b>	<b>2016 Payment</b>	<b>2017 Payment</b>	<b>2018 Payment</b>	<b>2019 Payment</b>	<b>2020 Payment</b>
Energy Efficiency Project	\$ 34,465	\$ 34,465	\$ 34,465	\$ 34,465	\$ 34,465
2011 Serial Bond Issue	\$ 37,364	\$ 34,966	\$ 34,003	\$ -	\$ -
2000B Serial Bond Issue	\$ 103,991	\$ 101,473	\$ 103,575	\$ 100,320	\$ 96,812
2004 Serial Bond Issue	\$ 47,551	\$ 45,312	\$ 44,080	\$ 42,822	\$ 41,553
2005 Serial Bond Issue	\$ 42,278	\$ 44,019	\$ 39,759	\$ 40,519	\$ 41,180
2007 Serial Bond Issue	\$ 50,093	\$ 48,495	\$ 46,896	\$ 45,298	\$ 43,699
2010 Serial Bond Issue	\$ 136,809	\$ 131,884	\$ 128,991	\$ 131,018	\$ 133,865
2013 Serial Bond Issue	\$ 493,994	\$ 489,556	\$ 480,056	\$ 475,494	\$ 470,806
Bond Anticipation Notes*^	\$ 186,611	\$ 310,480	\$ 37,213	\$ 73,075	\$ 55,144
<b>Total</b>	<b>\$1,133,156</b>	<b>\$1,240,649</b>	<b>\$949,038</b>	<b>\$943,010</b>	<b>\$917,525</b>

**Sewer Fund**

<b>Instrument Name</b>	<b>2016 Payment</b>	<b>2017 Payment</b>	<b>2018 Payment</b>	<b>2019 Payment</b>	<b>2020 Payment</b>
Energy Efficiency Project	\$ 11,190	\$ 11,190	\$ 11,190	\$ 11,190	\$ 11,190
Installment Purchase Debt	\$ 45,233	\$ 45,233	\$ 45,233	\$ 45,233	\$ -
2011 Serial Bond Issue	\$ 92,555	\$ 90,284	\$ 87,798	\$ -	\$ -
2002L Serial Bond Issue	\$ -	\$ -	\$ -	\$ -	\$ -
2004 Serial Bond Issue	\$ 30,286	\$ 30,425	\$ 29,533	\$ 28,622	\$ 27,703
2005 Serial Bond Issue	\$ 53,874	\$ 52,363	\$ 55,755	\$ 56,011	\$ 53,220
2007 Serial Bond Issue	\$ 56,597	\$ 64,659	\$ 62,528	\$ 60,397	\$ 58,266
2008 Serial Bond Issue	\$ 455,552	\$ 455,552	\$ 455,552	\$ 455,552	\$ 455,552
2010 Serial Bond Issue	\$ 279,059	\$ 277,965	\$ 281,628	\$ 280,046	\$ 273,384
2011 Serial Bond Issue	\$ 116,663	\$ 113,475	\$ 110,288	\$ 107,100	\$ 103,913
2013 Serial Bond Issue	\$ 417,338	\$ 412,338	\$ 412,275	\$ 407,150	\$ 406,963
Bond Anticipation Notes*^	\$ 239,920	\$ 235,495	\$ 208,269	\$ 232,881	\$ 229,141
<b>Total</b>	<b>\$ 1,684,182</b>	<b>\$ 1,788,980</b>	<b>\$ 1,760,047</b>	<b>\$ 1,684,182</b>	<b>\$ 1,619,331</b>

\*Includes all debt not currently placed in permanent financing

^Assumes fully-funded capital program

**Appendix E**  
**Property Tax Cap Calculation**  
**Fiscal Year 2016**

Category	Amount
Prior Year Levy	\$ 6,647,881
Reserve Amount*	\$ -
Tax Base Growth Factor**	0.7300
PILOTS 2014	\$ 710,563
Torts Allowance 2014***	\$ -
Levy Growth Factor****	1.0019
PILOTS 2015	\$ 830,900
Carryover*****	\$ -
Tax Levy Limit	\$ 6,541,526
Transfer of Government Function^	\$ -
Tort Allowance 2015	\$ -
Pension Allowance^^	\$ -
Allowable Levy	\$ 6,541,526

\*Reserves are required if a community overrides the tax cap  
The excess funds, over and above the authorized cap, are to be placed in a reserve account, and only used if needed. If not needed, the reserve account is to be used to offset levy increases in future years

\*\*Base Growth Factor is measured as a multi-year average of a community's tax base growth

\*\*\*Large payments for lawsuits are excluded from limits under the cap

\*\*\*\*The levy growth factor is calculated as 2% or CPI growth, whichever is lower

\*\*\*\*\*Any unused levy growth may be carried over one year

^Governments who achieve savings through consolidation may apply to the state for a cap credit

^^A portion of pension growth (anything over 2 percentage points) is credited against the cap

**Appendix F**  
**Salary Overview by Position**

**Legislative / Mayor (1010 / 1210)**

Position	#	2014 Salary	2015 Salary	2016 Salary
Mayor	1	\$ 7,500	\$ 7,500	\$ 7,500
Councilor	8	\$ 4,000	\$ 4,000	\$ 4,000

**Clerk (1410)**

Position	#	2014 Salary	2015 Salary	2016 Salary
City Clerk	1	\$ 50,980	\$ 52,000	\$ 53,040
Deputy City Clerk	1	\$ 49,298	\$ 50,284	\$ 51,290

**Municipal Executive (City Manager) ( 1230)**

Position	#	2014 Salary	2015 Salary	2016 Salary
City Manager	1	\$ 83,000	\$ 85,490	\$ 85,940
Human Resources Director	1	\$ 60,193	\$ 61,397	\$ 62,625
Administrative Assistant	1	\$ 42,801	\$ 43,698	\$ 44,572
Operations Fellow	-	\$ 6,000	\$ -	\$ -

**Law (1420)**

Position	#	2014 Salary	2015 Salary	2016 Salary
City Attorney	-	\$ 89,842	\$ -	\$ -

**Comptroller (1315)**

Position	#	2014 Salary	2015 Salary	2016 Salary
Comptroller	1	\$ 65,000	\$ 65,000	\$ 66,300
Deputy Comptroller	1	\$ 53,060	\$ 55,421	\$ 56,529
Assessor (Shared services position)	1	\$ 65,222	\$ 60,000	\$ 65,000
Senior Account Clerk	1	\$ 51,772	\$ 52,807	\$ 53,863
Principal Account Clerk	1	\$ 50,753	\$ 51,768	\$ 52,803
Tax Clerk	1	\$ 47,159	\$ 48,102	\$ 49,064

**Central Data Processing (IT Services) (1680)**

Position	#	2014 Salary	2015 Salary	2016 Salary
Director of IT (Shared services position)	1	\$ 62,424	\$ 63,672	\$ 63,672
Computer Services Assistant (shared services position)	1	\$ -	\$ 30,000	\$ 30,600

**Appendix F  
Salary Overview by Position**

**Police (3120)**

<b>Position</b>	<b>#</b>	<b>2014 Salary</b>	<b>2015 Salary</b>	<b>2016 Salary</b>
Chief of Police	1	\$ 96,044	\$ 97,965	\$ 99,924
Lieutenant	2	\$ 81,508	\$ 82,731	\$ 84,386
Sergeant	3	\$ 74,568	\$ 76,822	\$ 78,358
Sergeant	1	\$ 70,197	\$ 70,037	\$ 71,438
Sergeant	2	\$ 70,197	\$ 67,848	\$ 69,205
Police Officer	20	\$ 63,796	\$ 65,072	\$ 66,373
Police Officer	4	\$ 51,446	\$ 52,475	\$ 53,525
Police Officer	2	\$ 48,814	\$ 48,814	\$ 49,790
Police Officer - <b>FROZEN</b>	0	\$ 48,814	\$ 48,814	\$ 49,790
Senior Typist	1	\$ 45,127	\$ 46,030	\$ 46,951
Administrative Aid	1	\$ 45,127	\$ 46,030	\$ 46,951
Dispatcher - <b>ESTIMATED END DATE 06/30/15</b>	3	\$ 45,405	\$ 46,313	\$ 47,239

**Appendix F  
Salary Overview by Position**

**Fire (3410)**

Position	#	2014 Salary	2015 Salary	2016 Salary
Fire Chief	1	\$ 81,151	\$ 82,774	\$ 84,429
Firefighter	14	\$ 64,566	\$ 65,857	\$ 68,517
Firefighter	3	\$ 55,673	\$ 56,786	\$ 57,922
Firefighter	1	\$ 53,755	\$ 54,830	\$ 55,927
Administrative Aide	1	\$ 45,127	\$ 46,030	\$ 46,951
Administrative Aide	0.5	\$ 22,564	\$ 23,015	\$ 23,476
Building Inspector	1	\$ 49,298	\$ 50,284	\$ 51,290
Dispatcher - <b>ESTIMATED END DATE 06/30/15</b>	2	\$ 45,405	\$ 46,313	\$ 47,239

**Office of Neighborhood Initiatives (ONI) (8689)**

Position	#	2014 Salary	2015 Salary	2016 Salary
Director of Neighborhood Initiatives	1	\$ 64,037	\$ 65,318	\$ 66,624
Community Development Specialist	1	\$ 50,753	\$ 51,768	\$ 52,803
Special Events Coordinator	0	\$ 32,760	\$ 33,415	\$ -

**Recreation (7020 / 7140 / 7180)**

Position	#	2014 Salary	2015 Salary	2016 Salary
Director of Recreation	1	\$ 60,410	\$ 61,618	\$ 62,850
Maintenance Supervisor	1	\$ 45,101	\$ 46,003	\$ 46,923
Maintenance Mechanic	1	\$ 42,157	\$ 44,462	\$ 45,351
Administrative Aide	0.5	\$ 22,564	\$ 23,015	\$ 23,476

**Appendix F  
Salary Overview by Position**

**Engineering / Highway / Public Works (1440 / 5140 / 7110)**

<b>Position</b>	<b>#</b>	<b>2014 Salary</b>	<b>2015 Salary</b>	<b>2016 Salary</b>
Director of Public Works	1	\$ 82,000	\$ 83,138	\$ 96,138
Capital Projects Manager	1	\$ 75,000	\$ 76,500	\$ 78,030
Zoning & Building Coordinator	1	\$ 58,366	\$ 59,533	\$ 60,724
Code Enforcement Officer	1	\$ 61,047	\$ 62,268	\$ 63,513
Building Inspector	1	\$ 49,298	\$ 50,284	\$ 51,290
Administrative Assistant	1	\$ 45,127	\$ 46,030	\$ 46,951
Lab Technician	1	\$ 57,135	\$ 58,280	\$ 59,447
Supervisor, Building and Parks	1	\$ 81,505	\$ 83,146	\$ 84,800
Supervisor, Highway	1	\$ 81,505	\$ 83,146	\$ 84,800
Supervisor, Sewer Maintenance	1	\$ 81,505	\$ 83,146	\$ 84,800
Supervisor, Water Maintenance	1	\$ 81,505	\$ 81,515	\$ 83,146
Chief Operator--Wastewater	1	\$ 81,505	\$ 83,146	\$ 84,800
Assistant Supervisor, Water	1	\$ 66,882	\$ 60,320	\$ 61,526
Assistant Supervisor, Building and Parks	1	\$ 66,882	\$ 60,320	\$ 61,526
Auto Mechanic	2	\$ 57,135	\$ 58,280	\$ 59,447
Street Maintainer	2	\$ 57,135	\$ 58,280	\$ 59,447
Motor Equipment Operator	7	\$ 49,815	\$ 50,814	\$ 51,831
Motor Equipment Operator	1	\$ 49,815	\$ 49,504	\$ 50,494
Heavy Equipment Operator	3	\$ 50,876	\$ 51,894	\$ 52,934
Heavy Equipment Operator - FROZEN	0	\$ 50,876	\$ 51,894	\$ 52,934
Electrician	1	\$ 52,770	\$ 56,618	\$ 57,750
Building Maintenance Worker	1	\$ 50,876	\$ 51,894	\$ 52,934
Laborer	2	\$ 47,460	\$ 48,422	\$ 49,391
Public Works Maintenance Assistant	1	\$ 52,764	\$ 53,825	\$ 54,907
Senior Water Maintenance Assistant	1	\$ 55,480	\$ 58,280	\$ 59,447
Water Treatment Operator	2	\$ 57,135	\$ 58,280	\$ 59,447
Wastewater Treatment Operator	3	\$ 57,135	\$ 58,280	\$ 59,447
Asst. Wastewater Treatment Operator	2		\$ 63,170	\$ 64,433