

Appendix

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Appendix

City Personnel

The following pages provide tables of information regarding City of Longview employees including:

- 1) Description of the five types of City employees;
- 2) Comparison of total employees for 2004 versus 2005/2006;
- 3) Five-year history of the total number of full-time employees; and
- 4) Listing of Regular "A" and "B" budgeted positions for 2005/2006.

Employee Types

Regular Full-Time (Type "A") - A regular full-time employee is an employee who is employed 40 hours per week in a classified Council approved and budgeted position. This employee is paid based on a monthly rate. They are eligible for holiday, vacation, and sick leave accrual, and eligible to participate in the city's medical/dental/life plan.

Regular Full-Time/Part-Time (Type "B") - A regular full-time/part-time employee is a percentage employee in a classified Council approved and budgeted position. Type "B" employees are assigned regularly scheduled shifts on a year-round basis. This employee is paid a monthly rate of the position's wage classification based on a percentage of the number of hours scheduled to work. They are eligible for holiday, vacation, and sick leave accrual and eligible to participate in the city's medical/dental/life plan. (The benefits they are eligible for are pro-rated based on the number of hours they are scheduled to work.)

Part-Time (Type "P") - A part-time employee is an employee who is employed less than 40 hours per week and is assigned work on a year round basis. This employee is paid an hourly rate for hours worked. They shall not be eligible for benefits other than state and federal mandated benefits (including PERS if the position they have been selected to fill has been determined to be a PERS eligible position).

Seasonal/Temporary (Type "S") - A seasonal/temporary employee may work part-time or full-time for unspecified hours on irregular shifts. Seasonal/temporary employees are on a stand by/on call basis or are needed seasonally. This employee is paid an hourly rate for hours worked. They shall not be eligible for benefits other than state and federal mandated benefits (including PERS if the position they have been selected to fill has been determined to be a PERS eligible position).

2004 vs. 2005/2006

Employee Count

Department	2004 FTE's				2005/2006 FTE's					2004	2005/06	Variance	
	A	B	P.T.	Total	A	B	P.T.	Total	Variance	Seas./Temp	\$\$		
Legislative	0.50		0.2	0.70	0.50		0.7	1.20	0.50	1	-	-	-
Exec/Legal	5.00	0.84		5.84	5.00	0.99		5.99	0.15	2	-	-	-
Finance	12.25		0.8	13.05	12.25		0.8	13.05	0.00		-	-	-
Human Resources	4.00			4.00	4.00			4.00	0.00		-	-	-
Information Technology	10.00	0.50	0.8	11.30	10.00	1.00		11.00	(0.30)	3	-	-	-
Police	65.00	0.50		65.50	65.00	0.50		65.50	0.00		-	-	-
Fire	43.00			43.00	43.00			43.00	0.00		-	-	-
Traffic	7.00			7.00	7.00			7.00	0.00		-	-	-
Street	10.25			10.25	10.25			10.25	0.00		-	-	-
Engineering	9.15			9.15	9.15			9.15	0.00		-	-	-
Community Dev.	8.00			8.00	8.00			8.00	0.00		-	-	-
Library	20.00		5.7	25.70	20.00		5.1	25.10	(0.60)	4	-	-	-
Recreation	7.83	1.40	13.6	22.83	7.83	0.60	10.23	18.66	(4.17)	5	-	-	-
Parks	19.85			19.85	17.85	0.80		18.65	(1.20)	6	57,700	55,200	(2,500)
Water	11.03			11.03	11.03			11.03	0.00		4,000	12,000	8,000
Sewer	12.04			12.04	12.04			12.04	0.00		8,000	15,600	7,600
Filter Plant	5.38			5.38	5.38			5.38	0.00		3,900	4,300	400
Sanitary/Recycling	2.15			2.15	2.15			2.15	0.00		-	-	-
Storm Water Utility	6.40			6.40	6.40			6.40	0.00		4,670	4,670	-
Transit	12.60			12.60	12.60			12.60	0.00		41,750	41,750	-
Golf	4.00		1.0	5.00	4.00			4.00	(1.00)	7	20,500	38,710	18,210
Equip. Rental	7.00			7.00	7.00			7.00	0.00		-	-	-
Facility Maintenance	3.33		1.0	4.33	3.33		1.0	4.33	0.00		5,125	5,125	-
Fire Pension	0.50			0.50	0.50			0.50	0.00		-	-	-
Insurance Reserve	1.25	0.29		1.54	1.25	0.14		1.39	(0.15)	8	-	-	-
HUD Fund	0.50			0.50	0.50			0.50	0.00		-	-	-
Totals	288.0	3.53	23.10	314.63	286.00	4.03	17.83	307.86	(6.77)		145,645	177,355	31,710

A = Regular Full-Time (Type "A") budgeted positions

B = Regular Full-Time/Part-Time (Type "B") budgeted positions

P.T. - Part-Time Hourly (Type "P") converted to full-time equivalent (FTE's) based on 2080 annual hours

¹ Increase .50 increase in Council hours to better reflect hours served

² Increase .15 reallocation of Secretary/Receptionist hours to Ins. Reserve

³ Decrease (.30) part-time hours

⁴ Decrease (.60) in hours of part-time library positions

⁵ Eliminate (.80) Clerk/Receptionist position decrease (3.37) reduction in hours of part-time staff and programs

⁶ Decrease of (1.0) Eliminate Park Maint II, (1.0) Eliminate Park Maint III position, decrease (.20) of Clerk/Typist position
1.0 restore funding of Park Maint. I position not funded in 2004

⁷ Decrease of (1.0) Part-time hours/dollars moved to Seasonal/Temporary

⁸ Decrease of (.15) reallocation of Secretary/Receptionist hours with Exec.

Appendix

Five -year Regular/Full-Time Employee History

	2001	2002	2003	2004	2005/2006
Legislative	0.5	0.5	0.5	0.5	0.5
Exec/Legal	4.5	4.5	4.0	5.0	5.0
Finance	13.25	13.25	13.25	12.25	12.25
Human Resources	5.0	5.0	5.0	4.0	4.0
Info. Technology	9.5	9.5	10.0	10.0	10.0
Police	65.0	64.0	65.0	65.0	65.0
Fire	48.0	43.0	43.0	43.0	43.0
Traffic	7.0	7.0	7.0	7.0	7.0
Street	11.5	11.25	10.25	10.25	10.25
Engineering	9.15	9.15	9.15	9.15	9.15
Community Dev.	8.0	8.0	8.0	8.0	8.0
Library	21.0	21.0	21.0	20.0	20.0
Recreation	6.0	6.88	7.83	7.83	7.83
Parks	22.0	22.0	19.85	19.85	17.85
Water	11.28	11.28	11.03	11.03	11.03
Sewer	12.29	12.29	12.04	12.04	12.04
Filter Plant	5.38	5.38	5.38	5.38	5.38
Sanitary/Recycling	2.15	2.15	2.15	2.15	2.15
Storm Water Utility	5.4	5.4	6.4	6.4	6.4
Transit	10.35	12.6	12.6	12.6	12.6
Golf	4.0	4.0	4.0	4.0	4.0
Equipment Rental	7.0	7.0	7.0	7.0	7.0
Facility Maintenance	3.0	3.12	3.32	3.32	3.32
Fire Pension	0.5	0.50	0.25	0.50	0.50
Insurance Reserve	2.25	2.25	1.25	1.25	1.25
HUD Fund	1.0	0.0	0.5	0.5	0.5
Totals	295.0	291.0	289.75	288.00	286.00

Prior Years Employee History

1968 - 219	1975 - 277	1982 - 310	1989 - 277	1996 - 269
1969 - 232	1976 - 289	1983 - 297	1990 - 279	1997 - 270
1970 - 245	1977 - 312	1984 - 299	1991 - 257	1998 - 281
1971 - 258	1978 - 305	1985 - 303	1992 - 258	1999 - 304
1972 - 274	1979 - 312	1986 - 299	1993 - 255	2000 - 294
1973 - 269	1980 - 333	1987 - 289	1994 - 258	
1974 - 267	1981 - 308	1988 - 277	1995 - 263	

Regular "A" & "B" Positions Budgeted for 2003/2004

Position Title	# of Each	Classification
Legislative		
Executive Secretary	0.5	13
Executive/Legal		
City Manager	0.5	91
City Attorney	1	2
Prosecuting Attorney	2	10
Executive Secretary	0.5	13
Secretary/Receptionist	0.99	34
Legal Clerk	1	34
<i>Total Executive/Legal</i>	<u>5.99</u>	
Finance		
Finance Director	1	3
Accounting Manager	1	8
Accountant	2	12
Utility Billing Specialist	1	42
Deputy City Clerk	0.25	33
B & O Credit Collections Clerk	1	43
Account Clerk/Customer Service Clerk	4	44
Finance Department Aid	1	44
Water Serviceman	1	52
<i>Total Finance</i>	<u>12.25</u>	
Human Resources		
Human Resources Director	1	3
Senior Human Resources Analyst	1	10
Payroll/Benefits Specialist	1	32
Human Resources Specialist	1	32
<i>Total Human Resources</i>	<u>4</u>	
Information Technology		
IT Director	1	3
Information Systems Analyst	5.5	10
Information Systems Technician	1	53
IT Admin. Asst.	0.5	44
Public Information Specialist	1	11
GIS Specialist	1	50
GIS Technician	1	53
<i>Total Information Technology</i>	<u>11</u>	

Appendix

Position Title	# of Each	Classification
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Police

Chief	1	2
Captain	2	4
Sergeant	8	81
Police Officer	42	85
Business Manager	1	10
Admin. Secretary	1	a33
Clerk/Typist	2.5	a34
Crime Analyst	1	a11
Civilian Investigator	1	a11
Property/Evidence Tech.	1	a54
Community Service Officer	3	a33
Parking Enforcement Officer I	1	a36
Parking Enforcement Officer II	1	a39
<i>Total Police</i>	<u>65.5</u>	

Fire

Chief	1	2
Battalion Chief	4	22
Fire Marshal	1	21
Fire Captain	2	75
Fire Lieutenant	7	73
Driver-Operator	9	72
Firefighter	18	71
Admin. Secretary	1	34
<i>Total Fire</i>	<u>43</u>	

Traffic

Transportation Engineer	1	6
Traffic Superintendent	1	8
Traffic Technician	1	51
Electronics Technician	1	51
Electrician/Maintenance	1	53
Traffic Utility Worker II	2	55
<i>Total Traffic</i>	<u>7</u>	

Street Maintenance

Street/Transit Superintendent	0.25	7
Street Maintenance Supervisor	0.5	11
Street Utility I	3	53
Street Utility II	3	55
Street Utility III	3.5	57
<i>Total Street Maintenance</i>	<u>10.25</u>	

Position Title	# of Each	Classification
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Engineering

Public Works Director	0.15	2
City Engineer	1	5
Civil Engineer	2	8
Eng. Admin. I	1	10
Engineering Tech V	1	11
Engineering Tech IV	1	51
Engineering Tech III	2	52
Admin. Secretary	1	43
<i>Total Engineering</i>	<u>9.15</u>	

Community Development

Asst. Dir. CED/Building Official	1	4
Principal Planner	1	7
Electrical Building Inspector	1	10
Building Inspector II	1	11
Nuisance Abatement Officer	1	11
Assistant Planner	1	12
Permit Coordinator	1	13
Admin. Secretary	1	43
<i>Total Community Development</i>	<u>8</u>	

Library

Librarian	1	5
Professional Librarian	5	10
Library Prof. Assistant	1	13
Literacy Coordinator	2	13
Library Admin. Secretary	1	43
Media Specialist	1	52
Library Assistant I	3	43
Library Assistant II	6	44
<i>Total Library</i>	<u>20</u>	

Recreation

Parks & Recreation Director	0.4	4
Parks Office Manager	0.55	32
Recreation Superintendent	1	8
Recreation Program Supervisor	2	12
Recreation Program Coordinator	2	43
Teen Coordinator	1	43
Office Assistant	0.88	45
Senior Program Coordinator	0.6	57
<i>Total Recreation</i>	<u>8.43</u>	

Appendix

Position Title	# of Each	Classification
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Parks Maintenance

Parks & Recreation Director	0.50	4
Park Superintendent	1	8
Park Supervisor	1.00	11
Park Lead Person	1	52
Groundsperson I	2.00	53
Groundsperson II	4	55
Groundsperson III	8.00	57
Parks Office Manager	0.35	32
Parks Office Assistant	0.8	45
<i>Total Parks Maintenance</i>	<u>18.65</u>	

Water

Asst. City Manager/Community Dev. Dir.	0.5	1
Public Works Director	0.2	2
Utilities Administrator	0.33	7
Water/Sewer Superintendent	0.5	7
Water Supervisor	2	11
Water Distribution Specialist I	3	52
Water Distribution Specialist II	1	54
Water Distribution Specialist III	3	56
Water/Sewer Utility Clerk	0.5	44
<i>Total Water</i>	<u>11.03</u>	

Sewer

Asst. City Manager/Community Dev. Dir.	0.5	1
Public Works Director	0.2	2
Utilities Administrator	0.34	7
Water/Sewer Superintendent	0.5	7
Sewer Supervisor	1	11
Electrician	1	50
Wastewater Specialist I	2	52
Wastewater Specialist II	3	54
Wastewater Specialist III	3	56
Water/Sewer Utility Clerk	0.5	44
<i>Total Sewer</i>	<u>12.04</u>	

Filter Plant

Public Works Director	0.05	2
Utilities Administrator	0.33	7
Water Treatment Plant Supervisor	1	8
Water Treatment Plant Operator	4	51
<i>Total Filter Plant</i>	<u>5.38</u>	

Position Title	# of Each	Classification
Sanitary/Recycling		
Public Works Director	0.15	2
Solid Waste Manager	1	8
Solid Waste/Recycling Secretary	1	44
<i>Total Sanitary/Recycling</i>	2.15	
Storm Water Utility		
Public Works Director	0.15	2
Storm Water Manager	1	7
Street/Transit Superintendent	0.25	7
Street Maintenance Supervisor	0.5	11
Street Utility I	2	53
Street Utility II	1	55
Street Utility III	1.5	57
<i>Total Storm Water Utility</i>	6.4	
Transit		
Public Works Director	0.1	2
Street/Transit Superintendent	0.5	7
Transit Supervisor	1	11
Transit Operator	9	60
Transit Secretary	1	43
Transit Customer Service Clerk	1	45
<i>Total Transit</i>	12.6	
Mint Valley Golf Course		
Golf Course Superintendent	1	8
Assistant Golf Superintendent	1	11
Golf Utility II	1	55
Golf Utility III	1	57
<i>Total Mint Valley Golf Course</i>	4	
Equipment Rental		
Fleet Manager/Downtown Coordinator	1	7
Shop Supervisor	1	11
Equip. Mechanic	4	52
Fleet Management Specialist	1	43
<i>Total Equipment Rental</i>	7	

Appendix

Position Title	# of Each	Classification
Facility Maintenance		
Parks & Recreation Director	0.1	4
Facility Maintenance Manager	1	10
Park Office Manager	0.1	32
Office Assistant	0.125	45
Facility Maintenance Technician I	1	52
Facility Maintenance Technician II	1	55
<i>Total Facility Maintenance</i>	<u>3.33</u>	
Fire Pension		
Deputy City Clerk	0.5	33
Insurance Reserve		
Safety/Risk Manager	1	10
Deputy City Clerk	0.25	33
Secretary/Receptionist (Exec.)	0.14	34
<i>Total Insurance Reserve</i>	<u>1.39</u>	
HUD Fund		
City Manager	0.5	91
GRAND TOTAL ALL DEPARTMENTS 290.03		

Longview at a Glance



Ideally situated between Seattle and Portland, Oregon, Longview offers residents a comfortable, rural lifestyle with opportunities for year-round recreation. Residents are removed from urban congestion and problems, yet are within an easy drive of urban amenities. Longview is 45 minutes north of Portland and two hours south of the Seattle metropolitan area.

<http://www.mylongview.com>

Longview, Washington is ideally located for industry and recreation. Situated on the mighty Columbia River, Longview has excellent port facilities which allow for trade in lumber and other goods. Only one hour separates Longview from the Pacific coast beaches, from Mt. St. Helens and other scenic areas.

Economics

- Major Area Employers (in alphabetical order)
- City of Longview
 - Cowlitz County
 - Foster Farms
 - Fred Meyer
 - J. H. Kelly, Inc.
 - Kaiser Permanente
 - Longview Fibre Company
 - Longview School District
 - Lower Columbia College
 - NORPAC
 - Peace Health/St. John Hospital
 - Weyerhaeuser

Government

- Incorporated 1924
- Form of Government Council-Manager
- Legal Status Non-charter Code City
- Congressional District Washington's 3rd
- State Legislative Districts 18th & 19th
- Voter Precincts 41
- Number of Registered Voters 20,548

Appendix

Longview's Demographics

Land Area/Ranking

Land Area: 13.70 Square Miles
 Rank in Size / State of Washington 26/281

Land Use (by area)

Residential
 Single Family 33.6%
 Duplex07%
 Multifamily 2.1%
 Mobile Home Park 1.39%
 Manufacturing/Industrial 2.5%
 Commercial 12.5%
 Recreational 10.2%
 Transportation/Utilities 7.8%
 Undeveloped 29.3%

Assessed Valuation (AV)

2003 AV \$1,963,167,938

Property Tax Per \$1,000 of AV

City of Longview \$3.60
 Cowlitz County \$1.80
 Port Longview \$.45
 Longview School District \$4.12
 State School Levy \$2.80

Climate

Average Annual Precipitation: 45 inches
 30 Year Mean Annual Temperature 51.3° F

Population

1960 23,349
 1970 28,373
 1980 31,052
 1990 31,499
 2000 (Census) 34,660
 2002 35,310
 2004 35,340

Age Distribution (Census 2000)

Under 5 7.1%
 5-9 7.5%
 10-19 14.1%
 20-34 19.3%
 35-44 14.0%
 45-54 13.8%
 55-64 8.8%
 65-84 12.7%
 85+ 2.7%

Racial Composition (Census 2000)

One race 97.1%
 Two or more races 2.9%
 White 89.3%
 Black or African American 0.7%
 American Indian and Alaska Native 1.8%
 Asian 2.2%
 Native Hawaiian & Other
 Pacific Islander 0.1%
 Some other race 3.0%

City of Longview Service Statistics

Police

Sworn Officers Authorized 54
 Calls for Service 35,638
 One Station plus Highlands Satellite Office
 Two K-9 Units

Fire

Uniformed Personnel Authorized 40
 Fire Calls for Service 933
 Medical Calls for Service 4,053
 Two Stations

Human & Neighborhood Resources

Acres of Parks 417
 Senior Citizens Center
 McClelland Art Center
 Columbia Theatre for the Performing Arts
 Longview Public Library

Utilities

Water:

Regional Water Treatment Plant Capacity . 15.9 mgd.
 Reservoir Capacities 19.35 mgd.
 Water Services (meters) for Residential,
 Commercial & Industrial 13,120
 2003 Average Daily Consumption 5.86 mgd.
 2003 Water Mains 184 miles

Sewer:

Regional Water Treatment Plant:

Plant Capacity 26 mgd.
 2003 Annual Flow 3.61 mgd.

West Longview Lagoons:

Lagoon Capacity 2.7 mgd.
 2003 Annual Flow 1.56 mgd.

Sanitary Sewer Mains 196 miles

Storm Water:

Average household rate per month \$2.36

Solid Waste/Recycling:

Average household rate per month \$14.80

Services Provided by Other Governmental Units

Education:

Longview School District #122

Elementary Schools 7
 Middle Schools 3
 High Schools 2

Post Secondary Education:

Lower Columbia College
 Linfield College Satellite Campus
 Washington State University Branch Campus

Public Transit:

Cowlitz Transit Authority

Public Health:

Cowlitz County Health Department

Flood Protection:

Consolidated Diking District #1

Public Housing:

Longview Housing Authority

Emergency Dispatch/Jail:

Cowlitz County

Medical Facilities:

Peace Health/St. John Medical Center
 Kaiser Permanente'

Private Vocational-Technical Schools:

Stylemasters College

Animal Control:

Humane Society of Cowlitz County

Municipal Court:

Cowlitz County District Court