

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 2006 versus 2007/2008;
- 3) Five-year history of the total number of full-time employees; and
- 4) Listing of Regular "A" and "B" budgeted positions for 2007/2008.

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).

2006 vs. 2007/2008 Employee Count

Department	2006 FTE's				2007/2008 FTE's				Variance		2006 Seas./Temp	2007/08 \$\$	Variance
	A	B	P.T.	Total	A	B	P.T.	Total					
Legislative	0.50		0.7	1.20	0.50	0.25	0.7	1.45	0.25		-	-	-
Exec/Legal	5.00	1.25		6.25	5.00	1.00		6.00	(0.25)		-	-	-
Finance	12.25	0.9		13.15	13.25	0.9	0.25	14.40	1.25	¹	-	5,220	5,220
Human Resources	4.00			4.00	4.00			4.00	0.00		-	-	-
Information Technology	10.00	1.00		11.00	11.00	0.80		11.80	0.80	²	-	-	-
Police	65.00	0.50		65.50	69.00			69.00	3.50	³	-	-	-
Fire	43.00			43.00	44.00			44.00	1.00	⁴	-	7,390	7,390
Traffic	7.00			7.00	7.00			7.00	0.00		-	10,180	10,180
Street	8.25			8.25	8.25			8.25	0.00		-	-	-
Engineering	9.15			9.15	9.30			9.30	0.15	⁵	-	4,160	4,160
Community Development	9.00			9.00	10.00		0.1	10.10	1.10	⁶	-	-	-
Library	20.00		5.01	25.01	20.00		4.95	24.95	(0.06)	⁷	-	-	-
Recreation	7.82	0.60	10.2	18.62	7.82	0.60	10.55	18.97	0.35	⁸	-	-	-
Parks	17.85	0.75		18.60	17.85	0.75		18.60	0.00		55,200	61,420	6,220
Water	11.03			11.03	12.68			12.68	1.65	⁹	12,000	12,480	480
Sewer	12.04			12.04	12.69			12.69	0.65	¹⁰	15,600	15,600	-
Filter Plant	5.38			5.38	5.38			5.38	0.00		4,300	4,470	170
Sanitary/Recycling	2.15			2.15	3.15			3.15	1.00	¹¹	-	-	-
Stormwater Utility	9.40			9.40	9.95			9.95	0.55	¹²	4,670	4,830	160
Transit	12.60			12.60	12.60			12.60	0.00		41,750	47,150	5,400
Golf	4.00			4.00	4.00			4.00	0.00		38,710	40,890	2,180
Equipment Rental	6.00			6.00	6.00			6.00	0.00		-	-	-
Facility Maint.	4.33			4.33	4.33			4.33	0.00		5,125	-	(5,125)
Fire Pension	0.50			0.50	0.50			0.50	0.00		-	-	-
Insurance Reserve	1.25	0.25		1.50	1.25	0.75		2.00	0.50	¹³	-	-	-
HUD Fund	0.50			0.50	0.50			0.50	0.00		-	-	-
Totals	288.00	5.25	15.91	309.16	300.00	5.05	16.55	321.60	12.44		177,355	213,790	36,435

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 1.0 Business License/B & O Specialist and restore .25 part-time position

² Increase .80 Increase = .50 Increase for WebPub/Analyst Position and .30 Increase Clerical Admin. Asst.

³ Increase 2.0 Police Officers and .5 Clerk/Recpt. (Gen. Fund), 1.0 Lead Officer for Sat. Office (Criminal Justice Fund)

⁴ Increase 1.0 Fire Inspector

⁵ Increase .15 Customer Service Admin. Asst. position (shared with Water/Sewer & Stormwater)

⁶ Increase 1.0 Commercial Plan Review position and restore .10 P.T. Inspector position

⁷ Decrease .06 P.T. Hours for Library - (slight FTE adjustment due to hourly wage increase)

⁸ Increase .35 P.T. Hours for summer program

⁹ Increase .15 Cust. Serv. Admin. Asst. (shared with Sewer, Eng. & Stormwater), .5 Utility Data Entry Clerk and 1.0 Cust. Serv. Field Rep.

¹⁰ Increase .15 Cust. Serv. Admin. Asst. (shared with Water, Eng. & Stormwater), .5 Utility Data Entry Clerk

¹¹ Increase 1.0 Nuisance Code Enforcement Officer

¹² Increase .55 Customer Service Admin. Asst. position (shared with Water/Sewer & Engineering)

¹³ Increase .50 HR Wellness/Health Promotion Tech.

Appendix

Five -year Regular/Full-Time Employee History

	2003	2004	2005	2006	2007/2008
Legislative	0.5	0.5	0.5	0.5	0.5
Executive/Legal	4.0	5.0	5.0	5.0	5.0
Finance	13.25	12.25	12.25	12.25	13.25
Human Resources	5.0	4.0	4.0	4.0	4.0
Information Technology	10.0	10.0	10.0	10.0	11.0
Police	65.0	65.0	65.0	65.0	69.0
Fire	43.0	43.0	43.0	43.0	44.0
Traffic	7.0	7.0	7.0	7.0	7.0
Street	10.25	10.25	10.25	8.25	8.25
Engineeirng	9.15	9.15	9.15	9.15	9.30
Community Development	8.0	8.0	8.0	9.0	10.0
Library	21.0	20.0	20.0	20.0	20.0
Recreation	7.83	7.83	7.83	7.83	7.83
Parks	19.85	19.85	17.85	17.85	17.85
Water	11.03	11.03	11.03	11.03	12.68
Sewer	12.04	12.04	12.04	12.04	12.69
Filter Plant	5.38	5.38	5.38	5.38	5.38
Sanitary/Recycling	2.15	2.15	2.15	2.15	3.15
Stormwater Utility	6.4	6.4	6.4	9.4	9.95
Transit	12.6	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	6.0	6.0
Facility Maintenance	3.32	3.32	3.32	4.32	4.32
Fire Pension	0.25	0.50	0.50	0.50	0.50
Insurance Reserve	1.25	1.25	1.25	1.25	1.25
HUD Fund	0.5	0.5	0.5	0.5	0.5
Totals	289.75	288.00	286.00	288.00	300.00
Prior Years Employee History (Full-Time Positions Only)					
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	2001 - 295	
1974 - 267	1981 - 308	1988 - 277	1995 - 263	2002 - 291	

Regular "A" & "B" Positions Budgeted for 2007/2008

Position Title	# of Each	Classification
Legislative		
Executive Secretary	0.5	13
Secretary/Receptionist	0.25	34
<i>Total Legislative</i>	<u>0.75</u>	
Executive/Legal		
City Manager	0.25	91
Assistant City Manager	0.25	1
City Attorney	1	2
Assistant City Attorney II	1	8
Pros. Attorney/Asst. City Attorney I	1	10
Executive Secretary	0.5	13
Secretary/Receptionist	1	34
Legal Clerk	1	34
<i>Total Executive/Legal</i>	<u>6.00</u>	
Finance		
Finance Director	1	3
Accounting Manager	1	8
Finance Operations Administrator	1	10
Accountant	2	12
City Clerk	0.25	14
B & O Credit Collections Clerk	1	43
Business License/B & O Specialist	1	43
Account Clerk/Customer Service Clerk	4	44
Finance Department Aid	1	44
Mail Courier	0.9	48
Water Serviceman	1	52
<i>Total Finance</i>	<u>14.15</u>	
Human Resources		
H.R. Director	1	3
Senior H.R. Analyst	1	10
Payroll/Benefits Specialist	1	32
H.R. Specialist	1	32
<i>Total Human Resources</i>	<u>4</u>	
Information Technology		
IT Director	1	3
Programmer/Analyst	5	10
Web Publisher/Editor	1	10
Public Info Specialist	1	11
GIS Specialist	1	50
GIS Technician	1	53
Information Systems Tech.	1	53
Info. Serv. Admin. Asst.	0.8	44
<i>Total Information Technology</i>	<u>11.8</u>	

Appendix

Position Title	# of Each	Classification
Police		
Chief	1	2
Captain	2	4
Sergeant	8	81
Police Officer	45	85
Business Manager	1	10
Admin. Secretary	1	a33
Clerk/Typist	3	a34
Crime Analyst	1	a11
Civilian Investigator	1	a11
Property/Evidence Tech.	1	a54
Community Service Officer	3	a33
Parking Enf. Off. I	1	a36
Parking Enf. Off. II	1	a39
<i>Total Police</i>	<u>69</u>	
Fire		
Chief	1	2
Battalion Chief	4	22
Fire Marshal	1	21
Fire Inspector	1	73
Fire Captain	1	75
Fire Lieutenant	8	73
Firefighter	27	71
Admin. Secretary	1	33
<i>Total Fire</i>	<u>44</u>	
Traffic		
Transportation Engineer	1	6
Traffic Superintendent	1	8
Traffic Technician	1	51
Electronics Technician	1	51
Electrician/Maintenance	1	53
Traffic Utilityworker 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	2	53
Street Utility II	3	55
Street Utility III	2.5	57
<i>Total Street Maintenance</i>	<u>8.25</u>	

Position Title	# of Each	Classification
Engineering		
Public Works Director	0.15	2
City Engineer	1	5
Civil Engineer	2	8
Office Engineer Admin. I	1	10
Engineering Tech V	1	11
Engineering Tech IV	1	51
Engineering Tech III	2	52
Stormwater customer Service Tech.	0.15	43
Admin. Secretary	1	43
<i>Total Engineering</i>	<u>9.3</u>	
Community Development		
Community & Economic Dev. Director	1	3
Principal Planner	1	7
Electrical Building Inspector	1	10
Commercial Building Inspector	1	10
Building Inspector II	1	11
Nuisance Abatement Officer	1	11
Entitlement Program Coordinator	1	11
Assistant Planner	1	12
Permit Coordinator	1	13
Admin. Secretary	1	43
<i>Total Community & Economic Development</i>	<u>10</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 & Rec. 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	0.875	45
Senior Program Coordinator	0.6	57
<i>Total Recreation</i>	<u>8.43</u>	

Appendix

Position Title	# of Each	Classification
Parks Maintenance		
Parks & Rec. Director	0.5	4
Park Superintendent	1	8
Park Supervisor	1	11
Park Leadperson	1	52
Groundsperson I	2	53
Groundsperson II	4	55
Groundsperson III	8	57
Parks Office Manager	0.35	32
Parks Office Assistant	0.75	45
<i>Total Parks Maintenance</i>	<u>18.6</u>	
Water		
City Manager	0.25	91
Assistant City Manager/Comm. Dev. Dir.	0.25	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
Util. Customer Service Field Rep.	1	56
Stormwater Customer Service Tech.	0.15	43
Water/Sewer Utility Clerk II	0.5	44
Water/Sewer Utility Clerk I	0.5	45
<i>Total Water</i>	<u>12.68</u>	
Sewer		
City Manager	0.25	91
Assistant City Manager	0.25	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
Stormwater Customer Service Tech.	0.15	43
Water/Sewer Utility Clerk II	0.5	44
Water/Sewer Utility Clerk I	0.5	45
<i>Total Sewer</i>	<u>12.69</u>	
Filter Plant		
Public Works Director	0.05	2
Utilities Administrator	0.33	7
Water Treatment Plant Superintendent	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
Nuisance Code Enforcement Tech.	1	56
Solid Waste/Recyl. Secretary	1	44
<i>Total Sanitary/Recycling</i>	<u>3.15</u>	
Stormwater Utility		
Public Works Director	0.15	2
Stormwater Manager	1	7
Street/Transit Superintendent	0.25	7
Stormwater Utility Inspector	1	10
Street Maintenance Supervisor	0.5	11
Street Utility I	3	53
Street Utiltiy II	1	55
Street Utility III	2.5	57
Stormwater Customer Service Tech.	0.55	43
<i>Total Stormwater Utility</i>	<u>9.95</u>	
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>	<u>12.6</u>	
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>	<u>4</u>	
Equipment Rental		
Fleet Manager/DT Coord.	1	7
Shop Supervisor	1	11
Equip. Mechanic	3	52
Fleet Management Specialist	1	43
<i>Total Equipment Rental</i>	<u>6</u>	

Appendix

Position Title	# of Each	Classification
Facility Maintenance		
Park/Rec. Director	0.1	4
Facility Maintenance Manager	1	10
Park Office Manager	0.1	32
Parks & Rec. Office Assistant	0.12	45
Facility Maintenance Technician I	1	52
Facility Maintenance Technician II	1	55
Facility Attendant	1	58
<i>Total Facility Maintenance</i>	<u>4.32</u>	
Fire Pension		
City Clerk	0.5	14
Insurance Reserve		
Safety/Risk Manager	1	10
City Clerk	0.25	14
HR Wellness Tech.	0.5	33
Secretary/Receptionist (Exec.)	0.25	34
<i>Total Insurance Reserve</i>	<u>2</u>	
HUD Fund		
City Manager	0.25	91
Assistant City Manager	0.25	1
<i>Total HUD</i>	<u>0.50</u>	
GRAND TOTAL ALL DEPARTMENTS		305.05

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.

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. Visit the city's website at <http://www.mylongview.com> to learn more about Longview.

Economy

Major Longview Employers (in City Limits)

- PeaceHealth
- Longview School District
- JH Kelly
- Lower Columbia College
- Safeway
- City of Longview
- Wal-Mart
- Kaiser Permanente
- PNE Corporation
- Fred Meyer

Other Major Employers

- Cowlitz County
- Foster Farms
- Longview Fibre Company
- NORPAC
- 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: 13.7 Square Miles
 Rank in Size / State of Washington 26/281

Land Use (by area, per 2006 Comprehensive Plan)

Residential
 Single Family 35%
 Multifamily 4%
 Manufacturing/Industrial 5%
 Commercial 9%
 Public and quasi-public 10%
 Transportation/communication/utilities 7%
 Undeveloped/vacant land 30%

Assessed Valuation (AV)

2005 AV \$1,919,495,278

Property Tax Per \$1,000 of AV

City of Longview \$3.60
 Cowlitz County \$1.84
 Port Longview \$.451
 Longview School District \$4.56
 State School Levy \$2.57

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 53
 Calls for Service 35,188
 One Station plus Highlands Satellite Office
 One K-9 Unit

Fire

Uniformed Personnel Authorized 40
 Fire Calls for Service 904
 Medical Calls for Service 4,423
 Two Stations

Human & Neighborhood Resources

Acres of Parks 438
 Columbia Theatre for the Performing Arts
 Longview Public Library
 McClelland Art Center
 Mint Valley Golf Course
 Mint Valley Racquet & Fitness Complex
 Senior Citizens Center

Utilities

Water:

Regional Water Treatment Plant Capacity . 15.9 mgd.
 Reservoir Capacities 19.35 mgd.
 Water Services (meters) for Residential,
 Commercial & Industrial 13,120
 2005 Average Daily Consumption 5.66 mgd.
 2005 Water Mains 184 miles

Sewer:

Regional Water Treatment Plant:

Plant Capacity 26 mgd.
 2005 Annual Flow 3.64 mgd.

West Longview Lagoons:

Lagoon Capacity 2.7 mgd.
 2005 Annual Flow 1.49 mgd.

Sanitary Sewer Mains 151 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