

Staff Report

for the Administrative Practices Committee Meeting of August 4, 2020

TO: Administrative Practices Committee
FROM: Marvin Davis, MBA, CPA, Finance Manager/Treasurer
DATE: July 28, 2020
SUBJECT: Preliminary 2021 Finance Department Budgets

FINANCE

RECOMMENDATION:

Review and discuss the preliminary 2021 budgets for the Finance Departments.

BACKGROUND:

As a practice, the District's budgeting cycle spans from June to December, culminating in the adoption of the budget prior to January 1. Adoption of the budget grants staff authorization to spend District resources in the upcoming fiscal year. If the adopted Budget does not occur prior to January 1, the Board must adopt a resolution authorizing expenditures for the upcoming year. The District strives to maintain the following budget calendar:

- June – Staff develops detail revenue estimates
- July – Finance, and HR develops detailed labor estimates
- August – Department Managers review labor estimates & develop expenses
- August – Engineering develops 5-Years CIP and presents to Committee
- August thru September – GM and staff edit preliminary budget
- September – GM and Finance Manager presents preliminary budget to APC
- October thru December – GM and Finance Manager present to Board

The Board of Directors adopts the annual budget considering forecasted reserve levels in accordance with reserve policy 3040.

BUDGETARY IMPACT:

The following tables demonstrate the financial and percentage impact between the 2021 preliminary budgets and the 2020 budget, including the Mid-Year amendment.

| 10118 Information Tech | | <u>FY 2020</u> | <u>FY 2021</u> | |
|-------------------------------|--|------------------|------------------|---------------|
| <u>\$ Impacts</u> | | | | |
| * Salary | | 333,998 | 317,321 | |
| * Benefits | | 182,429 | 193,714 | |
| * Non Labor Operating | | 631,335 | 637,330 | |
| * 52915 Capital project | | - | - | |
| Totals | | 1,147,762 | 1,148,365 | \$ 603 |
| <u>% Change</u> | | | | |
| * Salary | | | -4.99% | |
| * Benefits | | | 6.19% | |
| * Non Labor Operating | | | 0.95% | |
| * 52915 Capital project | | | 0.00% | |
| Overall | | | 0.05% | |

| 10135 Accounting & Finance | | <u>FY 2020</u> | <u>FY 2021</u> | |
|---------------------------------------|--|------------------|------------------|---------------------|
| <u>\$ Impacts</u> | | | | |
| * Salary | | 641,426 | 640,667 | |
| * Benefits | | 397,192 | 422,239 | |
| * Non Labor Operating | | 221,030 | 70,230 | |
| * 52915 Capital project | | - | - | |
| Totals | | 1,259,648 | 1,133,136 | \$ (126,512) |
| <u>% Change</u> | | | | |
| * Salary | | | -0.12% | |
| * Benefits | | | 6.31% | |
| * Non Labor Operating | | | -68.23% | |
| * 52915 Capital project | | | 0.00% | |
| Overall | | | -10.04% | |

| 10193 Purchasing | | <u>FY 2020</u> | <u>FY 2021</u> | |
|--------------------------|--|----------------|----------------|--------------------|
| <u>\$ Impacts</u> | | | | |
| * Salary | | 369,624 | 372,339 | |
| * Benefits | | 283,752 | 271,906 | |
| * Non Labor Operating | | 342,300 | 321,500 | |
| * 52915 Capital project | | - | - | |
| Totals | | 995,676 | 965,745 | \$ (29,931) |
| <u>% Change</u> | | | | |
| * Salary | | | 0.73% | |
| * Benefits | | | -4.17% | |
| * Non Labor Operating | | | -6.08% | |
| * 52915 Capital project | | | 0.00% | |
| Overall | | | -3.01% | |

Attachments: Preliminary 2021 Finance Department Budgets

| Nevada Irrigation District | | | | | |
|---|----------------|-------------|-------------|-------------|-------------|
| Fiscal Year: 2021 | | | | | |
| Department Budget: 10118 Information Technology | | | | | |
| | | | | Mid-Year | |
| | | Actual | Forecast | Amended Bud | |
| | | FY 2019 | FY 2020 | FY 2020 | FY 2021 |
| | | 10118 | 10118 | 10118 | 10118 |
| | | Information | Information | Information | Information |
| Account | Item Purchased | Tech | Tech | Tech | Tech |
| 51101 Salary | | 292,945 | 303,998 | 303,998 | 302,321 |
| 51105 Overtime | | 22,681 | 25,000 | 30,000 | 15,000 |
| 51306 Short-term Disability | | 510 | 501 | 501 | 501 |
| 51308 Employee Assistance Plan | | - | - | - | - |
| 51310 Medicare | | 4,632 | 5,082 | 4,408 | 4,384 |
| 51311 Pension Premiums | | 91,805 | 89,215 | 107,645 | 105,903 |
| 51312 Health Insurance | | 46,533 | 36,792 | 58,663 | 71,748 |
| 51313 Life Insurance | | 2,635 | 2,059 | 2,488 | 2,474 |
| 51314 Dental | | 2,027 | 1,369 | 4,646 | 4,644 |
| 51315 Vision | | 563 | 438 | 582 | 583 |
| 51316 Long Term Disability | | 468 | 364 | 1,368 | 1,360 |
| 51317 Workers Compensation | | 1,270 | 2,128 | 2,128 | 2,116 |
| 52501 Chemicals | | 319 | 200 | 350 | 225 |
| | Fuel, Oil | | | 350 | 225 |
| 52503 Equipment Maintenance | | 112,549 | 431,975 | 431,975 | 428,105 |
| | Tyler Munis | | | 141,000 | 141,000 |
| | Sedaru | | | 118,000 | 118,000 |

| Nevada Irrigation District | | | | | |
|---|--|-------------|-------------|-------------|-------------|
| Fiscal Year: 2021 | | | | | |
| Department Budget: 10118 Information Technology | | | | | |
| | | | | Mid-Year | |
| | | Actual | Forecast | Amended Bud | |
| | | FY 2019 | FY 2020 | FY 2020 | FY 2021 |
| | | 10118 | 10118 | 10118 | 10118 |
| | | Information | Information | Information | Information |
| Account | Item Purchased | Tech | Tech | Tech | Tech |
| | Sungard Public Sector | | | 66,625 | 66,625 |
| | Microsoft EA Agreements (True up costs) | | | 30,000 | 30,000 |
| | Microsoft Select Agreements (Annual Payments) | | | 12,000 | 12,000 |
| | Server Warranties | | | 8,000 | 8,000 |
| | Backup Exec Maintenance | | | 6,000 | 6,000 |
| | ESET Renewal | | | 2,500 | 3,600 |
| | Acronis backup | | | | 620 |
| | GODADDY Web Hosting Site | | | 300 | 300 |
| | Computrace Software | | | 1,650 | 1,650 |
| | Barracuda Web filter/spam & Virus | | | 1,000 | 1,000 |
| | GIS system (ESRI) | | | 10,000 | 10,000 |
| | Storage Devices | | | 10,000 | - |
| | Citrix - Fileshare: SFTP | | | | 900 |
| | Citrix - Webex | | | | 210 |
| | Domain Name Registration/Lease | | | 500 | 500 |
| | Hansen - Cash+ (Recording software) | | | | 1,300 |
| | Cisco Smartconnect | | | | 2,000 |
| | Cisco Meraki | | | 1,400 | 1,400 |
| | Lucity | | | 23,000 | 23,000 |
| 52504 | Materials | - | - | - | - |
| 52505 | Safety | - | - | - | - |
| 52506 | Small Tools: (Less than \$5K) | 79 | 500 | 500 | 500 |
| | Wrenches, Screw Drivers, Shovels, Rakes, Pitch Forks | | | 500 | 500 |
| 52603 | Consulting/Contractor Fees - 3rd party payments except: Attorn | 48,945 | 20,000 | 8,500 | 15,000 |

| Nevada Irrigation District | | | | | |
|---|---|-------------|-------------|-------------|-------------|
| Fiscal Year: 2021 | | | | | |
| Department Budget: 10118 Information Technology | | | | | |
| | | | | Mid-Year | |
| | | Actual | Forecast | Amended Bud | |
| | | FY 2019 | FY 2020 | FY 2020 | FY 2021 |
| | | 10118 | 10118 | 10118 | 10118 |
| | | Information | Information | Information | Information |
| Account | Item Purchased | Tech | Tech | Tech | Tech |
| | Consulting Help | | | 25,000 | 15,000 |
| 52609 | Temporary Labor - 3rd Party Payments for Labor except: Attorn | - | 33,000 | 16,500 | 10,000 |
| | IT support for new ERP, Misc Accounting & Purch | | | | |
| 52706 | Dues & Publications | 359 | 360 | 360 | 360 |
| | Municipal Information Systems Association of California | | | 360 | 360 |
| | California Association of Public Procurement Officials | | | | |
| 52710 | Office Supplies | 41,631 | 105,700 | 105,700 | 95,000 |
| | Tapes/Misc | | | 15,000 | 15,000 |
| | Software Licenses for Compliance | | | 2,200 | - |
| | Misc Software | | | 3,000 | 3,000 |
| | 39 Replacement computers/workstations | | | 70,000 | 61,500 |
| | Disk Storage Device | | | 5,000 | 5,000 |
| | Disk to disk backup device (\$3,500 each) | | | 10,000 | 10,000 |
| | Office Chairs/Furniture | | | 500 | 500 |
| 52711 | Education, Training, Meals | 340 | 2,500 | 4,500 | 4,500 |
| | Conferences, Seminars | | | 4,500 | 4,500 |
| | Employee Professional Licenses | | | | |
| 52713 | Utilities | 10,438 | 10,941 | 27,950 | 29,640 |
| | DSL Internet Line | | | 900 | 900 |
| | Cell phones | | | 1,000 | 1,000 |
| | T-1 Voice Monthly Service | | | 1,200 | - |
| | Long Distance Charges | | | 150 | - |
| | Placer Office Ops Data Line | | | 900 | 840 |
| | T-1 Data Monthly Service Charges | | | 3,300 | - |
| | Phone Upgrades (Samsung end of life system) | | | 16,000 | - |

| Nevada Irrigation District | | | | | |
|---|--|-------------|-------------|-------------|-------------|
| Fiscal Year: 2021 | | | | | |
| Department Budget: 10118 Information Technology | | | | | |
| | | | | Mid-Year | |
| | | Actual | Forecast | Amended Bud | |
| | | FY 2019 | FY 2020 | FY 2020 | FY 2021 |
| | | 10118 | 10118 | 10118 | 10118 |
| | | Information | Information | Information | Information |
| Account | Item Purchased | Tech | Tech | Tech | Tech |
| | SCADA Cisco Smartnet YB router | | | 150 | 150 |
| | SCADA Cisco Smartnet CP router | | | 150 | 150 |
| | AT&T 100 Mbps - Fiber main office | | | | 10,200 |
| | AT&T 20 Mbps - Fiber eGeorge connection | | | | 8,600 |
| | Comcast - COVID VPN | | | | 3,600 |
| | Smarter Broadband | | | 4,200 | 4,200 |
| | | | | | |
| 52804 | Bank Fees | - | - | - | - |
| | Bank Charges | | | | |
| | Trustee Fees | | | | |
| | | | | | |
| 52904 | Equipment Purchases - All Capital level (>=\$5K) | - | 35,000 | 35,000 | 54,000 |
| | Replacement Servers | | | 20,000 | 20,000 |
| | Network Switch | | | 5,000 | 5,000 |
| | Core Router | | | | 9,000 |
| | UPS Main unit | | | | 10,000 |
| | Security Appliance (Firewall Device) | | | 10,000 | 10,000 |
| | | | | | |
| 52915 | Proj Bud: Non-Programmatic | 327,231 | 1,891,714 | - | - |
| | Financial System Upgrade | | | | |
| | CMMS System Upgrade | | | | |
| | | | | | |

| Nevada Irrigation District | | | | | |
|---|-------------------------------|------------------|------------------|----------------------|------------------|
| Fiscal Year: 2021 | | | | | |
| Department Budget: 10118 Information Technology | | | | | |
| | | Actual | Forecast | Mid-Year Amended Bud | |
| | | FY 2019 | FY 2020 | FY 2020 | FY 2021 |
| | | 10118 | 10118 | 10118 | 10118 |
| Account | Item Purchased | Information Tech | Information Tech | Information Tech | Information Tech |
| | 10118 Information Tech | | | | |
| | | | | FY 2020 | FY 2021 |
| | <u>\$ Impacts</u> | | | | |
| | * Salary | | | 333,998 | 317,321 |
| | * Benefits | | | 182,429 | 193,714 |
| | * Non Labor Operating | | | 631,335 | 637,330 |
| | * 52915 Capital project | | | - | - |
| | Totals | | | 1,147,762 | 1,148,365 |
| | <u>% Change</u> | | | | |
| | * Salary | | | | -4.99% |
| | * Benefits | | | | 6.19% |
| | * Non Labor Operating | | | | 0.95% |
| | * 52915 Capital project | | | | 0.00% |
| | Overall | | | | 0.05% |

| Nevada Irrigation District | | | | | |
|---|--|------------|------------|-------------|------------|
| Fiscal Year: 2021 | | | | | |
| Department Budget: 10135 Accounting & Finance | | | | | |
| | | | | Mid-Year | |
| | | Actual | Forecast | Amended Bud | |
| | | FY 2019 | FY 2020 | FY 2020 | FY 2021 |
| | | 10135 | 10135 | 10135 | 10135 |
| Account | Item Purchased | Accounting | Accounting | Accounting | Accounting |
| 51101 | Salary | 591,020 | 628,426 | 628,426 | 627,667 |
| 51105 | Overtime | 19,969 | 13,000 | 13,000 | 13,000 |
| 51306 | Short-term Disability | 1,332 | 1,406 | 1,302 | 1,302 |
| 51308 | Employee Assistance Plan | - | - | - | - |
| 51310 | Medicare | 8,913 | 8,605 | 9,112 | 9,101 |
| 51311 | Pension Premiums | 181,590 | 198,876 | 222,463 | 219,872 |
| 51312 | Health Insurance | 107,564 | 102,338 | 137,747 | 167,412 |
| 51313 | Life Insurance | 4,860 | 4,923 | 5,143 | 5,137 |
| 51314 | Dental | 6,240 | 5,958 | 10,840 | 10,836 |
| 51315 | Vision | 1,251 | 1,248 | 1,358 | 1,361 |
| 51316 | Long Term Disability | 996 | 974 | 3,828 | 2,825 |
| 51317 | Workers Compensation | 2,452 | 5,399 | 5,399 | 4,394 |
| 52501 | Chemicals | - | - | - | - |
| | Fuel, Oil | | | - | - |
| 52503 | Equipment Maintenance | - | 3,000 | 3,000 | 3,000 |
| | Printer/Copier Maintenance (\$239 X 12 mos, plus overages) | | | 3,000 | 3,000 |
| 52504 | Materials | - | - | - | - |

| Nevada Irrigation District | | | | | |
|---|--|------------|------------|-------------|------------|
| Fiscal Year: 2021 | | | | | |
| Department Budget: 10135 Accounting & Finance | | | | | |
| | | | | Mid-Year | |
| | | Actual | Forecast | Amended Bud | |
| | | FY 2019 | FY 2020 | FY 2020 | FY 2021 |
| | | 10135 | 10135 | 10135 | 10135 |
| Account | Item Purchased | Accounting | Accounting | Accounting | Accounting |
| 52505 | Safety | - | - | - | - |
| 52506 | Small Tools: (Less than \$5K) | - | - | - | - |
| 52603 | Consulting/Contractor Fees - 3rd party payments except: Attorn | 73,291 | 144,100 | 144,100 | 51,600 |
| | Water Rate Study | | | 75,000 | |
| | Arbitrage Calculation Services | | | 2,500 | 2,500 |
| | GASB 43/45/75 OPEB Valuation | | | 17,500 | - |
| | Audit Fees | | | 45,000 | 45,000 |
| | Bond Continuing Disclosures (EMMA/CDAR) | | | 2,500 | 2,500 |
| | CAFR Stats fees/GFOA CAFR Program fees | | | 1,600 | 1,600 |
| 52604 | Legal | - | - | 800 | - |
| 52609 | Temporary Labor - 3rd Party Payments for Labor except: Attorn | - | - | - | - |
| | | | | - | - |
| 52706 | Dues & Publications | 650 | 1,180 | 1,180 | 1,180 |
| | General Accepted Accounting Principles Guide | | | 250 | 250 |
| | Government Finance Officers Association | | | 600 | 600 |
| | California Society of Municipal Finance Officers | | | 330 | 330 |
| 52710 | Office Supplies | 2,266 | - | - | - |
| 52711 | Education, Training, Meals | 7,409 | 4,000 | 4,450 | 4,450 |
| | Conferences, Seminars | | | 3,500 | 3,500 |

| Nevada Irrigation District | | | | | |
|---|--|------------|------------|----------------------|------------------|
| Fiscal Year: 2021 | | | | | |
| Department Budget: 10135 Accounting & Finance | | | | | |
| | | Actual | Forecast | Mid-Year Amended Bud | |
| | | FY 2019 | FY 2020 | FY 2020 | FY 2021 |
| | | 10135 | 10135 | 10135 | 10135 |
| Account | Item Purchased | Accounting | Accounting | Accounting | Accounting |
| | Employee Professional Licenses | | | 950 | 950 |
| 52713 | Utilities | - | - | - | - |
| 52804 | Bank Fees | 49,671 | 66,857 | 67,500 | 10,000 |
| | Bank Charges | | | - | 5,000 |
| | Trustee Fees | | | - | 5,000 |
| 52904 | Equipment Purchases - All Capital level (>=\$5K) | - | - | - | - |
| 52915 | Proj Bud: Non-Programmatic | - | - | - | - |
| | 10135 Accounting & Finance | | | | |
| | | | | <u>FY 2020</u> | <u>FY 2021</u> |
| | \$ Impacts | | | | |
| | * Salary | | | 641,426 | 640,667 |
| | * Benefits | | | 397,192 | 422,239 |
| | * Non Labor Operating | | | 221,030 | 70,230 |
| | * 52915 Capital project | | | - | - |
| | Totals | | | 1,259,648 | 1,133,136 |
| | % Change | | | | |
| | * Salary | | | | -0.12% |
| | * Benefits | | | | 6.31% |
| | * Non Labor Operating | | | | -68.23% |
| | * 52915 Capital project | | | | 0.00% |
| | Overall | | | | -10.04% |

| Nevada Irrigation District | | | | | |
|-------------------------------------|--|------------|------------|-------------|------------|
| Fiscal Year: 2021 | | | | | |
| Department Budget: 10193 Purchasing | | | | | |
| | | | | Mid-Year | |
| | | Actual | Forecast | Amended Bud | |
| | | FY 2019 | FY 2020 | FY 2020 | FY 2021 |
| | | 10193 | 10193 | 10193 | 10193 |
| Account | Item Purchased | Purchasing | Purchasing | Purchasing | Purchasing |
| 51101 Salary | | 357,413 | 368,624 | 368,624 | 371,339 |
| 51105 Overtime | | - | 1,000 | 1,000 | 1,000 |
| 51306 Short-term Disability | | 877 | 1,029 | 840 | 840 |
| 51308 Employee Assistance Plan | | - | - | - | - |
| 51310 Medicare | | 5,122 | 5,263 | 5,345 | 5,384 |
| 51311 Pension Premiums | | 110,638 | 123,707 | 130,493 | 130,080 |
| 51312 Health Insurance | | 96,363 | 97,420 | 131,105 | 119,580 |
| 51313 Life Insurance | | 3,251 | 3,333 | 3,017 | 3,039 |
| 51314 Dental | | 5,658 | 5,658 | 7,743 | 7,740 |
| 51315 Vision | | 938 | 938 | 970 | 972 |
| 51316 Long Term Disability | | 780 | 780 | 1,659 | 1,671 |
| 51317 Workers Compensation | | 1,442 | 2,580 | 2,580 | 2,599 |
| 52501 Chemicals | | 178 | 100 | 200 | 200 |
| | Fuel, Oil | | | 200 | 200 |
| 52503 Equipment Maintenance | | 4,314 | 18,000 | 18,000 | 10,000 |
| | Printer/Copier Maintenance (\$239 X 12 mos, plus overages) | | | 3,000 | 3,000 |
| | Building and Overhead Door Repairs As Necessary | | | 10,000 | 7,000 |
| | District Gas Monitor Calibrations - Industrial Scientific | | | 5,000 | |

| Nevada Irrigation District | | | | | |
|-------------------------------------|--|------------|------------|-------------|------------|
| Fiscal Year: 2021 | | | | | |
| Department Budget: 10193 Purchasing | | | | | |
| | | | | Mid-Year | |
| | | Actual | Forecast | Amended Bud | |
| | | FY 2019 | FY 2020 | FY 2020 | FY 2021 |
| | | 10193 | 10193 | 10193 | 10193 |
| Account | Item Purchased | Purchasing | Purchasing | Purchasing | Purchasing |
| 52504 | Materials | 41,994 | 59,185 | 67,500 | 67,500 |
| | Supplies for District (Spray paint, gloves, cleaning supplies) | | | 42,500 | 42,500 |
| | Admin Office, Shop & Warehouse Buildings and Grounds | | | 25,000 | 20,000 |
| | District Gas Monitor Calibrations - Industrial Scientific | | | | 5,000 |
| 52505 | Safety | 33,469 | 71,000 | 71,000 | 70,700 |
| | District Wide Rain Gear (coverall's and pants) | | | 35,000 | 30,000 |
| | District Wide Rubber boots and wadder | | | 10,500 | 15,000 |
| | District Wide Hydration powder/sun screen/safety glasses | | | 25,500 | 25,000 |
| | MSDS On-Line | | | | 700 |
| 52506 | Small Tools: (Less than \$5K) | 33,068 | 29,328 | 50,000 | 40,000 |
| | Wrenches, Screw Drivers, Shovels, Rakes, Pitch Forks | | | 50,000 | 40,000 |
| 52603 | Consulting/Contractor Fees - 3rd party payments except: Attorn | 69,459 | 110,000 | 110,000 | 110,000 |
| | Janitorial Service Contract, Uniforms, Tom Tom | | | 110,000 | 110,000 |
| 52609 | Temporary Labor - 3rd Party Payments for Labor except: Attorn | - | - | - | - |
| | | | | - | - |
| 52706 | Dues & Publications | 519 | 600 | 600 | 600 |
| | California Association of Public Procurement Officials | | | 600 | 600 |
| 52710 | Office Supplies | 3,136 | 10,000 | 18,500 | 18,500 |
| | Tapes/Misc/Paper | | | | 2,500 |
| | District Ball Caps/Hats | | | 5,000 | 2,500 |
| | District T Shirts | | | 13,500 | 13,500 |
| 52711 | Education, Training, Meals | - | 2,500 | 5,000 | 2,500 |
| | Conferences, Seminars | | | 5,000 | 2,500 |

| Nevada Irrigation District | | | | | |
|-------------------------------------|--|------------|------------|----------------|----------------|
| Fiscal Year: 2021 | | | | | |
| Department Budget: 10193 Purchasing | | | | | |
| | | | | Mid-Year | |
| | | Actual | Forecast | Amended Bud | |
| | | FY 2019 | FY 2020 | FY 2020 | FY 2021 |
| | | 10193 | 10193 | 10193 | 10193 |
| Account | Item Purchased | Purchasing | Purchasing | Purchasing | Purchasing |
| | Employee Professional Licenses | | | | |
| 52713 | Utilities | 82 | - | 1,500 | 1,500 |
| | Electric & Gas | | | 1,500 | 1,500 |
| 52804 | Bank Fees | - | - | - | - |
| 52904 | Equipment Purchases - All Capital level (>=\$5K) | - | - | - | - |
| 52915 | Proj Bud: Non-Programmatic | - | - | - | - |
| | 10193 Purchasing | | | | |
| | \$ Impacts | | | <u>FY 2020</u> | <u>FY 2021</u> |
| | * Salary | | | 369,624 | 372,339 |
| | * Benefits | | | 283,752 | 271,906 |
| | * Non Labor Operating | | | 342,300 | 321,500 |
| | * 52915 Capital project | | | - | - |
| | Totals | | | 995,676 | 965,745 |
| | % Change | | | | |
| | * Salary | | | | 0.73% |
| | * Benefits | | | | -4.17% |
| | * Non Labor Operating | | | | -6.08% |
| | * 52915 Capital project | | | | 0.00% |
| | Overall | | | | -3.01% |

Nevada Irrigation District

Fiscal Year: 2021

Department Budgets: IT, Accounting, Purchasing Labor

| Dept | EE ID | EE Name | EE Title | 2020 Bud | EE ID | EE Name | EE Title | 2021 Bud |
|-------------------|-------|-------------------|------------------|-----------|-------|-------------------|------------------|-----------|
| 10118 Info Tech | 1383 | Lewis, Rodney | IT Analyst | 1 | 1607 | Ortiz, John | IT Administrator | 1 |
| | 1390 | Butcher, Kriss | IT Administrator | 1 | 1390 | Butcher, Kriss | IT Analyst | 1 |
| | 1431 | Mcghee, John R | IT Technician | 1 | 1431 | Mcghee, John R | IT Technician | 1 |
| 10118 Total | | Total 10118 | | 3 | | | | 3 |
| 10135 Accounting | 1191 | Alstrand, Nancy L | Finance Analyst | 1 | 1191 | Alstrand, Nancy L | Finance Analyst | 1 |
| | 1450 | Ince, Desiree | Finance Asst II | 1 | 1450 | Ince, Desiree | Finance Asst II | 1 |
| | 1454 | Davis, Marvin | Finance Manager | 1 | 1454 | Davis, Marvin | Finance Manager | 1 |
| | 1480 | Martin, Debbie | Controller | 1 | 1480 | Martin, Debbie | Controller | 1 |
| | 1492 | Guidera, Miranda | Finance Asst I | 1 | 1492 | Guidera, Miranda | Finance Asst I | 1 |
| | 1504 | Kinnan, Valerie | Accountant II | 1 | 1504 | Kinnan, Valerie | Accountant II | 1 |
| | 1229 | Harris, Cheryl | Finance Asst II | 1 | 1618 | Cresswell, Shawna | Finance Asst II | 1 |
| 10135 Total | | Total 10135 | | 7 | | | | 7 |
| 10193 Purchasing | 1248 | Texeira, Troy T | Sr Storekeeper | 1 | 1248 | Texeira, Troy T | Sr Storekeeper | 1 |
| | 1326 | Cutlip, Richard | Purchasing Supv | 1 | 1326 | Cutlip, Richard | Purchasing Supv | 1 |
| | 1346 | Tortorici, Joan | Buyer | 1 | 1346 | Tortorici, Joan | Buyer | 1 |
| | 1434 | Callison, Gregory | Storekeeper | 1 | 1434 | Callison, Gregory | Storekeeper | 1 |
| | 1438 | Flower, Dennis | Storekeeper | 1 | 1438 | Flower, Dennis | Storekeeper | 1 |
| 10193 Total | | Total 10193 | | 5 | | | | 5 |
| Total FTEs | | Total FTE | | 15 | | | | 15 |