

COUNCIL LATE AGENDA ITEMS

Council Meeting
July 23, 2024

CITY OF ORANGE
Finance Department

Memo – Hot File

To: Honorable Mayor and Members of the City Council

From: Trang Nguyen, Finance Director

Through: Tom Kisela, City Manager

Date: July 22, 2024

Re: Agenda Item 9.2 Fiscal Year 2024-25 Proposed Budget Amendment No. 1

It was brought to my attention of three issues for item 9.2 Fiscal Year 2024-25 Proposed Budget Amendment No. 1.

1. The fund balance table on page 3 of the staff report was distorted when converted to PDF in iLegistar.
2. The two part-time Code Enforcement Officers that were approved by the City Council back in March were inadvertently left out on the Full-time Equivalent (FTE) table for Community Development Department.
3. And the Environmental Compliance Officer should be under Public Works Department, not Community Development Department.

There are no material changes to the staff report. However, the updated FTE for Community Development should be 37.5, Public Works should be 131, and the total FTE for the City should be 712.939, not including elected officials.

Please accept my sincere apologies for the oversight.

Item 9.2 Fund Balance Table from staff report

| Fiscal Year 2025 | 1-time | Recurring | Total |
|--|--------------------|----------------------|---------------------|
| Proposed Revenues (1 st budget study session) | \$0 | \$144,006,541 | \$144,006,541 |
| Additional Revenues | 0 | 1,201,000 | 1,201,000 |
| Transfers In (CR&R) | 3,000,000 | 0 | 3,000,000 |
| Total Adopted Revenues | 3,000,000 | 145,207,541 | 148,207,541 |
| Proposed Expenditures (1 st budget study session) | 0 | 161,236,003 | 161,236,003 |
| Changes from 1st budget study session | -960,000 | 0 | -961,030 |
| Budget Reductions (6/25 budget adoption) | 0 | -4,074,242 | -4,074,242 |
| Proposed Reductions (7/23) | | -1,423,306 | -1,423,306 |
| Transfers Out | 0 | 0 | 0 |
| Total Revised Expenditures | -960,000 | 155,738,455 | 154,777,425 |
| Revised Operating Surplus/(Deficit) | \$3,960,000 | -\$10,530,914 | -\$6,569,884 |

STAFFING CHANGES

| POSITIONS | DEPARTMENT | FUND | COMMENTS |
|---|-----------------------|---------|--|
| STAFFING CHANGES | | | |
| Associate Planner | Community Development | 100 | To Planning Manager |
| Senior Civil Engineer | Community Development | 100 | To Senior Plan Check Engineer |
| Senior Administrative Analyst | Community Development | 100,310 | To Housing Manager |
| Finance Assistant Administrative Assistant | Community Services | 100 | To Administrative Analyst I |
| Transportation Analyst | Public Works | 100 | To Associate Civil Engineer |
| Senior Finance Clerk | Finance | 100 | To Accountant |
| Financial Analyst | Finance | 100 | To Senior Administrative Analyst |
| (2) Finance Coordinator | Finance | 100 | To Finance Supervisor |
| Finance Clerk | Finance | 100 | To 0.5 FTE Senior Finance Clerk |
| Library Clerk (19 hours) Library Page (19 hours) | Library | 100 | To two 20 hours Library Clerk |
| Legal Assistant | City Attorney | 100 | To Senior Legal Assistant |
| Deputy City Manager | City Manager | 100 | To Economic Development Manager |
| ADD | | | |
| 0.75 Office Assistant | Fire | 100 | To 1.00 Office Assistant |
| REALLOCATE FIXED COST DISTRIBUTION | | | |
| (2) Homeless Outreach Specialist | Police | 100 | Change funding from CDBG to General Fund |
| (2) Police Officer | Police | 100 | Change activity from Patrol to Police Administration |
| Emergency Manager | Fire | 100 | Change activity from City Manager to Fire Administration |
| Senior Civil Engineer | Public Works | 100 | Change activity from Transportation Planning to Engineering |
| Principal Civil Engineer | Public Works | 100 | Change activity from Transportation Planning to Engineering |
| Economic Development Manager | City Manager | 100 | Change activity from Administration & Project Development to City Manager |
| Senior Assistant to the City Manager | City Manager | 100 | Change activity from Administration & Project Development to City Manager |
| (2) Senior Finance Clerk | Finance | 100 | Change fixed cost from 100% General Fund to 50/50 between General Fund and Water |
| (2) Senior Finance Clerk | Finance | 600 | Change fixed cost from 100% Water to 50/50 between General Fund and Water |
| (2) Finance Clerk | Finance | 600 | Change fixed cost from 100% Water to 50/50 between General Fund and Water |

| Department & Position | FY23-24 | FY24-25 |
|--|--------------|--------------|
| City Attorney | | |
| City Attorney | 1.000 | 1.000 |
| Human Resources Analyst II | 1.000 | 1.000 |
| Legal Assistant | 1.000 | - |
| Risk Management | 1.000 | 1.000 |
| Senior Assistant City Attorney | 3.000 | 3.000 |
| Senior Legal Assistant | 1.000 | 2.000 |
| City Attorney Total | 8.000 | 8.000 |
| City Clerk | | |
| Administrative Assistant | 2.500 | 2.500 |
| City Clerk | 1.000 | 1.000 |
| City Clerk Services Director | 1.000 | 1.000 |
| Deputy City Clerk | 1.000 | 1.000 |
| Executive Assistant | 1.000 | 1.000 |
| Records Manager | 1.000 | - |
| Records Coordinator | - | - |
| City Clerk Total | 7.500 | 6.500 |
| City Council | | |
| Council Member | 6.000 | 6.000 |
| Mayor | 1.000 | 1.000 |
| City Council Total | 7.000 | 7.000 |
| City Manager | | |
| Assistant City Manager | 1.000 | 1.000 |
| City Manager | 1.000 | 1.000 |
| Deputy City Manager | 1.000 | - |
| Economic Development Manager | - | 1.000 |
| Digital Marketing Coordinator | 1.000 | 1.000 |
| Emergency Manager | 1.000 | - |
| Executive Assistant | 1.000 | 1.000 |
| Public Affairs & Information Manager | 1.000 | 1.000 |
| Senior Assistant to the City Manager | 1.000 | 1.000 |
| Sr Executive Assistant to the City Manager | 1.000 | 1.000 |
| City Manager Total | 9.000 | 8.000 |
| City Treasurer | | |
| City Treasurer | 1.000 | 1.000 |
| City Treasurer Total | 1.000 | 1.000 |
| Community Development | | |
| Administrative Assistant | 2.000 | 2.000 |
| Assistant Community Development Director | 1.000 | 1.000 |
| Assistant Planner | 2.000 | 1.000 |
| Associate Planner | 3.000 | 2.000 |
| Building Inspector Supervisor | 1.000 | 1.000 |
| Chief Building Official | 1.000 | 1.000 |
| Code Compliance Manager | 1.000 | 1.000 |
| Code Compliance Officer | 5.000 | 5.000 |
| Part-time Code Compliance Officer | - | 1.500 |

| Department & Position | FY23-24 | FY24-25 |
|---|----------------|----------------|
| Combination Building Inspector | 3.000 | 3.000 |
| Community Development Director | 1.000 | 1.000 |
| Executive Assistant | 1.000 | 1.000 |
| Historic Preservation Planner | 1.000 | - |
| Housing Manager | - | 1.000 |
| Information Technology Project Manager | 1.000 | 1.000 |
| Permit Supervisor | 1.000 | 1.000 |
| Permit Technician | 3.000 | 3.000 |
| Plan Check Engineer | 2.000 | 2.000 |
| Planning Aide | 1.000 | 1.000 |
| Planning Manager | - | 1.000 |
| Principal Planner | 1.000 | 1.000 |
| Senior Administrative Analyst | 1.000 | - |
| Senior Code Compliance Officer | 1.000 | 1.000 |
| Senior Combination Building Inspector | 1.000 | 1.000 |
| Senior Permit Technician | 2.000 | 1.000 |
| Senior Plan Check Engineer | - | 1.000 |
| Senior Planner | 2.000 | 2.000 |
| Community Development Total | 38.000 | 37.500 |
| Community Services | FY24 | FY25 |
| Administrative Analyst I | - | 1.000 |
| Administrative Assistant | 1.000 | - |
| Administrative Manager | 1.000 | 1.000 |
| Administrative Specialist | 2.000 | 2.000 |
| Assistant Community Services Director | 1.000 | 1.000 |
| Assistant Recreation Services Coordinator | 3.500 | 3.500 |
| Community Services Director | 1.000 | 1.000 |
| Executive Assistant | 1.000 | 1.000 |
| Finance Assistant | 1.000 | - |
| Parks & Facilities Manager | 1.000 | 1.000 |
| Parks Maintenance Leadworker | 4.000 | 3.000 |
| Parks Maintenance Supervisor | 2.000 | 2.000 |
| Parks Maintenance Worker I | 4.500 | 4.500 |
| Parks Maintenance Worker II | 4.000 | 4.000 |
| Recreation Services Coordinator | 5.000 | 4.000 |
| Recreation Services Manager | 1.000 | 1.000 |
| Recreation Services Supervisor | 3.000 | 3.000 |
| Senior Landscape Coordinator | 1.000 | 1.000 |
| Skilled Maintenance Leadworker | 1.000 | 1.000 |
| Skilled Maintenance Worker - Parks | 2.000 | 2.000 |
| Part-Time/Non-Benefitted | 23.950 | 19.750 |
| Community Services Total | 63.950 | 56.750 |
| Finance | | |
| Accountant | 1.000 | 2.000 |
| Accounting Manager | 1.000 | 1.000 |

| Department & Position | FY23-24 | FY24-25 |
|---------------------------------------|----------------|----------------|
| Assistant Finance Director | 1.000 | 1.000 |
| Budget Manager | 1.000 | 1.000 |
| Executive Assistant | 1.000 | 1.000 |
| Finance Clerk | 3.000 | 2.000 |
| Finance Coordinator | 2.000 | - |
| Finance Director | 1.000 | 1.000 |
| Finance Manager | 1.000 | 1.000 |
| Finance Supervisor | - | 1.000 |
| Financial Analyst | 2.000 | 1.000 |
| Lead Finance Clerk | 2.000 | 2.000 |
| Payroll Manager | 1.000 | 1.000 |
| Payroll Specialist | 1.000 | 1.000 |
| Purchasing Officer | 1.000 | 1.000 |
| Senior Accountant | 1.000 | 1.000 |
| Senior Administrative Analyst | - | 1.000 |
| Senior Buyer | 1.000 | 1.000 |
| Senior Finance Clerk | 8.000 | 7.500 |
| Senior Payroll Specialist | 1.000 | 1.000 |
| Stock Clerk | 1.750 | 1.750 |
| Warehouse/Inventory Specialist | 1.000 | 1.000 |
| Finance Total | 32.750 | 31.250 |
| Fire Department | | |
| Administrative Analyst I | 1.000 | 1.000 |
| Administrative Specialist | 2.000 | 2.000 |
| Ambulance Operator | 12.000 | 12.000 |
| Emergency Manager | - | 1.000 |
| Executive Assistant to the Chief | 1.000 | 1.000 |
| Finance Assistant | 1.000 | 1.000 |
| Fire Battalion Chief | 5.000 | 5.000 |
| Fire Captain | 30.000 | 30.000 |
| Fire Chief | 1.000 | 1.000 |
| Fire Engineer | 27.000 | 27.000 |
| Fire Inspector/Investigator | 1.000 | 1.000 |
| Fire Safety Specialist - Misc. | 3.000 | 3.000 |
| Firefighter | 51.000 | 49.000 |
| Hazardous Materials Specialist | 2.000 | 2.000 |
| Office Assistant | 0.750 | 1.000 |
| Plan Examiner | 2.000 | 2.000 |
| Sr Emergency Medical Services Manager | 1.000 | 1.000 |
| Part-Time/Non-Benefitted | 1.039 | 1.039 |
| Fire Department Total | 141.789 | 141.039 |
| Human Resources | | |
| Administrative Specialist | 1.000 | 1.000 |
| Assistant Human Resources Director | 1.000 | 1.000 |
| Executive Assistant | 1.000 | 1.000 |

| Department & Position | FY23-24 | FY24-25 |
|---|---------------|---------------|
| Human Resources Analyst II | 2.000 | 2.000 |
| Human Resources Director | 1.000 | 1.000 |
| Human Resources Technician | 2.000 | 2.000 |
| Senior Human Resources Analyst | 2.000 | 2.000 |
| Human Resources Total | 10.000 | 10.000 |
| Information Technology | | |
| Information Technology Manager | 1.000 | 1.000 |
| Information Technology Project Manager | 1.000 | 1.000 |
| Information Technology Specialist | 3.000 | 3.000 |
| Information Technology Supervisor | 1.000 | 1.000 |
| Network/Security Analyst | 1.000 | 1.000 |
| Systems Analyst | 1.000 | 1.000 |
| Information Technology Total | 8.000 | 8.000 |
| Library | | |
| Assistant Library Services Director | 1.000 | 1.000 |
| Executive Assistant | 1.000 | 1.000 |
| Librarian I | 3.000 | 3.000 |
| Librarian II | 3.000 | 3.000 |
| Librarian III | 3.000 | 3.000 |
| Library Assistant | 3.000 | 3.000 |
| Library Clerk | 3.500 | 4.500 |
| Library Literacy Coordinator | 0.500 | 0.500 |
| Library Manager II | 1.000 | 1.000 |
| Library Page | 1.500 | 1.500 |
| Library Services Director | 1.000 | - |
| Library Support Services Assistant | 2.000 | 2.000 |
| Library Technology & Support Svcs. Mgr. | 1.000 | 1.000 |
| Library Technology Specialist | 1.000 | 1.000 |
| Library Volunteer Coordinator | 1.000 | 1.000 |
| Senior Library Clerk | 2.000 | 2.000 |
| Senior Library Manager | 2.000 | 2.000 |
| Part-Time/Non-Benefitted | 10.450 | 3.400 |
| Library Total | 40.950 | 33.900 |
| Police Department | | |
| Civilian Investigative Officer | 4.000 | 4.000 |
| Court Liason Officer | 1.000 | 1.000 |
| Crime Prevention Specialist | 3.000 | 3.000 |
| Executive Assistant to the Chief | 1.000 | 1.000 |
| Forensic Services Supervisor | 1.000 | 1.000 |
| Homeless Outreach Specialist | 2.000 | 2.000 |
| Maintenance Worker | 1.000 | 1.000 |
| Parking Control Officer II | 6.000 | 6.000 |
| Police Administrative Assistant | 3.000 | 3.000 |
| Police Armorer | 1.000 | 1.000 |
| Police Captain | 3.000 | 3.000 |

| Department & Position | FY23-24 | FY24-25 |
|-------------------------------------|----------------|----------------|
| Police Chief | 1.000 | 1.000 |
| Police Clerk | 1.000 | 1.000 |
| Police Communications Manager | 1.000 | 1.000 |
| Police Dispatch Shift Supervisor | 3.000 | 3.000 |
| Police Dispatcher | 16.000 | 16.000 |
| Police Jailer | 2.000 | 2.000 |
| Police Lieutenant | 8.000 | 8.000 |
| Police Officer | 136.000 | 131.000 |
| Police Records Clerk | 11.000 | 11.000 |
| Police Records Manager | 1.000 | - |
| Police Records Shift Supervisor | 3.000 | 3.000 |
| Police Sergeant | 22.000 | 22.000 |
| Police Services Officer | 7.000 | 7.000 |
| Police Subpoena/Warrants Specialist | 1.000 | 1.000 |
| Police Training Coordinator | 1.000 | 1.000 |
| Property Officer | 2.000 | 2.000 |
| School Crossing Guard Supervisor | 0.500 | - |
| Senior Administrative Analyst | 2.000 | 2.000 |
| Senior Police Clerk | 4.000 | 4.000 |
| Part-Time/Non-Benefitted | 19.289 | - |
| Police Department Total | 267.789 | 242.000 |
| Public Works | | |
| Administrative Assistant | 4.000 | 3.000 |
| Administrative Specialist | 2.000 | 2.000 |
| Administrative Manager | - | 1.000 |
| Assistant Engineer | 4.000 | 4.000 |
| Assistant Field Services Manager | 2.000 | 2.000 |
| Assistant Public Works Director | 1.000 | 1.000 |
| Assistant Water Manager | 2.000 | 2.000 |
| Associate Civil Engineer | 8.000 | 8.000 |
| Chemical Sprayer | 1.000 | 1.000 |
| Environmental Compliance Specialist | 1.000 | 1.000 |
| Construction Inspection Supervisor | 1.000 | 1.000 |
| Construction Inspector II | 3.000 | 3.000 |
| Deputy Public Works Director | 1.000 | 1.000 |
| Environmental Compliance Specialist | 2.000 | 2.000 |
| Environmental Program Manager | 1.000 | 1.000 |
| Equipment Maintenance Leadworker | 1.000 | 1.000 |
| Equipment Maintenance Supervisor | 1.000 | 1.000 |
| Equipment Mechanic II | 5.000 | 5.000 |
| Equipment Operator | 5.000 | 5.000 |
| Facilities Maintenance Supervisor | 1.000 | 1.000 |
| Finance Clerk | 1.000 | 1.000 |
| GIS Analyst | 1.000 | 1.000 |
| Landscape Coordinator | 1.000 | 1.000 |

| Department & Position | FY23-24 | FY24-25 |
|--|----------------|----------------|
| Lead Custodian | 1.000 | 1.000 |
| Mgr. Trans. Services/City Traffic Engineer | 1.000 | 1.000 |
| Principal Civil Engineer | 3.000 | 3.000 |
| Public Works Administrator | - | 1.000 |
| Public Works Administrative Manager | 1.000 | - |
| Public Works Director | 1.000 | 1.000 |
| Public Works Maintenance Leadworker | 6.000 | 6.000 |
| Public Works Maintenance Supervisor | 4.000 | 4.000 |
| Public Works Maintenance Worker II | 15.000 | 15.000 |
| Real Property Agent | 1.000 | - |
| Senior Administrative Analyst | 1.000 | 1.000 |
| Senior Civil Engineer | 3.000 | 2.000 |
| Senior Finance Clerk | 2.000 | 2.000 |
| Senior GIS Analyst | 1.000 | 1.000 |
| Senior Traffic Signal Technician | 1.000 | 1.000 |
| Senior Water Meter Service Worker | 1.000 | 1.000 |
| Senior Water Quality Inspector | 2.000 | 2.000 |
| Skilled Maintenance Worker - Facilities | 2.000 | 2.000 |
| Skilled Maintenance Worker - Public Works | 3.000 | 3.000 |
| Skilled Maintenance Worker - Water | 4.000 | 4.000 |
| Traffic Operations Superintendent | 1.000 | 1.000 |
| Traffic Signal Technician II | 2.000 | 2.000 |
| Transportation Analyst | 2.000 | - |
| Tree Services Coordinator | 1.000 | 1.000 |
| Water Maintenance Leadworker | 6.000 | 6.000 |
| Water Maintenance Supervisor | 6.000 | 6.000 |
| Water Maintenance Worker II | 5.000 | 5.000 |
| Water Manager | 1.000 | 1.000 |
| Water Meter Service Worker II | 3.000 | 3.000 |
| Water Plant Operator II | 5.000 | 5.000 |
| Water Yard Storekeeper | 1.000 | 1.000 |
| Public Works Total | 135.000 | 131.000 |
| Full-time Employees - Safety | 388.000 | 382.000 |
| Full-time Employees - Miscellaneous | 314.000 | 302.000 |
| Part-time Employees - All | 59.728 | 28.939 |
| Total FTEs | 761.728 | 712.939 |
| Elected Official | 9.000 | 9.000 |
| Grand Total | 770.728 | 721.939 |