

CITY OF PALM DESERT

FINANCE DEPARTMENT

STAFF REPORT

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: PAUL S. GIBSON, DIRECTOR OF FINANCE/CITY TREASURER

DATE: JUNE 24, 2010

SUBJECT: OUT OF STATE TRAVEL IN FY 2010/2011 BUDGET

The FY 2010/2011 budget includes out-of-state travel for the departments listed below. The trips are for attendance at national conferences of professional organizations of which the City or department head is a member.

| <u>Department</u> | <u>Organization</u> | <u>Destination</u> | <u>Attendee</u> |
|-------------------|-----------------------------------|------------------------------|---|
| Public Works | Irrigation Association Conference | Phoenix, AZ | Landscape Manager |
| City Clerk | IIMC | Nashville, TN | City Clerk |
| Building & Safety | ICC Annual Business Meeting | Charlotte, NC | Director |
| City Manager | RIMS Western Regional Meeting | Bend, OR | Risk Manager |
| Redevelopment | ICSC ULI | Las Vegas, NV Detroit, MI | ACM, Econ. Dev. Mgr ACM, 2 staff members |
| City Council | ICSC | Las Vegas, NV | Councilman Spiegel |

Staff requests approval of the above-listed out-of-state travel as presented.

Submitted by:

Approval:

Paul S. Gibson, Finance Director

John M. Wohlmuth, City Manager

PSG:nmo

RESOLUTION NO. 2010-_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM DESERT, CALIFORNIA, RESCINDS RESOLUTIONS NO. 09-66 AND ESTABLISHES ALLOCATED CLASSIFICATIONS, SALARY SCHEDULE, AND SALARY RANGES, "EXHIBIT A", FOR THE PERIOD OF July 1, 2010 THROUGH JUNE 30, 2011.

WHEREAS, the City of Palm Desert has met and conferred in good faith with the Palm Desert Employees Organization (PDEO) in accordance with the Meyers-Milias-Brown Act and the City employer - employee relations Ordinance No. 1042; and

WHEREAS, the City of Palm Desert has reached agreement with the employees represented by the Palm Desert Employees Organization, for the period February 21, 2008, through February 20, 2011; and

WHEREAS, the City of Palm Desert has reached agreement with the employees represented by the Palm Desert Employees Organization, to adopt "Addendum 1" to the Memorandum of Understanding for the period February 21, 2008, through February 20, 2011, deferring any cost of living adjustment to July 1, 2011; and

WHEREAS, the modification to "EXHIBIT A" does not change the MOU/Agreement previously entered in between the Palm Desert Employees Organization and the City of Palm Desert.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PALM DESERT AS FOLLOWS:

SECTION I - SALARY SCHEDULE, RANGES & ALLOCATED CLASSIFICATIONS

All employees shall be classified and shall receive compensation for services performed. This compensation shall be in accordance with the established salary schedule and salary ranges for their respective classification as shown below.

The City of Palm Desert's Personnel System, Section 2.52 of the Palm Desert Municipal Code prescribes specific terms for appointment and tenure of all City employees.

| <u>Department / Division</u> | <u>FTE</u> | <u>Classification</u> | <u>Salary Range</u> | <u>Authorized</u> |
|--------------------------------|-------------|--|---------------------|-------------------|
| CITY MANAGER | (5) | City Manager | 1 | 1 |
| | | Assistant to the City Manager | 135 | 1 |
| | | Risk Manager | 129 | 1 |
| | | Secretary to the City Manager | 116 | 1 |
| | | Sr. Office Assistant | 107 | 1 |
| Special Programs | (4) | Director of Special Programs | 137 | 1 |
| | | *Recycling Technician | 113 | 1 |
| | | Administrative Secretary | 113 | 1 |
| | | Office Assistant II - OR - Office Assistant I | 104 100 | 1 |
| City Clerk | (7) | City Clerk | 139 | 1 |
| | | Deputy City Clerk | 118 | 1 |
| | | Secretary to the City Council | 116 | 1 |
| | | Administrative Secretary | 113 | 1 |
| | | Records Technician | 113 | 1 |
| | | Main Lobby Receptionist | 106 | 1 |
| | | Office Assistant II - OR - Office Assistant I | 104 100 | 1 |
| Human Resources | (3) | Human Resources Director - OR - Human Resources Manager | 139 131 | 1 |
| | | Human Resources Technician | 113 | 2 |
| FINANCE/CITY TREASURER | (12) | Director of Finance/City Treasurer | 145 | 1 |
| Accounting/Investments | | Assistant Finance Director | 135 | 1 |
| | | Deputy City Treasurer | 127 | 1 |
| | | Senior Financial Analyst | 127 | 1 |
| | | Management Analyst II - OR - Management Analyst I | 123 120 | 1 |
| | | Administrative Secretary | 113 | 1 |
| Payroll | (1) | Accounting Technician II | 118 | 1 |
| Accounts Payable | (1) | Accounting Technician II | 118 | 1 |
| Accounts Receivable | (1) | Accounting Technician II | 118 | 1 |
| Purchasing/Fixed Assets | (1) | Accounting Technician II | 118 | 1 |
| Business License | (2) | Business License Technician II - OR - Business License Technician I | 116 113 | 1 |
| | | Sr. Office Assistant - Business License | 107 | 1 |
| Information Technology | (5) | Information Systems Manager | 135 | 1 |
| | | G.I.S. Technician | 114 | 1 |
| | | Information Systems Technician | 114 | 2 |
| | | Office Assistant II - OR - Office Assistant I | 104 100 | 1 |

| <u>Department / Division</u> | <u>FTE</u> | <u>Classification</u> | <u>Salary Range</u> | <u>Authorized</u> |
|---|-------------|--|---------------------|-------------------|
| PUBLIC WORKS | (51) | | | |
| Public Works Administration | (17) | Director of Public Works | 145 | 1 |
| | | City Engineer | 139 | 1 |
| | | Transportation Engineer | 130 | 1 |
| | | Senior Engineer/City Surveyor | 130 | 1 |
| | | Senior Engineer - OR - Associate Engineer | 129 | 1 |
| | | Sr. Management Analyst | 127 | 2 |
| | | Project Administrator | 127 | 1 |
| | | Assistant Engineer | 125 | 1 |
| | | Management Analyst II - OR - Management Analyst I | 123 | 1 |
| | | Public Works Inspector II - OR - Public Works Inspector I | 120 | 3 |
| | | Capital Improvement Projects Technician | 118 | 1 |
| | | Administrative Secretary | 113 | 1 |
| | | Senior Office Assistant | 107 | 1 |
| | | Office Assistant II - OR - Office Assistant I | 104 | 1 |
| | | | 100 | |
| Public Works Streets Maintenance | (21) | Maintenance Services Manager | 130 | 1 |
| | | Engineering Technician II - OR - Engineering Technician I | 118 | 1 |
| | | Traffic Signal Specialist | 113 | 1 |
| | | Traffic Signal Technician II | 121 | 1 |
| | | Traffic Signal Technician II | 118 | 1 |
| | | Mechanic II | 118 | 1 |
| | | Senior Maintenance Worker | 113 | 1 |
| | | Equipment Operator I | 111 | 2 |
| | | Maintenance Worker II - OR - Maintenance Worker I | 109 | 3 |
| | | Senior Office Assistant | 106 | 10 |
| | | | 101 | |
| | | | 107 | 1 |
| Building Operations/ Maintenance | (4) | Building Maintenance Supervisor | 114 | 1 |
| | | Maintenance Worker II - OR - Maintenance Worker I - OR - Custodian II - OR - Custodian I | 106 | 3 |
| | | | 101 | |
| | | | 104 | |
| | | | 100 | |
| Landscape Services | (9) | Landscape Manager | 129 | 1 |
| | | Landscape Specialist | 121 | 1 |
| | | Senior Landscape Inspector | 121 | 1 |
| | | Landscape Inspector II - OR - Landscape Inspector I | 118 | 4 |
| | | Parks Facilities Manager | 114 | 1 |
| | | Park Inspector | 127 | 1 |
| | | | 113 | 1 |

| <u>Department / Division</u> | <u>FTE</u> | <u>Classification</u> | <u>Salary Range</u> | <u>Authorized</u> |
|---|-------------|--|---------------------|-------------------|
| BUILDING AND SAFETY | 12 | Director of Building & Safety | 140 | 1 |
| | | Plan Check Manager | 127 | 1 |
| | | Building Permit Specialist II - OR - Building Permit Specialist | 118 | 2 |
| | | Building Inspector II - OR - Building Inspector I | 118 | 5 |
| | | Administrative Secretary | 113 | 1 |
| | | Building & Safety Technician | 113 | 1 |
| | | Office Assistant II - OR - Office Assistant I | 104 | 1 |
| | | | 100 | |
| COMMUNITY DEVELOPMENT | (14) | | | |
| Community Development / Planning | (6) | Director of Community Development | 144 | 1 |
| | | Principal Planner | 135 | 1 |
| | | Associate Planner - OR - Assistant Planner | 127 | 2 |
| | | Administrative Secretary | 123 | |
| | | Senior Office Assistant | 113 | 1 |
| | | | 107 | 1 |
| Art in Public Places | (2) | **Public Arts Coordinator | 118 | 1 |
| | | **Public Arts Technician | 113 | 1 |
| Code Inspection | (6) | Code Compliance Manager | 127 | 1 |
| | | Senior Code Compliance Officer | 121 | 1 |
| | | Code Compliance Officer II - OR - Code Compliance Officer I | 118 | 3 |
| | | Code Compliance Technician | 114 | |
| | | | 113 | 1 |
| REDEVELOPMENT AGENCY | (16) | | | |
| Redevelopment | (16) | ACM/RDA/Housing | 151 | 1 |
| | | Redevelopment Manager | 131 | 1 |
| | | Economic Development Manager | 134 | 1 |
| | | Marketing Manager | 131 | 1 |
| | | Senior Management Analyst | 127 | 1 |
| | | Project Administrator | 127 | 1 |
| | | Accountant II - OR - Accountant I | 121 | 1 |
| | | Project Coordinator | 118 | |
| | | Management Analyst I | 121 | 1 |
| | | Economic Development Technician II - OR - Economic Development Technician I | 120 | 1 |
| | | | 118 | 1 |
| | | Energy Project Technician | 114 | 1 |
| | | Redevelopment Finance Technician | 114 | 1 |
| | | Administrative Secretary | 113 | 1 |
| | | Office Assistant II - OR - Office Assistant I | 113 | 2 |
| | | | 104 | 2 |
| | | | 100 | |
| Visitor Information Center | (4) | Visitor Information Center Manager | 131 | 1 |

SALARY RESOLUTION NO. _____
SECTION I

AUTHORIZED POSITIONS FY 2010/2011

| <u>Department / Division</u> | <u>FTE</u> | <u>Classification</u> | <u>Salary Range</u> | <u>Authorized</u> |
|------------------------------|------------|----------------------------------|---------------------|-------------------|
| | | Senior Office Assistant | 107 | 1 |
| | | Office Assistant II - OR - | 104 | 2 |
| | | Office Assistant I | 100 | |
| Housing | (5) | Director of Housing | 138 | 1 |
| | | Management Analyst II - OR - | 123 | 1 |
| | | Management Analyst I | 120 | |
| | | Project Coordinator | 121 | 1 |
| | | Housing Programs Technician | 113 | 2 |
| | | TOTAL ALLOCATED POSITIONS | | 138 |

* Funded through Recycling Fund

** Funding through Art in Public Places Fund

Resolution 2010 - _____ - Salary Resolution

SECTION II - EXEMPT PERSONNEL

The following positions are exempt from overtime provisions as defined by the Fair Labor Standards Act and set forth in the Personnel Rules and Regulations, Section 2.52.305.

Among other things, these positions require spending numerous extra hours at meetings, conferences and work and are designated Group A.

Group A:

- City Manager
- Assistant City Manager Redevelopment/Housing Authority/Economic Dev.
- City Clerk
- City Engineer
- Director of Building & Safety
- Director of Community Development
- Director of Finance/City Treasurer
- Director of Housing
- Director of Public Works
- Director of Special Programs

The following positions are exempt from overtime provisions as defined by the Fair Labor Standards Act and set forth in the Personnel Rules and Regulations, Section 2.52.305.

Among other things, these positions require spending occasional extra hours at meetings, conferences and work and are designated Group B.

Group B:

| | |
|---------------------------------|-------------------------------|
| Assistant to the City Manager | Management Analyst I/II |
| Assistant Finance Director | Maintenance Services Manager |
| Assistant Engineer | Park Facilities Manager |
| Assistant Planner | Plan Check Manager |
| Associate Engineer | Principal Planner |
| Associate Planner | Project Administrator |
| Building Maintenance Supervisor | Public Arts Coordinator |
| Code Compliance Manager | Redevelopment Manager |
| Deputy City Treasurer | Risk Manager |
| Economic Development Manager | Secretary to the City Council |
| Human Resources Manager | Secretary to the City Manager |
| Marketing Manager | Senior Engineer |
| Landscape Manager | Senior Engineer/City Surveyor |

Resolution 2010 - _____ - Salary Resolution

Senior Financial Analyst
Senior Management Analyst
Transportation Engineer

Visitor Information Center Manager

SECTION III - MILEAGE REIMBURSEMENT

The mileage reimbursement rate to employees required to use their personal car on City business shall be set by Council and conform to current Internal Revenue Service guidelines.

SECTION IV - OTHER COMPENSATION

While this resolution establishes the ranges and gross salary for certain positions in the classified service for the City of Palm Desert, there are other benefits both tangible and intangible that are not addressed in this document. Unless referenced otherwise, all benefits in place on June 30, 2010, will continue as constituted.

SECTION V

This resolution is effective upon adoption. The provisions relating to salary and other compensation shall be effective and where applicable, accrue on, and from July 1, 2010.

PASSED, APPROVED AND ADOPTED by the Palm Desert City Council this _____ day of June 2010 by the following vote, to wit:

AYES:
NOES:
ABSENT:
ABSTAIN:
ATTEST:

CINDY FINERTY, MAYOR

APPROVED:

RACHELLE KLASSEN, CITY CLERK
CITY OF PALM DESERT

CITY OF PALM DESERT
SCHEDULE OF SALARY RANGES AND CLASSIFICATIONS
Effective 7/1/2010 - 6/30/11

Resolution 2010-_____
Attachment "A"

| POSITION CLASSIFICATION | | new GRADE | Step 1 | 5% Step 2 | 5% Step 3 | 5% Step 4 | 5% Step 5 | 5% Step 6 | 7.5% Step 7 |
|-------------------------|---|--------------|--------|--------------|--------------|--------------|--------------|--------------|----------------|
| 10001 | City Manager/ Executive Director of RDA | 1 | 105.43 | | | | | | |
| 10002 | ACM for RDA/Housing | 151 | 68.41 | 71.84 | 75.42 | 79.19 | 83.15 | 87.30 | 93.86 |
| | | 150 | 66.74 | 70.06 | 73.57 | 77.24 | 81.11 | 85.17 | 91.56 |
| | | 149 | 65.11 | 68.37 | 71.79 | 75.38 | 79.15 | 83.11 | 89.34 |
| | | 148 | 63.53 | 66.70 | 70.02 | 73.52 | 77.20 | 81.07 | 87.15 |
| | | 147 | 61.97 | 65.07 | 68.31 | 71.73 | 75.32 | 79.08 | 85.00 |
| | | 146 | 60.46 | 63.48 | 66.66 | 69.98 | 73.48 | 77.16 | 82.95 |
| 10006 | Dir. of Finance/City Treasurer | 145 | 58.99 | 61.93 | 65.04 | 68.28 | 71.70 | 75.29 | 80.92 |
| 10011 | Director of Public Works | 145 | 58.99 | 61.93 | 65.04 | 68.28 | 71.70 | 75.29 | 80.92 |
| 10009 | Director of Community Development | 144 | 57.55 | 60.42 | 63.44 | 66.62 | 69.95 | 73.45 | 78.96 |
| | | 142 | 54.77 | 57.51 | 60.38 | 63.40 | 66.57 | 69.90 | 75.13 |
| | | 141 | 53.44 | 56.11 | 58.93 | 61.86 | 64.95 | 68.21 | 73.33 |
| 10010 | Director of Building & Safety | 140 | 52.13 | 54.73 | 57.48 | 60.35 | 63.36 | 66.53 | 71.53 |
| 10015 | City Clerk | 139 | 50.87 | 53.42 | 56.09 | 58.88 | 61.83 | 64.92 | 69.79 |
| 10018 | City Engineer | 139 | 50.87 | 53.42 | 56.09 | 58.88 | 61.83 | 64.92 | 69.79 |
| 10014 | Director of Housing | 138 | 49.61 | 52.10 | 54.70 | 57.45 | 60.32 | 63.33 | 68.09 |
| 10016 | Director of Special Programs | 137 | 48.42 | 50.84 | 53.37 | 56.05 | 58.83 | 61.79 | 66.42 |
| | | 136 | 47.24 | 49.59 | 52.08 | 54.68 | 57.43 | 60.29 | 64.81 |
| 20028 | Information System Manager | 135 | 46.07 | 48.39 | 50.81 | 53.34 | 56.01 | 58.80 | 63.22 |
| 20060 | Assistant to the City Manager | 135 | 46.07 | 48.39 | 50.81 | 53.34 | 56.01 | 58.80 | 63.22 |
| 20066 | Assistant Finance Director | 135 | 46.07 | 48.39 | 50.81 | 53.34 | 56.01 | 58.80 | 63.22 |
| 20075 | Principal Planner | 135 | 46.07 | 48.39 | 50.81 | 53.34 | 56.01 | 58.80 | 63.22 |
| 20074 | Economic Development Manager | 134 | 44.96 | 47.22 | 49.57 | 52.06 | 54.66 | 57.40 | 61.70 |
| | | 133 | 43.85 | 46.05 | 48.36 | 50.78 | 53.32 | 55.99 | 60.19 |
| | | 132 | 42.80 | 44.94 | 47.19 | 49.54 | 52.03 | 54.63 | 58.73 |
| 20030 | Redevelopment Manager | 131 | 41.75 | 43.83 | 46.02 | 48.32 | 50.73 | 53.27 | 57.26 |
| 20034 | Human Resources Manager | 131 | 41.75 | 43.83 | 46.02 | 48.32 | 50.73 | 53.27 | 57.26 |

CITY OF PALM DESERT
SCHEDULE OF SALARY RANGES AND CLASSIFICATIONS
Effective 7/1/2010 - 6/30/11

Resolution 2010-_____
Attachment "A"

| POSITION | CLASSIFICATION | new GRADE | Step 1 | 5% Step 2 | 5% Step 3 | 5% Step 4 | 5% Step 5 | 5% Step 6 | 7.5% Step 7 |
|----------|-------------------------------------|-----------|--------|-----------|-----------|-----------|-----------|-----------|-------------|
| 20051 | Visitors Information Center Manager | 131 | 41.75 | 43.83 | 46.02 | 48.32 | 50.73 | 53.27 | 57.26 |
| 20061 | Marketing Manager | 131 | 41.75 | 43.83 | 46.02 | 48.32 | 50.73 | 53.27 | 57.26 |
| 20006 | Transportation Engineer | 130 | 40.74 | 42.77 | 44.91 | 47.15 | 49.51 | 51.99 | 55.88 |
| 20009 | Maintenance Services Manager | 130 | 40.74 | 42.77 | 44.91 | 47.15 | 49.51 | 51.99 | 55.88 |
| 20056 | Senior Engineer/City Surveyor | 130 | 40.74 | 42.77 | 44.91 | 47.15 | 49.51 | 51.99 | 55.88 |
| 20008 | Senior Engineer | 129 | 39.73 | 41.73 | 43.81 | 46.00 | 48.30 | 50.71 | 54.52 |
| 20017 | Risk Manager | 129 | 39.73 | 41.73 | 43.81 | 46.00 | 48.30 | 50.71 | 54.52 |
| 20048 | Landscape Manager | 129 | 39.73 | 41.73 | 43.81 | 46.00 | 48.30 | 50.71 | 54.52 |
| | | 128 | 38.76 | 40.69 | 42.73 | 44.87 | 47.11 | 49.46 | 53.17 |
| 20013 | Senior Management Analyst | 127 | 37.81 | 39.71 | 41.71 | 43.79 | 45.98 | 48.28 | 51.90 |
| 20015 | Associate Planner | 127 | 37.81 | 39.71 | 41.71 | 43.79 | 45.98 | 48.28 | 51.90 |
| 20019 | Code Compliance Manager | 127 | 37.81 | 39.71 | 41.71 | 43.79 | 45.98 | 48.28 | 51.90 |
| 20036 | Project Administrator | 127 | 37.81 | 39.71 | 41.71 | 43.79 | 45.98 | 48.28 | 51.90 |
| 20038 | Plan Check Manager | 127 | 37.81 | 39.71 | 41.71 | 43.79 | 45.98 | 48.28 | 51.90 |
| 20064 | Deputy City Treasurer | 127 | 37.81 | 39.71 | 41.71 | 43.79 | 45.98 | 48.28 | 51.90 |
| 20067 | Senior Financial Analyst | 127 | 37.81 | 39.71 | 41.71 | 43.79 | 45.98 | 48.28 | 51.90 |
| 20076 | Parks Facilities Manager | 127 | 37.81 | 39.71 | 41.71 | 43.79 | 45.98 | 48.28 | 51.90 |
| 20018 | Assistant Engineer | 125 | 36.01 | 37.80 | 39.70 | 41.70 | 43.78 | 45.97 | 49.42 |
| | | 124 | 35.12 | 36.88 | 38.73 | 40.66 | 42.70 | 44.83 | 48.18 |
| 20020 | Management Analyst II | 123 | 34.26 | 35.99 | 37.78 | 39.68 | 41.66 | 43.74 | 47.01 |
| 20021 | Assistant Planner | 123 | 34.26 | 35.99 | 37.78 | 39.68 | 41.66 | 43.74 | 47.01 |
| | | 122 | 33.43 | 35.10 | 36.84 | 38.68 | 40.62 | 42.66 | 45.86 |
| 30002 | Accountant II | 121 | 32.61 | 34.24 | 35.97 | 37.75 | 39.65 | 41.63 | 44.74 |
| 30061 | Landscape Specialist | 121 | 32.61 | 34.24 | 35.97 | 37.75 | 39.65 | 41.63 | 44.74 |
| 30063 | Senior Code Compliance Officer | 121 | 32.61 | 34.24 | 35.97 | 37.75 | 39.65 | 41.63 | 44.74 |
| 30082 | Traffic Signal Specialist | 121 | 32.61 | 34.24 | 35.97 | 37.75 | 39.65 | 41.63 | 44.74 |
| 30088 | Project Coordinator | 121 | 32.61 | 34.24 | 35.97 | 37.75 | 39.65 | 41.63 | 44.74 |

CITY OF PALM DESERT
SCHEDULE OF SALARY RANGES AND CLASSIFICATIONS
Effective 7/1/2010 - 6/30/11

Resolution 2010-_____
Attachment "A"

| POSITION CLASSIFICATION | | new GRADE | Step 1 | 5% Step 2 | 5% Step 3 | 5% Step 4 | 5% Step 5 | 5% Step 6 | 7.5% Step 7 |
|-------------------------|------------------------------------|--------------|--------|--------------|--------------|--------------|--------------|--------------|----------------|
| 30090 | Senior Landscape Inspector | 121 | 32.61 | 34.24 | 35.97 | 37.75 | 39.65 | 41.63 | 44.74 |
| 20058 | Management Analyst I | 120 | 31.82 | 33.41 | 35.08 | 36.82 | 38.66 | 40.60 | 43.65 |
| 30013 | Sr. Engineering Technician | 120 | 31.82 | 33.41 | 35.08 | 36.82 | 38.66 | 40.60 | 43.65 |
| 30076 | Public Works Inspector II | 120 | 31.82 | 33.41 | 35.08 | 36.82 | 38.66 | 40.60 | 43.65 |
| | | 119 | 31.04 | 32.59 | 34.22 | 35.93 | 37.72 | 39.61 | 42.57 |
| 30006 | Public Works Inspector I | 118 | 30.28 | 31.79 | 33.38 | 35.06 | 36.80 | 38.64 | 41.53 |
| 30008 | Building Inspector II | 118 | 30.28 | 31.79 | 33.38 | 35.06 | 36.80 | 38.64 | 41.53 |
| 30009 | Building Permit Specialist II | 118 | 30.28 | 31.79 | 33.38 | 35.06 | 36.80 | 38.64 | 41.53 |
| 30011 | Accountant I | 118 | 30.28 | 31.79 | 33.38 | 35.06 | 36.80 | 38.64 | 41.53 |
| 30012 | Code Compliance Officer II | 118 | 30.28 | 31.79 | 33.38 | 35.06 | 36.80 | 38.64 | 41.53 |
| 30016 | Engineering Technician II | 118 | 30.28 | 31.79 | 33.38 | 35.06 | 36.80 | 38.64 | 41.53 |
| 30071 | Public Arts Coordinator | 118 | 30.28 | 31.79 | 33.38 | 35.06 | 36.80 | 38.64 | 41.53 |
| 30073 | Information Systems Analyst | 118 | 30.28 | 31.79 | 33.38 | 35.06 | 36.80 | 38.64 | 41.53 |
| 30075 | Landscape Inspector II | 118 | 30.28 | 31.79 | 33.38 | 35.06 | 36.80 | 38.64 | 41.53 |
| 30080 | Accounting Technician II | 118 | 30.28 | 31.79 | 33.38 | 35.06 | 36.80 | 38.64 | 41.53 |
| 30081 | Traffic Signal Technician II | 118 | 30.28 | 31.79 | 33.38 | 35.06 | 36.80 | 38.64 | 41.53 |
| 30084 | Deputy City Clerk | 118 | 30.28 | 31.79 | 33.38 | 35.06 | 36.80 | 38.64 | 41.53 |
| 30087 | Economic Development Technician II | 118 | 30.28 | 31.79 | 33.38 | 35.06 | 36.80 | 38.64 | 41.53 |
| | | 117 | 29.55 | 31.02 | 32.57 | 34.20 | 35.90 | 37.70 | 40.53 |
| 20024 | Secretary to the City Manager | 116 | 28.82 | 30.26 | 31.77 | 33.35 | 35.04 | 36.78 | 39.54 |
| 20044 | Secretary to the City Council | 116 | 28.82 | 30.26 | 31.77 | 33.35 | 35.04 | 36.78 | 39.54 |
| 30068 | Buisness License Tech II | 116 | 28.82 | 30.26 | 31.77 | 33.35 | 35.04 | 36.78 | 39.54 |
| | | 115 | 28.12 | 29.54 | 31.01 | 32.56 | 34.19 | 35.89 | 38.59 |
| 20072 | Building Maintenance Supervisor | 114 | 27.44 | 28.80 | 30.25 | 31.75 | 33.34 | 35.02 | 37.64 |
| 30014 | Code Compliance Officer I | 114 | 27.44 | 28.80 | 30.25 | 31.75 | 33.34 | 35.02 | 37.64 |
| 30015 | Building Inspector I | 114 | 27.44 | 28.80 | 30.25 | 31.75 | 33.34 | 35.02 | 37.64 |
| 30045 | Landscape Inspector I | 114 | 27.44 | 28.80 | 30.25 | 31.75 | 33.34 | 35.02 | 37.64 |

CITY OF PALM DESERT
SCHEDULE OF SALARY RANGES AND CLASSIFICATIONS
Effective 7/1/2010 - 6/30/11

Resolution 2010-_____
Attachment "A"

| POSITION | CLASSIFICATION | new GRADE | Step 1 | 5% Step 2 | 5% Step 3 | 5% Step 4 | 5% Step 5 | 5% Step 6 | 7.5% Step 7 |
|----------|---|-----------|--------|-----------|-----------|-----------|-----------|-----------|-------------|
| 30047 | Economic Development Technician I | 114 | 27.44 | 28.80 | 30.25 | 31.75 | 33.34 | 35.02 | 37.64 |
| 30056 | Information Systems Technician | 114 | 27.44 | 28.80 | 30.25 | 31.75 | 33.34 | 35.02 | 37.64 |
| 30085 | GIS Technician | 114 | 27.44 | 28.80 | 30.25 | 31.75 | 33.34 | 35.02 | 37.64 |
| 30091 | Energy Project Technician | 114 | 27.44 | 28.80 | 30.25 | 31.75 | 33.34 | 35.02 | 37.64 |
| 30005 | Engineering Technician I | 113 | 26.76 | 28.10 | 29.49 | 30.98 | 32.53 | 34.16 | 36.72 |
| 30018 | Human Resources Technician | 113 | 26.76 | 28.10 | 29.49 | 30.98 | 32.53 | 34.16 | 36.72 |
| 30019 | Accounting Technician I | 113 | 26.76 | 28.10 | 29.49 | 30.98 | 32.53 | 34.16 | 36.72 |
| 30020 | Administrative Secretary | 113 | 26.76 | 28.10 | 29.49 | 30.98 | 32.53 | 34.16 | 36.72 |
| 30025 | Mechanic II | 113 | 26.76 | 28.10 | 29.49 | 30.98 | 32.53 | 34.16 | 36.72 |
| 30048 | Records Technician | 113 | 26.76 | 28.10 | 29.49 | 30.98 | 32.53 | 34.16 | 36.72 |
| 30059 | RDA Finance Technician | 113 | 26.76 | 28.10 | 29.49 | 30.98 | 32.53 | 34.16 | 36.72 |
| 30064 | Code Compliance Technician | 113 | 26.76 | 28.10 | 29.49 | 30.98 | 32.53 | 34.16 | 36.72 |
| 30072 | Business License Technician | 113 | 26.76 | 28.10 | 29.49 | 30.98 | 32.53 | 34.16 | 36.72 |
| 30074 | Housing Programs Technician | 113 | 26.76 | 28.10 | 29.49 | 30.98 | 32.53 | 34.16 | 36.72 |
| 30077 | Public Arts Technician | 113 | 26.76 | 28.10 | 29.49 | 30.98 | 32.53 | 34.16 | 36.72 |
| 30083 | Capital Improvement Projects Technician | 113 | 26.76 | 28.10 | 29.49 | 30.98 | 32.53 | 34.16 | 36.72 |
| 30086 | Building and Safety Technician | 113 | 26.76 | 28.10 | 29.49 | 30.98 | 32.53 | 34.16 | 36.72 |
| 30089 | Recycling Technician | 113 | 26.76 | 28.10 | 29.49 | 30.98 | 32.53 | 34.16 | 36.72 |
| 30093 | Parks Inspector | 113 | 26.76 | 28.10 | 29.49 | 30.98 | 32.53 | 34.16 | 36.72 |
| | | 112 | 26.11 | 27.41 | 28.77 | 30.22 | 31.72 | 33.31 | 35.80 |
| 30021 | Senior Maintenance Worker | 111 | 25.49 | 26.76 | 28.10 | 29.49 | 30.98 | 32.53 | 34.96 |
| 30023 | Building Permit Specialist | 111 | 25.49 | 26.76 | 28.10 | 29.49 | 30.98 | 32.53 | 34.96 |
| 30053 | Equipment Operator II | 111 | 25.49 | 26.76 | 28.10 | 29.49 | 30.98 | 32.53 | 34.96 |
| | | 110 | 24.86 | 26.11 | 27.41 | 28.77 | 30.22 | 31.72 | 34.12 |
| 30052 | Equipment Operator I | 109 | 24.26 | 25.48 | 26.74 | 28.08 | 29.47 | 30.96 | 33.27 |
| | | 108 | 23.65 | 24.84 | 26.09 | 27.39 | 28.75 | 30.19 | 32.46 |
| 30026 | Senior Office Assistant | 107 | 23.08 | 24.25 | 25.46 | 26.73 | 28.07 | 29.46 | 31.67 |

CITY OF PALM DESERT
SCHEDULE OF SALARY RANGES AND CLASSIFICATIONS
Effective 7/1/2010 - 6/30/11

Resolution 2010-_____
Attachment "A"

| POSITION CLASSIFICATION | | new GRADE | Step 1 | 5% Step 2 | 5% Step 3 | 5% Step 4 | 5% Step 5 | 5% Step 6 | 7.5% Step 7 |
|-------------------------|-------------------------------|--------------|--------|--------------|--------------|--------------|--------------|--------------|----------------|
| 30029 | Maintenance Worker II | 106 | 22.50 | 23.63 | 24.82 | 26.06 | 27.36 | 28.72 | 30.88 |
| 30051 | Receptionist | 106 | 22.50 | 23.63 | 24.82 | 26.06 | 27.36 | 28.72 | 30.88 |
| 30028 | Mechanic I | 105 | 21.96 | 23.06 | 24.21 | 25.43 | 26.70 | 28.03 | 30.13 |
| 30030 | Office Assistant II | 104 | 21.43 | 22.50 | 23.63 | 24.82 | 26.06 | 27.36 | 29.41 |
| 30031 | Custodian II | 104 | 21.43 | 22.50 | 23.63 | 24.82 | 26.06 | 27.36 | 29.41 |
| | | 103 | 20.92 | 21.96 | 23.05 | 24.20 | 25.42 | 26.69 | 28.69 |
| | | 102 | 20.40 | 21.41 | 22.48 | 23.61 | 24.80 | 26.03 | 27.99 |
| 30036 | Maintenance Worker I | 101 | 19.90 | 20.90 | 21.95 | 23.04 | 24.19 | 25.41 | 27.32 |
| 30034 | Custodian I | 100 | 19.42 | 20.40 | 21.41 | 22.48 | 23.61 | 24.80 | 26.65 |
| 30035 | Office Assistant I | 100 | 19.42 | 20.40 | 21.41 | 22.48 | 23.61 | 24.80 | 26.65 |
| 50012 | Maintenance Worker II-Y-Rated | 50 | 31.97 | | | | | | |

**Redevelopment Agency Staff Time Allocation
2008-2009**

| City Staff-time Transferred to RDA | FY 2009 |
|---|------------------------|
| City Clerk | 151,050.20 |
| City Manager | 322,139.77 |
| Community Services | 207,996.27 |
| Finance | 420,813.92 |
| Human Resources | 52,912.40 |
| Information Systems | 88,826.97 |
| Public Works | 289,285.04 |
| Building and Safety | 22,546.01 |
| Code Enforcement | 19,267.78 |
| Developmental Services | 62,757.83 |
| Planning | 64,099.23 |
| | \$ 1,701,695.42 |
| | |
| Redevelopment Staff-time Transferred to City | FY 2009 |
| Redevelopment | \$ 129,388.65 |
| | |
| Net Reimbursement to City | \$ 1,572,306.77 |
| | |
| City/RDA Staff-time Transferred to Housing | FY 2009 |
| City Clerk | 37,762.55 |
| City Manager | 64,427.95 |
| Community Services | 38,820.63 |
| Finance | 96,426.26 |
| Human Resources | 17,461.09 |
| Information Systems | 29,312.90 |
| Public Works | 110,815.88 |
| Building and Safety | 6,510.84 |
| Code Enforcement | 9,633.89 |
| Developmental Services | 13,049.67 |
| Planning | 13,925.11 |
| Redevelopment | 647,051.35 |
| | \$ 1,085,198.12 |
| | |
| Net Amount Charged to Redevelopment | \$ 487,108.65 |
| Net RDA Staff Time | 1,184,453.00 |
| Total Staff Time to Redevelopment | \$ 1,671,561.65 |

| | |
|---------------------------|---|
| Accounting System: | The total set of records and procedures which are used to record, classify, and report information on the financial status and operations of any entity. |
| Activity: | A specific unit of work or service performed. |
| Appropriations: | An authorization made by the City Council which permits officials to incur obligations against and to make expenditures of governmental resources. Appropriations are usually made for fixed amounts and are typically granted for a one year period. |
| Appropriations Ordinance: | The official enactments by the City Council establishing the legal authority for the City officials to obligate and expend resources. |
| Assessed Valuation: | The estimated value placed upon real and personal property by the County Assessor as the basis for levying property taxes. |
| Assets: | Property owned by the City which has monetary values. |
| Audit: | <p>A systematic examination of resource utilization concluding in a written report. It is a test of managements internal accounting controls and is intended to:</p> <ul style="list-style-type: none">- ascertain whether financial statements fairly present Financial positions and results of operations;- test whether transactions have been legally performed;- identify areas for possible improvements in accounting practices and procedures;- ascertain whether transactions have been recorded accurately and consistently, and;- ascertain the managerial conduct of officials responsible for governmental resources. |
| Balance Sheet: | A statement purporting to present the financial position of an entity by disclosing its assets, liabilities, and fund equities as of a specific date. Under varying circumstances, assets are carried at Alower of cost or market, A cost less allowance for depreciation, etc. |

- Base Budget:** On going expense for personnel, contractual services, and the replacement of supplies and equipment required to maintain service levels previously authorized by the City
- Bond (Debt Instrument):** A written promise to pay (debt) a specified sum of money (called principal or face value) at a specified future date (called maturity date) along with periodic interest paid at a specified percentage of the principal (interest rate). Bonds are typically used for long-term debt to pay for specific capital expenditures.
- Budget (Operating):** A plan of financial operation embodying an estimate of proposed expenditures for a given period (typically a fiscal year) and the proposed means of Financing them (revenue estimates). The term is also sometimes used to denote the officially approved expenditure ceilings under which the City and its departments operate.
- Budget Calendar:** The schedule of key dates or milestones which the City follows in the preparation and adoption of the budget.
- Budget Message:
(City Managers)** A general discussion of the proposed budget presented in writing as a part of, or supplement to, the budget document. The budget message explains principal budget issues against the background of financial experience in recent years and presents recommendations made by the City Manager.
- Capital Assets:** Assets of significant value and having a useful life of more than one year. Capital assets are also called fixed assets.
- Capital Budget:** A plan of proposed capital expenditures and the means of financing them. The capital budget is enacted as part of the City's consolidated budget which includes both operating and capital outlays, and is based on a capital improvement program (CIP).

| | |
|------------------------------|---|
| Capital Improvement Program: | A plan for capital expenditures to be incurred each year over a period of ten future years setting forth each capital project, the amount to be expended in each year, and the method of financing those expenditures. |
| Capital Outlays: | Expenditures for the acquisition of capital assets. Includes the cost of land, buildings, permanent improvements, machinery, large tools, rolling and stationary equipment. |
| Capital Projects: | Projects which purchase or construct capital assets. Typically a capital project encompasses a purchase of land and/or the construction of a building or facility. |
| Capital Projects Fund: | Used to account for financial resources used for the acquisition or construction of major capital facilities (other than those financed by Proprietary Funds). |
| Certificate of Deposit: | A negotiable or non-negotiable receipt for monies deposited in a bank or financial institution for a specified period for a specified rate of interest. |
| Commodities: | Items of expenditure (in the operating budget) which after use, are consumed or show a material change in their physical condition, and which are generally of limited value and are characterized by rapid depreciation. Office supplies and motor fuel are examples of commodities. |
| Contingency: | A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted for. |
| Contractual Services: | Are items of expenditure for services the City receives from an internal service fund or an outside company. Utilities, rent, and maintenance service agreements are examples of contractual services. |
| Debt Service:. | Payment of interest and repayment of principal to holders of the City's debt instruments |

- Debt Service Fund:** Used to account for the accumulation of resources for and payment of general long-term debt.
- Deficit:** (1) The excess of an entity's liabilities over its assets
(See Fund Balance).
(2) The excess of expenditures or expenses over revenues during a single accounting period.
- Depreciation:** (1) Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence.
(2) That portion of the cost of a capital asset which is charged as an expense during a particular period.
- Encumbrances:** Obligations in the form of purchase orders or contact commitments which are chargeable to an appropriation and for which a part of the appropriation is reserved. They cease to be encumbrances when paid or when an actual liability is set up.
- Enterprise Fund:** Separate financial accounting used for government operations that are financed and operated in a manner similar to business enterprises, and where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public be financed or recovered primarily through user charges, or where the governing body has decided that periodic determination of net income is appropriate for capital maintenance, public policy, management control, or other purposes. Examples of Enterprise Funds are those used for utilities and transit systems.
- Expenditures:** Where accounts are kept on the accrual or modified accrual basis of accounting, the cost of goods received or services rendered whether cash payments have been made or not. Where accounts are kept on a cash basis, expenditures are recognized only when the cash payments for the above purposes are made.

- Fiscal Year:** The twelve month period beginning July 1st and ending the following June 30th.
- Fixed Charges:** Are items of expenditure for services rendered by internal operations of the City. Rental of City equipment, computer services, building rental, indirect operating expenses and depreciation are examples of fixed charges. Full Faith and Credit: A pledge of the Cities taxing power of a government to repay debt obligations (typically used in reference to General Obligation Bonds or tax supported debt).
- Fund:** An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources together with all related liabilities, obligations, reserves, and equities which are segregated for the purpose of carrying on specific activities or attaining certain objectives.
- Fund Balance:** The excess of an entities assets over its liabilities. A negative fund balance sometimes is called a deficit.
- General Fund:** The fund supported by taxes, fees, and other revenues that may be used for any lawful purpose. The general fund accounts for all financial resources except those required to be accounted for in another fund.
- General Obligation Bonds:** When the City pledges in full faith and credit to the repayment of the bonds it issues, then those bonds are general obligation (G.O.) Bonds. Sometimes the term is also used to refer to bonds which are to be repaid from taxes and other general revenues. In California, G.O. bonds must be authorized by public referenda with two-thirds voter approval.

| | |
|---------------------------|--|
| Intergovernmental Grants: | A contribution of assets (usually cash) by on governmental unit or other organization to another. Typically, these contributions are made to local governments from the State and Federal governments. Grants are usually made for specified purposes. |
| Object of Expenditure: | Expenditure classification based upon the types or categories of goods and services purchased. Typical objects and expenditures include: -personnel services (salaries and wages); -contractual services (utilities, maintenance contract, travel) -commodities (supplies) -fixed charges (rental of City equipment, City building rental); and -capital outlays. |
| Operating Funds: | Resources derived from recurring revenue sources used to finance ongoing operating expenditures and pay-as-you-go capital projects. |
| Performance Measurers: | Specific quantitative measurers of work performed within an activity or program (e.g., total miles of streets cleaned). Also, a specific quantitative measure of results obtained through a program or activity (e.g., reduced incidence of vandalism due to new street lighting program). |
| Personnel Services: | Items of expenditures in the operating budget for salaries and wages paid for services performed by City employees the incidental fringe benefit cost associated with City employment, and amounts paid to outside firms, consultants, or individuals for contract personnel services. |
| Rating: | The creditworthiness of a city is evaluated by independent agencies. |

| | |
|-----------------------|--|
| Reserve: | An account used to indicate that a portion of fund equity is legally restricted for a specific purpose, or set aside for emergencies or unforeseen expenditures not otherwise budgeted for. Reserve accounts can also be used to earmark a portion of fund balance to indicate that it is not appropriate for expenditures. |
| Resources: | Total dollars available for appropriations including estimated revenues, fund transfers and beginning fund balances. |
| Revenue: | The term designates an increase to a fund=s assets which: -does not increase a liability (e.g. proceeds from a loan); -does not represent a repayment of an expenditure already made; -does not represent a cancellation of certain liabilities; and -does not represent an increase in contributed capital. |
| Revenue Bonds: | When a government issues bonds which do not pledge the full faith and credit of the jurisdiction, it issues limited liability revenue bonds. Typically, pledges are made to dedicate one specific revenue source to repay these bonds. In addition to a pledge of revenues, such bonds sometimes may be secured by a lien against property. In Santa Ana, revenues are typically derived from rates charged for utilities. |
| Revenue Estimate: | A formal estimate of how much revenue will be earned from a specific revenue source for some future period; typically a future fiscal year. |
| Source of Revenue: | Revenues are classified according to their source or point of origin. |
| Special Revenue Fund: | Used to account for the proceeds of special revenue sources that are restricted by law (or administrative action) to expenditures for specific purposes. |

| | |
|---|--|
| Unit Cost: | The cost required to produce a specific product or unit of service (e.g. the cost to purify one thousand gallons of water). |
| User Charges (also Known as User Fees): | The payment of a fee for direct receipt of a public service by the party benefitting from the service. |
| Y-Rating: | Designates a position which salary has been frozen at a specific salary graded step until the position fits into a lower salary grade. |
| Yield: | The rate earned on an investment based on the price paid. |