

TO THE MEMBERS OF THE CITY COUNCIL FOR THE CITY OF STANTON AND TO THE CITY CLERK:

NOTICE IS HEREBY GIVEN that a Special Meeting of the City Council for the City of Stanton is hereby called by the Mayor, to be held on March 10, 2015, commencing at 5:00 p.m. at 7800 Katella Avenue, Stanton, CA 90680.

The Agenda for the Special Meeting is attached to this Notice and Call.

Dated: March 5, 2015



Luz A. Rodriguez, Interim City Clerk

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, CONTACT THE INTERIM CITY CLERK AT (714) 890-4245. NOTIFICATION BY 9:00 A.M. ON MONDAY, MARCH 9, 2015 WILL ENABLE THE CITY TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCESSIBILITY TO THIS MEETING.



**AGENDA  
CITY COUNCIL SPECIAL MEETING  
STANTON CITY HALL, 7800 KATELLA AVENUE, STANTON, CA  
TUESDAY, MARCH 10, 2015 - 5:00 P.M.**

*As a courtesy to those in attendance, the City of Stanton respectfully requests that all cell phones, pagers and/or electronic devices be turned off or placed on silent mode while the meeting is in session. Thank you for your cooperation*

**IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, CONTACT THE CITY CLERK AT (714) 379-9222. NOTIFICATION BY 9:00 A.M. ON MONDAY, MARCH 9, 2015 WILL ENABLE THE CITY TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCESSIBILITY TO THIS MEETING.**

*Supporting, descriptive documentation for agenda items, including staff reports, is available for review in the City Clerk's Office and on the City web site at [www.ci.stanton.ca.us](http://www.ci.stanton.ca.us).*

1. **CLOSED SESSION**      None.
2. **CALL TO ORDER**
3. **PLEDGE OF ALLEGIANCE**
4. **ROLL CALL** Council Member Ramirez  
Council Member Shawver  
Council Member Warren  
Mayor Pro Tem Donahue  
Mayor Ethans

**5. NEW BUSINESS**

**5A. MID-YEAR BUDGET REVIEW FY 2014-15**

This report provides a status report on the FY 2014-15 budget and recommended changes based on the first six months of the fiscal year.

**RECOMMENDED ACTION:**

1. City Council find that this item is not subject to California Environmental Quality Act ("CEQA") pursuant to Section 15378(b)(4); and
2. Provide any additional direction for staff on the 2014-15 Mid-Year Budget Review; and
3. Approve Budget Adjustment 2015-21; and
4. Adopt Resolution No. 2015-10 amending the Position Classification and Monthly Salary Schedule for City employees and approve the current organizational chart.

**6. ADJOURNMENT**

I hereby certify under penalty of perjury under the laws of the State of California, the foregoing agenda was posted at the Post Office, Stanton Community Services Center and City Hall, not less than 24 hours prior to the meeting. Dated this 5<sup>th</sup> day of March, 2015.



Luz A. Rodriguez, Interim City Clerk

# CITY OF STANTON

## REPORT TO THE CITY COUNCIL

**TO:** Honorable Mayor and City Council  
**DATE:** March 10, 2015  
**SUBJECT:** MID-YEAR BUDGET REVIEW FY 2014-15

### REPORT IN BRIEF:

This report provides a status report on the FY 2014-15 budget and recommended changes based on the first six months of the fiscal year.

### RECOMMENDED ACTION:

That City Council:

1. Find that this item is not subject to California Environmental Quality Act ("CEQA") pursuant to Section 15378(b)(4).
2. City Council provide any additional direction for staff on the 2014-15 Mid-Year Budget Review;
3. Approve Budget Adjustment 2015-21;
4. City Council adopt Resolution No. 2015-10 amending the Position Classification and Monthly Salary Schedule for City employees and approve the current organizational chart.

### BACKGROUND:

Each year staff compares actual revenues and expenditures for the first half of the fiscal year to their current annual budgeted figures for the entire fiscal year, to determine whether the current budget still accurately reflects anticipated revenues and expenditures for the full fiscal year. The primary focus of this review is on General Fund revenues and expenditures.

In January 2015 City Council reviewed a draft 2015 Strategic Plan and provided direction

to staff. One of the draft strategic plan initiatives are addressed through Resolution 2015-10.

## **ANALYSIS:**

The amended General Fund budget currently estimates \$15.9 million in revenues and transfers in from other funds, \$17.8 million in expenditures and transfers out to other funds, and a \$1.2 million receipt of the City's loan to the former Redevelopment Agency for a net expected decrease in the fund balance of the General Fund of \$0.7 million. For the first six months of FY 2014-15, actual General Fund expenditures were \$8.7 million and actual General Fund revenues were \$4.5 million. Expenditures exceeded revenues by \$4.2 million. Revenue shortfalls typically occur during the first half of the fiscal year, pending receipt of significant tax revenues in January.

A summary of the City's budget by fund is included as Exhibit 1 to this report. The chart shows the opening fund balance, current estimated revenues and expenditure appropriations, transfers in and out, net change to fund balance and ending fund balance for each of the City's 36 individual funds. Changes recommended in this report are included as a separate column in this exhibit as well.

At this point in time, with all known information considered and the changes to the budget as recommended in this report, the projected uncommitted fund balance of the General Fund is now expected to decrease this year by \$709,482, from \$7.8 million to \$7.1 million, despite the City receiving a one-time loan repayment of \$1.2 million and collecting \$0.5 million for the first proceeds from transactions and use tax – the voter-approved funding. General Fund revenues and transfers in are now expected to be exceeded by expenditures and transfers out by \$1,853,755, with the lowering being due primarily to the longstanding structural budget deficit the City has been dealing with for a number of years. The actual committed fund balance amount is also being increased by a recommended \$24,000 to increase the size of the City's committed fund balance for emergencies.

As noted above, the uncommitted fund balance of the General Fund is expected to end the year at \$7.1 million, which is equivalent to 40% of annual General Fund expenditures. If the funds committed for emergency use is factored in, the City's fund balance reserve is equivalent to 65% of annual General Fund expenditures.

Most other funds are in relatively strong condition. Significant fund balances exist in a number of those funds. There is capacity for capital and other expenditures to be funded from these fund balances, especially as it relates to street, storm drain and lighting and landscape-related projects.

## **General Fund Revenues**

There are no changes recommended in the revenue budget, noted on Exhibit 2, regarding

property tax, the City's most significant revenue. Property taxes are budgeted to be \$4,486,300, or 28% of the total revenue budget.

Sales Tax revenue is currently budgeted at \$3,965,000 or 25% of total General Fund revenues. The actual amount received through December 31 was \$1,060,643. City staff recently received an updated annual revenue budget estimate from our sales tax consultants, HdL Companies, of \$3,944,000. Their estimate appears reasonable given our collections to date this year and our actual sales tax revenue for FY 2013-14 of \$3,925,838. Using their revised budget number, it is estimated that sales tax for the year will be \$21,000 below the current budgeted amount.

The first portion of the City's voter-approved funding - transactions and use tax revenue - will arrive in FY 14/15, with a recommended increase in the budget of \$500,000. These funds will be used to close some of the budget gap in the current fiscal year.

Transient Occupancy Tax (TOT) is being forecasted to increase by \$10,000 for a total of \$330,000. The cause is the old Best Western, now called American Prep Residence being occupied during the summers and remitting TOT-equivalent revenue to the City.

Franchise revenues are recommended to stay at its budgeted amounts of \$973,000, as receipts so far have fallen in line with the budget.

An increase in Business License fees of \$40,000 is recommended at this time. The projected increase is primarily due to aggressive collection practices and tactics by our current consultants, Municipal Auditing Services.

Utility users' tax (UUT) is continuing the strong growth that began in FY 12/13. This year Electricity UUT is recommended to have its budget increased by \$25,000, to \$910,000 based on the current year trend. Total UUT is the City's third most significant revenue, with 14% of total revenues coming from these proceeds.

Fees and Permits are expected to increase by \$55,000. Building Permits are projected to bring in \$50,000 more than what was originally anticipated, for a total of \$225,000, due to increased economic activity. In addition, Towing Franchise Fee revenues are recommended to increase \$5,000 to \$15,000.

The expectation for Intergovernmental revenue is for it to increase by \$22,000. Mandated Cost Reimbursement revenues are recommended to increase \$6,000 to \$44,000, due to the State of California paying \$10,070 in previously unpaid reimbursements that date back to FY 01/02. The City also received an unbudgeted \$16,000 relating to a final payment for Motor Vehicle In Lieu.

Revenues from Developmental fees are up an estimated \$17,000. There are a number of smaller adjustments in this area, but the most significant is Other Development Fees,

which is estimated to increase \$15,000 for a total of \$50,000 due to increased economic activity.

Revenue from recreation programs is currently running just under budget, but there is no recommendation for Parks and Recreation Fees to be reduced from the current \$51,000.

Fines and forfeitures are trending higher this year, with a \$25,000 recommended adjustment. Parking Citations are trending higher than budget, and the recommendation is to increase the budget to a total of \$150,000.

Investment earnings are continuing a long trend of decreasing. While the bottom fell out of the market a couple of years ago, the City has had some fixed income investments that were still at higher rates. As those investments reach maturity, the replacement investment options all provide less return than previously. As a result, the recommendation is for the Investment Earnings budget to be decreased by \$30,000 to \$114,100.

In the area of Rental Income, the recommend adjustment to the budget is an increase of \$68,000. The key driver of the change is the Mary Perez Site Lease, which was originally budgeted to end in the first half of this year. However, it was re-negotiated at a higher rate, and as such, the recommendation is to increase the budget by \$70,000, to \$93,610.

Miscellaneous revenue includes revenue from donations and Recycling Fees, Expense Reimbursement and Sale of Publications. The \$6,000 increase recommended to miscellaneous revenue is in Other Revenue, and comes about as a result of the City using a consultant to find errors Orange County Sanitation District made in assessments on the property tax rolls to the City.

The Pass-Thru Payment category represents the pass-thru of former Redevelopment Agency property tax increment to the City's General Fund. This amount seems to be running ahead of budget, but staff has learned that an error was made in the initial installment, and that the second installment will be lower. As such, staff will pass on a recommended budget adjustment.

Transfers In includes transfers to the General Fund received from the Gas Tax and Fire Emergency Services funds. There are no recommended adjustments to Transfers In.

The net increase in General Fund revenues from all of these adjustments is \$717,000, a 4.7% upward adjustment.

### **General Fund Expenditures**

Actual General Fund expenditures by City departments at mid-year were \$8,733,041, representing 49% of budgeted annual expenditures. At this time last year, General Fund expenditures totaled \$7,575,828, 47% of total actual expenditures for last year. Exhibit 3 is

the expenditure analysis of the General Fund.

A recommended list of expenditure increases in the General Fund is included. Adjustments are recommended in the Personnel/Risk Management, Law Enforcement and Fire Protection areas, with a decrease of expenditures in Community Center helping to offset some of the increases.

In the Personnel/Risk Management area, expenditures are actually trending below budget. The recommended increase in \$35,000 pertains to the draft strategic plan goal of conducting a classification and compensation study. While an RFP has not yet been conducted and the cost will not be borne entirely in the current fiscal year, an appropriation will allow staff to begin the pursuit of the item that was on the draft strategic plan.

Law Enforcement is requesting a total increase in appropriations of \$42,000. The Retirement account needs to be increased by \$18,281 to cover the required employer contribution for PERS unfunded liability costs from when the City had its own Police Department. The Communications account did not include a budget for the cost of replacing the 800 MHZ radios this fiscal year, so \$10,000 is recommended to cover that expenditure. Another recommended increase is \$11,719 to cover the increased costs the City was notified about in late November pertaining to the 2012-2016 MOUS between the County of Orange and members of the Association of Orange County Deputy Sheriffs. When the contract was approved, it was approved pending that agreement. The increase was less than 0.25% of the adopted agreement. The final Law Enforcement budget adjustment recommendation is for a \$2,000 increase in the Utilities account, as water costs at the Stanton station are trending higher than budget.

Lastly, Fire Protection is requesting a total increase in appropriations of \$19,000. The Retirement account needs to be increased by \$14,400 to cover the required employer contribution for PERS unfunded liability costs from when the City had its own Fire Department. In addition, when the City took on the Kermore Lane unincorporated island, the City agreed to a contract with Orange County Fire Authority that the City would make the OCFA whole for any property taxes OCFA would have been entitled to should the area have stayed with the County. That cost of \$4,600 was not originally budgeted.

The net total expenditure appropriation increase for the General Fund is \$96,000, a 0.54% increase.

### **General Fund Committed Fund Balance**

The City Council's policy is to set aside 25% of annual General Fund expenditures as a commitment of fund balance to be used only in the event of a disaster to City infrastructure. The amount of this set-aside needs to be adjusted to reflect 25% of the current level of General Fund expenditures. It was last adjusted as a part of the FY 2014-15 budget adoption process and currently stands at \$4,416,104. Based on the amount of General



Fund expenditure appropriations, as recommended in this report, of \$17,760,414, the committed fund balance amount should be 25% x \$17,760,414, or \$4,440,104. This is an increase in the amount of the reserve of \$24,000, which decreases the amount of uncommitted fund balance.

### **Total General Fund Spendable Fund Balance**

As shown on Exhibit 4, the net of the adjustments in General Fund revenues and expenses (+\$621,000), and the upward adjustment to the committed fund balance of \$24,000, results in a total increase to the uncommitted fund balance of \$597,000.

The percentage that General Fund uncommitted fund balance represents of total annual General Fund expenditures was expected to drop from 52% to 37% as a result of the adopted budget and budget amendments prior to this mid-year report. As a result of the changes recommended in this report, the fund balance percentage is now projected to rise to 40% of General Fund expenditures.

If the recommendations in this report are approved, total General Fund spendable fund balance (committed plus uncommitted) will be \$4,440,104 (committed) plus \$7,060,097 (uncommitted), or \$11,500,201, or 65% of the total General Fund budget.

### **Other Funds:**

#### Proposition 1B

The City has \$9,348.88 in unspent proceeds of the Proposition 1B Grant in Fund 215. On the October 14, 2014 Council meeting, City Council awarded a construction contract for the FY 14-15 Citywide Slurry Seal Project to American Asphalt South, Inc. In the fiscal section it was identified that the City would be using the Proposition 1B funds to help fund the project, but a budget adjustment was not provided to Council to appropriate the funds. A budget adjustment to reflect that appropriation is included in the mid-year budget.

#### Lighting and Median Maintenance Act (1972 Act)

The City recommends making two adjustments to the budget of the Lighting and Median Maintenance Act (1972 Act) Fund. The first change is increasing the Median Contractual account by \$50,000 to pay for increased tree trimming cost and to cover unexpected repairs to irrigation. The second change is to decrease the Median Maintenance account by \$30,000 as the newsletter about tree planting came out later in the year than expected, so there is less time to plant trees than originally budgeted. The net effect on the Lighting and Median Maintenance Act (1972 Act) fund is a decrease of \$20,000. There is ample fund balance to cover this adjustment.

### State COPS Grant 2011-12

The City receives annual funding from the State for the Citizen's Option for Public Safety (COPS) grant program. Approximately \$100,000 is received each year, which must be spent within three years of receipt to benefit front-line police personnel, but cannot be spent on regular salaries or benefits. These funds must be used to enhance service levels and not supplant existing funding. There is still \$24,845.87 in funds to be spent this fiscal year. As such, a budget adjustment is included in the mid-year budget to appropriate those funds.

### State COPS Grant 2012-13

\$100,000 was budgeted for the State COPS Grant 2012-13 in the current fiscal year, but the proceeds for FY 2012-13 increased to \$123,514.10. As such, a budget adjustment is included in the mid-year budget to appropriate for the difference.

### State COPS Grant 2013-14

An appropriation was not budgeted for the 2013-14 COPS Grant, but there are still \$110,422.36 in funds that may be spent this fiscal year. As such, a budget adjustment is included in the mid-year budget to appropriate those funds.

### Housing Authority

The Housing Authority is requesting two adjustments to the budget. The first is for \$6,000 in Special Departmental Expense to cover the unbudgeted cost of Orange County Sanitation District fees for Housing Authority-owned properties. Also, as the cost of minor repairs at Tina/Pacific is trending higher than budgeted, a request for \$16,000 to the Minor Repairs account is being made to put that account total to \$66,000. The total recommended change of \$22,000 will be covered by the Housing Authority's fund balance.

### Liability Risk Management

An adjustment is being recommended for the Liability Risk Management Internal Service Fund. In the original budget, a transfer in from the General Fund of \$45,000 was budgeted. However, a transfer out from the General Fund of \$50,000 was budgeted. An adjustment to increase the transfer in by \$5,000 is recommended at this time to balance transfers in and out.

### **Position Adjustment:**

Included in the mid-year budget is an adjustment to positions in the City – in order to address a draft strategic plan initiative item that was supported unanimously by the Council in the 2015 Strategic Plan Study Session. The adjustment is to accomplish the draft

strategic plan initiative desiring to bring the business license auditing function in-house. A job description has been written describing the duties of the Business License Analyst. The pay is being established at Range No. 10 (\$20.82 to \$25.30/hour). The fully burdened top step cost of this position is under \$80,000. Currently the City has \$90,000 budgeted for contractual services relating to the review of business licenses. In 2014, Municipal Auditing Services was paid over \$88,000 for their services. Included in this budget is an adjustment of \$15,000 from Contractual Services to Salaries to fund the position for the remainder of the fiscal year. The move of establishing this position is cost neutral, and it is anticipated that the employee in this position will be able to obtain business license revenue that exceeds the cost of the position.

This position change has no impact on the City's General Fund. The job description for the Business License Inspector position can be found as Exhibit 6. The resolution amending the Position Classification and Monthly Salary Schedule can be found as Exhibit 7. The revised Organizational Chart can be found as Exhibit 8.

**FISCAL IMPACT:**

The City's General Fund budget, prior to this mid-year review, anticipated a decrease in the General Fund uncommitted fund balance of \$1,306,482. This review recommends a net increase of a \$597,000, for a net effect of a decrease of \$709,482.

Based on the adopted budget and amendments prior to this report, the fund balances of all funds other than the General Fund were expected to increase by a net of \$6,615,889. In this report, the recommended adjustments to funds other than the General Fund are very minor. The total recommended net decrease in this report to fund balances for all funds other than the General Fund is \$46,349.

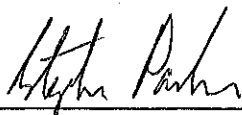
In total, the recommended net increase in this report to fund balances for all City funds is \$550,651.

**ENVIRONMENTAL IMPACT:** None.

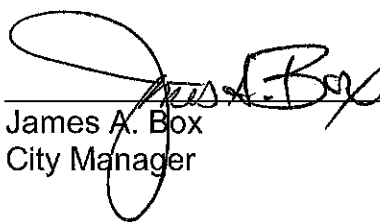
**PUBLIC NOTIFICATION:** Through the normal agenda process.

Prepared by:

Approved:



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Stephen M. Parker, CPA  
Administrative Services Director



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James A. Box  
City Manager

Attachments:

- Exhibit 1: Budget Summary Information
- Exhibits 2A and 2B: Revenue Presentation
- Exhibit 3: Expenditure Presentation
- Exhibit 4: Change in General Fund Uncommitted Fund Balance
- Exhibit 5: Budget Adjustment 2015-21
- Exhibit 6: Business License Specialist job description
- Exhibit 7: Resolution No. 2015-11
  - Attachment A: Position Reclassification Manual
  - Attachment B: Current Salary Schedule
- Exhibit 8: Revised Organizational Chart

2014-15 BUDGET SUMMARY

Amended Budget as of 3/10/15

Fund	Fund #	7/1/2014 Opening Balance/ Working Capital	Estimated Revenues	Appropriations	Revenues less Appropriations	Transfers In/(Out)	Net Change	Proposed Changes This Report	City Loan Repayment	6/30/2015 Ending Available Fund Balance/ Working Capital
<b>CITY:</b>										
General Fund:										
Uncommitted Fund Balance (Assigned and Unassigned)										
	101	7,769,579	14,609,159	17,419,972	(2,810,813)	336,058	(2,474,755)	597,000	1,168,273	7,060,097
<b>Special Revenue Funds:</b>										
	211	1,349,823	1,167,100	401,544	765,556	(205,000)	560,556	(9,349)		1,901,030
	215	9,349	-	-	-	-	-	-		9,349
	220	1,051,981	906,000	-	906,000	-	906,000	-		1,957,981
	222	240,824	260,000	-	260,000	-	260,000	-		500,824
	223	17,728	378,500	3,000	375,500	(375,500)	-	-		17,728
	224	790,142	318,300	-	318,300	(314,800)	3,500	(20,000)		793,642
	225	1,967,168	211,300	435,333	(224,033)	314,800	90,767	-		2,037,935
	226	93,665	42,000	4,300	37,700	-	37,700	-		131,365
	234	-	-	-	-	-	-	-		-
	235	-	-	-	-	-	-	-		-
	236	-	100,000	100,000	-	-	-	-		-
	237	-	-	-	-	-	-	-		-
	238	-	100,000	100,000	-	-	-	-		-
	245	-	-	-	-	-	-	-		-
	247	2,446	-	-	-	-	-	-		2,446
	250	(6,531)	220,000	264,442	(44,442)	44,442	-	-		(6,531)
	251	30,805	32,875	34,239	(1,364)	-	(1,364)	-		29,441
	252	6,586	-	-	-	-	-	-		6,586
	253	(2,500)	2,963,700	-	2,963,700	-	2,963,700	-		2,961,200
	254	(48,940)	222,356	-	-	-	-	-		(48,940)
	261	14,983	18,240	-	18,240	-	18,240	-		33,223
	262	3,351	4,080	-	4,080	-	4,080	-		7,431
	263	10,633	11,800	-	11,800	-	11,800	-		22,433
	264	9,623	10,680	-	10,680	-	10,680	-		20,303
	285	6,093,702	434,000	449,950	(15,950)	-	(15,950)	(22,000)	292,068	6,347,820
<b>Capital Projects Funds:</b>										
	305	683,276	500,000	-	500,000	-	500,000	-		1,183,276
	310	928,217	400,000	-	400,000	-	400,000	-		1,328,217
<b>Enterprise Fund:</b>										
	501	2,293,010	1,164,300	625,514	538,786	-	538,786	-		2,831,796
<b>Internal Service Funds:</b>										
	602	1,068,063	103,443	107,300	(3,857)	-	(3,857)	5,000		1,064,206
	603	14,101	132,000	132,000	-	45,000	45,000	-		64,101
	604	(198,780)	325,900	207,900	118,000	150,000	268,000	-		69,220
	605	350,947	108,473	88,222	18,251	-	18,251	-		369,198
<b>TOTAL CITY</b>										
		24,543,251	24,742,206	20,596,072	4,146,134	(5,000)	4,141,134	550,651	1,460,341	30,695,377

**City of Stanton  
General Fund  
Mid-Year Revenue Analysis  
FY 2014-15**

	Adopted Budget	2014-15 Actual thru 50% of Year	Percent Received to Date	2014-15 Projected	Projected vs. Adopted Budget	Percentage Difference Projected vs. Adopted	New Budget with Adjustments
Property tax	4,402,900	564,471	13%	4,402,900	0	0%	4,402,900
Property transfer tax	83,400	31,742	38%	83,400	0	0%	83,400
Sales tax	3,965,000	1,060,643	27%	3,944,000	(21,000)	-1%	3,944,000
Transactions and use tax	0	0	0%	500,000	500,000	100%	500,000
Transient occupancy tax	320,000	133,924	42%	330,000	10,000	3%	330,000
Franchise	973,000	213,335	22%	973,000	0	0%	973,000
Business license	336,500	181,509	54%	376,500	40,000	12%	376,500
Utility user tax	2,130,000	962,040	45%	2,155,000	25,000	1%	2,155,000
Fees & permits	995,915	513,177	52%	1,050,915	55,000	6%	1,050,915
Intergovernmental	173,000	120,452	70%	195,000	22,000	13%	195,000
Development fees	97,100	70,750	73%	114,100	17,000	18%	114,100
Parks and recreation fees	51,000	18,957	37%	51,000	0	0%	51,000
Fines & forfeitures	241,800	151,203	63%	266,800	25,000	10%	266,800
Investment earnings	144,100	34,780	24%	114,100	(30,000)	-21%	114,100
Rental income	71,775	80,621	112%	139,775	68,000	95%	139,775
Miscellaneous	427,669	120,114	28%	433,669	6,000	1%	433,669
Pass-thru payment	196,000	0	0%	196,000	0	0%	196,000
<b>Total Revenues</b>	<b>14,609,159</b>	<b>4,257,719</b>	<b>29%</b>	<b>15,326,159</b>	<b>717,000</b>	<b>5%</b>	<b>15,326,159</b>
Transfers In	580,500	290,250	50%	580,500	0	0%	580,500
<b>GRAND TOTAL</b>	<b>15,189,659</b>	<b>4,547,969</b>	<b>30%</b>	<b>15,906,659</b>	<b>717,000</b>	<b>5%</b>	<b>15,906,659</b>

General Fund  
Revenue Trends  
Last 10 Years

	Actual 2004-05	Actual 2005-06	Actual 2006-07	Actual 2007-08	Actual 2008-09	Actual 2009-10	Actual 2010-11	Actual 2011-12	Actual 2012-13	Actual 2013-14	Adopted Budget 2014-15	(50% of year) 12/31/2014 Actual	Revised Budget 2014-15
Property tax	1,147,274	1,185,996	1,262,255	1,105,456	1,076,805	677,573	1,059,670	1,052,657	4,950,932	4,882,405	4,402,900	564,471	4,402,900
Property transfer tax	126,093	170,175	100,000	62,690	76,102	61,961	54,228	45,565	88,742	95,183	83,400	31,742	83,400
Sales tax	3,702,610	4,193,644	4,177,392	3,537,975	3,075,670	3,079,791	3,091,571	3,579,392	3,683,199	3,925,838	3,966,000	1,060,643	3,944,000
Transactions and use tax	0	0	0	0	0	0	0	0	0	0	0	0	500,000
Transient occupancy tax	310,702	327,589	357,422	358,535	316,794	289,855	326,316	357,092	341,838	323,938	320,000	133,924	330,000
Franchise fees	662,118	728,437	692,179	735,830	756,130	721,326	932,977	932,917	996,947	1,031,034	973,000	213,335	973,000
Business license	180,486	170,568	173,004	210,842	233,089	239,330	251,241	304,047	262,089	291,659	336,500	181,509	376,500
Utility user's tax	2,024,461	2,105,792	2,202,032	2,219,986	2,272,122	2,216,051	2,123,881	2,083,748	2,110,373	2,189,067	2,130,000	962,040	2,155,000
Fees & permits	319,821	280,093	437,568	313,886	429,034	455,820	763,211	865,685	917,433	1,121,116	995,915	513,177	1,050,915
Intergovernmental	3,058,889	3,017,781	3,448,989	3,545,623	3,434,379	3,265,206	3,255,097	3,096,819	201,385	249,756	173,000	120,452	195,000
Developmental fees	102,796	101,262	131,629	91,329	108,500	130,508	71,361	93,938	92,299	131,613	97,100	70,750	114,100
Parks and recreation fees	75,853	71,006	68,036	64,484	69,003	58,476	86,968	75,515	51,021	55,216	51,000	18,957	51,000
Fines & forfeitures	326,814	355,544	391,847	389,159	402,363	430,763	436,153	329,492	320,212	279,541	241,800	151,203	286,800
Investment earnings	711,261	964,060	1,031,781	876,265	1,104,088	1,373,345	679,434	288,010	221,644	163,201	144,100	34,780	114,100
Rental income	1,297,840	1,331,110	1,370,160	1,394,913	452,380	122,957	138,356	142,214	139,528	146,796	71,775	80,621	139,775
Miscellaneous	108,967	102,422	98,091	122,205	4,575,097	106,817	195,638	147,651	102,244	506,251	427,669	120,114	433,669
Pass-thru payment	n/a	135,100	170,952	225,276	504,138	212,765	171,970	202,998	174,228	189,920	196,000	0	196,000
Total Revenues	14,156,985	15,220,599	16,113,337	15,254,455	18,885,694	13,445,545	13,638,100	13,597,741	14,654,113	15,582,534	14,609,159	4,257,719	15,326,159
Transfers In	859,219	847,999	859,940	743,112	1,395,765	2,285,880	1,544,732	724,932	724,932	1,858,445	580,500	290,250	580,500
GRAND TOTAL	15,016,204	16,068,598	16,973,277	15,997,567	20,281,459	15,711,435	15,182,832	14,322,673	15,379,045	17,440,979	15,189,659	4,547,969	15,906,659

**CITY OF STANTON  
GENERAL FUND  
MID-YEAR EXPENDITURE ANALYSIS  
FISCAL YEAR 2014-15**

(General Fund only)

Department	Amended Budget 2014-15	2014-15 Actual thru 50% of Year	% of YTD Spent	2014-15 Projected	Projected vs. Budget	Percentage	Adjusted Budget 2014-15
City Council	107,824	59,663	55.3%	107,824	-	0.0%	107,824
City Attorney	200,200	78,170	39.0%	200,200	-	0.0%	200,200
City Manager	417,219	203,385	48.7%	417,219	-	0.0%	417,219
City Clerk	161,415	61,342	38.0%	161,415	-	0.0%	161,415
Personnel/Risk Mgmt	91,074	38,029	41.8%	126,074	35,000	38.4%	126,074
Liability/Risk Mgmt	92,200	91,573	99.3%	92,200	-	0.0%	92,200
Administrative Services	790,988	550,253	69.6%	790,988	-	0.0%	790,988
Information Technology	111,120	54,971	49.5%	111,120	-	0.0%	111,120
Emergency Preparedness	5,000	4,997	99.9%	5,000	-	0.0%	5,000
Non-Dept (net of transfers)	621,042	224,693	36.2%	621,042	-	0.0%	621,042
Administration	<u>2,598,082</u>	<u>1,367,076</u>	<u>52.6%</u>	<u>2,633,082</u>	<u>35,000</u>		<u>2,633,082</u>
Law Enforcement	8,283,504	4,209,880	50.8%	8,325,504	42,000	0.5%	8,325,504
Fire Protection	3,774,000	1,932,445	51.2%	3,793,000	19,000	0.5%	3,793,000
Public Safety	<u>12,057,504</u>	<u>6,142,325</u>	<u>50.9%</u>	<u>12,118,504</u>	<u>61,000</u>		<u>12,118,504</u>
Engineering	174,886	79,138	45.3%	174,886	-	0.0%	174,886
Public Facilities	378,315	156,626	41.4%	378,315	-	0.0%	378,315
Parks Maintenance	214,412	95,062	44.3%	214,412	-	0.0%	214,412
Street Maintenance	205,062	77,573	37.8%	205,062	-	0.0%	205,062
Storm Drains	109,628	22,697	20.7%	109,628	-	0.0%	109,628
Public Works	<u>1,082,303</u>	<u>431,096</u>	<u>39.8%</u>	<u>1,082,303</u>	<u>0</u>		<u>1,082,303</u>
Planning	304,594	135,035	44.3%	304,594	-	0.0%	304,594
Building Regulation	326,058	133,070	40.8%	326,058	-	0.0%	326,058
Parking Control	135,569	68,613	50.6%	135,569	-	0.0%	135,569
Community Development	<u>766,221</u>	<u>336,718</u>	<u>43.9%</u>	<u>766,221</u>	<u>0</u>		<u>766,221</u>
Parks and Recreation	413,248	200,948	48.6%	413,248	-	0.0%	413,248
Community Center (Beach)	56,615	27,118	47.9%	56,615	-	0.0%	56,615
Parks and Recreation	<u>469,863</u>	<u>228,066</u>	<u>48.5%</u>	<u>469,863</u>	<u>0</u>		<u>469,863</u>
Community Improvement	348,409	154,566	44.4%	348,409	-	0.0%	348,409
Graffiti Abatement	97,590	50,482	51.7%	97,590	-	0.0%	97,590
Redevelopment Activities	<u>445,999</u>	<u>205,048</u>	<u>46.0%</u>	<u>445,999</u>	<u>0</u>		<u>445,999</u>
Total Expenditures	<u>17,419,972</u>	<u>8,710,329</u>	<u>50.0%</u>	<u>17,515,972</u>	<u>96,000</u>	<u>0.6%</u>	<u>17,515,972</u>
Add: Transfers Out	244,442	22,712	9.3%	244,442	-	0.0%	244,442
GRAND TOTAL	<u>17,664,414</u>	<u>8,733,041</u>	<u>49.4%</u>	<u>17,760,414</u>	<u>96,000</u>	<u>0.5%</u>	<u>17,760,414</u>



**CHANGE IN GENERAL FUND UNCOMMITTED FUND BALANCE**

	<b>6/30/14 Uncommitted Fund Balance</b>	<b>14-15 Decrease (Prior to This Review)</b>	<b>14-15 Increase (Changes This Review)</b>	<b>14-15 Increase in Committed Fund Balance</b>	<b>6/30/15 Uncommitted Fund Balance</b>
<b>GENERAL FUND UNCOMMITTED FUND BALANCE</b>	7,769,579	(1,306,482)	621,000	(24,000)	7,060,097
<b>Gen Fund Uncommitted Fund Balance as a percentage of expenditures</b>	52%	37%			40%

**CITY OF STANTON BUDGET ADJUSTMENT AUTHORIZATION**

Fiscal Year: 2014-15  
 Department: Administrative Services  
 Requested By: Stephen Parker  
 City Council Approval: \_\_\_\_\_  
 Availability of Funds: \_\_\_\_\_  
Administrative Services Department

BA # 2015-21  
 Date: March 2, 2015  
 Title: Administrative Services Director  
 Date: March 10, 2015  
 Title: Administrative Services Director

Transfer		Current Budget	Increase (Decrease)	Amended Amount	
	Account Description	Account Number			
1	General Fund: Sales and Use Tax	101-0000-430200	\$ (3,965,000)	\$ 21,000	\$ (3,944,000)
2	General Fund TUT: Transactions & Use Tax	102-0000-430250	\$ -	\$ (500,000)	\$ (500,000)
3	General Fund: Transient Occupancy Tax	101-0000-430300	\$ (320,000)	\$ (10,000)	\$ (330,000)
4	General Fund: New/Moved Business License App Rev	101-0000-430505	\$ (41,000)	\$ (15,000)	\$ (56,000)
5	General Fund: Business License Renewal Process	101-0000-430510	\$ (101,000)	\$ (25,000)	\$ (126,000)
6	General Fund: Utility Users' Tax/Electricity	101-0000-430600	\$ (885,000)	\$ (25,000)	\$ (910,000)
7	General Fund: Building Permits	101-0000-431110	\$ (175,000)	\$ (50,000)	\$ (225,000)
8	General Fund: Towing Franchise Fee	101-0000-431190	\$ (10,000)	\$ (5,000)	\$ (15,000)
9	General Fund: Mandated Cost Reimbursement	101-0000-432135	\$ (38,000)	\$ (6,000)	\$ (44,000)
10	General Fund: Motor Vehicle in Lieu	101-0000-432150	\$ -	\$ (16,000)	\$ (16,000)

continued

**JUSTIFICATION:**

To adjust various estimated revenue and expenditure appropriation accounts based on revised projections as of mid-year.

**Budget Adjustment Request Approved:**

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Date

**Budget Adjustment Processed:**

\_\_\_\_\_  
Date posted

\_\_\_\_\_  
Entered by

\*\*\* PRINT ON BLUE PAPER ONLY \*\*\*

**CITY OF STANTON BUDGET ADJUSTMENT AUTHORIZATION**

Fiscal Year: 2014-15

BA # 2015-21

Department: Administrative Services

Date: March 2, 2015

Requested By: Stephen Parker

Title: Administrative Services Director

City Council Approval: \_\_\_\_\_

Date: March 10, 2015

Availability of Funds: \_\_\_\_\_  
Administrative Services Department

Title: Administrative Services Director

Transfer		Current Budget	Increase (Decrease)	Amended Amount	
Account Description	Account Number				
11	General Fund: Conditional Use Permit	101-0000-433200	\$ (12,000)	\$ 5,000	\$ (7,000)
12	General Fund: Sign/Ban'r/Gar Sa/Temp Use I	101-0000-433245	\$ (6,000)	\$ (2,000)	\$ (8,000)
13	General Fund: Ministerial Services	101-0000-433250	\$ (2,500)	\$ (2,000)	\$ (4,500)
14	General Fund: Home Occupation/Use Permits	101-0000-433265	\$ (1,000)	\$ (3,000)	\$ (4,000)
15	General Fund: Other Developmental Fees	101-0000-433285	\$ (35,000)	\$ (15,000)	\$ (50,000)
16	General Fund: Parking Citations	101-0000-434110	\$ (125,000)	\$ (25,000)	\$ (150,000)
17	General Fund: Interest Earned	101-0000-435100	\$ (143,600)	\$ 30,000	\$ (113,600)
18	General Fund: Bus Shelter Site Rental	101-0000-436100	\$ (12,000)	\$ 2,000	\$ (10,000)
19	General Fund: Mary Perez Site Lease	101-0000-436130	\$ (23,610)	\$ (70,000)	\$ (93,610)
20	General Fund: Other Revenue	101-0000-437195	\$ (2,000)	\$ (6,000)	\$ (8,000)
21	Personnel/Risk Mgmt: Professional Svcs	101-1410-608105	\$ 14,625	\$ 35,000	\$ 49,625
22	Administrative Services: Salaries-Regular	101-1500-501110	\$ 370,226	\$ 15,000	\$ 385,226
23	Administrative Services: Contractual Svcs	101-1500-608100	\$ 90,000	\$ (15,000)	\$ 75,000
24	Law Enforcement: Retirement	101-2100-502100	\$ 70,000	\$ 18,281	\$ 88,281
25	Law Enforcement: Communications	101-2100-604100	\$ 35,000	\$ 10,000	\$ 45,000
26	Law Enforcement: Utilities	101-2100-604105	\$ 33,000	\$ 2,000	\$ 35,000
27	Law Enforcement: Sheriff Contractual Svcs	101-2100-608160	\$ 8,135,304	\$ 11,719	\$ 8,147,023
28	Fire Protection: Retirement	101-2200-502100	\$ 55,000	\$ 14,400	\$ 69,400
29	Fire Protection: OC Fire Dept Contract	101-2200-608185	\$ 3,714,000	\$ 4,600	\$ 3,718,600
30	Proposition 1B: Pavement Maintenance	215-3500-710190	\$ -	\$ 9,349	\$ 9,349
31	Lighting/Median Maint '72 Act: Median Maint	225-3520-603130	\$ 50,000	\$ (30,000)	\$ 20,000
32	Lighting/Median Maint '72 Act: Median Contractual	225-3530-608100	\$ 104,160	\$ 50,000	\$ 154,160
33	State COPS Grant 2011-12: Special Dept Exp	235-2100-602100	\$ -	\$ 24,846	\$ 24,846
34	State COPS Grant 2011-12: State COPS Grant	235-0000-432210	\$ -	\$ (24,846)	\$ (24,846)
35	State COPS Grant 2012-13: Special Dept Exp	236-2100-602100	\$ 100,000	\$ 23,514	\$ 123,514
36	State COPS Grant 2013-13: State COPS Grant	236-0000-432210	\$ (100,000)	\$ (23,514)	\$ (123,514)
37	State COPS Grant 2013-14: Special Dept Exp	237-2100-602100	\$ -	\$ 110,422	\$ 110,422
38	State COPS Grant 2013-14: State COPS Grant	237-0000-432210	\$ -	\$ (110,422)	\$ (110,422)
39	Housing Authority: Special Dept Exp	285-4100-602100	\$ -	\$ 6,000	\$ 6,000
40	Housing Authority: Minor Repairs	285-4100-603120	\$ 50,000	\$ 16,000	\$ 66,000
41	Liability Risk Management: Transfer from GF	603-0000-439101	\$ (45,000)	\$ (5,000)	\$ (50,000)

## CITY OF STANTON

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Job Title: **Business License Specialist**

Department: Administrative Services

Salary Range: 10

Reports to: Administrative Services Director

### SUMMARY DESCRIPTION

Under general supervision, administers and enforces the City's business license ordinance by field inspections and examination of businesses and various sources to ensure compliance; performs audits to verify business license reporting procedures; and performs related duties as assigned.

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### ESSENTIAL FUNCTIONS AND BASIC DUTIES

Duties may include, but are not limited to, the following:

- Conducts field inspections to locate individuals and organizations that are doing business in the City; ensures proper licenses are in possession of business owners.
- Directs individuals to obtain licenses and follows up to ensure compliance; initiates collection statements, citation and/or court action in instances of violations; appears and testifies in court as needed.
- Participates in the processing of license applications and issuance of licenses; provides information on license fees and regulations to applicants; assists applicants in completing forms; collects fees and issues licenses; maintains associated files and records; prepares and sends renewal and delinquent notices to businesses for licenses.
- Responds to inquiries and/or problems over the phone and in person; makes appointments and directs individuals to appropriate information sources.
- Performs administrative support duties; types tables, reports, forms, and other documents; operates a variety of office equipment.
- Locates and contacts new or transferred businesses using information obtained from expired licenses, advertisements, fictitious name filings, phone directories and inquiries, Chamber listings, social media, online marketing, and records from Secretary of State, Franchise Tax Board, Board of Equalization, and County Assessor; could assist with records request as requested.
- Inspects Department of Cosmetology licenses, and massage industry for CAMTC certification.
- Investigates possible violations of licensing regulations and endeavors to obtain cooperation and compliance; may initiate misdemeanor criminal complaints, after consultation with City prosecutor, against those in violation of City business license ordinances; collaborates with other agencies and/or departments.
- Assists the public regarding Municipal Code violations observed while in the field.
- Attends to special projects as required by the Administrative Services Director including but not limited to the Comprehensive Annual Financial Report, Budget document, budget forecasts, user fee study, Requests for Proposal, updating the Stanton Municipal Code, personnel handbook and the ???.

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### KNOWLEDGE

- Municipal tax, business licenses, and related revenue and control ordinances.
  - Principles, regulations, and procedures associated with a business license or similar program.
  - Financial record keeping and basic accounting and math.
  - Basic computerized word processing, spread sheets and databases.
  - Methods and techniques of field inspection.
  - English usage, spelling, grammar and punctuation.
  - Pertinent Federal, state and local laws.
  - Safe driving principles and practices.
- 

## **ABILITIES/SKILLS**

- Learn, apply, and explain principles, regulations, and procedures associated with business license administration or similar program.
  - Maintain tactfulness and courtesy in explaining City procedures and requirements.
  - Perform mathematical calculations quickly and accurately.
  - Conduct field interviews.
  - Assemble, check and organize a variety of City records and documents.
  - Operate a computer and use word processing and spreadsheet software applications programs and electronic communications.
  - Type, proofread and disseminate letters, correspondence, and memos.
  - Communicate clearly and concisely, both orally and in writing.
  - Can work confidentially with discretion and independently with little direction.
  - Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
- 

## **EXPERIENCE/TRAINING/EDUCATION**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Two years of experience involving municipal business licensing processing, inspection, and/or investigation; Spanish and/or Vietnamese speaking is desirable.
  - Equivalent to high school graduation, preferably supplemented by training or coursework in Business Administration.
- 

## **LICENSE/CERTIFICATE**

- Possession of, or ability to obtain, an appropriate, valid California driver's license.
- 

## **PHYSICAL ACTIVITIES AND REQUIREMENTS**

- Ability to work in a standard office environment requiring prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, crouching and stooping in the performance of daily activities.
  - Movements frequently and regularly require using the wrists, hands and fingers to operate computers and office equipment.
  - Occasional overtime, weekend and/or evening work may be required.
  - Ability to hear and convey detailed or important instructions or information verbally and accurately.
  - Average visual acuity to prepare and read documents.
  - Ability to communicate with both the public and co-workers in a clear and concise manner.
  - Adapt to standard office sounds generated by office equipment as well as standard noise levels resulting from communication with co-workers and the general public.
-

**RESOLUTION NO. 2015-10**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STANTON, CALIFORNIA,  
AMENDING THE POSITION CLASSIFICATION MANUAL**

**WHEREAS**, Chapter 2.44.02 of the Stanton Municipal Code requires the establishment of a Position Classification Plan; and

**WHEREAS**, Resolution No. 87-15 adopted that Position Classification Plan as a Position Classification Manual; and

**WHEREAS**, there is a need to change that plan by adding or deleting job classifications, and or changing certain elements of job classifications; and

**WHEREAS**, the new and revised classifications are detailed in Attachment "A" of this Resolution; and

**WHEREAS**, the current Salary Schedule is attached as Attachment "B" to this Resolution.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF STANTON, CALIFORNIA, AS FOLLOWS:**

1. The changes as detailed in Attachment "A" are incorporated into the Position Classification Manual.
2. The above cited position classifications are effective March 10, 2015.
3. All parts of the Position Classification Manual not changed by Attachment "A" shall remain effective.
4. The Salary Schedule attached as Attachment "B" to this Resolution is hereby adopted.

**ADOPTED, SIGNED AND APPROVED** this 10<sup>th</sup> day of March, 2015.

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A. A. ETHANS, MAYOR

APPROVED AS TO FORM:

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MATTHEW E. RICHARDSON, CITY ATTORNEY

ATTEST:

I, Luz A. Rodriguez, Interim City Clerk of the City of Stanton, California DO HEREBY CERTIFY that the foregoing Resolution, being Resolution No. 2015-10 has been duly signed by the Mayor and attested by the City Clerk, all at a regular meeting of the Stanton City Council, held on March 10, 2015, and that the same was adopted, signed and approved by the following vote to wit:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

\_\_\_\_\_  
LUZ A. RODRIGUEZ, INTERIM CITY CLERK



ATTACHMENT "A"

Pursuant to Resolution 2015-10, the following position classification and associated salary range are added or modified in the Position Classification Manual:

<u>POSITION</u>	<u>SALARY RANGE</u>
Business License Specialist	10

ATTACHMENT "B"

**CITY OF STANTON**  
 Monthly Salary Schedule  
 Effective March 10, 2015

<u>RANGE NO.</u>	STEP	<u>POSITION/MONTHLY SALARY</u>				
		A	B	C	D	E
1A		11.78	12.37	12.99	13.64	14.32
		<b>2042</b>	<b>2144</b>	<b>2251</b>	<b>2364</b>	<b>2482</b>
		<i>Recreation Leader</i>				
		<i>Park Ranger</i>				
1		16.67	17.50	18.38	19.30	20.26
		<b>2889</b>	<b>3034</b>	<b>3185</b>	<b>3345</b>	<b>3512</b>
		<i>Administrative Clerk</i>				
		<i>Facilities Maintenance Worker I</i>				
		<i>GRIP Senior Recreation Leader</i>				
2		17.09	17.94	18.84	19.78	20.77
		<b>2961</b>	<b>3109</b>	<b>3265</b>	<b>3428</b>	<b>3600</b>
		<i>Code Enforcement Technician</i>				
5		18.40	19.32	20.28	21.30	22.36
		<b>3189</b>	<b>3349</b>	<b>3516</b>	<b>3692</b>	<b>3876</b>
		<i>Senior Administrative Clerk</i>				
8		19.81	20.80	21.84	22.94	24.08
		<b>3434</b>	<b>3606</b>	<b>3786</b>	<b>3976</b>	<b>4174</b>
		<i>Facilities Maintenance Worker II</i>				
10		20.82	21.86	22.95	24.10	25.30
		<b>3608</b>	<b>3789</b>	<b>3978</b>	<b>4177</b>	<b>4386</b>
		<i>Business License Specialist</i>				
		<i>Departmental Assistant</i>				
		<i>Parking Control/Code Enforcement Specialist</i>				
13		22.42	23.54	24.71	25.95	27.25
		<b>3886</b>	<b>4080</b>	<b>4284</b>	<b>4498</b>	<b>4723</b>
		<i>Senior Facilities Maintenance Worker</i>				
16		24.14	25.35	26.62	27.95	29.34
		<b>4184</b>	<b>4394</b>	<b>4613</b>	<b>4844</b>	<b>5086</b>
		<i>Community Services Coordinator</i>				
		<i>Youth Outreach Coordinator</i>				
		<i>Administrative Services Coordinator</i>				

**RANGE NO.**

**STEP**

**POSITION/MONTHLY SALARY**

**A B C D E**

18 25.36 26.63 27.96 29.36 30.83  
**4396 4616 4847 5089 5344**  
*Engineering Assistant*  
*Accounting Technician*  
*Building Inspector*

19 26.00 27.30 28.66 30.09 31.60  
**4506 4731 4968 5216 5477**  
*Code Enforcement Officer*  
*City Clerk*

21 27.31 28.68 30.11 31.62 33.20  
**4734 4971 5220 5481 5755**  
*Planning Specialist*  
*Housing Specialist*

22 28.00 29.40 30.87 32.41 34.03  
**4853 5095 5350 5618 5898**  
*Accountant*

26 30.90 32.45 34.07 35.77 37.56  
**5356 5624 5905 6201 6511**  
*Redevelopment Associate*  
*Associate Planner*  
*Housing Associate*  
*Parks & Recreation Supervisor*  
*Facilities Maintenance Supervisor*  
*Code Enforcement – Parking Control*  
*Supervisor*

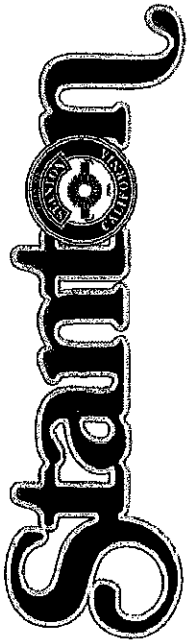
33 36.73 38.57 40.50 42.52 44.65  
**6367 6685 7020 7371 7739**  
*Civil Engineer*

35 38.59 40.52 42.55 44.68 46.91  
**6689 7024 7375 7744 8131**  
*Administrative Services Manager*  
*Accounting Manager*  
*Planning Manager*  
*Parks and Recreation Services Manager*  
*Public Works Manager*  
*Building Official*

<u>RANGE NO.</u>	STEP	<u>POSITION/MONTHLY SALARY</u>				
		A	B	C	D	E
37		40.55	42.57	44.70	46.94	49.28
		<b>7028</b>	<b>7379</b>	<b>7748</b>	<b>8136</b>	<b>8543</b>
		<i>Assistant to the City Manager</i>				
43		47.02	49.37	51.84	54.43	57.15
		<b>8150</b>	<b>8558</b>	<b>8986</b>	<b>9435</b>	<b>9907</b>
		<i>Assistant City Engineer</i>				
50		55.89	58.69	61.62	64.70	67.94
		<b>9688</b>	<b>10173</b>	<b>10681</b>	<b>11215</b>	<b>11776</b>
		<i>Community Development Director</i>				
		<i>Public Works Director/City Engineer</i>				
		<i>Parks and Recreation Director</i>				
		<i>Administrative Services Director</i>				
		<i>Assistant City Manager</i>				

The annual salary for the City Manager is \$162,504.00 (\$13,542.00/mo.)

The monthly salary for City Council Members is \$850 effective 1/1/09; \$807.50 (less 5%) effective 5/1/09.



# ORGANIZATION CHART

