

# 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 26, 2008

**SUBJECT: OUT OF STATE TRAVEL IN FY 2008-2009 BUDGET**

The FY 2008/2009 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>
City Council	Aspen Accord	Sweden	Mayor/Council
	Aspen Accord	Aspen, CO	Mayor/Council
	International Conference of Shopping Centers	Las Vegas, NV	Council
	National League of Cities Conf.	Washington, DC	Council
	National Parks & Rec. Association	Kansas City, MO	Mayor/Council
	Sisters Cities International Annual	Kansas City, MO	Mayor/Council
	U.S. Conference of Mayors	Washington, DC	Mayor/Council
Community Services	National League of Cities	Washington, DC	S. Gilligan & P. Scully
	Nat'l League of Cities Congress	Orlando, FL	P. Scully
	Americans for the Arts Public Art	Seattle, WA	AIPP Staff Member
	NATOA (Cable)	Atlanta, GA	Frankie Riddle
	NRC (Nat'l Recycling Coalition)	Pittsburgh, PA	Frankie Riddle
	NCDA (National Community Development Association)	Hollywood, FL	Frankie Riddle
	IPMA-HR	Las Vegas, NV	Lori Carney
	Art of Food and Wine	Chicago, IL	Kristy Kneiding
	CVA Pow Wow	Miami, FL	Kristy Kneiding

<u>Department</u>	<u>Organization</u>	<u>Destination</u>	<u>Attendee</u>
Community Services	MAGIC Gift Show	Las Vegas, NV	Donna Gomez
	Marketing/Public Relations	New York, NY	S. Gilligan & K. Kneiding
	Website Consultation	Phoenix, AZ	Kristy Kneiding
Development Services	City/County Performance Conf.	Las Vegas, NV	ACM for Devel. Services
	ICMA (International City Managers' Association)	Richmond, VA	ACM for Devel. Services
	PCIH (Professional Conference of Industrial Hygiene)	Tampa, FL	Risk Manager
	RIMS (Risk & Insurance Manager's Association)	Orlando, FL	Risk Manager
	Facility Design School	Kansas City, MO	Parks & Recreation Mgr., Parks Commissioner & two (2) Council members
	NRPA (National Recreation & Park Association) Congress	Baltimore, MD	Parks & Recreation Mgr. & Parks Facilities Mgr.
	NRPA Aquatic Conference	Dallas, TX	Parks & Recreation Mgr.
Public Works	APWA	New Orleans, LA	City Engineer, Engineering Manager, Maintenance Services Manager
	ITE Technical Conference	Phoenix, AZ	Transportation Engineer
	Autodesk University	Las Vegas, NV	Transportation Engineer, Associate Engineer
	California Land Surveyor's Assn	Nevada	City Surveyor
	Fiber Optic Training	Seattle, WA	Traffic Signal Specialist
	WaterSmart Innovations Expo	Las Vegas, NV	Landscape Manager CIP Technician
	International Society of Arboriculture Western Chapter	Reno, NV	Landscape Manager
	Facility Design & Management	Kansas City, MO	Public Works Director
City Clerk	IIMC	Chicago, IL	City Clerk
Redevelopment	ICSC	Las Vegas, NV	ACM, Econ. Dev. Mgr
	ULI	Detroit, MI	ACM, 2 staff members

<u>Department</u>	<u>Organization</u>	<u>Destination</u>	<u>Attendee</u>
Finance	HUG Conference	Las Vegas, NV	Finance Dir. & IS Director
	GIOA	Las Vegas, NV	Dir. and Dep. Treasurer
	GFOA	Fort Lauderdale, FL	Finance Director
	ICC (Annual Business Meeting)	Minneapolis, MN	Director/Dep. Bldg Official
Building & Safety	International Code Conference	New Orleans, LA	Director/Dep. Bldg Official
	IAPMO (Annual Business Mtg)	Atlanta, GA	Bldg Inspection Mgr
	HUG Annual Conference	Las Vegas, NV	2 Building & Safety Staff
	ICMA Annual Conference	Richmond, VA	City Manager, Asst to CM
City Manager	Aspen Accord	Sweden	City Manager
	ICMA Annual Conference	Richmond, VA	Community Dev. Director
Community Development	Recreation Facility Design & Maintenance School	Kansas City, MO	Principal Planner
	National HTE Users Group Conf	Las Vegas, NV	Code Enforcement Tech.

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

Submitted by:



Paul S. Gibson, Finance Director

Approval:

Carlos L. Ortega, City Manager

PSG:nmo

**RESOLUTION NO. 08-\_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM DESERT, CALIFORNIA, RESCINDS RESOLUTIONS NO. 07-51 and 07-71, AND ESTABLISHES ALLOCATED CLASSIFICATIONS, SALARY SCHEDULE, AND SALARY RANGES, "EXHIBIT A", FOR THE PERIOD OF JULY 1, 2008 THROUGH JUNE 30, 2009.**

**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 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.

This schedule of allocated positions supersedes the schedule of allocated positions in the 2007/2008 approved budget.

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.

SALARY RESOLUTION NO. \_\_\_\_\_  
SECTION I

<u>Department</u>	<u>Classification</u>	<u>Salary Range</u>	<u>Authorized</u>
<b>CITY MANAGER</b>			
City Manager	(4) City Manager	1	1
	Assistant to the City Manager	135	1
	Secretary to the CM	116	1
	Sr Office Assistant - OR -	107	1
	Office Assistant II	104	
Office of Energy Management	(3) Director of the Office of Energy Management	137	1
	Energy Project Technician	114	1
	Administrative Secretary	113	1
Finance	(14) Director of Finance/City Treasurer	145	1
	Assistant Finance Director	135	1
	Deputy City Treasurer	127	1
	Senior Financial Analyst	127	1
	Management Analyst II - OR -	123	1
	Management Analyst I	120	
	Accounting Technician II - OR -	118	5
	Accounting Technician I	113	
	Administrative Secretary	113	1
	Business License Technician II - OR -	116	1
	Business License Technician I	113	
	Sr. Office Assistant - Business License	107	1
	Office Assistant II - OR -	104	1
	Office Assistant I	100	
Information Technology	(7) Director of Information Systems	140	1
	Information Systems Analyst	118	1
	G.I.S. Coordinator	121	1
	G.I.S. Technician I - OR -	114	1
	G.I.S. Technician II	118	
	Information Systems Technician	114	2
	Office Assistant II - OR -	104	1
	Office Assistant I	100	
<b>COMMUNITY SERVICES</b>			
Community Services	(13) ACM/Community Services	151	1
	Director of Special Programs	137	1
	Marketing Manger	131	1
	Senior Management Analyst - OR -	127	2
	Management Analyst II - OR -	123	
	Management Analyst I	120	
	Secretary to the City Council	116	1
	*Recycling Technician	113	1
	Administrative Secretary	113	2
	Senior Office Assistant	107	1
	Main Lobby Receptionist	106	1
	Office Assistant II - OR -	104	2
	Office Assistant I	100	
City Clerk	(4) City Clerk	139	1
	Deputy City Clerk	118	1
	Records Technician	113	1
	Office Assistant II - OR -	104	1
	Office Assistant I	100	
Human Resources	(4) Human Resources Director - OR -	139	
	Human Resources Manager	131	1
	Human Resources Technician	113	2
	Senior Office Assistant	107	1
Art in Public Places	(3) **Public Arts Manager	131	1
	Public Arts Coordinator	118	1
	Public Arts Technician	113	1
Visitor Information Center	(5) Visitor Information Center Manager	131	1
	Senior Office Assistant	107	1
	Office Assistant II - OR -	104	3

SALARY RESOLUTION NO. \_\_\_\_\_  
SECTION I

<u>Department</u>	<u>Classification</u>	<u>Salary Range</u>	<u>Authorized</u>
	Office Assistant I	100	
<b>DEVELOPMENT SERVICES</b>			
<b>Development Services</b>	(6) ACM/Development Services	151	1
	Parks & Recreation Services Manager	134	1
	Risk Manager	129	1
	Senior Management Analyst	127	1
	Administrative Secretary	113	1
	Office Assistant II - OR -	104	1
	Office Assistant I	100	
<b>Park Maintenance</b>	(6) Parks Facilities Manager	127	1
	Parks Maintenance Supervisor	121	1
	Park Inspector	113	4
<b>Building Operations/ Maintenance</b>	(4) Building Maintenance Supervisor	114	1
	Maintenance Worker II - OR -	106	3
	Maintenance Worker I - OR -	101	
	Custodian II - OR -	104	
	Custodian I	100	
<b>Public Works Administration</b>	(24) Director of Public Works	145	1
	City Engineer	139	1
	Engineering Manager	135	1
	Transportation Engineer	130	1
	Senior Engineer/City Surveyor	130	1
	Senior Engineer - OR -	129	1
	Associate Engineer - OR -	127	
	***Sr. Management Analyst	127	1
	Project Administrator	127	1
	Associate Transportation Planner	127	1
	Assistant Engineer	125	1
	Senior Public Works Inspector	121	1
	Senior Engineering Technician - OR -	120	1
	Engineering Technician II - OR -	118	
	Engineering Technician I	113	
	Management Analyst II - OR -	123	1
	Management Analyst I	120	
	Public Works Inspector II - OR -	120	3
	Public Works Inspector I	118	
	Engineering Technician II - OR -	118	1
	Engineering Technician I	113	
	Traffic Signal Specialist - OR -	121	1
	Traffic Signal Technician II	118	
	Traffic Signal Technician II	118	1
	Capital Improvement Projects Technician	113	1
	Administrative Secretary	113	1
	Senior Office Assistant	107	1
	Office Assistant II - OR -	104	2
	Office Assistant I	100	
<b>Public Works Streets Maintenance</b>	(18) Maintenance Services Manager	130	1
	Mechanic II	113	1
	Senior Maintenance Worker	111	2
	Equipment Operator II	111	1
	Equipment Operator I	109	3
	Maintenance Worker II - OR -	106	9
	Maintenance Worker I	101	
	Senior Office Assistant	107	1
<b>Landscape Services</b>	(7) Landscape Manager	129	1
	Landscape Specialist	121	1
	Senior Landscape Inspector	121	1
	Landscape Inspector II - OR -	118	4
	Landscape Inspector I	114	

SALARY RESOLUTION NO. \_\_\_\_\_  
SECTION I

<u>Department</u>	<u>Classification</u>	<u>Salary Range</u>	<u>Authorized</u>
<b>Building and Safety Administration</b>	(5) Director of Building & Safety	140	1
	****Deputy Building Official	135	1
	Administrative Secretary	113	1
	Building & Safety Technician	113	1
	Office Assistant II - OR -	104	1
	Office Assistant I	100	
<b>Building Department Plan Check</b>	(3) Plan Check Manager	127	1
	Building Permit Specialist II - OR -	118	2
	Building Permit Specialist	111	
<b>Building Inspection</b>	(8) Building Inspection Manager	127	1
	Senior Building Inspector	121	2
	Building Inspector II - OR -	118	5
	Building Inspector I	114	
<b>Planning &amp; Community Development</b>	(7) Director of Community Development	144	1
	Principal Planner	135	1
	Associate Planner - OR -	127	3
	Assistant Planner	123	
	Administrative Secretary	113	1
	Senior Office Assistant	107	1
<b>Code Inspection</b>	(6) Code Compliance Manager	127	1
	Senior Code Compliance Officer	121	1
	Code Compliance Officer II - OR -	118	3
	Code Compliance Officer I	114	
	Code Compliance Technician	113	1

**REDEVELOPMENT AGENCY**

<b>REDEVELOPMENT AGENCY</b>	(14) ACM/RDA/Housing	151	1
	Director of Redevelopment & Housing	144	1
	Redevelopment Manager	131	1
	Redevelopment & Housing Finance Manger - OR -	131	
	Senior Financial Analyst	127	1
	Economic Development Manager	134	1
	Senior Management Analyst	127	1
	Project Administrator	127	1
	Economic Development Technician II - OR -	118	1
	Economic Development Technician I	114	
	Secretary to the Executive Director	116	1
	Redevelopment Finance Technician	113	1
	Accountant II - OR -	121	1
	Accountant I	118	
	Project Coordinator	121	1
	Senior Office Assistant	107	1
	Office Assistant II - OR -	104	1
Office Assistant I	100		
<b>HOUSING</b>	(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
<b>TOTAL ALLOCATED POSITIONS</b>			<b>170</b>
<b>COUNCIL MEMBERS</b>			<b>5</b>

\* Funded through Recycling Fund

\*\* Funding through Art in Public Places Fund

\*\*\* New Position for FY 2008/2009

\*\*\*\* This position will be vacated on July 3, 2008, and remain unfilled for the remainder of the fiscal year.

**Resolution 08 - \_\_\_\_\_ - 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 Community Services  
Assistant City Manager Development Services  
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 Information Systems  
Director of Public Works  
Director of Redevelopment and Housing  
Director of Special Programs  
Director of the Office of Energy Management

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	Deputy Building Official
Assistant Finance Director	Deputy City Treasurer
Assistant Engineer	Economic Development Manager
Assistant Planner	Engineering Manager
Associate Engineer	Human Resources Manager
Associate Planner	Marketing Manager
Associate Transportation Planner	Landscape Manager
Building Maintenance Supervisor	Management Analyst I/II
Building Inspector Manager	Maintenance Services Manager
Code Compliance Manager	Parks Maintenance Supervisor



**Resolution 08 - \_\_\_\_\_ - Salary Resolution**

Parks & Recreation Services Manager  
Park Facilities Manager  
Plan Check Manager  
Principal Planner  
Project Administrator  
Public Arts Coordinator  
Public Arts Manager  
RDA & Housing Finance Mgr.  
Redevelopment Manager  
Risk Manager  
Secretary to the City Council

Secretary to the City Manager  
Secretary to the Executive Director  
Senior Engineer  
Senior Engineer/City Surveyor  
Senior Financial Analyst  
Senior Transportation Engineer  
Senior Management Analyst  
Transportation Engineer  
Visitor Information Center Manager

**SECTION III - ANNUAL PHYSICALS**

Annual medical examinations are provided for the following:

Assistant City Manager Community Services  
Assistant City Manager Development Services  
Assistant City Manager Redevelopment/Housing Authority/Economic Dev.  
City Clerk  
City Manager  
Council Members  
Director of Building & Safety  
Director of Community Development  
Director of Finance/City Treasurer  
Director of Housing  
Director of Information Systems  
Director of Public Works  
Director of Redevelopment & Housing  
Director of Special Programs  
Director of the Office of Energy Management

**SECTION IV - 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 V - 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, 2008, will continue as constituted.

**Resolution 08 - \_\_\_\_\_ - Salary Resolution**

**SECTION VI**

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, 2008.

PASSED, APPROVED AND ADOPTED by the Palm Desert City Council this \_\_\_\_\_ day of June, 2008 by the following vote, to wit:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:  
ATTEST:

\_\_\_\_\_  
JEAN BENSON, MAYOR

APPROVED:

\_\_\_\_\_  
RACHELLE KLASSEN, CITY CLERK  
CITY OF PALM DESERT

**CITY OF PALM DESERT**  
**SCHEDULE OF SALARY RANGES AND CLASSIFICATIONS**  
**Effective 7/01/08 - 6/30/09**

Resolution 08-

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	1	124.16						
10008	ACM for Community Services	151	67.07	70.43	73.94	77.64	81.52	85.59	92.02
10003	ACM for Development Services	151	67.07	70.43	73.94	77.64	81.52	85.59	92.02
10002	ACM for RDA/Housing	151	67.07	70.43	73.94	77.64	81.52	85.59	92.02
		150	65.43	68.69	72.13	75.73	79.52	83.50	89.76
		149	63.83	67.03	70.38	73.90	77.60	81.48	87.59
		148	62.28	65.39	68.65	72.08	75.69	79.48	85.44
		147	60.75	63.79	66.97	70.32	73.84	77.53	83.33
		146	59.27	62.24	65.35	68.61	72.04	75.65	81.32
10011	Director of Public Works	145	57.83	60.72	63.76	66.94	70.29	73.81	79.33
10006	Dir. of Finance/City Treasurer	145	57.83	60.72	63.76	66.94	70.29	73.81	79.33
10019	Director of Redevelopment & Housing	144	56.42	59.24	62.20	65.31	68.58	72.01	77.41
10009	Dir. of Community Development	144	56.42	59.24	62.20	65.31	68.58	72.01	77.41
		142	53.70	56.38	59.20	62.16	65.26	68.53	73.66
		142	53.70	56.38	59.20	62.16	65.26	68.53	73.66
		142	53.70	56.38	59.20	62.16	65.26	68.53	73.66
		142	53.70	56.38	59.20	62.16	65.26	68.53	73.66
		141	52.39	55.01	57.77	60.65	63.68	66.87	71.89
10020	Director of Information Systems	140	51.11	53.66	56.35	59.17	62.12	65.23	70.13
10010	Director of Building & Safety	140	51.11	53.66	56.35	59.17	62.12	65.23	70.13
10018	City Engineer	139	49.87	52.37	54.99	57.73	60.62	63.65	68.42
10015	City Clerk	139	49.87	52.37	54.99	57.73	60.62	63.65	68.42
10012	Director of Human Resources	139	49.87	52.37	54.99	57.73	60.62	63.65	68.42
10014	Director of Housing	138	48.64	51.08	53.63	56.32	59.14	62.09	66.75
10021	Director of the Office of Energy	137	47.47	49.84	52.32	54.95	57.68	60.58	65.12
10016	Director of Special Programs	137	47.47	49.84	52.32	54.95	57.68	60.58	65.12

**CITY OF PALM DESERT**  
**SCHEDULE OF SALARY RANGES AND CLASSIFICATIONS**  
**Effective 7/01/08 - 6/30/09**

Resolution 08-

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
		136	46.31	48.62	51.06	53.61	56.30	59.11	63.54
20066	Assistant Finance Director	135	45.17	47.44	49.81	52.29	54.91	57.65	61.98
20003	Engineering Manager	135	45.17	47.44	49.81	52.29	54.91	57.65	61.98
20007	Principal Planner	135	45.17	47.44	49.81	52.29	54.91	57.65	61.98
20052	Deputy Building Official	135	45.17	47.44	49.81	52.29	54.91	57.65	61.98
20060	Assistant to the City Manager	135	45.17	47.44	49.81	52.29	54.91	57.65	61.98
20071	Parks and Recreation Services Manager	134	44.08	46.29	48.60	51.04	53.59	56.27	60.49
20074	Economic Development Manager	134	44.08	46.29	48.60	51.04	53.59	56.27	60.49
		133	42.99	45.15	47.41	49.78	52.27	54.89	59.01
		132	41.96	44.06	46.26	48.57	51.01	53.56	57.58
20069	Housing Authority Administrator	131	40.93	42.97	45.12	47.37	49.74	52.23	56.14
20070	Redevelopment & Housing Fin. Manager	131	40.93	42.97	45.12	47.37	49.74	52.23	56.14
20034	Human Resources Manager	131	40.93	42.97	45.12	47.37	49.74	52.23	56.14
20061	Marketing Manager	131	40.93	42.97	45.12	47.37	49.74	52.23	56.14
20016	Public Arts Manager	131	40.93	42.97	45.12	47.37	49.74	52.23	56.14
20051	Visitors Information Center Manager	131	40.93	42.97	45.12	47.37	49.74	52.23	56.14
20030	Redevelopment Manager	131	40.93	42.97	45.12	47.37	49.74	52.23	56.14
20009	Maintenance Services Manager	130	39.94	41.93	44.03	46.23	48.54	50.97	54.78
20056	Senior Engineer/City Surveyor	130	39.94	41.93	44.03	46.23	48.54	50.97	54.78
20065	Special Projects Administrator	130	39.94	41.93	44.03	46.23	48.54	50.97	54.78
20006	Transportation Engineer	130	39.94	41.93	44.03	46.23	48.54	50.97	54.78
20048	Landscape Manager	129	38.95	40.91	42.95	45.10	47.35	49.72	53.45
20017	Risk Manager	129	38.95	40.91	42.95	45.10	47.35	49.72	53.45
20008	Senior Engineer	129	38.95	40.91	42.95	45.10	47.35	49.72	53.45
		128	38.00	39.89	41.89	43.99	46.19	48.49	52.13
20064	Deputy City Treasurer	127	37.07	38.93	40.89	42.93	45.08	47.33	50.88

**CITY OF PALM DESERT**  
**SCHEDULE OF SALARY RANGES AND CLASSIFICATIONS**  
**Effective 7/01/08 - 6/30/09**

Resolution 08-

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
20049	Parks & Rec Planning Manager	127	37.07	38.93	40.89	42.93	45.08	47.33	50.88
20067	Senior Financial Analyst	127	37.07	38.93	40.89	42.93	45.08	47.33	50.88
20013	Senior Management Analyst	127	37.07	38.93	40.89	42.93	45.08	47.33	50.88
20015	Associate Planner	127	37.07	38.93	40.89	42.93	45.08	47.33	50.88
20055	Associate Transportation Planner	127	37.07	38.93	40.89	42.93	45.08	47.33	50.88
20036	Project Administrator	127	37.07	38.93	40.89	42.93	45.08	47.33	50.88
20019	Code Compliance Manager	127	37.07	38.93	40.89	42.93	45.08	47.33	50.88
20076	Parks Facilities Manager	127	37.07	38.93	40.89	42.93	45.08	47.33	50.88
20011	Building Inspector Manager	127	37.07	38.93	40.89	42.93	45.08	47.33	50.88
20038	Plan Check Manager	127	37.07	38.93	40.89	42.93	45.08	47.33	50.88
		126	36.17	37.98	39.87	41.87	43.96	46.16	49.63
20018	Assistant Engineer	125	35.30	37.06	38.92	40.88	42.92	45.07	48.45
		124	34.43	36.16	37.97	39.86	41.86	43.95	47.24
20020	Management Analyst II	123	33.59	35.28	37.04	38.90	40.84	42.88	46.09
20021	Assistant Planner	123	33.59	35.28	37.04	38.90	40.84	42.88	46.09
20073	Senior Plans Examiner	123	33.59	35.28	37.04	38.90	40.84	42.88	46.09
		122	32.77	34.41	36.12	37.92	39.82	41.82	44.96
30092	G.I.S. Coordinator	121	31.97	33.57	35.26	37.01	38.87	40.81	43.86
30001	Senior Building Inspector	121	31.97	33.57	35.26	37.01	38.87	40.81	43.86
30063	Senior Code Compliance Officer	121	31.97	33.57	35.26	37.01	38.87	40.81	43.86
30046	Senior Public Works Inspector	121	31.97	33.57	35.26	37.01	38.87	40.81	43.86
30090	Senior Landscape Inspector	121	31.97	33.57	35.26	37.01	38.87	40.81	43.86
30082	Traffic Signal Specialist	121	31.97	33.57	35.26	37.01	38.87	40.81	43.86
30002	Accountant II	121	31.97	33.57	35.26	37.01	38.87	40.81	43.86
30088	Project Coordinator	121	31.97	33.57	35.26	37.01	38.87	40.81	43.86
30061	Landscape Specialist	121	31.97	33.57	35.26	37.01	38.87	40.81	43.86

**CITY OF PALM DESERT**  
**SCHEDULE OF SALARY RANGES AND CLASSIFICATIONS**  
**Effective 7/01/08 - 6/30/09**

Resolution 08-

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
20022	Parks Maintenance Supervisor	121	31.97	33.57	35.26	37.01	38.87	40.81	43.86
30004	Plans Examiner	121	31.97	33.57	35.26	37.01	38.87	40.81	43.86
20023	Streets Maintenance Supervisor	121	31.97	33.57	35.26	37.01	38.87	40.81	43.86
20068	Human Resources Management Analyst	120	31.20	32.75	34.39	36.10	37.90	39.80	42.79
20058	Management Analyst I	120	31.20	32.75	34.39	36.10	37.90	39.80	42.79
30076	Public Works Inspector II	120	31.20	32.75	34.39	36.10	37.90	39.80	42.79
30013	Sr. Engineering Technician	120	31.20	32.75	34.39	36.10	37.90	39.80	42.79
		119	30.43	31.95	33.55	35.23	36.98	38.83	41.74
30006	Public Works Inspector I	118	29.69	31.17	32.73	34.37	36.08	37.88	40.72
30011	Accountant I	118	29.69	31.17	32.73	34.37	36.08	37.88	40.72
30080	Accounting Technician II	118	29.69	31.17	32.73	34.37	36.08	37.88	40.72
30016	Engineering Technician II	118	29.69	31.17	32.73	34.37	36.08	37.88	40.72
30008	Building Inspector II	118	29.69	31.17	32.73	34.37	36.08	37.88	40.72
30009	Building Permit Specialist II	118	29.69	31.17	32.73	34.37	36.08	37.88	40.72
30087	Economic Development Technician II	118	29.69	31.17	32.73	34.37	36.08	37.88	40.72
30012	Code Compliance Officer II	118	29.69	31.17	32.73	34.37	36.08	37.88	40.72
30041	GIS Technician	118	29.69	31.17	32.73	34.37	36.08	37.88	40.72
30073	Information Systems Analyst	118	29.69	31.17	32.73	34.37	36.08	37.88	40.72
30075	Landscape Inspector II	118	29.69	31.17	32.73	34.37	36.08	37.88	40.72
30081	Traffic Signal Technician II	118	29.69	31.17	32.73	34.37	36.08	37.88	40.72
30010	Planning Technician	118	29.69	31.17	32.73	34.37	36.08	37.88	40.72
30071	Public Art Coordinator	118	29.69	31.17	32.73	34.37	36.08	37.88	40.72
30044	Sr. Human Resources Technician	118	29.69	31.17	32.73	34.37	36.08	37.88	40.72
30084	Deputy City Clerk	118	29.69	31.17	32.73	34.37	36.08	37.88	40.72
		117	28.97	30.41	31.93	33.53	35.20	36.96	39.74
20044	Secretary to the City Council	116	28.25	29.67	31.15	32.70	34.35	36.06	38.76

**CITY OF PALM DESERT**  
**SCHEDULE OF SALARY RANGES AND CLASSIFICATIONS**  
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Resolution 08-

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
20024	Secretary to the City Manager	116	28.25	29.67	31.15	32.70	34.35	36.06	38.76
20045	Secretary to the Executive Dir.	116	28.25	29.67	31.15	32.70	34.35	36.06	38.76
30068	Buisness License Tech II	116	28.25	29.67	31.15	32.70	34.35	36.06	38.76
		115	27.57	28.96	30.40	31.92	33.52	35.19	37.83
30091	Energy Project Technician	114	26.90	28.24	29.66	31.13	32.69	34.33	36.90
30015	Building Inspector I	114	26.90	28.24	29.66	31.13	32.69	34.33	36.90
30047	Economic Development Technician I	114	26.90	28.24	29.66	31.13	32.69	34.33	36.90
30014	Code Compliance Officer I	114	26.90	28.24	29.66	31.13	32.69	34.33	36.90
30085	GIS Technician - Entry Level	114	26.90	28.24	29.66	31.13	32.69	34.33	36.90
30056	Information Systems Technician	114	26.90	28.24	29.66	31.13	32.69	34.33	36.90
30045	Landscape Inspector I	114	26.90	28.24	29.66	31.13	32.69	34.33	36.90
20072	Building Maintenance Supervisor	114	26.90	28.24	29.66	31.13	32.69	34.33	36.90
30019	Accounting Technician I	113	26.24	27.55	28.91	30.37	31.89	33.49	36.00
30072	Business License Technician	113	26.24	27.55	28.91	30.37	31.89	33.49	36.00
30074	Housing Programs Technician	113	26.24	27.55	28.91	30.37	31.89	33.49	36.00
30018	Human Resources Technician	113	26.24	27.55	28.91	30.37	31.89	33.49	36.00
30025	Mechanic II	113	26.24	27.55	28.91	30.37	31.89	33.49	36.00
30077	Public Arts Technician	113	26.24	27.55	28.91	30.37	31.89	33.49	36.00
30059	RDA Finance Technician	113	26.24	27.55	28.91	30.37	31.89	33.49	36.00
30089	Recycling Technician	113	26.24	27.55	28.91	30.37	31.89	33.49	36.00
30086	Building and Safety Technician	113	26.24	27.55	28.91	30.37	31.89	33.49	36.00
30083	Capital Improvement Projects Technician	113	26.24	27.55	28.91	30.37	31.89	33.49	36.00
30048	Records Technician	113	26.24	27.55	28.91	30.37	31.89	33.49	36.00
30064	Code Compliance Technician	113	26.24	27.55	28.91	30.37	31.89	33.49	36.00
30005	Engineering Technician I	113	26.24	27.55	28.91	30.37	31.89	33.49	36.00
30093	Parks Inspector	113	26.24	27.55	28.91	30.37	31.89	33.49	36.00

**CITY OF PALM DESERT**  
**SCHEDULE OF SALARY RANGES AND CLASSIFICATIONS**  
**Effective 7/01/08 - 6/30/09**

Resolution 08-

<b>POSITION</b>	<b>CLASSIFICATION</b>	<b>new GRADE</b>	<b>Step 1</b>	<b>5% Step 2</b>	<b>5% Step 3</b>	<b>5% Step 4</b>	<b>5% Step 5</b>	<b>5% Step 6</b>	<b>7.5% Step 7</b>
30020	Administrative Secretary	113	26.24	27.55	28.91	30.37	31.89	33.49	36.00
		112	25.60	26.87	28.21	29.63	31.10	32.66	35.10
30023	Building Permit Specialist	111	24.99	26.24	27.55	28.91	30.37	31.89	34.27
30053	Equipment Operator II	111	24.99	26.24	27.55	28.91	30.37	31.89	34.27
30021	Senior Maintenance Worker	111	24.99	26.24	27.55	28.91	30.37	31.89	34.27
		110	24.37	25.60	26.87	28.21	29.63	31.10	33.45
30052	Equipment Operator I	109	23.78	24.98	26.22	27.53	28.89	30.35	32.62
		108	23.19	24.35	25.58	26.85	28.19	29.60	31.82
30026	Senior Office Assistant	107	22.63	23.77	24.96	26.21	27.52	28.88	31.05
30029	Maintenance Worker II	106	22.06	23.17	24.33	25.55	26.82	28.16	30.27
30027	Accounting Assistant II	106	22.06	23.17	24.33	25.55	26.82	28.16	30.27
30051	Receptionist	106	22.06	23.17	24.33	25.55	26.82	28.16	30.27
30028	Mechanic I	105	21.53	22.61	23.74	24.93	26.18	27.48	29.54
30031	Custodian II	104	21.01	22.06	23.17	24.33	25.55	26.82	28.83
30030	Office Assistant II	104	21.01	22.06	23.17	24.33	25.55	26.82	28.83
		103	20.51	21.53	22.60	23.73	24.92	26.17	28.13
		102	20.00	20.99	22.04	23.15	24.31	25.52	27.44
30036	Maintenance Worker I	101	19.51	20.49	21.52	22.59	23.72	24.91	26.78
30034	Custodian I	100	19.04	20.00	20.99	22.04	23.15	24.31	26.13
30035	Office Assistant I	100	19.04	20.00	20.99	22.04	23.15	24.31	26.13
50012	Maintenance Worker II-Y-Rated	50	31.97						



**Redevelopment Agency Staff Time Allocation  
2006-2007**

<b>City Staff-time Transferred to RDA</b>	<b>FY 2007</b>
City Clerk	131,601.72
City Manager	395,962.72
Community Services	163,275.51
Finance	334,854.46
Human Resources	47,291.91
Information Systems	94,552.42
Public Works	249,234.10
Building and Safety	35,389.34
Code Enforcement	17,437.01
Developmental Services	72,491.03
Planning	65,109.28
	<u>\$ 1,607,199.50</u>
<b>Redevelopment Staff-time Transferred to City</b>	<b>FY 2007</b>
Redevelopment	<u>\$ 136,070.22</u>
<b>Net Reimbursement to City</b>	<b><u>\$ 1,471,129.28</u></b>

<b>City/RDA Staff-time Transferred to Housing</b>	<b>FY 2007</b>
City Clerk	26,320.34
City Manager	68,108.72
Community Services	32,655.10
Finance	67,743.09
Human Resources	15,606.33
Information Systems	31,202.30
Public Works	86,414.86
Building and Safety	11,678.48
Code Enforcement	1,592.69
Developmental Services	7,809.99
Planning	8,473.79
Redevelopment	484,407.12
	<u>\$ 842,012.81</u>
<b>Net Amount Charged to Redevelopment</b>	<b><u>\$ 629,116.47</u></b>

Each year's allocation is based on actual construction projects.

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"><li>- ascertain whether financial statements fairly present Financial positions and results of operations;</li><li>- test whether transactions have been legally performed;</li><li>- identify areas for possible improvements in accounting practices and procedures;</li><li>- ascertain whether transactions have been recorded accurately and consistently, and;</li><li>- ascertain the managerial conduct of officials responsible for governmental resources.</li></ul>
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 City's 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: <ul style="list-style-type: none"><li>-personnel services (salaries and wages);</li><li>-contractual services (utilities, maintenance contract, travel)</li><li>-commodities (supplies)</li><li>-fixed charges (rental of City equipment, City building rental); and</li><li>-capital outlays.</li></ul>
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.