

RESOLUTION NO. 2011-61

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM DESERT, CALIFORNIA, RESCINDS RESOLUTION NO. 2010-47 AND ESTABLISHES ALLOCATED CLASSIFICATIONS, SALARY SCHEDULE, AND SALARY RANGES, "EXHIBIT A", FOR THE PERIOD OF July 1, 2011 THROUGH JUNE 30, 2012.

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 and entered into a Memorandum of Understanding with the employees represented by the Palm Desert Employees Organization, for the period June 23, 2011, through June 30, 2014; and

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

WHEREAS, "EXHIBIT A" is consistent with the MOU/Agreement between the Palm Desert Employees Organization and the City of Palm Desert.

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

SECTION I - SALARY SCHEDULE, RANGES & ALLOCATED CLASSIFICATIONS

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

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

SALARY RESOLUTION NO. 2011-61
SECTION I

AUTHORIZED POSITIONS FY 2011/2012

<u>Department / Division</u>	<u>FTE</u>	<u>Classification</u>	<u>Salary Range</u>	<u>Authorized</u>	
CITY MANAGER	(5)	City Manager / Executive Director of Redevelopment Agency	1	1	
		Assistant to the City Manager	135	1	
		Risk Manager	129	1	
		Secretary to the City Manager	116	1	
		<i>Sr. Office Assistant</i>	107	1	A
Special Programs	(4)	Director of Special Programs	137	1	
		Recycling Technician	113	1	
		Administrative Secretary	113	1	
		Office Assistant II - OR - Office Assistant I	104 100	1	
City Clerk	(7)	City Clerk	139	1	
		Deputy City Clerk	118	1	
		Secretary to the City Council	116	1	
		Administrative Secretary	113	1	
		Records Technician	113	1	
		Main Lobby Receptionist	106	1	
		Office Assistant II - OR - Office Assistant I	104 100	1	
Human Resources	(3)	Human Resources Director - OR - Human Resources Manager	139 131	1	
		Human Resources Technician	113	2	
FINANCE/CITY TREASURER	(12)	Director of Finance/City Treasurer	145	1	
Accounting/Investments		Assistant Finance Director	135	1	
		Deputy City Treasurer	127	1	
		Senior Financial Analyst	127	1	
		Management Analyst II - OR - Management Analyst I	123 120	1	
		Administrative Secretary	113	1	
Payroll	(1)	Accounting Technician II	118	1	
Accounts Payable	(1)	Accounting Technician II	118	1	
Accounts Receivable	(1)	Accounting Technician II	118	1	
Purchasing/Fixed Assets	(1)	Accounting Technician II	118	1	
Business License	(2)	Business License Technician II - OR - Business License Technician I	116 113	1	
		Sr. Office Assistant - Business License	107	1	
Information Technology	(5)	Information Systems Manager	135	1	
		G.I.S. Technician	114	1	
		Information Systems Technician	114	2	
		<i>Office Assistant II - OR - Office Assistant I</i>	104 100	1	B
COMMUNITY DEVELOPMENT	(14)				
Community Development / Planning	(6)	Director of Community Development	144	1	
		Principal Planner	135	1	
		Associate Planner - OR - Assistant Planner	127 123	2	
		Administrative Secretary	113	1	

<u>Department / Division</u>	<u>FTE</u>	<u>Classification</u>	<u>Salary Range</u>	<u>Authorized</u>	
		Senior Office Assistant	107	1	
Art in Public Places	(2)	Public Arts Coordinator	118	1	
		Public Arts Technician	113	1	
Code Inspection	(6)	Code Compliance Manager	127	1	A
		Senior Code Compliance Officer	121	1	
		Code Compliance Officer II - OR -	118	3	
		Code Compliance Officer I	114		
		Code Compliance Technician	113	1	
PUBLIC WORKS		(51)			
Public Works Administration	(17)	Director of Public Works	145	1	
		City Engineer	139	1	
		Transportation Engineer	130	1	
		Senior Engineer/City Surveyor	130	1	
		Senior Engineer - OR -	129	1	A
		Associate Engineer	127		
		Sr. Management Analyst	127	2	
		Project Administrator	127	1	
		Assistant Engineer	125	1	
		Management Analyst II - OR -	123	1	
		Management Analyst I	120		
		Public Works Inspector II - OR -	120	3	
		Public Works Inspector I	118		
		Capital Improvement Projects Technician	113	1	
		Administrative Secretary	113	1	
		Senior Office Assistant	107	1	
		Office Assistant II - OR -	104	1	
Office Assistant I	100				
Public Works Streets Maintenance	(21)	Maintenance Services Manager	130	1	
		Engineering Technician II - OR -	118	1	
		Engineering Technician I	113		
		Traffic Signal Specialist	121	1	
		Traffic Signal Technician II	118		
		Traffic Signal Technician I	118	1	
		Mechanic II	113	1	
		Senior Maintenance Worker	111	2	
		Equipment Operator I	109	3	
		Maintenance Worker II - OR -	106	8	
		Maintenance Worker I	101		
		Maintenance Worker I	101	2	A
		Senior Office Assistant	107	1	
Building Operations/ Maintenance	(4)	Building Maintenance Supervisor	114	1	
		Maintenance Worker II - OR -	106	2	
		Maintenance Worker I - OR -	101		
		Custodian II - OR -	104	1	
		Custodian I	100		
Landscape Services	(9)	Landscape Manager	129	1	
		Landscape Specialist	121	1	
		Senior Landscape Inspector	121	1	
		Landscape Inspector II - OR -	118	4	

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SECTION I

AUTHORIZED POSITIONS FY 2011/2012

<u>Department / Division</u>	<u>FTE</u>	<u>Classification</u>	<u>Salary Range</u>	<u>Authorized</u>	
		Landscape Inspector I	114		
		Parks Facilities Manager	127	1	
		Park Inspector	113	1	
BUILDING AND SAFETY	12	Director of Building & Safety	140	1	
		Plan Check Manager	127	1	
		Building Permit Specialist II - OR - Building Permit Specialist	118 111	2	
		Building Inspector II - OR - Building Inspector I	118 114	4	
		Building Inspector I	114	1	A
		Administrative Secretary	113	1	
		Building & Safety Technician	111	1	
		Office Assistant II - OR - Office Assistant I	104 100	1	
REDEVELOPMENT AGENCY (25)					
Redevelopment	(16)	ACMRDA/Housing	151	1	
		Redevelopment Manager	131	1	
		Economic Development Manager	134	1	
		Marketing Manager	131	1	A
		Senior Management Analyst	127	1	
		Project Administrator	127	1	
		Accountant II - OR - Accountant I	121 118	1	
		Project Coordinator	121	1	
		Management Analyst I	120	1	
		Economic Development Technician II - OR - Economic Development Technician I	118 114	1	
		Energy Project Technician	114	1	
		Redevelopment Finance Technician	113	1	
		Administrative Secretary	113	2	
		Office Assistant II - OR - Office Assistant I	104 100	1	
		Office Assistant I	100	1	A
Visitor Information Center	(4)	Visitor Information Center Manager	131	1	
		Senior Office Assistant	107	1	
		Office Assistant II - OR - Office Assistant I	104 100	1	
		Office Assistant I	100	1	A
Housing	(5)	Director of Housing	138	1	
		Management Analyst II - OR - Management Analyst I	123 120	1	
		Project Coordinator	121	1	
		Housing Programs Technician	113	2	
		TOTAL ALLOCATED POSITIONS		138	

Footnotes:

A: Allocated but not budgeted. Represents positions unfilled during FY 10/11 due to the Hiring Freeze, which would require an appropriation prior to filling.

B: Allocated and budgeted, but vacant effective July 1, 2011 due to Hiring Freeze.

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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.

The positions designated as Group A have a higher level of responsibility and authority and among other things, these positions require spending numerous extra hours at meetings, conferences and work.

Group A:

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

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

The positions designated as Group B are professional in nature and among other things, these positions require spending occasional extra hours at meetings, conferences and work.

Group B:

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

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Senior Engineer
Senior Engineer/City Surveyor
Senior Financial Analyst
Senior Management Analyst

Transportation Engineer
Visitor Information Center Manager

SECTION III - MILEAGE REIMBURSEMENT

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

SECTION IV - OTHER COMPENSATION

While this resolution establishes the ranges and gross salary for certain positions in the classified service for the City of Palm Desert, there are other benefits both tangible and intangible that are not addressed in this document. Unless referenced otherwise, all benefits in place on June 30, 2011, will continue as constituted.

SECTION V

This resolution is effective upon adoption. The provisions relating to salary and other compensation shall be effective and where applicable, accrue on, and from July 1, 2011.

PASSED, APPROVED AND ADOPTED by the Palm Desert City Council this _____ day of June 2011 by the following vote, to wit:

AYES:
NOES:
ABSENT:
ABSTAIN:
ATTEST:

JEAN M. BENSON, MAYOR

APPROVED:

RACHELLE KLASSEN, CITY CLERK
CITY OF PALM DESERT

CITY OF PALM DESERT
SCHEDULE OF SALARY RANGES AND CLASSIFICATIONS
Effective 7/1/2011 - 6/30/12

Resolution 2011- 61
Attachment "A"

POSITION CLASSIFICATION	new GRADE	Step 1	5% Step 2	5% Step 3	5% Step 4	5% Step 5	5% Step 6	7.5% Step 7
10001 City Manager/ Executive Director of RDA	1	110.60						
1 City Council Member	999	3,868.51	Monthly stipend					
1 Redevelopment Board Member		50 per meeting attended (Maximum 4 meetings per month)						
1 Housing Board Member		30 per meeting attended (Maximum 4 meetings per month)						
10002 ACM for RDA/Housing	151	71.76	75.36	79.12	83.07	87.22	91.58	98.46
	150	70.01	73.49	77.17	81.02	85.08	89.34	96.05
	149	68.30	71.72	75.31	79.07	83.03	87.18	93.72
	148	66.64	69.97	73.45	77.12	80.98	85.04	91.42
	147	65.01	68.26	71.66	75.24	79.01	82.95	89.17
	146	63.42	66.59	69.93	73.41	77.08	80.94	87.01
10006 Dir. of Finance/City Treasurer	145	61.88	64.96	68.23	71.63	75.21	78.98	84.89
10011 Director of Public Works	145	61.88	64.96	68.23	71.63	75.21	78.98	84.89
10009 Director of Community Development	144	60.37	63.38	66.55	69.88	73.38	77.05	82.83
	142	57.45	60.33	63.34	66.51	69.83	73.33	78.81
	141	56.06	58.86	61.82	64.89	68.13	71.55	76.92
10010 Director of Building & Safety	140	54.68	57.41	60.30	63.31	66.46	69.79	75.04
10015 City Clerk	139	53.36	56.04	58.84	61.77	64.86	68.10	73.21
10018 City Engineer	139	53.36	56.04	58.84	61.77	64.86	68.10	73.21
10014 Director of Housing	138	52.04	54.65	57.38	60.27	63.28	66.43	71.43
10016 Director of Special Programs	137	50.79	53.33	55.99	58.80	61.71	64.82	69.67
	136	49.55	52.02	54.63	57.36	60.24	63.24	67.99
20003 Engineering Manager	135	48.33	50.76	53.30	55.95	58.75	61.68	66.32
20028 Information System Manager	135	48.33	50.76	53.30	55.95	58.75	61.68	66.32
20060 Assistant to the City Manager	135	48.33	50.76	53.30	55.95	58.75	61.68	66.32
20066 Assistant Finance Director	135	48.33	50.76	53.30	55.95	58.75	61.68	66.32
20075 Principal Planner	135	48.33	50.76	53.30	55.95	58.75	61.68	66.32
20071 Parks and Recreation Services Manager	134	47.16	49.53	52.00	54.61	57.34	60.21	64.72
20074 Economic Development Manager	134	47.16	49.53	52.00	54.61	57.34	60.21	64.72

CITY OF PALM DESERT
SCHEDULE OF SALARY RANGES AND CLASSIFICATIONS
Effective 7/1/2011 - 6/30/12

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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
		133	46.00	48.31	50.73	53.27	55.93	58.73	63.14
		132	44.90	47.14	49.50	51.97	54.58	57.31	61.61
20030	Redevelopment Manager	131	43.80	45.98	48.28	50.69	53.22	55.88	60.07
20034	Human Resources Manager	131	43.80	45.98	48.28	50.69	53.22	55.88	60.07
20051	Visitors Information Center Manager	131	43.80	45.98	48.28	50.69	53.22	55.88	60.07
20061	Marketing Manager	131	43.80	45.98	48.28	50.69	53.22	55.88	60.07
20006	Transportation Engineer	130	42.74	44.87	47.11	49.46	51.94	54.54	58.62
20009	Maintenance Services Manager	130	42.74	44.87	47.11	49.46	51.94	54.54	58.62
20056	Senior Engineer/City Surveyor	130	42.74	44.87	47.11	49.46	51.94	54.54	58.62
20008	Senior Engineer	129	41.68	43.77	45.96	48.25	50.67	53.19	57.19
20017	Risk Manager	129	41.68	43.77	45.96	48.25	50.67	53.19	57.19
20048	Landscape Manager	129	41.68	43.77	45.96	48.25	50.67	53.19	57.19
		128	40.66	42.68	44.82	47.07	49.42	51.88	55.78
20013	Senior Management Analyst	127	39.66	41.66	43.75	45.94	48.23	50.65	54.44
20015	Associate Planner	127	39.66	41.66	43.75	45.94	48.23	50.65	54.44
20019	Code Compliance Manager	127	39.66	41.66	43.75	45.94	48.23	50.65	54.44
20036	Project Administrator	127	39.66	41.66	43.75	45.94	48.23	50.65	54.44
20038	Plan Check Manager	127	39.66	41.66	43.75	45.94	48.23	50.65	54.44
20064	Deputy City Treasurer	127	39.66	41.66	43.75	45.94	48.23	50.65	54.44
20067	Senior Financial Analyst	127	39.66	41.66	43.75	45.94	48.23	50.65	54.44
20076	Parks Facilities Manager	127	39.66	41.66	43.75	45.94	48.23	50.65	54.44
20018	Assistant Engineer	125	37.77	39.65	41.65	43.74	45.93	48.22	51.84
		124	36.84	38.69	40.63	42.65	44.79	47.03	50.54
20020	Management Analyst II	123	35.94	37.75	39.63	41.62	43.70	45.88	49.31
20021	Assistant Planner	123	35.94	37.75	39.63	41.62	43.70	45.88	49.31
		122	35.07	36.82	38.65	40.58	42.61	44.75	48.11
20022	Parks Maintenance Supervisor	121	34.21	35.92	37.73	39.60	41.59	43.67	46.93

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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
30002	Accountant II	121	34.21	35.92	37.73	39.60	41.59	43.67	46.93
30046	Senior Public Works Inspector	121	34.21	35.92	37.73	39.60	41.59	43.67	46.93
30061	Landscape Specialist	121	34.21	35.92	37.73	39.60	41.59	43.67	46.93
30063	Senior Code Compliance Officer	121	34.21	35.92	37.73	39.60	41.59	43.67	46.93
30082	Traffic Signal Specialist	121	34.21	35.92	37.73	39.60	41.59	43.67	46.93
30088	Project Coordinator	121	34.21	35.92	37.73	39.60	41.59	43.67	46.93
30090	Senior Landscape Inspector	121	34.21	35.92	37.73	39.60	41.59	43.67	46.93
20058	Management Analyst I	120	33.38	35.05	36.80	38.62	40.55	42.59	45.79
30013	Sr. Engineering Technician	120	33.38	35.05	36.80	38.62	40.55	42.59	45.79
30076	Public Works Inspector II	120	33.38	35.05	36.80	38.62	40.55	42.59	45.79
		119	32.56	34.19	35.90	37.69	39.57	41.55	44.66
30006	Public Works Inspector I	118	31.76	33.35	35.02	36.78	38.60	40.53	43.57
30008	Building Inspector II	118	31.76	33.35	35.02	36.78	38.60	40.53	43.57
30009	Building Permit Specialist II	118	31.76	33.35	35.02	36.78	38.60	40.53	43.57
30011	Accountant I	118	31.76	33.35	35.02	36.78	38.60	40.53	43.57
30012	Code Compliance Officer II	118	31.76	33.35	35.02	36.78	38.60	40.53	43.57
30016	Engineering Technician II	118	31.76	33.35	35.02	36.78	38.60	40.53	43.57
30041	GIS Technician	118	31.76	33.35	35.02	36.78	38.60	40.53	43.57
30071	Public Arts Coordinator	118	31.76	33.35	35.02	36.78	38.60	40.53	43.57
30073	Information Systems Analyst	118	31.76	33.35	35.02	36.78	38.60	40.53	43.57
30075	Landscape Inspector II	118	31.76	33.35	35.02	36.78	38.60	40.53	43.57
30080	Accounting Technician II	118	31.76	33.35	35.02	36.78	38.60	40.53	43.57
30081	Traffic Signal Technician II	118	31.76	33.35	35.02	36.78	38.60	40.53	43.57
30084	Deputy City Clerk	118	31.76	33.35	35.02	36.78	38.60	40.53	43.57
30087	Economic Development Technician II	118	31.76	33.35	35.02	36.78	38.60	40.53	43.57
		117	31.00	32.54	34.17	35.88	37.66	39.55	42.52
20024	Secretary to the City Manager	116	30.23	31.74	33.33	34.98	36.76	38.58	41.48

CITY OF PALM DESERT
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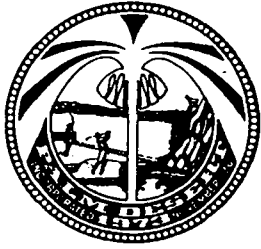
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POSITION	CLASSIFICATION	new GRADE	Step 1	5% Step 2	5% Step 3	5% Step 4	5% Step 5	5% Step 6	7.5% Step 7
20044	Secretary to the City Council	116	30.23	31.74	33.33	34.98	36.76	38.58	41.48
30068	Business License Tech II	116	30.23	31.74	33.33	34.98	36.76	38.58	41.48
		115	29.50	30.99	32.53	34.16	35.87	37.65	40.48
20072	Building Maintenance Supervisor	114	28.78	30.21	31.73	33.31	34.97	36.74	39.48
30014	Code Compliance Officer I	114	28.78	30.21	31.73	33.31	34.97	36.74	39.48
30015	Building Inspector I	114	28.78	30.21	31.73	33.31	34.97	36.74	39.48
30045	Landscape Inspector I	114	28.78	30.21	31.73	33.31	34.97	36.74	39.48
30047	Economic Development Technician I	114	28.78	30.21	31.73	33.31	34.97	36.74	39.48
30056	Information Systems Technician	114	28.78	30.21	31.73	33.31	34.97	36.74	39.48
30085	GIS Technician - Entry Level	114	28.78	30.21	31.73	33.31	34.97	36.74	39.48
30091	Energy Project Technician	114	28.78	30.21	31.73	33.31	34.97	36.74	39.48
30005	Engineering Technician I	113	28.07	29.48	30.94	32.50	34.12	35.83	38.52
30018	Human Resources Technician	113	28.07	29.48	30.94	32.50	34.12	35.83	38.52
30019	Accounting Technician I	113	28.07	29.48	30.94	32.50	34.12	35.83	38.52
30020	Administrative Secretary	113	28.07	29.48	30.94	32.50	34.12	35.83	38.52
30025	Mechanic II	113	28.07	29.48	30.94	32.50	34.12	35.83	38.52
30048	Records Technician	113	28.07	29.48	30.94	32.50	34.12	35.83	38.52
30059	RDA Finance Technician	113	28.07	29.48	30.94	32.50	34.12	35.83	38.52
30064	Code Compliance Technician	113	28.07	29.48	30.94	32.50	34.12	35.83	38.52
30072	Business License Technician	113	28.07	29.48	30.94	32.50	34.12	35.83	38.52
30074	Housing Programs Technician	113	28.07	29.48	30.94	32.50	34.12	35.83	38.52
30077	Public Arts Technician	113	28.07	29.48	30.94	32.50	34.12	35.83	38.52
30083	Capital Improvement Projects Technician	113	28.07	29.48	30.94	32.50	34.12	35.83	38.52
30089	Recycling Technician	113	28.07	29.48	30.94	32.50	34.12	35.83	38.52
30093	Parks Inspector	113	28.07	29.48	30.94	32.50	34.12	35.83	38.52
		112	27.39	28.75	30.18	31.70	33.27	34.94	37.55
30086	Building and Safety Technician	111	26.74	28.07	29.48	30.94	32.50	34.12	36.67

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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
30021	Senior Maintenance Worker	111	26.74	28.07	29.48	30.94	32.50	34.12	36.67
30023	Building Permit Specialist	111	26.74	28.07	29.48	30.94	32.50	34.12	36.67
30053	Equipment Operator II	111	26.74	28.07	29.48	30.94	32.50	34.12	36.67
		110	26.08	27.39	28.75	30.18	31.70	33.27	35.79
30052	Equipment Operator I	109	25.45	26.73	28.05	29.46	30.91	32.48	34.90
		108	24.81	26.06	27.37	28.73	30.16	31.67	34.05
30026	Senior Office Assistant	107	24.21	25.44	26.71	28.04	29.45	30.90	33.22
30027	Accounting Assistant II	106	23.60	24.79	26.04	27.34	28.70	30.13	32.39
30029	Maintenance Worker II	106	23.60	24.79	26.04	27.34	28.70	30.13	32.39
30051	Receptionist	106	23.60	24.79	26.04	27.34	28.70	30.13	32.39
30028	Mechanic I	105	23.04	24.19	25.40	26.68	28.01	29.40	31.61
30030	Office Assistant II	104	22.48	23.60	24.79	26.04	27.34	28.70	30.85
30031	Custodian II	104	22.48	23.60	24.79	26.04	27.34	28.70	30.85
		103	21.95	23.04	24.18	25.39	26.67	28.00	30.10
		102	21.40	22.46	23.58	24.77	26.02	27.31	29.36
30036	Maintenance Worker I	101	20.88	21.92	23.03	24.17	25.38	26.66	28.66
30034	Custodian I	100	20.37	21.40	22.46	23.58	24.77	26.02	27.96
30035	Office Assistant I	100	20.37	21.40	22.46	23.58	24.77	26.02	27.96



PALM DESERT REDEVELOPMENT AGENCY

MEMORANDUM

TO: HONORABLE CHAIR AND MEMBERS OF THE AGENCY BOARD

FROM: JUSTIN MCCARTHY, ACM FOR REDEVELOPMENT

DATE: JUNE 23, 2011

SUBJECT: REIMBURSEMENT OF CITY STAFF ESTIMATED FOR 2011/12

On November 10, 1994, the City of Palm Desert (City) and the Palm Desert Redevelopment Agency (Agency) entered into an agreement relative to administrative and overhead expenses. As an attachment to the Comprehensive Financial Plan ("Plan"), this memo serves to identify the three types of personnel reimbursements and their methodology in accordance with the agreement:

- 1) City employees directly assigned to the Redevelopment, Economic Development, and Housing Divisions (collectively the "Agency");
- 2) City employees that function in an administrative capacity to the Agency that is measurable; and
- 3) City employees that work on projects for the Agency.

1. DIRECTLY ASSIGNED EMPLOYEES:

The agreement states that certain employees of the City will be assigned to the various functions of the Redevelopment, Economic Development, and Housing Divisions and shall provide full-time staff services to the Agency. The cost of such positions is an obligation of the Agency and is to be paid and/or reimbursed by the Agency based on the staff allocation identified in the annual "Salary Resolution" adopted as part of the Plan. The positions and their cost allocation for 2011/12 are as follows:

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 Reimbursement of City Staff Estimated for 2011/12
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	# of Positions Allocated	Cost Allocation		
		RDA	Housing	City
<u>REDEVELOPMENT:</u>				
City Manager/Executive Director	1	50%		50%
ACM/RDA/Housing	1	50%	50%	
Redevelopment Manager	1	100%		
Economic Development Manager	1	100%		
Marketing Manager	1			
Senior Management Analyst	1	100%		
Project Administrator	1	100%		
Accountant I/II	1	50%	50%	
Project Coordinator	1	100%		
Management Analyst I	1	100%		
Economic Development Technician I/II	1	100%		
Energy Project Technician	1	100%		
Redevelopment Finance Technician	1	50%	50%	
Administrative Secretary	1	50%	50%	
Administrative Secretary	1	100%		
Office Assistant I/II	1	100%		
Office Assistant I/II (Counter Assistance)	1	50%		50%
Visitor Information Center Manager	1	50%		50%
<u>HOUSING:</u>				
Director of Housing	1		100%	
Management Analyst I/II	1		100%	
Project Coordinator	1		100%	
Housing Programs Technician	2		100%	

Adjustments may be made to the above allocated percentages at year-end to properly charge actual work completed on a project or program related to another division. For example, an assigned employee to RDA may be asked to manage an affordable housing construction project during the year. The actual time spent would be reimbursed by the appropriate Housing funding source for the project.

2. ADMINISTRATIVE EMPLOYEES REIMBURSEMENT

The agreement further notes that the Agency will be provided with access to the services and facilities of the other city commissions, personnel, and departments. The cost or associated value of the services and facilities shall be considered a loan by the City for the administrative and overhead of the Agency and will be repaid by the Agency. Administrative costs for personnel who perform routine functions related to Agency administration, governmental activities, and administrative support (agendas, minutes, copying, risk management, finance functions, human resources, information systems, fleet mechanics, etc.) will be reimbursed at year-end based on measurable criteria. The method of measurement that will be used for those specific positions for 2011-12 are as follows (*the estimated 2010-11 percentage reimbursement is provided here for informational purposes only*):

Position:	Method of Measurement	Estimated Allocation of Total Personnel Cost for 2010-2011	
		RDA	HSG
Risk Manager	Based on Agency to City ratio of insurance costs/claims exposure from the previous fiscal year.	1%	30%
City Clerk/City Council's Office	Method of Measurement	RDA	HSG
Administrative Secretary (to Clerk)	Based on Agency to City ratio of Agenda Items	24%	7%
City Clerk	Based on Agency to City ratio of Agenda Items	24%	7%
Deputy City Clerk	Based on Agency to City ratio of Agenda Items	24%	7%
Executive Secretary to City Council	Based on Agency to City ratio of Agenda Items	24%	7%
Office Assistant (Mail/Agenda Copies)	Based on Agency to City ratio of Agenda Items/ Based on Agency to City ratio of Mail Received/Processed	20%	5%
Receptionist	Based on Agency to City ratio of Agenda Items / Based on Agency to City ratio of Mail Received/Processed	20%	5%
Records Technician	Based on Agency to City ratio of Agenda Items	24%	7%
Finance Department	Method of Measurement	RDA	HSG

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Accounting Technician (Accounts Payable)	Based on Agency to City ratio of Checks/Wires Issued	11%	8%
Accounting Technician (Cash Receipts)	Based on Agency to City ratio of Receipts Processed	4%	3%
Accounting Technician (Payroll)	Based on Agency to City ratio of Assigned Employees	12%	4%
Accounting Technician (Purchasing and Inventory)	Based on Agency to City ratio of Checks/Wires Issued	11%	8%
Senior Financial Analyst	Based on Agency to City ratio of Investments @ 50%	22%	6%
Management Analyst	Based on Agency to City ratio of Reconciled Accounts	26%	3%
Assistant City Treasurer	Based on Agency to City ratio of Checks/Wires Issued	44%	12%
Assistant Director of Finance	Based on Agency to City ratio of Checks/Wires Issued	11%	8%
Director of Finance/City Treasurer	Based on Agency to City ratio of Investments	11%	8%
Human Resources (129 Total)	Method of Measurement	RDA	HSG
Human Resource Manager	Based on Agency to City ratio of Assigned Employees	12%	4%
Human Resource Technician (2)	Based on Agency to City ratio of Assigned Employees	12%	4%
Information Systems	Method of Measurement	RDA	HSG
GIS Technician	Based on Agency to City ratio of Assigned Employees Computers	12%	4%
Information Systems Manager	Based on Agency to City ratio of Assigned Employees Computers	12%	4%
Information Systems Technician (2)	Based on Agency to City ratio of Assigned Employees Computers	12%	4%
Public Works	Method of Measurement	RDA	HSG
Mechanic	Based on Agency to City ratio of Assigned Vehicles	1.4%	1.4%

3. EMPLOYEES ASSIGNED TO AGENCY PROJECTS


In addition, any employees or staff resources that are dedicated to manage or work directly on an Agency project will require a detailed time card in order to provide proof of the time spent on each job and therefore, reimbursable by the Agency. Employee costs related to work done which is in connection with fees paid by the Agency or work that is done through the normal course of business such as plan review, permits, inspections, etc will not be reimbursed. A cost

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projection for projects commencing after July 1, 2011, will be provided to the Agency prior to the employees commencing work and the reimbursement may be made at any time during the year after work has been performed.

Any other adjustments to the above reimbursement methods will be properly documented and approved by the Executive Director.

JM:JMM:VT:pl



Justin McCarthy
ACM for Redevelopment



Paul Gibson
Director of Finance

John M. Wohlmuth
Executive Director

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

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

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

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

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

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

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

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

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