

# CITY OF PALM DESERT

## FINANCE DEPARTMENT

### STAFF REPORT

**Request:** Authorization of Out-of-State Travel in FY 2013/2014 budget

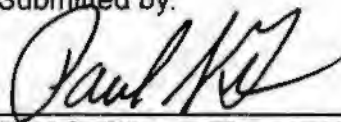
**Submitted by:** Paul S. Gibson, Director of Finance/City Treasurer

**Date:** June 27, 2013

The FY 2013/2014 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. Staff requests approval for the following meetings and attendees:

<u>Department</u>	<u>Organization</u>	<u>Destination</u>	<u>Attendee</u>
Building & Safety	ICC Annual Business Mtg	Atlantic City, NJ	Director of Building and Safety
City Clerk	IIMC	Milwaukee, WI	City Clerk or Deputy City Clerk
City Council	ICSC	Las Vegas, NV	Councilmember
City Manager	ICMA Annual Conference	Boston, MA	Management Analyst / Public Information Officer, Sr. Mgmt Analyst
Community Dev.	Americans for the Arts Conference	Nashville, TN	Public Art Coordinator
Economic Dev.	ICSC	Las Vegas, NV	Economic Development Manager
Public Works	ITE Western District Conf.	Phoenix, AZ	Director of Public Works and Transportation Engineer
	ITE Annual Meeting	Boston, MA	Director of Public Works or Transportation Engineer
	APWA Congress	Chicago, IL	Director of Public Works, City Engineer or Senior Engineer
	ICMA Annual Conference	Boston, MA	Director of Public Works
	ASCE Civic Engineering Conf.	Charlotte, NC	Director of Public Works, City Engineer or Senior Engineer
	Irrigation Show & Education Conf.	Austin, TX	Landscape Manager
	Autodesk University	Las Vegas, NV	Transportation Engineer & Sr. Engineer
	California Land Surveyor Assn.	Reno, NV	City Engineer & City Surveyor
Special Programs	National Community Development Assn.	Milwaukee, WI or Boston, MA	Director of Special Programs

Submitted by:



Paul S. Gibson, Finance Director

Approval:

John M. Wohlmuth, City Manager

PSG:nmo

**RESOLUTION NO. 2013- 49**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM DESERT, CALIFORNIA, RESCINDS RESOLUTION NO. 2012-53 AND ESTABLISHES ALLOCATED CLASSIFICATIONS, SALARY SCHEDULE, AND SALARY RANGES, "EXHIBIT A", FOR THE PERIOD OF July 1, 2013 THROUGH JUNE 30, 2014.**

**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**, "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.

<u>Department / Division</u>	<u>FTE</u>	<u>Classification</u>	<u>Salary Range</u>	<u>Authorized</u>
<b>CITY MANAGER</b>	<b>(5)</b>	City Manager	1	1
		Risk Manager	129	1
		Sr. Management Analyst	127	1
		Sr. Management Analyst - OR -	127	
		Management Analyst II - OR -	123	1 B
		Management Analyst I	120	
		Administrative Secretary	113	1
<b>Human Resources</b>	<b>(3)</b>	Human Resources Director - OR -	139	
		Human Resources Manager	131	1
		Human Resources Technician	113	2
<b>CITY CLERK</b>	<b>(6)</b>	City Clerk	139	1
		Deputy City Clerk	118	1
		Administrative Secretary (City Council)	113	1
		Records Technician	113	1
		Office Assistant II - OR -	104	2
		Office Assistant I	100	
<b>SPECIAL PROGRAMS</b>	<b>(4)</b>	Director of Special Programs	137	1
		Recycling Technician	113	1
		Administrative Secretary	113	1
		Office Assistant II - OR -	104	1
		Office Assistant I	100	
<b>FINANCE: CITY TREASURER</b>	<b>(16)</b>	Director of Finance/City Treasurer	145	1
<b>Accounting/Investments</b>		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	
		Administrative Secretary	113	1
		Office Assistant II - OR -	104	1
		Office Assistant I	100	
<b>Payroll</b>	<b>(1)</b>	Accounting Technician II	118	1
<b>Accounts Payable</b>	<b>(1)</b>	Accounting Technician II	118	1
<b>Accounts Receivable</b>	<b>(1)</b>	Accounting Technician II	118	1
<b>Purchasing/Fixed Assets</b>	<b>(1)</b>	Accounting Technician II	118	1
<b>Business License</b>	<b>(1)</b>	Sr. Office Assistant (Business License)	107	1
<b>Information Technology</b>	<b>(4)</b>	Information Systems Manager	135	1
		G.I.S. Technician	114	1
		Information Systems Technician	114	2

<u>Department / Division</u>	<u>FTE</u>	<u>Classification</u>	<u>Salary Range</u>	<u>Authorized</u>	
<b>COMMUNITY DEVELOPMENT</b>	<b>(14)</b>	Director of Community Development	144	1	
Community Development / Planning	(6)	Principal Planner	135	1	
		Associate Planner - OR - Assistant Planner	127	2	
		Administrative Secretary	123	1	
		Senior Office Assistant	113	1	
			107	1	
Art in Public Places	(2)	Management Analyst II	123	1	B
		Public Arts Technician	113	1	
Code Compliance	(6)	Code Compliance Supervisor	123	1	
		Code Compliance Officer II - OR - Code Compliance Officer I	118	4	
		Code Compliance Technician	114	1	
			113	1	
<b>PUBLIC WORKS</b>	<b>(44)</b>				
Public Works Administration	(16)	Director of Public Works	145	1	
		City Engineer	139	1	
		Transportation Engineer	130	1	
		Senior Engineer/City Surveyor	130	1	
		Senior Engineer - OR - Associate Engineer	129	1	
		Project Administrator	127	1	
		Assistant Engineer	127	1	
		Project Coordinator	125	1	
		Public Works Inspector II - OR - Public Works Inspector I	121	1	
		Capital Improvement Projects Technician	120	3	
		Administrative Secretary	118	1	
		Accounting Technician (Public Works)	113	1	
		Office Assistant II - OR - Office Assistant I	113	1	
		Clerical Assistant	104	1	
			100	1	
			90	1	
Landscape Services	(6)	Landscape Manager	129	1	
		Landscape Specialist	121	1	
		Senior Landscape Inspector	121	1	
		Landscape Inspector II - OR - Landscape Inspector I	118	3	A
			114	1	
<b>Public Works - Corporation Yard</b>					
Streets Maintenance	(16)	Maintenance Services Manager	130	1	
		Streets Maintenance Supervisor	121	1	
		Senior Maintenance Worker	111	2	
		Equipment Operator I	109	3	
		Maintenance Worker II - OR - Maintenance Worker I	108	7	
		Laborer	101	1	
			87	2	B

<u>Department / Division</u>	<u>FTE</u>	<u>Classification</u>	<u>Salary Range</u>	<u>Authorized</u>	
Traffic Signal Maintenance	(3)	Traffic Signal Specialist	121	1	
		Traffic Signal Technician II	118		
		Engineering Technician II - OR - Engineering Technician I	118	1	
		Traffic Signal Technician II	113		
			118	1	
Building Operations/ Maintenance	(3)	Building Maintenance Supervisor	114	1	
		Maintenance Worker II - OR - Maintenance Worker I	106	2	
			101		
BUILDING AND SAFETY	(11)	Director of Building & Safety	140	1	
		Supervising Plans Examiner	123	1	
		Building Permit Specialist II - OR - Building Permit Specialist I	118	2	
			111		
		Building Inspector II - OR - Building Inspector I	118	4	A
			114		
		Administrative Secretary	113	1	
		Building & Safety Technician	111	1	
		Office Assistant II - OR - Office Assistant I	104	1	
				100	
ECONOMIC DEVELOPMENT	(7.3)	Director of Economic Development	137	1	
		Economic Development Manager	134	1	
		Marketing and Tourism Manager	131	1	
		Economic Development Technician II - OR - Economic Development Technician I	118	1	
			114		
		Visitor Center Supervisor	114	1	B
		Customer Service Clerk (full-time) Customer Service Clerk (part-time) - 1.3 FTE	87	1	
	87	2			
AFFORDABLE HOUSING	(5)	Director of Housing	140	1	B
		Management Analyst II - OR - Management Analyst I	123	1	
			120		
		Sr. Management Analyst - OR - Management Analyst II	127		
			123	1	B
Housing Programs Technician	113	2			
<b>TOTAL ALLOCATED POSITIONS</b>				<b>116</b>	
				<i>Total FTE = 115.3</i>	

Footnotes:

- A: Reduction in number of allocated positions due to attrition as noted in FY 2012/2013 salary resolution.
- B: Reclassifications - as per White Paper FY 2013/2014 budget

**Resolution 2013 - 49 - 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.

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  
City Clerk  
City Engineer  
Director of Building & Safety  
Director of Community Development  
Director of Economic 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 Finance Director	Economic Development Manager
Assistant Engineer	Human Resources Manager
Assistant Planner	Marketing and Tourism Manager
Associate Engineer	Landscape Manager
Associate Planner	Management Analyst I/II
Building Maintenance Supervisor	Maintenance Services Manager
Code Compliance Supervisor	Principal Planner
Deputy City Treasurer	Project Administrator

**Resolution 2013 - 49 - Salary Resolution**

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

Supervising Plans Examiner  
Streets Maintenance Supervisor  
Transportation Engineer  
Visitor Information Center Supervisor

**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**

Employees may be eligible for post employment retirement benefits as follows:

- A Retiree Health Service Stipend is proscribed in Resolution 2008-02. In accordance with that resolution, employees hired prior to December 31, 2007, receive benefits under Tier One, while qualifying employees hired after January 1, 2008, receive benefits under Tier Two.
- The City contracts with the California Public Employees Retirement System (CalPERS) to provide pension benefits to qualifying employees. Employees hired prior to August 31, 2011, receive benefits under the 2.7% @ 55 formula and employees hired after September 1, 2011, receive benefits under the 2% @ 55 formula, and those hired after January 1, 2013, receive benefits under the 2% @ 62 formula.

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, 2013, will continue as constituted.

**Resolution 2013 - 49 - Salary Resolution**

**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, 2013.

PASSED, APPROVED AND ADOPTED by the Palm Desert City Council this 27th day of June 2013 by the following vote, to wit:

AYES: BENSON, SPIEGEL, TANNER, WEBER, and HARNIK  
NOES: NONE  
ABSENT: NONE  
ABSTAIN: NONE

  
JAN C. HARNIK, MAYOR

ATTEST:

  
RACHELLE D. KLASSEN, CITY CLERK  
CITY OF PALM DESERT, CALIFORNIA



**CITY OF PALM DESERT**  
**SCHEDULE OF SALARY RANGES AND CLASSIFICATIONS**  
**Effective 7/1/2013 - 6/30/14**

Resolution 2013-\_\_\_\_\_  
Attachment "A"

POSITION	CLASSIFICATION	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	117.32						
1	City Council Member	999	1,912.50						
1	Housing Board Member		50 per meeting attended (Maximum 4 meetings per month)						
10006	Dir. of Finance/City Treasurer	145	65.65	68.91	72.38	75.99	79.78	83.78	90.06
10011	Director of Public Works	145	65.65	68.91	72.38	75.99	79.78	83.78	90.06
10009	Director of Community Development	144	64.04	67.24	70.59	74.13	77.85	81.73	87.86
		142	60.95	63.99	67.19	70.55	74.07	77.79	83.60
		141	59.47	62.43	65.58	68.84	72.28	75.90	81.60
10010	Director of Building & Safety	140	58.01	60.90	63.96	67.16	70.50	74.03	79.60
10014	Director of Housing	140	58.01	60.90	63.96	67.16	70.50	74.03	79.60
10015	City Clerk	139	56.60	59.45	62.41	65.52	68.80	72.24	77.66
10018	City Engineer	139	56.60	59.45	62.41	65.52	68.80	72.24	77.66
		138	55.20	57.98	60.87	63.93	67.13	70.47	75.78
10022	Director of Economic Development	137	53.88	56.57	59.39	62.37	65.46	68.76	73.91
10016	Director of Special Programs	137	53.88	56.57	59.39	62.37	65.46	68.76	73.91
		136	52.56	55.18	57.96	60.84	63.90	67.09	72.12
20028	Information System Manager	135	51.27	53.85	56.54	59.35	62.32	65.43	70.35
20060	Assistant to the City Manager	135	51.27	53.85	56.54	59.35	62.32	65.43	70.35
20066	Assistant Finance Director	135	51.27	53.85	56.54	59.35	62.32	65.43	70.35
20075	Principal Planner	135	51.27	53.85	56.54	59.35	62.32	65.43	70.35
20071		134	50.03	52.54	55.16	57.93	60.82	63.87	68.66
20074	Economic Development Manager	134	50.03	52.54	55.16	57.93	60.82	63.87	68.66
		133	48.80	51.24	53.82	56.51	59.33	62.30	66.98
		132	47.63	50.01	52.51	55.13	57.90	60.79	65.35
20030	Redevelopment Manager	131	46.48	48.78	51.21	53.77	56.46	59.28	63.72
20034	Human Resources Manager	131	46.46	48.78	51.21	53.77	56.46	59.28	63.72
20051		131	46.46	48.78	51.21	53.77	56.46	59.28	63.72
20061	Tourism and Marketing Manager	131	46.46	48.78	51.21	53.77	56.46	59.28	63.72

**CITY OF PALM DESERT**  
**SCHEDULE OF SALARY RANGES AND CLASSIFICATIONS**  
**Effective 7/1/2013 - 6/30/14**

Resolution 2013-\_\_\_\_\_  
Attachment 'A'

POSITION	CLASSIFICATION	GRADE	Step 1	5% Step 2	5% Step 3	5% Step 4	5% Step 5	5% Step 6	7.5% Step 7
20006	Transportation Engineer	130	45.34	47.59	49.97	52.47	55.10	57.85	62.18
20009	Maintenance Services Manager	130	45.34	47.59	49.97	52.47	55.10	57.85	62.18
20056	Senior Engineer/City Surveyor	130	45.34	47.59	49.97	52.47	55.10	57.85	62.18
20008	Senior Engineer	129	44.22	46.43	48.76	51.18	53.75	56.43	60.67
20017	Risk Manager	129	44.22	46.43	48.76	51.18	53.75	56.43	60.67
20048	Landscape Manager	129	44.22	46.43	48.76	51.18	53.75	56.43	60.67
		128	43.14	45.28	47.54	49.93	52.43	55.04	59.17
20013	Senior Management Analyst	127	42.08	44.20	46.41	48.74	51.16	53.73	57.75
20015	Associate Planner	127	42.08	44.20	46.41	48.74	51.16	53.73	57.75
20019		127	42.08	44.20	46.41	48.74	51.16	53.73	57.75
20035	Associate Engineer	127	42.08	44.20	46.41	48.74	51.16	53.73	57.75
20036	Project Administrator	127	42.08	44.20	46.41	48.74	51.16	53.73	57.75
20064	Deputy City Treasurer	127	42.08	44.20	46.41	48.74	51.16	53.73	57.75
20067	Senior Financial Analyst	127	42.08	44.20	46.41	48.74	51.16	53.73	57.75
20076		127	42.08	44.20	46.41	48.74	51.16	53.73	57.75
20018	Assistant Engineer	125	40.07	42.06	44.19	46.40	48.73	51.15	54.99
		124	39.08	41.04	43.11	45.25	47.51	49.89	53.61
20077	Code Compliance Supervisor	123	38.13	40.05	42.04	44.15	46.36	48.67	52.31
20012	Supervising Plan Examiner	123	38.13	40.05	42.04	44.15	46.36	48.67	52.31
20020	Management Analyst II	123	38.13	40.05	42.04	44.15	46.36	48.67	52.31
20021	Assistant Planner	123	38.13	40.05	42.04	44.15	46.36	48.67	52.31
		122	37.20	39.06	41.00	43.04	45.20	47.47	51.03
20023	Streets Maintenance Supervisor	121	36.29	38.11	40.02	42.00	44.12	46.33	49.79
30002	Accountant II	121	36.29	38.11	40.02	42.00	44.12	46.33	49.79
30061	Landscape Specialist	121	36.29	38.11	40.02	42.00	44.12	46.33	49.79
30063	Senior Code Compliance Officer	121	36.29	38.11	40.02	42.00	44.12	46.33	49.79
30082	Traffic Signal Specialist	121	36.29	38.11	40.02	42.00	44.12	46.33	49.79
30088	Project Coordinator	121	36.29	38.11	40.02	42.00	44.12	46.33	49.79

**CITY OF PALM DESERT**  
**SCHEDULE OF SALARY RANGES AND CLASSIFICATIONS**  
**Effective 7/1/2013 - 6/30/14**

Resolution 2013-\_\_\_\_\_  
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POSITION	CLASSIFICATION	GRADE	Step 1	5% Step 2	5% Step 3	5% Step 4	5% Step 5	5% Step 6	7.5% Step 7
30090	Senior Landscape Inspector	121	36.29	38.11	40.02	42.00	44.12	46.33	48.79
20058	Management Analyst I	120	35.41	37.18	39.04	40.96	43.01	45.18	48.57
30076	Public Works Inspector II	120	35.41	37.18	39.04	40.96	43.01	45.18	48.57
		119	34.54	36.27	38.09	39.98	41.97	44.07	47.38
30006	Public Works Inspector I	118	33.69	35.37	37.15	39.02	40.94	42.99	46.22
30008	Building Inspector II	118	33.69	35.37	37.15	39.02	40.94	42.99	46.22
30009	Building Permit Specialist II	118	33.69	35.37	37.15	39.02	40.94	42.99	46.22
30011	Accountant I	118	33.69	35.37	37.15	39.02	40.94	42.99	46.22
30012	Code Compliance Officer II	118	33.69	35.37	37.15	39.02	40.94	42.99	46.22
30016	Engineering Technician II	118	33.69	35.37	37.15	39.02	40.94	42.99	46.22
30075	Landscape Inspector II	118	33.69	35.37	37.15	39.02	40.94	42.99	46.22
30080	Accounting Technician II	118	33.69	35.37	37.15	39.02	40.94	42.99	46.22
30081	Traffic Signal Technician II	118	33.69	35.37	37.15	39.02	40.94	42.99	46.22
30084	Deputy City Clerk	118	33.69	35.37	37.15	39.02	40.94	42.99	46.22
30087	Economic Development Technician II	118	33.69	35.37	37.15	39.02	40.94	42.99	46.22
		117	32.88	34.52	36.25	38.07	39.95	41.95	45.10
		116	32.07	33.67	35.35	37.11	38.99	40.92	44.00
		115	31.29	32.87	34.51	36.24	38.05	39.94	42.94
20072	Building Maintenance Supervisor	114	30.53	32.05	33.66	35.33	37.10	38.97	41.88
30014	Code Compliance Officer I	114	30.53	32.05	33.66	35.33	37.10	38.97	41.88
30015	Building Inspector I	114	30.53	32.05	33.66	35.33	37.10	38.97	41.88
30045	Landscape Inspector I	114	30.53	32.05	33.66	35.33	37.10	38.97	41.88
30047	Economic Development Technician I	114	30.53	32.05	33.66	35.33	37.10	38.97	41.88
30056	Information Systems Technician	114	30.53	32.05	33.66	35.33	37.10	38.97	41.88
30085	GIS Technician	114	30.53	32.05	33.66	35.33	37.10	38.97	41.88
20078	Visitor Center Supervisor	114	30.53	32.05	33.66	35.33	37.10	38.97	41.88
30005	Engineering Technician I	113	29.77	31.27	32.82	34.48	36.19	38.01	40.86
30018	Human Resources Technician	113	29.77	31.27	32.82	34.48	36.19	38.01	40.86

**CITY OF PALM DESERT**  
**SCHEDULE OF SALARY RANGES AND CLASSIFICATIONS**  
 Effective 7/1/2013 - 6/30/14

Resolution 2013-\_\_\_\_\_  
 Attachment "A"

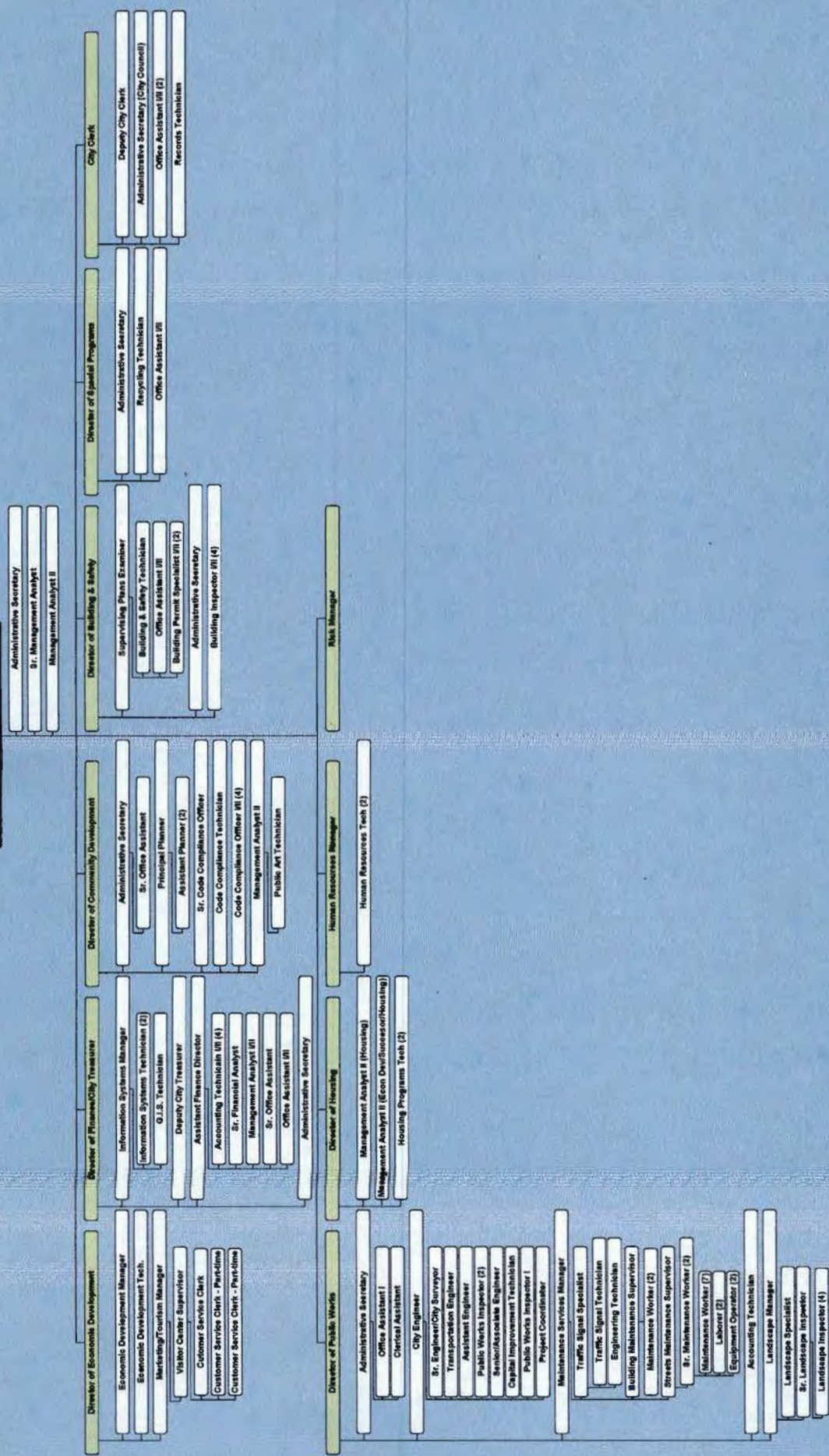
POSITION CLASSIFICATION	GRADE	Step 1	5% Step 2	5% Step 3	5% Step 4	5% Step 5	5% Step 6	7.5% Step 7
30019 Accounting Technician I	113	29.77	31.27	32.82	34.48	36.19	38.01	40.86
30020 Administrative Secretary	113	29.77	31.27	32.82	34.48	36.19	38.01	40.86
30048 Records Technician	113	29.77	31.27	32.82	34.48	36.19	38.01	40.86
30064 Code Compliance Technician	113	29.77	31.27	32.82	34.48	36.19	38.01	40.86
30074 Housing Programs Technician	113	29.77	31.27	32.82	34.48	36.19	38.01	40.86
30077 Public Arts Technician	113	29.77	31.27	32.82	34.48	36.19	38.01	40.86
30083 Capital Improvement Projects Technician	113	29.77	31.27	32.82	34.48	36.19	38.01	40.86
30089 Recycling Technician	113	29.77	31.27	32.82	34.48	36.19	38.01	40.86
	112	29.08	30.50	32.02	33.63	35.29	37.07	39.83
30021 Senior Maintenance Worker	111	28.37	29.77	31.27	32.82	34.48	36.19	38.90
30023 Building Permit Specialist	111	28.37	29.77	31.27	32.82	34.48	36.19	38.90
30086 Building and Safety Technician	111	28.37	29.77	31.27	32.82	34.48	36.19	38.90
30053 Equipment Operator II	111	28.37	29.77	31.27	32.82	34.48	36.19	38.90
	110	27.66	29.06	30.50	32.02	33.63	35.29	37.96
30052 Equipment Operator I	109	27.00	28.36	29.75	31.25	32.79	34.46	37.03
	108	26.32	27.64	29.03	30.48	32.00	33.60	36.12
30026 Senior Office Assistant	107	25.68	26.99	28.34	29.74	31.24	32.78	35.24
30097	107	25.68	26.99	28.34	29.74	31.24	32.78	35.24
30029 Maintenance Worker II	106	25.03	26.30	27.62	29.00	30.45	31.97	34.36
30051 Receptionist	106	25.03	26.30	27.62	29.00	30.45	31.97	34.36
30028	105	24.44	25.66	26.95	28.31	29.71	31.19	33.53
30030 Office Assistant II	104	23.85	25.03	26.30	27.62	29.00	30.45	32.72
	103	23.29	24.44	25.65	26.94	28.29	29.70	31.93
	102	22.71	23.83	25.01	26.28	27.60	28.97	31.14
30036 Maintenance Worker I	101	22.15	23.26	24.43	25.64	26.93	28.28	30.41
30035 Office Assistant I	100	21.60	22.71	23.83	25.01	26.28	27.60	29.66
30098 Clerical Assistant	90	16.83	17.68	18.55	19.48	20.46	21.48	23.09
30095 Laborer	87	12.24	12.85	13.49	14.17	14.88	15.63	16.72
30096 Customer Service Clerk - Full Time	87	12.24	12.85	13.49	14.17	14.88	15.63	16.72

**CITY OF PALM DESERT**  
**SCHEDULE OF SALARY RANGES AND CLASSIFICATIONS**  
 Effective 7/1/2013 - 6/30/14

Resolution 2013-\_\_\_\_\_  
 Attachment "A"

POSITION CLASSIFICATION		GRADE	Step 1	5% Step 2	5% Step 3	5% Step 4	5% Step 5	5% Step 6	7.5% Step 7
45001	Customer Service Clerk - Part Time	87	12.24	12.85	13.49	14.17	14.88	15.63	16.72
50014	Risk Manager (Y Rated)	50							66.32
50015	Code Compliance Officer II (Y Rated)	52							46.93

# City Manager



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 a lower of cost or market, a cost less allowance for depreciation, etc.

<b>Base Budget:</b>	On going expense for personnel, contractual services, and the replacement of supplies and equipment required to maintain service levels previously authorized by the City
<b>Bond (Debt Instrument):</b>	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.
<b>Budget (Operating):</b>	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.
<b>Budget Calendar:</b>	The schedule of key dates or milestones which the City follows in the preparation and adoption of the budget.
<b>Budget Message: (City Managers)</b>	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.
<b>Capital Assets:</b>	Assets of significant value and having a useful life of more than one year. Capital assets are also called fixed assets.
<b>Capital Budget:</b>	A plan of proposed capital expenditures and the means of financing them. The capital budget is enacted as part of the City's consolidated budget which includes both operating and capital outlays, and is based on a capital improvement program (CIP).



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

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

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

Intergovernmental Grants:	A contribution of assets (usually cash) by 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: <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.