



STAFF REPORT

DATE: FEBRUARY 21, 2012
TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: ROD FOSTER, CITY MANAGER
PREPARED BY: BONNIE J. JOHNSON, MANAGEMENT SERVICES DIRECTOR
SUBJECT: MID-YEAR BUDGET REVIEW AND RELATED ACTIONS

Handwritten signatures in blue ink, including a large signature that appears to be "Rod Foster" and a smaller signature to the right.

RECOMMENDED ACTION

1. It is recommended that the City Council adopt Resolution No. R-06-12 authorizing the amendment of the Fiscal Year 2011-12 Budget to include certain necessary adjustments as detailed in this report, declaring intent regarding 2012-13 insurance providers and approving the job description for Human Resources Specialist.
2. It is recommended that the Utility Authority Board adopt Resolution No. CUA 2012-01 authorizing the amendment of the Fiscal Year 2011-12 Budget to include certain necessary adjustments as detailed in this report.

GOAL STATEMENT

The proposed action will support the City's goal of managing and operating the City in a fiscally responsible manner.

BACKGROUND

It is imperative that the budget be reviewed on an ongoing basis in order to ensure the fiscal integrity of all City operations. The purpose of this report is to provide current summary information that will assist the City Council in the decision making process. This report includes projections to close the fiscal year for each City fund (Attachment A), as well as all recommended changes to the budget including previously approved Council changes through the date of the report (Attachments B and C).

The format of the report is as follows:

- Attachment A: Fund Summary – Reflects July 1, 2011 available beginning balances based on the audit, as well as adjusted 2011-12 revenue and expenditure projections.
- Attachment B: Summary of Recommended Revenue Adjustments by Fund: Reflects Citywide recommended revenue adjustments summarized by fund
- Attachment C: Summary of Recommended Expenditure Adjustments by Fund: Reflects Citywide recommended expenditure adjustments summarized by fund

General Fund

With 50% of the fiscal year complete, General Fund revenues are 38% received while expenditures are 49% spent (including encumbrances 54% spent). Certain major General Fund revenues such as property taxes are primarily collected in the second, third and fourth quarters of the fiscal year and thus, at mid-year, will generally show less than 50% collected. Sales tax in-lieu and property tax in-lieu, which together represent approximately 20% of estimated revenue, are collected in the third and fourth quarters and thus have a significant lowering effect on the percentage received through mid-year. In addition, sales tax receipts through December only reflect four month's collection due to the required accrual method of accounting.

Overall, revenues are projected to decrease by \$352,175 based on current projections. The major factors include lower than anticipated franchise fees and business license revenues, as well as the State's July 2011 elimination of motor vehicle license fees to cities. However, this also reflects an increase in sales tax of \$275,000 per the most recent estimate from our sales tax consultant.

With respect to expenditures, a majority of costs are relatively straight-line in nature, i.e., there is a proportionate share spent each month. However, there are some operating costs, as well as capital expenditures, that do not follow this pattern. Because of these timing issues, year to date expenditure percentages by Department may vary, while the overall budget to actual percentage is right in line with expectations.

Overall, General Fund expenditures are estimated to increase by a net amount of \$266,430 to close the year. Several factors are playing a role in the increase including the absorption of certain costs as a result of the State's recent elimination of redevelopment agencies, as well as an increase in legal costs for certain ongoing litigation cases. In addition, the increase includes funding for needed repairs and maintenance to the Council offices, Council Chambers, and the City Hall lobby and entry area. The increase also addresses essential health and safety issues including HVAC at the Gonzales Center and roofing improvements at the Luque Center. Finally, mandated improvements to the City's pool complex are also included. However, a large portion of the total increase was offset by salary and benefit savings of approximately \$248,000 resulting from lower than anticipated retiree health benefit rates and vacant positions in various City departments, including two current vacancies in the Human Resources Division of the Management Services. Staff is recommending that the funding from the currently vacant Human Resources Analyst and Human Resources Technician be reallocated to the proposed classification of Human Resources Specialist. The creation of two Specialist positions would provide the same number of staff, provide for greater flexibility and efficiency within the Division, as well as result in savings of approximately \$2,400 annually.

The above General Fund revenue and expenditure projections are recommended for adjustment to reflect current estimates to close the year. The General Fund reserve balance at June 30, 2012 is projected to be \$1,594,881, or \$381,920 higher than originally estimated during the 2011-12 budget process. This is mainly due to 2010-11 revenues exceeding original estimates and 2010-11 expenditures coming in slightly below projections.

Capital Improvement (CIP) Funds and Grants

Three new CIP projects are included in the proposed adjustments. Two of them, Chavez Park Playground Improvements and citywide playground equipment inspection and repair, are recommended for funding using existing dollars in the Park Improvement Fund. The third project, Colton Crossing Wall Treatments – Graffiti Abatement and Remediation, is fully reimbursable pursuant to an agreement with Union Pacific Railroad Company in the amount of \$359,213.

Enterprise Funds

The City's major enterprise funds, namely Electric, Water and Wastewater, are all recommended for adjustment at mid-year. It should be noted that each of these operations met or exceeded projected operating results for the prior fiscal year.

Electric

With respect to revenue, the Electric Fund is tracking fairly close to budget. There are minor adjustments to non-rate related revenue totaling an increase of \$163,784, recommended for approval. As for expenditures, there is a net decrease of \$449,103 being recommended. This is primarily due to savings from various vacant positions, as well as from the revised MOU terms approved in September 2011.

Based upon current estimates, the Electric Fund is expected to end the year with an approximate balance of \$11.1 million. However, approximately \$7.9 million is currently reserved under the "flow of funds" ordinance. The remaining balance of \$3.2 million represents approximately 5.4% of the current expenditure levels. The City's financial policies adopted as part of the 2010-11 budget process reflect reserve requirements of 10% operating and 20% rate stabilization.

Water

The Water Fund revenue projections reflect a net increase of \$135,409. In addition, expenditures reflect an increase of \$541,374. The major reason for the increase in costs (\$500,000) relate to ongoing perchlorate litigation. Also, it should be noted, that although it does not change the bottom line expenditure projection for the Water Fund, \$1 million of unspent bond proceeds is being recommended for reallocation from an existing appropriation for reservoirs to an appropriation for remediation of the brown water issue. All other changes in appropriations are routine in nature.

Wastewater

The latest revenue projections in the Wastewater Fund reflect an increase of \$278,685 mainly due to collection of certain connection fees. Expenditures are recommended for increase in the amount of \$1,152,584. Of that, \$1,000,000 is being requested for the Centrifuge Project wherein improvements would be made to sludge handling at the treatment plant to reduce odor and vector problems, as well as reduce sludge handling costs going forward. All other changes in appropriations are routine in nature.

problems, as well as reduce sludge handling costs going forward. All other changes in appropriations are routine in nature.

Successor Agency to the Redevelopment Agency and Housing Authority

On February 1, 2012, California redevelopment agencies were dissolved. However, accounting for such changes in the books and records has been challenging. As a result of the dissolution, both the Successor Agency and Housing Authority will have to establish initial budgets for the balance of the fiscal year. Inasmuch as new information is coming out daily as to how to proceed, budgets for the Successor Agency and the Housing Authority will be presented at a future meeting for discussion and consideration. However, as noted in the General Fund section of this report, certain costs are recommended for reallocation to the General Fund because under the new legislation there is a cap on administrative expenditures. Therefore, estimated expenditures in excess of the cap are recommended for reallocation.

All Other Funds

All revenue or expenditure adjustments recommended for any other funds (not previously mentioned earlier in this report) are considered routine in nature and reflected on Attachments B and C to this report.

ISSUES/ANALYSIS

All projections have been updated for balances as reflected in the recently issued 2011 CAFR, implementation of certain MOU changes not previously accounted for, as well as the recent dissolution of redevelopment agencies.

FISCAL IMPACTS

Adoption of the attached resolutions will amend the budget to reflect the most current estimates to close the fiscal year. Resolution No. R-06-12 also rescinds Resolution No. R-104-11 to allow the City to remain in the ICRMA Insurance JPA. Staff will continue to evaluate cost saving options in this regard. In summary, the respective funds are expected to end with the following projected balances:

- General Fund \$ 1,597,825
- Special Revenue funds \$ (450,002)
- Capital Projects funds \$ 4,970,044
- Debt Service funds \$ 5,343,160
- Enterprise funds \$15,182,066
- Internal Service funds \$ 275,696

ALTERNATIVES

1. Provide alternative direction to staff.

RESOLUTION NO. R-06-12

**RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF COLTON, CALIFORNIA
AMENDING THE BUDGET FOR FISCAL
YEAR COMMENCING JULY 1, 2011 AND
ENDING JUNE 30, 2012, RESCINDING
RESOLUTION NO. 104-11 AND DECLARING
INTENT REGARDING 2012-13 INSURANCE
PROVIDERS AND APPROVING THE JOB
DESCRIPTION FOR HUMAN RESOURCES
SPECIALIST**

WHEREAS, the City of Colton adopted a budget for the fiscal year commencing July 1, 2011 and ending June 30, 2012; and

WHEREAS, the City of Colton conducts regular reviews of its budget as it is fiscally prudent to do so; and

WHEREAS, based upon the latest review the City desires to amend the budget.

NOW, THEREFORE, THE CITY COUNCIL OF THE COLTON DOES HEREBY RESOLVE, DETERMINE AND ORDER as follows:

SECTION 1. The revised budgetary projections reflected on Attachments A, B and C attached hereto and incorporated herein by reference, are hereby approved.

SECTION 2. The recommended adjustments to the budget as summarized on Attachments B and C, attached hereto and incorporated herein by reference, are hereby approved.

SECTION 3. The City Council hereby rescinds Resolution No.104-11 that declared its intent to cancel membership in the ICRMA Liability Program for fiscal year 2012-13.

SECTION 4. The job description for the Human Resources Specialist position is approved with a monthly salary range of \$4,249.50 to \$5,165.33. The funding of the currently vacant positions of Human Resources Analyst and Human Resources Technician is hereby

reallocated to fund two Human Resources Specialists. Based on current salary and benefit levels, this action will result in an approximate annual savings of \$2,400.

SECTION 5. Under the direction of the City Manager, the Management Services Director may make the reallocation of appropriations within any fund. Amendments that increase or decrease the Budget shall be by approved by Resolution of the City Council.

APPROVED AND ADOPTED this 21st day of February, 2012.

SARAH S. ZAMORA, Mayor

ATTEST:

EILEEN GOMEZ, City Clerk

**CITY OF COLTON
2011-12 MID- REVIEW
FUND SUMMARY**

Attachment A

	July 1, 2011 Available Balance	Revised Estimated Revenue	Revised Budgeted Expenditures	June 30, 2012 Projected Balance
General Fund	3,111,696	26,200,059	27,716,874	1,594,881
<u>Special Revenue Funds</u>				
Community Child Care	1,060	646,700	634,134	13,626
Special Gas Tax	302,777	1,410,978	1,600,000	113,755
Library Grant Fund	4,373	37,939	29,607	12,705
State Traffic Relief	553,326	1,000	489,238	65,088
Air Quality Fund (AQMD)	249,756	50,400	14,895	285,261
CDBG Fund**	(561,232)	629,518	629,518	(561,232)
Drug/Gang Intervention	15,438	0	0	15,438
Measure I Fund	1,028,186	474,960	896,780	606,366
ViTep	35,502	50,050	138,398	(52,846)
Miscellaneous Grants**	(1,418,059)	3,561,598	3,466,825	(1,323,286)
Host City Fees	162,906	347,897	272,279	238,524
New Facilities Development Fees	64,629	8,075	0	72,704
Asset Seizure Fund	370,916	64,729	13,985	421,660
Storm Water	(14,645)	588,591	517,318	56,628
LLMD #1	(246,512)	322,310	316,112	(240,314)
LLMD #2	(183,813)	126,372	116,638	(174,079)
Total Special Revenue Funds	364,608	8,321,117	9,135,727	(450,002)
<u>Capital Projects Funds</u>				
Park Development Fund	191,696	22,788	75,000	139,484
Traffic Impact Fee Fund	229,227	58,314	67,790	219,751
Capital Improvement Fund (450)**	(160,952)	3,073,349	3,073,351	(160,954)
Colton Crossing Fund (451)	1,447,705	3,843,373	359,213	4,931,865
Capital Improvement Fund (457)**	(160,102)	0	0	(160,102)
Total Capital Projects Funds	1,547,574	6,997,824	3,575,354	4,970,044
<u>Debt Service Funds</u>				
Public Financing Authority	1,578,773	1,417,549	1,401,460	1,594,862
Taxable Pension Bonds	1,568,355	2,419,526	2,304,347	1,683,534
Water Improvement District A	(42,416)	33,884	31,566	(40,098)
CFD 87-1	201,519	115,974	103,659	213,834
CFD 88-1	359,526	234,991	209,603	384,914
CFD 89-1	384,033	282,904	252,612	414,325
CFD 89-2	543,547	359,498	318,066	584,979
CFD 90-1	499,257	274,465	266,912	506,810
Total Debt Service Funds	5,092,594	5,138,791	4,888,225	5,343,160

**Although staff has made progress, historical grant/CIP funding issues still to be addressed

Attachment A

**CITY OF COLTON
2011-12 MID- REVIEW
FUND SUMMARY**

Attachment A

	July 1, 2011 Available Balance	Revised Estimated Revenue	Revised Budgeted Expenditures	June 30, 2012 Projected Balance
<u>Enterprise Funds</u>				
Electric Utility	11,829,037	58,785,082	59,483,008	11,131,111
Public Benefit Fund	1,655,175	632,995	1,822,403	465,767
Water Utility	(2,059,586)	10,277,855	13,744,547	(5,526,278)
Wastewater Utility	9,872,448	8,670,009	10,179,093	8,363,364
Cemetery Endowment	744,202	3,900	0	748,102
Total Enterprise Funds	22,041,276	78,369,841	85,229,051	15,182,066
<u>Internal Service Funds</u>				
Bldg Maint and Fleet	9,636	50	0	9,686
Information Services	155,750	250	50,675	105,325
Risk Management	181,512	12,130	32,957	160,685
Total Internal Service Funds	346,898	12,430	83,632	275,696
Grand Totals	32,504,646	125,040,062	130,628,863	26,915,845

Attachment A

CITY OF COLTON
2011-12 MID-YEAR REVIEW
ALL FUNDS REVENUE - RECOMMENDED ADJUSTMENTS

FUND TITLE	ADOPTED BUDGET	REVISED BUDGET	RECOMMENDED BUDGET	RECOMMENDED ADJUSTMENT
General Fund	\$ 26,552,234	\$ 26,552,234	\$ 26,200,059	\$ (352,175)
<u>Special Revenue Funds</u>				
Community Child Care	803,915	803,915	646,700	\$ (157,215)
Special Gas Tax	1,394,897	1,394,897	1,410,978	\$ 16,081
Library Grant Fund	37,939	37,939	37,939	\$ -
State Traffic Relief	-	-	1,000	\$ 1,000
Air Quality Fund (AQMD)	50,000	50,000	50,400	\$ 400
CDBG Fund	383,199	601,254	629,518	\$ 28,264
Measure I Fund	473,460	473,460	474,960	\$ 1,500
ViTep	125,000	125,000	50,050	\$ (74,950)
Miscellaneous Grants	1,502,197	3,543,087	3,561,598	\$ 18,511
Host City Fees	347,697	347,697	347,897	\$ 200
New Facilities Development Fees	8,000	8,000	8,075	\$ 75
Asset Seizure Fund	-	-	64,729	\$ 64,729
Storm Water	575,000	575,000	588,591	\$ 13,591
LLMD #1	319,692	319,692	322,310	\$ 2,618
LLMD #2	123,454	123,454	126,372	\$ 2,918
Subtotal	6,144,450	8,403,395	8,321,117	\$ (82,278)
<u>Capital Projects Funds</u>				
Park Development Fund	43,000	43,000	22,788	\$ (20,212)
Traffic Impact Fee Fund	50,000	50,000	58,314	\$ 8,314
Capital Improvement Fund (450)	469,911	3,005,037	3,073,349	\$ 68,312
Colton Crossing Fund (451)	1,832,660	1,832,660	3,843,373	\$ 2,010,713
Subtotal	2,395,571	4,930,697	6,997,824	\$ 2,067,127
<u>Debt Service Funds</u>				
Public Financing Authority	1,416,849	1,416,849	1,417,549	\$ 700
Taxable Pension Bonds	2,419,526	2,419,526	2,419,526	\$ -
Water Improvement District A	31,567	31,567	33,884	\$ 2,317
CFD 87-1	116,054	116,054	115,974	\$ (80)
CFD 88-1	235,541	235,541	234,991	\$ (550)
CFD 89-1	283,354	283,354	282,904	\$ (450)
CFD 89-2	325,969	325,969	359,498	\$ 33,529
CFD 90-1	275,265	275,265	274,465	\$ (800)
Subtotal	5,104,125	5,104,125	5,138,791	\$ 34,666

**CITY OF COLTON
2011-12 MID-YEAR REVIEW
ALL FUNDS REVENUE - RECOMMENDED ADJUSTMENTS**

FUND TITLE	ADOPTED BUDGET	REVISED BUDGET	RECOMMENDED BUDGET	RECOMMENDED ADJUSTMENT
<u>Enterprise Funds</u>				
Electric Utility	58,135,898	58,621,298	58,785,082	\$ 163,784
Public Benefit Fund	631,795	631,795	632,995	\$ 1,200
Water Utility	10,142,446	10,142,446	10,277,855	\$ 135,409
Wastewater Utility	8,391,324	8,391,324	8,670,009	\$ 278,685
Cemetary Endowment	3,600	3,600	3,900	\$ 300
Subtotal	77,305,063	77,790,463	78,369,841	\$ 579,378
<u>Internal Service Funds</u>				
Internal Svc - Bldg/Auto	-	-	50	\$ 50
Information Services Fund	-	-	250	\$ 250
Insurance Fund	-	-	12,130	\$ 12,130
Subtotal	-	-	12,430	\$ 12,430
Grand Total	\$ 117,501,443	\$ 122,780,914	\$ 125,040,062	\$ 2,259,148

CITY OF COLTON
2011-12 MID-YEAR REVIEW
ALL FUNDS EXPENDITURE - RECOMMENDED ADJUSTMENTS

FUND TITLE	ADOPTED BUDGET	REVISED BUDGET	RECOMMENDED BUDGET	RECOMMENDED ADJUSTMENT
General Fund	\$ 27,245,475	\$ 27,450,444	\$ 27,716,874	\$ 266,430
<u>Special Revenue Funds</u>				
Community Child Care	751,261	751,261	634,134	\$ (117,127)
Special Gas Tax	1,600,000	1,600,000	1,600,000	\$ -
Library Grant Fund	37,939	37,939	29,607	\$ (8,332)
State Traffic Relief	80,569	489,238	489,238	\$ -
Air Quality Fund (AQMD)	-	14,895	14,895	\$ -
CDBG Fund	383,199	601,254	629,518	\$ 28,264
Measure I Fund	405,542	896,780	896,780	\$ -
ViTep	142,590	142,590	138,398	\$ (4,192)
Miscellaneous Grants	1,419,725	3,463,245	3,466,825	\$ 3,580
Host City Fees	249,001	272,279	272,279	\$ -
Asset Seizure Fund	-	-	13,985	\$ 13,985
Storm Water	521,575	537,825	517,318	\$ (20,507)
LLMD #1	309,665	309,665	316,112	\$ 6,447
LLMD #2	116,638	116,638	116,638	\$ -
Subtotal	6,017,704	9,233,609	9,135,727	\$ (97,882)
<u>Capital Projects Funds</u>				
Park Development Fund	-	6,687	75,000	\$ 68,313
Traffic Impact Fee Fund	50,000	67,790	67,790	\$ -
Capital Improvement Fund (450)	469,911	2,998,351	3,073,351	\$ 75,000
Colton Crossing Fund (451)	-	-	359,213	\$ 359,213
Subtotal	519,911	3,072,828	3,575,354	\$ 502,526
<u>Debt Service Funds</u>				
Public Financing Authority	1,400,815	1,400,815	1,401,460	\$ 645
Taxable Pension Bonds	2,304,347	2,304,347	2,304,347	\$ -
Water Improvement District A	31,566	31,566	31,566	\$ -
CFD 87-1	103,659	103,659	103,659	\$ -
CFD 88-1	209,603	209,603	209,603	\$ -
CFD 89-1	252,612	252,612	252,612	\$ -
CFD 89-2	283,737	283,737	318,066	\$ 34,329
CFD 90-1	266,912	266,912	266,912	\$ -
Subtotal	4,853,251	4,853,251	4,888,225	\$ 34,974

CITY OF COLTON
2011-12 MID-YEAR REVIEW
ALL FUNDS EXPENDITURE - RECOMMENDED ADJUSTMENTS

FUND TITLE	ADOPTED BUDGET	REVISED BUDGET	RECOMMENDED BUDGET	RECOMMENDED ADJUSTMENT
<u>Enterprise Funds</u>				
Electric Utility	58,025,575	59,932,111	59,483,008	\$ (449,103)
Public Benefit Fund	624,351	1,819,202	1,822,403	\$ 3,201
Water Utility	10,138,886	13,203,173	13,744,547	\$ 541,374
Wastewater Utility	8,751,149	9,026,509	10,179,093	\$ 1,152,584
Cemetary Endowment	-	-	-	\$ -
Subtotal	77,539,961	83,980,995	85,229,051	\$ 1,248,056
<u>Internal Service Funds</u>				
Bldg Main, Auto Shop	-	-	-	-
Information Services Fund	-	47,884	50,675	2,791
Insurance Fund	-	13,292	32,957	19,665
Subtotal	-	61,176	83,632	\$ 22,456
Grand Total	\$ 116,176,302	\$ 128,652,303	\$ 130,628,863	\$ 1,976,560

HUMAN RESOURCES SPECIALIST

DEFINITION:

Under general supervision, performs a variety of responsible and complex duties in support of the daily operations of the Human Resources and Risk Management Division; coordinates assigned activities with other divisions, departments, outside agencies, and the public; and performs a variety of special projects as assigned.

DISTINGUISHING CHARACTERISTICS:

The Human Resources Specialist is a paraprofessional level position responsible for performing a full array of human resources and risk management duties and responsibilities in support of the City's Human Resources and Risk Management functions. Incumbents assigned to this classification may have primary responsibility for several program areas.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Participate in a variety of recruitment activities; develop and implement recruitment plans including multi-media advertisements and outreach activities; prepare job bulletins and recruitment information.
- Assists in the development of selection procedures and instruments including written, oral and performance examinations.
- Analyze examination statistics to improve test quality and effectiveness; determine adverse impacts and conformance with equal employment opportunity and other regulations.
- Respond to inquiries regarding the recruitment and selection process.
- Coordinate the administration of the employee and retiree benefit programs; resolve billing issues; explain benefit programs; complete benefit forms; process insurance premiums; and coordinate annual open enrollment.
- Administer the annual recertification retiree benefits.
- Coordinate the administration of the worker's compensation and risk liability programs.
- Respond to requests for information and assistance from employees, management, outside agencies and the public.
- Assist in conducting studies and research on a broad range of human resources issues.
- Prepare and process documents related to hiring, promotions, salary adjustments, retirements, terminations, and evaluations.
- Maintain and update employee information.
- Maintain and process human resource reports and documents.
- Conduct studies, investigations and surveys; analyze data; formulate conclusions and make appropriate recommendations.
- Perform other related duties as required.

WORKING CONDITIONS:

Work is generally performed in a climate controlled office environment. Position requires prolonged sitting, standing, walking, reaching, twisting and turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports using a computer key board. Additionally, the position requires near and far vision in reading written reports and work-related documents. Acute hearing is required when providing phone and counter service.

HUMAN RESOURCES SPECIALIST

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QUALIFICATIONS:

Education and/or Experience:

Associates Degree in Human Resources Management, Public or Business Administration or closely related field and three years of experience performing responsible support duties in a full-service, centralized human resources office **OR** an equivalent combination of closely related training and experience.

License/Certificate:

Possession of a valid class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS:

Knowledge of:

Working knowledge of principles and practices of personnel administration including recruitment and selection, and benefits administration.

Methods and techniques of statistics.

Applicable Federal, State, and local laws, codes and regulations.

COBRA and FMLA regulations.

Modern office equipment including a computer and applicable software.

Methods and techniques for basic report preparation and writing.

Methods and techniques for record keeping.

Ability to:

Deal with a variety of diverse personalities.

Effectively handle a variety of assignments simultaneously.

Analyze and evaluate data and prepare comprehensive reports and studies.

Communicate clearly and concisely.

Collect, compile and analyze information and data.

Courteously respond to organizational and applicant issues, concerns and needs.

Work independently.

Understand and follow instructions.

Establish and maintain effective working relationships.

Skill to:

Operate computer and applicable software.

Type at a speed necessary for successful job performance.

Effectively operate a motor vehicle on City streets.

APPROVED BY COUNCIL:

RESOLUTION NO. CUA 2012-01

**RESOLUTION OF THE UTILITY AUTHORITY OF
THE CITY OF COLTON, CALIFORNIA AMENDING
THE BUDGET FOR FISCAL YEAR COMMENCING
JULY 1, 2011 AND ENDING JUNE 30, 2012**

WHEREAS, the City of Colton Utility Authority (the Authority) adopted a budget for the fiscal year commencing July 1, 2011 and ending June 30, 2012; and

WHEREAS, the Authority conducts regular reviews of its budget as it is fiscally prudent to do so; and

WHEREAS, based upon the latest review the Authority desires to amend the budget;

NOW, THEREFORE, THE UTILITY AUTHORITY OF THE COLTON DOES HEREBY RESOLVE, DETERMINE AND ORDER as follows:

SECTION 1. The revised budgetary projections reflected on Attachments A, B and C attached hereto and incorporated herein by reference, are hereby approved.

SECTION 2. The recommended adjustments to the budget as summarized on Attachments B and C, attached hereto and incorporated herein by reference, are hereby approved.

SECTION 3. Under the direction of the City Manager the Management Services Director may make the reallocation of appropriations within any fund. Amendments that increase or decrease the Budget shall be by approved by Resolution of the Utility Authority.

APPROVED AND ADOPTED this 21st day of February, 2012.

SARAH S. ZAMORA, Chairperson

ATTEST:

EILEEN GOMEZ, Secretary