

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

RESOLUTION NO. R-53-13

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COLTON, CALIFORNIA ADOPTING THE BUDGET FOR THE FISCAL YEAR COMMENCING JULY 1, 2013 AND ENDING JUNE 30, 2014

WHEREAS, the City Manager of the City of Colton has prepared the proposed annual budget for Fiscal Year 2013-14 which sets forth all of the expected revenue and the recommended appropriations to meet the operating and capital needs for all of the City's operations; and

WHEREAS, the City held a series of public budget workshops wherein staff presented the budget, in detail by department, to the City Council, and

WHEREAS, at the end of the workshops, the City Council provided further direction regarding the recommendations contained in the Fiscal Year 2013-14 Proposed Budget document and modified them so as to best serve the interests of the citizens of the City of Colton.

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

SECTION 1: The Recommended Budget for the City of Colton for the Fiscal Year commencing July 1, 2013 and ending June 30, 2014 as reflected on Attachment A to this resolution is hereby approved and adopted and incorporated herein.

SECTION 2: The General Fund Transfer percentage (the annual administrative transfer from the Electric Utility Fund to the General Fund) shall remain at 12.39% for Fiscal Year 2013-14. The percentage will be reviewed annually and set during the annual budget process.

SECTION 3: The following positions are hereby authorized for funding:

- Network Technician
- Sr. Office Specialist (Development Services)
- Office Specialist I (City Clerk)
- Records Clerk (Police)
- Police Officer – six positions
- Police Support Services Manager

- Community Service Officer (Police)
- Water Distribution Operator – three positions
- Wastewater Operator In-Training (full-time) -- four positions
- Maintenance Worker II (Wastewater)
- Maintenance Worker I – three positions (Wastewater)
- Collection Systems Maintenance Worker I – 4 positions (Wastewater)
- Collection Systems Maintenance Worker In-Training (Wastewater)
- Utilities Engineer (full-time)
- CIP Accounting Intern (part-time)
- Part-time Office Specialist I (Electric)

SECTION 4: The following positions are hereby unauthorized and unfunded:

- One police sergeant
- One police corporal
- Sr. Utilities Financial Analyst (assigned to Electric)
- Accounting Manager
- Part-time Office Specialist (assigned to City Clerk)
- Wastewater Operator In-Training (part-time) – four positions
- Utilities Engineer (part-time)
- All positions ultimately vacated due to reclassification

SECTION 5: Several reclassifications have been funded in the FY 2013-14 Recommended Budget recognizing that ultimate implementation will be determined by the process outlined in the City’s Administrative Policy No. 4.05.330, Classification Studies. In addition, to the extent new or amended job descriptions or new or amended salary ranges are recommended as part of a classification study, that information will be brought forward to the City Council for consideration. Funded reclassifications are as follows:

1. Community Services: Sr. Office Specialist to Administrative Assistant
2. Development Services: Planning/Building Technician to Business License/Collections Officer
3. Electric: Sr. Utility Financial Analyst to Utilities Resource Analyst

- 1 4. Public Works – Water: Water Manager to Public Works and Water/Wastewater
2 Superintendent
- 3 5. Public Works – Water/Wastewater: Sr. Utilities Financial Analyst to Public Works
4 and Water/Wastewater Administrative Manager
- 5 6. Public Works – Engineering: Engineering Manager to Assistant Director of Public
6 Works – Engineering
- 7 7. Public Works – Water: Water Utilities Operator to Lead Utilities Operator
- 8 8. Public Works – Equipment Mechanic to Lead Equipment Mechanic

9 **SECTION 6:** Pursuant to an underfill agreement entered into in October 2010, the
10 following change is being made in job classifications: Accounting Manager to Finance
11 Manager. This action has been reviewed by Human Resources and found to be
12 appropriate.

13 **SECTION 7:** The following job descriptions (Attachment B) are hereby approved:

- 14 • Administrative Analyst Trainee
- 15 • Finance Manager
- 16 • Network Technician
- 17 • Police Support Services Manager
- 18 • Utilities Resource Analyst

19 **SECTION 8:** The salary table (Attachment C) reflecting the following changes is
20 hereby approved and adopted:

- 21 • Salary ranges for the positions listed in **SECTION 7** of this resolution
- 22 • Update four classification titles (Redevelopment Manager, Redevelopment
23 Project Manager I, Redevelopment Project Manager II and Redevelopment
24 Senior Project Manager) to reflect dissolution of redevelopment; i.e. change the
25 respective classification titles to reflect “economic development”

26 **SECTION 9:** All recitals stated above are true and correct. Staff’s presentation,
27 including the staff report dated June 18, 2013 and all of its attachments and/or other documents
28 distributed to the City Council are also incorporated herein by reference, approved and adopted
as findings.

“Attachment A”
2013-14 Fund Summary
To
Resolution No. R-53-13

CITY OF COLTON
2013-14 PROPOSED BUDGET
FUND SUMMARY

Attachment A

| | July 1, 2013 Available Balance | Revised Estimated Revenue | Revised Budgeted Expenditures | June 30, 2014 Projected Balance |
|--|--------------------------------------|---------------------------------|-------------------------------------|---------------------------------------|
| General Fund | 3,480,295 | 29,313,686 | 29,755,904 | 3,038,077 |
| <u>Special Revenue Funds</u> | | | | |
| Community Child Care | 8,138 | 600,958 | 596,055 | 13,041 |
| Special Gas Tax | 115,627 | 1,534,559 | 1,287,069 | 363,117 |
| Library Grant Fund | 0 | 57,732 | 57,236 | 496 |
| State Traffic Relief | 4,247 | 600 | 0 | 4,847 |
| Air Quality Fund (AQMD) | 161,931 | 60,500 | 0 | 222,431 |
| CDBG Fund | 0 | 408,089 | 408,089 | 0 |
| Drug/Gang Intervention | 15,636 | 0 | 0 | 15,636 |
| Measure I Fund | 176,018 | 571,260 | 30,000 | 717,278 |
| ViTep | 64 | 51,030 | 50,703 | 391 |
| Miscellaneous Grants | 9,312 | 75,000 | 84,750 | (438) |
| Host City Fees | 49,632 | 335,005 | 250,000 | 134,637 |
| New Facilities Development Fees | 76,731 | 850 | 3,000 | 74,581 |
| Asset Seizure Fund | 154,841 | 0 | 152,000 | 2,841 |
| Housing Authority | 56,131 | 224,995 | 154,667 | 126,459 |
| Total Special Revenue Funds | 828,308 | 3,920,578 | 3,073,569 | 1,675,317 |
| <u>Capital Projects Funds</u> | | | | |
| Park Development Fund | 167,624 | 40,350 | 118,000 | 89,974 |
| Traffic Impact Fee Fund | 33,287 | 26,300 | 50,000 | 9,587 |
| Capital Improvement Fund (450) | 287,841 | 30,000 | 30,000 | 287,841 |
| Colton Crossing Fund (451) | 6,553,357 | 387,069 | 0 | 6,940,426 |
| Total Capital Projects Funds | 7,042,109 | 483,719 | 198,000 | 7,327,828 |
| <u>Debt Service Funds</u> | | | | |
| Public Financing Authority | 1,656,677 | 1,421,363 | 1,398,373 | 1,679,667 |
| Taxable Pension Bonds | 1,774,941 | 2,559,244 | 2,452,925 | 1,881,260 |
| Water Improvement District A | (38,514) | 31,567 | 31,567 | (38,514) |
| Total Debt Service Funds | 3,393,104 | 4,012,174 | 3,882,865 | 3,522,413 |
| <u>CFD's and Assessment Districts</u> | | | | |
| CFD 87-1 | 218,907 | 115,000 | 101,470 | 232,437 |
| CFD 88-1 | 397,515 | 230,000 | 212,477 | 415,038 |
| CFD 89-1 | 414,268 | 274,000 | 254,014 | 434,254 |
| CFD 89-2 | 629,497 | 315,729 | 317,894 | 627,332 |
| CFD 90-1 | 508,452 | 267,200 | 266,688 | 508,964 |
| Storm Water | 150,903 | 580,550 | 580,353 | 151,100 |
| LLMD #1 | (261,930) | 320,000 | 320,001 | (261,931) |
| LLMD #2 | (198,843) | 125,000 | 124,561 | (198,404) |
| Total CFD's and Assessment Districts | 1,858,769 | 2,227,479 | 2,177,458 | 1,908,790 |

CITY OF COLTON
2013-14 PROPOSED BUDGET
FUND SUMMARY

Attachment A

| | July 1, 2013 Available Balance | Revised Estimated Revenue | Revised Budgeted Expenditures | June 30, 2014 Projected Balance |
|--------------------------------------|--------------------------------------|---------------------------------|-------------------------------------|---------------------------------------|
| Electric Utility | 23,890,734 | 61,236,885 | 62,130,541 | 22,997,078 |
| Public Benefit Fund | 957,857 | 673,466 | 616,602 | 1,014,721 |
| Water Utility | (4,366,487) | 10,290,158 | 10,160,999 | (4,237,328) |
| Wastewater Utility | 5,400,491 | 8,715,222 | 8,756,725 | 5,358,988 |
| Cemetery Endowment | 764,656 | 13,700 | | 778,356 |
| Total Enterprise Funds | 26,647,251 | 80,929,431 | 81,664,867 | 25,911,815 |
| <u>Internal Service Funds</u> | | | | |
| Bldg Maint and Fleet | 32,454 | | 14,502 | 17,952 |
| Information Services | 334,708 | | | 334,708 |
| Risk Management | 230,659 | | | 230,659 |
| Total Internal Service Funds | 597,821 | 0 | 14,502 | 583,319 |
| Grand Totals | 43,847,657 | 120,887,067 | 120,767,165 | 43,967,559 |

**Approximately \$7 million restricted under the flow of funds ordinance

**“Attachment B”
Job Descriptions
To
Resolution No. R-53-13**

CITY OF COLTON ADMINISTRATIVE ANALYST TRAINEE

DEFINITION:

Positions in this series assist other professional staff in the performance of work related to the administrative and fiscal functions of a City Department or Division.

DISTINGUISHING CHARACTERISTICS:

Incumbents in this classification serve under training conditions while acquiring the necessary skills and knowledge to qualify for promotion to Administrative Analyst I.

SUPERVISION EXERCISED:

None

EXAMPLES OF DUTIES:

- Conduct surveys and perform administrative research and statistical or financial analysis; compile data and other informational material and summarize in reports, manuals and other publications.
- Gather and analyze data and make recommendations on the development of modified systems, policies and procedures, and methods of operation; participate or lead in the review, evaluation and installation of new and revised systems, policies and procedures, and methods of operation.
- Participate in the development, implementation and maintenance of Department or Division goals, objectives, policies and priorities for appropriate service areas.
- Review and evaluate service delivery methods and systems including administrative and support systems and internal relationships in order to identify opportunities for improvement and implement appropriate changes to standard operating procedures to enhance services.
- Develop schedules and methods for performing assigned duties; maintain appropriate work records and documents which may include purchase orders, purchase reports, proposals and other documentation; prepare statistical and/or analytical reports on operations as necessary.
- Monitor contracts and related change orders and amendments for compliance with administrative requirements and budgetary parameters.
- Participate in the preparation of financial statements including the preparation of a variety of financial reports.
- Participate in the preparation of year-end schedules and department budgets; monitor and analyze department budgets and as necessary, make recommendations for budget adjustments.
- Provide information and assist in departmental financial and operational audits.
- Reconcile a variety of assigned accounts, including state enterprise funds, with appropriate financial reporting.
- Perform other duties as assigned.

WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, 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 statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer, and acute hearing is required when providing phone service and communicating in person. The need to lift, drag, and push files, computer reports, or other materials weighing up to 25 pounds also is required.

QUALIFICATIONS:**Education and/or Experience:**

A typical way of obtaining the required qualifications for an **Administrative Analyst Trainee** is to possess a Bachelor's degree in Business or Public Administration, Statistics, Accounting, or field closely related to Department of assignment. **No experience is required, this is a trainee classification. Incumbents are eligible for promotion to Administrative Analyst I upon meeting the minimum qualifications and receipt of a satisfactory performance report. Incumbents must qualify for promotion to Administrative Analyst I within 12 months or be terminated.**

License/Certificate:

Possession of a valid Class "C" California Driver's License.

KNOWLEDGE/ABILITIES/SKILLS:**Knowledge of:**

Principles and practices of public administration.
Principles of data collection, analyses and research techniques and methods.
Basic principles and practices of supervision and training.
Applicable Federal, State, and local laws, codes and regulations.
Methods and techniques for report preparation and writing.
Basic principles and practices of grant writing and administration.
Methods and techniques for record keeping.
Modern office equipment, including computer and applicable software.
Proper English, spelling and grammar.
Principles, procedures and practices relating to finance administration, particularly in the areas of accounting, budgeting, auditing, purchasing and data processing.
Procedures and techniques of budget preparation and administration.
Methods and techniques for financial report preparation and writing and record keeping.

Principles of statistical and financial analysis.
Mathematics appropriate to financial accounting and record-keeping.
Basic accounting principles.

Ability to:

Analyze complex data, situations and research materials; formulate options and develop and implement an appropriate response.
Prepare and interpret tables, charts, graphs, and flow charts.
Prepare clear and concise administrative, financial and /or other statistical reports.
Present clear, concise oral reports to various groups and individuals.
Analyze and evaluate new and existing service delivery methods and standard operating procedures.
Apply applicable laws, codes and regulations.
Communicate effectively, both orally and in writing.
Establish and maintain effective working relationships; communicate clearly and courteously with the City's internal and external customers.
Analyze and plan for future software/hardware requirements.
Courteously respond to organizational issues, concerns and needs.
Work independently.
Analyze and interpret financial and accounting records and research and prepare complex financial reports.
Prepare clear and concise financial statements and reports.
Develop and install sound accounting and financial reporting systems.
Prepare, present and administer a budget.
Analyze systems related to tracking financial data, including complex financial reports.
Analyze and plan for future software/hardware requirements.

Skill to:

Effectively operate a motor vehicle on City streets.
Operate computer and applicable software.

Approved By Council:

CITY OF COLTON FINANCE MANAGER

DEFINITION:

Under the direction of the Management Services Director, supervises, evaluates and participates in the work of the finance division; ensures proper work practices, work quality and accuracy; provides complex technical support to the Management Services Director in all operational areas of the finance division.

DISTINGUISHING CHARACTERISTICS:

The **Finance Manager** is the supervisory level class responsible for directing the work of the finance division of the Management Services Department.

SUPERVISION EXERCISED:

Exercises direct supervision over assigned professional, technical, and clerical staff.

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

- Recommend and implement goals, objectives, policies and priorities for the finance division.
- Recommend and oversee the preparation of the annual City budget; prepare the annual department budget request; monitor monthly expenditures.
- Coordinate and administer all external audits; ensure audit compliance.
- Maintain debt services records for assessment districts, community facilities districts, the Successor Agency to the Redevelopment Agency, and the City.
- Act as staff liaison to the Community Facilities District Commission.
- Assign work to staff in the finance division; monitor activities to ensure proper work practices, work quality and accuracy; ensure compliance to applicable rules, policies and procedures.
- Perform the more difficult and complex financial duties of the work unit including the preparation of financial and administrative reports; oversee the monthly close of the general ledger, approval of accounts payable, and the preparation of cost analysis of employee wage and benefit packages for labor negotiations.
- Provide division technical assistance.
- Handle the more difficult customer service requests.
- Develop schedules and methods for performing assigned duties.
- Maintain appropriate work records and documents, which may include time sheets, and work orders.
- Prepare statistical and/or analytical reports on operations as necessary.
- Participate in the selection and training of financial personnel.
- Assume responsibility for motivating and evaluating assigned personnel.
- Provide necessary training and initiate discipline procedures as is appropriate.
- May participate in organizational and community group meetings; respond to questions and inquiries.
- Perform other related duties as required.

WORKING CONDITIONS:

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 keyboard. 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. Occasional lifting may be required, up to 25 pounds, to move items such as files, stacks of papers or reference books.

QUALIFICATIONS:**Education and/or Experience:**

Any combination of education and experience that has provided the necessary knowledge, skills, and abilities necessary for a Finance Manager. A typical way of obtaining the required qualifications is to possess the equivalent of five years of progressively responsible experience in the accounting and finance fields, preferably in local government and including at least two years in a supervisory capacity. A Bachelor's degree from an accredited college or university with major course work in accounting/finance, public administration or business administration or a related field is required.

License/Certificate:

Possession of a valid class "C" California Driver's License.

Possession of a Bachelor's degree.

Certification as a licensed Certified Public Accountant is highly desirable.

KNOWLEDGE/ABILITIES/SKILLS:**Knowledge of:**

- Principles, procedures and practices in finance administration, with a focus in the areas of accounting, budgeting, auditing, and data processing.
- Federal, State and local laws, codes and regulations governing local government financial administration.
- Principles, procedures and practices of local government budget preparation, program financial analyses and revenue forecasting.
- Principles and operations of government utilities and accounting.
- Methods and techniques of supervision, training and motivation.
- Operational characteristics of standard office equipment.
- Occupational hazards and standard safety practices.
- Modern office equipment including a computer and applicable software.
- Methods and techniques for basic report preparation and writing.
- Methods and techniques for record keeping.
- Proper English, spelling and grammar.
- Basic principles of mathematics.
- Complex principles of mathematics.

Ability to:

- Supervise and direct the operations and activities of the finance division within the Management Services Department.
- Prepare and administer a municipal budget.
- Analyze a complex issue and develop and implement an appropriate response.
- Prepare clear and concise administrative and financial reports.
- Plan, organize and direct the work of subordinate staff.
- Analyze and evaluate new and existing service delivery methods and standard operating procedures.
- Make adjustments to standard operating procedures as is appropriate.
- Apply applicable laws, codes and regulations.
- Work independently.
- Understand and follow instructions.
- Establish and maintain effective working relationships; communicate clearly and courteously with the City's internal and external customers.

Skill to:

- Effectively operate a motor vehicle on City streets.
- Operate computer and applicable software.
- Manipulate a financial calculator and 10-key.

Approved By Council:

CITY OF COLTON NETWORK TECHNICIAN

DEFINITION:

Under the direction of the Management Service Director provides technical assistance to computer users including the installation and troubleshooting of software and hardware and the troubleshooting of network problems. May also receive routine direction and supervision from the Information Services Coordinator.

DISTINGUISHING CHARACTERISTICS:

The **Network Technician** is a journey level classification responsible for the administration and maintenance of the City's computer systems.

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

- Coordinate and perform a variety of work activities and duties relative to City computer systems operations; assist with hardware and software installation and general support.
- Maintain and troubleshoot City personal computers. Evaluate whether problems are hardware or software related and implement corrective solutions.
- Instruct users on the correct operation of personal computers and network communications devices.
- Install new or relocate existing PC hardware and software, including connecting hardware to the networks, installing software, transferring data and testing.
- Attend and participate in professional and department meetings as necessary; stay current on issues and improvements in information technology; implement improvements as is appropriate.

WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position requires transporting and lifting of boxes and equipment weighing up to 60 lbs. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone service.

QUALIFICATIONS:

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a Network Technician. A typical way of obtaining the required qualifications is to possess the equivalent of two years of directly related experience in Information Technology. A Bachelor's Degree in Computer Science or a related field is required. A minimum of 30 semester units or 45 quarter units of additional computer college classes can be substituted for one year of computer work experience.

License/Certificate:

Possession of a valid Class "C" California driver's license.

Possession of a Bachelor's Degree in Computer Science or related field is required.

KNOWLEDGE/ABILITIES/SKILLS:

Knowledge of:

- Internet software tools such as, Dreamweaver, Flash and Photoshop.
- HTML, DHTML, Javascript, Interactive Forms and Database Integration.
- Major operating systems including Windows NT, Windows 2000, Windows XP and Unix.
- Operation and maintenance of personal computer hardware and software.
- Data communication technologies including LAN, WAN, and Internet operations and standard operating procedures of an information systems program.
- Operations and standard operating procedures of an information systems program.
- Applicable Federal, State, and local laws, codes and regulations.
- Operational characteristics of computer related standard equipment.
- Modern office equipment, including computer and applicable software.

Ability to:

- Assess and understand emerging Internet technologies.
- Design and manage Internet systems and processes.
- Courteously respond to organizational issues, concerns and needs.
- Coordinate the operations and activities of the information technology systems.
- Instruct and assist users on the proper use of the City computer resources.
- Assist with installations and support for hardware and software requirements.
- Perform diagnostic testing to identify and remedy hardware/software malfunctions.
- Prepare and maintain all systems and user documentation.
- Work independently.
- Understand and follow instructions.
- Establish and maintain effective working relationships.
- Communicate clearly and concisely with the outside agencies such as the City Internet provider, proxy server and search engine companies.

Skill to:

- Effectively operate a motor vehicle on City streets.
- Operate computer and applicable software.

Approved By Council:

CITY OF COLTON POLICE SUPPORT SERVICES MANAGER

DEFINITION:

Under the direction of the Police Chief, manages and oversees a variety of support activities, operations and police department staff; coordinates activities with department staff, other City departments and outside agencies; and performs related work as necessary. Exercises direct and indirect supervision of department professional, technical and clerical staff.

DISTINGUISHING CHARACTERISTICS:

The Support Services Manager is a single class supervisory position. The incumbent of this classification is required to have a working knowledge of the various support functions in the police department including public safety dispatch, police records, purchasing, and law enforcement electronic operating systems and radio communications.

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

- Perform a wide variety of complex, responsible and confidential duties for the Police Chief.
- Supervise the day-to-day operation of Support Services functions including preparation of work schedules and vacation calendar.
- Provide supervision and training to public safety dispatchers, records, and property and Evidence staff.
- Participates in the development of goals, objectives, policies and procedures for assigned functions.
- Interprets City policies, rules and regulations in response to inquiries and complaints; refer inquiries as appropriate.
- Respond to public inquiries, providing information within scope of assignment, resolve complaints in an efficient and timely manner.
- Assist in preparation and control of operating budgets within scope of assignment and process requests for payment of purchases of materials and equipment.
- Administer a variety of police records information and documents.
- Prepare reports and materials for Council meetings.
- Research and prepare a variety of documents for staff and compile and analyze data for special projects and reports.
- Establish positive working relationships with the community, state and local agencies and organizations.
- Perform other related duties as required.

WORKING CONDITIONS:

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 statistical reports and data using a computer key board. Additionally, the position requires near vision in reading correspondence, statistical data using a computer, and acute hearing is required when providing phone service and communicating in person. The need to lift, drag, and push files, computer reports, or other materials weighing up to 25 pounds is also required.

QUALIFICATIONS:

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities for a Police Support Services Manager. A typical way of obtaining the required qualification(s) is to possess seven years of increasingly responsible experience in a law enforcement support services environment and the equivalent of a high school diploma supplemented by college coursework in business administration, public administration, criminal justice or a closely related field. **Possession of a Bachelor's Degree from an accredited college or university is preferred as is a minimum of one year of supervisory or lead experience.**

License/Certificate:

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

KNOWLEDGE/ABILITIES/SKILLS:

Knowledge of:

- Law enforcement reports, documents and backgrounds investigations.
- Current principles and practices of assigned areas of responsibility including legal decisions, state, federal and local laws, codes, and ordinances.
- Principles and practices of supervision including employee relations, selection, training and evaluating staff.
- Computer hardware and software operating systems including those specific to law enforcement operations.
- Principles and practices of proper administration of law enforcement property and evidence including chain of custody requirements.
- Organization, procedures and operating standards of the City.

Ability to:

- Establish and maintain effective working relationships with city employees, the public and other agencies.

- Supervise and direct the support services operations and activities of the police department.
- Analyze situations and apply departmental rules and regulations effectively, and use sound professional judgment as well as common sense where no guidelines are readily available.
- Communicate effectively, orally and in writing.
- Maintain police property and evidence in accordance with established procedures related to chain of custody documentation.
- Compile and maintain complex and extensive records; prepare detailed reports.
- Understand and work within the scope of authority and chain of command.
- Meet the physical and mental demands of the position.

Skill to:

- Effectively operate a motor vehicle on City streets.
- Operate computer and applicable software.

Additional Requirements:

- Must be available for 24-hour call back.
- Must be available to work evenings, weekends and holiday shifts as assigned.

Approved by Council:

CITY OF COLTON UTILITIES RESOURCE ANALYST

DEFINITION:

Under the direction of the Electric Utility Director, performs technical and analytical analysis for the Department including resource planning and analysis, power market monitoring and economic analysis, conventional and renewable resource development, wholesale contract and tariff review and analysis, operating and capital budget preparation, regulatory analysis and reporting, data management, attend legislative and regulatory meetings representing the Department before the Air Resources Board, Southern California Public Power Agency, California Energy Commission, and related work as required.

DISTINGUISHING CHARACTERISTICS:

The **Utilities Resource Analyst** is a professional level class responsible for analysis of the Electric Utility resources and related issues. This class is distinguished from the Utilities Financial Analyst and Administrative Analyst series by its emphasis on utilities resource planning and legislative and regulatory activities.

SUPERVISION EXERCISED:

May exercise technical and functional supervision over technical and clerical staff.

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

- Participate in the development of criteria and assumptions for system planning and analyses.
- Participate in transaction analysis and CAISO settlement activities.
- Review and reconcile power bills, generation costs and energy deliveries.
- Prepare and submit regulatory and financial reports.
- Prepare monthly spreadsheets for the electric utility showing revenue by class, consumption by class and related statistics.
- Assist in the purchase of California carbon allowances and develop bidding and purchasing strategies to acquire these allowances
- Assist in the purchase and management of congestion revenue rights from the CAISO. Help determine optimum bid strategies. Determine fair pricing and auction strategies. Determine where the Department requires additional congestion revenue rights.
- Assist in the development and implementation of policies and procedures related to resource planning and management.
- Assist with coordination of City efforts to obtain renewable resources in accordance with application legislation and City goals.
- Gather monthly load data; create spreadsheets to calculate system load factor data, peak kilowatt, and other operating data.
- Prepare agenda items for City Council and Commission Meetings Support City's participation on various project and industry committees to protect and further City interests.
- Assist in the development of the City's wholesale and retail power requirements on a daily basis, and prepare forecasts based upon load growth trends, weather conditions, and historical data, and determine resources to efficiently and economically serve system loads.

- Assist in, and undertake, development of reports, graphic materials, information methods and media, and in making presentations of resource reports.
- Assist with departmental and interdepartmental committees related to coordination, evaluation, selection, utilization, and management of information technology resources.
- Serve as a representative of the City to utility organizations, project committees, or other related organizations.
- Assist in the preparation of and oversight of the utility budget.
- Perform other related duties as required.

WORKING CONDITIONS:

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 service.

QUALIFICATIONS:**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Utilities Resource Analyst. A typical way of obtaining the required qualifications is to possess the equivalent of three years of directly related experience in resource planning, market operations, regulatory matters, financial analysis or electric utility accounting/systems/or transactions analysis, and a Bachelor's Degree in engineering, mathematics, statistics, economics, business administration or finance.

License/Certificate:

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

Possession of a Bachelor's Degree.

KNOWLEDGE/ABILITIES/SKILLS:**Knowledge of:**

- Principles and practices of utility resource procurement and administration.
- Technology of resource planning, analysis and operation.
- Operations and standard operating procedures of an Electric Utility program.
- Load analysis and load forecasting techniques and principles.
- Fundamentals of regulatory agencies and utility legislative proceedings
- Complex principles and practices of budget, accounting, rate setting and general financial issues of a municipal Electric Utility.
- Principles and practices of budget administration.
- Applicable Federal, State, and local laws, codes and regulations.
- Occupational hazards and standard safety practices.

- Modern office equipment including a computer and applicable software.
- Methods and techniques for basic report preparation and writing.
- Methods and techniques for record keeping.
- Proper English, spelling, and grammar.
- Complex principles of statistics and mathematics.

Ability to:

- Perform described duties and related tasks with minimal supervision and in a responsible and professional manner.
- Perform and complete comprehensive assignments in an efficient and timely manner.
- Interpret and evaluate results of calculations and analyses to determine validity, practicality, and applicability of results.
- Courteously respond to community issues, concerns and needs.
- Prepare clear and concise administrative and financial reports.
- Make adjustments to standard operating procedures as is appropriate.
- Apply applicable laws, codes, and regulations.
- Communicate clearly and concisely, orally and in writing.
- Understand and follow instructions.
- Establish and maintain effective working relationships.

Skill to:

- Effectively operate standard office equipment to include personal computers and applicable software.
- Effectively operate a motor vehicle on City streets.

Approved By Council:

“Attachment C”
Salary Table
To
Resolution No. R-53-13

SALARY TABLE EFFECTIVE 7/1/2013
FULL TIME CLASSIFICATIONS

| Job Classification Title | Salary | | |
|---|--------|----------|--------------------------|
| | Low | High | |
| Account Technician I | 3114 | 3785 | |
| Account Technician II | 3425 | 4163 | |
| Accountant | 4243 | 5157 | |
| Accounting Manager | 7109 | 8641 | |
| Administrative Analyst I | 4364 | 5304 | |
| Administrative Analyst I (Executive Unit) | 4364 | 5304 | |
| Administrative Analyst II | 4800 | 5834 | |
| Administrative Analyst Trainee | 3262 | 3978 | |
| Administrative Assistant | 3249 | 3949 | |
| Animal Control Officer | 3662 | 4451 | |
| Assistant Electric Utility Director | 9322 | 11331 | |
| Assistant Public Works Director | 7823 | 9509 | |
| Associate Engineer | 6564 | 7979 | |
| Associate Library Manager | 5966 | 7252 | |
| Associate Planner | 5043 | 6130 | |
| Building Inspector I | 3599 | 4375 | |
| Building Inspector II | 4207 | 5114 | |
| Business Lic./Collections Ofcr. | 3740 | 4546 | |
| Chief Deputy City Clerk | 4524 | 5499 | |
| Child Care Manager | 5325 | 6473 | |
| City Clerk | - | 370 | |
| City Manager | - | Contract | |
| City Treasurer | - | 2225 | |
| Code Enforcement Officer | 3937 | 4785 | |
| Collections Systems Maint Worker I | 3048 | 3705 | |
| Collections Systems Maint Worker II | 3505 | 4260 | |
| Collections Systems Maint Worker in Trg | 2438 | 2963 | |
| Comm. Child Care Admin. Asst. | 3249 | 3949 | |
| Comm. Child Care Site Supvr. | 3119 | 3791 | |
| Community Service Officer | 3040 | 3695 | |
| Community Services Director | - | 11580 | maximum allowable salary |
| Consumer Service Field Rep. I | 3859 | 4691 | |
| Consumer Service Field Rep. II | 4246 | 5161 | |
| Customer Svc. Rep. I | 2777 | 3375 | |
| Customer Svc. Rep. II | 3056 | 3715 | |
| Deputy City Clerk | 3619 | 4399 | |
| Deputy Finance Director | 8131 | 9883 | |
| Development Services Director | - | 13184 | maximum allowable salary |
| Electric Utilities Inspector | 5401 | 6565 | |
| Electric Utilities System Designer | 6340 | 7706 | |
| Electric Utility Assistant Engineer | 5385 | 6546 | |
| Electric Utility Associate Engineer | 6193 | 7528 | |
| Electric Utility Director | - | 14111 | maximum allowable salary |
| Electrical Sys Engineer/GIS Project Manager | 6178 | 7509 | |
| Electrical Technician | 4472 | 5436 | |
| Energy Services Specialist | 5346 | 6498 | |
| Engineering Aide | 2947 | 3582 | |
| Engineering Assistant | 5498 | 6683 | |
| Engineering GIS Technician | 4579 | 5566 | |
| Engineering Manager | 6954 | 8453 | |
| Engineering Technician I | 3786 | 4602 | |
| Engineering Technician II | 4354 | 5292 | |
| Environmental and Conservation Supervisor | 6150 | 7475 | |
| Equipment Mechanic | 3508 | 4264 | |
| Exec. Asst. to Council/Office Mgr. | 4427 | 5381 | |
| Exec. Asst. to Police Chief | 4015 | 4880 | |
| Executive Assistant | 4015 | 4880 | |
| Executive Assistant (Mid Manager Unit) | 4015 | 4880 | |
| Finance Manager | 7559 | 9188 | |
| Fire Battalion Chief | 8654 | 10519 | |
| Fire Captain | 6839 | 8313 | |
| Fire Chief | - | 14111 | maximum allowable salary |

SALARY TABLE EFFECTIVE 7/1/2013
FULL TIME CLASSIFICATIONS

| Job Classification Title | Salary | | |
|---|-------------|-------------|--------------------------|
| | Low | High | |
| Fire Engineer | 5725 | 6959 | |
| Fire Marshal | 8654 | 10519 | |
| Firefighter | 4954 | 6022 | |
| Firefighter Medic | 5690 | 6916 | |
| GIS Specialist | 3935 | 4783 | |
| Human Resources Analyst | 5280 | 6418 | |
| Human Resources Manager | 7559 | 9188 | |
| Human Resources Specialist (approved 2/21/12) | 4250 | 5165 | |
| Human Resources Technician | 3553 | 4319 | |
| Information Technology Coordinator | 5589 | 6793 | |
| Information Technology Manager | 7389 | 8981 | |
| Lead Equipment Mechanic | 4284 | 5207 | |
| Lead Water Utilities Operator | 4187 | 5089 | |
| Lead WW Utilities Operator | 4744 | 5766 | |
| Library Administrative Coordinator | 4017 | 4883 | |
| Library Assistant I | 2616 | 3180 | |
| Library Assistant II | 2878 | 3498 | |
| Library Clerk I | 2167 | 2634 | |
| Library Clerk II | 2492 | 3029 | |
| Library Coordinator/Branch Supervisor | 4590 | 5579 | |
| Library Manager | 6275 | 7627 | |
| Line Crew Supervisor | 6961 | 8461 | |
| Literacy Program Assistant | 2284 | 2776 | |
| Maintenance Electrician | 4472 | 5436 | |
| Maintenance Supervisor | 5518 | 6707 | |
| Maintenance Worker I, Building | 3292 | 4001 | |
| Maintenance Worker I, Janitorial-Police | 2930 | 3561 | |
| Maintenance Worker I, Parks | 2930 | 3561 | |
| Maintenance Worker I, Streets | 2898 | 3523 | |
| Maintenance Worker II, Building | 3456 | 4201 | |
| Maintenance Worker II, Parks | 3077 | 3740 | |
| Maintenance Worker II, Streets | 3043 | 3699 | |
| Maintenance Worker III, Building | 3976 | 4833 | |
| Maintenance Worker III, Parks | 3534 | 4296 | |
| Maintenance Worker III, Streets | 3500 | 4254 | |
| Management Services Director | - | 14111 | maximum allowable salary |
| Meter Technician | 5729 | 6964 | |
| Meter Technician Apprentice | 5035 | 6120 | |
| Network Technician | 3666 | 4538 | |
| Office Specialist I | 2520 | 3063 | |
| Office Specialist II | 2674 | 3250 | |
| Parks Maintenance Crew Leader | 3715 | 4516 | |
| Payroll Technician I | 3426 | 4164 | |
| Payroll Technician II | 3769 | 4581 | |
| Planning Assistant | 4181 | 5082 | |
| Planning Manager | 6722 | 8171 | |
| Planning/Building Technician | 3513 | 4270 | |
| Police Captain | 9074 | 11030 | |
| Police Chief | - | 15580 | maximum allowable salary |
| Police Cpl./Detective | 5768 | 7011 | |
| Police Dispatcher I | 3350 | 4072 | |
| Police Dispatcher II | 3693 | 4489 | |
| Police Lieutenant | 8249 | 10027 | |
| Police Officer | 5195 | 6315 | |
| Police Officer Trainee | 3834 | 4660 | |
| Police Sergeant | 6874 | 8355 | |
| Police Services Clerk I | 2582 | 3138 | |
| Police Services Clerk II | 2711 | 3295 | |
| Police Support Services Manager | 5344 | 6517 | |
| Power Line Helper | 4238 | 5151 | |
| Power Line Technician | 6054 | 7359 | |
| Power Line Technician Apprentice | 5146 | 6255 | |

SALARY TABLE EFFECTIVE 7/1/2013
FULL TIME CLASSIFICATIONS

| Job Classification Title | Salary | | |
|---|--------|-------|--------------------------|
| | Low | High | |
| Principal Librarian | 4829 | 5870 | |
| Production Supervisor | 4963 | 6033 | |
| Public Works Director | - | 14111 | maximum allowable salary |
| Public Works Inspector | 4550 | 5531 | |
| Purchasing and Customer Service Manager | 7389 | 8981 | |
| Purchasing Assistant | 3176 | 3860 | |
| Records Manager | 4832 | 5873 | |
| Recreation Services Coordinator | 3514 | 4271 | |
| Recreation Services Manager | 6338 | 7704 | |
| Economic Development Manager | 7108 | 8640 | |
| Economic Development Project Manager I | 5023 | 6105 | |
| Economic Development Project Manager II | 6027 | 7326 | |
| Economic Development Senior Project Manager | 6925 | 8417 | |
| Senior Accountant | 5241 | 6370 | |
| Senior Consumer Service Field Rep | 4565 | 5549 | |
| Senior Customer Service Rep | 3514 | 4271 | |
| Senior Electric Utility Inspector | 5855 | 7117 | |
| Senior Office Specialist | 2868 | 3486 | |
| Senior Planner | 6037 | 7338 | |
| Senior Police Dispatcher | 4062 | 4937 | |
| Senior Police Services Clerk | 2984 | 3627 | |
| Senior Substation Electrician | 6169 | 7498 | |
| Senior Utilities Financial Analyst | 6410 | 7791 | |
| Service Crew Supervisor | 6660 | 8095 | |
| Storekeeper | 2906 | 3532 | |
| Substation Operations Supervisor | 7403 | 8998 | |
| Substation Electrician | 5608 | 6817 | |
| Substation Superintendent | 7936 | 9646 | |
| Supervising Communication Dispatcher | 4874 | 5924 | |
| Transmission/Distr. Superintendent | 7625 | 9268 | |
| Utilities Associate Engineer | 7169 | 8714 | |
| Utilities Business Systems Analyst | 5348 | 6501 | |
| Utilities Engineer | 6193 | 7528 | |
| Utilities Financial Analyst | 5740 | 6977 | |
| Utilities Inspector | 4489 | 5456 | |
| Utilities Plans Examiner | 4418 | 5370 | |
| Utilities Resource Analyst | 6410 | 7791 | |
| Utility Accountant I | 4341 | 5277 | |
| Utility Accountant II | 4793 | 5826 | |
| Warehouse Supervisor | 3816 | 4638 | |
| Wastewater Equip Mechanic I | 3536 | 4298 | |
| Wastewater Equip Mechanic II | 4515 | 5488 | |
| Wastewater Equip Mech-In-Training | 2739 | 3329 | |
| Wastewater Operator I | 3587 | 4360 | |
| Wastewater Operator II | 4125 | 5014 | |
| Wastewater Operator-in-Training | 2587 | 3145 | |
| Wastewater Utilities Manager | 7576 | 9209 | |
| Water Conservation Specialist | 4572 | 5557 | |
| Water Distribution Operator I | 3152 | 3831 | |
| Water Distribution Operator II | 3468 | 4215 | |
| Water Distribution Operator III | 3988 | 4847 | |
| Water Equipment Operator I | 2956 | 3593 | |
| Water Equipment Operator II | 3325 | 4042 | |
| Water Quality Specialist | 4494 | 5462 | |
| Water Utilities Manager | 7559 | 9188 | |
| Water Utilities Operator | 3641 | 4426 | |
| Water Utilities Supervisor | 6038 | 7339 | |
| Web Administrator/Network Technician | 3868 | 4702 | |

JOB TABLE EFFECTIVE 7/1/2013
PART TIME CLASSIFICATIONS

| Job Title | Hourly | Hourly |
|----------------------------------|------------------|-----------------|
| Job Title | Beg. Step | Top Step |
| Account Technician I | 16.60 | 20.18 |
| Administrative Assistant | 17.00 | 20.75 |
| Animal Control Officer | 12.64 | - |
| Community Child Care Teacher | 11.00 | 12.13 |
| Community Child Care Teacher's A | 9.13 | 10.06 |
| Community Child Care Teacher's H | 8.00 | 8.82 |
| Consumer Service Field Represent | 13.00 | 15.00 |
| Custodian | 8.50 | 9.37 |
| Customer Service Rep I | 10.96 | 13.32 |
| Customer Service Rep II | 12.16 | 14.79 |
| Electrical Engineering Assistant | - | 23.39 |
| Engineering Aide | 17.00 | 21.00 |
| General Laborer | 9.00 | 15.00 |
| Information Services Assistant | 10.00 | 15.00 |
| Library Assistant I | 10.67 | - |
| Library Clerk I | 9.00 | - |
| Library Page | 8.00 | 8.82 |
| Lifeguard | 9.20 | 10.15 |
| Literacy Program Assistant | 10.51 | 12.77 |
| Maintenance Electrician | 23.27 | 28.28 |
| Management Intern I | 10.00 | 15.00 |
| Management Intern II | 15.00 | 20.00 |
| Office Specialist I | 10.84 | 11.95 |
| Office Specialist II | 12.55 | 13.83 |
| Parking Enforcement Officer | 10.00 | - |
| Police Cadet | 11.00 | - |
| Police Dispatcher | 20.00 | 25.00 |
| Police Stenographer | 16.00 | - |
| Pool Manager | 13.10 | 14.45 |
| Recreation Leader | 8.00 | 8.82 |
| Recreation Specialist | 11.06 | 12.19 |
| Senior Lifeguard | 10.50 | 11.58 |
| Senior Office Specialist | 14.52 | 16.00 |
| Senior Recreation Leader | 9.13 | 10.06 |
| Video Production Specialist | 10.00 | 15.00 |
| Wastewater Operator-in-Training | 14.50 | 17.62 |
| Work Trainee | 8.00 | 8.82 |

1 STATE OF CALIFORNIA)
2 COUNTY OF SAN BERNARDINO) ss
3 CITY OF COLTON)

4 CERTIFICATION

5 I, EILEEN C. GOMEZ, City Clerk of the City of Colton, California, do hereby
6 certify that the foregoing is a full, true and correct copy of RESOLUTION NO. R-53-13,
7 duly adopted by the City Council of said City, and approved by the Mayor of said City, at
8 its Regular Meeting of said City Council held on the 18th day of June, 2013, and that it
9 was adopted by the following vote, to wit:

10 AYES: COUNCILMEMBER Toro, Gonzales, Navarro, Oliva,
11 Suchil, and Mayor Zamora
12 NOES: COUNCILMEMBER None
13 ABSTAIN: COUNCILMEMBER None
14 ABSENT: COUNCILMEMBER Bennett
15

16 IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official
17 seal of the City of Colton, California, this _____ day of _____, 2013.

18
19
20
21 _____
22 EILEEN C. GOMEZ, CMC
23 City Clerk
24 City of Colton

25 (SEAL)
26
27
28