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**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.

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**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.

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

  
SARAH S. ZAMORA, Mayor

ATTEST:

  
EILEEN C. GOMEZ, CMC  
City Clerk

CITY OF COLTON  
CITY CLERK'S CERTIFICATE

STATE OF CALIFORNIA                    )  
COUNTY OF SAN BERNARDINO        )ss.  
CITY OF COLTON                        )

I, Eileen C. Gomez, City Clerk of the City of Colton, California, do hereby certify that the foregoing is a full, true and correct copy of **RESOLUTION NO. R-06-12**, duly adopted by the City Council of said City, and approved by the Mayor of said City, at its Regular Meeting of said City Council held on the **21<sup>st</sup> day of February, 2012**, and that it was adopted by the following vote, to wit:

AYES:	COUNCIL MEMBER:	Toro, Gonzales, Yzaguirre, Oliva, Bennett, Perez, and Mayor Zamora
NOES:	COUNCIL MEMBER:	None
ABSENT:	COUNCIL MEMBER:	None
ABSTAIN:	COUNCIL MEMBER:	None

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed the official seal of the City of Colton, California, this \_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
EILEEN C. GOMEZ, CMC  
City Clerk  
City of Colton

(SEAL)

**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
<b>General Fund</b>	<b>3,111,696</b>	<b>26,200,059</b>	<b>27,716,874</b>	<b>1,594,881</b>
<b><u>Special Revenue Funds</u></b>				
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)
<b>Total Special Revenue Funds</b>	<b>364,608</b>	<b>8,321,117</b>	<b>9,135,727</b>	<b>(450,002)</b>
<b><u>Capital Projects Funds</u></b>				
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)
<b>Total Capital Projects Funds</b>	<b>1,547,574</b>	<b>6,997,824</b>	<b>3,575,354</b>	<b>4,970,044</b>
<b><u>Debt Service Funds</u></b>				
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
<b>Total Debt Service Funds</b>	<b>5,092,594</b>	<b>5,138,791</b>	<b>4,888,225</b>	<b>5,343,160</b>

\*\*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
<b><u>Enterprise Funds</u></b>				
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
<b>Total Enterprise Funds</b>	<b>22,041,276</b>	<b>78,369,841</b>	<b>85,229,051</b>	<b>15,182,066</b>
<b><u>Internal Service Funds</u></b>				
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
<b>Total Internal Service Funds</b>	<b>346,898</b>	<b>12,430</b>	<b>83,632</b>	<b>275,696</b>
<b>Grand Totals</b>	<b>32,504,646</b>	<b>125,040,062</b>	<b>130,628,863</b>	<b>26,915,845</b>

Attachment A

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

<u>FUND TITLE</u>	<u>ADOPTED BUDGET</u>	<u>REVISED BUDGET</u>	<u>RECOMMENDED BUDGET</u>	<u>RECOMMENDED ADJUSTMENT</u>
<b>General Fund</b>	<b>\$ 26,552,234</b>	<b>\$ 26,552,234</b>	<b>\$ 26,200,059</b>	<b>\$ (352,175)</b>
<b><u>Special Revenue Funds</u></b>				
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
<b>Subtotal</b>	<b>6,144,450</b>	<b>8,403,395</b>	<b>8,321,117</b>	<b>\$ (82,278)</b>
<b><u>Capital Projects Funds</u></b>				
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
<b>Subtotal</b>	<b>2,395,571</b>	<b>4,930,697</b>	<b>6,997,824</b>	<b>\$ 2,067,127</b>
<b><u>Debt Service Funds</u></b>				
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)
<b>Subtotal</b>	<b>5,104,125</b>	<b>5,104,125</b>	<b>5,138,791</b>	<b>\$ 34,666</b>

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

<u>FUND TITLE</u>	<u>ADOPTED BUDGET</u>	<u>REVISED BUDGET</u>	<u>RECOMMENDED BUDGET</u>	<u>RECOMMENDED ADJUSTMENT</u>
<b><u>Enterprise Funds</u></b>				
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
Cemetery Endowment	3,600	3,600	3,900	\$ 300
<b>Subtotal</b>	<b>77,305,063</b>	<b>77,790,463</b>	<b>78,369,841</b>	<b>\$ 579,378</b>
<b><u>Internal Service Funds</u></b>				
Internal Svc - Bldg/Auto	-	-	50	\$ 50
Information Services Fund	-	-	250	\$ 250
Insurance Fund	-	-	12,130	\$ 12,130
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>12,430</b>	<b>\$ 12,430</b>
<b>Grand Total</b>	<b>\$ 117,501,443</b>	<b>\$ 122,780,914</b>	<b>\$ 125,040,062</b>	<b>\$ 2,259,148</b>

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

<u>FUND TITLE</u>	<u>ADOPTED BUDGET</u>	<u>REVISED BUDGET</u>	<u>RECOMMENDED BUDGET</u>	<u>RECOMMENDED ADJUSTMENT</u>
<b>General Fund</b>	\$ 27,245,475	\$ 27,450,444	\$ 27,716,874	\$ 266,430
<b><u>Special Revenue Funds</u></b>				
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	\$ -
<b>Subtotal</b>	<b>6,017,704</b>	<b>9,233,609</b>	<b>9,135,727</b>	<b>\$ (97,882)</b>
<b><u>Capital Projects Funds</u></b>				
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
<b>Subtotal</b>	<b>519,911</b>	<b>3,072,828</b>	<b>3,575,354</b>	<b>\$ 502,526</b>
<b><u>Debt Service Funds</u></b>				
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	\$ -
<b>Subtotal</b>	<b>4,853,251</b>	<b>4,853,251</b>	<b>4,888,225</b>	<b>\$ 34,974</b>

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

<b>FUND TITLE</b>	<b>ADOPTED BUDGET</b>	<b>REVISED BUDGET</b>	<b>RECOMMENDED BUDGET</b>	<b>RECOMMENDED ADJUSTMENT</b>
<b><u>Enterprise Funds</u></b>				
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	-	-	-	\$ -
<b>Subtotal</b>	<b>77,539,961</b>	<b>83,980,995</b>	<b>85,229,051</b>	<b>\$ 1,248,056</b>
<b><u>Internal Service Funds</u></b>				
Bldg Main, Auto Shop	-	-	-	-
Information Services Fund	-	47,884	50,675	2,791
Insurance Fund	-	13,292	32,957	19,665
<b>Subtotal</b>	<b>-</b>	<b>61,176</b>	<b>83,632</b>	<b>\$ 22,456</b>
<b>Grand Total</b>	<b>\$ 116,176,302</b>	<b>\$ 128,652,303</b>	<b>\$ 130,628,863</b>	<b>\$ 1,976,560</b>

## **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**

Page 2 of 2

### **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:**