

RESOLUTION NO. 04-49

A RESOLUTION OF THE RIDGECREST CITY COUNCIL AND THE RIDGECREST REDEVELOPMENT AGENCY ADOPTING THE ANNUAL BUDGET FOR FISCAL YEAR 2004-05, ESTABLISHING APPROPRIATIONS, ESTIMATING REVENUES, AND ESTABLISHING THE POLICIES BY WHICH THE BUDGET MAY BE AND SHALL BE AMENDED.

WHEREAS, the City Council and the Redevelopment Agency has received and reviewed the proposed Fiscal Year 2004-05 City of Ridgecrest/Redevelopment Agency budget; and

WHEREAS, public budget review meetings were held during which the public was provided opportunities to comment on the proposed budget; and

WHEREAS, final adjustments to the budget have been made.

NOW, THEREFORE, BE IT RESOLVED,

1. That the fiscal year 2004-05 City of Ridgecrest/Ridgecrest Redevelopment Agency budget is hereby adopted.
2. Tax Increment, TOT, and Sales Tax Sharing Agreements currently in force and duly approved by the City Council or the Ridgecrest Redevelopment Agency are hereby renewed and appropriated for Fiscal Year 2005;
3. The Budget Revision Policy, herein identified as Exhibit "A" is hereby adopted;
4. The purchasing limits adopted in resolution 02-134, reflected in Exhibit "B" are reaffirmed and adopted;
5. The Fee Schedule reflected in Exhibit "C" is reaffirmed and adopted; and the City Council reaffirms that the fees reflected therein do not exceed the cost for collection and or administration;
6. All "Temporary Employment Services", formerly "Contract Labor", shall require City Manager or Deputy City Manager written authorization prior to budget amendment or expenditure;
7. Funding for specific Capital Construction Projects shall be identified and certified by the City Manager or Deputy City Manager prior to the expenditure of any funds on said projects.
8. Position Descriptions herein attached for the positions of Accounting Manager at pay grade No. 635 (20.5243 – 28.8692); Junior Accountant/Finance Assistant at pay grade No. 555 (17.6045 – 24.7597); Accountant/Budget Analyst at pay grade No. 598 (21.6984 – 30.5737); Maintenance Worker III at pay grade No.

183 (12.5752 – 17.2938); City Clerk at pay grade No. 900 (23.8911 – 42.2290); and Deputy City Manager at pay grade No. 950 (33.0874 – 48.5632) attached under Exhibit "D" are hereby approved.

9. *Section 6. Compensation of the City of Ridgecrest City Manager At-Will Employment Agreement For Professional Services shall be amended effective July 1, 2004, as follows: E. CITY shall match EMPLOYEE'S contribution to EMPLOYEE'S ICMARC Deferred Compensation and Retirement Health Savings accounts. Said monies to be deposited by CITY into EMPLOYEE'S ICMARC Deferred Compensation account and/or EMPLOYEE'S Retirement Health Savings account. Said monies are hereby appropriated.*
10. The Reorganization Plan Presented by the City Manager to the City Council is hereby Approved: the position of Assistant City Manager is deleted; the Community Development Director is promoted to Deputy City Manager for Public Services and shall retain the title Deputy Executive Director of the Ridgecrest Redevelopment Agency; the Economic Development Manager is promoted to Community Development Director and the position of Economic Development Manager is deleted; the Chief Deputy City Clerk is promoted to City Clerk and the position of Chief Deputy City Clerk is deleted; the Director of Finance is promoted to Deputy City Manager for Administrative Services and shall retain the title City Treasurer.
11. Fiscal Year-end Encumbrances from prior fiscal years are hereby appropriated
12. All previous and conflicting resolutions are hereby rescinded, revoked, and made null.

APPROVED AND ADOPTED this 1st Day of September 2004 by the following vote:

AYES: Mayor Carter, Council Members Holloway, Martin, Morgan, and Dc

NOES: None

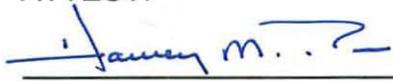
ABSENT: None

ABSTAIN: None



Ronald H. Carter, Mayor

ATTEST:



Harvey M. Rose
City Clerk

EXHIBIT 'A'

BUDGET REVISION POLICY

- 1.** All funds are appropriated at the fund level; No expenditure, encumbrance, or contract shall be made or agreed to that exceeds total Fund Appropriations without prior Council/Agency Authorization as appropriate. All increases in appropriations shall be made by Council/Agency Resolution.
- 2.** All Appropriations within said funds are managed at the Department level. The City Manager is herein authorized to make transfers within and between Departments as appropriate.
- 3.** All Temporary Employment Services shall require City Manager or Deputy City Manager—Administrative Services written authorization prior to expenditure of such funds or prior to transferring such funds to other accounts.
- 4.** Estimated Revenues may be administratively increased in excess of the original estimate once the City Manager and Deputy City Manager—Administrative Services certify that such estimates at the fund and source levels have been exceeded. Notwithstanding the requirement in item 1 above, subsequent increases in appropriations stemming from the increases in estimated revenues, may be granted from increased estimated revenues administratively.
- 5.** Unliquidated Outstanding encumbrances from the prior fiscal year are hereby appropriated.
- 6.** Unexpended and unobligated capital projects' funds' budgets from the prior fiscal year are hereby appropriated.

Exhibit 'B'

Purchasing Authority and Limits

The positions authorized to make purchases or purchasing decisions for the City are:

- Department Heads (purchases of up to \$2,500 with purchase requisitions required at \$1,000; purchasing authority, including payment requests may be delegated by the Department Head to appropriate mid-management and supervisory-level employees);
- Deputy City Manager –Administrative Services (authorization of purchases up to \$10,000);
- City Manager (authorization of purchases of up to \$25,000);
- City Council (purchases greater than \$25,000 and all public improvement contracts greater than \$5,000 also require sealed bids and approved by the City Council)
- A purchase is defined as cost of acquisition, shipping, tax, installation, and all associated ancillary costs.

No changes have been made to the purchasing resolution.

EXHIBIT "C"
City of Ridgecrest
Fee Schedule
Fiscal Year 2005

NAME OF FEE	DESCRIPTION OF FEE	FY 2004 FEE	FY 2005 FEE	ACCOUNT NUMBER
DOG IMPOUND				
	1st Impound / No License	\$ 40.00	\$ 40.00	001-0000-368-12-56
	1st Impound / Current License	\$ 25.00	\$ 25.00	001-0000-368-12-56
	2nd Impound / No License	\$ 50.00	\$ 50.00	001-0000-368-12-56
	2nd Impound / Current License	\$ 40.00	\$ 40.00	001-0000-368-12-56
	3rd Impound / No License	\$ 80.00	\$ 80.00	001-0000-368-12-56
	Vicious Impound / No License	\$ 100.00	\$ 100.00	001-0000-368-12-56
	Vicious Impound / Current License	\$ 100.00	\$ 100.00	001-0000-368-12-56
Other Animal Impound Fees				
	Cat	\$ 15.00	\$ 15.00	001-0000-368-12-56
	Misc Animal - Depending on Size			
	Animal Less Than 25 Pounds	\$ 25.00	\$ 25.00	001-0000-368-12-56
	Animal From 26 and 100 Pounds	\$ 50.00	\$ 50.00	001-0000-368-12-56
	Animal Over 100 Pounds	\$ 100.00	\$ 100.00	001-0000-368-12-56
	Additional Charge After Hour Impound	\$ 40.00	\$ 40.00	001-0000-368-12-56
BOARDING FEES				
	- in addition to Impound Per night	\$ 5.00	\$ 5.00	001-0000-368-12-56
ADOPTION FEES - DOGS				
	Rabies Vaccination	\$ 5.00	\$ 5.00	001-0000-220-06-00
	License Fee	\$ 10.00	\$ 10.00	001-0000-331-12-55
	Adoption Fee	\$ 20.00	\$ 20.00	001-0000-368-12-56
	Micro chip	\$ 10.00	\$ 10.00	001-0000-392-4001
ADOPTION FEES - CATS				
	Adoption Fee	\$ 20.00	\$ 20.00	001-0000-368-12-56
	Micro chip	\$ 10.00	\$ 10.00	001-0000-392-4001
SPAY/NEUTER FEES				
Set by Veternarians	Dog - Females	\$ 51.50	\$ 51.50	001-0000-220-05-00
Set by Veternarians	Dog - Males	\$ 41.00	\$ 41.00	001-0000-220-05-00
Set by Veternarians	Cats - Females	\$ 28.00	\$ 28.00	001-0000-220-05-00
Set by Veternarians	Cats - Males	\$ 18.50	\$ 18.50	001-0000-220-05-00
OTHER FEES				
	Euthanasia	\$ 45.00	\$ 45.00	001-0000-368-80-00
	Disposal	\$ 15.00	\$ 15.00	001-0000-368-80-00
	Animal Pick-up (owned)	\$ 40.00	\$ 40.00	001-0000-368-12-56

*DEVELOPMENT PERMITS ARE NOT GOVERNED BY THIS RESOLUTION

EXHIBIT "C"
City of Ridgecrest
Fee Schedule
Fiscal Year 2005

NAME OF FEE	DESCRIPTION OF FEE	FY 2004 FEE	FY 2005 FEE	ACCOUNT NUMBER
DEPARTMENT: ADMINISTRATION				
Plans & Specifications				
	Public Works Projects	Varies	Varies	018-0000-369-3000
Copies	Copies of Various Items	Varies	Varies	001-0000-369-3000
DEPARTMENT: POLICE				
Police Services	New Special Business License Fee	\$ 250.00	\$ 250.00	001-0000-339-2211
	Renewal Special Business License	\$ 40.00	\$ 40.00	001-0000-339-2211
	New Concealed Weapons Permit	\$ 75.00	\$ 75.00	001-0000-339-1211
	Renewal Concealed Weapons Permit	\$ 40.00	\$ 40.00	001-0000-339-1211
	Outside City Limit Cite Sign-off fee	\$ 15.00	\$ 15.00	001-0000-393-0210
	VIN Verification fee	\$ 15.00	\$ 15.00	001-0000-367-9712
	Funeral Procession Traffic Control Fee	\$ 220.00	\$ 220.00	Not Used
	Bicycle License Fee	\$ 2.50	\$ 2.50	001-0000-367-3212
	Agency Clearance Report Fee-Letter	\$ 10.00	\$ 10.00	001-0000-369-3000
	Police Response to False Alarm #'s 1,2 Free	\$ -	\$ -	
	Police False Alarm Charge #3rd Reponse	\$ 35.00	\$ 35.00	001-0000-367-6212
	Police False Alarm Charge #4 Response	\$ 35.00	\$ 35.00	001-0000-367-6212
	Police False Alarm Charge #5 Response	\$ 70.00	\$ 70.00	001-0000-367-6212
	Police False Alarm Charge #6 Response	\$ 70.00	\$ 70.00	001-0000-367-6212
	Police False Alarm Charge #7 Response	\$ 140.00	\$ 140.00	001-0000-367-6212
	Burglar Alarm Permit Fee	\$ 15.00	\$ 15.00	001-0000-339-3211
	Stored Vehicle Release Fee	\$ 60.00	\$ 60.00	001-0000-367-9712
	Impound Vehicle Release Fee	\$ 60.00	\$ 60.00	001-0000-367-9712
	Vehicle Repossession Admin Process Fee	\$ 15.00	\$ 15.00	001-0000-367-9712
	Finger Printing / Hard Card	\$ 10.00	\$ 10.00	001-0000-367-2211
	Finger Printing / Live Scan	\$ 10.00	\$ 10.00	001-0000-367-2211
	Police Report Reproduction Charge	\$ 10.00	\$ 10.00	001-0000-369-3000
	Police Photograph Reproduction Fee/ ea	\$ 1.00	\$ 1.00	001-0000-369-3000
	Police Log Entry Reproduction Fee	\$ 2.00	\$ 2.00	001-0000-369-3000
	Police Subpeona Charge @ day	\$ 150.00	\$ 150.00	001-0000-367-7000
	New Special Business License - Taxi	\$ 40.00	\$ 40.00	001-0000-339-2211
	Renewal Special Business Licese -Taxi	\$ 40.00	\$ 40.00	001-0000-339-2211

EXHIBIT "C"
City of Ridgecrest
Fee Schedule
Fiscal Year 2005

NAME OF FEE	DESCRIPTION OF FEE	FY 2004 FEE	FY 2005 FEE	ACCOUNT NUMBER
Picnic Shelter	Jackson Sports Complex & Freedom Park	\$50/day	\$50/day	001-0000-352-0212
Pinney Pool	Party Base Fee (4hrs max)	\$ 35.00	\$ 35.00	001-0000-364-1633
	Minimum 2 Guards	\$30/hr	\$30/hr	001-0000-364-1633
	Additional Guards	\$15/hr per Guard	\$15/hr per Guard	001-0000-364-1633
	School District End of School Pty	\$ 30.00	\$ 30.00	001-0000-364-1633
	2 hrs max usage, incl 2 guards	\$15/hr per Guard	\$15/hr per Guard	001-0000-364-1633
Pinney Pool (con't)	Day Use Fee (swim meets, special events)	\$75 + Lifeguard fee	\$75 + Lifeguard fee	001-0000-364-1633
	Deposits	\$ 50.00	\$ 50.00	001-0000-364-1633
Tennis Courts	Per 3 Courts	\$50/day	\$50/day	001-0000-352-0103
	Per Court Use, 4 hours max.	\$20	\$20	001-0000-352-0103
Soccer Fields	Per game/practice, 2 hours max	\$ 30.00	\$ 30.00	001-0000-352-0102
	All Fields, All Day	\$ 150.00	\$ 150.00	001-0000-352-0102
	Deposits	\$ 100.00	\$ 100.00	001-0000-352-0102
Softball Fields	Per game/practice, 2 hours max	\$ 30.00	\$ 30.00	001-0000-352-0101
	All Fields/All Day	\$ 100.00	\$ 100.00	001-0000-352-0101
	Long term Field Usage (4-9 practices)	\$ 100.00	\$ 100.00	001-0000-352-0101
	Long term Field Usage (10-18 practices)	\$ 160.00	\$ 160.00	001-0000-352-0101
	Field Prep Fee	\$20/hr	\$20/hr	001-0000-352-0101
	Use of Lights	\$15/hr	\$15/hr	001-0000-352-0101
	Deposits	\$ 200.00	\$ 200.00	001-0000-352-0101
KMCC Gymnasium	Half Court	\$10/hr	\$10/hr	001-0000-352-0211
	Full Court	\$20/hr	\$20/hr	001-0000-352-0211
	Full Court all day	\$ 100.00	\$ 100.00	001-0000-352-0211
	Game Set Up Fee	\$ 20.00	\$ 20.00	001-0000-352-0211
	Deposits	\$ 100.00	\$ 100.00	001-0000-352-0211

EXHIBIT "C"
 City of Ridgecrest
 Fee Schedule
 Fiscal Year 2005

NAME OF FEE	DESCRIPTION OF FEE	FY 2004 FEE	FY 2005 FEE	ACCOUNT NUMBER
DEPARTMENT: PARKS & RECREATION				
KMCC Banquet Hall	Half Hall (includes setup/cleanup)	\$ 200.00	\$ 200.00	001-0000-352202
	Half Hall w/Kitchen	\$ 300.00	\$ 300.00	001-0000-352202
	Half Hall w/o Kitchen for Non Profit Groups	\$ 150.00	\$ 150.00	001-0000-352202
	Half Hall w/Kitchen for Non Profit Groups	\$ 250.00	\$ 250.00	001-0000-352202
	Deposits for Half Hall Rentals			
	Alcohol	\$ 250.00	\$ 250.00	
	Non Alcohol	\$ 150.00	\$ 150.00	
	Full Hall	\$ 450.00	\$ 450.00	001-0000-352-0201
	Full Hall w/Kitchen	\$ 550.00	\$ 550.00	001-0000-352-0201
	Full Hall w/o Kitchen for Non Profit Groups	\$ 350.00	\$ 350.00	001-0000-352-0201
	Full Hall w/Kitchen for Non Profit Groups	\$ 450.00	\$ 450.00	001-0000-352-0201
	Deposits for Full Hall Rentals			
	Alcohol	\$ 250.00	\$ 250.00	001-0000-352-0201
	Non Alcohol	\$ 150.00	\$ 150.00	001-0000-352-0201
KMCC Meeting Rooms	Single Room	\$10/hr (max \$70)	\$10/hr (max \$70)	001-0000-352-0204
	Double Room	\$15/hr (max \$100)	\$15/hr (max \$100)	001-0000-352-0209
Senior Center Hall (weekends only-no kitchen)	Parties & Group Functions	\$ 75.00	\$ 75.00	001-0000-352-1650
	Deposit	\$ 50.00	\$ 50.00	001-0000-352-1650
	Non-Profit Groups	\$ 50.00	\$ 50.00	001-0000-352-1650
	Deposit	\$ 50.00	\$ 50.00	001-0000-352-1650
	Meetings & Bingo	\$10/hr	\$10/hr	001-0000-352-1650
	Deposit	\$ 25.00	\$ 25.00	001-0000-352-1650
City Council Chambers	Includes Sound System	\$15/hr (max \$100)	\$15/hr (max \$100)	

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	2nd Impound / Current License	\$ 40.00	\$ 40.00	001-0000-368-12-56
	3rd Impound / No License	\$ 80.00	\$ 80.00	001-0000-368-12-56
	Vicious Impound / No License	\$ 100.00	\$ 100.00	001-0000-368-12-56
	Vicious Impound / Current License	\$ 100.00	\$ 100.00	001-0000-368-12-56
Other Animal Impound Fees				
	Cat	\$ 15.00	\$ 15.00	001-0000-368-12-56
	Misc Animal - Depending on Size			
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	Animal From 26 and 100 Pounds	\$ 50.00	\$ 50.00	001-0000-368-12-56
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BOARDING FEES				
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ADOPTION FEES - DOGS				
	Rabies Vaccination	\$ 5.00	\$ 5.00	001-0000-220-06-00
	License Fee	\$ 10.00	\$ 10.00	001-0000-331-12-55
	Adoption Fee	\$ 20.00	\$ 20.00	001-0000-368-12-56
	Micro chip	\$ 10.00	\$ 10.00	001-0000-392-4001
ADOPTION FEES - CATS				
	Adoption Fee	\$ 20.00	\$ 20.00	001-0000-368-12-56
	Micro chip	\$ 10.00	\$ 10.00	001-0000-392-4001
SPAY/NEUTER FEES				
Set by Veternarians	Dog - Females	\$ 51.50	\$ 51.50	001-0000-220-05-00
Set by Veternarians	Dog - Males	\$ 41.00	\$ 41.00	001-0000-220-05-00
Set by Veternarians	Cats - Females	\$ 28.00	\$ 28.00	001-0000-220-05-00
Set by Veternarians	Cats - Males	\$ 18.50	\$ 18.50	001-0000-220-05-00
OTHER FEES				
	Euthanasia	\$ 45.00	\$ 45.00	001-0000-368-80-00
	Disposal	\$ 15.00	\$ 15.00	001-0000-368-80-00
	Animal Pick-up (owned)	\$ 40.00	\$ 40.00	001-0000-368-12-56

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Exhibit "D"
Position Descriptions

- Deputy City Manager
- City Clerk
- Accounting Manager
- Accountant-Budget Analyst
- Junior Accountant – Finance Assistant
- Maintenance Worker III

DEPUTY CITY MANAGER

DEFINITION:

At-will management classification performs highly complex, and responsible administrative support to City Manager and City Council; conducts specific and comprehensive analyses of a wide range of municipal policies, organizational procedures, and fiscal activities; serves as head of line or support departments as assigned; may serve as and represent the City Manager in his/her absence; and performs other related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED:

Under administrative direction of the City Manager, this position has line/program administrative and supervisory duties and responsibilities.

ESSENTIAL DUTIES:

May include, but not limited to, the following:

Confers with the City Manager, City Council, and Department and Division Heads concerning the programs and problems of City departments, and the development of city-wide programs and policies;

Confers with the public, civic groups and other governmental organizations concerning interpretation of City practices, services, and policies;

Develops information, directs preparation, and reviews plans and proposed budgets for departmental operations, projects and programs;

Confers with representatives of county, state, and federal agencies on matters pertaining to the responsibilities of City government;

Assists the City Manager in developing recommendations on a wide variety of municipal programs and issues;

Directs and participates in contract negotiation and administration, and special project coordination and management;

Assists City Manager in developing recommendations on a wide variety of municipal programs and issues;

Prepares reports and correspondence for the City Council;

Performs comprehensive management analyses in all areas of City administration;

Provides staff support to the Mayor and City Council and other boards, commissions, and committees as assigned;

Directs and participates in the development and implementation of goals, objectives, policies and priorities;

Performs related duties as required.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Graduation from an accredited college or university with a Bachelor's degree in Public or Business Administration or closely related field. A Master's degree is desired. Seven (7) years progressively responsible administrative and/or managerial experience; preferably in local government.

Computer literacy required.

Knowledge, Skill and Abilities

Knowledge of principles, practices and techniques of public administration; principles and practices of organizational management and supervision; applicable federal, state, and local laws, and rules and regulations pertaining to local government operations; research methods and techniques of report presentation.

Ability to establish and maintain effective working relationships with the public, co-workers and other government officials; provide strong leadership while acting as the City Manager in his/her absence; relieve the City Manager of his/her day to day work obligations as assigned; analyze a variety of administrative and organizational issues; prepare sound policy and procedural recommendations; coordinate numerous administrative and staff functions; plan, organize and successfully implement complex projects and assignments; provide guidance and direction to assigned City departments, divisions and offices; make effective public presentations; communicate clearly and concisely, both orally and in writing.

Special Requirements

Possession of, or the ability to obtain and retain a Class "C" California Driver's License.

PHYSICAL PROFILE: I, 4, 7, 12,

Physical and work environmental demands include requirement to sit; talk or hear, in person and by telephone; frequently required to walk and stand; specific vision abilities required include close vision and ability to focus to read and operate office equipment. Employee is required to use written and oral communication skills; read and interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract concepts; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with public, staff, other governmental officials and others encountered in the course of work. Ability to work in a standard office environment with some exposure to the outdoors; ability to travel to different sites and locations; attend early morning and evening meetings; work under pressure and potentially stressful situations.

SALARY GRADE: 950

CITY CLERK

DEFINITION:

Plans, directs, supervises, coordinates and participates in all activities of the City Clerk's Office; provides highly responsible and technical staff assistance to the City Manager and City Council; serves as City archivist and records manager; may serve as Clerk Of The Board to the Ridgcrest Redevelopment Agency; and other related duties as assigned.

CLASS CHARACTERISTICS

Subject to administrative direction by the City Manager.

Responsibilities include the direct supervision of clerical staff assigned to the City Clerk's Office or as assigned by the City Manager.

ESSENTIAL FUNCTIONS

Duties may include, but are not limited to the following:

Develop and implement goals, objectives, policies, and priorities regarding City records, and communicate changes in municipal law to appropriate offices, departments, and agencies.

Serve as Clerk to the City Council; directing, coordinating and participating in all activities required by state and local law.

Serve as custodian of the City seal.

Attend City Council meetings and prepares minutes.

Prepare the City Council agenda and supervise and participate in the preparation of the agenda packets.

Arrange for and oversee codification of City ordinances.

Prepare indexing of City Council minutes.

Plan and direct safekeeping, microfilming, and digitizing of the City's permanent records.

Supervise recording, publication and maintenance of official documents as needed.

Plan and direct municipal elections.

Serve as filing officer for required disclosures as required by state law.

May administer Oaths of Office to elected officials, department heads, and other City employees as required.

Receive claims and suits against the City for money or damages.

Administer the City Clerk's budget.

Serve as a notary public.

Respond to complaints and requests for information.

Develop and implement appropriate systems and procedures.

Select, supervise, train, and evaluate assigned staff.

Perform related duties as assigned.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. Five years of progressively responsible office management and graduation from an accredited college of university with a bachelors degree in public administration is desired. Computer literacy is required. Certification by the City Clerk's Association is desired.

Knowledge, Skill and Abilities

Applicable federal, state and municipal laws and procedures, including election laws and political reform requirements.

Functions and services performed by a municipal government.

Parliamentary procedures for the conduct of public and special meetings.

Principles of supervision, training, and performance evaluation.

Principles of records management.

Plan, direct, and administer municipal elections.

Document, record, and maintain official records and files of municipal activities.

Communicate with and provide information to the City Council, the staff, and the general public.

Plan, assign, and coordinate the activities of the City Clerk's office.

Serve as a notary public.

Select, supervise, train, and evaluate assigned staff.

Special Requirements

Possession or ability to possess a Class "C" drivers license is required.

PHYSICAL PROFILE: 1, 4, 7, 12

SALARY GRADE: 900

ACCOUNTANT/BUDGET ANALYST

DEFINITION

Under general supervision, performs professional accounting work and participates in the administration of various programs assigned to the Finance Department; may exercise functional supervision over technical staff; performs related duties as required.

CLASS CHARACTERISTICS

The incumbent of this class performs professional accounting work. Successful performance of the work requires a working knowledge of public agency accounting procedures and the ability to exercise sound independent judgment within established guidelines.

ESSENTIAL FUNCTIONS

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability.

Processes payroll utilizing computerized payroll system; verifies accuracy and enters data from time sheets; determines and inputs amounts to be withheld from wages; prints and distributes checks; maintains payroll files including changes in wages and deductions; ensures that reports and deductions made from wages are submitted to appropriate agencies in accordance with established schedules.

Prepares a variety of detailed accounting, statistical, and/or narrative financial statements or reports requiring analysis and interpretation of source data; makes journal entries and reconciles general ledger accounts.

May participate in the conduct of internal/external audits of financial records; examines, analyzes, and verifies documents to ensure adherence to established internal controls and accepted professional standards.

May perform bank account reconciliations, verifying accuracy of recorded transactions; preparing related work sheets, cash balances, proofs, and other schedules.

Recommends and assists in the implementation of new or revised accounting systems, procedures, and records; may participate in the development of computerized programs for various accounting analysis.

May supervise and review the work of fiscal and clerical personnel in making entries, reconciliations, and performing other fiscal record keeping work.

Makes complex or difficult adjusting entries affecting several subsystems of an accounting system; closes the City's financial records at the end of the accounting period with the assistance of accounting staff; prepares a variety of related reports.

Performs accounts receivable functions such as preparation of monthly invoices and statements, aging reports and initiation of collection process.

Acts as a liaison to other City personnel, auditors, other agencies, and the public regarding accounting activity.

Reviews and prepares with supervision, complex and detailed budgets.

ACCOUNTANT-BUDGET ANALYST

- 2 -

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include a bachelor's degree in business administration, accounting, economics, finance or a closely related field, and one year of responsible accounting experience.

Knowledge, Skill and Abilities

Working knowledge of the principles and practices of accounting, budget development and auditing, including governmental accounting and budgeting; data processing applications related to accounting and budgeting procedures and practices; payroll processing procedures; word processing and spreadsheet software; general office procedures.

Ability to operate a computer and use a variety of software; communicate clearly and concisely, both orally and in writing; establish and maintain cooperative working relationships; and work safely and efficiently; prepare clear, concise financial statements and reports; understand, interpret, and apply laws, rules and regulations related to accounting operations; assist other City departments and officials in a variety of accounting and budgetary matters; review and verify accuracy of financial data; perform accurate mathematical and statistical calculations; exercise sound independent judgement within established procedural guidelines; organize, prioritize and coordinate work activities; organize, research and maintain files and records; operate standard office equipment including a 10-key adding machine and personal computer; understand and carry out verbal and written instructions; analyze, post, balance and reconcile financial ledgers, reports and accounts; ensure proper authorization and documentation for disbursements and other financial transactions; process requisitions and other financial forms..

Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.

PHYSICAL PROFILE: I, 4, 7, 12.

SALARY GRADE: 598

ACCOUNTING MANAGER

DEFINITION

To plan, organize, direct and supervise finance operations with the Finance Department; to perform a wide variety of technical tasks relative to assigned areas of responsibility; and to do related work as required.

CLASS CHARACTERISTICS

This is a management-level, exempt, full-time position, which receives direction from the Department Head.

ESSENTIAL FUNCTIONS

Duties to include but are not limited to, the following:

Oversee, coordinate and participate in the maintenance of financial accounts, records and files;

Preparation and administration of the annual budget;

Assist in interpreting departmental and accounting policies to other city departments;

Reviews and makes recommendations of departmental procedures;

Supervision of finance department personnel in the maintenance of ledgers, journals, budgetary and cost accounting records;

Assists auditors in review of financial records as well as the preparation of the annual financial report;

Participate in the selection of staff;

Accomplishes varied and specialized professional accounting work;

Reviews and recommends revisions in departmental forms and working papers;

Plan, prioritize, assign and supervise the work of staff;

Supervise preparation of payrolls and financial reports;

Posts and maintains records for various accounts and funds;

Reconciles subsidiary and control accounts;

Prepare periodic financial reports for local, State and federal agencies related to City operations and programs.

Review journal entries for accuracy;

Examine and verify financial documents;

Examine and approve claims and vouchers for payment;

Make adjusting and closing entries;

Verification of compliance with GAAP;

Maintain budgetary controls;

Compile statistical data and analyses for presentation as required;

Prepare correspondence as necessary;

Perform related duties as assigned.

QUALIFICATIONS GUIDELINES:

Education and/or Experience

Any combination of experience and education which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

Three years of increasingly responsible professional accounting or auditing experience including at least 1 year of experience in a supervisory or administrative capacity.

A bachelor's degree from an accredited 4-year college or university with major coursework in Accounting, Finance, Business Administration or closely related field.

Knowledge, Skill and Abilities

Modern accounting principles, practices, and methods and their application to municipal operations;

Principles and practices of supervision, training and performance evaluation;

General principles and practices of data processing and its applicability to accounting and municipal operations;

Ordinances, resolutions, and laws affecting municipal financial operations;

Principles and practices of budget development;

Plan, organize, coordinate, and direct Finance Department activities;

Perform difficult professional accounting and auditing work;

Interpret and explain pertinent City and department policies and procedures;

Analyze and interpret fiscal and accounting records and data;

Identify, develop and implement new and improved procedures related to budgeting, records keeping and auditing;

Assist in the preparation and administration of the annual budget;

Establish and maintain effective working relationships with others;

Prepare accurate financial and statistical reports;

Supervise and train subordinate personnel.

PHYSICAL PROFILE: I, 4, 7, 12

SALARY GRADE: 635

JUNIOR ACCOUNTANT - FINANCE ASSISTANT

DEFINITION:

Performs professional accounting work, including the examination, analysis, maintenance, reconciliation, and verification of financial records; assists in developing and installing new accounting and cost systems; recommends improvements in established accounting and office management systems; prepares reports; and related work as required.

CLASS CHARACTERISTICS

Direction is provided on day to day basis by Accounting Manager and/or Director of Finance with general departmental oversight from the Director of Finance.

ESSENTIAL FUNCTIONS

Duties may include, but are not limited to, the following:

Prepare a wide variety of journal actions dealing with payroll, fund transfers, invoices, and other subjects.

Maintain general and subsidiary ledgers.

Assist in the design, installation, and improvement of central and departmental accounting systems and procedures.

Assists with grant applications and financial management requirements.

Coordinate the keeping of a complex set of cost and control accounts.

Prepare periodic financial statements, analyses, and reports.

Assist in the collection, custody, and disbursement of City funds.

Assist with auditing requirements.

Maintenance of payroll and employee benefit information.

QUALIFICATIONS GUIDELINES:

Education and/or Experience

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying for the position.

Knowledge, Skill and Abilities

Governmental accounting, auditing, and financial reporting principles and practices.

Governmental budget preparation and analysis.

Modern office practices, procedures, methods, and equipment.

Analyze and verify financial records and documents.

Assist in installing and maintaining computerized accounting and budgeting systems, including instructing others.

Reduce complex financial data to a readily comprehensible form.

Establish and maintain effective working relationships.

PHYSICAL PROFILE: I, 4, 7, 12

SALARY GRADE: 555

MAINTENANCE WORKER III

DEFINITION

Under general supervision, to operate heavy power-driven, construction and maintenance equipment as a major assignment; to perform the most skilled public works maintenance, construction, and repair work; and to do related work as assigned. May also lead small work crews.

CLASS CHARACTERISTICS

Maintenance Worker I: This is the entry level class in the maintenance worker class series. Maintenance Worker is are normally trainee positions with the incumbents advancing to II level as the difficulty and complexity of their duties increase and have been cross trained in a variety of repair and maintenance tasks. The progression of Maintenance Worker I to Maintenance Worker II requires an evaluation of employee skill and performance levels by management.

Maintenance Worker II: This is the journeyman level class. Incumbents are expected to perform assigned activities without detailed instructions as to specific procedures to be followed. Incumbents in this class may also be expected to assist in the training of less experienced personnel. May be expected to operate light equipment such as a street sweeper.

Maintenance Worker III: A position in the Maintenance Worker III class is distinguished from lower level maintenance classes by the responsibility for frequently operating heavy power-driven construction equipment, and assuming lead supervisory responsibility for small work crews.

ESSENTIAL FUNCTIONS

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability.

Participates in the work of a crew engaged in installing and maintaining street signs and maintaining street markings; lays out traffic striping and legends prior to painting; uses a variety of equipment and tools such as welders, paint striper, and airless painter; sets up traffic control and safety zones.

Participates in the work of a park maintenance crew engaged in operating power and hand tools, edging, and weeding lawns, flower beds, and other landscaped areas; cutting and planting sod; pruning trees; spreading seed and fertilizer; planting or removing flowers and trees; operating, maintaining, assists in designing, constructing, repairing and/or installing in-ground irrigation systems; cleaning walks, parking areas, and other areas of leaves and other debris; removing trash; operating power mowers, blowers, sweepers, edger's, hedge trimmers, clippers, sprayers, and other equipment or vehicles; cleaning and repairing restrooms and park equipment; preparing sports fields; making minor repairs to equipment.

Participates in the work of the street maintenance crew engaged in repairing and replacing concrete sidewalks, curbs, gutters and other concrete structures; repairing and maintaining streets by patching with hot or cold asphalt mix; sealing cracks; removing road hazards; operating a variety of equipment and using a variety tools such as rollers, dump trucks, jack hammers, air compressors, tractors; setting up traffic control and safety zones.

Participates in the work of a facilities maintenance crew engaged in cleaning facilities; sweeps and mops rooms, halls, stairways, and offices; strips, sands, refinishes, waxes, or buffs floors; vacuums and shampoos rugs, carpets, and upholstery; empties and cleans waste receptacles, pencil sharpeners, and ash trays; dusts and polishes furniture, counter tops, pictures, and brass and chrome fixtures; changes light bulbs and fluorescent tubes; cleans and disinfects rest rooms, floor mats, drinking fountains, and fixtures; restocks and may order supplies as needed; ensures specified sanitary standards are maintained; may perform pest control tasks in buildings; cleans entrances to buildings by sweeping, hosing, and picking up of trash; washes walls; removes markings on walls, rest room

stalls, counter tops, and desks; washes windows, mirrors and blinds; moves furniture or other heavy objects on request or for set-up of City functions; makes minor repairs and adjustments to building fixtures and equipment; secures buildings by locking and unlocking rooms, windows, or offices, the City Hall, and related City facilities; sets-up intercom or speaker systems; reports fire, sanitary, safety, or security hazards in facilities; reports needed maintenance or repair.

Participates in the work of a crew engaged in the removal of graffiti including sandblasting, chemically cleaning and painting surfaces; uses a variety of equipment and tools such as sandblaster, airless pump machine, rollers, trucks, etc.; maintains a variety of records related to graffiti removal.

Operates light and heavy equipment; performs routine maintenance and repair on equipment and/or arranges for vehicle and equipment repairs.

Answers emergency calls from the public and other agencies taking appropriate action such as placing barricades, removing fallen trees and limbs, replacing street signs and emergency patching of streets or flood control facilities.

Perform as lead crew member with limited supervisory responsibilities as assigned.

Supervise and perform skilled work within area of assignment.

Work effectively without immediate supervision.

Understand and carry out oral and written directions.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include graduation from high school or equivalent and

Maintenance Worker I: some experience in public works maintenance and repair work, and public works technology programs.

Maintenance Worker II: one year of increasingly responsible experience in public works maintenance and repair work, and public works technology programs, or one year of experience performing duties comparable to Maintenance Worker I in the City of Ridgecrest. Experience to operate light equipment such as a street sweeper, as assigned.

Maintenance Worker III: A typical way to obtain the knowledge and abilities would be five years of experience in construction and maintenance work, including some experience and training in the operation of heavy power equipment such as graders, tractors and rollers, and at least two years experience performing duties similar to those of the Maintenance Worker II.

Knowledge, Skills, and Abilities

Considerable knowledge of equipment operation, techniques, and methods used in the area of specialization; lead supervision and training techniques; common tools and equipment used in construction and maintenance work; grounds maintenance methods and techniques; trees, plants, flowers, and shrubs; operation and maintenance of tools and equipment used in grounds maintenance; basic safety precautions and procedures; traffic laws, ordinances and rules related to truck and heavy equipment operations; standards relating to the proper installation and maintenance of street signs and pavement markings; the materials, tools, and methods used in general building repair and maintenance. Skill in the operation of a variety of equipment and vehicles; the use of hand and power tools.

Ability to operate equipment used in work performed; prepare work records and routine reports; understand and follow verbal and written directions; work safely and efficiently; perform journey level skilled tasks in the area of specialization; understand and carry out oral and written directions; keep accurate records; use a variety of tools and equipment; perform heavy manual labor and physically strenuous tasks on a regular basis; lift 90 pounds on a regular basis; perform unskilled, semi-skilled and/or skilled task in a variety of construction and maintenance activities; safely operate vehicles, equipment and stationary mechanical equipment and make minor adjustments and repairs; respond to emergency and problem situations in an effective manner; communicate effectively with a variety of personnel and establish/maintain effective working relationships; apply policies and procedures; work independently; work safely; mix and pour concrete; read and interpret basic maps and blueprints; properly apply herbicides and pesticides; repair irrigation and sprinkler systems; perform light carpentry, plumbing, and masonry work; perform a variety of building maintenance.

Special Requirements

Possession of a Class B California driver's license and a satisfactory driving record. California Class A licensing preferred.

PHYSICAL PROFILE: II,2, 3, 4,5, 6,7,8,12,13,14,15,16,17,18,19,20, 22

MNTCWRKRI&II & III.SPC

This classification is subject to experience, education and vacancy availability.

SALARY GRADE: 183