

RESOLUTION NO. 05-68

A RESOLUTION OF THE RIDGECREST CITY COUNCIL AND THE RIDGECREST REDEVELOPMENT AGENCY AMENDING AND READOPTING THE BUDGET FOR FISCAL YEAR 2005-06, 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 2005-06 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 2005-06 City of Ridgecrest/Ridgecrest Redevelopment Agency provisional 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 2006;
3. The following funds are established:
 - A.) Fund # 210 – Grant Operations (Special Revenue)
 - B.) Fund #231 – Special Projects (Special Revenue)
 - C.) Fund # 101 – Administration ISF
 - D.) Fund #110 – Self-Insurance/Risk Management/Human Resources ISF
 - E.) Fund # 111 – Technology ISF
 - F.) Fund # 115 – Fiscal Services/Financial Reserves ISF
 - G.) Fund #140 – Fleet Maintenance ISF
4. The Budget Revision Policy, herein identified as Exhibit “A” is hereby adopted;
5. Schedules such as:
 - A.) The purchasing limits adopted in resolution 02-134, reflected in Exhibit “B” are reaffirmed and adopted;
 - B.) 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;

Are hereby reaffirmed until rescinded by future budget resolution;

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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. Fiscal Year-end Encumbrances from prior fiscal years are hereby appropriated
9. The Position Descriptions herein attached as Exhibit "D" are hereby approved:
 - A.) Cultural Affairs Coordinator I/II
 - B.) Director of Cultural Affairs, Parks & Recreation
10. The Appropriations Limit herein identified as Exhibit "E" is hereby approved.
11. The Table of Authorized Full-Time Equivalent Positions presented in Exhibit "F" is hereby approved.
12. All previous and conflicting resolutions are hereby rescinded, revoked, and made null.

APPROVED AND ADOPTED this 19th Day of October 2005 by the following vote:

AYES:

NOES:

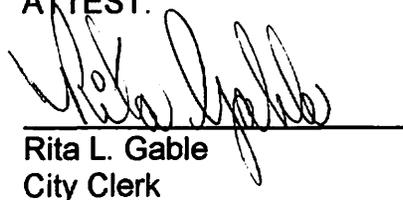
ABSENT:

ABSTAIN:



Marshall "Chip" Holloway, Mayor

ATTEST:



Rita L. Gable
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 2006

| NAME OF FEE | DESCRIPTION OF FEE | FY 2005 FEE | FY 2006 FEE | ACCOUNT NUMBER |
|--|---|-------------|-------------|-------------------|
| DEPARTMENT: ADMINISTRATIVE SERVICES/FINANCE | | | | |
| Dog Licenses | | | | |
| | 1 year - Altered | \$ 10.00 | \$ 10.00 | 001-0000-331-1255 |
| | 1 year - Natural | \$ 20.00 | \$ 20.00 | 001-0000-331-1255 |
| | 2 year - Altered | \$ 18.00 | \$ 18.00 | 001-0000-331-2255 |
| | 2 year - Natural | \$ 36.00 | \$ 36.00 | 001-0000-331-2255 |
| | 3 year - Altered | \$ 25.00 | \$ 25.00 | 001-0000-331-3255 |
| | 3 year - Natural | \$ 50.00 | \$ 50.00 | 001-0000-331-3255 |
| Bus Passes | | | | |
| | Regular/Adult | | | |
| | Single Ride | \$ 2.00 | \$ 2.00 | 003-0000-361-1362 |
| | Single Ride- Inyokern | \$ 2.50 | \$ 2.50 | 003-0000-361-1365 |
| | Ridgecrest Monthly | \$ 35.00 | \$ 35.00 | 003-0000-361-1362 |
| | Inyokern Monthly | \$ 45.00 | \$ 45.00 | 003-0000-361-1365 |
| | Senior/Handicapped | | | |
| | Single Ride | \$ 1.00 | \$ 1.00 | 003-0000-361-1362 |
| | Single Ride- Inyokern | \$ 1.25 | \$ 1.25 | 003-0000-361-1365 |
| | Ridgecrest Monthly | \$ 25.00 | \$ 25.00 | 003-0000-361-1362 |
| | Inyokern Monthly | \$ 35.00 | \$ 35.00 | 003-0000-361-1365 |
| | Youth | | | |
| | Single Ride | \$ 1.00 | \$ 1.00 | 003-0000-361-1362 |
| | Single Ride- Inyokern | \$ 1.25 | \$ 1.25 | 003-0000-361-1365 |
| | Ridgecrest Monthly | \$ 25.00 | \$ 25.00 | 003-0000-361-1362 |
| | Inyokern Monthly | \$ 35.00 | \$ 35.00 | 003-0000-361-1362 |
| | Punch Pass | | | |
| | Punch Pass | \$ 10.00 | \$ 10.00 | 003-0000-223-0362 |
| Business Licenses Admin Fees | | | | |
| (Not the Ordinance Governed BL Tax) | New License Fee | \$ 20.00 | \$ 20.00 | 001-0000-316-0000 |
| | Renewal Fee | \$ 15.00 | \$ 15.00 | 001-0000-369-8000 |
| Miscellaneous | | | | |
| | Desert Mix (per ton) | \$ 26.50 | \$ 50.00 | 001-0000-393-0000 |
| | Copies | | | 001-0000-369-3000 |
| | (fund changes per project copies are for) | | | |
| | Returned Check Fee | \$ 20.00 | \$ 20.00 | 001-0000-110-0200 |

EXHIBIT "C"
City of Ridgecrest
Fee Schedule
Fiscal Year 2006

| NAME OF FEE | DESCRIPTION OF FEE | FY 2005 FEE | FY 2006 FEE | ACCOUNT NUMBER |
|---|--|------------------------|------------------------|-------------------|
| DEPARTMENT: PARKS & RECREATION | | | | |
| KMCC Banquet Hall | Half Hall (includes setup/cleanup) | \$ 230.00 | \$ 230.00 | 001-0000-352202 |
| | Half Hall w/Kitchen | \$ 330.00 | \$ 330.00 | 001-0000-352202 |
| | Half Hall w/o Kitchen for Non Profit Groups | \$ 185.00 | \$ 185.00 | 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 | \$ 495.00 | \$ 495.00 | 001-0000-352-0201 |
| | Full Hall w/Kitchen | \$ 595.00 | \$ 595.00 | 001-0000-352-0201 |
| | Full Hall w/o Kitchen for Non Profit Groups | \$ 450.00 \$ 550.00 | \$ 450.00 \$ 550.00 | 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 | \$12/hr (max \$75) | \$12/hr (max \$75) | 001-0000-352-0204 |
| | Double Room | \$18/hr (max \$125) | \$18/hr (max \$125) | 001-0000-352-0209 |
| Senior Center Hall (weekends only-no kitchen) | Parties & Group Functions | \$ 90.00 | \$ 90.00 | 001-0000-352-1650 |
| | Deposit | \$ 50.00 | \$ 50.00 | 001-0000-352-1650 |
| | Non-Profit Groups | \$ 60.00 | \$ 60.00 | 001-0000-352-1650 |
| | Deposit | \$ 50.00 | \$ 50.00 | 001-0000-352-1650 |
| | Meetings & Bingo | \$12/hr | \$12/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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City of Ridgecrest
Fee Schedule
Fiscal Year 2006

| NAME OF FEE | DESCRIPTION OF FEE | FY 2005 FEE | FY 2006 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 2 hrs max usage, incl 2 guards | \$ 30.00 | \$ 30.00 | 001-0000-364-1633 |
| | | \$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 | \$ 110.00 | \$ 110.00 | 001-0000-352-0102 |
| | Deposits | \$ 100.00 | \$ 100.00 | 001-0000-352-0102 |
| Freedom Park Gazebo Rental & Park Areas | Fees set for Regular Park Use/No Alcohol | \$ 75.00 | \$ 75.00 | 001-0000-352-0212 |
| | Deposit | \$ 150.00 | \$ 150.00 | |
| 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 | \$35/hr | \$35/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 | \$18/hr | \$18/hr | 001-0000-352-0211 |
| | Full Court | \$23/hr | \$23/hr | 001-0000-352-0211 |
| | Full Court all day | \$ 125.00 | \$ 125.00 | 001-0000-352-0211 |
| | Game Set Up Fee | \$ 125.00 | \$ 125.00 | 001-0000-352-0211 |
| | Deposits | \$ 100.00 | \$ 100.00 | 001-0000-352-0211 |

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City of Ridgecrest
Fee Schedule
Fiscal Year 2006

| NAME OF FEE | DESCRIPTION OF FEE | FY 2005 FEE | FY 2006 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 Fr | \$ - | \$ - | |
| | 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 2006

| NAME OF FEE | DESCRIPTION OF FEE | FY 2005 FEE | FY 2006 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 Veterinarians | Dog - Females | \$ 51.50 | \$ 51.50 | 001-0000-220-05-00 |
| Set by Veterinarians | Dog - Males | \$ 41.00 | \$ 41.00 | 001-0000-220-05-00 |
| Set by Veterinarians | Cats - Females | \$ 28.00 | \$ 28.00 | 001-0000-220-05-00 |
| Set by Veterinarians | 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 "D"

CITY OF RIDGECREST

Date Adopted:

DIRECTOR OF CULTURAL AFFAIRS, PARKS & RECREATION

DEFINITION

Under general direction, plans, directs, and coordinates the activities of the Cultural Affairs, Parks & Recreation Department including facilities and park maintenance, recreation programming, senior programs and parks development and acquisition; implements policies and establishes procedures related to department functions; develops and administers the department budget; establishes and maintains liaison to the public; performs related duties as required.

CLASS CHARACTERISTICS

This position reports to the City Manager and is responsible for the development and administration of programs designed to address primary areas of City service. The incumbent is expected to exercise independent judgment, wisdom, common sense, and initiative in establishing efficient and effective departmental operations consistent with City Council policies and administrative guidelines established by the City Manager. The incumbent must also function as a member of the City's management team and participate actively in addressing issues of concern to the City which at times may not have a direct impact on their area of specialization.

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.

Develops and implements policies and regulations relating to recreational activity, facility and park maintenance, park development, cultural arts and senior services; ensures that policies are administered equitably.

Plans, directs, and coordinates the Parks and Facilities, Recreation, Cultural Arts and Senior Program division activities and services; develops procedures to conduct activities; ensures that activities are conducted in accordance with related laws, ordinances, rules and regulations; develops comprehensive plans to satisfy future needs for department services.

Plans, directs, supervises and coordinates the administration of the City's facilities and park maintenance activities; develops and oversees the monitoring of the budget for these activities.

Administers contractual agreements with school districts, other governmental agencies, and private organizations; manages park and facilities maintenance by administering contract services; maintains liaison with contracting agencies and service providers; ensures adherence with contract provisions.

Prepares and administers the budget for the Cultural Affairs, Parks & Recreation Department.

Advises, and otherwise provides assistance to the City Manager, the City Council, other City personnel, other agencies, and the public regarding department related issues.

Selects department employees; plans and organizes work; develops and establishes work methods and standards; conducts or directs staff training and development; reviews and evaluates employee performance; executes disciplinary action.

Represents the City, or delegates such authority, in relations with the community, advisory committees, local, county, state, and federal agencies, other Parks and Recreation departments, and professional organizations.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include a bachelors degree from an accredited college or university in recreation, park administration or a related field; and five years of increasingly responsible professional experience in public recreation and community services which would have included experience in administration of a variety of community services programs and facilities development.

Knowledge, Skills, and Abilities

Extensive knowledge of the principles and practices of public recreation programs and community services; inter-governmental and private recreation and programs, facilities, and resources; related laws, ordinances, rules and regulations; community organization and methods for assessing and stimulating meaningful public interest and participation; role of citizen committees, organization of city government, and the effective methods of professional leadership within this framework; principles and practices of supervision. Considerable knowledge of the principles and practices of park planning, development, and maintenance.

Ability to plan, organize, and coordinate department activities; prepare and present reports; communicate effectively both orally and in writing; deal constructively with conflict and develop effective resolutions; meet the public in situations requiring diplomacy and tact; establish and maintain cooperative working relationships; supervise assigned staff.

Special Requirements

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

Receive satisfactory results from a background investigation, physical examination and administrative screening which meet the established qualification standards.

PHYSICAL PROFILE: 1, 1,3,4,5,6,7,8,12,18,19,20

DIRPARKSREC.SPC

EXHIBIT "D"

CITY OF RIDGECREST

Date Modified: 10-19-05

CULTURAL AFFAIRS COORDINATOR I/II

DEFINITION

Under general supervision, assists in the development, administration, and evaluation of recreation programs and community center activities including: youth/adult sports, summer programs, preschool, senior activities, special events, cultural arts activities/events and aquatics

CLASS CHARACTERISTICS

Positions in this class report to the Director of Cultural Affairs, Parks & Recreation, and assists in the development, administration, and planning of recreation and/or community services and cultural affairs programs.

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.

Assists in planning, developing, organizing, and supervising leisure time activities for participants of all ages; Assists in planning of the annual calendar of community activities and special events.

Writes press releases, flyers, and other promotional materials to advertise and promote recreation programs and activities; maintains inventory of program supplies and equipment; makes facility reservations and safety inspections; maintains inventory and sales of concessions

Assist with class registration including the collection and accounting of monies; maintains files and records; assists with the preparation of budget recommendations for the allocation of personnel, equipment and supplies for program activity areas.

Greets patrons and authorizes participants to use the athletic facilities; disseminates information to inquiring patrons, in person, over the telephone, about the facility, programs, rentals, contract classes, and related activities; takes reservations for the gymnasium, racquetball courts, and related activities; issues athletic equipment/supplies to patrons and keep records of equipment issued and returned; collects fees for use of the facility, resale items, and contract classes, rental equipment; prepares appropriate daily financial reports at the completion of each shift and deposits money accordingly.

Prepares facilities; performs routine set-up tasks for sporting events such as volleyball, basketball, racquetball, and banquet/meeting room events, and related activities; enforces established operational procedures and policies of facility; conducts periodic inspections of all facilities to survey participation, security; performs daily janitorial cleaning such as vacuuming, sweeping, mopping, cleaning of restrooms, lobbies, banquet/meeting rooms, windows, furniture and other cleaning tasks as assigned or required; performs routine closing duties to insure security, safety and fire prevention standards are maintained; prepares daily shift report and notifies director in writing of any problems or unusual situations that may occur; enters weekly schedule into computer.

Establish and maintain effective working relationships with public groups, agencies, school officials, the media and others contacted in the course of work

Assists in the determination of personnel, equipment, and material needs

Recruit, supervise, schedule, train and evaluate part-time staff, contract employees, coaches, officials and volunteers. Researches and applies for Grants and funding. Conducts fund raising events.

Evaluates program attendance, participant responses, costs, and makes recommendations regarding the continuance or cancellation of programs; assists in the development of new programs.

Assists with the planning, organization and supervision of the following programs: Aquatics, Youth/Adult Sports Leagues, Day Camps, Sports Camps, Youth/Adult Activities, Tournaments, Special Events, Cultural Arts Programs, Trips, Training/Safety Seminars, Banquets, Senior Programs, and others as created.

Performs related duties as required.

QUALIFICATIONS GUIDELINES

Education and/or Experience

An example of the education and experience which most likely demonstrates the knowledge, skill and abilities required to perform the duties, would be any combination equivalent to an Associates Degree or a Bachelors Degree from an accredited college or university with major course work in recreation or a closely related field; and at least two years of increasingly responsible experience in the recreation field.

Cultural Affairs Coordinator I is the entry level of this classification and must meet the minimum qualifications as listed in the position description.

Cultural Affairs Coordinator II is the Journey level of this classification and must meet the minimum qualifications as listed in the position description and have a minimum of two years experience and training.

Knowledge, Skills, and Abilities

Working knowledge of identifying community needs; first aid methods and safety practices; statistical analysis and report preparation; the theories, principles, practices and programs common to the field of recreation and leisure services; methods for identifying community recreation and cultural affairs needs; ability to supervise workers, teachers, coaches, officials, contractors and volunteers; promoting recreation and leisure programs.

Ability to communicate clearly and concisely, both orally and in writing; effectively work with people of varied socio-economic standing; understand, explain and apply policies and procedures; and deal constructively with conflict and develop effective resolutions; prepare and present concise written and oral reports; use a computer and a variety of software programs

Performs janitorial duties including setting up, cleaning and maintaining facilities; ability to lift and move tables, chairs and equipment; the knowledge and skill to work with cleaning chemicals for janitorial purposes; working knowledge of concessions sales and inventory.

Special Requirements

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

Receive satisfactory results from a background investigation.

Certifications in CPR and First Aid.

PHYSICAL PROFILE: II, 2, 4,5,6,7,8,13,18,20

CULTURALAFFAIRSCOORDINATOR/ILSPC

Exhibit "E"
CITY OF RIDGECREST
Fiscal Year 2006
Appropriations Limit

BACKGROUND

The voters of California, during a special election in 1979, approved Article XIII-B of the California State Constitution (also known as Proposition 4, or the "Gann Limit Initiative"), which restricts the total amount of appropriations allowed in any given fiscal year from the "proceeds of taxes".

In 1980, the State Legislative added Section 9710 to the Government Code that required the governing body of each local agency to establish, by resolution, an appropriations limit for the following year. The appropriations limit for any fiscal year was equal to the previous year's limit, adjusted for population changes and the change in the U.S. Consumer Price Index (or California per Capita Personal Income, if smaller). The necessary statistical information is provided each year by the California State Department of Finance.

In June 1990, the voters modified the original Article XIII-B (Proposition 4/Gann Limit) with the passage of Proposition 111 and its implementing legislation (California Senate Bill 88). Beginning with the 1990-91 appropriations limit, a City may choose annual adjustment factors. The adjustment factors include the growth in the California Per Capita Income or the growth in the non-residential assessed valuation due to construction within the City, and the population growth within the County or the City. Under Proposition 4, if a city ends the fiscal year having more proceeds of taxes than the Limit allows, it must return the excess to the taxpayers within two years (either by reducing taxes levied or fees charged).

CALCULATION OF LIMITATION

| | FY 2003 | FY 2004 | FY 2005 | FY 2006 |
|---------------------------------|--------------|--------------|--------------|--------------|
| Prior Year Appropriations Limit | \$11,417,504 | \$12,399,752 | \$13,267,496 | \$14,184,804 |
| Population Factor - Ridgecrest | 1.1 | 1.036 | 1.045 | 1.015 |
| Economic Factor | 0.9873 | 1.0328 | 1.0231 | 1.0526 |
| Total Adjustment Ratio | 1.08603 | 1.0699808 | 1.0691395 | 1.068389 |
| Current FY Appropriations Limit | \$12,399,752 | \$13,267,496 | \$14,184,804 | \$15,154,889 |

(Prior Year Limit X Population Ratio X Inflation Ratio = New Limit)

RIDGECREST'S APPROPRIATIONS LIMIT AND THE FUTURE

The following table provides an analysis of the City of Ridgecrest's appropriations limit. As is seen in the below table, the City's appropriations have remained well below the Appropriations Limit. With such a significant margin, the provision related to the return of taxes clearly does not apply to Ridgecrest at any time in the future. The increase in appropriations subject to the limit, in recent years, is also indicative of the robust nature of the local economy and the positive "BRAC effect" on Ridgecrest.

| Fiscal Year | Appropriation Limit | General Fund Appropriations |
|-------------|---------------------|-----------------------------|
| 1999 | \$ 9,497,437 | \$ 7,239,720 |
| 2000 | \$ 9,898,881 | \$ 6,971,101 |
| 2001 | \$ 10,464,880 | \$ 7,351,068 |
| 2002 | \$ 11,417,504 | \$ 9,990,019 |
| 2003 | \$ 12,399,752 | \$ 10,057,117 |
| 2004 | \$ 13,142,889 | \$ 9,136,997 |
| 2005 | \$ 14,184,804 | \$ 9,014,072 |
| 2006 | \$ 15,154,889 | \$ 10,508,967 |

CITY OF RIDGECREST
2006 BUDGET

STAFFING SUMMARY - FULL TIME EQUIVALENT POSITIONS

| DEPARTMENT | POSITION TITLE | FY 06 RECOMMENDED BUDGET | FY 05 RECOMMENDED BUDGET | FY 04 Revised Budget |
|---|---|--------------------------------|--------------------------------|----------------------------|
| City Council | City Council Members | 5.00 | 5.00 | 5.00 |
| | | 5.00 | 5.00 | 5.00 |
| Administration | | | | |
| | City Manager | 1.00 | 1.00 | 1.00 |
| | Executive Secretary | 1.00 | 1.00 | 1.00 |
| | Secretary - Confidential | 0.00 | 0.00 | 0.00 |
| | Director of Administrative Services | 0.00 | 0.00 | 0.00 |
| | City Clerk | 1.00 | 1.00 | 0.00 |
| | Chief Deputy City Clerk | 0.00 | 0.00 | 1.00 |
| | Human Resources Assistant | 0.00 | 1.00 | 1.00 |
| | Administrative Analyst III | 1.00 | 0.00 | 0.00 |
| | WIA Coordinator (GRANT FUNDED) | 0.00 | 1.00 | 1.00 |
| | Secretary - Confidential - Deputy City Clerk | 0.00 | 0.00 | 0.00 |
| | Admin Clerk II | 0.00 | 0.00 | 0.00 |
| | P/T Clerk | 0.75 | 0.50 | 0.50 |
| | P/T Media Intern | 0.00 | 0.00 | 0.00 |
| | P/T WIA/YES Director | 0.00 | 0.00 | 0.00 |
| | P/T WIA/YES Coordinator | 0.00 | 0.00 | 0.00 |
| | P/T WIA/YES Participants (23) (GRANT FUNDED) | 0.00 | 1.98 | 1.98 |
| | | 4.75 | 7.48 | 7.48 |
| Administrative Services Department | | | | |
| Finance/MIS Division | | | | |
| | Deputy City Manager - Administrative Services | 1.00 | 1.00 | 0.00 |
| | Director of Finance | 0.00 | 0.00 | 1.00 |
| | Assistant Finance Director | 0.00 | 0.00 | 0.00 |

Exhibit "F"

CITY OF RIDGECREST
2006 BUDGET

STAFFING SUMMARY - FULL TIME EQUIVALENT POSITIONS

| DEPARTMENT | POSITION TITLE | FY 06 RECOMMENDED BUDGET | FY 05 RECOMMENDED BUDGET | FY 04 Revised Budget |
|---|--|--------------------------------|--------------------------------|----------------------------|
| | Finance Manager | 0.00 | 0.00 | 0.00 |
| | Accounting Manager | 1.00 | 1.00 | 1.00 |
| | Information Systems Manager | 1.00 | 0.00 | 0.00 |
| | Information Systems Specialist | 1.00 | 1.00 | 1.00 |
| | Accounting Technician | 2.00 | 2.00 | 2.00 |
| | Accounting Services Tech | 0.00 | 0.00 | 0.00 |
| | Accountant | 1.00 | 1.00 | 0.00 |
| | Administrative Assistant - Finance | 1.00 | 0.00 | 0.00 |
| | Jr. Accountant | 0.00 | 2.00 | 2.00 |
| | Secretary | 0.00 | 0.00 | 1.00 |
| | Account Clerk I | 1.00 | 0.00 | 0.00 |
| | Account Clerk | 0.00 | 0.00 | 0.00 |
| | Account Clerk II | 0.00 | 1.50 | 1.00 |
| | Admin Clerk II | 0.00 | 0.00 | 0.00 |
| | Information Systems Technician | 0.00 | 1.00 | 1.00 |
| | P/T Computer Technician | 0.75 | 0.50 | 0.00 |
| | P/T Computer Technician Apprentice (2) | 0.00 | 0.00 | 0.00 |
| | | 9.75 | 11.00 | 10.00 |
| Admin. Svcs. - Human Resources/Grant Divisions (Reorganized from Administration) | | | | |
| | Administrative Assistant - Human Resources | 1.00 | 0.00 | 0.00 |
| | WIA Program Coordinator (GRANT FUNDED) | 1.00 | 0.00 | 0.00 |
| | P/T WIA/YES Participants (23) (GRANT FUNDED) | 1.98 | 0.00 | 0.00 |
| | | 3.98 | 0.00 | 0.00 |

CITY OF RIDGECREST
2006 BUDGET

STAFFING SUMMARY - FULL TIME EQUIVALENT POSITIONS

| DEPARTMENT | POSITION TITLE | FY 06 RECOMMENDED BUDGET | FY 05 RECOMMENDED BUDGET | FY 04 Revised Budget |
|---|--|--------------------------------|--------------------------------|----------------------------|
| Police | | | | |
| | Chief of Police | 1.00 | 1.00 | 1.00 |
| | Lieutenant | 2.00 | 1.00 | 1.00 |
| | Sergeant | 5.00 | 6.00 | 6.00 |
| | Police Officer | 23.00 | 21.00 | 22.50 |
| | Police Officer - Authorized but Unfunded | 4.00 | 0.00 | 0.00 |
| | Dispatcher | 6.00 | 5.00 | 6.00 |
| | Administrative Secretary | 1.00 | 0.00 | 0.00 |
| | Sr. Secretary | 0.00 | 0.00 | 0.00 |
| | Animal Shelter Supervisor | 1.00 | 1.00 | 1.00 |
| | Animal Control Officer | 2.00 | 2.00 | 2.00 |
| | Police Clerk I | 0.00 | 0.00 | 0.00 |
| | Police Clerk II | 3.00 | 3.00 | 3.00 |
| | Administrative Clerk I | 0.00 | 0.00 | 0.00 |
| | Administrative Clerk II | 0.00 | 0.00 | 0.00 |
| | P/T Administrative Assistant | 0.00 | 0.75 | 0.75 |
| | P/T Community Service Officer | 0.00 | 0.00 | 0.00 |
| | P/T Traffic Clerk | 0.00 | 0.00 | 0.00 |
| | P/T Vehicle Maintenance Clerk | 0.50 | 0.48 | 0.48 |
| | P/T Property/Evidence I.D.O | 0.50 | 0.48 | 0.48 |
| | P/T PACT Coordinator | 0.50 | 0.75 | 0.75 |
| | P/T Kennel Attendant | 1.00 | 0.50 | 1.00 |
| | P/T Reserve Officer (Volunteer) | 10.00 | 10.00 | 10.00 |
| | | 60.50 | 52.96 | 55.96 |
| Economic & Community Development | | | | |
| | Deputy City Manager - Public Services | 0.00 | 1.00 | 0.00 |

CITY OF RIDGECREST
2006 BUDGET

STAFFING SUMMARY - FULL TIME EQUIVALENT POSITIONS

| DEPARTMENT | POSITION TITLE | FY 06 RECOMMENDED BUDGET | FY 05 RECOMMENDED BUDGET | FY 04 Revised Budget |
|-------------------------------|--|--------------------------------|--------------------------------|----------------------------|
| | Director of Community & Economic Development | 1.00 | 1.00 | 1.00 |
| | Economic Development Project Manager | 0.00 | 0.00 | 1.00 |
| | Administrative Secretary | 0.00 | 1.00 | 1.00 |
| | Administrative Secretary - Confidential | 1.00 | 0.00 | 0.00 |
| | Secretary | 0.00 | 1.00 | 1.00 |
| | Planner | 2.00 | 1.00 | 1.00 |
| | Senior Planner | 0.00 | 0.00 | 0.00 |
| | Housing Specialist | 0.00 | 0.00 | 0.00 |
| | Code Enforcement Officer | 1.00 | 1.00 | 1.00 |
| | Community Development Technician | 2.00 | 1.00 | 1.00 |
| | Account Clerk | 0.00 | 0.00 | 0.00 |
| | P/T Business Development Center Coordinator | 0.00 | 0.00 | 0.00 |
| | | 7.00 | 7.00 | 7.00 |
| Planning Commission | Commissioners | 5.00 | 5.00 | 5.00 |
| | | 5.00 | 5.00 | 5.00 |
| Parks & Recreation | | | | |
| | Director of Parks & Recreation | 1.00 | 1.00 | 1.00 |
| | Secretary | 0.00 | 1.00 | 1.00 |
| | Administrative Secretary - Confidential | 1.00 | 0.00 | 0.00 |
| | Recreation/Facilities Supervisor | 0.00 | 1.00 | 1.00 |
| | Recreation/Facilities Manager | 0.00 | 0.00 | 0.00 |
| | Parks Maintenance Supervisor | 1.00 | 1.00 | 1.00 |
| | Nutrition Project Supervisor | 0.00 | 0.00 | 0.00 |
| | Nutrition Project Manager | 0.00 | 0.00 | 0.00 |
| | Recreation Coordinator | 0.00 | 2.00 | 2.00 |

CITY OF RIDGECREST
2006 BUDGET

STAFFING SUMMARY - FULL TIME EQUIVALENT POSITIONS

| DEPARTMENT | POSITION TITLE | FY 06 RECOMMENDED BUDGET | FY 05 RECOMMENDED BUDGET | FY 04 Revised Budget |
|---|---|--------------------------------|--------------------------------|----------------------------|
| | Cultural Affairs Coordinator I | 1.00 | 0.00 | 0.00 |
| | Cultural Affairs Coordinator II | 2.00 | 0.00 | 0.00 |
| | Gym Attendant F/T | 0.00 | 0.00 | 0.00 |
| | Maintenance Worker I | 0.00 | 0.00 | 0.00 |
| | Maintenance Worker II | 6.00 | 7.00 | 7.00 |
| | Maintenance Worker III | 1.00 | 0.00 | 0.00 |
| | P/T Recreation Leaders | 7.61 | 9.44 | 9.44 |
| | P/T Parks Maintenance | 1.83 | 1.42 | 1.10 |
| | P/T Nutrition Staff | 0.00 | 0.00 | 0.00 |
| | | 22.44 | 23.86 | 23.54 |
| Public Services | | | | |
| Public Services - Administration | | | | |
| | Director of Public Works (CONTRACT) | 0.00 | 0.00 | 0.00 |
| | Deputy City Manager - Public Services | 1.00 | 0.00 | 0.00 |
| | Office Assistant II | 0.00 | 0.00 | 0.00 |
| | Administrative Secretary - Confidential | 1.00 | 0.00 | 0.00 |
| | Administrative Technician | 0.00 | 0.00 | 0.00 |
| | Account Clerk II | 0.00 | 0.50 | 0.50 |
| | P/T Clerk | 0.00 | 0.00 | 0.00 |
| | | 2.00 | 0.50 | 0.50 |
| Public Services - Engineering | | | | |
| | Assistant Director of Public Works | 1.00 | 1.00 | 1.00 |
| | Engineering Manager | 0.00 | 0.00 | 0.00 |
| | Engineering Technician II | 1.00 | 1.00 | 1.00 |
| | Engineer II | 1.00 | 0.00 | 0.00 |
| | Assistant Planner | 0.00 | 0.00 | 0.00 |

Exhibit "F"

CITY OF RIDGECREST
2006 BUDGET

STAFFING SUMMARY - FULL TIME EQUIVALENT POSITIONS

| DEPARTMENT | POSITION TITLE | FY 06 RECOMMENDED BUDGET | FY 05 RECOMMENDED BUDGET | FY 04 Revised Budget |
|------------|----------------|--------------------------------|--------------------------------|----------------------------|
| | | 3.00 | 2.00 | 2.00 |

CITY OF RIDGECREST
2006 BUDGET

STAFFING SUMMARY - FULL TIME EQUIVALENT POSITIONS

| DEPARTMENT | POSITION TITLE | FY 06 RECOMMENDED BUDGET | FY 05 RECOMMENDED BUDGET | FY 04 Revised Budget |
|----------------------------------|--------------------------------|--------------------------------|--------------------------------|----------------------------|
| Public Services - Streets | | | | |
| | Public Works Supervisor | 1.00 | 1.00 | 1.00 |
| | Garage Foreman | 1.00 | 1.00 | 1.00 |
| | Mechanic | 1.00 | 1.00 | 1.00 |
| | Equipment Operator | 1.00 | 1.00 | 1.00 |
| | Equipment Operator II | 0.00 | 0.00 | 0.00 |
| | Maintenance Worker I | 0.00 | 0.00 | 0.00 |
| | Maintenance Worker II | 4.00 | 3.00 | 3.00 |
| | Maintenance Worker III | 1.00 | 0.00 | 0.00 |
| | Landscape Maintenance Worker I | 0.00 | 2.00 | 2.00 |
| | P/T Maintenance Worker | 0.00 | 0.65 | 0.00 |
| | | 9.00 | 9.65 | 9.00 |
| Public Services - Transit | | | | |
| | Transit Supervisor | 1.00 | 1.00 | 1.00 |
| | Assistant Transit Supervisor | 0.00 | 0.00 | 0.00 |
| | Dispatcher | 0.00 | 1.00 | 1.00 |
| | Senior Bus Driver/Dispatcher | 1.00 | 0.00 | 0.00 |
| | Driver | 6.00 | 6.00 | 6.00 |
| | P/T Driver | 0.00 | 0.50 | 0.50 |
| | P/T Bus Washer | 0.00 | 0.00 | 0.00 |
| | | 8.00 | 8.50 | 8.50 |

CITY OF RIDGECREST

2006 BUDGET

STAFFING SUMMARY - FULL TIME EQUIVALENT POSITIONS

| DEPARTMENT | POSITION TITLE | FY 06 RECOMMENDED BUDGET | FY 05 RECOMMENDED BUDGET | FY 04 Revised Budget |
|-------------------------------------|--------------------------------|--------------------------------|--------------------------------|----------------------------|
| Public Services - Wastewater | | | | |
| | Chief Plant Operator | 1.00 | 1.00 | 1.00 |
| | Wastewater Facility Supervisor | 0.00 | 0.00 | 0.00 |
| | Wastewater Foreman | 0.00 | 0.00 | 0.00 |
| | Wastewater Operator I | 1.00 | 3.00 | 3.00 |
| | Wastewater Operator II | 1.00 | 1.00 | 1.00 |
| | Wastewater Operator III | 1.00 | 0.00 | 0.00 |
| | Wastewater Operator Trainee | 1.00 | 0.00 | 0.00 |
| | P/I Reclamation Caretaker | 0.00 | 0.00 | 0.00 |
| | P/T Maintenance Worker | 0.00 | 0.00 | 0.00 |
| | | 5.00 | 5.00 | 5.00 |
| | Total Full Time | 110.00 | 100.00 | 102.00 |
| | Total Part Time FTE | 35.42 | 37.95 | 36.98 |
| | Grand Total All Positions FTE | 145.42 | 137.95 | 138.98 |