



City of  
**ADELANTO**

*The City with Unlimited Possibilities*



Fiscal Year  
2021-2022  
Budget

# City of Adelanto

## Fiscal Year 2021-2022 Annual Budget

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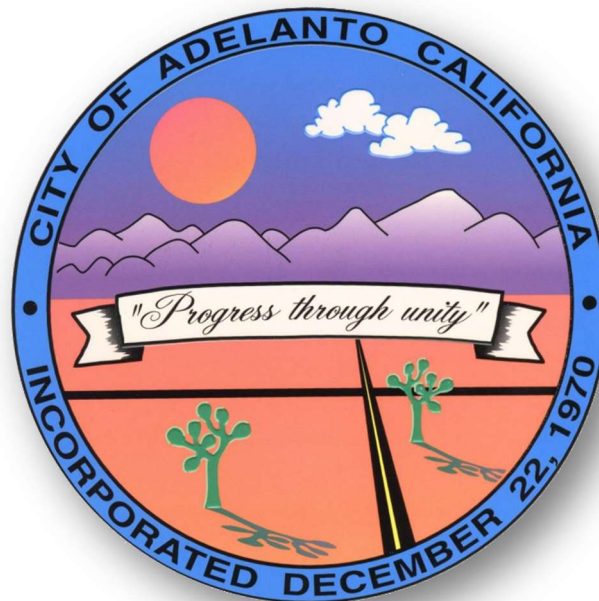
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## **Elected Officials and Staff**

The City of Adelanto would like to recognize and give thanks to the City Council and City Staff for their work in creating this budget and continuing efforts in supporting and serving the City of Adelanto and its Citizens.

### **City Council**

Gabriel Reyes, Mayor  
Daniel Ramos, Mayor Pro Tem  
Stevevonna Evans, Council Member  
Joy Jeannette, Council Member  
Keron Jones, Council Member



### **City Staff**

Jesse Flores, City Manager  
Brenda Lopez, City Clerk  
Angel Castellanos, Finance Director  
Finance Department Staff and Contractors  
And Everyone at City Hall

## City Manager's Budget Message

August 18, 2021



Honorable Mayor, Members of the City Council, and  
Citizens of the City of Adelanto:

Presented for your consideration is the Fiscal Year 2021-2022 Annual Budget for the City of Adelanto, the Adelanto Public Utility Authority, the Adelanto Community Benefit Corporation, and the Successor Agency of the Former Adelanto Improvement Agency.

Projections of the overall General Fund revenue for Fiscal Year 2021-2022 are approximately \$22,383,284. Revenues are projected to remain flat over the prior fiscal year due to the continuing economic effects of the COVID-19 pandemic.

Estimated General Fund expenditures are approximately \$22,325,398. Expenditures are primarily due to general operating expenditures and to increases in contract expenditures with the San Bernardino County Sheriff's Department and Fire Department.

The budget assumes APRA Grant funds to the General Fund totaling \$4,072,620, to pay for first responders (Police and Fire) for the Covid-19 Pandemic.

Several Capital Improvement Projects are planned to be funded through special revenue funds to improve pedestrian and motor vehicle pathways throughout the City. These are not anticipated to impact the City's General Fund.

The Enterprise Funds, consisting of the Water and Sewer Funds, are anticipated to begin several new projects to improve services to the City in the coming fiscal year. A significant anticipated transaction is the purchase of water rights, which would allow the City to increase the amount of water it is able to pump, which reduces the amount of water that the City would have to purchase from other agencies, leading to long-term savings. Other planned projects include additional sampling stations to better monitor water quality.

Looking forward to future fiscal years, Staff has previously presented to Council a combination of revenue enhancements and expenditure reduction options that will be available to balance the budget. Overall, the City has to be cautious with its expenditures and look for ways to enhance its revenue base.

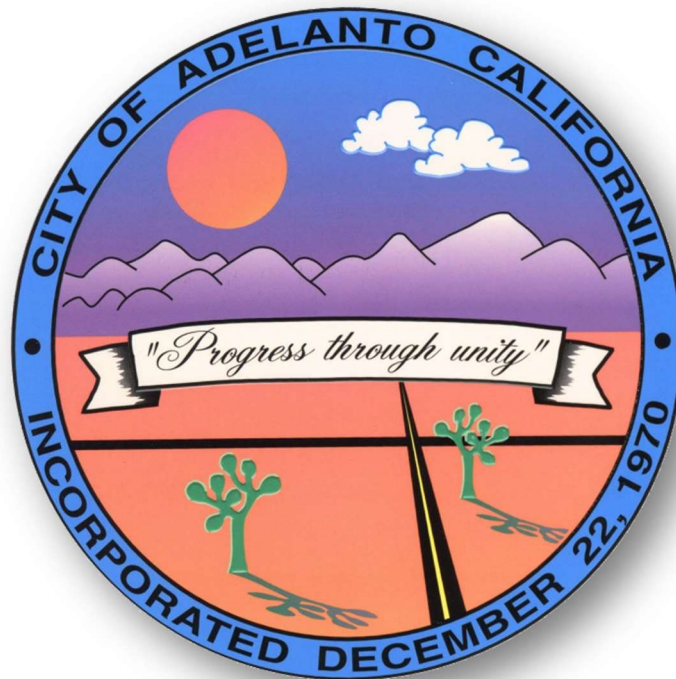
Respectfully Submitted,

A handwritten signature in blue ink that reads "Jesse Flores".

Jesse Flores  
City Manager

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# FUND BALANCE SUMMARY AND GENERAL FUND SUMMARIES





**Fund Balance Summary – General Fund, Special Revenue Funds and Enterprise Funds**

<b>Fund</b>	<b>Fund Description</b>	<b>Estimated Beginning Available Resources</b>	<b>Proposed Budget FY 2021/22 Revenues</b>	<b>Proposed Budget FY 2021/22 Expenditures</b>	<b>CIP</b>	<b>Transfers In</b>	<b>Transfers Out</b>	<b>Net Surplus/ (Deficit)</b>	<b>Estimated Ending Available Resources</b>
<b>General Fund</b>									
100	General Fund	3,993,351	17,353,641	21,705,398	620,000	5,029,643	-	57,886	4,051,237
<b>Special Funds</b>									
200	Adelanto Stadium Park Development	(271,920)	67,500	67,500				-	(271,920)
201	Impact Fund	1,088,279	450,000	-	950,000			(500,000)	588,279
202	Drainage Impact Fund	1,679,417	400,000	-	425,000			(25,000)	1,654,417
203	Traffic Impact Fund	1,418,783	762,000	-	750,000			12,000	1,430,783
204	Fire Mitigation Impact Fund	465,850	15,000	-	-			15,000	480,850
210	Gas Tax Fund	846,487	633,175	-	-			633,175	1,479,662
211	Article 8 Fund	1,363,265	449,930	-	650,000		20,000	(220,070)	1,143,195
213	Road Maint & Rehabilitation SB-1	292,180	520,000		600,000			(80,000)	212,180
220	Federal Grants	(294,177)	-	-	75,000			(75,000)	(369,177)
221	American Rescue Plan Act 2021	-	4,072,620	-			4,072,620	-	-
222	State/County Grants	(49,469)	-	-	-			-	(49,469)
223	Community Devlp Block Grant CDBG	(25,094)	717,142	156,268	560,874			-	(25,094)
224	AQMD/Calif. AB Distributions	133,639	154					154	133,793
226	Police Asset Seizure	16,379						-	16,379
227	Public Safety 1/2 Cent	158,149	167,200	167,000			167,000	(166,800)	(8,650)
228	Traffic Offender Fund	4,713						-	4,713
229	SLEOC Fund	326,215	100,000	220,000			220,000	(340,000)	(13,784)

<b>Fund</b>	<b>Fund Description</b>	<b>Estimated Beginning Available Resources</b>	<b>Proposed Budget FY 2021/22 Revenues</b>	<b>Proposed Budget FY 2021/22 Expenditures</b>	<b>CIP</b>	<b>Transfers In</b>	<b>Transfers Out</b>	<b>Net Surplus/ (Deficit)</b>	<b>Estimated Ending Available Resources</b>
233	Measure I/1990-2010	357,517	-	357,600				(357,600)	(83)
235	Measure I2010-2040	1,295,170	653,500	50,000	425,000		320,000	(141,500)	1,153,670
240	CFD	640,963	40,425	30,425			9,000	1,000	641,963
241	LLMD Annexation Fund	368,636	234,987	14,541			221,023	(577)	368,059
<b>Enterprise Funds</b>									
353	AWA Water	14,388,704	12,149,575	7,695,487	4,565,000		819,625	(930,537)	13,458,167
		1,590,490	7,260,956	5,942,442	2,400,000		503,837		5,167
360	APUA Sewer							(1,585,323)	
401	CFD 2006-2 Bond Fund	451,404	591,090	591,091				(1)	451,403
475	Assessment District A1	1,156,282	-	-	-			-	1,156,282
580	Successor Agency FY2012 and on	10,137,451	4,877,116	4,877,116				-	10,137,451
471	Adelanto Community Benefit Corp.	51,714	51,534	29,000				22,534	74,248

## General Fund Revenue & Expenditure Summary

	Unaudited FY 2019-20	Estimated FY 2020-21	Proposed FY 2021-22
Taxes and Assessments	7,920,962	9,641,674	12,043,985
License and Permits	2,507,327	3,401,545	3,347,750
Fines and Forfeitures	154,742	44,130	37,600
Use of Money and Property	521,293	270,952	-
Intergovernmental	39,501	39,500	-
Charge for Service	851,773	1,948,002	1,871,686
Sales and Exchange of Property	-	347,428	52,620
Other Revenue	55,610	29,000	-
Transfer In	6,760,769	8,552,978	5,029,643
<b>Total Revenues</b>	<b>18,811,977</b>	<b>24,275,209</b>	<b>22,383,284</b>
City Council	128,967	126,244	161,854
Administration	608,595	637,683	435,788
City Clerk	-	92,150	132,639
Finance	844,678	868,816	693,775
City Attorney	1,054,313	1,002,000	1,218,000
Human Resources	155,135	153,359	274,381
Information Technology	309,901	347,475	408,340
Non-Department	2,780,840	1,869,064	1,364,797
Streets	505,471	253,453	527,913
Facility Maintenance	387,012	271,705	136,478
Parks & Grounds	227,254	337,045	510,796
LLMD	415,734	569,118	460,256
Vehicle Maintenance	186,011	60,200	225,000
Public Services	-	-	-
Police	6,910,871	7,271,265	7,454,064
Fire	4,838,349	5,287,184	5,582,613
Code Enforcement	315,856	159,239	330,151
Animal Control	193,226	170,378	266,250
Public Safety	184	-	-
Planning & Economic Development	708,405	709,980	782,853
Building & Safety	498,216	540,500	663,000
Engineering	415,952	495,250	
Community Services	-	-	
Recreation	6,654	-	-
Senior Center	24,891	50,520	15,550
Community Center #1	5,894	12,250	9,200
Community Center #2	-	-	7,700
<b>Total Expenditures</b>	<b>21,610,685</b>	<b>21,392,878</b>	<b>22,330,664</b>
<b>Net Revenue (Loss)</b>	<b>(7,798,709)</b>	<b>2,882,331</b>	<b>57,886</b>

## General Fund Expenditure Summaries by Department

		Unaudited FY 2019-20	Estimated FY 2020-21	Proposed FY 2021-22
<b>1010</b>	<b>City Council</b>			
	Payroll & Benefits	48,407	52,777	73,752
	Operations and Maintenance	80,560	73,467	88,102
	<b>Total</b>	<b>128,966</b>	<b>126,244</b>	<b>161,854</b>
<b>1011</b>	<b>Administration</b>			
	Payroll & Benefits	454,257	462,583	240,068
	Operations and Maintenance	154,338	175,100	195,720
	<b>Total</b>	<b>608,595</b>	<b>637,683</b>	<b>435,788</b>
<b>1012</b>	<b>City Clerk</b>			
	Payroll & Benefits	-	-	74,114
	Operations and Maintenance	-	92,150	58,525
	<b>Total</b>	<b>-</b>	<b>92,150</b>	<b>132,639</b>
<b>1013</b>	<b>Finance</b>			
	Payroll & Benefits	423,766	294,375	433,464
	Operations and Maintenance	420,912	574,441	260,311
	<b>Total</b>	<b>844,678</b>	<b>868,816</b>	<b>693,775</b>
<b>1014</b>	<b>City Attorney</b>			
	Operations and Maintenance	1,054,313	1,002,000	1,218,000
	<b>Total</b>	<b>1,054,313</b>	<b>1,002,000</b>	<b>1,218,000</b>
<b>1015</b>	<b>Human Resources</b>			
	Payroll & Benefits	50,958	114,984	169,381
	Operations and Maintenance	104,177	38,375	105,000
	<b>Total</b>	<b>155,135</b>	<b>153,359</b>	<b>274,381</b>
<b>1016</b>	<b>Information Technology</b>			
	Payroll & Benefits	-	-	83,866
	Operations and Maintenance	274,413	347,475	324,474
	Capital Outlay	35,488	-	-
	<b>Total</b>	<b>309,901</b>	<b>347,475</b>	<b>408,340</b>

		Unaudited FY 2019-20	Estimated FY 2020-21	Proposed FY 2021-22
<b>1017</b>	<b>Non-Department</b>			
	Payroll & Benefits	279,137	220,000	238,000
	Operations and Maintenance	1,098,131	756,964	681,797
	Transfers Out	1,403,572	892,100	5,000
	Capital Outlay	-	-	440,000
	<b>Total</b>	<b>2,780,840</b>	<b>1,869,064</b>	<b>1,364,797</b>
<b>1020</b>	<b>Streets</b>			
	Payroll & Benefits	453,704	209,717	445,913
	Operations and Maintenance	51,767	43,736	82,000
	<b>Total</b>	<b>505,471</b>	<b>253,453</b>	<b>527,913</b>
<b>1021</b>	<b>Facility Maintenance</b>			
	Payroll & Benefits	344,655	201,705	84,478
	Operations and Maintenance	42,357	58,200	52,000
	Capital Outlay	-	11,800	-
	<b>Total</b>	<b>387,012</b>	<b>271,705</b>	<b>136,478</b>
<b>1022</b>	<b>Parks &amp; Grounds</b>			
	Payroll & Benefits	91,364	78,845	144,896
	Operations and Maintenance	135,890	258,200	365,900
	<b>Total</b>	<b>227,254</b>	<b>337,045</b>	<b>510,796</b>
<b>1023</b>	<b>LLMD</b>			
	Payroll & Benefits	129,778	88,118	78,756
	Operations and Maintenance	285,956	481,000	381,500
	<b>Total</b>	<b>415,734</b>	<b>569,118</b>	<b>460,256</b>
<b>1024</b>	<b>Vehicle Maintenance</b>			
	Payroll & Benefits	143,541	-	-
	Operations and Maintenance	42,470	60,200	45,000
	Capital Outlay	-	-	180,000
	<b>Total</b>	<b>186,011</b>	<b>60,200</b>	<b>225,000</b>
<b>1025</b>	<b>Public Services</b>			
	Payroll & Benefits	-	-	-
	Operations and Maintenance	-	-	-
	<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>1030</b>	<b>Police</b>			
	Operations and Maintenance	6,910,871	7,271,265	7,454,064
	Capital Outlay	-	-	-
	<b>Total</b>	<b>6,910,871</b>	<b>7,271,265</b>	<b>7,454,064</b>

		<b>Unaudited FY 2019-20</b>	<b>Estimated FY 2020-21</b>	<b>Proposed FY 2021-22</b>
<b>1033</b>	<b>Fire</b>			
	Operations and Maintenance	4,838,349	5,287,184	5,582,613
	<b>Total</b>	<b>4,838,349</b>	<b>5,287,184</b>	<b>5,582,613</b>
<b>1034</b>	<b>Code Enforcement</b>			
	Payroll & Benefits	268,205	84,324	154,251
	Operations and Maintenance	47,652	74,915	175,900
	<b>Total</b>	<b>315,856</b>	<b>159,239</b>	<b>330,151</b>
<b>1035</b>	<b>Animal Control</b>			
	Payroll & Benefits	121,697	75,278	154,250
	Operations and Maintenance	71,529	95,100	112,000
	<b>Total</b>	<b>193,226</b>	<b>170,378</b>	<b>266,250</b>
<b>1036</b>	<b>Public Safety</b>			
	Payroll & Benefits	-	-	-
	Operations and Maintenance	184	-	-
	<b>Total</b>	<b>184</b>	<b>-</b>	<b>-</b>
<b>1040</b>	<b>Planning &amp; Economic Development</b>			
	Payroll & Benefits	126,767	85,080	94,071
	Operations and Maintenance	581,638	624,900	688,782
	<b>Total</b>	<b>708,405</b>	<b>709,980</b>	<b>782,853</b>
<b>1041</b>	<b>Building &amp; Safety</b>			
	Payroll & Benefits	117,250	-	-
	Operations and Maintenance	380,967	540,500	663,000
	<b>Total</b>	<b>498,217</b>	<b>540,500</b>	<b>663,000</b>
<b>1042</b>	<b>Engineering</b>			
	Operations and Maintenance	504,227	603,250	664,000
	<b>Total</b>	<b>504,227</b>	<b>603,250</b>	<b>664,000</b>
<b>1045</b>	<b>Community Services</b>			
	Payroll & Benefits	-	-	-
	Operations and Maintenance	-	-	-
	<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>1050</b>	<b>Recreation</b>			
	Payroll & Benefits	6,654	-	-
	<b>Total</b>	<b>6,654</b>	<b>-</b>	<b>-</b>

	<b>Unaudited FY 2019-20</b>	<b>Estimated FY 2020-21</b>	<b>Proposed FY 2021-22</b>
<b>1051 Senior Center</b>			
Operations and Maintenance	24,891	50,520	15,550
<b>Total</b>	<b>24,891</b>	<b>50,520</b>	<b>15,550</b>
<b>1052 Community Center #1</b>			
Operations and Maintenance	5,894	12,250	9,200
<b>Total</b>	<b>5,894</b>	<b>12,250</b>	<b>9,200</b>
<b>1053 Community Center #2</b>			
Operations and Maintenance	-	-	7,700
<b>Total</b>	<b>-</b>	<b>-</b>	<b>7,700</b>
 <b>General Fund Expenditures</b>			
Payroll & Benefits	3,060,138	1,967,786	2,469,260
Operations and Maintenance	17,111,488	18,521,192	19,321,138
Transfers Out	1,403,572	892,000	5,000
Capital Outlay	35,488	11,800	620,000
<b>Total General Fund Expenditures</b>	<b>21,610,685</b>	<b>21,392,878</b>	<b>22,325,398</b>

# GENERAL FUND REVENUE DETAILS





		Unaudited FY 2019-20	Estimated FY 2020-21	Proposed FY 2021-22
<b>Taxes and Assessments</b>				
40101	AD1A Assessments	-	-	-
40110	Franchise Taxes	1,776,376	1,740,000	1,934,000
42220	Property Taxes	295,533	285,000	344,148
42221	Property Transfer Tax	101,787	100,000	130,579
42225	Property Tax in Lieu of Vehicle License Fees	3,011,776	3,261,674	3,359,524
42230	Sales and Use Tax	1,401,936	1,600,000	1,875,465
42235	Measure R Tax	-	-	-
42236	Cannabis Business Tax – Space Utilized	573,218	1,065,000	1,750,000
42237	Cannabis Business Tax – Gross Receipts	650,478	1,500,000	2,545,000
42238	Cannabis Business Tax - Special Events	13,229	-	15,000
42240	Transient Lodging Tax (Bed Tax) and Assessments	18,821	22,000	15,169
43057	Geo Administration Fee	50,000	50,000	50,000
46025	Vehicle License Fee Collection in Excess	27,809	18,000	25,100
<b>Total Taxes and Assessments</b>		<b>7,920,962</b>	<b>9,641,674</b>	<b>12,043,985</b>
<b>License and Permits</b>				
43020	Animal Licenses	15,270	5,000	-
43022	Business Licenses	78,316	60,000	33,000
43023	Home Occupation Licenses	1,710	1,500	2,500
43030	Building Permits	160,045	400,000	350,000
43031	Conditional Use Permits	122,120	116,000	125,000
43032	Electric Permits	90,760	130,000	175,500
43033	Excavation and Grading Permits	8,440	7,500	5,500
43035	Mechanical Permit	39,370	95,000	98,750
43036	Plumbing Permits	22,414	80,000	115,650
43037	Sewer Permits	104,212	250,000	255,250
43038	Wide Load Permits (Transportation)	4,866	5,000	4,100
43039	Other Licenses and Permits	2,965	1,800	2,500
43040	Cannabis Permit Application Fee	52,500	50,000	150,000
43041	Cannabis Permit Fee Renewal	495,720	700,000	750,000
43050	Building Plan Check Fees	214,749	155,000	125,000
43051	Green Building Standards Fee	1,824	3,200	3,500
43052	Strong Motion Instrumentation Fee	8,286	5,000	12,500
43053	SB 1186 Fee	16	4	-
43054	Environmental Review & Impact	65,500	20,000	15,500
43055	Mitigation Fee	963,600	963,600	963,000
47040	Copies, Police Reports & Maps	89	78	500
47042	Copies & Publications/Engineering	9,133	75,000	85,000
47043	Encroachment Permits	36,817	10,000	75,000
47044	Joshua Tree Site Survey	4,575	1,200	-
47045	Maps - Engineering	3,705	100	-
47046	Inspection & Other	325	266,563	-
<b>Total License and Permits</b>		<b>2,507,372</b>	<b>3,401,545</b>	<b>3,347,750</b>

**Fines and Forfeitures**

44000	Animal Apprehension Fees	439	-	-
44001	Animal Pick Up and Disposal	1,500	1,200	3,000
44003	Admin Cite/License	-	-	5,000
44010	Admin Cite/Admin Fee	63	2,500	-
44030	Parking Citations	12,991	7,000	9,500
44031	Vehicle Code Fines (CVC)	3,698	8,000	7,500
44032	Vehicle Storage Fees	6,017	385	-
44033	Vehicle Release Fees	-	-	100
44040	Fines, Forfeitures & Penalties	128,187	25,000	12,500
44041	Other Court Fines - General	1,847	45	-
<b>Total Fines and Forfeitures</b>		<b>154,742</b>	<b>44,130</b>	<b>37,600</b>

**Use of Money and Property**

45010	Interest/Dividend Income	521,293	268,852	-
<b>Total Use of Money and Property</b>		<b>521,293</b>	<b>268,852</b>	<b>-</b>

**Intergovernmental**

46001	Traffic Congestion Relief AB438	39,501	39,500	-
46030	Recycling Fee	-	-	-
<b>Total Intergovernmental</b>		<b>39,501</b>	<b>39,500</b>	<b>-</b>

**Charge for Service**

43056	GEO POLICE OFFSET FEE	461,646	361,000	360,224
47002	GEO/Service Fee	-	-	-
47013	APUA/Admin Fee	-	1,322,962	1,322,962
47014	CFD/Admin Fee	-	-	-
47019	Street Address Assignment	824	1,000	-
47020	Apartment Inspection Fees	12,998	-	-
47022	Code Enforcement Cost Recovery	81,101	124,000	-
47023	Residential Inspection Fees	1,806	-	-
47050	Lease Income	60,809	54,500	50,000
47051	Location and Development Plan	42,955	22,000	35,000
47080	Tentative Tract Map	16,470	9,000	10,500
47081	Parcel Map Fees	21,140	7,500	15,500
47082	Plan Check Fees	55,886	25,000	25,000
47083	Plan Check Fees/Zone Change	10,135	-	-
47084	General Plan Amendment	5,000	-	-
47085	Plan Review - Planning	8,855	10,000	50,000
47086	Temporary Use Permit	10,683	1,000	-
47087	Misc. Planning Fees	41,530	5,000	2,500
47089	Planning Fees - Indoor Agriculture	14,000	-	-
47090	Rents and Concessions	5,830	-	-
47200	Notary Fees	105	-	-
47202	Candidate Statement	-	4,790	-
47203	Candidate Handbook	-	250	-
<b>Total Charge for Service</b>		<b>851,773</b>	<b>1,948,002</b>	<b>1,871,686</b>

**Sales and Exchange of Property**

60002	Gain/(Loss) on Sale of Fixed Assets	-	347,428	52,620
<b>Total Sales and Exchange of Property</b>		<b>-</b>	<b>347,428</b>	<b>52,620</b>

**Other Revenue**

49001	Donations - General	1	-	-
49002	Federal Cost Reimbursements	47,521	-	-
49003	Post Reimbursements	97	-	-
49007	Other Cost Reimbursements	8,090	29,000	-
49009	Miscellaneous Income	(100)	-	-
49010	Cash Over/(Under)	1	-	-
<b>Total Other Revenue</b>		<b>55,609</b>	<b>29,000</b>	<b>-</b>

**Transfers In**

60001	Transfers In	-	253,238	4,072,620
60007	Interfund Loan Repayments	4,687,769	-	-
60011	Transfer In - Gas Tax	1,507,000	680,000	320,000
60012	Transfer In - Public Safety	144,000	120,000	167,000
60013	Transfer In - Traffic Offender	2,000	-	-
60015	Transfer In - Article 8	20,000	20,000	20,000
60016	Transfer In - APUA	125,000	2,406,772	-
60017	Transfer In - LLMD	155,000	215,855	221,023
60018	Transfer In - CFD-Police and Fire	20,000	13,968	9,000
60019	Transfer In - Drainage Impact	-	2,147,381	-
60020	Transfer In - SLEOC	100,000	125,000	220,000
60021	Transfer In - Traffic Mitigation	-	1,570,764	-
60023	Transfer In - Park Development Impact	-	1,000,000	-
<b>Total Transfers In</b>		<b>6,760,769</b>	<b>8,552,978</b>	<b>5,09,643</b>

**Total General Fund Revenues**

<b>Total General Fund Revenues</b>		<b>18,811,977</b>	<b>24,275,209</b>	<b>22,383,284</b>
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**GENERAL FUND  
EXPENDITURE  
DETAILS BY  
DEPARTMENT**





City  
Council

## City Council

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### MISSION STATEMENT

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The City Council strives to ensure that the City provides the best possible services to the residents of the City of Adelanto, promote a positive relationship with communities both within the City and outside of the City, improve the City's economic base to promote fiscal stability and growth, advocate with federal and state officials to address local concerns, and to maintain and continuously improve relationships between the City, the Chamber of Commerce, the Adelanto School District, the County of San Bernardino, the State of California, and most importantly the City's residents.

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### CITY COUNCIL FUNCTIONS

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The City Council is made up of five members elected by the voters of Adelanto, who also sit as the legislative body for the City, Successor Agency, and the Public Utility Authority. As such, the City Council is responsible for establishing overall City policies, adoption of resolutions and ordinances, holding public hearings, adoption of the Budget and General Plan, and authorization of expenditures and appointment of the City Manager, City Attorney, and members of the Planning Commission.

### City Council Budget Details

Dept. #	Acct. #	Account Description	Unaudited FY 2019-20	Estimated FY 2020-21	Proposed FY 2021-22
1010	501-01	Payroll & Benefits Regular Wages	675	653	828
1010	501-06	Payroll & Benefits Medicare Contributions	2,886	2,795	3,540
1010	501-07	Payroll & Benefits Social Security Tax	2,632	2,520	3,384
1010	501-08	Payroll & Benefits State Unemployment Insurance	485	-	-
1010	501-09	Payroll & Benefits Workers Compensation Insurance	-	-	66,000
1010	501-10	Payroll & Benefits Employee Benefit Allowance	41,730	46,809	-
1010	501-11	Payroll & Benefits Employer Paid Health & Welfare	675	653	828
<b>Total Payroll &amp; Benefits</b>			<b>48,407</b>	<b>52,777</b>	<b>73,752</b>
1010	502-40	Contracts & Professional Services Stipends	38,059	45,092	57,092
1010	504-05	Maintenance & Supplies Office Equip Maintenance	-	250	500
1010	504-50	Maintenance & Supplies Printing and Office Supplies	254	-	500
1010	506-10	Administrative Cost Meetings	10,351	1,000	2,600
1010	506-11	Administrative Cost Presentations	-	-	-
1010	507-01	Training and Membership Membership and Dues	13,149	20,125	-
1010	507-03	Training and Membership Conferences and Seminars	18,747	1,000	8,000
1010	507-10	Training and Membership Accommodations/Transportation	-	4,500	15,450
1010	507-11	Training and Membership Per Diem	-	1,500	3,960
<b>Total Operations and Maintenance</b>			<b>80,560</b>	<b>73,467</b>	<b>88,102</b>
<b>Department Total</b>			<b>128,966</b>	<b>126,244</b>	<b>161,854</b>



Administration  
Department

## Administration Department

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### MISSION STATEMENT

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The Administration Department's goal is to implement Council approved policies in the most efficient and effective manner, oversee operations of the City Government, and ensure that the services to the residents of Adelanto are of the highest quality within the resources available.

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### ADMINISTRATION DEPARTMENTAL FUNCTIONS

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The City Manager serves as the Chief Executive Officer for the City of Adelanto and as Executive Director of the Successor Agency. Appointed by the City Council, the City Manager is responsible for the overall administration of all City Government departments. The City Manager establishes the goals and objectives for the City's vision and ensures that each department provides the appropriate facilities and services to enhance the quality of life for residents, businesses, and community organizations.

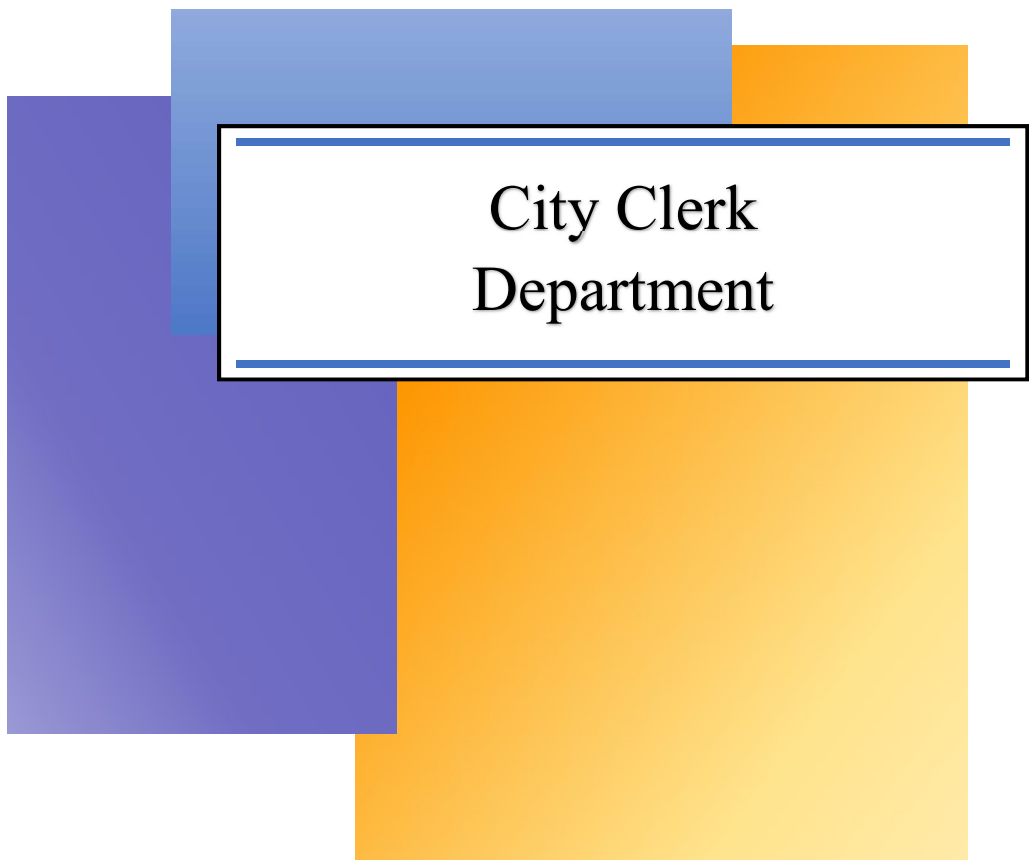
The City Manager is appointed by, answerable to, and takes direction from the City Council. The City Manager is responsible for the day-to-day efficient performance of all city operations, implementing Council policy, formulating staff recommendations to Council on policy matters, and for preparing and submitting the annual budget. Major functions included in this program are Council administrative support and policy analysis, organizational development, administrative analysis, community relations, intergovernmental relations, and general leadership/oversight of City operations, human resources and risk management, and economic development.

#### Administration Department Budget Details

Dept. #	Acct. #	Account Description	Unaudited FY 2019-20	Estimated FY 2020-21	Proposed FY 2021-22
1011	501-01	Payroll & Benefits Regular Wages	335,730	361,382	192,916
1011	501-02	Payroll & Benefits Overtime Wages	585	17,913	-
1011	501-04	Payroll & Benefits Leave Pay-outs	38,724	11,978	4,580
1011	501-05	Payroll & Benefits Retirement Contributions	24,575	29,308	13,150
1011	501-06	Payroll & Benefits Medicare Contributions	5,113	5,190	2,366
1011	501-07	Payroll & Benefits Social Security Tax	-	-	-
1011	501-08	Payroll & Benefits State Unemployment Insurance & E	1,430	1,512	756
1011	501-09	Payroll & Benefits Workers Compensation Insurance	633	-	-
1011	501-11	Payroll & Benefits Employer Paid Health & Welfare	40,967	28,800	-
1011	501-13	Payroll & Benefits - Allowance - Auto	6,500	6,500	6,500
<b>Total Payroll &amp; Benefits</b>			<b>454,257</b>	<b>462,583</b>	<b>240,068</b>
1011	502-06	Contracts & Professional Services Outside Services - Elections	57	-	-
1011	502-07	Contracts & Professional Services Outside Services - Codification	2,804	-	-
1011	502-11	Contracts & Professional Services City Attorney	-	-	30,000
1011	502-13	Contracts & Professional Services Consulting & Outside Services	136,458	170,000	150,000
1011	504-25	Maintenance & Supplies Unleaded Fuel	190	500	2,500
1011	504-50	Maintenance & Supplies Printing and Office Supplies	1,020	750	2,500
1011	506-10	Administrative Cost Meetings	73	-	1,500
1011	507-01	Training and Membership Membership and Dues	2,000	1,500	1,850
1011	507-03	Training and Membership Conferences and Seminars	3,000	500	2,160



1011	507-10	Training and Membership Accommodations/Transportation	8,736	1,500	4,235
1011	507-11	Training and Membership Per Diem	-	350	975
<b>Total Operations and Maintenance</b>			154,338	175,100	195,720
<b>Department Total</b>			608,595	637,683	435,788



City Clerk  
Department

## City Clerk Department

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### MISSION STATEMENT

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The City Clerk's Office's mission is: to be a courteous service-oriented team of professionals joining hands in partnership with the Community and the Council. It is committed to an innovative process, information management, and continual preservation of the City's history.

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### CITY CLERK DEPARTMENTAL FUNCTIONS

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The City Clerk's Office assists and supports the public and City departments by making available the records necessary for the City to advance its administrative, legal, and legislative functions. The City Clerk prepares agenda packets, publishes and posts legal notices, prepares and certifies the minutes for the City Council, Successor Agency, Public Financing Authority, Utility Authority, and ensures completion of actions directed. The central and legal files of the City are maintained by the City Clerk's office. The office provides public information and responds to requests for public record information, certifies and distributes ordinances and resolutions as appropriate and/or legally required, processes claims against the City. Pursuant to the Political Reform Act, the City Clerk serves as the filing officer for Fair Political Practices Commission regulations. The City Clerk also serves as Records Manager for the Citywide Records-Information Program and serves as a depository for all official documents and records. As the custodian of the official records, the City Clerk ensures that the ordinances, resolutions, and minutes are processed and maintained in accordance with State law. The City Clerk maintains the City seal, prepares formal Proclamations, and administers oaths. As well, the City Clerk is the Elections Administrator, conducting municipal and special elections.

In conjunction with the above functions, the City Clerk's Department responds to information requests from City Council, Staff, Attorneys, other governmental agencies, and the public.

### City Clerk Department Budget Details

Dept. #	Acct. #	Account Description	Unaudited FY 2019-20	Estimated FY 2020-21	Proposed FY 2021-22
1012	501-01	Payroll & Benefits Regular Wages	-	-	59,433
1012	501-04	Payroll & Benefits Leave Pay-outs	-	-	1,715
1012	501-05	Payroll & Benefits Retirement Contributions	-	-	5,227
1012	501-06	Payroll & Benefits Medicare Contributions	-	-	887
1012	501-08	Payroll & Benefits State Unemployment Insurance & E	-	-	252
1012	501-11	Payroll & Benefits Employer Paid Health & Welfare	-	-	6,600
<b>Total Payroll &amp; Benefits</b>			-	-	<b>74,114</b>
1012	502-06	Contracts & Professional Services - Elections	-	45,000	5,000
1012	502-07	Contracts & Professional Services - Codification	-	3,000	5,125
1012	502-13	Contracts & Professional Services Consulting Services	-	30,650	34,300
1012	504-50	Maintenance & Supplies Printing and Office Supplies	-	750	1,500
1012	506-10	Administrative Cost Meetings	-	-	10,500
1012	506-12	Administrative Cost Advertising and Publications	-	12,000	-
1012	507-01	Training and Membership Membership and Dues	-	750	850
1012	507-03	Training and Membership Conferences and Seminars	-	-	800
1012	507-10	Training and Membership Accomodation/Transportation	-	-	300
1012	507-11	Training and Membership Per Diem	-	-	150
<b>Total Operations and Maintenance</b>			-	<b>92,150</b>	<b>58,525</b>
<b>Department Total</b>			-	<b>92,150</b>	<b>132,639</b>



## Finance Department

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### MISSION STATEMENT

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To safeguard the City's assets while providing efficient, quality services within the guidelines established by Council Policy.

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### FINANCE DEPARTMENTAL FUNCTIONS

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The Finance Department is responsible for the control of all financial activities of the City, providing administrative support and direction to the various City and Agency departmental programs, is responsible for the annual budget, and manages other treasury functions. It is responsible purchasing oversight, accounts receivable, accounts payable, payroll functions, workers' compensation administration, and grant and special project accounting. It performs limited HR functions, and administers contracted Human Resources services. The Finance Department is responsible for submitting Federal and State required reports, including compiling financial statement information and supporting schedules for the preparation of Agency and Consolidated City Financial Reports.

#### Finance Department Budget Details

Dept. #	Acct. #	Account Description	Unaudited FY 2019-20	Estimated FY 2020-21	Proposed FY 2021-22
1013	501-01	Payroll & Benefits Regular Wages	300,831	250,585	337,736
1013	501-02	Payroll & Benefits Overtime Wages	8,712	-	-
1013	501-04	Payroll & Benefits Leave Pay-outs	20,063	150	10,363
1013	501-05	Payroll & Benefits Retirement Contributions	16,110	16,275	25,313
1013	501-06	Payroll & Benefits Medicare Contributions	4,510	3,053	4,984
1013	501-08	Payroll & Benefits State Unemployment Insurance & E	1,088	1,512	2,268
1013	501-09	Payroll & Benefits Workers Compensation Insurance	2,351	-	-
1013	501-11	Payroll & Benefits Employer Paid Health & Welfare	66,813	22,800	52,800
1013	501-12	Payroll & Benefits Other Terminations & Severance	3,288	-	-
<b>Total Payroll &amp; Benefits</b>			<b>423,766</b>	<b>294,375</b>	<b>433,464</b>
1013	502-10	Contracts & Professional Services Audit Services	-	121,411	150,000
1013	502-13	Contracts & Professional Services Consulting & Outside Services	415,857	423,260	74,071
1013	504-50	Maintenance & Supplies Printing and Office Supplies	2,020	500	500
1013	506-01	Administrative Cost Administrative Fees/Services	470	28,300	22,500
1013	506-03	Administrative Cost Fees	1,989	500	-
1013	507-01	Training and Membership Membership and Dues	-	220	1,490
1013	507-02	Training and Membership Schools and Certifications	-	-	-
1013	507-03	Training and Membership Conferences and Seminars	575	250	5,000
1013	507-10	Training and Membership Accommodations/Transportation	-	-	5,000
1013	507-11	Training and Membership Per Diem	-	-	1,750
<b>Total Operations and Maintenance</b>			<b>420,912</b>	<b>574,441</b>	<b>260,311</b>
<b>Department Total</b>			<b>844,678</b>	<b>868,816</b>	<b>693,775</b>



City Attorney's  
Office

**City Attorney's Office**

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**MISSION STATEMENT**

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The City Attorney acts as the legal advisor to all officers and employees of the City and assists them by providing expert legal advice and recommendations in the various aspects of City governance.

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**CITY ATTORNEY FUNCTIONS**

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The City Attorney renders legal opinions and delivers legal services as requested by authorized City officials. Other duties include reviewing and preparing agreements and contracts to be executed by the City, attending all City Council meetings and other meetings as required by law, and reviewing and advising the City about all claims filed against the City.

**City Attorney Budget Details**

<b>Dept. #</b>	<b>Acct. #</b>	<b>Account Description</b>	<b>Unaudited FY 2019-20</b>	<b>Estimated FY 2020-21</b>	<b>Proposed FY 2021-22</b>
1014	502-11	Contracts & Professional Services City Attorney	1,000,791	890,000	908,000
1014	502-12	Contracts & Professional Services Other Legal Services	-	100,000	300,000
1014	502-13	Contracts & Professional Services Consulting & Outside Services	53,522	12,000	10,000
1014	505-04	Insurance & Claims Claims and Settlements	-	-	-
<b>Total Operations and Maintenance</b>			<b>1,054,313</b>	<b>1,002,000</b>	<b>1,218,000</b>
<b>Department Total</b>			<b>1,054,313</b>	<b>1,002,000</b>	<b>1,218,000</b>



Human Resources  
Department



## Human Resources Department

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### MISSION STATEMENT

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To ensure that the City complies with federal, state and local labor laws and that all current and prospective employees are treated equally. Ensure that the City is adequately insured, and the workplace is safe.

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### HUMAN RESOURCES FUNCTIONS

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The Human Resources department is responsible for the screening and hiring of new City employees, handling labor negotiations with represented employee groups, ensuring labor laws are followed, administering employee benefits, and ensuring necessary training is given employees.

#### Human Resources Department Budget Details

Dept. #	Acct. #	Account Description	Unaudited FY 2019-20	Estimated FY 2020-21	Proposed FY 2021-22
1015	501-01	Payroll & Benefits Regular Wages	46,983	97,644	132,206
1015	501-04	Payroll & Benefits Leave Pay-outs	-	-	4,582
1015	501-05	Payroll & Benefits Retirement Contributions	2,812	7,550	9,868
1015	501-06	Payroll & Benefits Medicare Contributions	637	1,416	1,917
1015	501-07	Payroll & Benefits Social Security Tax	(197)	-	-
1015	501-08	Payroll & Benefits State Unemployment Insurance & E	631	504	1,008
1015	501-09	Payroll & Benefits Workers Compensation Insurance	92	-	-
1015	501-11	Payroll & Benefits Employer Paid Health & Welfare	-	7,870	19,800
<b>Total Payroll &amp; Benefits</b>			<b>50,958</b>	<b>114,984</b>	<b>169,381</b>
1015	502-12	Contracts & Professional Services Other Legal Services	36,314	25,000	45,000
1015	502-13	Contracts & Professional Services Consulting & Outside Services	65,691	10,000	55,000
1015	504-50	Maintenance & Supplies Printing and Office Supplies	63	750	750
1015	506-12	Administrative Cost Advertising and Publications	500	-	-
1015	507-01	Training and Membership Membership and Dues	-	500	-
1015	507-03	Training and Membership Conferences and Seminars	1,610	1,000	2,500
1015	507-10	Training and Membership Accommodations/Transportation	-	750	1,250
1015	507-11	Training and Membership Per Diem	-	375	500
<b>Total Operations and Maintenance</b>			<b>104,177</b>	<b>38,375</b>	<b>105,000</b>
<b>Department Total</b>			<b>155,135</b>	<b>153,359</b>	<b>274,381</b>



Information Technology  
Department

## Information Technology Department

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### MISSION STATEMENT

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To provide City staff and users of the City website with up-to-date technology, including both hardware and software.

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### INFORMATION TECHNOLOGY FUNCTIONS

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The IT Departments is responsible for the purchase and maintenance of all City equipment, including cell phones, the phone system of the City, copies, printers, computers and other equipment. The IT Department also monitors computer software programs and the annual maintenance cost of such software. They are also responsible for posting important information to the City's website under the direction of the City Manager.

The IT Department is responsible for SCADA monitoring, and Utility Billing and Receivable interface software web and payment portals, as well as overseeing and monitoring security and safety equipment and software.

The IT Department is also responsible for management of all electronic media presentations to the public on behalf of the City, such as: City Council Meetings, Movies in the Park, and all special events hosted by the City.

### Information Technology Department Budget Details

Dept. #	Acct. #	Account Description	Unaudited FY 2019-20	Estimated FY 2020-21	Proposed FY 2021-22
1016	501-01	Payroll & Benefits Regular Wages	-	-	62,774
1016	501-04	Payroll & Benefits Leave Pay-outs	-	-	1,760
1016	501-05	Payroll & Benefits Retirement Contributions	-	-	4,718
1016	501-06	Payroll & Benefits Medicare Contributions	-	-	910
1016	501-11	Payroll & Benefits Employer Paid Health & Welfare	-	-	13,200
<b>Total Payroll &amp; Benefits</b>			-	-	<b>83,866</b>
1016	502-03	Contracts & Professional Services Other Lease	34,534	-	-
1016	502-13	Contracts & Professional Services Consulting & Outside Services	177,866	228,000	155,720
1016	503-01	Utilities & Communication Communication Services	-	-	-
1016	504-07	Maintenance & Supplies Other Maintenance Agreements	-	-	-
1016	504-08	Maintenance & Supplies Computer Hardware	35,003	5,000	45,500
1016	504-09	Maintenance & Supplies Computer Software	26,188	113,725	122,754
1016	504-50	Maintenance & Supplies Printing and Office Supplies	296	750	500
1016	507-01	Training and Membership Membership and Dues	-	-	-
1016	507-03	Training and Membership Conferences and Seminars	527	-	-
<b>Total Operations and Maintenance</b>			<b>274,413</b>	<b>347,475</b>	<b>324,474</b>
1016	511-02	Cost of Capital Equipment	35,488	-	-
<b>Total Capital Outlay</b>			<b>35,488</b>	-	-
<b>Department Total</b>			<b>309,901</b>	<b>347,475</b>	<b>408,340</b>



Non-Department

## Non-Department

### NON-DEPARTMENT FUNCTIONS

The purpose of the Non-Department is to provide a cost center for several City expenses not directly attributable to the operations of other City departments. These include maintenance of City Hall, expenses for community events, and memberships and dues for a variety of governmental associations. The Non-Department provides for, among others, the following: janitorial and maintenance services of City Hall and Police Department, general liability insurance of the City as a whole, administrative support to City Departments, and payment of retirees' insurance and PERS benefits.

#### Non-Department Budget Details

Dept. #	Acct. #	Account Description	Unaudited FY 2019-20	Estimated FY 2020-21	Proposed FY 2021-22
1017	501-05	Payroll & Benefits Retirement Contributions	29,230	-	-
1017	501-08	Payroll & Benefits State Unemployment Insurance & E	394	-	-
1017	501-09	Payroll & Benefits Workers Compensation Insurance	47,013	-	-
1017	501-10	Payroll & Benefits Employee Benefit Allowance	-	-	-
1017	501-11	Payroll & Benefits Employer Paid Health & Welfare	202,500	220,000	238,000
<b>Total Payroll &amp; Benefits</b>			<b>279,137</b>	<b>220,000</b>	<b>238,000</b>
1017	502-01	Contracts & Professional Services Office Equipment Lease	16,156	120,756	129,556
1017	502-03	Contracts & Professional Services Other Lease	6,756	-	-
1017	502-10	Contracts & Professional Services Audit Services	119,023	-	-
1017	502-11	Contracts & Professional Services City Attorney	30,000	-	-
1017	502-13	Contracts & Professional Services Consulting & Outside Services	294,598	90,000	48,000
1017	503-01	Utilities & Communication Communication Services	51,755	85,320	87,560
1017	503-02	Utilities & Communication Electricity	43,485	38,400	67,200
1017	503-03	Utilities & Communication Natural Gas	1,402	2,640	-
1017	504-01	Maintenance & Supplies Building/Structures Maintenance	1,984	40,776	44,500
1017	504-07	Maintenance & Supplies Other Maintenance Agreements	102,718	36,000	36,500
1017	504-25	Maintenance & Supplies Unleaded Fuel	600	-	-
1017	504-50	Maintenance & Supplies Printing and Office Supplies	16,202	12,000	8,100
1017	504-51	Maintenance & Supplies Uniforms and Safety Supplies	-	5,000	5,400
1017	505-01	Insurance & Claims General Liability Insurance	86,272	166,792	190,359
1017	505-03	Insurance & Claims Property Insurance	-	19,780	17,956
1017	505-04	Insurance & Claims Claims and Settlements	265,564	90,000	-
1017	506-01	Administrative Cost Administrative Fees/Services	1,918	1,000	-
1017	506-03	Administrative Cost Fees	1,749	1,000	5,500
1017	506-10	Administrative Cost Meetings	72	500	-
1017	506-11	Administrative Cost Presentations	-	2,500	-
1017	506-12	Administrative Cost Advertising and Publications	12,131	2,500	-
1017	507-01	Training and Membership Membership and Dues	41,772	42,000	41,166
1017	507-03	Training and Membership Conferences and Seminars	607	-	-
1017	508-22	Other Operating Cost State of the City Address	3,366	-	-
<b>Total Operations and Maintenance</b>			<b>1,098,131</b>	<b>756,964</b>	<b>681,797</b>

<b>Dept. #</b>	<b>Acct. #</b>	<b>Account Description</b>	<b>Unaudited FY 2019-20</b>	<b>Estimated FY 2020-21</b>	<b>Proposed FY 2021-22</b>
1017	510-02	Non-Operating Sources & Use Other Non-Operating Expenses	-	-	2,500
1017	510-03	Non-Operating Sources & Use Int Exp -Late Fees/Bank Charges	443	-	2,500
1017	510-05	Non-Operating Sources & Use Transfers Out	1,403,033	892,000	-
1017	510-11	Non-Operating Sources & Use SRDF Interfund Loan Interest	96	100	-
<b>Total Transfers Out</b>			<b>1,403,572</b>	<b>892,100</b>	<b>5,000</b>
1017	511-02	Cost of Capital Equipment	-	-	15,000
1017	511-10	Cost of Capital Building/Structures	-	-	425,000
<b>Total Capital Outlay</b>			<b>-</b>	<b>-</b>	<b>440,000</b>
<b>Department Total</b>			<b>2,780,840</b>	<b>1,869,064</b>	<b>1,364,797</b>



Streets  
Department

## Streets Department

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### MISSION STATEMENT

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The Streets Department, formerly part of the Public Services Department, is responsible for maintaining City streets and sidewalks.

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### STREETS DEPARTMENTAL FUNCTIONS

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The Streets Department functions include: general asphalt repairs on City streets, dedicated alleys, public parking areas, and at City facilities; making temporary repairs to potholes throughout the City on an as-needed basis; clearing debris from street storm drains; and maintaining and installing City traffic signs when required.

### Streets Department Budget Details

Dept. #	Acct. #	Account Description	Unaudited FY 2019-20	Estimated FY 2020-21	Proposed FY 2021-22
1020	501-01	Payroll & Benefits Regular Wages	336,890	162,960	334,305
1020	501-02	Payroll & Benefits Overtime Wages	12,564	5,500	-
1020	501-04	Payroll & Benefits Leave Pay-outs	20,904	90	-
1020	501-05	Payroll & Benefits Retirement Contributions	18,440	14,330	27,632
1020	501-06	Payroll & Benefits Medicare Contributions	5,397	2,363	4,848
1020	501-07	Payroll & Benefits Social Security Tax	245	-	-
1020	501-08	Payroll & Benefits State Unemployment Insurance & E	261	1,512	3,528
1020	501-09	Payroll & Benefits Workers Compensation Insurance	17,742	-	-
1020	501-11	Payroll & Benefits Employer Paid Health & Welfare	41,261	22,962	75,600
<b>Total Payroll &amp; Benefits</b>			<b>453,704</b>	<b>209,717</b>	<b>445,913</b>
1020	503-02	Utilities & Communication Electricity	9,807	-	-
1020	504-03	Maintenance & Supplies Street Maintenance	10,855	18,536	15,000
1020	504-06	Maintenance & Supplies Department Equip Maintenance	1,613	-	10,000
1020	504-21	Maintenance & Supplies Parts and Service	-	1,500	5,000
1020	504-22	Maintenance & Supplies Tires	-	-	5,000
1020	504-23	Maintenance & Supplies Diesel	-	-	1,500
1020	504-24	Maintenance & Supplies Oil & Fluids	-	-	1,500
1020	504-25	Maintenance & Supplies Unleaded Fuel	25,000	20,000	40,000
1020	504-51	Maintenance & Supplies Uniforms and Safety Supplies	3,939	2,500	-
1020	504-03	Administrative Cost Fees	-	-	1,500
1020	504-05	Administrative Cost Permits	-	-	1,000
1020	506-06	Administrative Cost DMV/DOT	554	1,000	1,000
1020	507-01	Training and Membership Membership and Dues	-	200	-
1020	507-03	Training and Membership Conferences and Seminars	-	-	500
<b>Total Operations and Maintenance</b>			<b>51,767</b>	<b>43,736</b>	<b>82,000</b>
<b>Department Total</b>			<b>505,471</b>	<b>253,453</b>	<b>527,913</b>





Facility Maintenance  
Department

## Facility Maintenance Department

### MISSION STATEMENT

The Facility Maintenance Department, formerly part of the Public Services Department, is responsible for maintaining City facilities including City Hall and other buildings.

### FACILITY MAINTENANCE DEPARTMENTAL FUNCTIONS

The Facility Maintenance Department functions include: maintaining and repairing all public buildings, including City Hall, Police Department, Fire Department and Community Centers, providing maintenance services to Adelanto Stadium, and maintaining and repairing park restroom facilities.

### Facility Maintenance Department Budget Details

Dept. #	Acct. #	Account Description	Unaudited FY 2019-20	Estimated FY 2020-21	Proposed FY 2021-22
1021	501-01	Payroll & Benefits Regular Wages	223,513	164,049	66,495
1021	501-02	Payroll & Benefits Overtime Wages	2,078	2,000	-
1021	501-04	Payroll & Benefits Leave Pay-outs	67,212	-	-
1021	501-05	Payroll & Benefits Retirement Contributions	14,783	14,427	5,714
1021	501-06	Payroll & Benefits Medicare Contributions	4,178	2,379	965
1021	501-07	Payroll & Benefits Social Security Tax	-	-	-
1021	501-08	Payroll & Benefits State Unemployment Insurance & E	1,075	1,008	504
1021	501-09	Payroll & Benefits Workers Compensation Insurance	4,731	-	-
1021	501-11	Payroll & Benefits Employer Paid Health & Welfare	23,798	17,842	10,800
1021	501-12	Payroll & Benefits Other Terminations & Severance	3,288	-	-
<b>Total Payroll &amp; Benefits</b>			<b>344,655</b>	<b>201,705</b>	<b>84,478</b>
1021	503-02	Utilities & Communication Electricity	-	5,000	5,000
1021	503-03	Utilities & Communication Natural Gas	-	500	500
1021	504-01	Maintenance & Supplies Building/Structures Maintenance	23,314	30,000	37,500
1021	504-02	Maintenance & Supplies Fields/Yards/Plants	-	3,000	-
1021	504-06	Maintenance & Supplies Department Equip Maintenance	1,131	3,200	1,500
1021	504-25	Maintenance & Supplies Unleaded Fuel	10,000	9,000	5,000
1021	504-51	Maintenance & Supplies Uniforms and Safety Supplies	4,071	3,000	-
1021	504-53	Maintenance & Supplies Shop and Janitorial Supplies	2,842	3,500	1,500
1021	506-06	Administrative Cost DMV/DOT	1,000	1,000	500
1021	507-02	Training and Membership Schools and Certifications	-	-	500
<b>Total Operations and Maintenance</b>			<b>42,357</b>	<b>58,200</b>	<b>52,000</b>
1021	511-08	Cost of Capitol Buildings	-	11,800	-
<b>Total Capitol Outlay</b>			<b>-</b>	<b>11,800</b>	<b>-</b>
<b>Department Total</b>			<b>387,012</b>	<b>271,705</b>	<b>136,478</b>



Parks & Grounds  
Department

## Parks and Grounds Department

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### MISSION STATEMENT

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The Parks Department is responsible for providing and maintaining a safe and aesthetically pleasing horticultural environment for the public. This relates to the maintenance of the all City parks and public facilities.

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### PARKS AND GROUNDS DEPARTMENT FUNCTIONS

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The Parks and Grounds Department is responsible for ensuring that all park land areas are maintained in the highest quality for the community. The Parks and Recreation Commission makes recommendations to the City Council.

#### Parks and Grounds Department Budget Details

Dept. #	Acct. #	Account Description	Unaudited FY 2019-20	Estimated FY 2020-21	Proposed FY 2021-22
1022	501-01	Payroll & Benefits Regular Wages	68,550	99,320	111,585
1022	501-02	Payroll & Benefits Overtime Wages	470	1,000	-
1022	501-04	Payroll & Benefits Leave Pay-outs	1,460	(49,750)	-
1022	501-05	Payroll & Benefits Retirement Contributions	5,407	8,289	9,085
1022	501-06	Payroll & Benefits Medicare Contributions	1,049	1,440	1,618
1022	501-08	Payroll & Benefits State Unemployment Insurance & E	651	1,008	1,008
1022	501-09	Payroll & Benefits Workers Compensation Insurance	4,485	-	-
1022	501-11	Payroll & Benefits Employer Paid Health & Welfare	9,291	17,538	21,600
<b>Total Payroll &amp; Benefits</b>			<b>91,364</b>	<b>78,845</b>	<b>144,896</b>
1022	503-02	Utilities & Communication Electricity	9,252	7,000	7,000
1022	503-03	Utilities & Communication Natural Gas	349	400	400
1022	503-04	Utilities & Communication Water	106,004	220,000	330,000
1022	504-01	Maintenance & Supplies Building/Structures Maintenance	-	7,500	1,500
1022	504-02	Maintenance & Supplies Fields/Yards/Plants	10,424	15,000	15,500
1022	504-04	Maintenance & Supplies Wells/Lines	-	-	1,000
1022	504-06	Maintenance & Supplies Department Equip	-	-	2,500
1022	504-22	Maintenance & Supplies Tires	-	-	1,000
1022	504-24	Maintenance & Supplies Oil & Fuils	-	-	500
1022	504-25	Maintenance & Supplies Unleaded Fuel	4,600	6,100	6,500
1022	504-51	Maintenance & Supplies Uniforms and Safety Supplies	2,098	1,200	-
1022	504-53	Maintenance & Supplies Shop and Janitorial Supplies	3,165	1,000	-
<b>Total Operations and Maintenance</b>			<b>135,890</b>	<b>258,200</b>	<b>365,900</b>
<b>Department Total</b>			<b>227,254</b>	<b>337,045</b>	<b>510,796</b>



Lighting and Landscaping  
Maintenance Districts  
Department

## Lighting and Landscaping Maintenance Districts Department

### MISSION STATEMENT

The Lighting and Landscaping Maintenance Districts (LLMD) Department, formerly part of the Public Services Department, is responsible for maintaining a clean and aesthetically pleasing landscaped district for the public for all established landscaping districts.

### LLMD DEPARTMENTAL FUNCTIONS

The LLMD Department functions include: repair, removal, or replacement of all or part of any improvement within landscaping districts; providing for the life, growth, health, and beauty of landscaping, including cultivation, irrigation, trimming, spraying, fertilizing, or treating within landscaping districts; removal of trimmings, rubbish, debris, and other solid waste within landscaping districts; and the cleaning, sandblasting, and painting of walls and other improvements to remove or cover graffiti within landscaping districts.

### LLMD Department Budget Details

Dept. #	Acct. #	Account Description	Unaudited FY 2019-20	Estimated FY 2020-21	Proposed FY 2021-22
1023	501-01	Payroll & Benefits Regular Wages	91,268	65,776	61,184
1023	501-02	Payroll & Benefits Overtime Wages	1,421	2,000	-
1023	501-04	Payroll & Benefits Leave Pay-outs	6,140	3,500	-
1023	501-05	Payroll & Benefits Retirement Contributions	6,858	5,784	5,381
1023	501-06	Payroll & Benefits Medicare Contributions	1,309	954	887
1023	501-07	Payroll & Benefits Social Security Tax	-	-	-
1023	501-08	Payroll & Benefits State Unemployment Insurance & E	651	504	504
1023	501-09	Payroll & Benefits Workers Compensation Insurance	3,205	-	-
1023	501-11	Payroll & Benefits Employer Paid Health & Welfare	18,926	9,600	10,800
<b>Total Payroll &amp; Benefits</b>			<b>129,778</b>	<b>88,118</b>	<b>78,756</b>
1023	503-02	Utilities & Communication Electricity	266,932	260,000	300,000
1023	503-04	Utilities & Communication Water	13,637	220,000	75,000
1023	504-02	Maintenance & Supplies Fields/Yards/Plants Maintenance	2,544	-	2,500
1023	504-06	Maintenance & Supplies Department Equipment	-	-	500
1023	504-25	Maintenance & Supplies Unleaded Fuel	1,000	-	3,500
1023	504-51	Maintenance & Supplies Uniforms and Safety Supplies	1,843	1,000	-
<b>Total Operations and Maintenance</b>			<b>285,956</b>	<b>481,000</b>	<b>381,500</b>
<b>Department Total</b>			<b>415,734</b>	<b>569,118</b>	<b>460,256</b>



Vehicle Maintenance  
Department

## Vehicle Maintenance Department

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### MISSION STATEMENT

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The Vehicle Maintenance Department, formerly part of the Public Services Department, is responsible for maintaining all city vehicles and equipment.

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### VEHICLE MAINTENANCE DEPARTMENTAL FUNCTIONS

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The Vehicle Maintenance Departments function is to repair and maintain all City vehicles and equipment.

#### Vehicle Maintenance Department Budget Details

Dept. #	Acct. #	Account Description	Unaudited FY 2019-20	Estimated FY 2020-21	Proposed FY 2021-22
1024	501-01	Payroll & Benefits Regular Wages	91,384	-	-
1024	501-02	Payroll & Benefits Overtime Wages	2,846	-	-
1024	501-04	Payroll & Benefits Leave Pay-outs	25,943	-	-
1024	501-05	Payroll & Benefits Retirement Contributions	5,969	-	-
1024	501-06	Payroll & Benefits Medicare Contributions	1,713	-	-
1024	501-08	Payroll & Benefits State Unemployment Insurance & E	-	-	-
1024	501-09	Payroll & Benefits Workers Compensation Insurance	8,080	-	-
1024	501-11	Payroll & Benefits Employer Paid Health & Welfare	7,606	-	-
<b>Total Payroll &amp; Benefits</b>			<b>143,541</b>	-	-
1024	504-21	Maintenance & Supplies Parts and Service	32,274	49,000	35,000
1024	504-22	Maintenance & Supplies Tires	3,600	6,000	10,000
1024	504-24	Maintenance & Supplies Oil & Fluids	-	-	-
1024	504-25	Maintenance & Supplies Unleaded Fuel	4,136	-	-
1024	504-50	Maintenance & Supplies Printing and Office Supplies	-	-	-
1024	506-01	Administrative Cost Administrative Fees/Services	1,067	-	-
1024	506-03	Administrative Cost Fees	-	3,800	-
1024	506-05	Administrative Cost Permits	1,393	1,400	-
<b>Total Operations and Maintenance</b>			<b>42,470</b>	<b>60,200</b>	<b>45,000</b>
1024	511-03	Cost of Capital Vehicle Equipment	-	-	180,000
<b>Total Capital Outlay</b>			-	-	<b>180,000</b>
<b>Department Total</b>			<b>186,011</b>	<b>60,200</b>	<b>225,000</b>





Public Services  
Department

## Public Services Department

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### PUBLIC SERVICES DEPARTMENTAL FUNCTIONS

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The Public Services Department, formerly a consolidation of Streets, Facility Maintenance, LLMD, and Vehicle Maintenance, is deprecated and is present for historical purposes.

**Note:** Where possible, expenditures for prior years have been allocated to the split departments listed above; when totaling prior year expenditures, the values listed here should be used.

#### Public Services Department Budget Details

Dept. #	Acct. #	Account Description	Unaudited FY 2019-20	Estimated FY 2020-21	Proposed FY 2021-22
1025	501-01	Payroll & Benefits Regular Wages	-	-	
1025	501-02	Payroll & Benefits Overtime Wages	-	-	
1025	501-04	Payroll & Benefits Leave Pay-outs	-	-	
1025	501-06	Payroll & Benefits Medicare Contributions	-	-	
1025	501-07	Payroll & Benefits Social Security Tax	-	-	
1025	501-08	Payroll & Benefits State Unemployment Insurance & E	-	-	
1025	501-11	Payroll & Benefits Employer Paid Health & Welfare	-	-	
<b>Total Payroll &amp; Benefits</b>			-	-	
1025	503-02	Utilities & Communication Electricity	-	-	
1025	503-04	Utilities & Communication Water	-	-	
1025	504-01	Maintenance & Supplies Building/Structures Maintenance	-	-	
1025	504-21	Maintenance & Supplies Parts and Service	-	-	
1025	504-51	Maintenance & Supplies Uniforms and Safety Supplies	-	-	
1025	507-03	Training and Membership Conferences and Seminars	-	-	
<b>Total Operations and Maintenance</b>			-	-	
<b>Department Total</b>			-	-	



## Police Department

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### MISSION STATEMENT

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Police, formerly part of the Public Safety Department, has the mission to: defend the Constitution and the Laws of the United States, the Constitution and the Laws of the State of California, the Laws of San Bernardino County and the City of Adelanto and to continually strive to deliver the highest quality of professional law enforcement service to the citizens of Adelanto, keeping in mind that Constitutional rights, which provide personal sanction regardless of race, sex, color or creed, to protect all citizens.

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### POLICE DEPARTMENTAL FUNCTIONS

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Police services are provided through contract with the San Bernardino County Sheriff's Department, which: receives and responds to calls for services in the City of Adelanto, including 911 calls; investigate crimes committed within our jurisdiction; detains and arrests violators of the law; works in conjunction with other agencies, including local law enforcement, District Attorney's Office, and various state and federal agencies.

#### Police Department Budget Details

Dept. #	Acct. #	Account Description	Unaudited FY 2019-20	Estimated FY 2020-21	Proposed FY 2021-22
1030	502-20	Contracts & Professional Services Cal-ID	42,108	42,500	48,500
1030	502-21	Contracts & Professional Services Live Scan/DOJ	(533)	-	25,000
1030	502-22	Contracts & Professional Services County Sheriff's Contract	-	-	6,935,064
1030	502-23	Contracts & Professional Services Sheriff's Overtime/On-call/Other	-	-	220,000
1030	502-25	Contracts & Professional Services Sheriff's Vehicle Maintenance	-	-	100,000
1030	502-50	Contracts & Professional Services Co. Sheriff Contract Services	6,328,376	6,734,979	-
1030	502-51	Contracts & Professional Services Co. Sheriff OT & On- call	291,701	225,000	-
1030	502-52	Contracts & Professional Services Liv Scan/DOJ	15,455	5,000	-
1030	503-01	Utilities & Communication Communication Services	4,927	7,000	-
1030	503-02	Utilities & Communication Electricity	27,999	25,200	-
1030	503-03	Utilities & Communication Natural Gas	1,153	2,400	-
1030	503-04	Utilities & Communication Water	1,799	7,000	-
1030	504-01	Maintenance & Supplies Building/Structures Maintenance	15,589	6,836	5,500
1030	504-21	Maintenance & Supplies Parts and Service	36,097	130,000	-
1030	504-25	Maintenance & Supplies Unleaded Fuel	146,199	85,000	120,000
1030	506-05	Administrative Cost Permits	-	350	-
1030	507-01	Training and Membership Membership and Dues	-	-	-
<b>Total Operations and Maintenance</b>			<b>6,910,871</b>	<b>7,271,265</b>	<b>7,454,064</b>
1030	511-02	Cost of Capital Equipment	-	-	-
<b>Total Capital Outlay</b>			<b>-</b>	<b>-</b>	<b>-</b>
<b>Department Total</b>			<b>6,910,871</b>	<b>7,271,265</b>	<b>7,454,064</b>



## Fire Department

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### MISSION STATEMENT

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Fire, formerly part of Public Safety, strives to provide the highest of quality of Fire suppression, prevention, inspection, and paramedic services to Adelanto's residents and businesses.

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### FIRE DEPARTMENTAL FUNCTIONS

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Through contract with the San Bernardino County Fire Department, Fire: provides fire suppression, fire prevention, inspection, and paramedic services to Adelanto's residents and businesses. It also administers and enforces all fire related building codes within the City.

#### Fire Department Budget Details

<b>Dept. #</b>	<b>Acct. #</b>	<b>Account Description</b>	<b>Unaudited FY 2019-20</b>	<b>Estimated FY 2020-21</b>	<b>Proposed FY 2021-22</b>
1033	502-13	Contracts & Professional Services Consulting & Outside Services		-	
1033	502-60	Contracts & Professional Services Co. Fire Contract Services	4,796,519	5,238,184	5,530,113
1033	502-61	Contracts & Professional Services HHW & Used Oil	40,542	41,000	45,000
1033	503-04	Utilities & Communication Water	965	7,000	1,000
1033	504-01	Maintenance & Supplies Building/Structures Maintenance	323	1,000	6,500
<b>Total Operations and Maintenance</b>			<b>4,838,349</b>	<b>5,287,184</b>	<b>5,582,613</b>
<b>Department Total</b>			<b>4,838,349</b>	<b>5,287,184</b>	<b>5,582,613</b>



Code Enforcement  
Department

## Code Enforcement Department

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### MISSION STATEMENT

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Previously part of Public Safety, Code Enforcement's goals are to enforce City codes in a timely and objective manner, and issue required business licenses to businesses within the City.

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### CODE ENFORCEMENT DEPARTMENTAL FUNCTIONS

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Code Enforcement's responsibilities are to respond to citizen complaints, City Council and departmental requests for service, and referrals for investigation/compliance from other agencies. Staff conducts field inspections, prepares written notices/orders for code compliance, verifies compliance measures, prepares reports and requests for action by nuisance abatement or District Attorney judicial hearings, investigates, prepares and files misdemeanor criminal complaints for Municipal Court. It issues Municipal Warning Notices to correct violations; and Citation Notices to Appear. The department is also responsible for commercial and residential recycling programs as required by Federal and/or State agencies.

#### Code Enforcement Department Budget Detail

Dept. #	Acct. #	Account Description	Unaudited FY 2018-19	Estimated FY 2019-20	Proposed FY 2020-21
1034	501-01	Payroll & Benefits Regular Wages	181,632	64,062	120,571
1034	501-02	Payroll & Benefits Overtime Wages	7,836	1,800	-
1034	501-04	Payroll & Benefits Leave Pay-outs	31,068	6,000	-
1034	501-05	Payroll & Benefits Retirement Contributions	9,037	5,263	9,323
1034	501-06	Payroll & Benefits Medicare Contributions	2,995	987	1,749
1034	501-07	Payroll & Benefits Social Security Tax	623	-	-
1034	501-08	Payroll & Benefits State Unemployment Insurance & E	1,268	504	1,008
1034	501-09	Payroll & Benefits Workers Compensation Insurance	12,622	-	-
1034	501-11	Payroll & Benefits Employer Paid Health & Welfare	21,125	5,708	21,600
<b>Total Payroll &amp; Benefits</b>			<b>268,205</b>	<b>84,324</b>	<b>154,251</b>
1034	502-13	Contracts & Professional Services Consulting & Outside Services	20,815	30,000	35,000
1034	502-70	Contracts & Professional Services Code-Board-up Services	350	1,500	1,500
1034	502-71	Contracts & Professional Services Code-Abatements	-	-	90,000
1034	502-72	Contracts & Professional Services Code-Co. Recording Services	800	1,500	1,500
1034	502-73	Contracts & Professional Services Code-Other Outside Services	11,642	4,500	3,900
1034	502-74	Contracts & Professional Services Code-Citation Processing	-	18,000	25,000
1034	504-06	Maintenance & Supplies Department Equip Maintenance	-	1,000	-
1034	504-09	Maintenance & Supplies Computer Software	-	8,500	9,000
1034	504-25	Maintenance & Supplies Unleaded Fuel	10,021	7,000	8,000
1034	504-50	Maintenance & Supplies Printing and Office Supplies	1,321	1,000	500
1034	504-51	Maintenance & Supplies Uniforms and Safety Supplies	265	500	-
1034	506-01	Administrative Cost Administrative Fees/Services	-	500	-
1034	506-03	Administrative Cost Fees	-	-	500
1034	506-11	Administrative Cost Presentations	15	-	-
1034	506-12	Administrative Cost Advertising and Publications	316	500	-
1034	507-01	Training and Membership Membership and Dues	409	415	500



<b>Dept. #</b>	<b>Acct. #</b>	<b>Account Description</b>	<b>Unaudited FY 2018-19</b>	<b>Estimated FY 2019-20</b>	<b>Proposed FY 2020-21</b>
1034	507-02	Training and Membership Schools and Certifications	357	-	500
1034	507-03	Training and Membership Conferences and Seminars	1,342	-	-
<b>Total Operations and Maintenance</b>			<b>47,652</b>	<b>74,915</b>	<b>175,900</b>
<b>Department Total</b>			<b>315,856</b>	<b>159,239</b>	<b>330,151</b>



Animal Control  
Department

## Animal Control Department

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### MISSION STATEMENT

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Part of Public Safety in prior years, Animal Control's goals are control of animals throughout the City of Adelanto through licensing, vaccinations, spaying/neutering, sheltering, and catching live animals as well as removal of dead animals.

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### ANIMAL CONTROL DEPARTMENTAL FUNCTIONS

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Animal Control is responsible for the administration and enforcement of State and City adopted codes and ordinances related to animals. This responsibility includes meeting all State mandates for the control of rabies and humane care of animals. Providing an organized, coordinated procedure for licensing dogs, monitoring rabies vaccinations, and providing public education.

#### Animal Control Department Budget Details

Dept. #	Acct. #	Account Description	Unaudited FY 2019-20	Estimated FY 2020-21	Proposed FY 2021-22
1035	501-01	Payroll & Benefits Regular Wages	77,156	55,489	120,571
1035	501-02	Payroll & Benefits Overtime Wages	6,526	4,000	-
1035	501-04	Payroll & Benefits Leave Pay-outs	12,767	-	-
1035	501-05	Payroll & Benefits Retirement Contributions	5,790	4,880	9,323
1035	501-06	Payroll & Benefits Medicare Contributions	1,349	805	1,748
1035	501-08	Payroll & Benefits State Unemployment Insurance & E	483	504	1,008
1035	501-09	Payroll & Benefits Workers Compensation Insurance	1,677	-	-
1035	501-11	Payroll & Benefits Employer Paid Health & Welfare	15,950	9,600	21,600
<b>Total Payroll &amp; Benefits</b>			<b>121,697</b>	<b>75,278</b>	<b>154,250</b>
1035	502-13	Contracts & Professional Services Consulting & Outside Services	3,084	30,000	35,000
1035	502-73	Contracts & Professional Services Code-Other Outside	4,367	1,000	-
1035	502-80	Contracts & Professional Services AC-Animal Shelter	50,000	42,000	54,000
1035	502-81	Contracts & Professional Services AC-Veterinary	5,000	5,000	11,500
1035	502-84	Contracts & Professional Services AC-Citation Processing	1,478	1,500	-
1035	504-06	Maintenance & Supplies Department Equip Maintenance	-	1,500	-
1035	504-09	Maintenance & Supplies Computer Software	-	4,600	-
1035	504-25	Maintenance & Supplies Unleaded Fuel	7,500	7,000	7,000
1035	504-50	Maintenance & Supplies Printing and Office Supplies	-	-	500
1035	504-51	Maintenance & Supplies Uniforms and Safety Supplies	-	2,500	1,500
1035	506-05	Administrative Cost Permits	-	-	500
1035	506-12	Administrative Cost Advertising and Publications	100	-	-
1035	507-01	Training and Membership Membership and Dues	-	-	500
1035	507-02	Training and Membership Schools and Certifications	-	-	500
1035	507-03	Training and Membership Conferences and Seminars	-	-	750
1035	507-10	Training and Membership Accommodations/Transportation	-	-	250
<b>Total Operations and Maintenance</b>			<b>71,529</b>	<b>95,100</b>	<b>112,000</b>
<b>Department Total</b>			<b>193,226</b>	<b>170,378</b>	<b>266,250</b>



Public Safety  
Department

## Public Safety

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### PUBLIC SAFETY DEPARTMENTAL FUNCTIONS

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Previously the consolidated department formed from Police, Fire, Code Enforcement, and Animal Control, this department is deprecated and is placed here for historical purposes.

#### Public Safety Department Budget Detail

Dept. #	Acct. #	Account Description	Unaudited FY 2019-20	Estimated FY 2020-21	Proposed FY 2021-22
1036	501-01	Payroll & Benefits Regular Wages	-	-	-
1036	501-02	Payroll & Benefits Overtime Wages	-	-	-
1036	501-06	Payroll & Benefits Medicare Contributions	-	-	-
1036	501-07	Payroll & Benefits Social Security Tax	-	-	-
1036	501-08	Payroll & Benefits State Unemployment Insurance & E	-	-	-
<b>Total Payroll &amp; Benefits</b>			-	-	-
1036	502-73	Contracts & Professional Services Code-Other Outside Services	184	-	-
1036	503-04	Utilities & Communication Water	-	-	-
1036	504-01	Maintenance & Supplies Building/Structures Maintenance	-	-	-
1036	504-51	Maintenance & Supplies Uniforms and Safety Supplies	-	-	-
<b>Total Operations and Maintenance</b>			<b>184</b>	-	-
<b>Department Total</b>			<b>184</b>	-	-



## Planning Department

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### MISSION STATEMENT

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Previously part of the Community Services Department, Planning's mission is to anticipate the growing needs of the City to interpret, enforce and administer the General Plan and Zoning Codes accordingly within Residential, Commercial and Manufacturing/Industrial areas.

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### PLANNING DEPARTMENTAL FUNCTIONS

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The Planning Department's functions include upholding the State Planning, Zoning and Development Laws mandating cities and counties regulate the use of land, including subdivisions. This includes the adoption and maintenance of a General Plan, which establishes land use policy for development in the city, as well as the Zoning Ordinance (Title 17), and the Subdivision Guidelines which are implementation tools for the General Plan. It also serves as Staff to City Council, Successor Agency, Planning Commission, and Parks and Recreation Commission, in maintaining, amending, and administering the General Plan and Subdivision Ordinances.

#### Planning Department Budget Details

Dept. #	Acct. #	Account Description	Unaudited FY 2019-20	Estimated FY 2020-21	Proposed FY 2021-22
1040	501-01	Payroll & Benefits Regular Wages	98,579	67,854	71,904
1040	501-02	Payroll & Benefits Overtime Wages	161	-	-
1040	501-04	Payroll & Benefits Leave Pay-outs	7,055	-	2,016
1040	501-05	Payroll & Benefits Retirement Contributions	5,493	5,247	5,404
1040	501-06	Payroll & Benefits Medicare Contributions	1,407	1,071	1,043
1040	501-07	Payroll & Benefits Social Security Tax	-	372	-
1040	501-08	Payroll & Benefits State Unemployment Insurance & E	217	936	504
1040	501-09	Payroll & Benefits Workers Compensation Insurance	1,208	-	-
1040	501-11	Payroll & Benefits Employer Paid Health & Welfare	12,647	9,600	13,200
<b>Total Payroll &amp; Benefits</b>			<b>126,767</b>	<b>85,080</b>	<b>94,071</b>
1040	502-13	Contracts & Professional Services Consulting & Outside Services	569,999	590,000	662,500
1040	502-40	Contracts & Professional Services Stipends	-	6,000	13,782
1040	502-91	Contracts & Professional Services County Apportionment Services	-	1,500	-
1040	504-09	Maintenance & Supplies Computer Software	-	8,500	-
1040	504-50	Maintenance & Supplies Printing and Office Supplies	1,466	1,500	-
1040	506-12	Administrative Cost Advertising and Publications	10,173	17,400	12,500
1040	507-03	Training and Membership Conferences and Seminars	-	-	-
<b>Total Operations and Maintenance</b>			<b>581,638</b>	<b>624,900</b>	<b>688,782</b>
<b>Department Total</b>			<b>708,405</b>	<b>709,980</b>	<b>782,853</b>



Building and Safety  
Department



## **Building and Safety Department**

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### **MISSION STATEMENT**

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The Building and Safety Department, formerly part of the Community Services Department, is responsible for interpretation, administration and enforcement of the California State Building Code, the California Health and Safety Code and all model-building codes as adopted by the City of Adelanto, thus safeguarding the public welfare by lessening the probability of the occurrence of the loss of life, health and property by regulating the design, construction and maintenance of all buildings, structures, and properties within the City of Adelanto.

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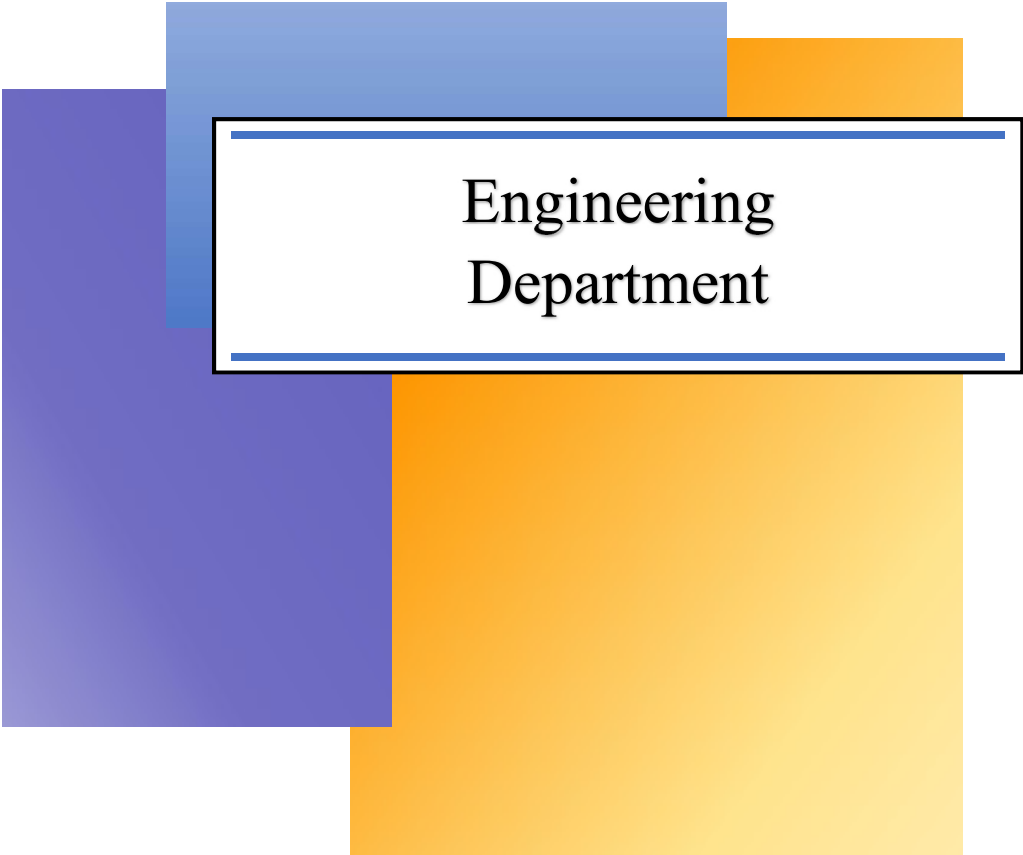
### **BUILDING AND SAFETY DEPARTMENTAL FUNCTIONS**

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Building and Safety's functions include: inspects substandard and dangerous buildings and issues notices for the rehabilitation or demolition. It also researches and analyzes model codes and State and Federal regulations in the construction and housing field and purposes legislation as necessary in this area. It performs inspections of buildings being constructed for the City to ensure compliance with plans and specifications.

#### **Building and Safety Department Budget Details**

<b>Dept. #</b>	<b>Acct. #</b>	<b>Account Description</b>	<b>Unaudited FY 2019-20</b>	<b>Estimated FY 2020-21</b>	<b>Proposed FY 2021-22</b>
1041	501-01	Payroll & Benefits Regular Wages	88,402	-	-
1041	501-02	Payroll & Benefits Overtime Wages	161	-	-
1041	501-04	Payroll & Benefits Leave Pay-outs	7,055	-	-
1041	501-05	Payroll & Benefits Retirement Contributions	4,022	-	-
1041	501-06	Payroll & Benefits Medicare Contributions	1,388	-	-
1041	501-07	Payroll & Benefits Social Security Tax	31	-	-
1041	501-08	Payroll & Benefits State Unemployment Insurance & E	750	-	-
1041	501-09	Payroll & Benefits Workers Compensation Insurance	4,977	-	-
1041	501-11	Payroll & Benefits Employer Paid Health & Welfare	10,461	-	-
<b>Total Payroll &amp; Benefits</b>			<b>117,250</b>	-	-
1041	502-13	Contracts & Professional Services Consulting & Outside Services	380,494	540,000	660,000
1041	504-50	Maintenance & Supplies Printing and Office Supplies	571	500	500
1041	506-12	Administrative Cost Advertising and Publications	-	-	2,500
1041	507-01	Training and Membership Membership and Dues	(98)	-	-
<b>Total Operations and Maintenance</b>			<b>380,967</b>	<b>540,500</b>	<b>663,000</b>
<b>Department Total</b>			<b>498,217</b>	<b>540,500</b>	<b>663,000</b>



Engineering  
Department

## Engineering Department

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### MISSION STATEMENT

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The Engineering Department, previously part of the Community Services Department, is responsible for anticipating the infrastructure needs of our City and recognizing the importance of their adequate maintenance.

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### ENGINEERING DEPARTMENTAL FUNCTIONS

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Engineering is responsible for the overall planning, implementation and management of the City's infrastructure. The infrastructure includes streets and roads, curb and gutter, drainage facilities, and water/sewer lines.

#### Engineering Department Budget Detail

<b>Dept. #</b>	<b>Acct. #</b>	<b>Account Description</b>	<b>Unaudited FY 2019-20</b>	<b>Estimated FY 2020-21</b>	<b>Proposed FY 2021-22</b>
1042	502-13	Contracts & Professional Services Consulting & Outside Services	503,601	600,000	660,000
1042	504-50	Maintenance & Supplies Printing and Office Supplies	626	750	500
1042	506-12	Administrative Cost Advertising and Publications	-	2,500	3,500
<b>Total Operations and Maintenance</b>			<b>504,227</b>	<b>603,250</b>	<b>664,000</b>
<b>Department Total</b>			<b>504,227</b>	<b>603,250</b>	<b>664,000</b>



Community Services  
Department

## Community Services Department

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### COMMUNITY SERVICES DEPARTMENTAL FUNCTIONS

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Community Services was the consolidated department composed of Planning, Building and Safety, and Engineering; to enable more accurate expenditure forecasting and tracking, all consolidated departments have been split apart according to function. Community Services does not have any expenditures projected and this section is for historical purposes.

#### Community Services Department Budget Details

<b>Dept. #</b>	<b>Acct. #</b>	<b>Account Description</b>	<b>Unaudited FY 2019-20</b>	<b>Estimated FY 2020-21</b>	<b>Proposed FY 2021-22</b>
1045	501-01	Payroll & Benefits Regular Wages	-	-	
1045	501-06	Payroll & Benefits Medicare Contributions	-	-	
1045	501-07	Payroll & Benefits Social Security Tax	-	-	
1045	501-08	Payroll & Benefits State Unemployment Insurance & E	-	-	
<b>Total Payroll &amp; Benefits</b>			-	-	
1045	506-12	Administrative Cost Advertising and Publications	-	-	
<b>Total Operations and Maintenance</b>			-	-	
<b>Department Total</b>			-	-	



Senior Center  
Program

**Senior Center Program**

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**MISSION STATEMENT**

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To provide a clean environment where senior citizens of our community can meet for social functions.

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**SENIOR CENTER FUNCTIONS**

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The Senior Center Program provides for maintenance of the Senior Center Building.

**Senior Center Program Budget Details**

<b>Dept. #</b>	<b>Acct. #</b>	<b>Account Description</b>	<b>Unaudited FY 2019-20</b>	<b>Estimated FY 2020-21</b>	<b>Proposed FY 2021-22</b>
1051	503-02	Utilities & Communication Electricity	7,728	12,000	5,000
1051	503-03	Utilities & Communication Natural Gas	3,566	2,520	1,200
1051	503-04	Utilities & Communication Water	11,478	30,000	1,200
1051	504-01	Maintenance & Supplies Building/Structures Maintenance	2,020	6,000	7,500
1051	504-53	Maintenance & Supplies Shop and Janitorial Supplies	100	-	650
1051	506-03	Administrative Cost Fees		-	
<b>Total Operations and Maintenance</b>			<b>24,891</b>	<b>50,520</b>	<b>15,550</b>
<b>Department Total</b>			<b>24,891</b>	<b>50,520</b>	<b>15,550</b>

A white rectangular box with a black border and two horizontal blue lines, containing the text "Community Center Program".

Community Center  
Program



**Community Center #1**

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**MISSION STATEMENT**

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To provide a center where our citizens can meet for functions.

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**COMMUNITY CENTER FUNCTIONS**

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This program provides for the utilities of the Community Center, for which the City is reimbursed by the party leasing the facility.

**Community Center #1 Budget Details**

<b>Dept. #</b>	<b>Acct. #</b>	<b>Account Description</b>	<b>Unaudited FY 2019-20</b>	<b>Estimated FY 2020-21</b>	<b>Proposed FY 2021-22</b>
1052	503-02	Utilities & Communication Electricity	4,626	3,000	3,500
1052	503-03	Utilities & Communication Natural Gas	688	250	500
1052	503-04	Utilities & Communication Water	-	-	1,200
1052	504-01	Maintenance & Supplies Building/Structures Maintenance	580	9,000	3,500
1052	504-53	Maintenance & Supplies Shop and Janitorial Supplies	-	-	500
<b>Total Operations and Maintenance</b>			<b>5,894</b>	<b>12,250</b>	<b>9,200</b>
<b>Department Total</b>			<b>5,894</b>	<b>12,250</b>	<b>9,200</b>

**Community Center #2**

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**COMMUNITY CENTER #2 FUNCTIONS**

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This program previously provided for the operations of the Community Center #2, which has been sold and is no longer in use.

**Community Center #2 Budget Details**

<b>Dept. #</b>	<b>Acct. #</b>	<b>Account Description</b>	<b>Unaudited FY 2019-20</b>	<b>Estimated FY 2020-21</b>	<b>Proposed FY 2021-22</b>
1053	503-02	Utilities & Communication Electricity	-	-	1,500
1053	503-03	Utilities & Communication Natural Gas	-	-	250
1053	503-04	Utilities & Communication Water	-	-	1,200
		Maintenance & Supplies Building/Structures	-	-	4,500
1053	504-01	Maintenance			
1053	504-53	Maintenance & Supplies Shop and Janitorial Supplies	-	-	250
<b>Total Operations and Maintenance</b>			-	-	<b>7,700</b>
<b>Department Total</b>			-	-	<b>7,700</b>

# ENTERPRISE FUNDS



## Water Fund

### Revenues

<b>Account</b>	<b>Account Description</b>	<b>Unaudited FY 2019-20</b>	<b>Estimated FY 2020-21</b>	<b>Proposed FY 2021-22</b>
45010	Interest/Dividend Income	142,220	-	-
45020	Penalties/Service Charges	954	-	-
45040	Water Availability Charges	553,629	546,445	546,445
47060	Meter Installations	8,265	-	-
47061	Sale of Meter Equipment	168,871	554,500	250,000
47064	Water Sales - Coin Tank	398	2,098	-
47066	Water Sales - Metered	8,149,005	8,150,000	9,150,000
47069	Connection/Service Fee	378,518	1,550,000	750,000
47400	NFS Service Charge	40	-	-
49009	Miscellaneous Income	(13,676)	180	-
49010	Cash Over/(Under)	(6)	-	-
60003	Purchased Security Income	-	1,650,575	1,453,130
<b>Total Revenue</b>		<b>9,388,217</b>	<b>12,454,423</b>	<b>12,149,575</b>

### Expenses - Water Customer Service

<b>Account</b>	<b>Account Description</b>	<b>Unaudited FY 2019-20</b>	<b>Estimated FY 2020-21</b>	<b>Proposed FY 2021-22</b>
501-01	Payroll & Benefits Regular Wages	290,233	-	-
501-02	Payroll & Benefits Overtime Wages	224	-	-
501-04	Payroll & Benefits Leave Pay-outs	10,491	-	-
501-05	Payroll & Benefits Retirement Contributions	19,488	-	-
501-06	Payroll & Benefits Medicare Contributions	16,207	-	-
501-08	Payroll & Benefits State Unemployment Insurance & E	2,604	-	-
501-09	Payroll & Benefits Workers Compensation Insurance	1,906	-	-
501-11	Payroll & Benefits Employer Paid Health & Welfare	71,854	-	-
<b>Total Payroll &amp; Benefits</b>		<b>413,006</b>	-	-
502-13	Contracts & Professional Services Consulting & Outside Services	69,601	3,250	-
504-50	Maintenance & Supplies Printing and Office Supplies	4,642	-	-
506-03	Administrative Cost Fees	3,947	-	-
507-03	Training and Membership Conferences and Seminars	2,316	-	-
507-03	Training and Membership Conferences and Seminars	833	-	-
<b>Total Operations and Maintenance</b>		<b>80,506</b>	<b>3,250</b>	-
<b>Grand Total Expenses - Water Customer Service</b>		<b>493,512</b>	<b>3,250</b>	-

## Expenses - Water Operations

Account	Account Description	Unaudited FY 2019-20	Estimated FY 2020-21	Proposed FY 2021-22
501-01	Payroll & Benefits Regular Wages	60,818	189,877	365,543
501-02	Payroll & Benefits Overtime Wages	261	-	-
501-04	Payroll & Benefits Leave Pay-outs	22,823	-	6,254
501-05	Payroll & Benefits Retirement Contributions	4,684	14,682	28,037
501-06	Payroll & Benefits Medicare Contributions	602	2,753	5,330
501-08	Payroll & Benefits State Unemployment Insurance & E	267	2,016	2,646
501-09	Payroll & Benefits Workers Compensation Insurance	225	-	-
501-11	Payroll & Benefits Employer Paid Health & Welfare	7,810	35,515	62,100
<b>Total Payroll &amp; Benefits</b>		<b>97,490</b>	<b>244,843</b>	<b>469,910</b>
502-01	Contracts & Professional Services Office Equipment Lease	9,346	10,000	-
502-03	Contracts & Professional Services Other Lease	-	5,000	-
502-10	Contracts & Professional Services Audit Services	1,500	15,000	10,000
502-11	Contracts & Professional Services City Attorney	106,165	100,000	100,000
502-12	Contracts & Professional Services other legal services	7,534	-	25,000
502-13	Contracts & Professional Services Consulting & Outside Services	1,017,449	1,250,000	972,000
502-30	Contracts & Professional Services Water Purchases	1,411,643	1,713,000	650,000
503-01	Utilities & Communication Communication Services	42,632	40,300	35,700
503-02	Utilities & Communication Electricity	605,668	576,000	215,000
503-03	Utilities & Communication Natural Gas	2,713	6,000	-
503-04	Utilities & Communication Water	1,973	26,500	-
504-01	Maintenance & Supplies Building/Structures Maintenance	16,006	40,000	30,000
504-02	Maintenance & Supplies Fields/Yards/Plants Maintenance	51,592	20,000	25,000
504-04	Maintenance & Supplies Wells/Lines Maintenance	244,718	650,000	500,000
504-05	Maintenance & Supplies Office Equip Maintenance	53	-	-
504-06	Maintenance & Supplies Department Equip Maintenance	15,769	20,000	45,000
504-07	Maintenance & Supplies Other Maintenance Agreements	4,298	25,000	5,500
504-08	Maintenance & Supplies Computer Hardware	-	15,000	10,000
504-09	Maintenance & Supplies Computer Software	5,617	10,000	10,000
504-21	Maintenance & Supplies Parts and Service	-	15,000	5,000
504-22	Maintenance & Supplies Tires	-	2,500	1,500
504-23	Maintenance & Supplies Diesel	-	-	1,500
504-25	Maintenance & Supplies Unleaded Fuel	-	-	1,500
504-30	Maintenance & Supplies Meters	111,262	190,000	175,000
504-31	Maintenance & Supplies Chemicals	45,394	55,000	60,000
504-50	Maintenance & Supplies Printing and Office Supplies	2,221	2,500	750
504-53	Maintenance & Supplies Shop and Janitorial Supplies	-	1,500	250
505-01	Insurance & Claims General Liability Insurance	77,926	83,398	210,427
505-03	Insurance & Claims Property Insurance	-	9,890	13,865
505-04	Insurance & Claims Claims and Settlements	-	148,932	-
506-01	Administrative Cost Administrative Fees/Services	45,846	115,640	99,500
506-03	Administrative Cost Fees	114,077	-	15,500

<b>Account</b>	<b>Account Description</b>	<b>Unaudited FY 2019-20</b>	<b>Estimated FY 2020-21</b>	<b>Proposed FY 2021-22</b>
506-05	Administrative Cost Permits	6,313	51,050	16,750
507-01	Training and Membership Membership and Dues	-	-	750
507-02	Training and Membership Schools and Certifications	-	-	500
507-03	Training and Membership Conferences and Seminars	1,000	1,000	1,500
507-10	Training and Membership Accommodations/Transportation	-	1,000	500
507-11	Training and Membership Per Diem	-	-	500
508-04	Other Operating Cost Bond Payments (Memo Operational)	-	3,716,569	1,868,400
508-06	Other Operating Cost Miscellaneous Expenses	-	-	-
511-11	Cost of Capital Water Rights	-	-	-
<b>Total Operations and Maintenance</b>		<b>3,948,712</b>	<b>8,915,779</b>	<b>5,106,892</b>
510-01	Non-Operating Sources & Use Property Tax	2,437	-	-
510-02	Non-Operating Sources & Use Int Exp – Other non-Operating Expense	1,541	-	-
510-04	Non-Operating Sources & Use Interest Expense - Bonds	(1,141,688)	-	2,118,935
510-05	Non-Operating Sources & Use Transfers Out	62,500	819,375	819,375
510-06	Non-Operating Sources & Use Inter-Fund Loan Paybacks/Reserve	-	-	-
510-11	Non-Operating Sources & Use SRDF Interfund Loan Interest	247	235	-
<b>Total Non-operating Expenses</b>		<b>(1,074,963)</b>	<b>819,610</b>	<b>2,938,310</b>
511-02	Cost of Capital Equipment	69,373	-	-
511-06	Cost of Capital Wells and Pumps	128,285	1,500,000	2,000,000
511-07	Cost of Capital Reservoirs	-	-	-
511-08	Cost of Capital Buildings	12,400	-	-
511-09	Cost of Capital Infrastructure-Pipelines/Conduits	169,049	715,000	815,000
511-10	Cost of Capital Building/structures	-	-	1,750,000
<b>Total Capital Outlay</b>		<b>379,107</b>	<b>2,215,000</b>	<b>4,565,000</b>
<b>Grand Total Expenses - Water Operations</b>		<b>3,350,346</b>	<b>12,195,232</b>	<b>13,080,112</b>
<b>Grand Total Expenses - Water</b>		<b>3,844,691</b>	<b>12,198,482</b>	<b>13,080,112</b>
<b>Net Revenue (Loss)</b>		<b>5,543,526</b>	<b>255,941</b>	<b>(930,537)</b>

## Sewer Fund

### Revenues

Account	Account Description	Unaudited FY 2019-20	Estimated FY 2020-21	Proposed FY 2021-22
45010	Interest/Dividend Income	64,260	5,000	25,000
45050	Sewer Availability Charges	340,716	333,600	331,956
47022	Code Enforcement Cost Recovery	1,498	-	-
47069	Connection/Service Fee	-	-	-
47070	Sewer Hookup Fees	148,981	550,000	250,000
47071	Sewer Revenue	6,384,700	6,725,288	6,654,000
49007	Other Cost Reimbursements	-	-	-
49009	Miscellaneous Income	689	-	-
<b>Total Revenue</b>		<b>6,940,845</b>	<b>7,613,888</b>	<b>7,260,956</b>

### Expenses

Account	Account Description	Unaudited FY 2019-20	Estimated FY 2020-21	Proposed FY 2021-22
501-01	Payroll & Benefits Regular Wages	32,954	-	162,173
501-02	Payroll & Benefits Overtime Wages	125	-	-
501-04	Payroll & Benefits Leave Pay-outs	5,332	-	4,567
501-05	Payroll & Benefits Retirement Contributions	2,167	-	12,443
501-06	Payroll & Benefits Medicare Contributions	558	-	2,364
501-08	Payroll & Benefits State Unemployment Insurance & E	253	-	630
501-09	Payroll & Benefits Workers Compensation Insurance	190	-	-
501-10	Payroll & Benefits Employee Benefit Allowance	-	-	16,500
501-11	Payroll & Benefits Employer Paid Health & Welfare	7,801	-	-
<b>Total Payroll &amp; Benefits</b>		<b>49,381</b>	<b>-</b>	<b>198,677</b>
502-01	Contracts & Professional Services Office Equipment Lease	9,076	25,000	-
502-03	Contracts & Professional Services Other Lease	1,715	5,000	-
502-10	Contracts & Professional Services Audit Services	1,500	15,000	17,500
502-11	Contracts & Professional Services City Attorney	-	100,000	50,000
502-12	Contracts & Professional Services Other Legal Services	90,991	25,000	15,000
502-13	Contracts & Professional Services Consulting & Outside Services	1,084,806	996,500	925,590
503-01	Utilities & Communication Communication Services	32,105	32,250	29,400
503-02	Utilities & Communication Electricity	269,064	325,000	150,000
503-04	Utilities & Communication Water	64,226	234,500	140,000
503-06	Utilities & Communication Trash & Dump	4,151	4,212	4,350
504-01	Maintenance & Supplies Building/Structures Maintenance	31,341	55,000	36,200
504-02	Maintenance & Supplies Fields/Yards/Plants Maintenance	78,896	65,000	21,500
504-04	Maintenance & Supplies Wells/Lines Maintenance	2,916	225,000	246,000
504-06	Maintenance & Supplies Department Equip Maintenance	10,376	55,000	170,800
504-07	Maintenance & Supplies Other Maintenance Agreements	6,042	-	10,000
504-08	Maintenance & Supplies Computer Hardware	-	-	-
504-09	Maintenance & Supplies Computer Software	4,017	5,000	-

<b>Account</b>	<b>Account Description</b>	<b>Unaudited FY 2019-20</b>	<b>Estimated FY 2020-21</b>	<b>Proposed FY 2021-22</b>
504-21	Maintenance & Supplies Parts and Service	-	5,000	13,200
504-22	Maintenance & Supplies Tires	-	-	2,500
504-23	Maintenance & Supplies Diesel	-	750	2,500
504-24	Maintenance & Supplies Oil & Fluids	1,750	750	1,000
504-25	Maintenance & Supplies Unleaded Fuel	-	-	1,000
504-31	Maintenance & Supplies Chemicals	40,678	100,000	95,000
504-50	Maintenance & Supplies Printing and Office Supplies	2,701	-	-
505-01	Insurance & Claims General Liability Insurance	77,926	93,288	224,292
506-01	Administrative Cost Administrative Fees/Services	8,905	58,750	3,000
506-03	Administrative Cost Fees	11,997	-	5,500
506-05	Administrative Cost Permits	26,039	18,470	25,850
507-01	Training and Membership Membership and Dues	-	-	-
507-03	Training and Membership Conferences and Seminars	-	-	-
508-04	Other Operating Cost Bond Payments (Memo Operational)	-	2,685,898	1,698,400
<b>Total Operations and Maintenance</b>		<b>1,861,218</b>	<b>5,130,368</b>	<b>3,888,582</b>
510-03	Non-Operating Sources & Use Int Exp - Late Fees/Bank Charges	-	-	-
510-04	Non-Operating Sources & Use Interest Expense - Bonds	(353,826)	-	1,855,433
510-05	Non-Operating Sources & Use Transfers Out	62,500	503,587	503,587
510-06	Non-Operating Sources & Use Inter-Fund Loan Paybacks/Reserve	-	2,406,772	-
510-11	Non-Operating Sources & Use SRDF Interfund Loan Interest	247	235	-
<b>Total Non-operating Expenses</b>		<b>(291,079)</b>	<b>2,910,594</b>	<b>2,359,020</b>
511-02	Cost of Capital Equipment	788,958	669,463	100,000
511-09	Cost of Capital Infrastructure-Pipelines/Conduits	20,000	1,900,000	2,300,000
511-10	Cost of Capital Building/Structures	20,106	-	-
<b>Total Capital Outlay</b>		<b>829,064</b>	<b>2,569,463</b>	<b>2,400,000</b>
<b>Grand Total Expenses - Sewer Operations</b>		<b>2,448,584</b>	<b>10,610,425</b>	<b>8,846,279</b>
<b>Net Revenue (Loss)</b>		<b>\$4,492,260</b>	<b>(\$2,996,537)</b>	<b>(\$1,585,323)</b>



# SPECIAL FUNDS



## Special Funds Summary

<b>Fund #</b>	<b>Fund Description</b>	<b>Unaudited FY 2019-20</b>	<b>Estimated FY 2020-21</b>	<b>Proposed FY 2021-22</b>
200	Stadium	1,493,338	842,000	67,500
201	Park Development	198,774	554,000	450,000
202	Drainage Impact	214,735	477,551	400,000
203	Traffic Impact	352,576	1,051,800	762,000
204	Fire Impact	20,997	187,500	15,000
210	Gas Tax	838,566	841,989	633,175
211	Article 8	16,124	-	449,930
213	Maint & Rehabilitation	622,813	510,000	520,000
220	Federal Grants	25,436	1,181,898	-
221	American Rescue Plan Act of 2021	-	-	4,072,620
222	State/County Grants	8,926	1,017,000	-
223	CDBG	388,242	1,065,000	717,142
224	AQMD (Air Quality Grants)	153	-	-
227	Public Safety 1/2 cent	161,127	125,000	167,200
228	Traffic Offender	118	-	-
229	SLEOC	157,934	146,000	100,000
233	Measure I/65%	18,019	-	-
235	Measure I/70% 2010-2040	805,691	540,000	653,500
240	CFD	17,925	32,426	40,425
241	LLMD	227,003	230,346	234,987
401	CFD	584,517	584,166	591,090
580	Successor Agency Admin	5,294,987	5,663,141	4,877,116
<b>Total Revenues</b>		<b>11,448,001</b>	<b>15,049,817</b>	<b>14,751,685</b>
200	Stadium	334,112	870,367	67,500
201	Park Development	7,000	1,056,550	950,000
202	Drainage Impact	350	2,297,381	425,000
203	Traffic Impact	75,567	1,570,764	750,000
204	Fire Impact	-	-	-
210	Gas Tax	927,000	680,000	-
211	Article 8	20,000	650,000	670,000
213	Maint & Rehabilitation	580,000	510,000	600,000
220	Federal Grants	278,899	1,292,321	75,000
221	American Rescue Plan Act of 2021	-	-	4,072,620
222	State/County Grants	132,483	370,000	-
223	CDBG	436,522	1,065,000	717,142
224	AQMD (Air Quality Grants)	-	-	-
227	Public Safety 1/2 cent	144,000	120,000	167,000
228	Traffic Offender	2,000	-	-
229	SLEOC	100,000	125,000	220,000
233	Measure I/65%	2,000,000	-	357,600
235	Measure I/70% 2010-2040	1,825,188	315,000	795,000
240	CFD	32,772	32,426	39,425
241	LLMD	162,225	230,396	235,564
401	CFD	18,035	584,166	591,091
580	Successor Agency Admin	139,325	5,663,141	4,877,116
<b>Total Expenditures</b>		<b>7,215,477</b>	<b>17,432,512</b>	<b>15,560,058</b>

## Special Funds Budget Descriptions and Details

### Adelanto Stadium

Adelanto Stadium (Fund 200) – is used to account for the operations and maintenance of Adelanto Stadium.

<b>Acct. #</b>	<b>Account Description</b>	<b>Unaudited FY 2019-20</b>	<b>Estimated FY 2020-21</b>	<b>Proposed FY 2021-22</b>
47050	Lease Income	70,916.33	-	67,500
47090	Rents and Concessions	16,357.70	-	-
47101	Ticket Sales	3,031.80	-	-
49004	Sponsorships	-	-	-
49004	Sponsorships	-	-	-
49206	Sponsorships - Rodeo	-	-	-
60001	Transfers In	1,403,033	842,000	-
<b>Total Revenues</b>		<b>1,493,338</b>	<b>842,000</b>	<b>67,500</b>
502-11	Contracts & Professional Services City Attorney	-	-	-
502-13	Contracts & Professional Services Consulting & Outside Services	245,000	-	-
503-01	Utilities & Communication Communication Services	-	-	-
503-02	Utilities & Communication Electricity	36,630	10,000	30,000
503-03	Utilities & Communication Natural Gas	833	-	1,000
503-04	Utilities & Communication Water	24,143	50,000	30,000
504-01	Maintenance & Supplies Building/Structures Maintenance	6,688	40,500	-
504-02	Maintenance & Supplies Fields/Yards/Plants Maintenance	2,192	3,200	5,000
504-04	Maintenance & Supplies Wells/Lines Maintenance	-	-	1,500
504-06	Maintenance & Supplies Department Equip Maintenance	317	-	-
504-50	Maintenance & Supplies Printing and Office Supplies	150	-	-
504-53	Maintenance & Supplies Shop and Janitorial Supplies	5,000	-	-
505-01	Insurance & Claims General Liability Insurance	-	-	-
505-04	Insurance & Claims Claims and Settlements	-	766,667	-
506-05	Administrative Cost Permits	-	-	-
506-11	Administrative Cost Presentations	-	-	-
506-12	Administrative Cost Advertising and Publications	-	-	-
508-06	Other Operating Cost Miscellaneous Expenses	-	-	-
508-10	Other Operating Cost Stadium Rents	13,160	-	-
508-10	Other Operating Cost Stadium Rents	-	-	-
508-18	Other Operating Cost Music Festivals & Concerts	-	-	-
508-19	Other Operating Cost Rodeo	-	-	-
<b>Total Expenditures</b>		<b>334,113</b>	<b>870,367</b>	<b>67,500</b>
<b>Total Revenues Over (Under) Expenditures</b>		<b>1,159,226</b>	<b>(28,367)</b>	<b>-</b>

## Park Development Impact

Park Development Impact Fund (Fund 201) – is used to account for the receipt and expenditures of park impact fees charged to new development.

Acct. #	Account Description	Unaudited FY 2019-20	Estimated FY 2020-21	Proposed FY 2021-22
43061	Park Fees - Developer (Ord 425)	182,070	550,000	450,000
45010	Interest/Dividend Income	16,704	4,000	-
<b>Total Revenues</b>		<b>198,774</b>	<b>554,000</b>	<b>450,000</b>
502-13	Contracts & Professional Services Consulting & Outside Services	-	10,000	-
510-02	Non-Operating Sources & Use Other Non-Operating Expenses	-	1,550	-
510-05	Non-Operating Sources & Use Transfers Out	-	1,000,000	-
510-12	Non-Operating Sources & Use Interest Expense	-	7,000	-
511-01	Cost of Capital Land	-	-	-
511-02	Cost of Capital Equipment	7,000	38,000	950,000
<b>Total Expenditures</b>		<b>7,000</b>	<b>1,056,550</b>	<b>950,000</b>
<b>Total Revenues Over (Under) Expenditures</b>		<b>191,774</b>	<b>(502,550)</b>	<b>(500,000)</b>

## Drainage Impact Fund

Drainage Impact Fund (Fund 202) – is used to account for the Drainage Impact Fees charged to new development. Moneys are used for new drainage facilities.

Acct. #	Account Description	Unaudited FY 2019-20	Estimated FY 2020-21	Proposed FY 2021-22
43064	Drainage Impact Fees	162,506	475,500	400,000
45010	Interest/Dividend Income	44,737	1,500	-
45015	Unrealized Gain/Loss	6,903	-	-
60009	SRDF Interfund Loan Interest	589	551	-
<b>Total Revenues</b>		<b>214,735</b>	<b>477,551</b>	<b>400,000</b>
502-13	Contracts & Professional Services Consulting & Outside Services	350	-	-
510-05	Non-Operating Sources & Use Transfers Out	-	2,147,381	-
511-01	Cost of Capital Land	-	150,000	425,000
<b>Total Expenditures</b>		<b>350</b>	<b>2,297,381</b>	<b>425,000</b>
<b>Total Revenues Over (Under) Expenditures</b>		<b>214,385</b>	<b>(1,819,830)</b>	<b>(25,000)</b>

## Traffic Impact Fund

Traffic Impact Fund (Fund 203) – is used to account for Traffic Impact Fees charged to new development. Funds are transferred to the General Fund to pay for various traffic mitigation uses.

Acct. #	Account Description	Unaudited FY 2019-20	Estimated FY 2020-21	Proposed FY 2021-22
43062	Traffic Fees	333,945	1,050,000	750,000
45010	Interest/Dividend Income	18,631	1,800	12,000
<b>Total Revenues</b>		<b>352,576</b>	<b>1,051,800</b>	<b>762,000</b>
510-03	Non-Operating Sources & Use Int Exp - Late Fees/Bank Charges	-	-	-
510-05	Non-Operating Sources & Use Transfers Out	-	1,570,764	-
511-04	Cost of Capital Infrastructure - Streets & Roads	75,567	-	750,000
<b>Total Expenditures</b>		<b>75,567</b>	<b>1,570,764</b>	<b>750,000</b>
<b>Total Revenues Over (Under) Expenditures</b>		<b>277,009</b>	<b>(518,964)</b>	<b>12,000</b>

## Fire Impact Fund

Fire Mitigation Impact Fund (Fund 204) – is used to account for Fire Mitigation Fees charged to new development. Moneys are used to pay for fire safety and prevention services.

Acct. #	Account Description	Unaudited FY 2019-20	Estimated FY 2020-21	Proposed FY 2021-22
43063	Fire Facility Fees	17,364	187,500	15,000
45010	Interest/Dividend Income	3,633	-	-
<b>Total Revenues</b>		<b>20,997</b>	<b>187,500</b>	<b>15,000</b>
511-03	Cost of Capital Vehicle Equipment	-	-	-
511-10	Cost of Capital Building/Structures	-	-	-
<b>Total Expenditures</b>		<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Revenues Over (Under) Expenditures</b>		<b>20,997</b>	<b>187,500</b>	<b>15,000</b>

## Gas Tax Fund

Gas Tax (Fund 210) – is used to account for the receipt and expenditure of State Highway Users Tax funds. The funds are to be used for street related purposes.

Acct. #	Account Description	Unaudited FY 2019-20	Estimated FY 2020-21	Proposed FY 2021-22
42101	Gas Tax, 2103	252,916	289,708	236,542
42102	Gas Tax, 2105	197,349	189,910	129,060
42103	Gas Tax, 2106	124,966	121,290	81,494
42104	Gas Tax, 2107	250,693	234,559	181,079
42105	Gas Tax 2107.5 Taxes	6,000	6,522	5,000
45010	Interest/Dividend Income	6,642	-	-

<b>Total Revenues</b>	<b>838,567</b>	<b>841,989</b>	<b>633,175</b>
510-05 Non-Operating Sources & Use Transfers Out	927,000	680,000	-
<b>Total Expenditures</b>	<b>927,000</b>	<b>680,000</b>	<b>-</b>
<b>Total Revenues Over (Under) Expenditures</b>	<b>(88,433)</b>	<b>161,989</b>	<b>633,175</b>

### Article 8 Fund

Article 8 (Fund 211) – is used to account for local transportation funds received from SANBAG. Funds are spent on street related purposes.

Acct. #	Account Description	Unaudited FY 2019-20	Estimated FY 2020-21	Proposed FY 2021-22
45010	Interest/Dividend Income	16,125	-	-
46050	SB 325, Article 8	-	-	449,930
<b>Total Revenues</b>		<b>16,125</b>	<b>-</b>	<b>449,930</b>
510-05	Non-Operating Sources & Use Transfers Out	20,000	-	20,000
511-04	Cost of Capital Infrastructure - Streets & Roads	-	650,000	650,000
<b>Total Expenditures</b>		<b>20,000</b>	<b>650,000</b>	<b>670,000</b>
<b>Total Revenues Over (Under) Expenditures</b>		<b>(3,875)</b>	<b>(650,000)</b>	<b>(220,070)</b>

### SB-1 Maintenance and Rehabilitation Fund

SB-1 Maintenance and Rehabilitation Fund (Fund 213) – is used to account for funds under the SB-1 Transportation Funding bill. Funds are used for various street and roadway repairs and improvements.

Acct. #	Account Description	Unaudited FY 2019-20	Estimated FY 2020-21	Proposed FY 2021-22
45010	Interest/Dividend Income	3,537	-	-
46007	SB1 Road Maint & Rehab	619,277	510,000	520,000
<b>Total Revenues</b>		<b>622,814</b>	<b>510,000</b>	<b>520,000</b>
510-05	Non-Operating Sources & Use Transfers Out	580,000	-	-
511-04	Cost of Capital Infrastructure - Streets & Roads	-	510,000	600,000
<b>Total Expenditures</b>		<b>580,000</b>	<b>510,000</b>	<b>600,000</b>
<b>Total Revenues Over (Under) Expenditures</b>		<b>42,814</b>	<b>-</b>	<b>(80,000)</b>

### Federal Grants Fund

Federal Grants (Fund 220) – is used to account for funds received from grants from the United States government, such as JAG and Homeland Security grants. Funds are to be spent according to the relevant grant agreement.

<b>Acct. #</b>	<b>Account Description</b>	<b>Unaudited FY 2019-20</b>	<b>Estimated FY 2020-21</b>	<b>Proposed FY 2021-22</b>
46004	Federal Grants	-	724,693	-
46004	Federal Grants	13,049	16,189	-
46004	Federal Grants	12,387	680	-
49005	State Cost Reimbursements	-	440,336	-
<b>Total Revenues</b>		<b>25,436</b>	<b>1,181,898</b>	<b>-</b>
<b>Department 2200 Federal Grants</b>				
502-11	Contracts & Professional Services City Attorney	-	-	-
502-13	Contracts & Professional Services Consulting & Outside Services	1,219	209,357	-
502-23	Contracts & Professional Services Sheriff's Overtime/on-call	-	-	-
504-01	Maintenance & Supplies Building/Structures Maintenance	-	-	-
504-08	Maintenance & Supplies Computer Hardware	-	126,500	-
504-09	Maintenance & Supplies Computer Software	-	18,500	-
504-50	Maintenance & Supplies Printing and Office Supplies	-	-	-
504-51	Maintenance & Supplies Uniforms and Safety Supplies	-	42,468	-
505-05	Non-Operating Sources & Use Transfers Out	-	253,239	-
511-02	Cost of Capital Equipment	-	50,700	-
511-03	Cost of Capital Vehicle Equipment	-	343,204	-
<b>Department 2204 Homeland Security</b>				
504-01	Maintenance & Supplies Building/Structures Maintenance	13,049	-	-
511-02	Cost of Capital Equipment	-	16,189	-
<b>Department 2205 Fire Grants</b>				
511-02	Cost of Capital Equipment	-	-	75,000
<b>Department 2207 Emergency Operation Center</b>				
501-01	Payroll & Benefits Regular Wages	17,992	3,200	-
501-04	Payroll & Benefits Leave Pay-outs	17	-	-
501-06	Payroll & Benefits Medicare Contributions	36	-	-
502-11	Contracts & Professional Services City Attorney	32,655	-	-
502-13	Contracts & Professional Services Consulting	118,863	204,054	-
504-08	Maintenance & Supplies Computer Hardware	66,951	24,910	-
504-09	Maintenance & Supplies Computer Software	16,058	-	-
504-50	Maintenance & Supplies Printing and Office Supplies	858	-	-
<b>Total Expenditures</b>		<b>278,899</b>	<b>1,292,321</b>	<b>75,000</b>
<b>Total Revenues Over (Under) Expenditures</b>		<b>(253,463)</b>	<b>(110,423)</b>	<b>(75,000)</b>

### American Rescue Plan Act of 2021

The American Rescue Plan Act of 2021 (ARPA) was passed by President Joseph Biden in March of 2021. ARPA provides relief for State and Local Governments dealing with the Covid-19 Pandemic.

Acct. #	Account Description	Unaudited FY 2019-20	Estimated FY 2020-21	Proposed FY 2021-22
49002	Federal Cost Reimbursements	-	-	4,072,620
<b>Total Revenues</b>		-	-	<b>4,072,620</b>
<hr/>				
510-05	Non-Operating Sources & Use Transfer Out		-	4,072,620
<b>Total Expenditures</b>		-	-	<b>4,072,620</b>

### State/Local Grants Fund

State/Local Grants (Fund 222) – is used to account for funds received from grants from various State of California and local government agencies. Funds are to be spent according to the relevant grant agreement.

Acct. #	Account Description	Unaudited FY 2019-20	Estimated FY 2020-21	Proposed FY 2021-22
46013	Safe Routes to School SRTS	-	707,000	-
46060	State/Local Grants	8,926	310,000	-
<b>Total Revenues</b>		<b>8,926</b>	<b>1,017,000</b>	-
<hr/>				
502-13	Contracts & Professional Services Consulting & Outside Services	60,000	225,000	-
502-73	Contracts & Professional Services Code-Other Outside Services	3,641	-	-
504-08	Maintenance & Supplies Computer Hardware	57,720	30,250	-
504-09	Maintenance & Supplies Computer Software	1,030	105,000	-
504-50	Maintenance & Supplies Printing and Office Supplies	9,602	9,250	-
504-51	Maintenance & Supplies Uniforms and Safety Supplies	490	500	-
<b>Total Expenditures</b>		<b>132,484</b>	<b>370,000</b>	-
<hr/>				
<b>Total Revenues Over (Under) Expenditures</b>		<b>(123,558)</b>	<b>647,000</b>	-

### Community Development Block Grant Fund

Community Development Block Grant/CDBG (Fund 223) – is used to account for revenue allocated from the Federal Housing and Urban Development Department (through the County of San Bernardino) to be spent in low/moderate income areas of the City.

Acct. #	Account Description	Unaudited FY 2019-20	Estimated FY 2020-21	Proposed FY 2021-22
46003	CDBG Grants	388,243	1,065,000	717,142
<b>Total Revenues</b>		<b>388,243</b>	<b>1,065,000</b>	<b>717,142</b>



502-13	Contracts & Professional Services Consulting & Outside Services	42,423	25,000	56,268
510-05	Non-Operating Sources & Use Transfers Out	-	90,000	100,000
511-04	Cost of Capital Infrastructure - Streets & Roads	394,099	950,000	560,874
<b>Total Expenditures</b>		<b>436,523</b>	<b>1,065,000</b>	<b>717,142</b>
<b>Total Revenues Over (Under) Expenditures</b>		<b>(48,280)</b>	-	-

### AQMD/AB2766 Fund

AQMD/AB2766 (Fund 224) – is used to account for allocations from the Mojave Air Quality Management District. Funds are spent on air-pollution reduction programs.

Acct. #	Account Description	Unaudited FY 2019-20	Estimated FY 2020-21	Proposed FY 2021-22
45010	Interest/Dividend income	154	-	-
<b>Total Revenues</b>		<b>154</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures</b>		<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Revenues Over (Under) Expenditures</b>		<b>154</b>	<b>-</b>	<b>-</b>

### Public Safety Augmentation Fund/Public Safety ½ Cent Fund

Public Safety Augmentation Fund/Public Safety ½ Cent (Fund 227) – is used to account for the State ½ cent sales tax Public Safety Augmentation Fund moneys. The money is transferred to the general fund for increased public safety expenditures.

Acct. #	Account Description	Unaudited FY 2019-20	Estimated FY 2020-21	Proposed FY 2021-22
42210	Half Cent Sales Tax (Public Safety)	160,967	125,000	167,200
45010	Interest/Dividend income	161	-	-
<b>Total Revenues</b>		<b>161,128</b>	<b>125,000</b>	<b>167,200</b>
510-05	Non-Operating Sources & Use Transfers Out	144,000	120,000	167,000
<b>Total Expenditures</b>		<b>144,000</b>	<b>120,000</b>	<b>167,000</b>
<b>Total Revenues Over (Under) Expenditures</b>		<b>17,128</b>	<b>5,000</b>	<b>200</b>

### Traffic Offender Fund

Traffic Offender Fund (Fund 228) – is used to account for the revenue received from vehicle release fees and is used for traffic patrol purposes.

Acct. #	Account Description	Unaudited FY 2019-20	Estimated FY 2020-21	Proposed FY 2021-22
44033	Vehicle Release Fees	112	-	-
45010	Interest/Dividend income	7	-	-
<b>Total Revenues</b>		<b>119</b>	<b>-</b>	<b>-</b>

510-05	Non-Operating Sources & Use Transfers Out	2,000	-	-
<b>Total Expenditures</b>		2,000	-	-
<b>Total Revenues Over (Under) Expenditures</b>		<b>(1,881)</b>	-	-

### Supplemental Law Enforcement Oversight Committee (SLEOC)

Supplemental Law Enforcement Oversight Committee/SLEOC (Fund 229) – is used to account for the State Citizens Option for Public Safety (COPS) Grant Program and is used for police overtime purposes.

Acct. #	Account Description	Unaudited FY 2019-20	Estimated FY 2020-21	Proposed FY 2021-22
45010	Interest/Dividend Income	1,512	-	-
46060	State/Local Grants	156,422	146,000	100,000
<b>Total Revenues</b>		<b>73,631</b>	<b>140,000</b>	<b>146,000</b>
510-05	Non-Operating Sources & Use Transfers Out	100,000	125,000	220,000
<b>Total Expenditures</b>		<b>100,000</b>	<b>125,000</b>	<b>220,000</b>
<b>Total Revenues Over (Under) Expenditures</b>		<b>57,934</b>	<b>21,000</b>	<b>(120,000)</b>

### Measure I/65% Fund

Measure I 65% (Fund 233) – is used to account for the County’s ½ cent sales tax revenues. This portion of the funds must be spent on arterial road projects.

Acct. #	Account Description	Unaudited FY 2019-20	Estimated FY 2020-21	Proposed FY 2021-22
45010	Interest/Dividend Income	18,019	-	-
<b>Total Revenues</b>		<b>18,019</b>	-	-
510-03	Non-Operating Sources & Use Int Exp - Late Fees/Bank Charges	-	-	-
511-04	Cost of Capital Infrastructure - Streets & Roads	2,000,000	-	357,600
<b>Total Expenditures</b>		<b>2,000,000</b>	-	<b>357,600</b>
<b>Total Revenues Over (Under) Expenditures</b>		<b>(1,981,981)</b>	-	<b>(357,600)</b>

### Measure I/70% Fund

Measure I 70% (Fund 235) – is used to account for state allocated ½ cent sales tax revenues. This portion is used to fund freeway and traffic congestion mitigation projects.

Acct. #	Account Description	Unaudited FY 2019-20	Estimated FY 2020-21	Proposed FY 2021-22
45010	Interest/Dividend Income	18,968	-	3,500
46011	Measure I, Local/Arterial	786,724	540,000	650,000
<b>Total Revenues</b>		<b>805,692</b>	<b>540,000</b>	<b>653,500</b>

502-13	Contracts & Professional Services Consulting & Outside Services	2,350	-	-
504-03	Maintenance & Supplies Street Maintenance	93,809	65,000	50,000
504-06	Maintenance & Supplies Department Equip Maintenance	22,379	-	-
505-05	Non-Operating Sources & Use Transfers Out	-	-	320,000
511-02	Cost of Capital Equipment	-	-	125,000
511-04	Cost of Capital Infrastructure - Streets & Roads	1,708,999	250,000	300,000
<b>Total Expenditures</b>		<b>1,825,188</b>	<b>315,000</b>	<b>795,000</b>
<b>Total Revenues Over (Under) Expenditures</b>		<b>(1,019,496)</b>	<b>225,000</b>	<b>(141,500)</b>

### Community Facilities District (CFD) Fund

Community Facilities District (Fund 240) - is used to account for the special tax levy placed on certain tracts to pay for public safety services and other improvements.

Acct. #	Account Description	Unaudited FY 2019-20	Estimated FY 2020-21	Proposed FY 2021-22
42220	Property Taxes	7,620	32,426	40,425
42220	Property Taxes	4,787	-	-
45010	Interest/Dividend Income	5,519	-	-
<b>Total Revenues</b>		<b>17,926</b>	<b>32,426</b>	<b>40,425</b>
502-12	Contracts & Professional Services Other Legal Services	-	2,000	1,000
502-13	Contracts & Professional Services Consulting & Outside Services	4,673	-	-
506-01	Administrative Cost Administrative Fees/Services	8,100	16,458	9,000
506-03	Administrative Cost Fees	-	-	12,425
510-04	Non-Operating Sources & Use Interest Expense - Bonds	-	-	-
510-05	Non-Operating Sources & Use Transfers Out	20,000	13,968	17,000
<b>Total Expenditures</b>		<b>32,773</b>	<b>32,426</b>	<b>39,425</b>
<b>Total Revenues Over (Under) Expenditures</b>		<b>(14,847)</b>	<b>-</b>	<b>1,000</b>

### Landscaping and Lighting Maintenance District Fund

Landscaping and Lighting Maintenance District (Fund 241) - is used to account for the special tax levy placed on certain tracts to pay for landscaping improvements and lighting expense.

Acct. #	Account Description	Unaudited FY 2019-20	Estimated FY 2020-21	Proposed FY 2021-22
42220	Property Taxes	223,085	229,846	234,987
45010	Interest/Dividend Income	3,919	500	-
<b>Total Revenues</b>		<b>227,003</b>	<b>230,346</b>	<b>234,987</b>

502-13	Contracts & Professional Services Consulting & Outside Services	7,225	14,541	14,541
510-05	Non-Operating Sources & Use Transfers Out	155,000	215,855	221,023
<b>Total Expenditures</b>		<b>162,225</b>	<b>230,396</b>	<b>235,564</b>
<b>Total Revenues Over (Under) Expenditures</b>		<b>64,778</b>	<b>(50)</b>	<b>(577)</b>

# OTHER FUNDS



## Other Funds Budget Details

### Adelanto Community Benefit Corporation

<u>Acct. #</u>	<u>Account Description</u>	<u>Unaudited FY 2019-20</u>	<u>Estimated FY 2020-21</u>	<u>Proposed FY 2021-22</u>
47090	Rents and Concessions	-	30,119	41,534
49001	Donations - General	-	15,000	10,000
49004	Sponsorships	-	-	-
49101	Donations - Parade	3,000	-	-
47030	Concession Sales	27,189	-	-
49001	Donations - General	17,500	-	-
47030	Concession Sales	32,281	-	-
49001	Donations - General	-	-	-
<b>Total Revenues</b>		<b>79,970</b>	<b>45,119</b>	<b>51,534</b>
502-13	Contracts & Professional Services Consulting & Outside Services	-	-	20,000
504-54	Maintenance & Supplies Christmas Parade	-	-	5,000
504-57	Maintenance & Supplies Movies in the Park	1,846	-	4,000
504-62	Maintenance & Supplies Dog Park	-	-	-
506-11	Administrative Cost Presentations	-	-	-
506-31	Administrative Cost Adv & Pub-Miscellaneous	-	-	-
506-51	Administrative Cost Presentations-Miscellaneous	175	-	-
508-12	Other Operating Cost Golden Ticket Bike Giveaway	-	-	-
508-14	Other Operating Cost Christmas Parade	16,335	15,000	-
508-21	Other Operating Cost Miscellaneous	1,120	20,000	-
508-23	Other Operating Cost Trunk or Treat	311	-	-
506-03	Administrative Cost Fees	52	-	-
506-03	Administrative Cost Fees	36,582	-	-
<b>Total Expenditures</b>		<b>56,421</b>	<b>35,000</b>	<b>29,000</b>
<b>Total Revenues Over (Under) Expenditures</b>		<b>23,549</b>	<b>10,119</b>	<b>22,534</b>

**CFD 2006-2 Bond Fund**

<b>Acct. #</b>	<b>Account Description</b>	<b>Unaudited FY 2019-20</b>	<b>Estimated FY 2020-21</b>	<b>Proposed FY 2021-22</b>
42220	Property Taxes	243,412	584,166	591,090
42220	Property Taxes	335,703	-	-
42221	Property Transfer Tax	2,160	-	-
45010	Interest/Dividend Income	7	-	-
45010	Interest/Dividend Income	-	-	-
<b>Total Revenues</b>		<b>584,518</b>	<b>584,166</b>	<b>591,090</b>
506-01	Administrative Cost Administrative Fees/Services	11,790	-	-
506-03	Administrative Cost Fees	6,245	-	-
508-04	Other Operating Cost Bond Payments (Memo Operational)	-	584,166	20,000
510-02	Non-Operating Sources & Use Other Non-Operating Expenses	-	-	50,000
510-04	Non-Operating Sources & Use Interest Expense - Bonds	-	-	211,040
510-04	Non-Operating Sources & Use Interest Expense - Bonds	-	-	310,051
<b>Total Expenditures</b>		<b>18,035</b>	<b>584,166</b>	<b>591,091</b>
<b>Total Revenues Over (Under) Expenditures</b>		<b>566,483</b>	<b>-</b>	<b>(1)</b>

**Successor Agency to the Adelanto Improvement Agency**

<b>Acct. #</b>	<b>Account Description</b>	<b>Unaudited FY 2019-20</b>	<b>Estimated FY 2020-21</b>	<b>Proposed FY 2021-22</b>
42220	Property Taxes	5,244,491	5,663,141	4,877,116
45010	Interest/Dividend Income	50,496	-	-
47011	ARDA/Admin Fee	-	-	-
47090	Rents and Concessions	-	-	-
<b>Total Revenues</b>		<b>5,529,648</b>	<b>7,887,456</b>	<b>2,916,426</b>
502-11	Contracts & Professional Services City Attorney	3,500	-	-
502-13	Contracts & Professional Services Consulting & Outside Services	113,344	-	-
503-01	Utilities & Communication Communication Services	3,967	-	-
504-09	Maintenance & Supplies Computer Software	536	-	-
506-01	Administrative Cost Administrative Fees/Services	14,526	250,000	250,000
508-04	Other Operating Cost Bond Payments (Memo Operational)	1,558,486	7,471,298	-
508-04	Other Operating Cost Bond Payments (Memo Operational)	-	5,413,141	4,627,116
510-04	Non-Operating Sources & Use Interest Expense - Bonds	-	-	-
511-02	Cost of Capital Equipment	3,453	-	-
<b>Total Expenditures</b>		<b>5,294,987</b>	<b>5,663,141</b>	<b>4,877,116</b>
<b>Total Revenues Over (Under) Expenditures</b>		<b>5,155,661</b>	<b>-</b>	<b>-</b>





# APPENDICES



**Appendix A - Authorized Positions**

<b>AUTHORIZED POSITIONS</b>		
<b>Position Title</b>	<b>Stipend</b>	<b>FTE</b>
<b>City Council</b>		
Mayor	1	
Mayor Pro Tem	1	
City Councilor	3	
<b>Administration</b>		
City Manager		1
Senior Administrative Specialist		1
<b>City Clerk</b>		
City Clerk		1
<b>Finance</b>		
Director of Finance		1
Finance Analyst		1
Accountant I		1
Principal Accountant		1
Senior Accountant		2
Accounting Technician II/Payroll		0.5
Account Clerk II A/P		1
<b>Human Resources</b>		
Senior Human Resources/Risk Analyst		1
Accounting Technician II/Payroll		0.5
<b>Information Technology</b>		
Information Systems Tech II		1
<b>Streets</b>		
Maintenance III		2
Maintenance II		1
Maintenance I		1
Maintenance I		1
Maintenance I		1
Maintenance I		1
<b>Facility Maintenance</b>		
Lead Maintenance Worker		1
Maintenance III		1

<b>AUTHORIZED POSITIONS LIST (CONTINUED)</b>	
<b>Parks and Grounds</b>	
Maintenance III	1
Groundskeeper	1
<b>Lighting and Landscaping Maintenance District</b>	
LLMD Groundskeeper	1
<b>Code Enforcement</b>	
Community Safety Officer II	1
Community Safety Officer I	1
<b>Animal Control</b>	
Community Safety Officer I	1
Community Safety Officer I	1
<b>Planning</b>	
Planning Commissioner	5
Development Services Facilitator	1
<b>Building and Safety</b>	
Building Inspector II	0
<b>Engineering</b>	
<b>Adelanto Public Utility Authority</b>	
Customer Service Supervisor	1
Office assistant	1
Customer Service Representative I	3
<b>Total FTEs</b>	<b>35</b>
<b>Total Stipend</b>	<b>10</b>

**Appendix B - Appropriations Limit (Gann Limit) Calculation**

APPROPRIATION LIMIT CALCULATION

FOR THE YEAR ENDED JUNE 30, 2022

APPROPRIATION LIMIT JUNE 30, 2021 \$12,890,642

PRICE CHANGE (1):

PER CAPITA INCOME	5.73	%
NON-RESIDENTIAL NEW CONSTRUCTION	14.16	
GREATER OF TWO OPTIONS		5.73 %

POPULATION CHANGE (2):

ADELANTO 1/1/20	0.13	%
SAN BERNARDINO COUNTY 1/1/20	0.17	%
GREATER OF TWO OPTIONS		0.17 %

CALCULATION FACTOR FOR JUNE 30, 2021:

PRICE CHANGE FACTOR	1.1416	
POPULATION CHANGE FACTOR	1.0017	
TOTAL (PRICE x POPULATION)		1.14354072

GROSS APPROPRIATION LIMIT JUNE 30, 2022 \$14,740,973.90

ADJUSTMENTS: 0

APPROPRIATIONS LIMIT FOR 2021-2022 \$14,740,974

(1) ALLOWED TO USE THE LARGER OF THE STATE'S PER CAPITA INCOME INCREASE OR THE CITY'S INCREASE IN TAXABLE PROPERTY VALUES DUE TO NON-RESIDENTIAL CONSTRUCTION AS A PERCENTAGE OF THE TOTAL TAXABLE VALUE INCREASE

(2) ALLOWED TO USE THE LARGER OF CITY'S OR COUNTY'S PERCENTAGE POPULATION INCREASE

PROCEEDS OF TAXES  
GANN APPROPRIATION CALCULATION

30-Jun-21

DESCRIPTION	TOTAL BUDGET	PROCEEDS OF TAXES	NON- TAXES
<b>GENERAL FUND:</b>			
TAXES AND ASSESSMENTS	12,043,985	12,043,985	0
LICENSES AND PERMITS	3,347,750		3,347,750
FINES AND FORFEITURES	37,600		37,600
USE OF MONEY AND PROPERTY	0		0
INTERGOVERNMENTAL	0		0
OTHER REVENUE	0		0
CHARGES FOR SERVICES	1,871,686		1,871,686
SALES AND EXCHANGE OF PROPERTY	52,620		52,620
TRANSFERS AND OTHER REVENUES	5,029,643		5,029,643
<b>TOTAL GENERAL FUND REVENUE:</b>	<b>22,383,284</b>	<b>12,043,985</b>	<b>10,339,299</b>
<b>SPECIAL REVENUE FUNDS:</b>			
ADELANTO STADIUM	67,500		67,500
PARK DEVELOPMENT IMPACT	450,000		450,000
DRAINAGE IMPACT	400,000		400,000
TRAFFIC IMPACT	762,000		762,000
FIRE MITIGATION IMPACT	15,000		15,000
GAS TAX	633,175	633,175	-
ARTICLE 8	449,930	-	449,930
SB-1	520,000	520,000	-
FEDERAL GRANTS	-		-
SATE/LOCAL GRANTS	-	-	-
COMMUNITY DEVELOPMENT BLOCK GRANT	717,142		717,142
AQMD/CA AB DISTRIBUTIONS	-	-	-
PUBLIC SAFETY 1/2 CENT	167,200	167,200	-
TRAFFIC OFFENDER	-		-
SLEOC	100,000	-	100,000
MEASURE I	653,500	653,500	-
CFD	-	-	-
LLMD ANNEXATION	234,987		234,987
<b>TOTAL BUDGET</b>	<b>27,553,718</b>	<b>1,973,875</b>	<b>13,535,858</b>
<b>TOTAL APPROPRIATIONS FROM TAXES</b>		<b>14,017,860</b>	
<b>APPROPRIATIONS LIMIT</b>		<b>14,740,974</b>	
Amount (Under) Over Appropriations limit		<b>(723,114)</b>	

## Appendix C – Capital Improvement Projects



### CIP Projects

Project Name	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	Five Year Total
White Ave Park	250,000.00					
White Ave Park	425,000.00					
Marconi	700,000.00					
Exhaust gas evacuation upgrade	75,000.00					
City Fire Station improvement	425,000.00					
New A/C Unit for City Hall	15,000.00					
New Animal Control truck and code vehicles	180,000.00					
Chamberlain & Johnathon	2,800,000.00					
Street Light Lawson & 395			500,000.00			
El Mirage and 395			500,000.00			
El Mirage Road Extension		1,750,000.00				
Buckboard Alley Repave	650,000.00					
Pearmain Sewer Extension	2,000,000.00					
Sewer Infrastructure	200,000.00					
Manhole (4) Rehabilitation		200,000.00				
Influent Lift Station Pump	50,000.00					
Muskrat Lift Station	47,400.00					
Remove GE SCADA			50,000.00			
Joshua Estates clean out upgrade		75,000.00	75,000.00			
Waste Water Treatment Plant		12,000,000.00				
Water Infrastructure	750,000.00					
Cla-Val Valve	65,000.00					
New Production Well	2,000,000.00					
Water Treatment Plant Upgrades				1,000,000.00		
Water Tank upgrades at Treatment plant		750,000.00				
AMI Meter Upgrade	1,750,000.00					
SCADA Upgrades		200,000.00				
Replace .75 Mil Tank			312,500.00			
Mainline Replacement		1,000,000.00	1,000,000.00	1,500,000.00	1,500,000.00	
	12,382,400.00	15,975,000.00	2,437,500.00	2,500,000.00	1,500,000.00	<b>34,794,900.00</b>

<b>Project Title</b>	White Ave Park	<b>CIP NO.:</b>	1	<b>Department</b>	Engineering
<b>Location</b>	White and Pearmain	<b>Category</b>	Parks	<b>Manager</b>	Brian Wolfe
<b>Description of Project</b>					
<p><b>This project will build a park that will serve as a water catch basin for stormwater run off and an open green space for Adelanto's citizens</b></p>					
<b>Project Status and Type:</b> New and beginning project					
<b>Project Dev.</b> 50%					
<b>Design/PS&amp;E</b> 0% July 2020					
<b>Environmental</b> 0% July 2020					
<b>Right of Way</b> 0% N/A					
<b>Construction</b> 0% Summer 2020					

**Justification/Significance of Project**

Certain areas in North Adelanto flood during winter storms. This is caused by topology and house placement. The flooding problem can only be solved by creating a channel that will be below the current housing level which can then be relocated to an open area away from houses and businesses

PROJECT BUDGET							
Fund	Account	Adopted Budget		Projected budget			5-year total
		FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	
201-2010	511-01	250,000.00					250,000.00
202-2020	511-01	425,000.00					425,000.00
							-
							675,000.00

**Comments**



<b>Project Title</b>	Marconi Park	<b>CIP NO.:</b>	5	<b>Department</b>	Engineering
<b>Location</b>	Lee and Verbena	<b>Category</b>	Parks	<b>Manager</b>	Brian Wolfe
<b>Description of Project</b>		<b>Project phases, %Complete, and Schedule</b>			
Resurface and replace irrigation for the football field and add landscaping to the park		<b>Project Status and Type:</b>	<b>New and beginning project</b>		
		<b>Project Dev.</b>	0%		
		<b>Design/PS&amp;E</b>	0% Spring 2022		
		<b>Environmental</b>	0% N/A		
		<b>Right of Way</b>	0% N/A		
		<b>Construction</b>	0% N/A		

**Justification/Significance of Project**

This street connects a child care facility with Barlett Ave. By paving this road, parents will be able to more safely drop off their children and pick them up. It will also cut down on dust and allergens for children with allergies.

**PROJECT BUDGET**

		Adopted Budget		Projected budget			
		FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	5-year total
201-2010	511-01	700,000.00					700,000.00

Comments





<b>Project Title</b>	Chamberlaine & Jonaton park	<b>CIP NO.:</b>	3	<b>Department</b>	Engineering
<b>Location</b>	Chamberlaine & Jonaton	<b>Category</b>	Parks	<b>Manager</b>	Brian Wolfe
<b>Description of Project</b>	Project phases, %Complete, and Schedule				
		<b>Project Status and Type:</b>	<b>New and beginning project</b>		
		<b>Project Dev.</b>	50%		
		<b>Design/PS&amp;E</b>	0% Spring 2022		
		<b>Environmental</b>	0% N/A		
		<b>Right of Way</b>	0% N/A		
		<b>Construction</b>	0% N/A		

Build a new park for residents

**Justification/Significance of Project**

The streets in this tract which is bounded by Holly Road on the North and Poppy Road on the South with Johnathan St and Caliente Rd on the West and East was paved using sub standard materials. This has cause the pavement cap to erod leaving the road base exposed. In order to save the road base and much greater expense later the top 1" should be ground and repaved.

PROJECT BUDGET							
Funding		Adopted Budget		Projected budget			5-year total
		FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	
222-2220	511-04	2,800,000.00					2,800,000.00

Comments



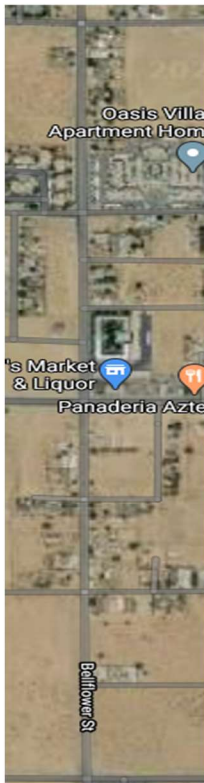
<b>Project Title</b>	Repave Buckboard Alley	<b>CIP NO.:</b>	4	<b>Department</b>	Engineering
<b>Location</b>		<b>Category</b>	Street	<b>Manager</b>	Brian Wolfe
<b>Description of Project</b>		<b>Project phases, %Complete, and Schedule</b>			
<b>Grind 2 inches of asphalt from the surface of Bellflower Blvd and repave</b>		<b>Project Status and Type:</b>	New and beginning project		
		<b>Project Dev.</b>	0%		
		<b>Design/PS&amp;E</b>	0% July 2020		
		<b>Environmental</b>	0% July 2020		
		<b>Right of Way</b>	0% N/A		
		<b>Construction</b>	0%		

**Justification/Significance of Project**

**Belleflower Street is a main North/South connector and need to be repaved from Chamberlaine to Air Expressway. This will help to improve tavel safety and wear and tear on citizens vehicles and nerves.**

PROJECT BUDGET							
Fund	Account	Adopted Budget		Projected budget			5-year total
		FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	
211-2110	511-04	650,000.00					650,000.00

Comments



<b>Project Title</b>	Pearmain Sewer Extension	<b>CIP NO.:</b>	2	<b>Department</b>	Engineering
<b>Location</b>	Pearmain Blvd	<b>Category</b>	Sewer	<b>Manager</b>	Brian Wolfe
<b>Description of Project</b>	<b>Project phases, %Complete, and Schedule</b>				
	<b>Project Status and Type:</b>		<b>New and beginning project</b>		
	<b>Project Dev.</b>	0%			
	<b>Design/PS&amp;E</b>	0% Summer 2020			
	<b>Environmental</b>	0% N/A			
	<b>Right of Way</b>	0% N/A			
	<b>Construction</b>	0% N/A			

**Justification/Significance of Project**

The City has seen increasing growth and development in the City of Adelanto. Because of this increase in development and further planned development the Adelanto Public Utility Authority needs to increase capacity at it Waste Water Treatment Plant.

<b>PROJECT BUDGET</b>							
<b>Fund</b>	<b>Account</b>	<b>Adopted Budget</b>		<b>Projected budget</b>			<b>5-year total</b>
		<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>	<b>FY 24-25</b>	<b>FY 25-26</b>	
360-3600	511-09	2,000,000.00					2,000,000.00

**Comments**



<b>Project Title</b>	Lift Station Pumps	<b>CIP NO.:</b>	6	<b>Department</b>	Engineering
<b>Location</b>		<b>Category</b>	Sewer	<b>Manager</b>	Brian Wolfe
<b>Description of Project</b>		<b>Project phases, %Complete, and Schedule</b>			
		<b>Project Status and Type:</b>	<b>New and beginning project</b>		
		<b>Project Dev.</b>	50%		
Reconfigure Influent and muskrat lift station pump control wiring.		<b>Design/PS&amp;E</b>	0% Spring 2020		
		<b>Environmental</b>	0% N/A		
		<b>Right of Way</b>	0% N/A		
		<b>Construction</b>	0% N/A		

**Justification/Significance of Project**

Reconfigure Influent lift station pump control wiring. The wires were cut during bypass of influent to VVWRA in 2010. The pump currently has no operational signals and system could overflow or the pump could overheat.

<b>PROJECT BUDGET</b>							
<b>Fund</b>	<b>Account</b>	<b>Adopted Budget</b>		<b>Projected budget</b>			<b>5-year total</b>
		<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>	<b>FY 24-25</b>	<b>FY 25-26</b>	
360-3600	511-09	50,000.00					50,000.00
360-3600	511-09	47,400.00					47,400.00

Comments

<b>Project Title</b>	Water Infrastructure	<b>CIP NO.:</b>	1	<b>Department</b>	Engineering
<b>Location</b>	At Adelanto Road and 395	<b>Category</b>	Water	<b>Manager</b>	Brian Wolfe
<b>Description of Project</b>		<b>Project phases, %Complete, and Schedule</b>			
This project will add additional Water Pipeing to new businesses		<b>Project Status and Type:</b>		<b>New and beginning project</b>	
		<b>Project Dev.</b>		50%	
		<b>Design/PS&amp;E</b>		0% Spring 2020	
		<b>Environmental</b>		0% N/A	
		<b>Right of Way</b>		0% N/A	
		<b>Construction</b>		0% N/A	

**Justification/Significance of Project**

Due to new development at the confluence of Highway 395 and Adelanto Road it has become necessary to add additional water and sewer infrastructure to support the new businesses. This is also a prime development area due to the proximity to US Highway 395 and the Victorville Logistics Airport.

PROJECT BUDGET							
Fund	Account	Adopted Budget		Projected budget			5-year total
		FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	
353-3530	511-09	750,000.00					750,000.00

Comments



<b>Project Title</b>	Cla-Val Valve	<b>CIP NO.:</b>	2	<b>Department</b>	Engineering	
<b>Location</b>	3 Mil Tanks	<b>Category</b>	Water	<b>Manager</b>	Brian Wolfe	
<b>Description of Project</b>		<b>Project phases, %Complete, and Schedule</b>				
<b>Add new Cla-Val valve at Adelanto's 3 Mil tank to enable R3 to serve the entire distribution system</b>		<b>Project Status and Type:</b>		<b>New and beginning project</b>		
		<b>Project Dev.</b>	50%			
		<b>Design/PS&amp;E</b>	0% July 2020			
		<b>Environmental</b>	0% July 2020			
		<b>Right of Way</b>	0% N/A			
		<b>Construction</b>	0% Summer 2020			
<b>Justification/Significance of Project</b>						

<b>PROJECT BUDGET</b>							
<b>Fund</b>	<b>Account</b>	<b>Adopted Budget</b>		<b>Projected budget</b>			<b>5-year total</b>
		<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>	<b>FY 24-25</b>	<b>FY 25-26</b>	
353-3530	511-09	65,000.00					65,000.00

Comments

<b>Project Title</b>	New Production Well	<b>CIP NO.:</b>	3	<b>Department</b>	Engineering	
<b>Location</b>	Pearmain Blvd	<b>Category</b>	Water	<b>Manager</b>	Brian Wolfe	
<b>Description of Project</b>		<b>Project phases, %Complete, and Schedule</b>				
<b>Locate and drill a new high capacity well that will increase the capacity of the Authorities water supply</b>		<b>Project Status and Type:</b>		<b>New and beginning project</b>		
		<b>Project Dev.</b>	50%			
		<b>Design/PS&amp;E</b>	0% July 2020			
		<b>Environmental</b>	0% July 2020			
		<b>Right of Way</b>	0% N/A			
		<b>Construction</b>	0% Summer 2020			

**Justification/Significance of Project**

**Supply does not currently meet customer demand during peak months looking to add a production well to increase amount of GPM the system send to the distribution system**

<b>PROJECT BUDGET</b>							
<b>Fund</b>	<b>Account</b>	<b>Adopted Budget</b>		<b>Projected budget</b>			<b>5-year total</b>
		<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>	<b>FY 24-25</b>	<b>FY 25-26</b>	
353-3530	511-06	2,000,000.00					2,000,000.00

Comments

<b>Project Title</b>	AMI Meter Upgrade	<b>CIP NO.:</b>	5	<b>Department</b>	Engineering	
<b>Location</b>	City Wide	<b>Category</b>	Water	<b>Manager</b>	Brian Wolfe	
<b>Description of Project</b>		<b>Project phases, %Complete, and Schedule</b>				
<b>AMI Meter Upgrade to allow meters to be read electronically.</b>		<b>Project Status and Type:</b>		<b>New and beginning project</b>		
		<b>Project Dev.</b>	50%			
		<b>Design/PS&amp;E</b>	0% July 2020			
		<b>Environmental</b>	0% July 2020			
		<b>Right of Way</b>	0% N/A			
		<b>Construction</b>	0% Summer 2020			

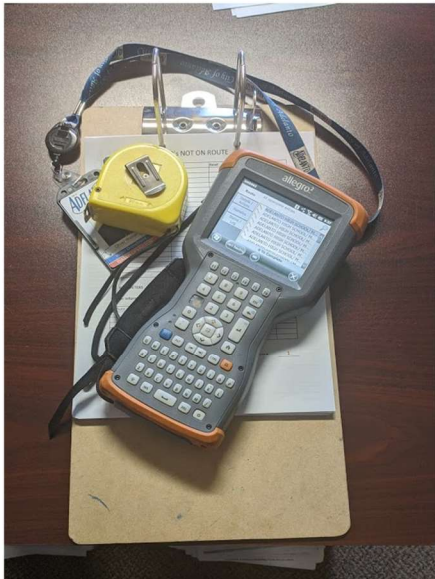
**Justification/Significance of Project**

By upgrading to AMI Meters billing will be more consistant and timely. This will also allow for perc staff to more effectively respond to infrastructure concerns and maintenance

**PROJECT BUDGET**

Fund	Account	Adopted Budget		Projected budget			5-year total
		FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	
353-3530	511-10	1,750,000.00					1,750,000.00

Comments





## **Appendix D City of Adelanto Job Descriptions**

### **CITY CLERK**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION:**

Under general direction, plans, manages, oversees, and directs the operations and services of the City Clerk's Office, which includes the performance of statutory duties and the preparation, posting, and maintenance of agendas, minutes, and records for the City Council as prescribed by statute; conducts/coordinates municipal elections and ensures compliance with conflict of interest laws and FPPC regulations; coordinates program activities with other City officials, departments, outside agencies, organizations and the public; provides responsible and complex staff support to the City Council; performs Notary duties; performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

The **City Clerk** is the appointed position responsible for overseeing the City Clerk's Office, including records management and retention, production and publication of agendas and minutes for the City Council and a variety of commissions and boards, and is responsible for enforcement of laws and regulations pertaining to elections and campaign financing, public records, meeting notices, and conflict of interest. The City Clerk shall be appointed, serve at the pleasure of, be removed by, and be responsible to the City Council or the City Manager as may be, from time to time, provided by ordinance. This office may be combined with that of any other appointive office or regular employment position.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives general direction from the City Council or City Manager. May exercise direct supervision over assigned support staff.

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

- Accepts full responsibility for all City Clerk's Office activities, budgets, and services, including activities associated with the production, publication, and maintenance of City records, agendas, agenda packets, and minutes relating to City Council, and other board and commission activities; coordinates activities with other City officials, departments, outside agencies, organizations, and the public.
- Executes and certifies official City documents; oversees the publication of official notices and advertisements; administers and files oaths and affirmations; takes affidavits and depositions pertaining to City affairs.
- Keeps an accurate record of the proceedings of the City Council and related boards and commissions; follows up on Council actions to ensure timely preparation, indexing and filing of agreements, resolutions, ordinances, and vital records; updates the Municipal Code to reflect actions of the Council.
- Plans and directs the conduct of municipal elections with the County, including ballot measurers, arguments, and impartial analysis; assists in administering local data returns for statewide elections; serves

as liaison with County elections officials.

- Serves as the filing officer for statements of economic interest for designated employees, certain appointed officials, officeholders, candidates, and committees; coordinates with the City Council, City Manager, City Attorney, and others in filing with the Fair Political Practices Commission.
- Provides a variety of information gathering and records retrieval research services to the public and public officials regarding elections, local government legislative processes and actions, municipal corporate history, and Fair Political Practices Commission filings; analyzes, enforces, and explains laws and regulations related to public records, meeting notification, archival research, municipal elections, campaign financing, and conflict of interest.
- Attends and participates in professional and community meetings; stays current on issues relative to the field of municipal records management, elections, and relative service delivery responsibilities; responds to and resolves sensitive and complex community and organizational inquiries, issues, and complaints; establishes and maintains a customer service orientation within the City Council's office.
- Attends bid openings; receives and opens bids.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.
- Performs other duties as required or assigned.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence and statistical data and using a computer. Acute hearing is required when providing phone and personal service, and speech sufficient to communicate in group settings without the aid of a microphone. The need to lift, drag, and push files, paper and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a **City Clerk**. A typical way of obtaining the required qualifications is to possess the equivalent of five years of increasingly responsible experience in a City Clerk's Office, including two years of administrative or supervisory experience and an associate of arts degree in public or business administration or a closely related field. A bachelor's degree is highly desirable.

**License/Certificate:**

Possession of, or the ability to obtain, a valid class C California driver's license. Possession of, or the ability to obtain, certification as a California Certified Municipal Clerk. Possession of a Notary Public is required.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**

Modern principles, practices, and techniques of municipal records management and elections; principles and practices of budget administration; methods and techniques of supervision, training, and motivation; basic principles of mathematics; applicable federal, state, and local laws, codes, and regulations, including the Brown Act; methods and techniques of scheduling work assignments; modern office practices, methods, procedures, and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

**Ability to:**

Plan, organize, direct, and perform the duties of the City Clerk's Office; perform records management; develop and administer sound departmental goals, objectives, policies, and methods for evaluating achievement and performance levels; plan, organize, train, evaluate, and direct work of assigned staff; perform mathematical calculations quickly and accurately; interpret, explain, and apply applicable laws, codes and regulations; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Operate an office computer and a variety of word processing and software applications; operate a variety of automated record keeping systems.

## Executive Assistant

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

### DEFINITION:

Under general supervision, performs a wide variety of routine and complex office, clerical, finance and administrative support tasks and duties in support of the City Clerk, Finance Director, and Public Works Department Head; assists with payroll and Human Resources according to established procedures; sorts, logs, and maintains records and other documents; performs other related duties as required.

### DISTINGUISHING CHARACTERISTICS:

The **Executive Assistant** is the journey-level classification expected to independently perform the full scope of assigned duties. Incumbents perform a full range of administrative support duties, including organization and coordination of workload, preparation of record retention documents, and finance assignments that are characterized by the presence of fairly clear guidelines from which to make decisions and the availability of supervision when required. This classification is distinguished from the Administrative Assistant and the Accounting Technician by the performance of sensitive and confidential duties related to the support of the variety of administrative and management departments within with City.

### SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the City Manager, City Clerk, Finance Director (or designee) and the Public Services Department Head. Incumbents in this class do not routinely exercise supervision.

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

- Performs a wide variety of routine and complex office, clerical, and administrative support tasks and duties in support of the City Clerk, Finance Director and Public Services/EOC Operations Coordinator.
- Performs a wide variety of sensitive and confidential routine and complex office, clerical, and administrative support tasks and duties such as (but not limited to) payroll and human resource files and documents, and other confidential communications.
- Demonstrates an understanding of applicable policies, procedures, and work methods associated with assigned duties; processes purchase orders, department mail and check receipts.
- Assists City Clerk in coordinating City events such as: National Day of Prayer, Movies in the Park, and Christmas Programs.
- Uses computers to enter and prepare a variety of documents, including general correspondence, reports, memos, and other from rough drafts or verbal instructions; operates other automated office equipment; types drafts and a wide variety of finished documents.
- Compiles and maintains records and prepares reports; maintains a variety of files, including disposition file listing of City Administration Records/Public Services Records; assists with the City's record retention program; assists in the preparation of the budget by preparing budget documents, review, and tracking

expenditures; sorts, opens, and distributes mail; purchases goods and supplies; orders all business cards; distributes invoices for processing.

- Assists the Records Manager with the Retention Schedule, annual City Departments records clean-up, pulling documents for Public Records requests as needed.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.
- Performs other duties as required or assigned.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, and turning, kneeling, bending, squatting, and stooping in the performance of daily office activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence, statistical data and using the computer, and acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for an **Senior Administrative Specialist**. A typical way of obtaining the required qualifications is to possess the equivalent of four years of significant, directly related and progressive administrative, financial and clerical support experience. An Associate's degree is highly desirable.

**License/Certificate:**

Possession of, or ability to obtain, a valid class C California driver's license.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**

Modern office, administrative, and clerical policies and procedures; City codes and ordinances; passport application processing; basic principles of mathematics; applicable federal, state, and local laws, codes, and regulations; methods and techniques of scheduling work assignments; modern office procedures, practices, methods, and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

**Ability to:**

Prepare, maintain, and reconcile various financial, accounting, and statistical records; read, understand, and review documents for accuracy and relevant information; use applicable office terminology, forms, documents, and procedures in the course of the work; maintain complex office and confidential records and files; meet critical deadlines; deal successfully with the public, in person and over the telephone; perform mathematical calculations quickly and accurately; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Operate standard office equipment, including a computer and variety of word processing and software applications.

## SENIOR HUMAN RESOURCES/RISK ANALYST

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

### **DEFINITION:**

Under general supervision, performs a variety of complex, professional, lead level Human Resources Services in recruitment and selection, classification and compensation, labor relations, workers' compensation, risk and loss prevention, benefits administration and training; and coordinates and supervises the processing and preparation of special projects and specific programs; and performs related work as required.

### **DISTINGUISHING CHARACTERISTICS:**

The **Senior Human Resources/Risk Analyst** is an advanced level class in the professional human resource management series. Initially, incumbents perform higher level professional assignments in a variety of human resource program areas while developing City policies and procedures and specific techniques and legal requirements related to the City's human resource, loss prevention analysis, and merit system programs. All duties are performed with independence under general supervision from the City Manager or designee. Incumbents are required to perform their responsibilities with minimal direction, initiative and creativity, exercising experienced professional judgment and problem-solving skills.

### **SUPERVISION RECEIVED/EXERCISED:**

Receives supervision from the City Manager or designee. May directly and/or indirectly supervise technical and office support staff.

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

- Participates in the development of the Department's work plan; recommend goals and objectives; assist in the development and implementation of policies, procedures and programs.
- Assists in the administration of the labor relations activities, including negotiations, discipline and grievance processes.
- Coordinates recruitment for full or part-time vacancies for the city.
- Participates in the administration of the Risk Liability and Workers' Compensation programs.
- Develops and coordinates City-wide training programs and assist departments in establishing loss prevention programs and procedures; coordinates the conduct of work site inspection and the review of operating procedures for compliance with regulations; coordinates drug testing program and assists with the identification of unsafe conditions and assists City staff in taking corrective action.
- Interprets personnel policies and procedures; respond to request for information and assistance from employees, management, outside agencies and the public.
- Prepares staff reports, including agenda items, resolutions and ordinances and other required correspondence; perform necessary research, data collection and analysis.
- Conducts studies, analysis and research on a broad range of personnel assignments, compose distribute, receive and analyze salary and benefit surveys; complete various salary surveys from outside agencies.

- Coordinates assigned activities with those of other departments and outside agencies and organization; respond to requests for information and advise City departments, outside agencies, and the general public on City personnel rules and regulations.
- Evaluates job skill and recruitment needs for specific classes; plans and implements recruitment strategies and programs, including outreach initiatives and new techniques; ensures that all phases of recruitment comply with applicable federal, state and local laws, regulations and guidelines; responds to applicant questions and concerns; answers inquiries regarding employment opportunities with the City.
- Conducts position classification studies; audits and prepares new or modified job analysis documents and class specifications; recommends the classification of new or modified positions; conducts surveys and studies regarding compensation and other human resource management issues; performs analyses and makes recommendations on salary or benefit program changes; recommends salary range placements and adjustments; reviews and implements salary structure and merit adjustments in compliance with City policies and procedures; attends and gives input at various meetings on classification matters; compiles recruitment and retention data and recommends strategies for improvement; responds to classification, compensation and benefits surveys from other organizations.
- Coordinates the administering of the City equal employment opportunity and Americans with Disabilities Act (ADA) policies and programs; investigates employee complaints; prepares a variety of reports related to equal employment opportunity and ADA; advises departments on job-related hiring interview and other employment practices; generates and compiles statistical reports.
- Performs special research and conducts studies as assigned; drafts a variety of reports, memoranda and other materials.
- Performs other duties as required or assigned.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence, statistical data, and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a Senior **Human Resources/Risk Analyst**. A typical way of obtaining the knowledge, skills, and abilities outlined above is graduation from an accredited four-year college or university with major coursework in public or business administration, human resources, which include recruitment and selection, labor relations, training, benefits administration, loss prevention, insurance, classification and compensation; and four years of progressively responsible human resource management experience; or an equivalent combination of training and experience. Experience in a governmental setting is preferred.



Accreditation shall be by a national or regional accreditation body that is recognized by the Secretary of the United States Department of Education.

**License/Certificate:**

A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance program may be required for certain assignments.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**

The principles and practices of personnel, including recruitment, selection, classification, compensation, labor relations, benefits administration, research and analysis; the principles and practices of risk management, loss prevention, claims investigation and processing; applicable state and federal laws and regulations; principles of affirmative action, equal employment opportunity, labor relations in a collective bargaining environment.

**Ability to:**

Develop recruitment programs and valid selection procedures; conduct research, perform analysis, and prepare reports of findings under direction; conduct classification and salary studies; interpret and apply related laws, ordinances, and regulations; maintain accurate records and files; establish and maintains cooperative working relationships; develop training programs; coordinate or participate in training programs.

**Skill to:**

Operate an office computer and a variety of word processing and software applications, including a variety of complex financial and accounting programs.

## Community Safety Officer I/II

### SUMMARY

Under general supervision, the Community Safety Officer II reactively and proactively investigates and enforces City codes, ordinances, and regulations by performing animal control and code enforcement tasks. Leads and directs the work of the Community Safety Officer I.

Under basic supervision, the Community Safety Officer I learns to perform and assists in the performance of all Community Safety Officer II duties.

**ESSENTIAL FUNCTIONS** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions but are an essential function. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Patrols areas within the City and enforces animal services codes, ordinances, and regulations; issuing citations for dog licenses; assists in responding to calls from citizens for animal services such as investigates reports and complaints of animal nuisance, neglect, and abuse; researches records related to animal licensing, previous violations or complaints, and other ownership information; issues citations; collects fees; takes other appropriate actions.
- Captures and impounds unlicensed, stray, and uncontrolled animals; transports animals to shelter; arranges for proper containment and humane care; picks up dead or injured animals; provides aid to injured animals; transports animals to shelter for treatment or euthanasia; medicates and vaccinates animals to be adopted.
- Establishes and maintains positive community relations through programs, demonstrations, and public assistance regarding humane animal services, including wildlife issues, adoption procedures, and enforcement of animal regulations; and answers general questions.
- Interprets, applies, and explains applicable municipal codes, zoning ordinances, building codes, vehicle codes, state housing, health and safety codes, and other related laws, codes, and regulations; advises property owners on the requirements for compliance.
- Schedules and conducts rental inspections for single family and multi-family dwellings to ensure compliance with related codes and requirements.
- Responds to questions and concerns from the public, department, and other agencies; provides information as appropriate; resolves complaints and other service-related requests; works with other agencies as required.
- Research property ownership, land characteristics, occupancy status, and approved land uses utilizing internal and external data systems, internet resources, the County Sheriff's information systems, and staff. Make court appearances; provide testimony in arraignments and trials as a case agent on behalf of the City.
- Photographs and documents violations; gathers evidence and prepares cases for court proceedings
- Conduct regulatory compliance inspections pertaining to various city and state codes and issue notices of violation and/or citations.
- Participate in planning, coordinating, and executing demolitions, cleanups, waste tire collection tasks, and other abatement actions.

- Prepares and maintains daily logs and records of activities; prepares a variety of comprehensive reports as required.
- Manage a case load requiring the ability to multi-task, prioritize, plan, attention to detail and manage time to meet deadlines.
- Performs mandatory on-call duties on a rotational schedule or as required.
- Performs other duties as required or assigned.

**DISTINGUISHING CHARACTERISTICS:**

Community Safety Officer I is the entry-level classification in the Community Safety Officer series. The incumbent follows routine procedures and guidelines in the application of prescribed duties and works under close supervision with work frequently reviewed by a superior. This classification is distinguished from the Community Safety Officer II in that the latter performs more complex technical duties requiring a higher level of knowledge and skill.

Community Safety Officer II is the journey-level classification in the Community Safety Officer series that follows diversified procedures and implements processes to accomplish end results, within guidelines. Immediate supervision is available upon request.

**MINIMUM QUALIFICATIONS**

**Education, Training, and Experience Guidelines**

High school diploma or GED equivalent AND one year of code enforcement or animal control field experience OR similar enforcement, investigative or regulatory compliance inspection experience in the private industry

**Knowledge of:**

- City ordinances, rules, policies, procedures, and investigative methods regarding land use, public nuisance, State of California animal laws health and safety, business licensing, waste tires, fat oils and grease, housing, parking, and criminal conduct.
- Procedures pertaining to search, seizure, and private property inspections.
- Methods of regulatory inspections and investigation commonly used by a regulatory agency.
- Regulations, laws, and requirements for courtroom testimony and evidence documentation.
- Principles and best practices regarding case management.
- Dog breeds, animal diseases, and symptoms.
- Safe and efficient methods of handling dogs and other small animals.
- Applicable local, State, and Federal laws, codes, regulations, and ordinances.
- Occupational hazards, work safety policies, procedures, practices, and equipment.
- Records maintenance and retention policies and procedures.
- Customer service principles, practices, and etiquette.

**Skill in:**

- Interacting tactfully and professionally with City staff, outside agencies, and the public.
- Applying and explaining laws, codes, and ordinances.
- Preparing clear and concise reports.
- Operating a computer including standard software and some specialized software.
- Maintaining composure in stressful situations.
- Following written and verbal instructions.
- Establishing and maintaining effective working relationships.
- Communicating clearly both verbally and in writing.

**LICENSE AND CERTIFICATION REQUIREMENTS**

- Must possess a valid California Class “C” driver’s license upon hire and maintain throughout the length of employment with the City of Adelanto.
- Within twelve (12) months of employment, must possess or be able to obtain:
  - California Peace Officer Standards and Training PC 832 certification (P.O.S.T. PC 832).
  - P.O.S.T. certified, Asp baton certification.
  - P.O.S.T. certified, OC pepper spray certification.
  - Basic Code Enforcement Officer certification from either the California Association of Code Enforcement Officers (CACEO) or the International Code Council (ICC).
- Additional certification for may be required.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Work is performed in both an indoor and outdoor environment. May be exposed to extreme weather conditions. Incumbent must have the mobility to visit City job sites on a regular basis. Visits to job sites include exposure to dust, extreme hot and cold temperatures and noise. Physical demands consist of frequent standing, climbing, walking, lifting, bending, or stooping. May be required to lift and carry items weighing up to one hundred (100) pounds. Incumbent must be able to see and hear in the normal range with or without correction, and communicate both verbally and in written form with great facility and be understood. Incumbent must have the stamina to work long hours and overtime, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

## **ACCOUNT CLERK I/II**

### **SUMMARY:**

Under general supervision, learns to perform and performs a variety of clerical and technical accounting duties, including utility billing, cashiering, collections, processing of nonsufficient fund checks, and general accounting duties; provides customer service in person and by telephone; performs other related duties as required.

### **DISTINGUISHING CHARACTERISTICS:**

#### **Account Clerk I**

The **Account Clerk I** is the entry level classification in the accounting support series that allows the incumbent to develop journey level knowledge and abilities. Initially, under immediate supervision, incumbents perform the more routine accounting support and customer service duties while learning City policies and procedures. As experience is gained, there is greater independence of action within established guidelines. This classification is alternatively staffed with Account Clerk II, and incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher level class.

#### **Account Clerk II**

The **Account Clerk II** is the journey level classification in the accounting support series in which incumbents are expected to perform the full scope of assigned duties with minimum supervision. Assignments are characterized by the presence of fairly clear guidelines from which to make decisions and the availability of supervision when required. This classification is distinguished from the next higher classification of Senior Account Clerk in that the latter is responsible for the more advanced para-professional duties and may serve as a lead.

**ESSENTIAL FUNCTIONS** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Learns to perform and performs a variety of clerical and technical accounting duties, including utility billing, collections, processing of non-sufficient fund checks, and general accounting duties; provides customer service in person and by telephone; performs cashiering duties.
- Uploads and downloads water meter readings, weekly; gathers, verifies, and makes necessary corrections to all meter readings; applies reads to customer accounts and posts new monthly charges; processes all utility bills.
- Receives payments, issues receipts, balances cash, and prepares daily bank deposits; gathers payments and documents from the outside drop box, mail, and over the counter; performs data entry; runs daily audits and prepares audit reports; works with outside auditors; operates cash register; opens and closes the safe.

- Answers and routes calls as appropriate; receives the public at the front counter; answers questions and processes requests; sorts and processes mail; maintains a variety of records and files; orders supplies for assigned department; prepares purchase orders and accounts payable.
- Inputs trash accounts, including requests for extra cans; serves as a liaison with the contract trash company AVCO; processes hydrant meter rentals; maintains logs, records, and files for all utility billing and trash accounts.
- Sets up new accounts; processes delinquent notices; sends past due accounts to collections; follows up with collection agency; prepares door tag notices for past due accounts; prepares shut off list.
- Performs customer service as it relates to the City's Utility services, including researching balances owed and account histories; takes customer complaints regarding service and repairs needed; notifies field workers of service requests.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

## **MINIMUM QUALIFICATIONS**

### **Education, Training, and Experience Guidelines**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an **Account Clerk I/II**. A typical way of obtaining the required qualifications is to possess the equivalent of:

#### **Account Clerk I**

One year of clerical experience, including public contact and some financial record keeping and report preparation, and a high school diploma or equivalent.

#### **Account Clerk II**

In addition to the above, two years of general clerical experience, including utility billing or cashiering duties equivalent to that of an Account Clerk I in the City of Adelanto.

#### **License/Certificate:**

Possession of, or ability to obtain, a valid Class C California driver's license.

#### **Knowledge of:**

- Modern principles and practices of utility billing, financial record keeping, bookkeeping, and basic governmental accounting
- Standard office and administrative procedures and practices; bank deposits and cash handling procedures, modern office practices, methods, and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices. Basic principles of mathematics.
- Utilizing MS Office suite and basic office machinery/equipment

#### **Ability to:**

- Prepare, maintain, and reconcile various financial, accounting, and statistical records; learn and excel in computer applications and software for utility billing and accounts payable/receivable; keep accurate records; perform cashiering duties accurately;
- Respond to questions from the public and City personnel regarding policies and procedures; perform mathematical calculations quickly and accurately; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret and record data accurately
- Organize, prioritize and follow-up on work assignments
- Work independently and as part of a team

- Make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response
- Follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill in:**

- Maintaining accurate records.
- Typing and entering data with speed and accuracy.
- Preparing clear and concise reports and financial statements.
- Reviewing and analyzing various financial documents for accuracy.
- Interacting tactfully and professionally with City staff, outside agencies, and the public.
- Establishing and maintaining effective working relationships.
- Communicating effectively both verbally and in writing.

**LICENSE AND CERTIFICATION REQUIREMENTS**

None.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Work is performed in a standard office environment. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this class, the employee is regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to stand and walk; and lift up to 15 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## Senior Accountant

### SUMMARY

Under general supervision, the Accountant performs a variety of professional and para-professional level accounting duties to include assisting in annual budget preparations, preparing financial and statistical statements and reports, and posting, balancing, and reconciling accounts to the City's general ledger.

**ESSENTIAL FUNCTIONS** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions but are an essential function. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Prepares, reviews, and oversees the governmental and enterprise funds budgets; reviews and approves accounts payable invoices.
- Reviews and prepares the administrative budget for the Successor Agency; assists with the preparation of the annual Recognize Obligation Payment Schedule (ROPS); pays and records bond payments; reconciles Trustee accounts related to the Successor Agency.
- Reviews, tracks, and enters City revenues into appropriate system reports trends and exceptions to higher level staff; prepares related reports as directed.
- Reviews and approves binds for the Adelanto Public Utility Authority (APUA) and reconciles Trustee accounts.
- Assists with the annual audit.
- Oversees the end of day drawer counting for water utilities payments; assists customers as needed.
- Prepares and submits projects for the Community Development Block Grant (CDBG); tracks expenses and submits refund requests to the County; prepares agenda reports and resolutions related to CDBG acceptance and implementation.
- Tracks and submits reimbursements for the JAG and Homeland Security grants.
- Prepares and submits budget adjustments to the Director; prepares the Capital Improvement budget and tracks expenditures; reviews and approves positive pay exceptions.
- Perform all other duties as assigned.

### MINIMUM QUALIFICATIONS

#### Education, Training, and Experience Guidelines

Bachelor's degree in Accounting, Business Administration, or related field AND three (3) years of accounting experience, which includes some governmental accounting; OR an equivalent combination of education, training, and experience.

#### Knowledge of:

- Applicable local, State, and Federal laws, codes, regulations, and ordinances.
- Generally accepted accounting practices (GAAP).
- Proper grammar, spelling, and punctuation.
- Records maintenance and retention policies and procedures.
- Customer service principles, practices, and etiquette.



- Budget development and implementation.
- Principles and practices of municipal government accounting.
- Principles and practices of automated financial systems
- Grant funding requirements and procedures.

**Skill in:**

- Examining and verifying a variety of financial documents, reports, and transactions.
- Maintaining accurate records, logs, and filing systems.
- Preparing and implementing budgets.
- Performing accurate mathematic calculations.
- Reviewing, analyzing, and reconciling financial data, ledgers, and accounts
- Preparing clear and concise reports.
- Establishing and maintaining effective working relationships.
- Interacting tactfully and professionally with City staff, outside agencies, and the public.
- Communicating effectively both verbally and in writing.

**LICENSE AND CERTIFICATION REQUIREMENTS**

None.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Work is performed in a standard office environment. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this class, the employee is regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to stand and walk; and lift up to 15 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## Accounting Technician II/Payroll

### SUMMARY

Under the direction of an assigned supervisor, the Accounting Technician II/Payroll performs technical accounting duties in the preparation, maintenance and review of payroll records, documents, and reports, assuring accuracy and conformance with established procedure. The Accounting Technician II/Payroll is responsible for payroll and the compilation and filing of all state and federal payroll returns and performs related work as required.

**ESSENTIAL FUNCTIONS** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions but are an essential function. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Receive and review payroll records for new and existing employees, ensuring accuracy and compliance with policies, procedures and regulations and enter payroll data; post a variety of payroll actions including garnishments, benefits, withholdings, overtime and workers' compensation.
- Reconcile deferred compensation reports, prepare timely quarterly payroll tax reports, annual W2 processing and calendar year end reports and records and reconciles related journal entries. Maintains the confidential files and the backup on the server of payroll.
- Processes payroll and researches and resolves discrepancies. Calculates and processes leave adjustments, payoffs, and back pay.
- Responds to inquiries regarding payroll policies and procedures, timekeeping, time entry system, and technical problems. Provides information to Legal and/or Human Resources.
- Troubleshoots payroll software application problems. May assist in testing of payroll and timekeeping systems.
- Updates employee data in payroll and timekeeping systems.
- Gathers data to prepare reports or spreadsheets for payroll related issues or actions. May work with legal staff to assist in compliance with orders.
- Reviews and calculates workers compensation excess payments, leave credits, and benefits adjustments. Notifies employees of overpayments and leave credits and updates payroll system.
- Reviews and administers timekeeping, pay, and benefits for employees on leave in accordance with applicable policies and procedures. Coordinates with Human Resources and Legal and updates leave management system.
- Transmits direct deposits, garnishments, and retirement contributions to appropriate entities, when necessary.
- Reviews and reconciles benefits and payroll reports to process payments.
- Supports the Human Resources Department with filing, processing paperwork, benefits/payroll tasks, providing payroll related information and ensuring payroll-related matters are in compliance with personnel rules and regulations, resolutions, and memorandum of understanding.
- Provides a friendly customer service atmosphere.
- Evaluates and recommends upgrades/enhancements to the City's financial/payroll systems.
- Performs related duties as required or assigned.

## **MINIMUM QUALIFICATIONS**

### **Education, Training, and Experience Guidelines**

High school diploma or GED equivalent and some college level coursework in accounting, finance, or related field; AND four (4) years of professional accounting/payroll or financial analysis related experience; OR an equivalent combination of education, training, and experience. Public sector experience and knowledge desirable. A minimum of two (2) years of processing payroll for a Public Agency, preferably a local government. Proficiency in Microsoft Word and Excel. Knowledge of CalPERS.

### **Knowledge of:**

- Applicable local, State, and Federal laws, codes, regulations, and ordinances.
- Records maintenance and retention practices and procedures.
- Critical thinking and problem-solving methods and techniques.
- Customer service principles, practices, and etiquette.
- Basic auditing and financial reconciliation procedures and practices.
- Public Agency reporting procedures, federal, state and local governmental required reporting, including payroll deduction liabilities.
- Modern office procedures, methods and equipment including computers.

### **Skill in:**

- Perform basic payroll and accounting functions.
- Maintaining accurate records.
- Typing and entering data with speed and accuracy.
- Preparing clear, concise and accurate reports and financial statements.
- Interacting tactfully and professionally with City staff, outside agencies, and the public.
- Establishing and maintaining effective working relationships.
- Communicating effectively both verbally and in writing.

## **LICENSE AND CERTIFICATION REQUIREMENTS**

None.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Work is performed in a standard office environment. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this class, the employee is regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to stand and walk; and lift up to 15 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## CITY OF ADELANTO DIRECTOR OF FINANCE

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

### DEFINITION:

Under administrative direction, plans, manages, oversees, and directs the operations and services of the Finance Department, which includes budgeting, general accounting, auditing, cash management, payroll processing, business licenses, risk management, and financial information systems; coordinates activities with other City officials, departments, outside agencies, organizations, and the public; provides responsible and complex staff support to the City Council and City Manager; performs other related duties as required.

### DISTINGUISHING CHARACTERISTICS:

The **Director of Finance** is the administrative management level class which oversees all functions and operations of the Finance Department and is responsible for originating, carrying out, reviewing, interpreting, and coordinating policies in the administration of a diversified accounting, financing, risk management, and finance information services operation. This classification is distinguished from the next higher classification of City Manager in that the latter has overall responsibility for administering the City's operations.

### SUPERVISION RECEIVED/EXERCISED:

Receives administrative direction from the City Manager. Exercises direct and indirect supervision over professional, technical, and office support personnel.

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

- Accepts management responsibility for all Finance Department activities and services, including activities associated with budgeting, general accounting, auditing, payroll processing, business licenses, grant administration, and risk management; coordinates activities with other City officials, departments, outside agencies, organizations, and the public.
- Plans, develops, and implements departmental goals, objectives, policies, and procedures; reviews and evaluates work methods and procedures for improving organizational performance, enhancing services, and meeting goals; ensures that goals are achieved.
- Plans and directs the Department's work plan; assigns work activities and responsibilities to appropriate department personnel; reviews and evaluates work methods and procedures; identifies and resolves problems and/or issues.
- Oversees the selection, training, and evaluation programs for all Finance personnel; provides or coordinates staff training; identifies and resolves staff deficiencies; fulfills discipline procedures; reviews the work of department personnel to ensure compliance with applicable federal, state, and local laws, codes, and regulations; interprets and enforces a variety of laws, codes, ordinances, regulations, and standards.
- Directs and participates in all financial management and information system activities; supplies information to the City Treasurer regarding cash flow projections and the City's investment portfolio:

administers debt financing programs, and secures tax-exempt and other types of financing; reviews, evaluates, and recommends improvements to administrative and financial internal control systems and procedures; directs and participates in the preparation of specific studies, fiscal and budgetary analyses, and projections.

- Serves as liaison with federal, state, regional, county, city, and special district agencies; provides responsible and complex staff support to the City Council, City Manager, and other Department Heads; develops recommendations for policies, ordinances, resolutions, and programs related to Finance activities.
- Prepares and administers the Finance budget; prepares forecasts of necessary funds for staffing, materials, and supplies; presents, justifies, and defends programs, operations, and activities; monitors and approves expenditures; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary; plans, organizes, and develops the City's annual operating and capital improvement budgets.
- Serves as a financial resource for department personnel, City staff, other organizations, and the public; coordinates pertinent information, resources, and work teams necessary to support a positive and productive environment.
- Services as a member of the City's management team; provides information and recommendations regarding operations; assists with City decision-making.
- Attends and participates in professional and community meetings; stays current on issues relative to the field of finance, portfolio management, and information systems; responds to and resolves sensitive and complex community and organizational inquiries, issues, and complaints; establishes and maintains a customer service orientation within the Department.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.
- Performs other duties as required or assigned.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence, statistical data, and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a **Director of Finance**. A typical way of obtaining the required qualifications is to possess the equivalent of six years of broad and extensive experience in financial management, including at least three years in an

administrative or supervisory capacity, and a bachelor's degree in accounting, business administration, finance, public administration, or related field.

**License/Certificate:**

Possession of, or ability to obtain, a valid class C California driver's license. Certification as a Certified Public Accountant (CPA), MBA, or MPA is highly desirable.

**KNOWLEDGE/ABILITIES/SKILLS:***(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**

Modern principles, practices, and techniques of finance and information system administration, organization, and operation; principles and practices of general, fund, cost, and governmental accounting; principles and practices of auditing and financial control; principles and practices of budget administration; network based computer applications and design; methods and techniques of supervision, training, and motivation; applicable federal, state, and local laws, codes, and regulations, including those related to investments, and utility billing; methods and techniques of scheduling work assignments; modern office procedures, practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

**Ability to:**

Plan, direct, manage and coordinate the work of the Finance Department; develop and administer sound departmental goals, objectives, policies and methods for evaluating achievement and performance levels; analyze complex financial and information system issues and make adjustments to standard operating procedures as necessary to improve organizational effectiveness; facilitate group participation and consensus building; attend evening meetings as required; prepare clear, concise, and complete financial statements, reports, and written materials; plan, organize, train, evaluate, and direct work of assigned staff; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Operate an office computer and a variety of word processing and software applications, including a variety of complex financial and accounting programs.

## Financial Operations Analyst

### SUMMARY

Under general supervision, the Financial Operations Analyst gathers, assesses, and interprets information for various departments regarding the financial efficiency, functions, and possible improvements within City departments.

**ESSENTIAL FUNCTIONS** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions but are an essential function. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Serves as liaison for the City Water department; processes monthly billing; reviews accounts for accuracy creates work orders and adjustments as appropriate; provides customer service for escalated phone calls.
- Assists with the annual budget, including expense coding and document preparation; researches and analyzes transactions in order to resolve budget issues.
- Reviews and approves purchase orders; processes accounts payable invoices and payroll transactions.
- Compiles and prepares financial statements, general and subsidiary ledgers, supporting schedules, and other financial and statistical reports; establishes and maintains files and records related to assigned functions.
- Plans, organizes, and reviews the work of assigned staff; provides training and professional development for assigned staff.
- Implements and trains staff on new software applications; implements new policies regarding user set-up, access, and functionality.
- Performs related duties as required or assigned.

### MINIMUM QUALIFICATIONS

#### Education, Training, and Experience Guidelines

High school diploma or GED equivalent and some college level coursework in accounting, finance, or related field; AND four (4) years of professional accounting or financial analysis related experience; OR an equivalent combination of education, training, and experience.

#### Knowledge of:

- Applicable local, State, and Federal laws, codes, regulations, and ordinances.
- Generally Accepted Accounting Principles (GAAP) and basic principles of accounting as applied to Governmental Accounting Standards (GASB).
- Modern office procedures, policies, and equipment.
- Records maintenance and retention practices and procedures.
- Critical thinking and problem-solving methods and techniques.
- Customer service principles, practices, and etiquette.

**Ability to:**

- Prepare, maintain, and reconcile various financial, accounting, and statistical records; learn and excel in computer applications and software for utility billing and accounts payable/receivable
- Keep accurate records; perform cashiering duties accurately;
- Respond to questions from the public and City personnel regarding policies and procedures; perform mathematical calculations quickly and accurately; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret and record data accurately
- Organize, prioritize and follow-up on work assignments
- Work independently and as part of a team
- Make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response
- Follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill in:**

- Maintaining accurate records.
- Typing and entering data with speed and accuracy.
- Preparing clear and concise reports and financial statements.
- Reviewing and analyzing various financial documents for accuracy.
- Interacting tactfully and professionally with City staff, outside agencies, and the public.
- Establishing and maintaining effective working relationships.
- Communicating effectively both verbally and in writing.

**LICENSE AND CERTIFICATION REQUIREMENTS**

None.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Work is performed in a standard office environment. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this class, the employee is regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to stand and walk; and lift up to 15 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.



## Principal Accountant

### SUMMARY

Under general supervision, the Principal Accountant provides direction and supervision for professional accounting and accounting support staff and performs diverse and specialized accounting work which is complex and involves significant accountability and decision-making responsibility. Assignments are broad in scope and allow for a high degree of administrative discretion in its execution. Duties include assisting in annual budget preparations, preparing financial and statistical statements and reports, and posting, balancing, and reconciling accounts to the City's general ledger.

**ESSENTIAL FUNCTIONS** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Partner with and assists the Director of Finance, City Manager, and other department heads on various accounting-related tasks and projects assigned.
- Plans, organizes, controls, manages and evaluates the work of assigned accounting staff; with staff, participates in establishing operational plans and initiatives to meet department goals and objectives; implements departmental plans, work programs, processes, procedures and policies required to achieve overall department performance results; coordinates and integrates department functions and responsibilities to achieve optimal efficiency and effectiveness; participates in developing and monitoring performance against the annual departmental budget as determined by the Director of Finance.
- Provides technical guidance to the Senior Accountant, Accountant, and other finance related staff with technical questions regarding accounting methods and work practices.
- Prepares, reviews, and oversees the governmental and enterprise funds budgets; reviews and approves accounts payable invoices.
- Reviews the accuracy of data flows and prepares the administrative budget for the Successor Agency; assists with the preparation of the annual Recognize Obligation Payment Schedule (ROPS); pays and records bond payments; reconciles Trustee accounts related to the Successor Agency.
- Plans, organizes, and manages complex accounting work related to state and federal grants, Capital Improvement Projects, prepares and submits budget adjustments and other complex accounting requirements.
- Reviews, tracks, and enters City revenues into appropriate system reports trends and exceptions to higher level staff; prepares related reports as directed.
- Reviews and approves bonds for the Adelanto Public Utility Authority (APUA) and reconciles Trustee accounts. Tracks and submits reimbursements for the JAG and Homeland Security grants.
- Leads the preparation, development and completion of the City's annual external audit and other special audits; work with external auditors and City staff to ensure responses are complete, well- documented and provided in a timely manner.
- Prepares and submits projects for the Community Development Block Grant (CDBG); tracks expenses and submits refund requests to the County; prepares agenda reports and resolutions related to CDBG acceptance and implementation.
- Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; monitors performance and provides coaching for performance improvement and development; provides or recommends compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, subject to management concurrence, in accordance with the City's human resources policies and procedures, Personnel Rules and labor contract provisions as determined by the Director of Finance.
- Provides quality customer service.

- Performs related duties as required or assigned.

## **MINIMUM QUALIFICATIONS**

### **Education, Training, and Experience Guidelines**

Bachelor's degree from an accredited four-year college or university in Accounting, Finance, Business Administration, or related field AND at least six (6) years of progressively responsible professional finance and/or accounting experience in a municipal agency, at least one (1) year of which was in a supervisory capacity. A Master's Degree is desirable. License as a Certified Public Accountant is desirable.

### **Knowledge of:**

- Applicable local, State, and Federal laws, codes, regulations, and ordinances.
- Principles and practices of general, fund and governmental accounting including financial statement preparation and methods of financial control and reporting; Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board and Government Finance Officers Association accounting standards and requirements applicable to City operations and funding sources.
- Federal and State laws and requirements for municipal accounting organizations.
- Principles, types, and uses of automated accounting systems.
- Principles of business management, office methods, and procedures.
- Proper grammar, spelling, and punctuation.
- Records maintenance and retention policies and procedures.
- Customer service principles, practices, and etiquette.
- Budget development and implementation.
- Principles and practices of municipal government accounting.
- Principles and practices of automated financial systems
- Grant funding requirements and procedures.

### **Skill in:**

- Examining and verifying a variety of financial documents, reports, and transactions.
- Maintaining accurate records, logs, and filing systems.
- Preparing and implementing budgets.
- Performing accurate mathematic calculations.
- Reviewing, analyzing, and reconciling financial data, ledgers, and accounts
- Preparing clear and concise reports.
- Establishing and maintaining effective working relationships.
- Interacting tactfully and professionally with City staff, outside agencies, and the public.
- Communicating effectively both verbally and in writing.

## **LICENSE AND CERTIFICATION REQUIREMENTS**

None.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Work is performed in a standard office environment. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this class, the employee is regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to stand and walk; and lift up to 15 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## **GROUNDSKEEPER**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

### **DEFINITION:**

Under general supervision, performs skilled and semi-skilled tasks and work activities in the maintenance of the Parks Division of the Public Works Department, including maintenance, repair, inspection, and operational work in parks, easements, facilities, landscapes, and recreation areas, as well as other City sites; assumes responsibility for assigned tasks; demonstrates a full understanding of all applicable policies, procedures, and work methods associated with assigned duties; performs other related duties as required.

### **DISTINGUISHING CHARACTERISTICS:**

The **Groundskeeper** is the journey level class in the Public Services Department in which incumbents are expected to independently perform the full scope of assigned duties. Incumbents perform a full range of duties related to the maintenance and repair of the City's parks and recreation facilities. This classification is distinguished from the next higher classification of Stadium Head Groundskeeper in that the latter is assigned the more difficult assignments of maintaining a stadium to professional baseball standards and is expected to independently perform the more complex and supervisory duties.

### **SUPERVISION RECEIVED/EXERCISED:**

Receives general supervision from the Public Services Manager/Emergency Operations Coordinator. Exercises supervision over assigned staff, including Park Maintenance Assistants and volunteers.

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

- Performs skilled and semi-skilled tasks and work activities in the maintenance of the Park Division of the Public Works Department, including maintenance, repair, inspection, and operational work in easements, City property, landscapes, and recreation facilities.
- Maintains planting, turf, recreation, and play areas; operates, maintains, and repairs irrigation systems; operates vehicles and a variety of power driven equipment such as tractors, mowers, blowers, edgers, chain saws, weed eaters, etc.; maintains and prepares athletic fields; may mix and apply fertilizers, pesticides, and herbicides (Homeowner grade chemicals).
- Plants shrubs, trees, and flowers; trims hedges, trees, shrubs, and flowers; lays sod; maintains and inspects park facilities, including parks, landscapes, athletic fields, playgrounds, and courts; picks up trash and debris from park grounds; removes graffiti; maintains weeds; repairs vandalism, signs, and fences.
- Performs routine facility maintenance duties such as cleaning and restocking park restrooms.
- Inspects all City parks for safety issues, turf, irrigation, and tree problems; checks all play ground equipment and surfaces on a daily basis; responds to work requests from various City departments.
- Completes a variety of forms, including damage reports; maintains daily work log.

- Demonstrates a full understanding of applicable policies, procedures, and work methods associated with assigned duties; estimates time, materials, and equipment necessary for the successful completion of projects; acquires necessary resources as is appropriate; tracks purchases; assists in the development of work plans, procedures, and schedules.
- Establishes positive working relationships with representatives of community organizations, state/ local agencies, City management and staff, and the public.
- Performs other duties as required or assigned.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry, and push tools, equipment, and supplies weighing 60 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot, and cold. The incumbent may use chemicals, which may expose the employee to fumes, dust, and air contaminants. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment, and work in heavy vehicle traffic conditions. The incumbent may be required to respond to after hours emergency call-outs and perform routine standby duties.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a **Groundskeeper**. A typical way of obtaining the required qualifications is to possess the equivalent of three years of experience in the maintenance of facilities, landscapes, parks, and recreation areas, and a high school diploma or equivalent.

**License/Certificate:**

- Possession of a valid class C California driver’s license.
- Must possess a minimum of a valid commercial class “C” California driver’s license and maintain throughout the length of employment with the City of Adelanto.
- Required to possess or be able to acquire a valid commercial class “B” California driver’s license with tanker and airbrake endorsements or be able to obtain class “B” California driver’s license and endorsements within three to six (3 - 6) months year from date hire.
- Must successfully complete traffic flagging courses.
- May be required to obtain other related certification including but not limited to applicator certification; Recycled Water Site Supervisor certification; Playground Safety Inspector certification; QAC certification; Grade II or Grade III CWEA Collection System Maintenance certification; International Municipal Signal Association (IMSA) certification; Hazardous materials certification; and/or forklift operator certification.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**

Practices, techniques, and materials used in maintenance, operation, and repair of parks, recreational facilities, and grounds; operational characteristics of standard repair and maintenance tools and equipment; traffic control methods and regulations; practice and procedure used in weed abatement; safety requirements for operation of trucks and other equipment; methods and techniques of scheduling work assignments; methods and techniques for record keeping; occupational hazards and standard safety practices.

**Ability to:**

Perform maintenance and repair of facilities, recreation and play areas, and irrigation systems; perform heavy manual labor; respond to after hours call-outs as assigned; work independently and as part of a team; make sound decisions within established guidelines; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Safely and effectively operate a variety of maintenance equipment, tools, and materials.

## LANDSCAPE MAINTENANCE DISTRICT GROUNDSKEEPER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

### **DEFINITION:**

Under direction, prepares and maintains landscape throughout the City which includes all housing track which pay LMD fees and unincorporated LMD areas. Oversees reviews and performs work activities and duties to maintain the landscape to a professional standard and performs other related duties as required.

### **DISTINGUISHING CHARACTERISTICS:**

The **LMD Groundskeeper** is an advanced journey level class responsible for a wide variety of maintenance and construction tasks related to the City's LMD areas. Incumbents perform skilled work in the maintenance and repair of landscape and maintenance, of the LMD areas including irrigation systems. This classification is distinguished from the next lower classification of maintenance worker by the difficulty and complexity of assignments related to landscape and maintenance responsibilities.

### **SUPERVISION RECEIVED/EXERCISED:**

Receives direction from the Public Works Superintendent. Exercises technical and functional supervision over assigned maintenance staff and or work release program in the City.

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

- Leads, oversees, reviews, and performs the work of staff responsible for maintenance, repair, construction, and installation work in LMD areas, develops and implements crew assignments; assists maintenance staff in troubleshooting and performing the more complex maintenance and repair activities.
- Oversees and maintains the LMD areas, mowing, maintaining plants, trees, shrubs, irrigation, sprinklers, drip systems, valves and timers.
- Assists the Public Works Superintendent with evaluating service and equipment needs and in developing work methods and procedures. Assists in prioritizing requests for service and scheduling work; assists in the development of plans to meet future service needs.
- Oversees and inspects, the maintenance activities including minor electrical use of hand tools, chain saws, trimmers, mowers and other tools as needed.
- Oversees the replacement, aerating, fertilizing, and top dressing of sod, and irrigation system repair and operation; sprays pesticides and herbicides as appropriate.
- Operates a variety of equipment, including cushion vehicles, generators, and a variety of power and hand tools; identifies and responds to LMD maintenance problems; operates trucks.

- Oversees the operation of equipment and/or machinery, including mowers, cushion vehicles, tractors, power tools, and equipment; ensures adherence to safe work methods, procedures, and practices; identifies training opportunities and needs; makes recommendations to higher level staff.
- Investigates service requests and complaints made by the public; works with appropriate City staff to resolve issues; explains priorities, programs, and policies to the public when required; responds to emergency calls from the public and other agencies and takes appropriate action.
- Demonstrates a full understanding of applicable policies, procedures, and work methods associated with assigned duties; evaluates assigned work projects; estimates time, materials, and equipment necessary for the successful completion of the project; acquires necessary resources as is appropriate; prepares and maintains records of labor, equipment, and material used; writes reports and correspondence on work performed.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.
- Performs other duties as required or assigned.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry, and push tools, equipment, and supplies weighing 25 pounds or more are also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot, and cold. The incumbent may use cleaning and lubricating chemicals, which may expose the employee to fumes, dust, and air contaminants, and may be exposed to mechanical hazards. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, enter confined spaces, drive motorized vehicles and heavy equipment, work in heavy vehicle traffic conditions, and often work with constant interruptions. The incumbent may be required to respond to after hours emergency call-outs and perform routine standby duties.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for an **LMD Groundskeeper**. A typical way of obtaining the required qualifications is to possess the equivalent of two years of experience in maintenance of professional landscape areas, or related work, and a high school diploma or equivalent.

**License/Certificate:**

Possession of a valid class C California driver’s license. Possession of, or ability to obtain, a Herbicide and Pesticide Applicator’s Certificate issued by the State of California.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**

Modern practices, techniques, and materials used in maintenance, construction, mechanics, and repair of LMD operational characteristics of specialized maintenance tools and equipment; principles and practices of irrigation design, operation, maintenance, and repair; methods and techniques of supervision, training, and motivation; principles and practices of project design and cost estimating; basic principles of contract supervision; applicable federal, state, and local laws, codes, and regulations; methods and techniques of scheduling work assignments; modern office procedures, practices, methods, and equipment, including a computer and applicable software; methods and procedures for applying herbicides and pesticides; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

**Ability to:**

Oversee and perform maintenance, repair, and installation of LMD areas and operate a variety of tools and equipment used in professional landscape keeping; estimate time and materials for completion of projects; read and interpret blueprints, diagrams, and sketches; prepare drawings and sketches; perform heavy manual labor; drive and operate trucks, hydraulic lifts, and maintenance equipment; plan, organize, and direct the work of subordinate, and other staff. Work independently and as part of a team to make sound decisions work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Safely and effectively operate a variety of maintenance and construction equipment, mowers, tools, and materials; operate an office computer and applicable software.



## Maintenance Worker I/II/III

### SUMMARY

Under general supervision, the Maintenance Worker I/II/III performs or learns to perform a variety of skilled and semi-skilled tasks used in the construction, maintenance, and repair of City streets, sidewalks, buildings, and parks.

**ESSENTIAL FUNCTIONS** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions but are an essential function. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Operates a variety of City vehicles and machinery such as trucks, loaders, backhoes, and other light and heavy-duty maintenance and construction equipment; operates a variety of hand and power tools; inspects tools and equipment for safety and proper operation.
- Completes concrete sidewalk, curb, gutter, and ramp installation and repair; performs temporary and permanent pothole repairs and crack sealing; clears storm drains; paints cross walks, road markings, and curbs; installs and replaces road reflectors; may operate a street sweeper on assigned routes and schedules.
- Inspects repairs and replaces City signs; participates in graffiti abatement including, but not limited, to removing graffiti from walls, signs, sidewalks, streets and other public spaces.
- Maintains City parks and other landscaped areas; installs and repairs guardrails and barricades; mows and abates weeds on rights-of-way; sprays herbicides; conducts litter and debris removal throughout the City. Paint buildings, benches, picnic tables, and other park structures; perform the cleaning and maintenance of parks and facilities; prep ball fields; mix and perform weed, pesticide, and fertilizer applications; inspect playgrounds and make repairs; set watering schedules; participate in the maintenance and repair of electrical, plumbing, irrigation systems and equipment, and maintain timers.
- Inspects playground equipment and makes necessary repairs and reports.
- Assists with performing general maintenance tasks at various City buildings/facilities to include installing, repairing, and replacing drywall and tile and painting; maintains and repairs faucets, drinking fountains, toilets, and other plumbing systems throughout City buildings and parks; troubleshoots and repairs electrical and HVAC issues.
- Assist in the cleaning of sewers, storm drains, and catch basins;
- Conducts solid waste maintenance; remove illegally dumped items and hazardous materials within the City; complete tire manifests; operate compacting trash truck, trailers, and other vehicles used in collection of solid waste, tires, and other items.
- Perform parts run, as necessary; maintain maintenance records and reports; attend various meetings including employee safety meetings, training sessions, and others, as assigned; participate in City special event setup and planning, as needed.
- Performs mandatory on-call duties on a rotational schedule or as required; respond to afterhours calls and emergencies; perform storm duty; set up signs and barricades; safely and effectively close roads.
- Performs all other duties as required or assigned.

### DISTINGUISHING CHARACTERISTICS

Maintenance Worker I: is the entry-level classification in the Maintenance Worker series. The incumbent follows routine procedures and guidelines in the application of prescribed duties and works under close supervision with work frequently reviewed by a superior. This classification is distinguished from the

Maintenance Worker II in that the latter performs more complex technical duties requiring a higher level of knowledge and skill.

Maintenance Worker II: is the journey-level classification in the Maintenance Worker series that follows diversified procedures and implements processes to accomplish end results, within guidelines. Immediate supervision is available upon request. This class is distinguished from Maintenance Worker III in that the latter is a higher-level class in the series that performs more complex technical, investigative, and supervisory duties requiring a higher level of knowledge and skill.

Maintenance Worker III: is the advanced journey-level classification in the Maintenance Worker series. The incumbent plans detailed methods to attain desired objectives working within established policy. Methods require use of initiatives and resourcefulness in developing processes and procedures. This classification works under indirect supervision, conferring with supervisor on unusual matters.

## **MINIMUM QUALIFICATIONS**

### **Education, Training, and Experience Guidelines**

Maintenance Worker I: high school diploma or GED equivalent AND one (1) year of construction, maintenance, or landscape related experience; OR an equivalent combination of education, training, and experience.

Maintenance Worker II: high school diploma or GED equivalent AND three (3) year of street, building, and park maintenance and construction related experience at the Maintenance Worker I level with the City of Adelanto; OR an equivalent combination of education, training and experience.

Maintenance Worker III: high school diploma or GED equivalent AND five (5) year of street, building, and park maintenance and construction related experience at the Maintenance Worker II level with the City of Adelanto; OR an equivalent combination of education, training and experience.

### **Knowledge of:**

- Applicable local, State, and Federal laws, codes, regulations, and ordinances.
- Methods, materials, tools, and equipment used in various streets, facilities, and park maintenance and construction activities.
- Weed abatement tools, materials, and methods; irrigation, sprinkler, and drip system parts, troubleshooting, and repair methods.
- Hazardous chemical, fertilizer, and pesticide application, handling, and storage procedures,
- Asphalt repair and maintenance methods and equipment.
- Construction maintenance and repair practices and methods.
- Public Works construction and maintenance operations; plumbing and electrical systems maintenance and repair; basic power and hand tools; welding practices and methods.
- Employee safety practices and Flagger safety training.
- Sanitary sewer systems and operations.
- Right of way and road shoulder maintenance.
- Herbicides and pesticide application procedures.
- Physical needs of turf, plants and trees, including tree removal methods.
- Operation of motorized construction and maintenance equipment and vehicles safely and efficiently.
- Storm drain, sewer line, and lift station operations and maintenance.
- Principles and practices of project management.

### **Skill in:**

- Interacting tactfully and professionally with City staff, outside agencies, and the public.
- Reading and accurately interpreting plans, schematics, and equipment manuals.
- Following established safety policies, practices, and procedures.
- Working efficiently both independently and as part of a team.
- Troubleshooting and repairing electrical, watering, and plumbing systems and components.
- Interacting tactfully and professionally with City staff, outside agencies, and the public.
- Communicating effectively both verbally and in writing.
- Following written and verbal instructions.
- Establishing and maintaining effective working relationships.

#### **LICENSE AND CERTIFICATION REQUIREMENTS**

- Must possess a minimum of a valid commercial class “C” California driver’s license and maintain throughout the length of employment with the City of Adelanto.
- Required to possess or be able to acquire a valid commercial class “B” California driver’s license with tanker and airbrake endorsements or be able to obtain class “B” California driver’s license and endorsements within three to six (3 - 6) months year from date hire.
- Must successfully complete traffic flagging courses.
- May be required to obtain other related certification including but not limited to applicator certification; Recycled Water Site Supervisor certification; Playground Safety Inspector certification; QAC certification; Grade II or Grade III CWEA Collection System Maintenance certification; International Municipal Signal Association (IMSA) certification; Hazardous materials certification; and/or forklift operator certification.

#### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Work is performed in both an indoor and outdoor environment. May be exposed to extreme weather conditions. Incumbent must have the mobility to visit City job sites on a regular basis. Visits to job sites include exposure to dust, extreme hot and cold temperatures and noise. Physical demands consist of frequent standing, climbing, walking, lifting, bending, or stooping. May be required to lift and carry items weighing up to one hundred (100) pounds. Incumbent must be able to see and hear in the normal range with or without correction, and communicate both verbally and in written form with great facility and be understood. Incumbent must have the stamina to work long hours and overtime, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

## CUSTOMER SERVICE REPRESENTATIVE I/II

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

### DEFINITION:

Under general supervision, learns to perform and performs a variety of clerical and technical accounting duties, including utility billing, cashiering, collections, processing of non-sufficient fund checks, and general accounting duties; provides customer service in person and by telephone; performs other related duties as required.

### DISTINGUISHING CHARACTERISTICS:

#### **Customer Service Representative I**

The **Customer Service Representative I** is the entry level classification in the accounting support series that allows the incumbent to develop journey level knowledge and abilities. Initially, under immediate supervision, incumbents perform the more routine accounting support and customer service duties while learning City policies and procedures. As experience is gained, there is greater independence of action within established guidelines. This classification is alternatively staffed with Customer Service Representative II, and incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher level class.

#### **Customer Service Representative II**

The **Customer Service Representative II** is the journey level classification in the accounting support series in which incumbents are expected to perform the full scope of assigned duties with minimum supervision. Assignments are characterized by the presence of fairly clear guidelines from which to make decisions and the availability of supervision when required. This classification is distinguished from the next higher classification of Customer Service Supervisor in that the latter is responsible for the more advanced para-professional duties and may serve as a lead.

### SUPERVISION RECEIVED/EXERCISED:

#### **Customer Service Representative I**

Receives immediate supervision from Customer Service Supervisor and/or management staff of assigned department. Incumbents in this class do not routinely exercise supervision.

#### **Customer Service Representative II**

Receives general supervision from Customer Service Supervisor and/or management staff of assigned department. Incumbents may exercise technical and functional supervision over assigned staff.

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

- Learns to perform and performs a variety of clerical and technical accounting duties, including utility billing, collections, processing of non-sufficient fund checks, and general accounting duties; provides customer service in person and by telephone; performs cashiering duties.

- Uploads and downloads water meter readings, weekly; gathers, verifies, and makes necessary corrections to all meter readings; applies reads to customer accounts and posts new monthly charges; processes all utility bills.
- Receives payments, issues receipts, balances cash, gathers payments and documents from the outside drop box, mail, and over the counter; performs data entry; runs daily audits and prepares audit reports; works with outside auditors; operates cash register; opens and closes the safe.
- Processes payments for all City departments at counter and back office.
- Answers and routes calls as appropriate; receives the public at the front counter; answers questions and processes requests; sorts and processes mail; maintains a variety of records and files; orders supplies for assigned department; prepares purchase orders and accounts payable.
- Sets up new accounts; prepare past due accounts to collections; follows up with collection agency; prepares door tag notices for past due accounts; assist in processing of shut off list.
- Receive applications for the low income exemption program, verifying documents and household information is complete and current. Assist in administration of program as needed, assisting with account balance adjustments and program recipient maintenance.
- Performs customer service as it relates to the City's Utility services, including researching balances owed and account histories; takes customer complaints regarding service and repairs needed; notifies field workers of service requests.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.
- Performs other duties as required or assigned.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, and turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Customer Service Representative I/II**. A typical way of obtaining the required qualifications is to possess the equivalent of:

**Customer Service Representative I**

One year of clerical experience, including public contact and some financial record keeping and report preparation, and a high school diploma or equivalent.

**Customer Service Representative II**

In addition to the above, two years of general clerical experience, including utility billing or cashiering duties equivalent to that of an Account Clerk I in the City of Adelanto.

**License/Certificate:**

Possession of, or ability to obtain, a valid Class C California driver's license.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position. The level and scope of the knowledge and abilities listed below vary between the I and II levels.)*

**Knowledge of:**

Modern principles and practices of utility billing, financial record keeping, bookkeeping, and basic governmental accounting; standard office and administrative procedures and practices; bank deposits and cash handling procedures; basic principles of mathematics; applicable federal, state and local laws, codes, and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices, and equipment; modern office practices, methods. Equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

**Ability to:**

Prepare, maintain, and reconcile various financial, accounting, and statistical records; learn and excel in computer applications and software for utility billing and accounts receivable; keep accurate records; perform cashiering duties accurately; respond to questions from the public and City personnel regarding policies and procedures; perform mathematical calculations quickly and accurately; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Operate an office computer and a variety of word processing, spreadsheet and software applications, including billing and financial systems.

## Customer Service Supervisor

### SUMMARY

Under general supervision, the Customer Service Supervisor oversees and participates in all customer service activities related to the set-up, payment, and disconnection of utilities services accounts for the City.

**ESSENTIAL FUNCTIONS** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions but are an essential function. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Supervises and participates in all customer service-related activities for the department; reviews the daily work of assigned staff to ensure accuracy and quality.
- Assists customers with processing new service applications and making payments in-person and via telephone; responds to general inquiries and provides information as appropriate; addresses and resolves customer complaints and disputes.
- Processes drop box and mailed payments; records and balances all payments made through electronic check processing services and provides all related documentation for deposits submitted to the bank.
- Provides verification of balancing of money payment source and billing software; processes all return payments to account holders as appropriate.
- Processes delinquent accounts for disconnections; prepares terminated delinquent accounts for collections.
- Provides training and technical assistance to customer service staff for all department policies, procedures, and the proper use of all software; assists with creating new service location set-ups in computer system for new addresses.
- Works with field staff to ensure adequate service is being providing to customers across departments.
- Performs related duties as required or assigned.

### MINIMUM QUALIFICATIONS

#### Education, Training, and Experience Guidelines

High school diploma or GED equivalent AND three (3) years of general office experience which includes some customer service and cash handling responsibilities; OR an equivalent combination of education, training, and experience.

#### Knowledge of:

- Applicable local, State, and Federal laws, codes, regulations, and ordinances.
- Records maintenance and retention policies and procedures.
- Supervisory principles and practices.
- Money handling practices.
- Basic accounting principles and practices.
- Modern office policies and equipment.
- Customer service principles, practices, and etiquette.

#### Ability to:

- Prepare, maintain, and reconcile various financial, accounting, and statistical records; learn and excel in computer applications and software for utility billing and accounts payable/receivable
- Keep accurate records; perform cashiering duties accurately;

- Respond to questions from the public and City personnel regarding policies and procedures; perform mathematical calculations quickly and accurately; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret and record data accurately
- Organize, prioritize and follow-up on work assignments
- Work independently and as part of a team
- Make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response
- Follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill in:**

- Typing and entering data with speed and accuracy.
- Organizing and working on multiple tasks simultaneously.
- Addressing and courteously responding to customer complaints, needs, and disputes.
- Operating a computer including standard software and some specialized software.
- Maintaining accurate records, filing systems, and technical documentation.
- Interacting tactfully and professionally with City staff, outside agencies, and the public.
- Providing effective supervision, leadership, and direction to assigned staff.
- Establishing and maintaining effective working relationships.
- Communicating clearly both verbally and in writing.

**LICENSE AND CERTIFICATION REQUIREMENTS**

None.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this class, the employee is regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to stand and walk; and lift up to 15 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.