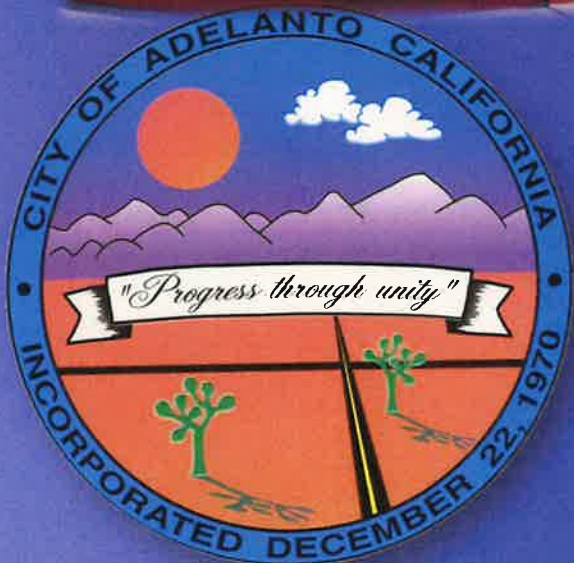




The City with Unlimited Possibilities



Fiscal Year
2023-2024
Proposed Budget

City of Adelanto

Fiscal Year 2023-2024 Annual Budget

Table of Contents

Elected Officials and Staff	i
City Manager's Budget Message	1
FUND BALANCE SUMMARY AND GENERAL FUND SUMMARIES	3
Fund Balance Summary – General Fund, Special Revenue Funds and Enterprise Funds.....	4
General Fund Revenue & Expenditure Summary.....	6
General Fund Expenditure Summaries by Department	7
GENERAL FUND REVENUE DETAILS	10
GENERAL FUND EXPENDITURE DETAILS BY DEPARTMENT	14
City Council	16
Administration Department	18
City Clerk Department.....	20
Finance Department	22
City Attorney's Office	24
Human Resources Department.....	26
Information Technology Department.....	28
Non-Department	30
Streets Department.....	32
Facility Maintenance Department.....	34
Parks and Grounds Department	36
Lighting and Landscaping Maintenance Districts Department.....	38
Vehicle Maintenance Department.....	40
Police Department.....	42
Fire Department	44
Code Enforcement Department.....	46
Animal Control Department.....	49
Planning Department	51
Building and Safety Department.....	53
Engineering Department	55
Senior Center Program.....	57
Community Center #1.....	59
Community Center #2.....	60
ENTERPRISE FUNDS	61
Water Fund.....	62
Sewer Fund	65

SPECIAL FUNDS	67
Special Funds Summary	68
Special Funds Budget Descriptions and Details	69
Adelanto Stadium.....	69
Park Development Impact.....	70
Drainage Impact Fund.....	70
Traffic Impact Fund	71
Fire Impact Fund.....	71
Gas Tax Fund.....	71
Article 8 Fund	72
SB-1 Maintenance and Rehabilitation Fund	72
Federal Grants Fund.....	73
State/Local Grants Fund.....	73
Community Development Block Grant Fund	74
Public Safety Augmentation Fund/Public Safety ½ Cent Fund	76
Traffic Offender Fund.....	76
Supplemental Law Enforcement Oversight Committee (SLEOC)	76
Measure I/65% Fund.....	76
Measure I/70% Fund.....	77
Community Facilities District (CFD) Fund	77
Landscaping and Lighting Maintenance District Fund.....	78
OTHER FUNDS	79
Other Funds Budget Details.....	80
Adelanto Community Benefit Corporation.....	80
CFD 2006-2 Bond Fund.....	80
Successor Agency to the Adelanto Improvement Agency.....	81
APPENDICES	82
Appendix A - Authorized Positions	83
Appendix B - Appropriations Limit (Gann Limit) Calculation	85
Appendix C – Salary schedule.....	87

This Page Intentionally Left Blank

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
Amanda Uptergrove, Council Member
Angelo Meza, Council Member
Joy Jeannette, Council Member



City Staff

Jessie 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 30, 2023



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

Presented for your consideration is the Fiscal Year 2023-2024 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 2023-2024 are approximately \$18,194,887. Revenues are projected to remain flat over the prior fiscal year due to the economic conditions and higher than normal interest rates.

Estimated General Fund expenditures are approximately \$22,683,185. 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. It is important to note that the City did benefit from Supervisor Cook's office who offset the Sheriff's contract increases and the San Bernardino County Fire with approximately \$900,000.

The budget no longer has The American Rescue Plan Act monies and is thus unbalanced. The City, through fiscally responsible spending does have sufficient savings to operate through the end of Fiscal Year 2023-2024.

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 black ink, appearing to read "Jessie Flores", is written over a horizontal line.

Jessie Flores
City Manager

This Page Intentionally Left Blank

FUND BALANCE SUMMARY AND GENERAL FUND SUMMARIES



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

Fund	Fund Description	Estimated Fund Balance 6/30/2023	Revenues	Expenditures	Net Surplus/(Deficit)	Estimated Fund Balance 6/30/2024
100	General Fund	4,502,192.84	18,194,887	22,683,185	(4,488,298.00)	13,894.84
SPECIAL FUNDS						
200	Adelanto Stadium	(158,131.88)	15,500.00	15,500.00	0.00	(762,777.77)
201	Park Development Impact Fund	875,814.65	130,500.00	650,000.00	(519,500.00)	293,586.69
202	Drainage Impact Fund	1,536,522.58	91,000.00	505,000.00	(414,000.00)	1,235,111.66
203	Traffic Impact Fund	2,574,249.60	432,500.00	950,000.00	(517,500.00)	1,557,885.72
204	Fire Mitigation Impact Fund	493,753.70	15,500.00		15,500.00	483,967.31
207	AES Solar project	350,000.00	782,000.00	520,000.00	262,000.00	2,167,310.15
210	Gas Tax Fund	1,554,232.86	1,525.00	1,520,000.00	(1,518,475.00)	314,720.42
211	Article 8 Fund	1,869,616.52	580,000.00	650,000.00	(70,000.00)	1,059,384.66
213	Road Maint & Rehabilitation SB-1	1,921,256.46	1,515,000.00	1,515,000.00	-	-
218	State Grant for New water park	-	700,000.00	775,000.00	(75,000.00)	(75,000.00)
219	Local Jurisdiction Assistance	772,204.51		450,000.00	(450,000.00)	322,204.51
220	Federal Grants	(432,662.72)	-	-	-	(432,662.72)
222	State/County Grants	242,750.87	-	-	-	242,750.87
223	Community Block Grant(CDBG)	(18,183.98)	329,144.00	329,144.00	-	(18,183.98)
224	AQMD/Calif. AB Distributions	133,760.32	-	-	-	133,760.32
226	Police Asset Seizure	16,394.38	-	-	-	16,394.38
227	Public Safety 1/2 Cent	269,118.64	220,661.00	220,000.00	661.00	269,779.64
228	Traffic Offender Fund	2,003.08	-	-	-	2,003.08
229	SLEOC Fund	259,505.35	140,000.00	140,000.00	-	259,505.35

Fund	Fund Description	Estimated Fund Balance 6/30/2023	Revenues	Expenditures	Net Surplus/(Deficit)	Estimated Fund Balance 6/30/2024
233	Measure I/1990-2010	336,191.61			-	336,191.61
235	Measure I2010-2040	1,252,621.79	780,000.00	2,775,000.00	(1,995,000.00)	(742,378.21)
240	CFD	603,277.06	-	-	-	603,277.06
241	LLMD Annexation Fund	646,992.42	316,597.00	316,597.00	-	646,992.42
ENTERPRISE FUNDS						
353	AWA_Water	9,596,272.50	12,556,400.00	11,007,823.00	1,548,577.00	11,144,849.50
360	APUA_Sewer	4,051,559.62	7,754,793.00	7,048,865.00	705,928.00	4,757,487.62
401	CFD 2006-2 Bond Fund	546,459.39	667,629.00	690,860.00	(23,231.00)	523,228.39
475	Assessment District A1	1,081,805.33	-	-	-	1,081,805.33
580	Successor Agency FY2012 and on	7,542,155.18	4,750,310.00	4,750,311.00	(1.00)	7,542,154.18
471	Adelanto Community Benefit Corp	47,439.49	37,500.00	77,500.00	(40,000.00)	7,439.49

General Fund Revenue & Expenditure Summary

	Unaudited FY 2021-22	Estimated FY 2022-23	Proposed FY 2023-24
Taxes and Assessments	12,085,635	12,192,712	13,123,591.00
License and Permits	4,078,535	3,520,244	2,131,400
Fines and Forfeitures	38,452	41,182	28,200
Use of Money and Property	3783	15	-
Intergovernmental	234,997	-	-
Charge for Service	2,365,202	721,924	460,099
Sales and Exchange of Property	-	-	-
Other Revenue	128,583	11,552	-
Transfer In	2,029,643	6,637,320	2,451,597
Total Revenues	23,964,828	23,124,949	18,194,887
City Council	139,179	173,377	181,422
Administration	488,928	614,427	523,058
City Clerk	89,750	269,967	157,562
Finance	674,530	715,031	464,184
City Attorney	736,801	935,000	850,000
Human Resources	123,828	56,343	136,280
Information Technology	283,988	450,209	661,750
Non-Department	1,287,983	1,040,915	1,808,803
Streets	362,247	465,362	568,214
Facility Maintenance	137,975	175,378	167,320
Parks & Grounds	293,083	588,358	499,247
LLMD	456,559	581,535	198,824
Vehicle Maintenance	221,419	87,870	34,000
Police	7,350,941	7,647,443	7,689,279
Fire	5,580,966	6,062,428	6,263,801
Code Enforcement	188,602	344,860	301,934
Animal Control	197,599	297,009	335,374
Planning & Economic Development	688,316	1,124,709	590,983
Building & Safety	566,717	690,000	628,000
Engineering	406,004	1,003,000	614,750
Senior Center	25,080	13,455	5,900
Community Center #1	570	-4,615	0
Community Center #2	624	5,150	2,500
Total Expenditures	20,301,687	23,337,211	22,683,185
Net Revenue (Loss)	3,663,141	(212,262)	(4,488,298)

General Fund Expenditure Summaries by Department

		Unaudited FY 2021-22	Estimated FY 2022-23	Proposed FY 2023-24
1010	City Council			
	Payroll & Benefits	73,259	75,714	85,752
	Operations and Maintenance	65,920	97,663	95,670
	Total	139,179	173,377	181,422
1011	Administration			
	Payroll & Benefits	264,980	276,977	251,058
	Operations and Maintenance	223,948	337,450	272,000
	Total	488,928	614,427	523,058
1012	City Clerk			
	Payroll & Benefits	68,277	181,188	86,712
	Operations and Maintenance	21,473	88,779	70,850
	Total	89,750	269,967	157,562
1013	Finance			
	Payroll & Benefits	442,953	579,006	396,034
	Operations and Maintenance	231,577	136,025	68,150
	Total	674,530	715,031	464,184
1014	City Attorney			
	Operations and Maintenance	736,801	935,000	850,000
	Total	736,801	935,000	850,000
1015	Human Resources			
	Payroll & Benefits	121,386	46,093	51,030
	Operations and Maintenance	2,442	10,250	85,250
	Total	123,828	56,343	136,280
1016	Information Technology			
	Payroll & Benefits	-	-	-
	Operations and Maintenance	283,988	450,209	661,750
	Capital Outlay	-	-	-
	Total	283,988	450,209	661,750
1017	Non-Department			
	Payroll & Benefits	464,557	15,000	50,000
	Operations and Maintenance	755,735	920,665	1,408,803
	Non-Operating Expenses	499	5,250	0
	Capital Outlay	67,193	100,000	350,000
	Total	1,287,983	1,040,915	1,808,803

1020	Streets			
	Payroll & Benefits	316,287	406,812	503,714
	Operations and Maintenance	45,960	58,550	64,500
	Total	362,247	465,362	568,214
1021	Facility Maintenance			
	Payroll & Benefits	101,977	111,738	111,520
	Operations and Maintenance	35,999	63,640	55,800
	Capital Outlay	-	-	-
	Total	137,975	175,378	167,320
1022	Parks & Grounds			
	Payroll & Benefits	123,486	160,308	109,747
	Operations and Maintenance	169,597	428,050	389,500
	Total	293,083	588,358	499,247
1023	LLMD			
	Payroll & Benefits	100,096	168,485	68,224
	Operations and Maintenance	356,463	413,050	130,600
	Total	456,559	581,535	198,824
1024	Vehicle Maintenance			
	Payroll & Benefits	157	0	0
	Operations and Maintenance	32,551	87,870	34,000
	Capital Outlay	188,710	0	0
	Total	221,419	87,870	34,000
1030	Police			
	Operations and Maintenance	7,350,941	7,647,443	7,689,279
	Capital Outlay	-	-	-
	Total	7,350,941	7,647,443	7,689,279
1033	Fire			
	Operations and Maintenance	5,580,966	6,062,428	6,263,801
	Total	5,580,966	6,062,428	6,263,801
1034	Code Enforcement			
	Payroll & Benefits	105,480	234,818	186,584
	Operations and Maintenance	83,122	110,042	115,350
	Total	188,602	344,860	301,934
1035	Animal Control			

	Payroll & Benefits	106,901	155,822	179,374
	Operations and Maintenance	90,698	141,187	156,000
	Total	197,599	297,009	335,374
1040	Planning & Economic Development			
	Payroll & Benefits	99,884	135,496	111,533
	Operations and Maintenance	588,432	989,213	479,450
	Total	688,316	1,124,709	590,983
1041	Building & Safety			
	Payroll & Benefits			
	Operations and Maintenance	566,717	690,000	628,000
	Total	566,717	690,000	628,000
1042	Engineering			
	Operations and Maintenance	406,004	1,003,000	614,750
	Total	406,004	1,003,000	614,750
1051	Senior Center			
	Operations and Maintenance	25,080	13,455	5,900
	Total	25,080	13,455	5,900
1052	Community Center #1			
	Operations and Maintenance	570	-4,615	0
	Total	570	-4,615	0
1053	Community Center #2			
	Operations and Maintenance	624	5,150	2,500
	Total	624	5,150	2,500
	General Fund Expenditures			
	Payroll & Benefits	2,389,679	2,547,457	2,191,282
	Operations and Maintenance	18,521,192	19,424,389	18,968,467
	Non-Operating Expenses	17,655,607	20,684,504	20,141,903
	Capital Outlay	255,903	100,000	350,000
	Total General Fund Expenditures	20,301,687	23,337,211	22,683,185

GENERAL FUND REVENUE DETAILS



		Unaudited FY 2021-22	Estimated FY 2022-23	Proposed FY 2023-24
Taxes and Assessments				
40101	AD1A Assessments	-	-	-
40110	Franchise Taxes	1,818,883	1,683,299	2,283,000
42220	Property Taxes	306,594	300,000	341,975
42221	Property Transfer Tax	173,760	125,000	115,000
42225	Property Tax in Lieu of Vehicle License Fees	3,492,685	3,912,746	3,912,745
42230	Sales and Use Tax	2,839,444	3,158,185	3,061,279
42235	Measure R Tax	-	-	-
42236	Cannabis Business Tax – Space Utilized	1,396,143	1,758,301	2,100,000
42237	Cannabis Business Tax – Gross Receipts	1,945,690	1,160,557	1,207,000
42238	Cannabis Business Tax - Special Events	1,624	-	-
42240	Transient Lodging Tax (Bed Tax) and Assessments	20,208	19,199	14,092
43057	Geo Administration Fee	50,000	50,000	50,000
46025	Vehicle License Fee Collection in Excess	40,604	25,425	38,500
Total Taxes and Assessments		12,085,635	12,192,712	13,123,591

License and Permits				
43020	Animal Licenses	11,824	10,000	5,000
43022	Business Licenses	56,501	50,000	50,000
43023	Home Occupation Licenses	10,105	5,250	5,000
43030	Building Permits	603,786	855,000	250,000
43031	Conditional Use Permits	141,853	95,350	82,000
43032	Electric Permits	331,951	140,000	50,000
43033	Excavation and Grading Permits	21,369	13,500	2,500
43034	Mobile Home Permits	255	-	-
43035	Mechanical Permit	170,037	90,000	75,000
43036	Plumbing Permits	214,071	122,000	50,000
43037	Sewer Permits	172,992	5,000	5,000
43038	Wide Load Permits (Transportation)	3,430	4,500	3,100
43039	Other Licenses and Permits	25,111	37,500	-
43040	Cannabis Permit Application Fee	27,854	-	15,000
43041	Cannabis Permit Fee Renewal	1,082,595	998,950	950,000
43050	Building Plan Check Fees	499,932	165,350	100,000
43051	Green Building Standards Fee	3,266	800	1,000
43052	Strong Motion Instrumentation Fee	8,975	5,000	4,000
43053	SB 1186 Fee	-	10	-
43054	Environmental Review & Impact	55,750	26,500	15,000
43055	Mitigation Fee	563,925	751,900	408,800
47040	Copies, Police Reports & Maps	353	9	-
47042	Copies & Publications/Engineering	15,918	38,500	30,000
47043	Encroachment Permits	53,727	105,125	30,000
47044	Joshua Tree Site Survey	430	-	-
47045	Maps - Engineering	2,450	-	-
47046	Inspection & Other	75	-	-
Total License and Permits		4,078,535	3,520,244	2,131,400

Fines and Forfeitures

44000	Animal Apprehension Fees	896	1,500	2,500
44001	Animal Pick Up and Disposal	6,297	6,528	5,000
44003	Admin Cite/License	-	-	-
44005	Admin Cite/Leash Law	33	-	-
44010	Admin Cite/Admin Fee	-	150	100
44030	Parking Citations	-	-	100
44031	Vehicle Code Fines (CVC)	14,036	7,500	5,000
44032	Vehicle Storage Fees	-	-	-
44033	Vehicle Release Fees	-	-	-
44040	Fines, Forfeitures & Penalties	17,190	25,500	15,000
44041	Other Court Fines – General	-	4	500
Total Fines and Forfeitures		38,452	41,182	28,200

Use of Money and Property

45010	Interest/Dividend Income	3,783	15	-
Total Use of Money and Property		3,783	15	-

Intergovernmental

46060	State/Local Grants	234,997	-	-
Total Intergovernmental		234,997	-	-

Charge for Service

43056	GEO POLICE OFFSET FEE	360,224	360,224	195,849
47002	GEO/Service Fee	-	-	-
47013	APUA/Admin Fee	1,322,962	-	-
47019	Street Address Assignment	1,557	1,500	-
47020	Apartment Inspection Fees	-	-	-
47022	Code Enforcement Cost Recovery	45,686	115,500	50,000
47023	Residential Inspection Fees	50	-	-
47039	Public Records request	290	300	-
47050	Lease Income	18,538	44,000	35,000
47051	Location and Development Plan	160,140	95,000	55,000
47080	Tentative Tract Map	111,440	30,000	15,000
47081	Parcel Map Fees	32,399	15,220	15,000
47082	Plan Check Fees	183,749	25,000	70,000
47083	Plan Check Fees/Zone Change	27,700	9,800	5,000
47084	General Plan Amendment	33,240	5,540	5,500
47085	Plan Review - Planning	24,121	11,250	11,250
47086	Temporary Use Permit	13,661	2,560	2,500
47087	Misc. Planning Fees	14,757	-	-
47089	Planning Fees - Indoor Agriculture	-	-	-
47090	Rents and Concessions	13,637	-	-
47110	Tipping/Dump Fees/Lab Fees	1,011	-	-
47200	Notary Fees	15	75	-
47202	Candidate Statement	-	5,630	-

47203	Candidate Handbook	-	325	-
47400	NFS Service Charge	25	-	-
Total Charge for Service		2,365,202	721,924	460,099

Sales and Exchange of Property

60002	Gain/(Loss) on Sale of Fixed Assets	-	-	-
Total Sales and Exchange of Property		-	-	-

Other Revenue

49001	Donations - General	-	-	-
49002	Federal Cost Reimbursements	-	-	-
49003	Post Reimbursements	1	2	-
49007	Other Cost Reimbursements	-	-	-
49009	Miscellaneous Income	128,599	11,250	-
49010	Cash Over/(Under)	-17	300	-
Total Other Revenue		128,583	11,552	-

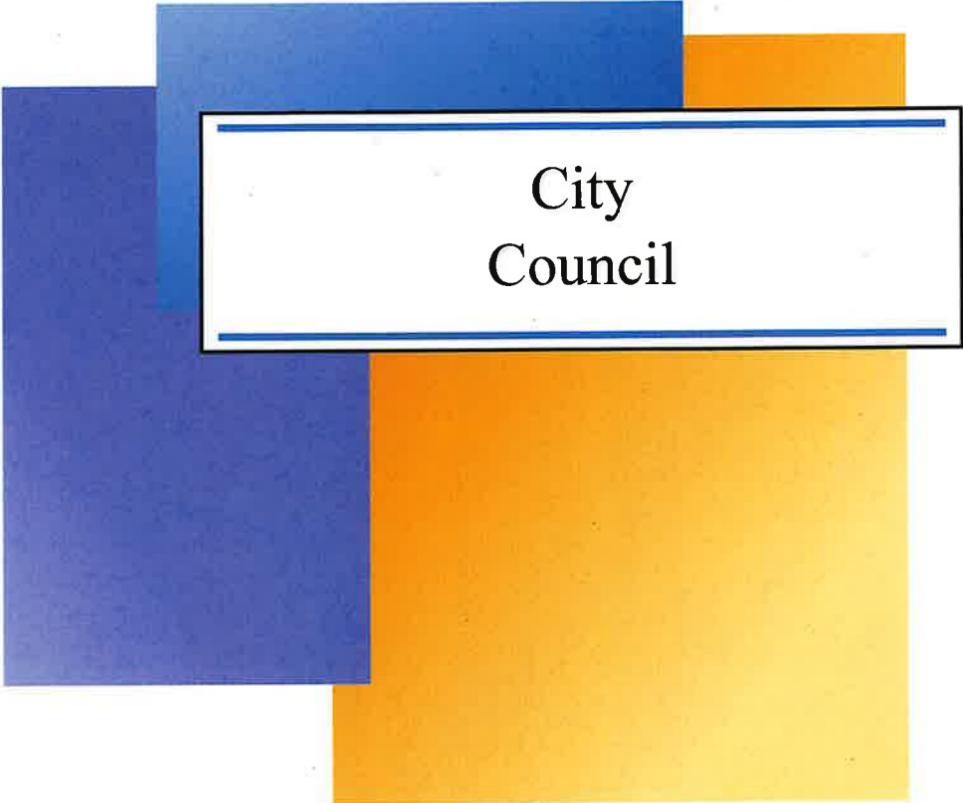
Transfers In

60001	Transfers In	4,072,620	4,072,620	-
60007	Interfund Loan Repayments	-	-	-
60011	Transfer In - Gas Tax	320,000	620,000	453,000
60012	Transfer In - Public Safety	167,000	186,000	220,000
60013	Transfer In - Traffic Offender	-	-	-
60015	Transfer In - Article 8	20,000	20,000	20,000
60016	Transfer In - APUA	-	1,302,000	1,302,000
60017	Transfer In - LLMD	221,023	294,900	316,597
60018	Transfer In - CFD-Police and Fire	9,000	16,000	-
60019	Transfer In - Drainage Impact	-	-	-
60020	Transfer In - SLEOC	220,000	125,800	140,000
60021	Transfer In - Traffic Mitigation	-	-	-
60023	Transfer In - Park Development Impact	-	-	-
Total Transfers In		5,029,643	6,637,320	2,451,597

Total General Fund Revenues		23,964,828	23,124,949	18,194,887
------------------------------------	--	-------------------	-------------------	-------------------

GENERAL FUND EXPENDITURE DETAILS BY DEPARTMENT





City
Council

City Council

MISSION STATEMENT

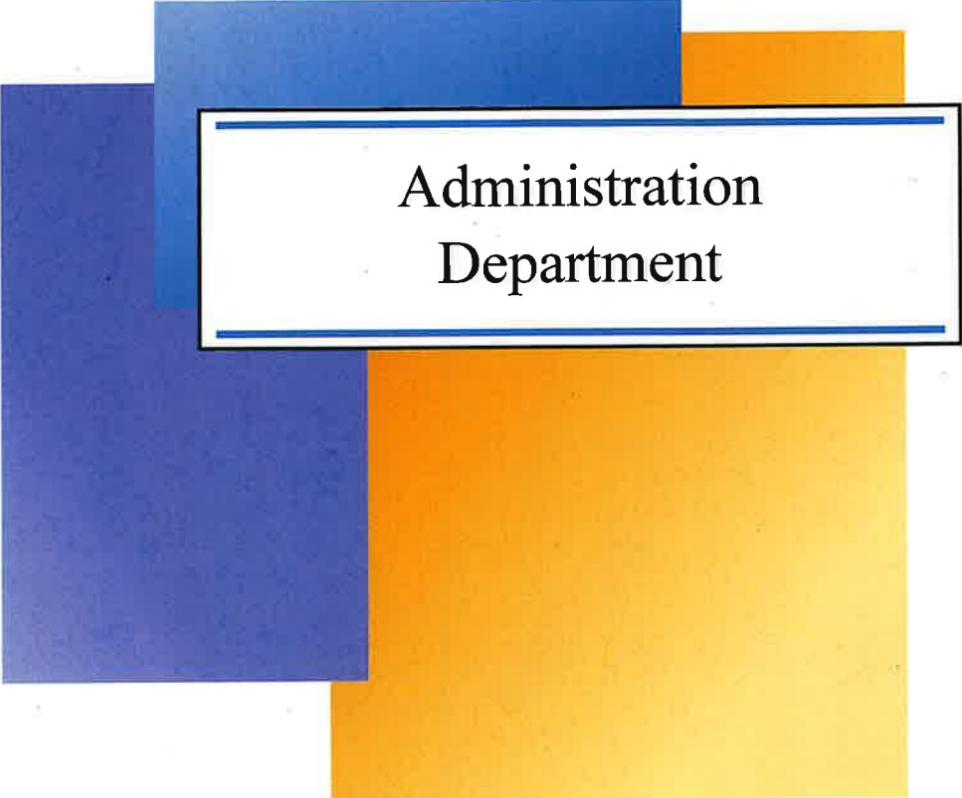
The City Council strives to ensure that the City provides the best possible services to the residents of the City of Adelanto, promote a positive relationship with communities both within the City and outside of the City, improve the City's economic base to promote fiscal stability and growth, advocate 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.

CITY COUNCIL FUNCTIONS

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 2021-22	Estimated FY 2022-23	Proposed FY 2023-24
1010	501-05	Payroll & Benefits Retirement Contributions	712	0	0
1010	501-06	Payroll & Benefits Medicare Contributions	649	990	828
1010	501-07	Payroll & Benefits Social Security Tax	2,773	4,575	3,540
1010	501-08	Payroll & Benefits State Unemployment Insurance	2,423	3,384	3,384
1010	501-11	Payroll & Benefits Employer Paid Health & Welfare	66,702	66,765	78,000
Total Payroll & Benefits			73,259	75,714	85,752
1010	502-40	Contracts & Professional Services Stipends	53,291	75,128	66,200
1010	504-50	Maintenance & Supplies Printing & Office Supplies	222	450	500
1010	506-10	Administrative Cost Meetings	1,513	436	2,500
1010	506-11	Administrative Cost Presentations	0	0	750
1010	506-12	Administrative Cost Advertising and Publications	0	0	500
1010	507-01	Training and Membership Membership and Dues	8,195	0	2,500
1010	507-03	Training and Membership Conferences & Seminars	100	5,675	6,250
1010	507-10	Training and Membership Housing/Transport	381	12,017	12,720
1010	507-11	Training and Membership Per Diem	2,218	3,957	3,750
Total Operations and Maintenance			65,920	97,663	95,670
Department Total			139,179	173,377	181,422



Administration
Department

Administration Department

MISSION STATEMENT

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.

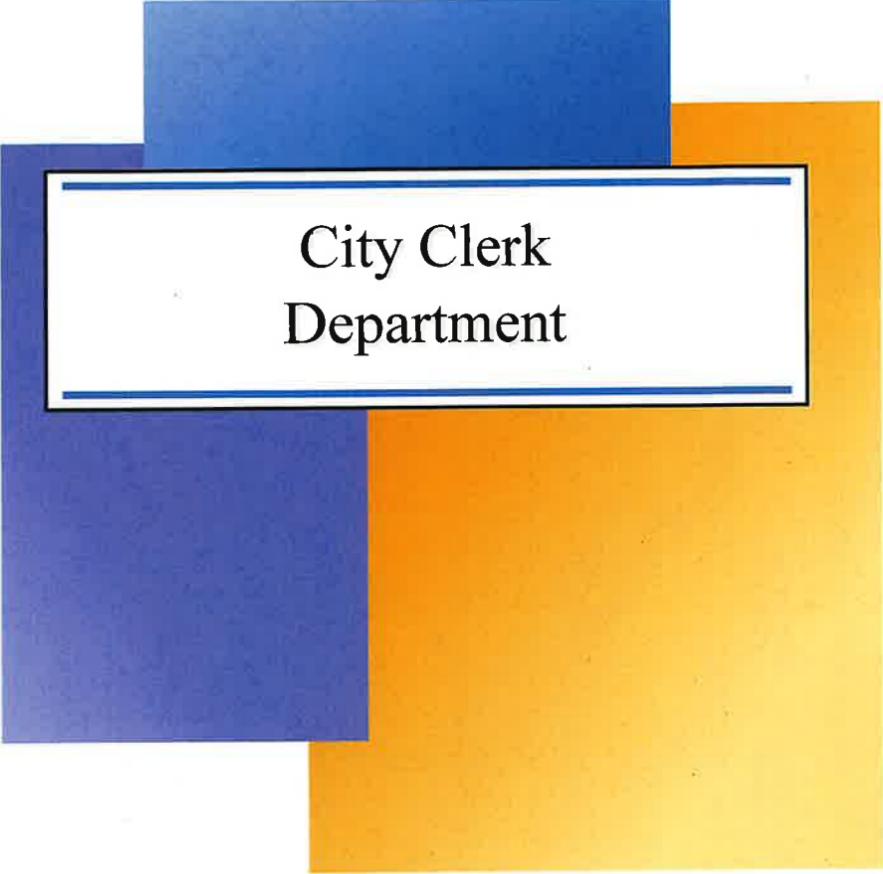
ADMINISTRATION DEPARTMENTAL FUNCTIONS

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 2021-22	Estimated FY 2022-23	Proposed FY 2023-24
1011	501-01	Payroll & Benefits Regular Wages	189,168	245,077	201,413
1011	501-02	Payroll & Benefits Overtime Wages	0	529	0
1011	501-04	Payroll & Benefits Leave Pay-outs	12,244	9,600	10,167
1011	501-05	Payroll & Benefits Retirement Contributions	16,728	0	12,146
1011	501-06	Payroll & Benefits Medicare Contributions	2,894	3,850	3,025
1011	501-07	Payroll & Benefits Social Security Tax	0	0	2,651
1011	501-08	Payroll & Benefits State Unemployment Insurance	808	1,125	756
1011	501-11	Payroll & Benefits Employer Paid Health & Welfare	36,603	10,296	14,400
1011	501-13	Payroll & Benefits - Allowance - Auto	6,536	6,500	6,500
Total Payroll & Benefits			264,980	276,977	251,058
1011	502-13	Contracts & Professional Services Consulting & Outside Services	209,247	320,000	258,000
1011	504-25	Maintenance & Supplies Unleaded Fuel	636	1,000	0
1011	504-50	Maintenance & Supplies Printing and Office Supplies	1,091	500	500
1011	506-10	Administrative Cost Meetings	1,565	1,500	1,500
1011	507-01	Training and Membership Membership and Dues	3,549	2,500	2,500
1011	507-03	Training and Membership Conferences & Seminars	3,446	2,500	2,500
1011	507-10	Training and Membership housing/Transportation	4,183	7,200	5,500
1011	507-11	Training and Membership Per Diem	231	2,250	1,500
Total Operations and Maintenance			223,948	337,450	272,000
Department Total			488,928	614,427	523,058



City Clerk
Department

MISSION STATEMENT

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.

CITY CLERK DEPARTMENTAL FUNCTIONS

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 2021-22	Estimated FY 2022-23	Proposed FY 2023-24
1012	501-01	Payroll & Benefits Regular Wages	63,038	137,377	68,579
1012	501-04	Payroll & Benefits Leave Pay-outs	4,200	8,806	4,413
1012	501-05	Payroll & Benefits Retirement Contributions	0	11,668	5,832
1012	501-06	Payroll & Benefits Medicare Contributions	970	2,080	1,036
1012	501-08	Payroll & Benefits State Unemployment Insurance	68	665	252
1012	501-11	Payroll & Benefits Employer Paid Health & Welfare	0	20,592	6,600
Total Payroll & Benefits			68,276	181,188	86,712
1012	502-06	Contracts & Professional Services - Elections	146	10,000	2,500
1012	502-07	Contracts & Professional Services - Codification	2,600	5,200	3,500
1012	502-13	Contracts & Professional Services Consulting	11,228	58,429	50,000
1012	504-50	Maintenance & Supplies Printing & Office Supplies	525	650	500
1012	506-10	Administrative Cost Meetings	0	1,500	500
1012	506-12	Administrative Cost Advertising and Publications	6,360	10,500	10,500
1012	507-01	Training and Membership Membership and Dues	615	500	750
1012	507-02	Training and Membership Schools & Certifications	0	500	0
1012	507-03	Training and Membership Conferences & Seminars	0	500	850
1012	507-10	Training and Membership Housing/Transportation	0	500	1,250
1012	507-11	Training and Membership Per Diem	0	500	500
Total Operations and Maintenance			21,474	88,779	70,850
Department Total			89,750	269,967	157,562



Finance
Department

Finance Department

MISSION STATEMENT

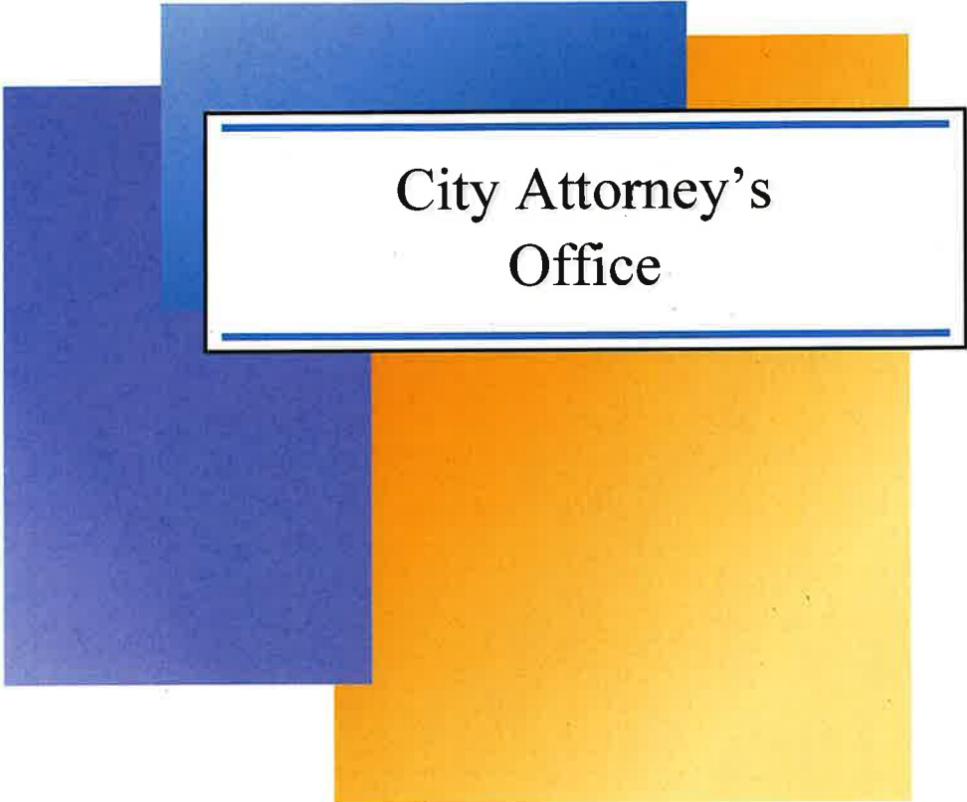
To safeguard the City's assets while providing efficient, quality services within the guidelines established by Council Policy.

FINANCE DEPARTMENTAL FUNCTIONS

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 2021-22	Estimated FY 2022-23	Proposed FY 2023-24
1013	501-01	Payroll & Benefits Regular Wages	311,645	436,274	303,345
1013	501-02	Payroll & Benefits Overtime Wages	0	256	0
1013	501-04	Payroll & Benefits Leave Pay-outs	30,616	29,365	20,352
1013	501-05	Payroll & Benefits Retirement Contributions	23,581	32,670	22,817
1013	501-06	Payroll & Benefits Medicare Contributions	4,747	6,649	4,634
1013	501-08	Payroll & Benefits State Unemployment Insurance	1,959	2,248	1,386
1013	501-11	Payroll & Benefits Employer Paid Health & Welfare	70,405	71,544	43,500
Total Payroll & Benefits			442,953	579,006	396,034
1013	502-10	Contracts & Professional Services Audit Services	55,000	0	0
1013	502-13	Contracts & Professional Services Consulting	154,446	115,000	50,000
1013	504-50	Maintenance & Supplies Printing & Office Supplies	2,608	1,100	750
1013	506-01	Administrative Cost Administrative Fees/Services	2,715	5,100	6,000
1013	506-10	Administrative Cost Meetings	0	0	500
1013	507-01	Training and Membership Membership and Dues	1,781	2,250	1,200
1013	507-03	Training and Membership Conferences & Seminars	4,468	2,275	2,500
1013	507-10	Training and Membership Housing/Transportation	8,646	8,100	5,000
1013	507-11	Training and Membership Per Diem	1,913	2,200	2,200
Total Operations and Maintenance			231,577	136,025	68,150
Department Total			674,530	715,031	464,184



City Attorney's
Office

City Attorney's Office

MISSION STATEMENT

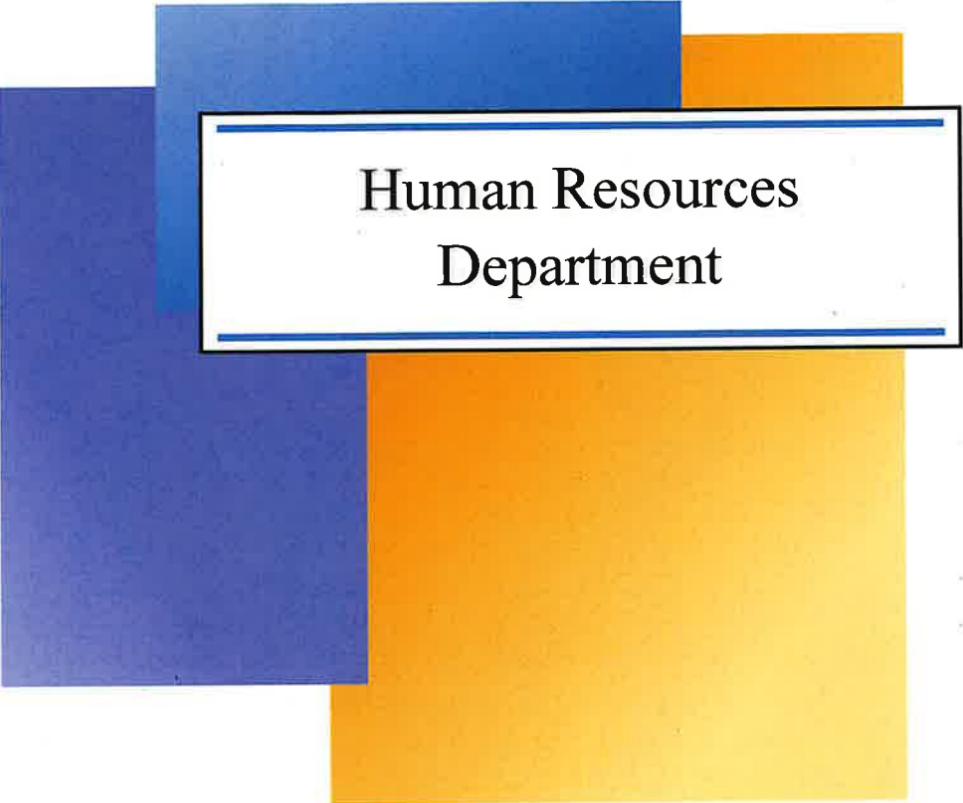
The City Attorney acts as the legal advisor to all officers and employees of the City and assists them by providing expert legal advice and recommendations in the various aspects of City governance.

CITY ATTORNEY FUNCTIONS

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

Dept. #	Acct. #	Account Description	Unaudited FY 2021-22	Estimated FY 2022-23	Proposed FY 2023-24
1014	502-11	Contracts & Professional Services City Attorney	702,435	850,000	750,000
1014	502-12	Contracts & Professional Other Legal Services	34,366	85,000	100,000
Total Operations and Maintenance			736,801	935,000	850,000
Department Total			736,801	935,000	850,000



Human Resources
Department

Human Resources Department

MISSION STATEMENT

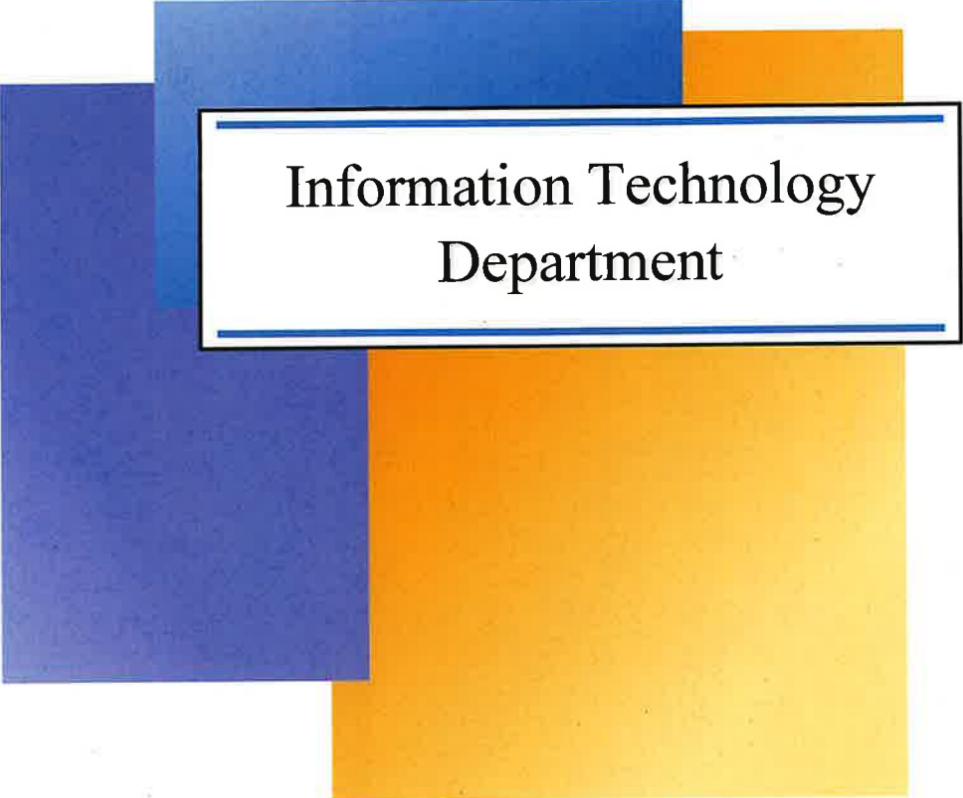
To ensure that the City complies with federal, state and local labor laws and that all current and prospective employees are treated equally. Ensure that the City is adequately insured, and the workplace is safe.

HUMAN RESOURCES FUNCTIONS

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 2021-22	Estimated FY 2022-23	Proposed FY 2023-24
1015	501-01	Payroll & Benefits Regular Wages	79,254	37,202	39,653
1015	501-04	Payroll & Benefits Leave Pay-outs	16,443	0	2,625
1015	501-05	Payroll & Benefits Retirement Contributions	6,896	1,450	1,558
1015	501-06	Payroll & Benefits Medicare Contributions	1,376	541	342
1015	501-08	Payroll & Benefits State Unemployment Insurance	649	300	252
1015	501-11	Payroll & Benefits Employer Paid Health & Welfare	16,768	6,600	6,600
Total Payroll & Benefits			121,386	46,093	51,030
1015	502-12	Contracts & Professional Other Legal Services	-1,987	0	30,000
1015	502-13	Contracts & Professional Services Consulting	2,777	10,000	55,000
1015	504-50	Maintenance & Supplies Printing & Office Supplies	262	250	250
1015	506-12	Administrative Cost Advertising and Publications	1,200	0	0
1015	507-03	Training and Membership Conferences & Seminars	190	0	0
Total Operations and Maintenance			2,442	10,250	85,250
Department Total			123,828	56,343	136,280



Information Technology
Department

Information Technology Department

MISSION STATEMENT

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

INFORMATION TECHNOLOGY FUNCTIONS

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 2021-22	Estimated FY 2022-23	Proposed FY 2023-24
1016	501-01	Payroll & Benefits Regular Wages	-	-	-
1016	501-04	Payroll & Benefits Leave Pay-outs	-	-	-
1016	501-05	Payroll & Benefits Retirement Contributions	-	-	-
1016	501-06	Payroll & Benefits Medicare Contributions	-	-	-
1016	501-11	Payroll & Benefits Employer Paid Health & Welfare	-	-	-
Total Payroll & Benefits			-	-	-
1016	502-13	Contracts & Professional Services Consulting	172,605	196,959	518,100
1016	504-06	Maintenance & Supplies Dept Equip Maintenance	0	2,500	2,500
1016	504-08	Maintenance & Supplies Computer Hardware	24,764	50,000	15,500
1016	504-09	Maintenance & Supplies Computer Software	86,166	200,000	125,000
1016	504-50	Maintenance & Supplies Printing & Office Supplies	454	500	400
1016	504-52	Maintenance & Supplies Photo/Film Supplies	0	250	250
Total Operations and Maintenance			283,988	450,209	661,750
Department Total			283,988	450,209	661,750



Non-Department

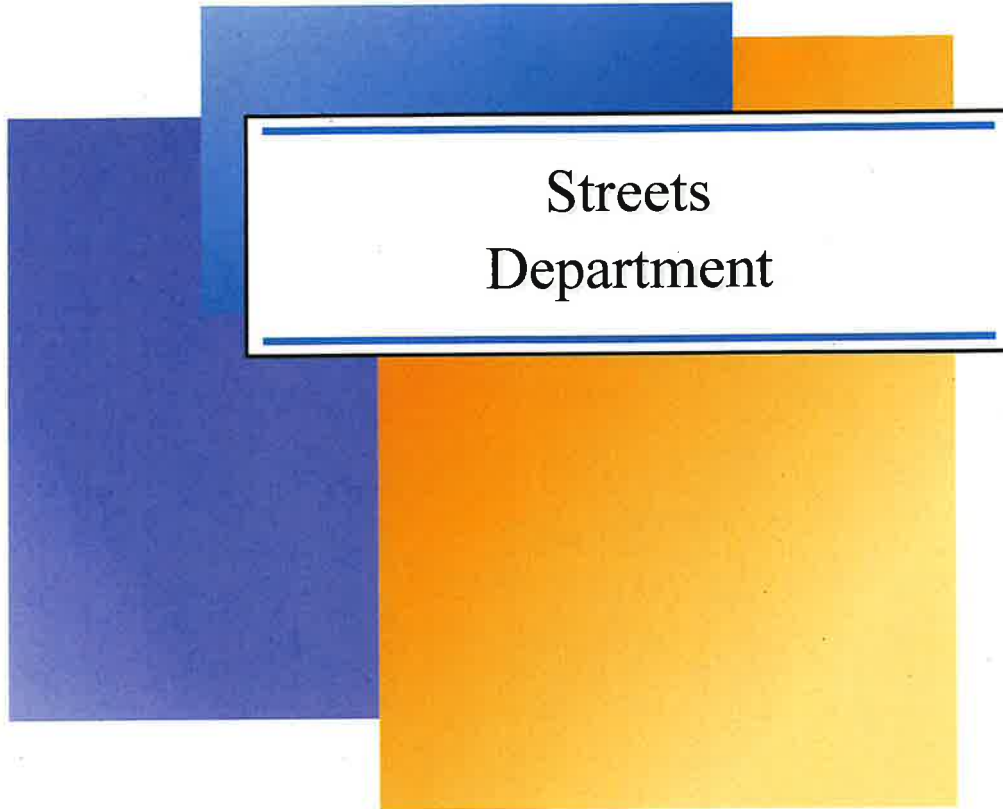
Non-Department

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 2021-22	Estimated FY 2022-23	Proposed FY 2023-24
1017	501-05	Payroll & Benefits Retirement Contributions	56,550	0	0
1017	501-11	Payroll & Benefits Employer Paid Health & Welfare	408,007	15,000	50,000
Total Payroll & Benefits			464,557	15,000	50,000
1017	502-01	Contracts & Professional Office Equipment Lease	57,030	25,000	50,000
1017	502-13	Contracts & Professional Services Consulting	61,605	65,000	75,000
1017	503-01	Utilities & Communication Communication	87,464	90,000	90,000
1017	503-02	Utilities & Communication Electricity	24,861	67,500	50,000
1017	503-03	Utilities & Communication Natural Gas	1,587	5,000	1,500
1017	504-01	Maintenance & Supplies Building/Structure Maint.	43,839	50,000	35,000
1017	504-07	Maintenance & Supplies Other Maint. Agreements	38,241	25,000	5,000
1017	504-50	Maintenance & Supplies Printing & Office Supplies	8,593	9,500	5,000
1017	504-51	Maintenance & Supplies Uniform & Safety Supplies	13,499	22,500	12,500
1017	505-01	Insurance & Claims General Liability Insurance	339,836	480,665	654,103
1017	505-04	Insurance & Claims Claims and Settlements	14,813	0	357,000
1017	506-01	Administrative Cost Administrative Fees/Services	0	1,000	1,200
1017	506-03	Administrative Cost Fees	15,078	16,500	17,500
1017	506-12	Administrative Cost Advertising and Publications	2,150	2,500	0
1017	507-01	Training and Membership Membership and Dues	46,909	60,500	55,000
1017	507-03	Training and Membership Conferences & Seminars	231	0	0
Total Operations and Maintenance			755,736	920,665	1,408,803
1017	510-02	Non-Operating Sources; Other Non-Operating Exp	0	2,500	0
1017	510-03	Non-Operating Sources Int Exp/Bank&Late fees	499	2,500	0
1017	510-11	Non-Operating Sources & Use SRDF Interfund Loan	0	250	0
Total Transfers Out			499	5250	0
1017	511-02	Cost of Capital Equipment	18,877	0	0
1017	511-10	Cost of Capital Building/Structures	48,315	100,000	350,000
Total Capital Outlay			67,192	100,000	350,000
Department Total			1,287,983	1,040,915	1,808,803



Streets Department

MISSION STATEMENT

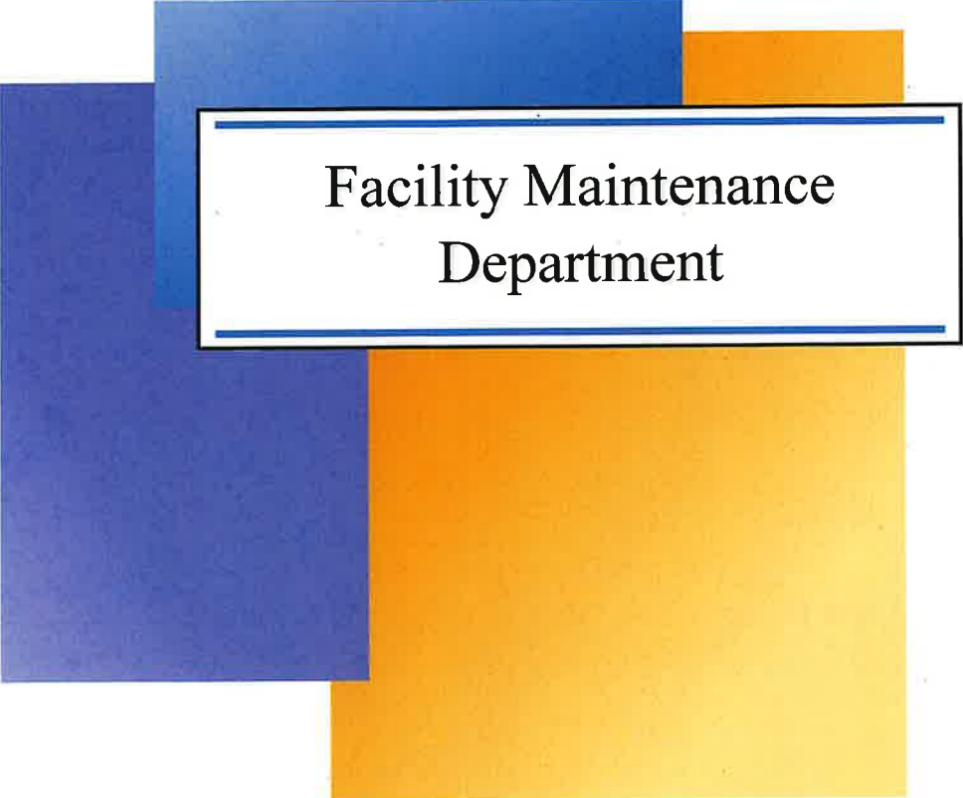
The Streets Department, formerly part of the Public Services Department, is responsible for maintaining City streets and sidewalks.

STREETS DEPARTMENTAL FUNCTIONS

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 2021-22	Estimated FY 2022-23	Proposed FY 2023-24
1020	501-01	Payroll & Benefits Regular Wages	216,839	281,000	381,601
1020	501-02	Payroll & Benefits Overtime Wages	11,816	30,000	0
1020	501-04	Payroll & Benefits Leave Pay-outs	358	17,854	25,141
1020	501-05	Payroll & Benefits Retirement Contributions	17,508	0	32,692
1020	501-06	Payroll & Benefits Medicare Contributions	3,317	4,298	6,056
1020	501-07	Payroll & Benefits Social Security Tax	96	0	0
1020	501-08	Payroll & Benefits State Unemployment Insurance	3,276	5,260	3,024
1020	501-09	Payroll & Benefits Workers Compensation	12,147	0	0
1020	501-11	Payroll & Benefits Health & Welfare	50,929	68,400	55,200
Total Payroll & Benefits			316,286	406,812	503,714
1020	504-03	Maintenance & Supplies Street Maintenance	15,370	7,500	15,000
1020	504-06	Maintenance & Supplies Dept Equip Maintenance	0	2,500	2,500
1020	504-21	Maintenance & Supplies Parts and Service	0	0	2,500
1020	504-23	Maintenance & Supplies Diesel	1,500	8,250	5,500
1020	504-25	Maintenance & Supplies Unleaded Fuel	28,687	36,500	35,000
1020	504-51	Maintenance & Supplies Uniform Safety Supplies	403	1,300	1,500
1020	506-03	Administrative Cost Fees	0	0	1,000
1020	506-04	Administrative Cost Licenses	0	750	500
1020	506-05	Administrative Cost Permits	0	1,750	0
1020	507-02	Training and Membership Schools & Certifications	0	0	500
1020	507-03	Training and Membership Conference & Seminars	0	0	500
Total Operations and Maintenance			45,960	58,550	64,500
Department Total			362,247	465,362	568,214



Facility Maintenance
Department

Facility Maintenance Department

MISSION STATEMENT

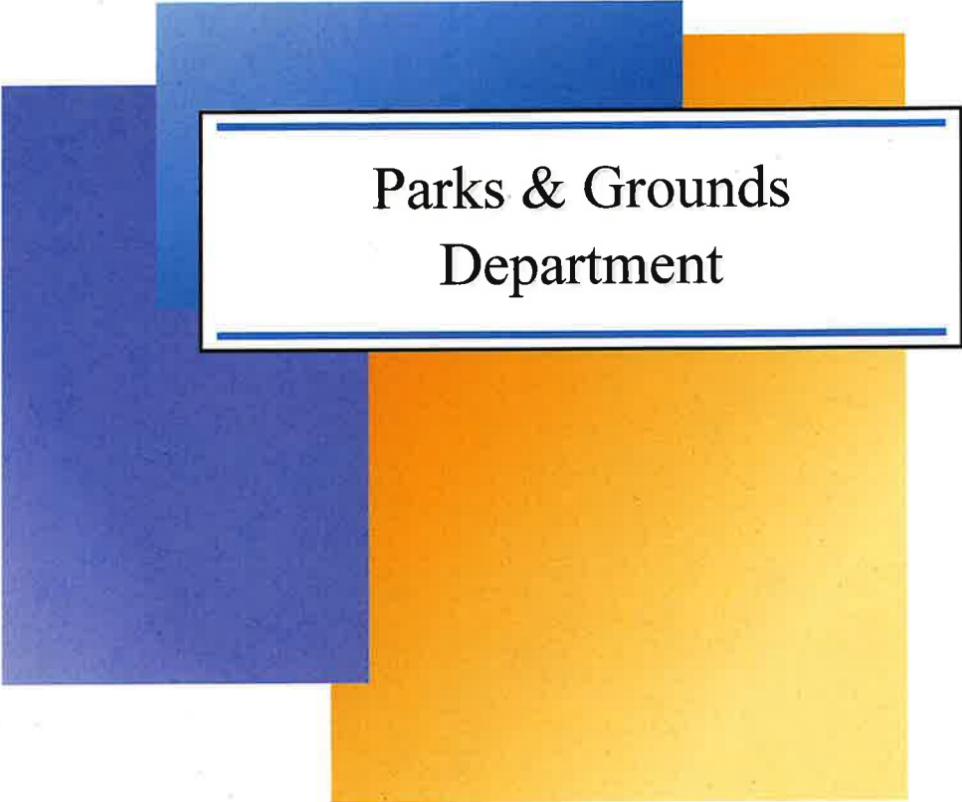
The Facility Maintenance Department, formerly part of the Public Services Department, is responsible for maintaining City facilities including City Hall and other buildings.

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 2021-22	Estimated FY 2022-23	Proposed FY 2023-24
1021	501-01	Payroll & Benefits Regular Wages	67,881	74,523	80,941
1021	501-02	Payroll & Benefits Overtime Wages	2,089	8,242	0
1021	501-04	Payroll & Benefits Leave Pay-outs	0	4,921	5,301
1021	501-05	Payroll & Benefits Retirement Contributions	5,858	6,743	7,250
1021	501-06	Payroll & Benefits Medicare Contributions	1,005	1,205	1,924
1021	501-08	Payroll & Benefits State Unemployment Insurance	434	504	504
1021	501-09	Payroll & Benefits Workers Compensation	12,166	0	0
1021	501-11	Payroll & Benefits Employer Paid Health & Welfare	12,544	15,600	15,600
Total Payroll & Benefits			101,977	111,738	111,520
1021	504-01	Maintenance & Supplies Building/Structure Maint	25,948	50,000	45,000
1021	504-02	Maintenance & Supplies Fields/Yards/Plants Maint	944	590	1,000
1021	504-06	Maintenance & Supplies Dept Equip Maintenance	-1,394	0	0
1021	504-25	Maintenance & Supplies Unleaded Fuel	9,229	10,500	8,500
1021	504-50	Maintenance & Supplies Printing and Office Supplies	0	700	0
1021	504-51	Maintenance & Supplies Uniforms and Safety Supplies	150	650	800
1021	504-53	Maintenance & Supplies Shop and Janitorial Supplies	1,122	750	0
1021	506-03	Administrative Cost Fees	0	450	0
1021	507-02	Training and Membership Schools and Certifications	0	0	500
Total Operations and Maintenance			35,999	63,640	55,800
Department Total			137,976	175,378	167,320



Parks & Grounds
Department

Parks and Grounds Department

MISSION STATEMENT

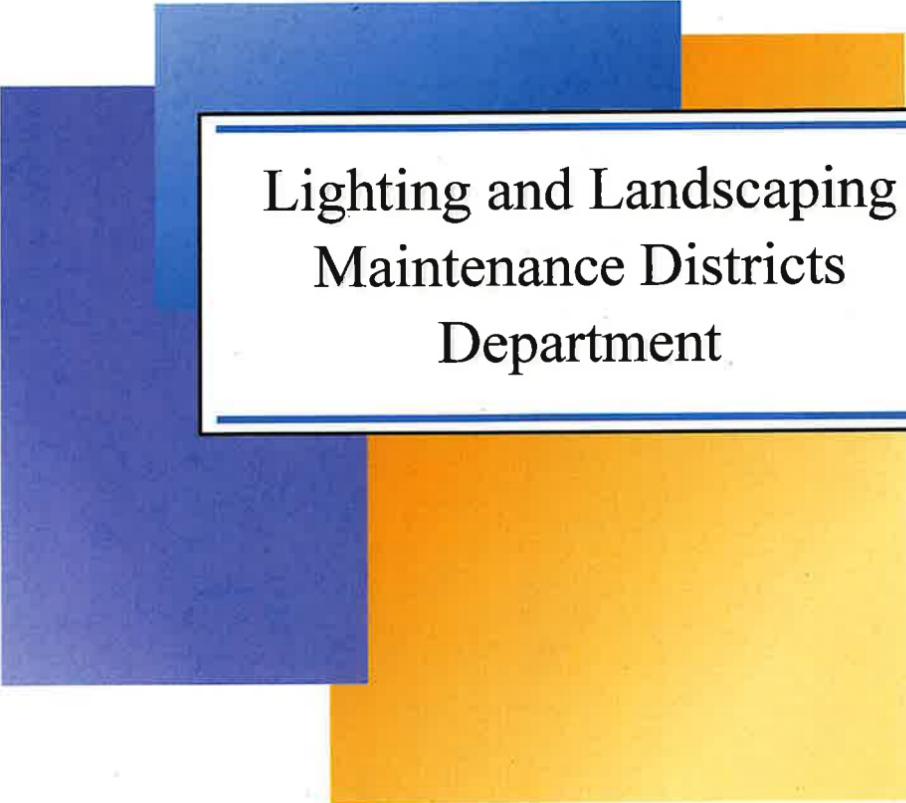
The Parks Department is responsible for providing and maintaining a safe and aesthetically pleasing horticultural environment for the public. This relates to the maintenance of the all City parks and public facilities.

PARKS AND GROUNDS DEPARTMENT FUNCTIONS

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 2021-22	Estimated FY 2022-23	Proposed FY 2023-24
1022	501-01	Payroll & Benefits Regular Wages	91,378	111,533	70,999
1022	501-02	Payroll & Benefits Overtime Wages	1,607	2,500	0
1022	501-04	Payroll & Benefits Leave Pay-outs	0	7,507	4,600
1022	501-05	Payroll & Benefits Retirement Contributions	6,825	9,547	6,143
1022	501-06	Payroll & Benefits Medicare Contributions	1,331	1,813	1,101
1022	501-08	Payroll & Benefits State Unemployment Insurance & E	868	1,008	504
1022	501-09	Payroll & Benefits Workers Compensation Insurance	11,905	0	0
1022	501-11	Payroll & Benefits Employer Paid Health & Welfare	9,572	26,400	26,400
Total Payroll & Benefits			123,486	160,308	109,747
1022	503-02	Utilities & Communication Electricity	1,412	7,000	0
1022	503-03	Utilities & Communication Natural Gas	184	400	0
1022	503-04	Utilities & Communication Water	119,510	330,000	330,000
1022	504-01	Maintenance & Supplies Building/Structures Maint	7,450	25,000	15,000
1022	504-02	Maintenance & Supplies Fields/Yards/Plants Maint	33,616	55,000	40,000
1022	504-04	Maintenance & Supplies Wells/Lines Maint	0	0	500
1022	504-06	Maintenance & Supplies Dept Equip Maintenance	0	0	500
1022	504-25	Maintenance & Supplies Unleaded Fuel	6,882	8,500	2,500
1022	504-51	Maintenance & Supplies Uniforms and Safety Supplies	543	650	500
1022	506-05	Administrative Cost Permits	0	1,500	0
1022	507-02	Training and Membership Schools and Certifications	0	0	500
Total Operations and Maintenance			169,597	428,050	389,500
Department Total			293,083	588,358	499,247



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 2021-22	Estimated FY 2022-23	Proposed FY 2023-24
1023	501-01	Payroll & Benefits Regular Wages	64,070	89,527	50,311
1023	501-02	Payroll & Benefits Overtime Wages	4,213	6,500	0
1023	501-04	Payroll & Benefits Leave Pay-outs	0	4,242	3,387
1023	501-05	Payroll & Benefits Retirement Contributions	5,400	57,650	0
1023	501-06	Payroll & Benefits Medicare Contributions	987	1,034	822
1023	501-08	Payroll & Benefits State Unemployment Insurance & E	434	504	504
1023	501-09	Payroll & Benefits Workers Compensation Insurance	12,147	0	0
1023	501-11	Payroll & Benefits Employer Paid Health & Welfare	12,845	9,028	13,200
Total Payroll & Benefits			100,096	168,485	68,224
1023	502-13	Contracts & Professional Consulting & Outside Services	0	2,500	0
1023	503-02	Utilities & Communication Electricity	218,046	300,000	20,000
1023	503-04	Utilities & Communication Water	134,483	100,000	100,000
1023	504-02	Maintenance & Supplies Fields/Yards/Plants Maint	3,783	5,500	7,600
1023	504-06	Maintenance & Supplies Department Equip Maint	0	1,500	0
1023	504-25	Maintenance & Supplies Unleaded Fuel	0	3,000	2,500
1023	504-51	Maintenance & Supplies Uniforms and Safety Supplies	150	550	500
Total Operations and Maintenance			356,462	413,050	130,600
Department Total			456,558	581,535	198,824



Vehicle Maintenance
Department

Vehicle Maintenance Department

MISSION STATEMENT

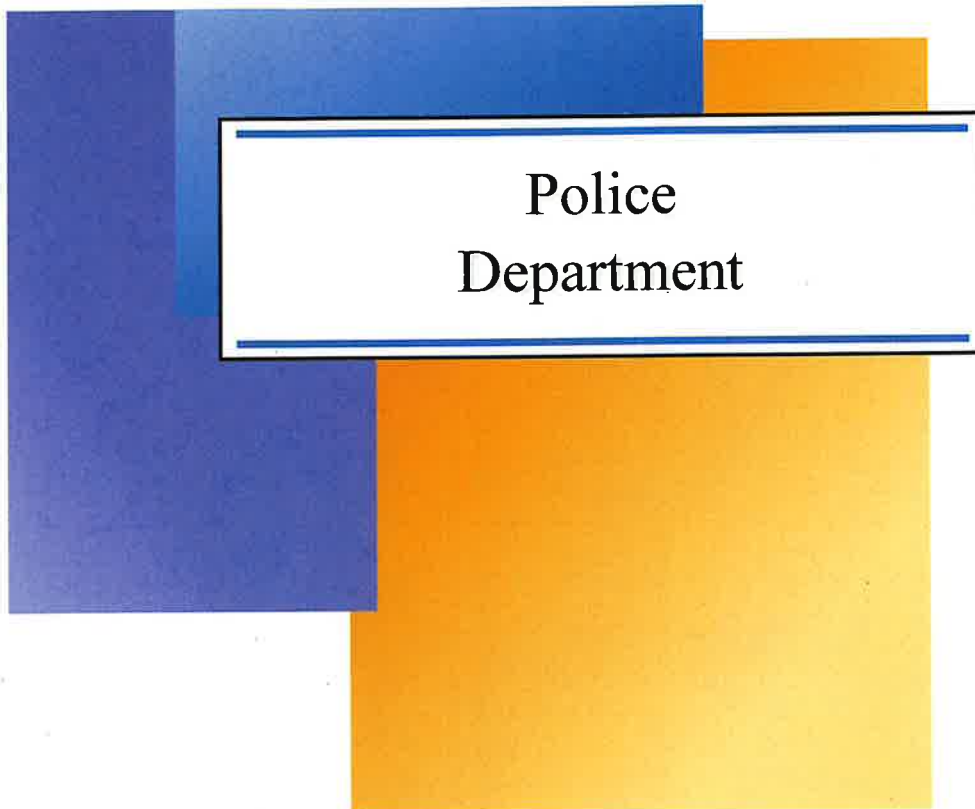
The Vehicle Maintenance Department, formerly part of the Public Services Department, is responsible for maintaining all city vehicles and equipment.

VEHICLE MAINTENANCE DEPARTMENTAL FUNCTIONS

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 2021-22	Estimated FY 2022-23	Proposed FY 2023-24
1024	501-01	Payroll & Benefits Regular Wages	-	-	-
1024	501-02	Payroll & Benefits Overtime Wages	-	-	-
1024	501-04	Payroll & Benefits Leave Pay-outs	-	-	-
1024	501-05	Payroll & Benefits Retirement Contributions	-	-	-
1024	501-06	Payroll & Benefits Medicare Contributions	-	-	-
1024	501-08	Payroll & Benefits State Unemployment Insurance & E	-	-	-
1024	501-09	Payroll & Benefits Workers Compensation Insurance	-	-	-
1024	501-11	Payroll & Benefits Employer Paid Health & Welfare	-	-	-
Total Payroll & Benefits			-	-	-
1024	501-05	Payroll & Benefits Retirement Contributions	157	0	0
1024	502-13	Contracts & Professional Services Consulting & Outside Services	0	2,500	0
1024	504-21	Maintenance & Supplies Parts and Service	29,051	75,000	25,000
1024	504-22	Maintenance & Supplies Tires	3,500	3,500	2,500
1024	504-23	Maintenance & Supplies Diesel	0	0	3,000
1024	504-25	Maintenance & Supplies Unleaded Fuel	0	5,000	3,500
1024	504-50	Maintenance & Supplies Printing and Office Supplies	0	1,370	0
1024	506-01	Administrative Cost Administrative Fees/Services	0	500	0
Total Operations and Maintenance			32,708	45,000	58,000
1024	511-03	Cost of Capital Vehicle Equipment	188,710	0	0
Total Capital Outlay			188,710	0	0
Department Total			221,419	87,870	34,000



Police Department

MISSION STATEMENT

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.

POLICE DEPARTMENTAL FUNCTIONS

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 2021-22	Estimated FY 2022-23	Proposed FY 2023-24
1030	502-20	Contracts & Professional Services Cal-ID	83,556	0	0
		Contracts & Professional Services Sheriff's			
1030	502-23	Overtime/On-call/Other	100,378	160,000	150,000
		Contracts & Professional Services Sheriff's Vehicle			
1030	502-25	Maintenance	85,190	110,000	85,000
1030	502-50	Contracts & Professional Services Co. Sheriff Contract	6,935,064	7,209,793	7,309,779
1030	502-52	Contracts & Professional Services Liv Scan/DOJ	5,000	15,000	15,000
1030	503-01	Utilities & Communication Communication Services	5,357	6,150	7,500
1030	503-02	Utilities & Communication Electricity	18,818	25,000	24,000
1030	503-03	Utilities & Communication Natural Gas	1,169	1,500	1,000
1030	503-04	Utilities & Communication Water	3,724	0	2,000
1030	504-01	Maintenance & Supplies Building/Structures Maint	23,384	15,000	10,000
1030	504-25	Maintenance & Supplies Unleaded Fuel	89,302	105,000	85,000
Total Operations and Maintenance			7,350,941	7,647,443	7,689,279
Department Total			7,350,941	7,647,443	7,689,279



Fire Department

MISSION STATEMENT

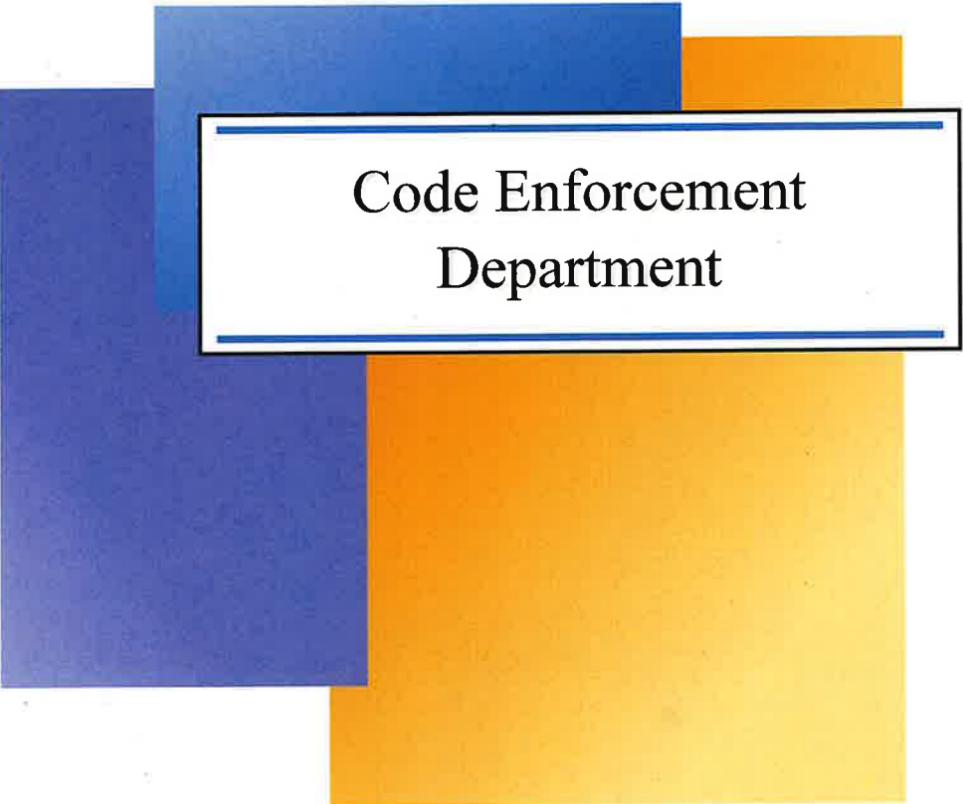
Fire, formerly part of Public Safety, strives to provide the highest of quality of Fire suppression, prevention, inspection, and paramedic services to Adelanto's residents and businesses.

FIRE DEPARTMENTAL FUNCTIONS

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

Dept. #	Acct. #	Account Description	Unaudited FY 2021-22	Estimated FY 2022-23	Proposed FY 2023-24
1033	502-27	Contracts & Professional Services HHW & Used Oil	1,428	6,500	0
1033	502-60	Contracts & Professional Services Co. Fire Contract	5,530,113	6,010,178	6,204,801
1033	502-61	Contracts & Professional Services HHW & Used Oil	43,739	33,250	48,500
1033	503-04	Utilities & Communication Water	4,141	1,500	0
1033	504-01	Maintenance & Supplies Building/Structures Maint	1,545	11,000	10,500
1033	502-27	Contracts & Professional Services HHW & Used Oil	1,428	6,500	0
Total Operations and Maintenance			5,580,966	6,062,428	6,263,801
Department Total			5,580,966	6,062,428	6,263,801



Code Enforcement
Department

Code Enforcement Department

MISSION STATEMENT

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.

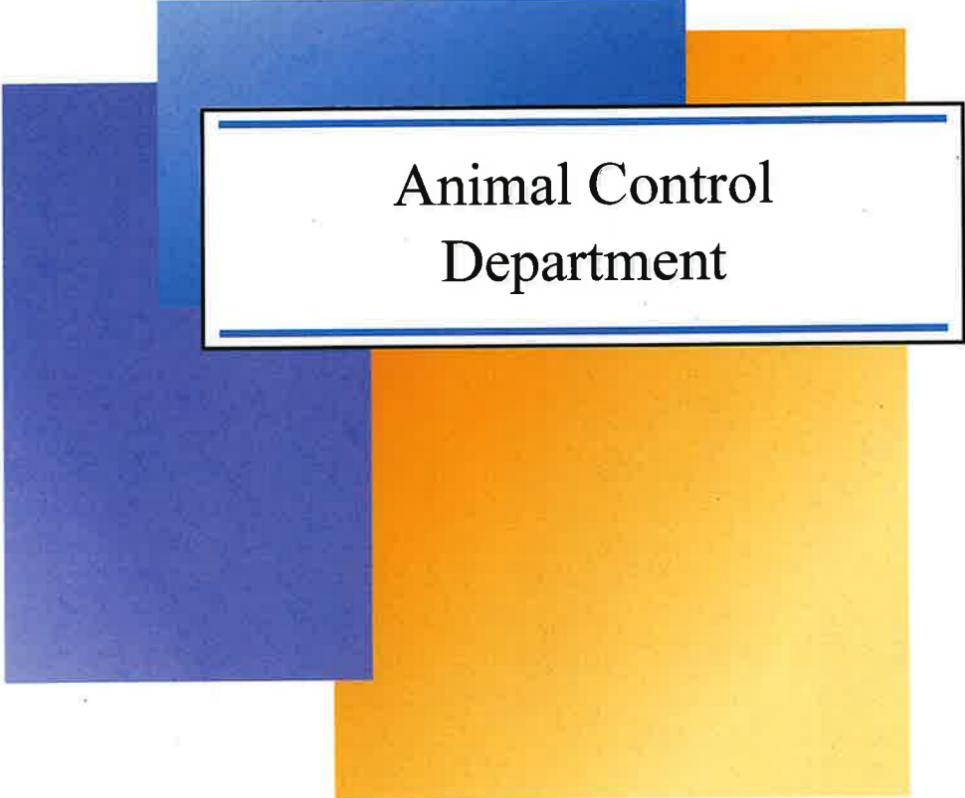
CODE ENFORCEMENT DEPARTMENTAL FUNCTIONS

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 2021-22	Estimated FY 2022-23	Proposed FY 2023-24
1034	501-01	Payroll & Benefits Regular Wages	68,142	149,958	127,538
1034	501-02	Payroll & Benefits Overtime Wages	14,884	35,000	17,500
1034	501-04	Payroll & Benefits Leave Pay-outs	0	8,296	8,584
1034	501-05	Payroll & Benefits Retirement Contributions	4,823	9,761	1,093
1034	501-06	Payroll & Benefits Medicare Contributions	1,156	1,995	2,061
1034	501-08	Payroll & Benefits State Unemployment Insurance & E	1,522	1,008	1,008
1034	501-11	Payroll & Benefits Employer Paid Health & Welfare	14,952	28,800	28,800
Total Payroll & Benefits			105,479	234,818	186,584
1034	502-12	Contracts & Professional Services Other Legal Services	249	0	0
1034	502-13	Contracts & Professional Consulting & Outside Services	0	5,000	25,000
1034	502-70	Contracts & Professional Services Code-Board-up	0	3,500	0
1034	502-71	Contracts & Professional Services Code-Abatements	54,022	55,000	50,000
1034	502-72	Contracts & Professional Services Code-Co. Recording	1,393	1,750	1,500
1034	502-73	Contracts & Professional Services Code-Other Outside	3,900	4,500	3,500
1034	502-74	Contracts & Professional Services Citation Processing	2,000	15,000	10,000
1034	504-08	Maintenance & Supplies Computer Hardware	6,864	0	0
1034	504-09	Maintenance & Supplies Computer Software	9,324	12,500	10,000
1034	504-21	Maintenance & Supplies Parts and Service	0	0	4,500
1034	504-25	Maintenance & Supplies Unleaded Fuel	4,403	6,500	5,500
1034	504-50	Maintenance & Supplies Printing and Office Supplies	565	500	550
1034	504-51	Maintenance & Supplies Uniforms and Safety Supplies	0	1,500	1,500
1034	506-01	Administrative Cost Administrative Fees/Services	0	142	550
1034	506-12	Administrative Cost Advertising and Publications	15	0	0
1034	507-01	Training and Membership Membership and Dues	348	2,400	250
1034	507-02	Training and Membership Schools and Certifications	40	750	1,500

Dept. #	Acct. #	Account Description	Unaudited FY 2021-22	Estimated FY 2022-23	Proposed FY 2023-24
1034	507-11	Training and Membership Per Diem	0	500	500
Total Operations and Maintenance			83,123	109,542	114,850
Department Total			188,602	344,360	301,434



Animal Control
Department

Animal Control Department

MISSION STATEMENT

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.

ANIMAL CONTROL DEPARTMENTAL FUNCTIONS

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 2021-22	Estimated FY 2022-23	Proposed FY 2023-24
1035	501-01	Payroll & Benefits Regular Wages	78,459	92,137	119,339
1035	501-02	Payroll & Benefits Overtime Wages	7,132	12,500	12,500
1035	501-04	Payroll & Benefits Leave Pay-outs	3,025	7,844	8,327
1035	501-05	Payroll & Benefits Retirement Contributions	5,280	9,242	9,798
1035	501-06	Payroll & Benefits Medicare Contributions	1,362	1,891	2,002
1035	501-08	Payroll & Benefits State Unemployment Insurance & E	506	1,008	1,008
1035	501-11	Payroll & Benefits Employer Paid Health & Welfare	11,138	31,200	26,400
Total Payroll & Benefits			106,902	155,822	179,374
1035	502-13	Contracts & Professional Consulting & Outside Services	28,744	14,000	5,000
1035	502-80	Contracts & Professional AC-Animal Shelter Services	46,700	95,000	115,000
1035	502-81	Contracts & Professional AC-Veterinary Services	5,500	11,500	11,500
1035	504-06	Maintenance & Supplies Department Equip Maintenance	0	1,500	2,500
1035	504-21	Maintenance & Supplies Parts and Service	0	1,837	4,500
1035	504-25	Maintenance & Supplies Unleaded Fuel	8,540	9,850	12,000
1035	504-50	Maintenance & Supplies Printing and Office Supplies	500	1,500	1,250
1035	504-51	Maintenance & Supplies Uniforms and Safety Supplies	620	3,500	2,000
1035	506-01	Administrative Cost Administrative Fees/Services	0	500	0
1035	507-01	Training and Membership Memberships and Dues	95	500	750
1035	507-02	Training and Membership Schools and Certifications	0	500	500
1035	507-03	Training and Membership Conferences and Seminars	0	500	500
1035	507-10	Training and Membership housing/Transportation	0	500	500
Total Operations and Maintenance			90,699	141,187	156,000
Department Total			197,599	297,009	335,374



Planning
Department

Planning Department

MISSION STATEMENT

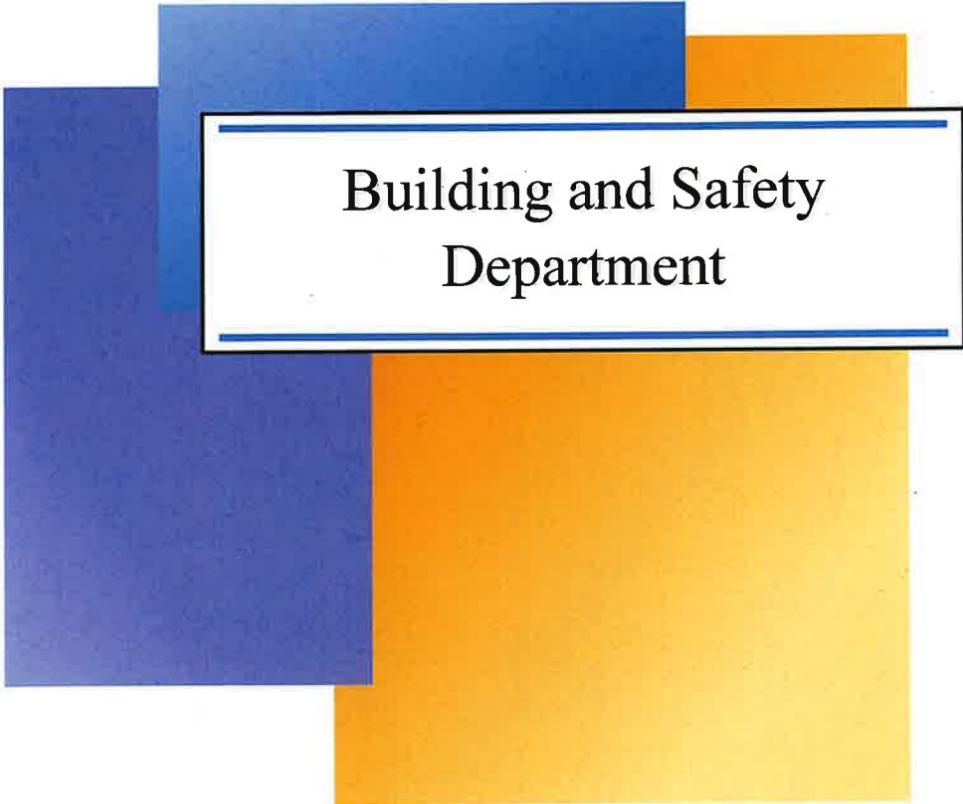
Previously part of the Community Services Department, Planning's mission is to anticipate the growing needs of the City to interpret, enforce and administer the General Plan and Zoning Codes accordingly within Residential, Commercial and Manufacturing/Industrial areas.

PLANNING DEPARTMENTAL FUNCTIONS

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 2021-22	Estimated FY 2022-23	Proposed FY 2023-24
1040	501-01	Payroll & Benefits Regular Wages	75,347	105,087	80,189
1040	501-02	Payroll & Benefits Overtime Wages	234	220	0
1040	501-04	Payroll & Benefits Leave Pay-outs	2,769	4,845	5,399
1040	501-05	Payroll & Benefits Retirement Contributions	5,251	5,682	6,200
1040	501-06	Payroll & Benefits Medicare Contributions	1,116	1,158	1,241
1040	501-08	Payroll & Benefits State Unemployment Insurance & E	434	504	504
1040	501-11	Payroll & Benefits Employer Paid Health & Welfare	14,734	18,000	18,000
Total Payroll & Benefits			99,885	135,496	111,533
1040	502-13	Contracts & Professional Consulting & Outside Services	568,225	975,000	462,500
1040	504-50	Maintenance & Supplies Printing and Office Supplies	4,741	313	450
1040	506-01	Administrative Cost Administrative Fees/Services	0	450	250
1040	506-10	Administrative Cost Meetings	0	450	0
1040	506-11	Administrative Cost Presentations	0	500	0
1040	506-12	Administrative Cost Advertising and Publications	15,466	12,500	15,000
1040	507-02	Training and Membership Schools and Certifications	0	0	500
1040	507-10	Training and Membership Housing/Transportation	0	0	500
1040	507-11	Training and Membership Per Diem	0	0	250
Total Operations and Maintenance			588,432	989,213	479,450
Department Total			688,317	1,124,709	590,983



Building and Safety
Department

Building and Safety Department

MISSION STATEMENT

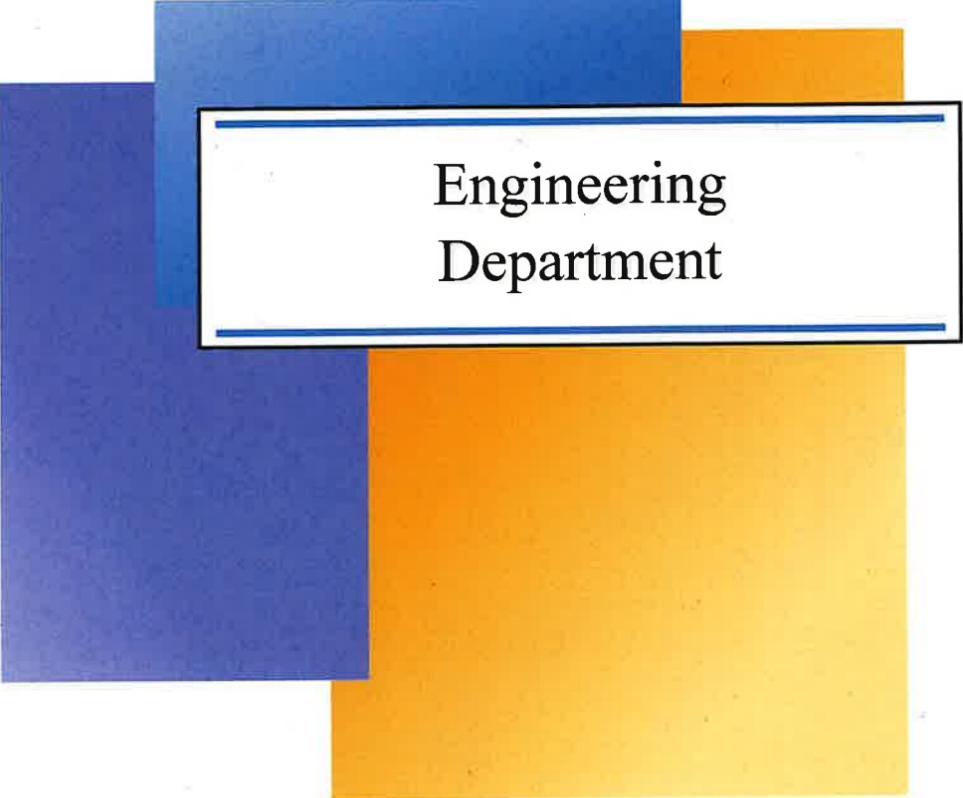
The Building and Safety Department, formerly part of the Community Services Department, is responsible for interpretation, administration and enforcement of the California State Building Code, the California Health and Safety Code and all model-building codes as adopted by the City of Adelanto, thus 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.

BUILDING AND SAFETY DEPARTMENTAL FUNCTIONS

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

Dept. #	Acct. #	Account Description	Unaudited FY 2021-22	Estimated FY 2022-23	Proposed FY 2023-24
1041	501-01	Payroll & Benefits Regular Wages	-	-	-
1041	501-02	Payroll & Benefits Overtime Wages	-	-	-
1041	501-04	Payroll & Benefits Leave Pay-outs	-	-	-
1041	501-05	Payroll & Benefits Retirement Contributions	-	-	-
1041	501-06	Payroll & Benefits Medicare Contributions	-	-	-
1041	501-07	Payroll & Benefits Social Security Tax	-	-	-
1041	501-08	Payroll & Benefits State Unemployment Insurance & E	-	-	-
1041	501-09	Payroll & Benefits Workers Compensation Insurance	-	-	-
1041	501-11	Payroll & Benefits Employer Paid Health & Welfare	-	-	-
Total Payroll & Benefits			-	-	-
1041	502-13	Contracts & Professional Consulting & Outside Services	566,238	690,000	625,000
1041	504-50	Maintenance & Supplies Printing and Office Supplies	479	0	500
1041	506-12	Administrative Cost Advertising and Publications	0	0	2,500
Total Operations and Maintenance			566,717	690,000	628,000
Department Total			566,717	690,000	628,000



Engineering
Department

Engineering Department

MISSION STATEMENT

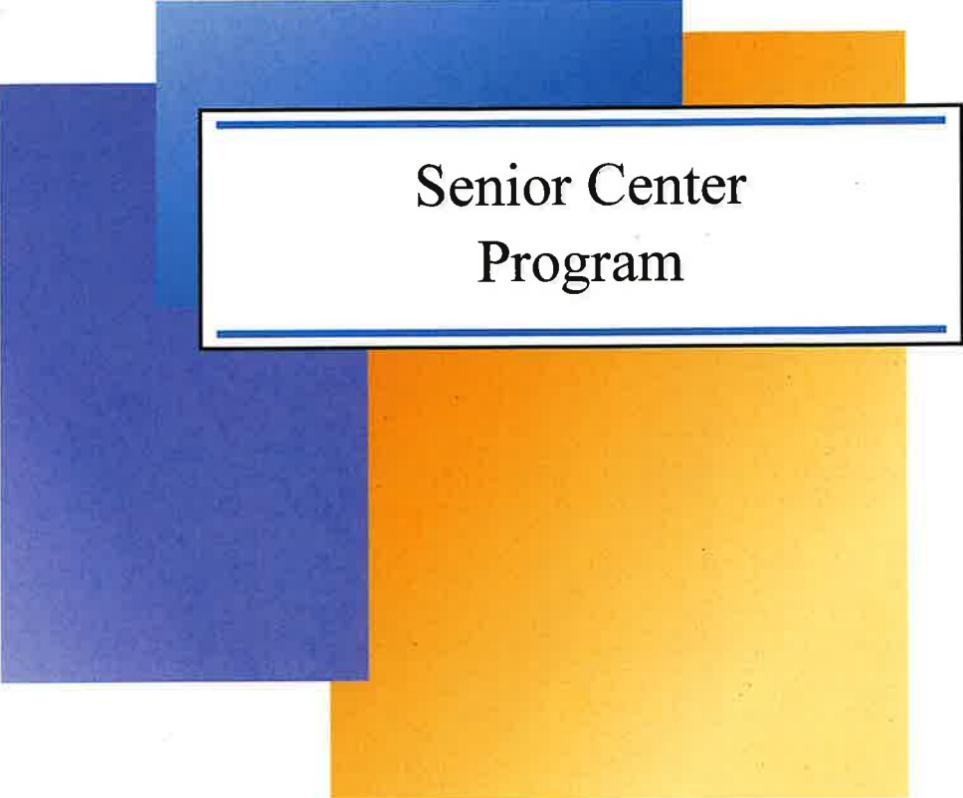
The Engineering Department, previously part of the Community Services Department, is responsible for anticipating the infrastructure needs of our City and recognizing the importance of their adequate maintenance.

ENGINEERING DEPARTMENTAL FUNCTIONS

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

Dept. #	Acct. #	Account Description	Unaudited FY 2021-22	Estimated FY 2022-23	Proposed FY 2023-24
1042	502-13	Contracts & Professional Consulting & Outside Services	399,477	995,000	610,000
1042	506-12	Administrative Cost Advertising and Publications	6,526	8,000	4,750
Total Operations and Maintenance			406,004	1,003,000	614,750
Department Total			406,004	1,003,000	614,750



Senior Center
Program

Senior Center Program

MISSION STATEMENT

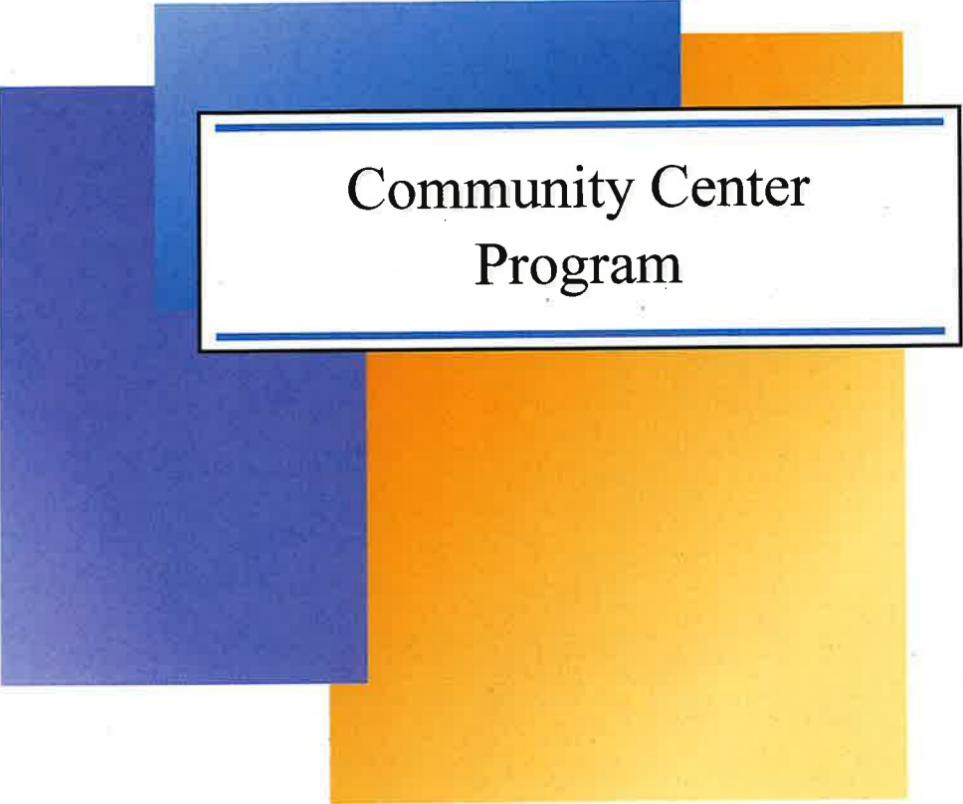
To provide a clean environment where senior citizens of our community can meet for social functions.

SENIOR CENTER FUNCTIONS

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

Senior Center Program Budget Details

Dept. #	Acct. #	Account Description	Unaudited FY 2021-22	Estimated FY 2022-23	Proposed FY 2023-24
1051	503-02	Utilities & Communication Electricity	13,470	4,900	4,000
1051	503-03	Utilities & Communication Natural Gas	1,559	0	400
1051	503-04	Utilities & Communication Water	7,581	0	0
		Maintenance & Supplies Building/Structures			
1051	504-01	Maintenance	2,470	8,500	1,500
1051	504-21	Maintenance & Supplies Parts and Service	0	55	0
Total Operations and Maintenance			25,080	13,455	5,900
Department Total			25,080	13,455	5,900



Community Center
Program

Community Center #1

MISSION STATEMENT

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

COMMUNITY CENTER FUNCTIONS

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

Dept. #	Acct. #	Account Description	Unaudited FY 2021-22	Estimated FY 2022-23	Proposed FY 2023-24
1052	503-02	Utilities & Communication Electricity	0	-1,450	0
1052	503-04	Utilities & Communication Water	0	-1,200	0
1052	504-01	Maintenance & Supplies Building/Structures Maint	570	-1,965	0
Total Operations and Maintenance			570	-4,615	5,900
Department Total			570	-4,615	5,900

Community Center #2

COMMUNITY CENTER #2 FUNCTIONS

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

Dept. #	Acct. #	Account Description	Unaudited FY 2021-22	Estimated FY 2022-23	Proposed FY 2023-24
1053	503-02	Utilities & Communication Electricity	0	1,200	0
1053	503-03	Utilities & Communication Natural Gas	0	250	0
1053	503-04	Utilities & Communication Water	0	1,200	0
1053	504-01	Maintenance & Supplies Building/Structures Maint	624	2,500	2,500
Total Operations and Maintenance			624	5,150	2,500
Department Total			624	5,150	2,500

ENTERPRISE FUNDS



Water Fund

Revenues

Account	Account Description	Unaudited FY 2021-22	Estimated FY 2022-23	Proposed FY 2023-24
45010	Interest/Divident Income	6,276	0	0
45020	Penalties/Service Charges	25	4,950	0
45040	Water Availability Charges	556,780	546,450	540,177
47046	Inspection & Other	0	18,000	0
47060	Meter Installations	113,598	22,500	55,500
47061	Sale of Meter Equipment	239,928	150,000	25,000
47066	Water Sales - Metered	9,735,423	10,500,000	10,771,645
47069	Connection/Service Fee	1,004,337	500,000	500,000
47400	NFS Service Charge	50	35	0
49009	Miscellaneous Income	13,491	1,108	0
60003	Purchased Security Income	1,453,130	1,515,769	664,078
Total Revenue		13,123,038	13,258,812	12,556,400

Expenses - Water Customer Service

Account	Account Description	Unaudited FY 2021-22	Estimated FY 2022-23	Proposed FY 2023-24
502-13	Contracts & Professional Consulting & Outside Services	5,286	0	0
504-50	Maintenance & Supplies Printing and Office Supplies	68	0	0
Total Operations and Maintenance		5,354	-	-
Grand Total Expenses – Water Customer Service		5,354	-	-

Expenses - Water Operations

Account	Account Description	Unaudited FY 2021-22	Estimated FY 2022-23	Proposed FY 2023-24
501-01	Payroll & Benefits Regular Wages	323,073	336,368	443,348
501-02	Payroll & Benefits Overtime Wages	2	393	0
501-04	Payroll & Benefits Leave Pay-outs	16,262	22,414	35,375
501-05	Payroll & Benefits Retirement Contributions	24,178	26,695	40,943
501-06	Payroll & Benefits Medicare Contributions	4,471	5,286	8,206
501-08	Payroll & Benefits State Unemployment Insurance & E	1,949	1,543	3,009
501-10	Payroll & Benefits Employee Benefit Allowance	0	0	0
501-11	Payroll & Benefits Employer Paid Health & Welfare	85,352	49,368	56,850
Total Payroll & Benefits		455,287	442,067	587,731

Account	Account Description	Unaudited FY 2021-22	Estimated FY 2022-23	Proposed FY 2023-24
502-01	Contracts & Professional Services Office Equipment Lease	9,981	10,500	0
502-10	Contracts & Professional Services Audit Services	10,000	25,000	2,500
502-11	Contracts & Professional Services City Attorney	0	50,000	50,000
502-12	Contracts & Professional Services Other Legal Services	0	0	50,000
502-13	Contracts & Professional Consulting & Outside Services	1,114,113	1,500,000	1,450,000
502-30	Contracts & Professional Services Water Purchases	958,748	1,150,000	1,250,000
503-01	Utilities & Communication Communication Services	30,716	36,000	31,500
503-02	Utilities & Communication Electricity	341,299	550,000	550,000
503-03	Utilities & Communication Natural Gas	3,413	2,500	1,500
503-04	Utilities & Communication Water	3,486	2,500	2,500
503-06	Utilities & Communication Trash & Dump	0	1,775	1,800
504-01	Maintenance & Supplies Building/Structures Maintenance	12,818	250,000	225,000
504-02	Maintenance & Supplies Fields/Yards/Plants Maintenance	21,735	125,000	115,000
504-04	Maintenance & Supplies Wells/Lines Maintenance	341,376	750,000	650,000
504-06	Maintenance & Supplies Department Equip Maintenance	6,159	0	25,000
504-07	Maintenance & Supplies Other Maintenance Agreements	1,140	45,000	2,500
504-08	Maintenance & Supplies Computer Hardware	156	20,000	15,500
504-09	Maintenance & Supplies Computer Software	11,869	50,000	60,000
504-21	Maintenance & Supplies Parts and Service	4,982	7,500	3,500
504-22	Maintenance & Supplies Tires	0	0	0
504-23	Maintenance & Supplies Diesel	3,143	7,500	5,500
504-25	Maintenance & Supplies Unleaded Fuel	0	0	0
504-30	Maintenance & Supplies Meters	151,037	150,000	175,000
504-31	Maintenance & Supplies Chemicals	48,631	65,000	65,000
504-50	Maintenance & Supplies Printing and Office Supplies	2,234	3,000	2,800
504-53	Maintenance & Supplies Shop and Janitorial Supplies	0	0	0
505-01	Insurance & Claims General Liability Insurance	169,918	242,833	392,463
505-03	Insurance & Claims Property Insurance	0	0	0
505-04	Insurance & Claims Claims and Settlements	0	0	346,500
506-01	Administrative Cost Administrative Fees/Services	135,346	100,000	72,350
506-03	Administrative Cost Fees	64,214	0	0
506-05	Administrative Cost Permits	21,273	28,500	25,500
506-11	Administrative Cost Presentations	97	0	0
507-01	Training and Membership Membership and Dues	0	7,500	7,500
507-02	Training and Membership Schools and Certifications	0	0	0
507-03	Training and Membership Conferences and Seminars	0	7,500	7,500
507-10	Training and Membership Accommodations/Transportation	0	27,000	27,000
507-11	Training and Membership Per Diem	0	3,500	2,500
508-04	Other Operating Cost Bond Payments (Memo Operational)	0	2,905,000	2,029,600
Total Operations and Maintenance		3,467,884	8,123,108	7,645,513

Account	Account Description	Unaudited FY 2021-22	Estimated FY 2022-23	Proposed FY 2023-24
510-04	Non-Operating Sources & Use Interest Expense - Bonds	2,118,935	3,225,538	1,954,970
510-05	Non-Operating Sources & Use Transfers Out	819,375	819,375	819,375
510-11	Non-Operating Sources & Use SRDF Interfund Loan Interest	0	231	234
Total Non-operating Expenses		2,938,310	4,045,144	2,774,579
511-03	Cost of Capital Vehicle Equipment	141,296	141,296	0
511-06	Cost of Capital Wells and Pumps	140,000	2,000,000	0
511-08	Cost of Capital Buildings	0	25,000	0
511-09	Cost of Capital Infrastructure-Pipelines/Conduits	586,323	1,750,000	0
511-10	Cost of Capital Building/Structures	0	1,750,000	0
Total Capital Outlay		867,619	5,666,296	0
Grand Total Expenses - Water Operations		7,729,100	18,276,615	11,007,823
Grand Total Expenses - Water		7,734,454	18,276,615	11,007,823
Net Revenue (Loss)		5,388,584	(5,017,803)	1,548,577

Sewer Fund

Revenues

Account	Account Description	Unaudited FY 2021-22	Estimated FY 2022-23	Proposed FY 2023-24
45010	Interest/Dividend Income	3,149	0	0
45050	Sewer Availability Charges	341,287	339,095	329,793
47069	Connection/Service Fee	6,100	30,000	75,000
47070	Sewer Hookup Fees	218,507	100,000	0
47071	Sewer Revenue	6,627,719	6,985,775	7,350,000
49007	Other Cost Reimbursements	-	-	-
49009	Miscellaneous Income	-	-	-
Total Revenue		7,196,762	7,454,870	7,754,793

Expenses

Account	Account Description	Unaudited FY 2021-22	Estimated FY 2022-23	Proposed FY 2023-24
501-01	Payroll & Benefits Regular Wages	168,794	183,142	443,348
501-04	Payroll & Benefits Leave Pay-outs	12,327	16,168	35,375
501-05	Payroll & Benefits Retirement Contributions	11,781	0	40,943
501-06	Payroll & Benefits Medicare Contributions	2,550	2,839	8,206
501-08	Payroll & Benefits State Unemployment Insurance & E	647	1,072	3,009
501-10	Payroll & Benefits Employee Benefit Allowance	0	0	0
501-11	Payroll & Benefits Employer Paid Health & Welfare	21,839	20,321	56,850
Total Payroll & Benefits		217,938	223,542	587,731
502-01	Contracts & Professional Services Office Equipment Lease	9,981	11,500	10,000
502-10	Contracts & Professional Services Audit Services	15,000	15,000	5,500
502-11	Contracts & Professional Services City Attorney	0	25,000	25,000
502-12	Contracts & Professional Services Other Legal Services	0	0	0
502-13	Contracts & Professional Consulting & Outside Services	965,424	1,025,000	1,025,000
503-01	Utilities & Communication Communication Services	29,064	35,500	34,500
503-02	Utilities & Communication Electricity	251,777	255,000	280,000
503-04	Utilities & Communication Water	183,347	205,000	150,000
503-06	Utilities & Communication Trash & Dump	6,083	11,654	10,500
504-01	Maintenance & Supplies Building/Structures Maintenance	36,221	50,000	55,000
504-02	Maintenance & Supplies Fields/Yards/Plants Maintenance	21,491	45,000	55,000
504-04	Maintenance & Supplies Wells/Lines Maintenance	252,416	295,000	350,000
504-05	Maintenance & Supplies Office Equip Maintenance	0	805	500
504-06	Maintenance & Supplies Department Equip Maintenance	170,735	265,000	335,000
504-07	Maintenance & Supplies Other Maintenance Agreements	5,594	12,500	12,500
504-08	Maintenance & Supplies Computer Hardware	0	10,000	10,000
504-09	Maintenance & Supplies Computer Software	18,500	20,000	20,000
504-21	Maintenance & Supplies Parts and Service	7,692	13,500	4,500
504-23	Maintenance & Supplies Diesel	3,000	5,500	3,500
504-24	Maintenance & Supplies Oil & Fluids	0	0	0
504-31	Maintenance & Supplies Chemicals	150,000	165,000	167,500

Account	Account Description	Unaudited FY 2021-22	Estimated FY 2022-23	Proposed FY 2023-24
505-01	Insurance & Claims General Liability Insurance	169,918	242,833	392,463
505-04	Insurance & Claims Claims and Settlements	0	0	346,500
506-01	Administrative Cost Administrative Fees/Services	23,609	34,500	40,400
506-03	Administrative Cost Fees	6	0	4,500
506-05	Administrative Cost Permits	0	0	0
506-12	Administrative Cost Advertising and Publications	537	0	0
507-02	Training and Membership Schools and Certifications	0	0	1,500
507-03	Training and Membership Conferences and Seminars	0	0	2,500
507-10	Training and Membership Accommodations/Transportation	0	0	9,500
508-04	Other Operating Cost Bond Payments (Memo Operational)	1,698,400	1,763,550	1,400,400
508-06	Other Operating Cost Miscellaneous Expenses	0	184	0
Total Operations and Maintenance		4,018,795	4,507,026	4,751,763
510-04	Non-Operating Sources & Use Interest Expense - Bonds	1,855,433	1,784,745	1,205,784
510-05	Non-Operating Sources & Use Transfers Out	503,587	503,587	503,587
Total Non-operating Expenses		2,359,020	2,288,332	1,709,371
511-02	Cost of Capital Equipment	38,200	0	0
511-09	Cost of Capital Infrastructure-Pipelines/Conduits	2,004,816	1,000,000	0
Total Capital Outlay		2,043,016	1,000,000	0
Grand Total Expenses - Sewer Operations		8,638,769	8,018,900	7,048,865
Net Revenue (Loss)		(1,442,007)	(564,030)	705,928

SPECIAL FUNDS



Special Funds Summary

Fund #	Fund Description	Unaudited FY 2021-22	Estimated FY 2022-23	Proposed FY 2023-24
200	Stadium	275	0	0
201	Park Development	283,300	294,200	107,500
202	Drainage Impact	225,899	327,038	251,250
203	Traffic Impact	724,982	469,354	375,500
204	Fire Impact	39,163	24,699	15,650
210	Gas Tax	773,477	831,492	910,813
211	Article 8	450,375	61,333	1,200
213	Maint & Rehabilitation	709,203	728,108	781,448
218	State Grant for Local Park	0	0	700,000
219	Local Jurisdiction Assistance Grant	778,157	0	0
220	Federal Grants	14,544	0	0
221	American Rescue Plan Act of 2021	4,072,620	4,072,621	0
222	State/County Grants	0	-8,926	0
223	CDBG	16,371	963,801	329,144
227	Public Safety 1/2 cent	195,715	220,661	220,661
229	SLEOC	117,560	142,832	140,000
233	Measure I/65%	39	0	0
235	Measure I/70% 2010-2040	303,749	0	780,000
240	CFD	18	0	0
241	LLMD	231,722	291,792	316,597
401	CFD	637,478	646,691	667,629
580	Successor Agency Admin	4,877,116	4,925,583	4,750,310
Total Revenues		14,451,763	13,991,279	10,347,702
200	Stadium	58,177	31,884	32,000
201	Park Development	609,974	227,338	75,000
202	Drainage Impact	377,435	405,367	0
203	Traffic Impact	0	0	0
204	Fire Impact	-	-	-
210	Gas Tax	320,000	534,658	453,000
211	Article 8	20,000	377,659	1,140,000
213	Maint & Rehabilitation	0	0	1,169,000
218	State Grant for Local Park	0	184,952	775,000
219	Local Jurisdiction Assistance Grant	4,412	1,540	450,000
220	Federal Grants	103,873	24,542	0
221	American Rescue Plan Act of 2021	4,072,620	4,072,620	0
222	State/County Grants	281,673	3,000	0
223	CDBG	26,907	964,532	329,144
227	Public Safety 1/2 cent	0	0	220,000
229	SLEOC	220,000	0	140,000
233	Measure I/65%	2	15,580	0
235	Measure I/70% 2010-2040	77,799	703,939	2,775,000
240	CFD	24,358	15,668	0
241	LLMD	228,658	25,219	316,597
401	CFD	591,091	589,298	690,860
580	Successor Agency Admin	4,877,116	4,925,583	4,750,311
Total Expenditures		11,894,095	13,103,379	13,315,912

Special Funds Budget Descriptions and Details

Adelanto Stadium

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

Acct. #	Account Description	Unaudited FY 2021-22	Estimated FY 2022-23	Proposed FY 2023-24
47050	Lease Income	-	-	-
47090	Rents and Concessions	275	-	-
47101	Ticket Sales	-	-	-
49004	Sponsorships	-	-	-
49004	Sponsorships	-	-	-
49206	Sponsorships - Rodeo	-	-	-
60001	Transfers In	-	-	-
Total Revenues		275	-	-
502-11	Contracts & Professional Services City Attorney	-	-	-
502-13	Contracts & Professional Services Consulting & Outside Services	-	-	-
502-13	Contracts & Professional Services Consulting & Outside Services	-	-	-
503-01	Utilities & Communication Communication Services	-	-	-
503-02	Utilities & Communication Electricity	16,328	31,158	32,000
503-03	Utilities & Communication Natural Gas	277	0	0
503-04	Utilities & Communication Water	29,130	0	0
504-01	Maintenance & Supplies Building/Structures Maintenance	11,695	0	0
504-02	Maintenance & Supplies Wells/Lines Maintenance	747	726	0
504-04	Maintenance & Supplies Department Equip Maintenance	-	-	-
504-50	Maintenance & Supplies Printing and Office Supplies	-	-	-
504-53	Maintenance & Supplies Shop and Janitorial Supplies	-	-	-
505-01	Insurance & Claims General Liability Insurance	-	-	-
505-04	Insurance & Claims Claims and Settlements	-	-	-
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	-	-	-
508-10	Other Operating Cost Stadium Rents	-	-	-
508-18	Other Operating Cost Music Festivals & Concerts	-	-	-
508-19	Other Operating Cost Rodeo	-	-	-
Total Expenditures		58,452	31,884	32,000
Total Revenues Over (Under) Expenditures		(58,177)	(31,884)	(32,000)

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 2021-22	Estimated FY 2022-23	Proposed FY 2023-24
43061	Park Fees - Developer (Ord 425)	283,220	95,370	102,500
45010	Interest/Dividend Income	80	0	5,000
46060	State/Local Grants	0	198,830	0
Total Revenues		283,300	294,200	107,500
510-01	Non-Operating Sources & Use Property Tax	0	0	75,000
510-02	Non-Operating Sources & Use Other Non-Operating Expenses	-	-	-
510-05	Non-Operating Sources & Use Transfers Out	-	-	-
510-12	Non-Operating Sources & Use Interest Expense	-	-	-
511-01	Cost of Capital Land	265,015	464	0
511-10	Cost of Capital Building/Structures	344,959	226,873	0
Total Expenditures		609,974	227,337	75,000
Total Revenues Over (Under) Expenditures		(326,674)	66,863	32,500

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 2021-22	Estimated FY 2022-23	Proposed FY 2023-24
43064	Drainage Impact Fees	225,899	327,038	246,250
45010	Interest/Dividend Income	0	0	5,000
60009	SRDF Interfund Loan Interest	-	-	-
Total Revenues		225,899	327,038	251,250
502-13	Contracts & Professional Services Consulting & Outside Services	-	-	-
510-05	Non-Operating Sources & Use Transfers Out	-	-	-
510-05	Non-Operating Sources & Use Transfers Out	-	-	-
511-01	Cost of Capital Land	377,435	405,367	0
Total Expenditures		377,435	405,367	0
Total Revenues Over (Under) Expenditures		(151,536)	(78,329)	251,250

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 2021-22	Estimated FY 2022-23	Proposed FY 2023-24
43062	Traffic Fees	724,893	469,354	375,500
45010	Interest/Dividend Income	89	0	0
Total Revenues		724,982	469,354	375,500
510-03	Non-Operating Sources & Use Int Exp - Late Fees/Bank Charges	-	-	-
510-05	Non-Operating Sources & Use Transfers Out	-	-	-
511-04	Cost of Capital Infrastructure - Streets & Roads	-	-	-
Total Expenditures		-	-	-
Total Revenues Over (Under) Expenditures		724,982	469,354	375,500

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 2021-22	Estimated FY 2022-23	Proposed FY 2023-24
43063	Fire Facility Fees	38,967	24,699	15,650
45010	Interest/Dividend Income	196	0	0
Total Revenues		39,163	24,699	15,650
511-03	Cost of Capital Vehicle Equipment	-	-	-
511-10	Cost of Capital Building/Structures	-	-	-
Total Expenditures		-	-	-
Total Revenues Over (Under) Expenditures		39,163	24,699	15,650

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 2021-22	Estimated FY 2022-23	Proposed FY 2023-24
42101	Gas Tax, 2103	260,335	264,519	299,283
42102	Gas Tax, 2105	178,849	188,695	213,717
42103	Gas Tax, 2106	117,223	122,013	133,592

42104	Gas Tax, 2107	210,930	256,266	255,721
42105	Gas Tax 2107.5 Taxes	6,000	0	6,000
45010	Interest/Dividend Income	140	0	2,500
Total Revenues		773,477	831,493	910,813
502-13	Contracts & Professional Consulting & Outside Services	0	99,665	0
510-05	Non-Operating Sources & Use Transfers Out	320,000	0	453,000
511-04	Cost of Capital Infrastructure - Streets & Roads		0	434,993
Total Expenditures		320,000	99,665	887,993
Total Revenues Over (Under) Expenditures		453,477	731,828	22,820

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 2021-22	Estimated FY 2022-23	Proposed FY 2023-24
45010	Interest/Dividend Income	445	0	1,200
46050	SB 325, Article 8	449,930	61,333	0
Total Revenues		450,375	61,333	1,200
510-05	Non-Operating Sources & Use Transfers Out	20,000	0	20,000
511-04	Cost of Capital Infrastructure - Streets & Roads	0	377,659	1,120,000
Total Expenditures		20,000	377,659	1,140,000
Total Revenues Over (Under) Expenditures		430,375	(316,326)	(1,138,800)

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 2021-22	Estimated FY 2022-23	Proposed FY 2023-24
45010	Interest/Dividend Income	438	0	0
46007	SB1 Road Maint & Rehab	708,765	728,108	781,448
Total Revenues		709,203	728,108	781,448
502-13	Contracts & Professional Services Consulting & Outside Services	0	0	69,000
511-04	Cost of Capital Infrastructure - Streets & Roads	0	0	1,100,000
Total Expenditures		-	-	1,169,000
Total Revenues Over (Under) Expenditures		709,203	728,108	(387,552)

State Grant for Local Park

State Grant for Local Park (Fund 218). The City of Adelanto received an award of 2.8 Million dollars for a new park in the city. The grant funds will be spent constructing a new water park in North Adelanto on the corner of Chamberlaine and Jonathon.

Acct. #	Account Description	Unaudited FY 2021-22	Estimated FY 2022-23	Proposed FY 2023-24
46006	Other Grants	0	0	700,000
Total Revenues		-	-	700,000
502-13	Contracts & Professional Services Consulting & Outside Services	0	183,300	75,000
506-05	Administrative cost Permits	-	-	-
511-10	Cost of Capital Buildings Structures	0	1,652	700,000
Total Expenditures		-	184,952	775,000

Local Jurisdiction Assistance Grant

Local Jurisdiction Assistance Grant (219) was awarded to the City of Adelanto for the purpose of correcting environmental and planning issues in the City's Cannabis Zone. The funds will be spent for environmental studies and planning clean up.

Acct. #	Account Description	Unaudited FY 2021-22	Estimated FY 2022-23	Proposed FY 2023-24
46006	Other Grants	778,157	0	0
Total Revenues		778,157	0	0
502-13	Contracts & Professional Services Consulting & Outside Services	3,756	1,540	450,000
504-50	Maintenance & Supplies Printing and Office Supplies	656	0	0
511-10	Cost of Capital Buildings Structures	-	-	-
Total Expenditures		4,412	1,540	450,000

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 2021-22	Estimated FY 2022-23	Proposed FY 2023-24
49002	Federal Cost Reimbursements	4,072,620	4,072,620	-
Total Revenues		4,072,620	4,072,620	-
510-05	Non-Operating Sources & Use Transfer Out	4,072,620	4,072,620	-
Total Expenditures		4,072,620	4,072,620	-

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.

Acct. #	Account Description	Unaudited FY 2021-22	Estimated FY 2022-23	Proposed FY 2023-24
46004	Federal Grants	14,544	0	0
49005	State Cost Reimbursements	-	-	-
Total Revenues		14,544	0	0

Department 2200 Federal Grants

502-11	Contracts & Professional Services City Attorney	435	0	0
502-13	Contracts & Professional Services Consulting & Outside Services	103,438	0	0
504-01	Maintenance & Supplies Building/Structures Maintenance	-	-	-
504-08	Maintenance & Supplies Computer Hardware	-	-	-
504-09	Maintenance & Supplies Computer Software	-	-	-
505-05	Non-Operating Sources & Use Transfers Out	-	-	-
511-02	Cost of Capital Equipment	0	24,542	0
511-03	Cost of Capital Vehicle Equipment	-	-	-

Department 2207 Emergency Operation Center

502-11	Contracts & Professional Services City Attorney	-	-	-
502-13	Contracts & Professional Services Consulting	-	-	-
504-08	Maintenance & Supplies Computer Hardware	-	-	-
504-09	Maintenance & Supplies Computer Software	-	-	-
504-50	Maintenance & Supplies Printing and Office Supplies	-	-	-

Total Expenditures		103,873	24,542	0
Total Revenues Over (Under) Expenditures		(110,423)	(138,000)	-

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 2021-22	Estimated FY 2022-23	Proposed FY 2023-24
46013	Safe Routes to School SRTS	-	-	-
46060	State/Local Grants	0	-8,926	0
Total Revenues		0	-8,926	0
502-13	Contracts & Professional Services Consulting & Outside Services	188,368	0	0
502-73	Contracts & Professional Services Code-Other Outside Services	-	-	-
504-08	Maintenance & Supplies Computer Hardware	-	-	-
504-09	Maintenance & Supplies Computer Software	90,000	3,000	-
504-50	Maintenance & Supplies Printing and Office Supplies	3,195	0	0
506-01	Administrative Cost Administrative Fees/Services	110	-	-
Total Expenditures		281,673	3,000	0

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 2021-22	Estimated FY 2022-23	Proposed FY 2023-24
46003	CDBG Grants	16,371	963,801	329,144
Total Revenues		16,371	963,801	329,144
502-13	Contracts & Professional Services Consulting & Outside Services	26,907	40,718	49,371
510-05	Non-Operating Sources & Use Transfers Out	0	0	0
511-04	Cost of Capital Infrastructure - Streets & Roads	0	923,814	279,773
Total Expenditures		26,907	964,532	329,144

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 2021-22	Estimated FY 2022-23	Proposed FY 2023-24
42210	Half Cent Sales Tax (Public Safety)	195,527	220,661	220,661
45010	Interest/Divident Income	189	0	0
Total Revenues		125,000	167,200	150,587
510-05	Non-Operating Sources & Use Transfers Out	0	0	220,000
Total Expenditures		0	0	220,000

Traffic Offender Fund

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 2021-22	Estimated FY 2022-23	Proposed FY 2023-24
45010	Interest/Divident Income	3	0	0
46060	State/Local Grants	117,558	142,832	140,000
Total Revenues		117,561	142,832	140,000
510-05	Non-Operating Sources & Use Transfers Out	220,000	0	140,000
Total Expenditures		220,000	0	140,000

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 2021-22	Estimated FY 2022-23	Proposed FY 2023-24
45010	Interest/Divident Income	39	0	0
Total Revenues		39	0	0
504-03	Maintenance & Supplies Street Maintenance	0	15,580	0
510-03	Non-Operating Sources & Use Int Exp - Late Fees/Bank Charges	2	0	0
Total Expenditures		2	15,580	0

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 2021-22	Estimated FY 2022-23	Proposed FY 2023-24
45010	Interest/Dividend Income	399	0	0
46011	Measure I, Local/Arterial	303,350	0	780,000
Total Revenues		303,749	-	780,000
502-13	Contracts & Professional Services Consulting & Outside Services	0	451,597	150,000
504-03	Maintenance & Supplies Street Maintenance	46,634	85,401	125,000
504-06	Maintenance & Supplies Department Equip Maintenance	-	-	-
511-02	Cost of Capital Equipment	0	166,940	0
511-04	Cost of Capital Infrastructure - Streets & Roads	31,164	0	2,500,000
Total Expenditures		77,798	703,938	2,775,000

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 2021-22	Estimated FY 2022-23	Proposed FY 2023-24
42220	Property Taxes	-	-	-
42220	Property Taxes	-	-	-
45010	Interest/Dividend Income	18	-	-
Total Revenues		18	-	-
502-12	Contracts & Professional Services Other Legal Services	-	-	-
502-13	Contracts & Professional Services Consulting & Outside Services	-	-	-
506-01	Administrative Cost Administrative Fees/Services	15,358	12,668	-
506-03	Administrative Cost Fees	-	3,000	-
510-04	Non-Operating Sources & Use Interest Expense - Bonds	-	12,425	-
DEPT 2401				
510-05	Non-Operating Sources & Use Transfers Out	9,000	-	-
Total Expenditures		24,358	28,093	-

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 2021-22	Estimated FY 2022-23	Proposed FY 2023-24
42220	Property Taxes	231,633	291,792	316,597
45010	Interest/Dividend Income	89	0	0
Total Revenues		230,346	234,987	234,960
502-13	Contracts & Professional Services Consulting & Outside Services	7,635	25,219	0
510-05	Non-Operating Sources & Use Transfers Out	221,023	0	316,597
Total Expenditures		230,396	235,564	294,960

OTHER FUNDS



Other Funds Budget Details

Adelanto Community Benefit Corporation

Acct. #	Account Description	Unaudited FY 2021-22	Estimated FY 2022-23	Proposed FY 2023-24
47090	Rents and Concessions	0	0	37,500
49001	Donations - General	5,900	40,077	0
45010	Interest/Dividend income	748	220	0
49101	Donations - Parade	1,000	0	0
47030	Concession Sales	36,189	0	0
49103	Donations – Movies in the Park	3,005	0	0
47030	Concession Sales	-	-	-
49001	Donations - General	-	-	-
Total Revenues		46,842	40,297	37,500
502-13	Contracts & Professional Consulting & Outside Services	0	623	0
504-54	Maintenance & Supplies Christmas Parade	21,122	0	45,000
504-57	Maintenance & Supplies Movies in the Park	31,405	712	12,500
506-11	Administrative Cost Presentations	0	502	20,000
508-14	Other Operating Cost Christmas Parade	8,365	133	0
508-20	Other Operating Cost Sporting Tournaments	5,000	0	0
508-21	Other Operating Cost Miscellaneous	0	31,440	0
508-23	Other Operating Cost Trunk or Treat	0	983	0
Total Expenditures		65,892	34,393	77,500

CFD 2006-2 Bond Fund

Acct. #	Account Description	Unaudited FY 2021-22	Estimated FY 2022-23	Proposed FY 2023-24
42220	Property Taxes	637,478	646,691	667,629
42220	Property Taxes	-	-	-
42221	Property Transfer Tax	-	-	-
45010	Interest/Dividend Income	-	-	-
45010	Interest/Dividend Income	-	-	-
Total Revenues		637,478	646,691	667,629
502-13	Contracts & Professional Services Consulting & Outside Services	0	0	23,230
508-04	Other Operating Cost Bond Payments (Memo Operational)	20,000	20,000	243,515
510-02	Non-Operating Sources & Use Other Non-Operating Expenses	50,000	50,000	379,385
510-04	Non-Operating Sources & Use Interest Expense - Bonds	521,091	519,298	21,500
502-13	Contracts & Professional Services Consulting & Outside Services	0	0	23,230
Total Expenditures		591,091	589,298	690,860

Successor Agency to the Adelanto Improvement Agency

Acct. #	Account Description	Unaudited FY 2021-22	Estimated FY 2022-23	Proposed FY 2023-24
42220	Property Taxes	4,877,116	4,925,53	4,750,310
45010	Interest/Dividend Income	-	-	-
47011	ARDA/Admin Fee	-	-	-
47090	Rents and Concessions	-	-	-
Total Revenues		4,877,116	4,925,583	4,750,310
502-11	Contracts & Professional Services City Attorney	-	-	-
502-13	Contracts & Professional Services Consulting & Outside Services	-	-	-
503-01	Utilities & Communication Communication Services	-	-	-
504-09	Maintenance & Supplies Computer Software	-	-	-
506-01	Administrative Cost Administrative Fees/Services	250,000	250,000	250,000
508-04	Other Operating Cost Bond Payments (Memo Operational)	-	-	-
508-04	Other Operating Cost Bond Payments (Memo Operational)	4,627,116	4,675,583	1,977,755
510-04	Non-Operating Sources & Use Interest Expense - Bonds	-	-	2,522,556
511-02	Cost of Capital Equipment	-	-	-
Total Expenditures		4,877,116	4,925,583	4,750,311

APPENDICES



Appendix A - Authorized Positions

AUTHORIZED POSITIONS		
Position Title	Stipend	FTE
City Council		
Mayor	1	
Mayor Pro Tem	1	
City Councilor	3	
Administration		
City Manager		1
Public Information Officer Provisional (PIO)		0.5
Senior Administrative Specialist		1
City Clerk		
City Clerk		1
Finance		
Director of Finance		1
Principal Accountant		1
Senior Accountant		2
Accounting Technician II/Payroll		0.5
Account Clerk II A/P		1
Human Resources		
Accounting Technician II/Payroll		0.5
Information Technology		
Streets		
Maintenance III		1
Maintenance II		1
Maintenance I		1
Maintenance I		1
Maintenance I		1
Facility Maintenance		
Public Services Supervisor		1
Maintenance III		1

Position Title	Stipend	FTE
Parks and Grounds		
Groundskeeper		1
Lighting and Landscaping Maintenance District		
LLMD Groundskeeper		1
Code Enforcement		
Community Safety Officer II		1
Community Safety Officer I		1
Animal Control		
Community Safety Officer I		1
Community Safety Officer I		1
Planning		
Planning Commissioner	5	
AUTHORIZED POSITIONS		
Position Title	Stipend	FTE
Assistant Planner		1
Development Services Facilitator		1
Building and Safety		
Engineering		
Adelanto Public Utility Authority		
Customer Service Supervisor		1
Customer Service Representative I		2
Total FTEs		27.5
Total Stipend		10

Appendix B - Appropriations Limit (Gann Limit) Calculation

APPROPRIATION LIMIT CALCULATION

FOR THE YEAR ENDED JUNE 30, 2023

APPROPRIATION LIMIT JUNE 30, 2024

\$23,769,699

PRICE CHANGE (1):

PER CAPITA INCOME	4.44	%
NON-RESIDENTIAL		
NEW CONSTRUCTION	2.82	%
GREATER OF TWO OPTIONS		4.44 %

POPULATION CHANGE (2):

ADELANTO 1/1/24	0.65	%
SAN BERNARDINO COUNTY 1/1/22	0.12	%
GREATER OF TWO OPTIONS		0.65 %

CALCULATION FACTOR FOR JUNE 30, 2024:

PRICE CHANGE FACTOR	1.0444	
POPULATION CHANGE FACTOR	1.0065	
TOTAL (PRICE x POPULATION)		1.0511886

GROSS APPROPRIATION LIMIT JUNE 30, 2024

\$24,944,389.07

ADJUSTMENTS:

0

APPROPRIATIONS LIMIT FOR 2023-2024

\$24,944,389.07

(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
June 30, 2023

DESCRIPTION	TOTAL BUDGET	PROCEEDS OF TAXES	NON- TAXES
GENERAL FUND:			
TAXES AND ASSESSMENTS	13,123,591	13,123,591	0
LICENSES AND PERMITS	2,131,400		2,131,400
FINES AND FORFEITURES	28,200		28,200
USE OF MONEY AND PROPERTY	0		0
INTERGOVERNMENTAL	0		0
OTHER REVENUE	0		0
CHARGES FOR SERVICES	460,099		460,099
SALES AND EXCHANGE OF PROPERTY	0		0
TRANSFERS AND OTHER REVENUES	2,451,597		2,451,597
TOTAL GENERAL FUND REVENUE:	18,194,887	13,123,591	5,071,296
SPECIAL REVENUE FUNDS:			
ADELANTO STADIUM			
PARK DEVELOPMENT IMPACT	107,500		107,500
DRAINAGE IMPACT	251,250		251,250
TRAFFIC IMPACT	375,500		375,500
FIRE MITIGATION IMPACT	15,650		15,650
GAS TAX 910,813	910,813	-	-
ARTICLE 8	1,200	-	1,200
SB-1	781,448	781,448	-
STATE GRANT FOR LOCAL PARKS	700,000		700,000
LOCAL JURISDICTION ASSISTANCE GRANT	-		-
FEDERAL GRANTS	-		-
AMERICAN RESCUE PLAN ACT OF 2021	-		-
SATE/LOCAL GRANTS	-	-	-
COMMUNITY DEVELOPMENT BLOCK GRANT	329,144		329,144
PUBLIC SAFETY 1/2 CENT	220,661	220,661	-
SLEOC	140,000	140,000	118,000
MEASURE I	780,000	780,000	-
CFD	-	-	589,298
LLMD ANNEXATION	316,597	316,597	-
TOTAL BUDGET	23,124,650	3,009,519	6,991,540
TOTAL APPROPRIATIONS FROM TAXES		16,133,110	
APPROPRIATIONS LIMIT		24,944,389	
Amount Under Appropriations limit		(8,811,279)	

Appendix C – Salary Schedule

Management Group	Low Range Annual	High Range Annual	Effective Date
City Manager (set by Council)	156,900	235,350	7/1/2023
City Clerk	121,867	137,156	7/1/2023
Director of Finance	162,194	202,742	7/1/2023
Accounting Supervisor	95,079	119,895	7/1/2023
Public Services/EOC Operations Coordinator	78,615	129,362	7/1/2023
Senior Management Analyst	78,615	129,362	7/1/2023

Confidential Group	Step A Annual	Step B Annual	Step C Annual	Step D Annual	Step E Annual	Effective Date
Accountant I	78,260	80,608	83,026	85,517	88,082	7/1/2023
Accounting Technician II	69,307	71,386	73,528	75,734	78,006	7/1/2023
Accounting Technician II/Payroll	69,307	71,386	73,528	75,734	78,006	7/1/2023
Accounting Technician	63,138	65,033	66,984	68,993	71,063	7/1/2023
Administrative Specialist	63,138	65,033	66,984	68,993	71,063	7/1/2023
Community Safety Supervisor	76,023	78,304	80,653	83,073	85,565	7/1/2023
Customer Service Supervisor	57,055	58,766	60,529	62,345	64,215	7/1/2023
Deputy City Clerk	74,136	76,360	78,651	81,011	83,441	7/1/2023
Assitant Planner	79,062	81,434	83,877	86,393	88,985	7/1/2023
Development Services Facilitator	70,246	72,353	74,524	76,760	79,063	7/1/2023
Executive Assistant	71,651	73,801	76,015	78,295	80,644	7/1/2023
Executive Assistant	69,564	71,651	73,800	76,015	78,295	7/1/2023
Finance Analyst	76,023	78,304	80,653	83,072	85,565	7/1/2023
Finance Analyst	74,532	76,768	79,071	81,444	83,887	7/1/2023
Human Resource Analyst	87,196	89,812	92,506	95,282	98,140	7/1/2023
Information Technology Supervisor	99,108	102,081	105,143	108,298	111,546	7/1/2023
Information Technology Specialist	83,898	86,415	89,007	91,678	94,428	7/1/2023
Information Systems Tech II	63,166	65,061	67,012	69,023	71,093	7/1/2023
Office Assistant/Accounts Payable	37,436	38,560	39,716	40,908	42,135	7/1/2023
Principal Accountant	100,398	103,410	106,513	109,708	112,999	7/1/2023
Public Services Supervisor	67,939	69,978	72,077	74,239	76,466	7/1/2023
Senior Accountant	86,727	89,329	92,009	94,769	97,612	7/1/2023
Senior Administrative Assistant	67,994	70,034	72,135	74,299	76,528	7/1/2023
Senior Administrative Specialist	70,246	72,353	74,524	76,760	79,063	7/1/2023
Senior Human Resources Analyst	86,727	89,329	92,009	94,769	97,612	7/1/2023
Utility Services Supervisor	66,142	68,126	70,170	72,275	74,443	7/1/2023

Union Represented Group	Step A Annual	Step B Annual	Step C Annual	Step D Annual	Step E Annual	Effective Date
Account Clerk III	59,181	60,956	62,785	64,668	66,609	7/1/2023
Account Clerk II	50,628	52,147	53,712	55,323	56,983	7/1/2023
Account Clerk I	44,200	45,526	46,892	48,299	49,747	7/1/2023
Administrative Assistant II	54,379	56,010	57,691	59,421	61,204	7/1/2023

Administrative Assistant I	47,072	48,484	49,939	51,437	52,980	7/1/2023
Community Safety Officer II	67,405	69,427	71,510	73,655	75,865	7/1/2023
Community Safety Officer I	59,169	60,944	62,772	64,655	66,595	7/1/2023
Customer Service Representative II	54,553	56,189	57,875	59,611	61,399	7/1/2023
Customer Service Representative I	47,068	48,480	49,934	51,432	52,975	7/1/2023
Building Inspector II	78,024	80,365	82,776	85,259	87,817	7/1/2023
Building Inspector I	67,248	69,265	71,343	73,483	75,688	7/1/2023
Counter Service Technician	58,310	60,059	61,861	63,717	65,628	7/1/2023
Groundskeeper	43,398	44,700	46,041	47,422	48,845	7/1/2023
LLMD Groundskeeper	58,578	60,335	62,145	64,010	65,930	7/1/2023
Maintenance Worker - Lead	63,672	65,582	67,549	69,576	71,663	7/1/2023
Maintenance Worker III	58,955	60,723	62,545	64,421	66,354	7/1/2023
Maintenance Worker II	50,855	52,380	53,952	55,570	57,237	7/1/2023
Maintenance Worker I	44,363	45,693	47,064	48,476	49,930	7/1/2023
Mechanic - Lead	67,269	69,287	71,365	73,506	75,711	7/1/2023
Office Assistant	37,436	38,559	39,716	40,908	42,135	7/1/2023

Unrepresented Group	Step A Hourly	Step B Hourly	Step C Hourly	Step D Hourly	Step E Hourly	Effective Date
Provisional PIO	37.63	38.76	39.92	41.12	42.35	7/1/2023
Provisional Account Clerk	19.27	19.85	20.45	21.06	21.69	7/1/2023
Provisional Accounting Technician	26.4	27.19	28.01	28.85	29.72	7/1/2023
Provisional Administrative Assistant	19.27	19.85	20.45	21.06	21.69	7/1/2023
Provisional Code Enforcement	16.16	16.64	17.14	17.65	18.18	7/1/2023
Provisional Community Safety Officer	23.66	24.37	25.1	25.85	26.63	7/1/2023
Provisional Customer Service Representative	20.51	21.13	21.76	22.41	23.08	7/1/2023
Provisional Groundskeeper	16.16	16.64	17.14	17.65	18.18	7/1/2023
Provisional Maintenance Worker	16.16	16.64	17.14	17.65	18.18	7/1/2023
Provisional Office Assistant	16.64	17.14	17.65	18.18	18.73	7/1/2023

Appendix D- Position descriptions

CITY OF ADELANTO

DEPUTY CITY CLERK

*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, performs complex and responsible secretarial, administrative support, and general clerical duties of a complex legal nature in the office of the City Clerk; acts as the City Clerk in his/her absence; assists with municipal elections; acts as a passport agent; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Deputy City Clerk** is the journey level class responsible for assisting the City Clerk in official document recording and retention, production and publication of agendas for the City Council, as well as assisting in the enforcement of laws and regulations pertaining to municipal elections. The incumbent also provides administrative support to the City Council and Department Heads. This classification is distinguished from the next higher classification of City Clerk in that that latter has overall responsibility for the City Clerk's Office, whose responsibilities are set in state law.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the City Clerk. The incumbent in this position does not routinely exercise supervision.

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

- Performs complex and responsible secretarial, administrative support, and general clerical duties of a complex legal nature in the office of the City Clerk; performs records management duties; assists with municipal elections; attends bid openings.
- Attends City Council meetings when needed; assists with preparing and distributing resolutions, ordinances, and/or agreements adopted at such meetings; prepares City Council, Planning and Oversight Board agendas from staff reports submitted by City Departments.
- Relieves the City Clerk of administrative tasks, including filing, faxing, typing correspondence letters, and making copies; acts as a passport agent; reviews passport applications and supporting documents; administers oath to passport applicants; processes passport paperwork; takes photos; collects passport fees; keeps all related records, including revenue.
- Serves as a liaison with employees, public and private organizations, community groups and other organizations; provides information and assistance to the public regarding the assigned projects and programs and services; receives and responds to complaints, violations, and questions relating to assigned area of responsibility; reviews problems and recommends corrective actions.

- Maintains accurate records, databases, and files.
- Performs other related work tasks as assigned by the City Manager.
- Prepares and processes correspondence and routine administrative reports; responds to inquiries from staff and the general public regarding matters pertaining to City Council actions and/or related information retained in the City Clerk's Office; answers phones; receives and processes requests for public records.
- Notifies interested persons of the time, place, and subject of the City Council meetings; assists in the preparation and distribution of information related to City Council actions and/or requests for action; advertises all Public Hearing Notices.
- Prepares the department budget and oversees fiscal functions that may include expenditure control and revenue projections.
- Receives and processes claims, and lawsuits filed against the city; prepares ICRMA correspondence; keeps records of ICRMA claims.
- Acts as a Filing Officer for Fair Political Practices Commissions; maintains logs.
- Research administrative and election issues, conducts studies and produces documents recommending appropriate courses of action and strategies in support of the goals of the department.
- Trains, supervises, assigns and evaluates the work of clerical support in the area of assignment, as assigned.
- Monitor various activities in all facilities, sports and games.
- Compile simple written records related to assigned programs or facility.
- Assist in enforcing City recreation policies to all patrons.
- Assist in the coordinating and managing of renting and scheduling City facilities.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

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. The need to lift, drag, and push files, paper and documents weighing up to 25 pounds, as well as speech sufficient to communicate in group settings without the aid of a microphone, is also 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 **Deputy City Clerk**. A typical way of obtaining the required qualifications is to possess the equivalent of three years of directly related legal clerical experience, and a high school diploma, or equivalent.

License/Certificate:

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

Certification as a Notary Public or the ability to obtain certification within six (6) months of appointment; Certification as a Certified Clerk (CMC) by the Municipal Clerk's Association or the ability to obtain such Certificate within three (3) years.

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

Knowledge of:

Modern principles, practices, and techniques of municipal records management and elections; municipal government organizations, policies, and procedures; general office practices and procedures; passport applications and processing; 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:

Provide information and organize material in compliance with laws, regulations, policies, and procedures; periodically attend evening or weekend meetings as required; 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.

PROVISIONAL PUBLIC INFORMATION OFFICER

*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 the administrative direction of the City Manager, or designee, provides staff support by communicating between municipal government and its public, and assists to ensure that public expectations are in harmony with services and programs provided by the City, and performs other related duties as required. This is a single-incumbent management level classification reporting to the City Manager.

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)*

The duties listed below represent the various types of work that may be performed. This is not a comprehensive listing of all functions and duties performed by incumbents. The omission of specific statements of duties does not exclude them if the work is related or a logical assignment to this class. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:

- Performs technical and administrative duties in planning, developing and implementing public information strategies using all aspects of public information, public involvement and media relations.
- Disseminates and communicates information about the City to residents and the media, promoting the City's image by raising level of public awareness of City operations and accomplishments in providing service to its customers.
- Establishes and maintains regular contact with the press, community groups, and government officials to meet the organizations public information, awareness, and education needs; serves as liaison with Mayor and Council.
- Prepares reviews and edits letters, speeches, memorandums, proclamations and resolutions, calendars, and press releases.
- Develops and prepares City advertisements and articles for general public information through the use of City website, Social Media, publications and media outlets in English and often Spanish.
- Provides administrative and secretarial support to the City Manager and City Council.
- Responds, researches, and resolves complaints and concerns from the general public, private businesses and community organizations in conjunction with City Council, Mayor and City Manager.

- Plans, assists and coordinates high profile special events, town hall meetings, public forums, conferences, bi-national meetings and projects of the City of Adelanto.
- Develops communication plans for various city campaigns, both internally and externally.
- Participates on various committees as necessary and coordinates official City functions for the City Manager.
- Performs related duties as assigned.

Knowledge of:

- Federal, state and City laws, rules, regulations, practices and procedures governing elected appointed officials.
- Federal, state and City laws, rules, regulations and guidelines related to municipal administration and management practices and procedures.
- Federal, state and City election, open meeting and public records laws, and regulations.
- Parliamentary practices and procedures governing public meetings.
- Business English, composition and formatting of letters, memoranda, reports, conference and seminar materials.
- Record and file management practices and procedures.
- Notary Public principles and practices.
- Standard office practices, procedures and equipment.
- Word processing, spreadsheet and presentation software.
- Office protocol and confidentiality methods, practices and procedures.
- Customer services and public relations methods, techniques practices and procedures.

Ability to:

- Demonstrate strong verbal and written communication skills.
- Conduct oneself professionally.
- Interact with a diverse population and with high profile individuals.
- Work effectively in a team environment.
- Transcribe and prepare official minutes of public meetings.
- Enter, retrieve, research, maintain and update automated computer databases.
- Handle and prioritize multiple projects and assignments.
- Establish and maintain effective working relationships with others.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 30 pounds unaided. Specific vision abilities required for this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information and documents; analyzes and solves problems; uses math and mathematical reasoning; performs highly detailed work; deals with multiple concurrent tasks; and interacts with others encountered in the course of work, including frequent contact with customers and/or the public and dissatisfied/abusive individuals.

Work Environment:

The employee works in an office environment where the noise level is usually quiet. May require availability to work flexible schedule.

OTHER CONDITIONS OF EMPLOYMENT:

May require after hours work including evenings, weekend and holidays.

MINIMUM REQUIREMENTS**MINIMUM QUALIFICATIONS:****Education, Training and Experience:**

Graduation from an accredited four-year college or university with a bachelor's degree in in communications, marketing, public relations, or closely related area of study. Job related experience may substitute for the required education on year-for-year basis. Three (3) years of experience in public relations and marketing, or related field.

Depending upon the needs of the City, incumbent of the class may be required to demonstrate fluency in both Spanish and English as a condition of employment.

LICENSES AND CERTIFICATES:

A valid California driver license will be required at the time of appointment and must be maintained throughout employment.

Special Requirements:

- Bilingual in Spanish preferred.
- Must have the ability to pass an extensive background check.

RESOLUTION NO. 23-70

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ADELANTO, COUNTY OF SAN BERNARDINO, CALIFORNIA, AND THE ADELANTO COMMUNITY BENEFIT CORPORATION, APPROPRIATING FUNDS FOR THE MUNICIPAL GENERAL AND SPECIAL FUNDS, OTHER FUNDS BUDGET AND ADOPTING THE APPROPRIATIONS LIMIT FOR FISCAL YEAR 2023-24

WHEREAS, the City is required to adopt an annual budget for the Fiscal Year beginning on July 1, 2023 and ending on June 30, 2024;

WHEREAS, a budget is vital to the success of the City of Adelanto;

WHEREAS, Government Code Section 7910 requires the City Council to establish its appropriations limit as applied to "proceeds from taxes", as defined in that section, pursuant to Article XIII B of the State Constitution; and

WHEREAS, the City elects to use the percentage change in California per capita personal income from the preceding year and the percentage change in population within the City as factors for the calculation of the appropriations limit pursuant to Proposition 111, voted into law on June 5, 1990.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ADELANTO DOES HEREBY RESOLVE AS FOLLOWS:

- Section 1. That the City Council approves the total appropriation of \$22,683,185 for the City General Fund for Fiscal Year 2023-24.
- Section 2. That the City Council approves the total appropriation of \$13,315,912 for the Special Funds for Fiscal Year 2023-24.
- Section 3. That the Adelanto Community Benefit Corporation approves the total appropriation of \$77,500 for the Adelanto Community Benefit Corporation for Fiscal Year 2023-24.
- Section 4. That the City Council approves the appropriations limit on the "proceeds from taxes" in the amount of \$16,133,110 for the City of Adelanto for Fiscal Year 2023-24.

PASSED, APPROVED AND ADOPTED this 30th day of August, 2023.

Gabriel Reyes, Mayor

Brenda Lopez, City Clerk

Resolution No. 23-70

Page 3

I, Brenda Lopez, City Clerk of the City of Adelanto, California, do hereby certify that the foregoing Resolution No. 23-70 was duly and regularly adopted at a regular meeting of the City Council of the City of Adelanto, Adelanto Community Benefit Corporation, and Successor Agency to the Former Adelanto Improvement Agency on this 30th day of August, 2023 be the following vote to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS THEREOF, I hereunto set my hand and affix the official seal of the City of Adelanto on the 30th day of August, 2023.

Brenda Lopez, City Clerk

RESOLUTION NO. 23-71

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ADELANTO, COUNTY OF
SAN BERNARDINO, CALIFORNIA, ADOPTING THE APPROPRIATIONS LIMIT FOR
FISCAL YEAR 23-24

WHEREAS, Government Code Section 7910 requires the City Council to establish its appropriations limit as applied to “proceeds from taxes”, as defined in the that section, pursuant to Article XIII B of the State Constitution;

WHEREAS, the City elects to use the percentage change in California per capita personal income from the preceding year and the percentage change in population within the county in which the city is located as factors for the calculation of the appropriations limit pursuant to Proposition 111, voted into law on June 5, 1990.; and

WHEREAS, The City calculates the Appropriations Limit by (1) the greater of the percentage growth of Per Capita Income as given by the Department of Finance or increase of non-residential construction within the City, multiplied by (2) the greater of the percentage growth of the City or the County population increase.; and

WHEREAS, The City does calculate the Appropriations limit based on the greater of Per Capita Income as given by the Department of Finance or non-residential construction with in the City, in order to appropriate sufficient taxes to provide services to the residents of Adelanto.; and

WHEREAS, the appropriations limit is calculated to be \$24,944,389 after applying the appropriate parameters.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ADELANTO
DOES HEREBY RESOLVE AS FOLLOWS:**

Section 1. That the City Council approves the calculation of the appropriations limit on the “proceeds from taxes” to use the greater of population increase or new non-residential construction for the City of Adelanto for Fiscal Year 2022-23.

Section 2. That the City Council approves the appropriations limit on the “proceeds from taxes” in the amount of \$24,944,389 for the City of Adelanto for Fiscal Year 2023-24.

Resolution No. 23-71
Page 2

PASSED, APPROVED AND ADOPTED this 30th day of August, 2023.

Gabriel Reyes, Mayor

Brenda Lopez, City Clerk

Resolution No. 23-71

Page 3

I, Brenda Lopez, City Clerk of the City of Adelanto, California, do hereby certify that the foregoing Resolution No. 23-71 was duly and regularly adopted at a regular meeting of the City Council of the City of Adelanto on this 30th day of August, 2023 be the following vote to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS THEREOF, I hereunto set my hand and affix the official seal of the City of Adelanto on the 30th day of August, 2023.

Brenda Lopez, City Clerk

RESOLUTION NO. APUA 23-04

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ADELANTO PUBLIC
UTILITY AUTHORITY APPROPRIATING FUNDS FOR THE PUBLIC UTILITY
AUTHORITY FOR FISCAL YEAR 2022-23

WHEREAS, the Public Utility Authority is a Joint Powers Authority (a public body, corporate and politic) duly created, established to transact business and exercise its powers, all under and pursuant to the Joint Exercise of Powers Act (Article 1 through 4 of Chapter 5, Division 6, Title 1 of the California Government Code); and

WHEREAS, a budget is vital to the success of the operating divisions of the Adelanto Public Utility Authority.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE ADELANTO
PUBLIC UTILITY AUTHORITY DOES HEREBY RESOLVE AS FOLLOWS:**

- Section 1. That the Board of Directors approves the total appropriation of \$11,007,823 for the Water Operations Division of the Adelanto Public Utility Authority for the Fiscal Year 2023-24.
- Section 2. That the Board of Directors approves the total appropriation of \$7,048,865 for the Wastewater Treatment (also known as the “Sewer”) Division of the Adelanto Public Utility Authority for the Fiscal Year 2023-24.

PASSED, APPROVED AND ADOPTED this 30th day of August, 2023.

Gabriel Reyes, Executive Director

Brenda Lopez, Secretary

Resolution No. APUA 23-04

Page 3

I, Brenda Lopez, City Clerk of the City of Adelanto, California, do hereby certify that the foregoing Resolution No. 23-04 was duly and regularly adopted at a regular meeting of the Board of Directors of the Adelanto Public Utility Authority on this 30th day of August, 2023 be the following vote to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS THEREOF, I hereunto set my hand and affix the official seal of the City of Adelanto on the 30th day of August, 2023.

Brenda Lopez, Secretary, City Clerk