

DATE SUBMITTED 06/30/2023
 SUBMITTED BY ACM
 DATE ACTION REQUIRED 07/05/23

COUNCIL ACTION (X)
 PUBLIC HEARING REQUIRED ()
 RESOLUTION (X)
 ORDINANCE 1ST READING ()
 ORDINANCE 2ND READING ()
 CITY CLERK'S INITIALS AB

**IMPERIAL CITY COUNCIL
 AGENDA ITEM**

SUBJECT: DISCUSSION/ACTION: Municipal Budget for Fiscal Year 2023-2024 1. Recommended Action (1): Adopt Resolution No. 2023-23 Adopting the Municipal Budget for Fiscal Year 2023-2024 2. Recommended Action (2): Adopt Resolution No. 2023-24 Adopting Appropriations/GANN Limit for Fiscal Year 2023-2024.	
DEPARTMENT INVOLVED: All Department's Involved	
BACKGROUND/SUMMARY: City staff has completed our review and analysis of operational revenues and expenditures for fiscal year 2023-2024. A Work Session of the Imperial City Council was held on June 21, 2023 and continued to July 5, 2023. Attached as Exhibit A you will find the proposed Special, General and Enterprise Fund Municipal Budget for Fiscal Year 2023-2024.	
FISCAL IMPACT: <u>19.1 Million</u>	ADMIN SERV INITIALS <u>DA</u>
STAFF RECOMMENDATION: Review and Approve attached municipal budget and approve expenditures for FY 23-24 or provide direction for a future meeting.	DEPT. INITIALS <u>AB</u>
MANAGER'S RECOMMENDATION: Agrees with staff's recommendation	CITY MANAGER'S INITIALS <u>GJM</u>
MOTION: SECONDED: APPROVED () REJECTED () AYES: DISAPPROVED () DEFERRED () NAYES: ABSENT: REFERRED TO:	

RESOLUTION NO. 2023-23

**RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF IMPERIAL,
CALIFORNIA ADOPTING THE MUNICIPAL BUDGET FOR THE FISCAL YEAR
THAT BEGINS JULY 1, 2023 AND ENDS JUNE 30, 2024**

WHEREAS, a proposed budget having been presented to and considered by the City Council during its Budget Work Session agenda on June 21, 2023; and

WHEREAS, a proposed budget work session was continued and presented to the City Council during a Budget Work Session on July 5, 2023.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The Municipal Budget for Fiscal Year 2023-2024 as presented on July 5, 2023 is hereby approved and adopted, for all funds and departments as shown in attached **Exhibit A**.
2. The Position Allocation List and Job Descriptions as presented on July 5, 2023 is hereby approved and adopted as shown in the attached **Exhibit B**.
3. The City Manager may approve line item budget transfers/amendments not to exceed \$25,000.

**APPROVED AND ADOPTED AT THE SPECIAL MEETING OF THE CITY COUNCIL OF
THE CITY OF IMPERIAL THIS 5TH DAY OF JULY 2023.**

Katherine Burnworth, Mayor
City of Imperial

ATTEST:

City Clerk
City of Imperial

EXHIBIT A

BUDGET WORKSHEET

City of Imperial

Month: 6/30/2023	Prior	Current Year			(6)	(7)	(8)	
	Year	Original	Amended	Actual Thru	Estimated			
	Actual	Budget	Budget	June	Total	FY24 REQ	FY24 REC	FY24 ADOPT
Fund: 01 - GENERAL FUND								
Expenditures								
Dept: 100 CITY COUNCIL								
5101 SALARIES - FULL TIME	0	864	864	0	0			
5102 SALARIES - PART TIME	21,600	21,600	21,600	21,600	0	21,600		
5112 FICA	1,652	1,719	1,719	1,652	0	1,700		
5113 WORKER'S COMP	0	0	0	0	0			
5114 UNEMPLOYMENT INS.	572	1,123	1,123	497	0	1,300		
5115 HEALTH INSURANCE	0	0	0	0	0	5,000		
5201 ADVERTISING (INCL LEGAL)	0	0	0	0	0			
5250 PUBLICATION/DUES	0	200	200	0	0	600		
5260 TELEPHONE	2,247	3,000	3,000	3,060	0	3,000		
5265 TRAINING/EDUCATION	1,750	5,045	5,045	3,675	0	4,500		
5270 TRAVEL & MEETINGS	14,846	17,730	17,730	21,413	0	20,000		
5301 OFFICE SUPPLIES	135	1,250	1,250	575	0	500		
5310 SAFETY/EQUIPMENT/CLOTHING	0	250	250	0	0			
5330 SPECIAL DEPARTMENTAL SUPPLIES	337	200	200	14,618	0	1,000		
5442 EQUIPMENT - OTHER	0	0	0	161	0			
CITY COUNCIL	43,139	52,981	52,981	67,251	0	59,200	0	0
Total Expenditures	43,139	52,981	52,981	67,251	0	59,200	0	0
Grand Total:	-43,139	-52,981	-52,981	-67,251	0	-59,200	0	0

BUDGET WORKSHEET

City of Imperial

Month: 6/30/2023	Prior	Current Year			(6)	(7)	(8)	
	Year Actual	Original Budget	Amended Budget	Actual Thru June	Estimated Total	FY24 REQ	FY24 REC	FY24 ADOPT
Fund: 01 - GENERAL FUND								
Expenditures								
Dept: 110 CITY CLERK								
5101 SALARIES - FULL TIME	127,815	85,844	85,844	4,680	0			
5102 SALARIES - PART TIME	4,855	7,500	7,500	2,400	0	4,800		
5111 RETIREMENT	3,154	0	0	352	0			
5112 FICA	10,038	7,361	7,361	542	0	400		
5114 UNEMPLOYMENT INS.	372	630	630	53	0	700		
5115 HEALTH INSURANCE	4,154	8,400	8,400	368	0			
5120 VEHICLE ALLOWANCE	260	2,400	2,400	0	0			
5123 WELLNESS PROGRAM	0	480	480	0	0			
5124 EDUCATION INCENTIVE	0	0	0	0	0			
5201 ADVERTISING (INCL LEGAL)	0	0	0	0	0	10,000		
5210 CONTRACT SERVICE	0	8,000	8,000	0	0	8,500		
5250 PUBLICATION/DUES	200	305	305	875	0	300		
5260 TELEPHONE	842	1,000	1,000	942	0	1,100		
5265 TRAINING/EDUCATION	2,377	1,775	1,775	518	0	5,000		
5270 TRAVEL & MEETINGS	1,801	3,200	3,200	960	0	5,000		
5301 OFFICE SUPPLIES	4,573	1,000	1,000	299	0	1,200		
5310 SAFETY/EQUIPMENT/CLOTHING	0	0	0	0	0			
5330 SPECIAL DEPARTMENTAL SUPPLIES	68	30,000	30,000	7,399	0	7,500		
CITY CLERK	160,509	157,895	157,895	19,388	0	44,500	0	0
Total Expenditures	160,509	157,895	157,895	19,388	0	44,500	0	0
Grand Total:	-160,509	-157,895	-157,895	-19,388	0	-44,500	0	0

BUDGET WORKSHEET

City of Imperial

Month: 6/30/2023	Prior Year Actual	Current Year			Estimated Total	(6) FY24 REQ	(7) FY24 REC	(8) FY24 ADOPT
		Original Budget	Amended Budget	Actual Thru June				
Fund: 01 - GENERAL FUND								
Expenditures								
Dept: 120 CITY ATTORNEY								
5210 CONTRACT SERVICE	92,663	115,000	115,000	64,000	0	150,000		
5265 TRAINING/EDUCATION	0	400	400	0	0	400		
5270 TRAVEL & MEETINGS	0	1,200	1,200	348	0	1,300		
5301 OFFICE SUPPLIES	0	50	50	24	0	100		
5330 SPECIAL DEPARTMENTAL SUPPLIES	0	0	0	0	0			
CITY ATTORNEY	92,663	116,650	116,650	64,372	0	151,800	0	0
Total Expenditures	92,663	116,650	116,650	64,372	0	151,800	0	0
Grand Total:	-92,663	-116,650	-116,650	-64,372	0	-151,800	0	0

BUDGET WORKSHEET

City of Imperial

Month: 6/30/2023	Prior	Current Year			(6)	(7)	(8)	
	Year	Original	Amended	Actual Thru	Estimated	FY24 REQ	FY24 REC	FY24 ADOPT
	Actual	Budget	Budget	June	Total			
Fund: 01 - GENERAL FUND								
Expenditures								
Dept: 130 CITY MANAGER								
5101 SALARIES - FULL TIME	396,797	378,635	378,635	310,403	0	496,600		
5102 SALARIES - PART TIME	0	15,432	15,432	10,110	0	20,600		
5103 OVERTIME	379	500	500	48	0	600		
5104 COURT/TRAVEL/STANDBY	0	0	0	79	0			
5105 CERTIFICATE PAY	0	1,430	1,430	0	0	1,600		
5106 EDUCATIONAL INCENTIVE	0	4,400	4,400	0	0	4,800		
5108 SPECIALTY PAY	1,103	520	520	0	0	600		
5111 RETIREMENT	28,349	24,485	24,485	22,043	0	32,200		
5112 FICA	27,550	29,416	29,416	22,934	0	34,700		
5114 UNEMPLOYMENT INS.	736	1,540	1,540	669	0	1,700		
5115 HEALTH INSURANCE	22,948	17,043	17,043	14,576	0	21,600		
5120 VEHICLE ALLOWANCE	6,040	6,000	6,000	6,000	0	6,000		
5123 WELLNESS PROGRAM	500	1,344	1,344	284	0	300		
5124 EDUCATION INCENTIVE	1,580	2,000	2,000	1,640	0	2,000		
5201 ADVERTISING (INCL LEGAL)	0	0	0	0	0	15,000		
5210 CONTRACT SERVICE	2,292	10,000	10,000	14,904	0	135,000		
5250 PUBLICATION/DUES	1,650	3,220	3,220	2,131	0	3,400		
5260 TELEPHONE	1,720	3,180	3,180	1,167	0	3,400		
5265 TRAINING/EDUCATION	3,239	5,790	5,790	2,656	0	5,000		
5270 TRAVEL & MEETINGS	16,496	21,000	21,000	15,812	0	15,500		
5301 OFFICE SUPPLIES	480	1,100	1,100	468	0	1,000		
5310 SAFETY/EQUIPMENT/CLOTHING	87	200	200	208	0	200		
5330 SPECIAL DEPARTMENTAL SUPPLIES	6,731	500	500	1,913	0	11,300		
CITY MANAGER	518,677	527,735	527,735	428,045	0	813,100	0	0
Total Expenditures	518,677	527,735	527,735	428,045	0	813,100	0	0
Grand Total:	-518,677	-527,735	-527,735	-428,045	0	-813,100	0	0

BUDGET WORKSHEET

City of Imperial

Month: 6/30/2023	Prior	Current Year			(6)	(7)	(8)	
	Year Actual	Original Budget	Amended Budget	Actual Thru June	Estimated Total	FY24 REQ	FY24 REC	FY24 ADOPT
Fund: 01 - GENERAL FUND								
Expenditures								
Dept: 140 ADMIN/FINANCIAL SERVICES								
5101 SALARIES - FULL TIME	311,364	179,969	179,969	198,052	0	488,700		
5102 SALARIES - PART TIME	8,614	7,500	7,500	3,126	0	7,500		
5103 OVERTIME	34	5,000	5,000	144	0	5,000		
5104 COURT/TRAVEL/STANDBY	0	0	0	262	0			
5105 CERTIFICATE PAY	0	683	683	0	0	700		
5106 EDUCATIONAL INCENTIVE	0	2,322	2,322	0	0			
5108 SPECIALTY PAY	2,000	1,704	1,704	2,499	0	2,600		
5111 RETIREMENT	24,943	14,733	14,733	15,070	0	29,900		
5112 FICA	24,114	14,553	14,553	13,081	0	28,500		
5114 UNEMPLOYMENT INS.	945	1,293	1,293	532	0	1,400		
5115 HEALTH INSURANCE	26,623	22,553	22,553	19,560	0	38,400		
5123 WELLNESS PROGRAM	0	845	845	180	0	400		
5124 EDUCATION INCENTIVE	0	4,000	4,000	0	0	4,000		
5222 LITERACY SERVICES	0	0	0	0	0			
5250 PUBLICATION/DUES	730	1,240	1,240	0	0	600		
5260 TELEPHONE	490	540	540	822	0	1,300		
5265 TRAINING/EDUCATION	1,705	3,450	3,450	-10	0	2,500		
5270 TRAVEL & MEETINGS	1,009	8,090	8,090	1,411	0	3,100		
5280 UTILITIES - ELECTRIC	0	0	0	0	0			
5301 OFFICE SUPPLIES	2,483	1,850	1,850	1,751	0	2,300		
5310 SAFETY/EQUIPMENT/CLOTHING	0	450	450	542	0	200		
5330 SPECIAL DEPARTMENTAL SUPPLIES	0	250	250	0	0	300		
5444 LIBRARY BOOKS	0	0	0	0	0			
ADMIN/FINANCIAL SERVICES	405,054	271,025	271,025	257,022	0	617,400	0	0
Total Expenditures	405,054	271,025	271,025	257,022	0	617,400	0	0
Grand Total:	-405,054	-271,025	-271,025	-257,022	0	-617,400	0	0

BUDGET WORKSHEET

City of Imperial

Month: 6/30/2023	Prior	Current Year			(6)	(7)	(8)	
	Year	Original	Amended	Actual Thru	Estimated	FY24 REQ	FY24 REC	FY24 ADOPT
	Actual	Budget	Budget	June	Total			
Fund: 01 - GENERAL FUND								
Expenditures								
Dept: 141 ACCOUNTING AND REPORTING								
5210 CONTRACT SERVICE	34,283	73,200	73,200	100,432	0	80,000		
5213 STATE MANDATED FEE	412	450	450	367	0	500		
ACCOUNTING AND REPORTING	34,695	73,650	73,650	100,799	0	80,500	0	0
Total Expenditures	34,695	73,650	73,650	100,799	0	80,500	0	0
Grand Total:	-34,695	-73,650	-73,650	-100,799	0	-80,500	0	0

BUDGET WORKSHEET

City of Imperial

Month: 6/30/2023	Prior	Current Year			(6)	(7)	(8)	
	Year Actual	Original Budget	Amended Budget	Actual Thru June	Estimated Total	FY24 REQ	FY24 REC	FY24 ADOPT
Fund: 01 - GENERAL FUND								
Expenditures								
Dept: 143 INFORMATION TECHNOLOGY SERVI								
5101 SALARIES - FULL TIME	226,089	149,428	149,428	173,039	0	408,800		
5102 SALARIES - PART TIME	984	0	0	22,233	2	24,800		
5103 OVERTIME	2,731	7,000	7,000	7,992	0	7,000		
5104 COURT/TRAVEL/STANDBY	0	0	0	391	0			
5105 CERTIFICATE PAY	0	1,170	1,170	0	0			
5106 EDUCATIONAL INCENTIVE	0	2,800	2,800	0	0	1,000		
5108 SPECIALTY PAY	50	260	260	0	0			
5111 RETIREMENT	15,879	11,450	11,450	11,853	0	24,100		
5112 FICA	15,633	11,523	11,523	14,653	0	26,300		
5113 WORKER'S COMP	0	0	0	0	0	6,100		
5114 UNEMPLOYMENT INS.	961	700	700	677	0	1,400		
5115 HEALTH INSURANCE	24,453	16,537	16,537	18,596	0	33,600		
5123 WELLNESS PROGRAM	0	672	672	320	0	400		
5124 EDUCATION INCENTIVE	822	6,000	6,000	0	0	6,600		
5210 CONTRACT SERVICE	0	0	0	0	0			
5241 MAINTENANCE OF EQUIPMENT	1,044	1,500	1,500	580	0	4,500		
5242 VEHICLE FUEL	1,289	3,360	3,360	1,939	0	2,000		
5250 PUBLICATION/DUES	2,822	4,960	4,960	1,537	0	5,000		
5260 TELEPHONE	1,935	2,640	2,640	2,570	0	2,700		
5265 TRAINING/EDUCATION	2,652	6,700	6,700	4,631	0	5,200		
5270 TRAVEL & MEETINGS	0	0	0	168	0	900		
5282 FIBER OPTIC	0	0	0	0	0			
5301 OFFICE SUPPLIES	1,415	1,500	1,500	2,860	0	2,000		
5310 SAFETY/EQUIPMENT/CLOTHING	1,180	1,000	1,000	964	0	1,300		
5320 SMALL TOOLS	2,662	3,000	3,000	3,629	0	3,000		
5330 SPECIAL DEPARTMENTAL SUPPLIES	4,666	500	500	5,553	0	5,000		
5440 EQUIPMENT - AUTOMOTIVE	40,294	40,000	40,000	0	0	40,000		
5442 EQUIPMENT - OTHER	0	0	0	0	0			
INFORMATION TECHNOLOGY SERVICE	347,561	272,700	272,700	274,185	2	611,700	0	0
Total Expenditures	347,561	272,700	272,700	274,185	2	611,700	0	0
Grand Total:	-347,561	-272,700	-272,700	-274,185	-2	-611,700	0	0

BUDGET WORKSHEET

City of Imperial

Month: 6/30/2023	Prior	Current Year			(6)	(7)	(8)	
	Year Actual	Original Budget	Amended Budget	Actual Thru June	Estimated Total	FY24 REQ	FY24 REC	FY24 ADOPT
Fund: 01 - GENERAL FUND								
Expenditures								
Dept: 144 INFORMATION TECHNOLOGY SUPP								
5101 SALARIES - FULL TIME	0	0	0	0	0			
5103 OVERTIME	0	0	0	0	0			
5111 RETIREMENT	0	0	0	0	0			
5112 FICA	0	0	0	0	0			
5113 WORKER'S COMP	0	0	0	0	0			
5114 UNEMPLOYMENT INS.	0	0	0	0	0			
5115 HEALTH INSURANCE	0	0	0	0	0			
5210 CONTRACT SERVICE	13,149	17,280	17,280	15,522	0	38,500		
5250 PUBLICATION/DUES	214,268	247,399	247,399	194,564	0	275,300		
5265 TRAINING/EDUCATION	0	0	0	0	0			
5282 FIBER OPTIC	15,750	23,100	23,100	0	0	33,700		
5330 SPECIAL DEPARTMENTAL SUPPLIES	19,434	20,000	20,000	16,568	0	25,000		
5442 EQUIPMENT - OTHER	41,089	38,174	38,174	10,926	0	56,100		
INFORMATION TECHNOLOGY SUPPORT	303,690	345,953	345,953	237,580	0	428,600	0	0
Total Expenditures	303,690	345,953	345,953	237,580	0	428,600	0	0
Grand Total:	-303,690	-345,953	-345,953	-237,580	0	-428,600	0	0

BUDGET WORKSHEET

City of Imperial

Month: 6/30/2023	Prior Year Actual	Current Year			Estimated Total	(6) FY24 REQ	(7) FY24 REC	(8) FY24 ADOPT
		Original Budget	Amended Budget	Actual Thru June				
Fund: 01 - GENERAL FUND								
Expenditures								
Dept: 150 HUMAN RESOURCES MANAGEMENT								
5101 SALARIES - FULL TIME	0	0	0	61,990	0	297,900		
5105 CERTIFICATE PAY	0	0	0	0	0			
5108 SPECIALTY PAY	0	0	0	1,872	0			
5110 UNIFORM ALLOWANCE	0	0	0	0	0			
5111 RETIREMENT	0	0	0	5,305	0	19,800		
5112 FICA	0	0	0	4,827	0	15,300		
5113 WORKER'S COMP	0	0	0	227,833	0	3,800		
5114 UNEMPLOYMENT INS.	0	0	0	324	0	1,000		
5115 HEALTH INSURANCE	0	0	0	2,769	0	9,600		
5123 WELLNESS PROGRAM	0	0	0	0	0	1,200		
5124 EDUCATION INCENTIVE	0	0	0	0	0	4,000		
5210 CONTRACT SERVICE	8,843	8,885	8,885	14,192	0	275,300		
5230 GENERAL LIABILITY INSURANCE	0	0	0	287,287	0	639,900		
5250 PUBLICATION/DUES	635	3,000	3,000	909	0	3,200		
5260 TELEPHONE	245	0	0	856	0	1,100		
5262 TESTING SERVICES	9,089	10,200	10,200	21,223	0	15,000		
5265 TRAINING/EDUCATION	2,299	35,000	35,000	13,201	0	10,000		
5270 TRAVEL & MEETINGS	853	2,500	2,500	15,325	0	15,000		
5301 OFFICE SUPPLIES	791	250	250	2,340	0	2,500		
5310 SAFETY/EQUIPMENT/CLOTHING	87	500	500	74	0	200		
5330 SPECIAL DEPARTMENTAL SUPPLIES	7,553	10,500	10,500	38,429	0	10,000		
HUMAN RESOURCES MANAGEMENT	30,395	70,835	70,835	698,756	0	1,324,800	0	0
Total Expenditures	30,395	70,835	70,835	698,756	0	1,324,800	0	0
Grand Total:	-30,395	-70,835	-70,835	-698,756	0	-1,324,800	0	0

BUDGET WORKSHEET

City of Imperial

Month: 6/30/2023	Prior Year Actual	Current Year			Estimated Total	(6) FY24 REQ	(7) FY24 REC	(8) FY24 ADOPT
		Original Budget	Amended Budget	Actual Thru June				
Fund: 01 - GENERAL FUND								
Expenditures								
Dept: 190 GENERAL SERVICES								
5112 FICA	0	0	0	8,088	0			
5114 UNEMPLOYMENT INS.	0	0	0	504	0			
5115 HEALTH INSURANCE	0	0	0	11,502	0			
5201 ADVERTISING (INCL LEGAL)	6,274	0	0	2,085	0			
5210 CONTRACT SERVICE	66,110	82,500	82,500	47,005	0	65,000		
5241 MAINTENANCE OF EQUIPMENT	-7,996	500	500	14	0			
5242 VEHICLE FUEL	268	500	500	204	0	300		
5250 PUBLICATION/DUES	12,303	13,560	13,560	26,005	0	15,000		
5260 TELEPHONE	18,569	20,000	20,000	17,331	0	20,000		
5270 TRAVEL & MEETINGS	0	0	0	0	0			
5280 UTILITIES - ELECTRIC	37,494	40,000	40,000	36,459	0	35,000		
5281 UTILITIES - GAS	368	450	450	279	0	500		
5301 OFFICE SUPPLIES	3,504	8,500	8,500	4,775	0	7,500		
5303 BANK CHARGES	42,989	45,000	45,000	369,318	0	45,000		
5305 POSTAGE/FREIGHT	11,360	15,000	15,000	11,250	0	15,000		
5330 SPECIAL DEPARTMENTAL SUPPLIES	2,540	3,500	3,500	2,521	0	2,500		
5332 Cannabis CUP Funing	28,982	22,000	22,000	0	0			
5442 EQUIPMENT - OTHER	7,107	9,500	9,500	8,526	0	8,000		
5522 COMMITMENT FEES	34,698	80,000	80,000	44,266	0	50,000		
5540 PROPERTY TAXES	1,733	2,500	2,500	1,745	0	3,000		
5910 OPERATING TRANSFERS OUT	0	0	0	0	0			
GENERAL SERVICES	266,303	343,510	343,510	591,877	0	266,800	0	0
Total Expenditures	266,303	343,510	343,510	591,877	0	266,800	0	0
Grand Total:	-266,303	-343,510	-343,510	-591,877	0	-266,800	0	0

BUDGET WORKSHEET

City of Imperial

Month: 6/30/2023	Prior Year Actual	Current Year			Estimated Total	(6) FY24 REQ	(7) FY24 REC	(8) FY24 ADOPT
		Original Budget	Amended Budget	Actual Thru June				
Fund: 01 - GENERAL FUND								
Expenditures								
Dept 210 POLICE MANAGEMENT SERVICES								
5101 SALARIES - FULL TIME	618,276	626,409	626,409	717,704	0	787,200		
5102 SALARIES - PART TIME	0	0	0	35,280	0			
5103 OVERTIME	33,180	10,000	10,000	46,435	0	40,000		
5104 COURT/TRAVEL/STANDBY	13,095	20,225	20,225	21,409	0	20,000		
5105 CERTIFICATE PAY	30,040	47,579	47,579	34,678	0	52,500		
5107 SHIFT DIFFERENTIAL	6,800	7,800	7,800	5,600	0	4,500		
5108 SPECIALTY PAY	12,583	24,763	24,763	13,769	0	14,000		
5111 RETIREMENT	105,610	123,531	123,531	107,939	0	126,200		
5112 FICA	52,814	56,418	56,418	60,437	0	66,300		
5114 UNEMPLOYMENT INS.	1,096	2,100	2,100	1,208	0	2,300		
5115 HEALTH INSURANCE	37,088	50,553	50,553	37,661	0	44,400		
5123 WELLNESS PROGRAM	280	960	960	760	0	600		
5124 EDUCATION INCENTIVE	550	10,000	10,000	1,020	0	2,000		
5210 CONTRACT SERVICE	0	0	0	1,300	0	1,500		
5250 PUBLICATION/DUES	821	473	473	925	0	1,200		
5265 TRAINING/EDUCATION	3,253	5,776	5,776	2,906	0	5,000		
5270 TRAVEL & MEETINGS	15,894	11,912	11,912	5,801	0	17,600		
5310 SAFETY/EQUIPMENT/CLOTHING	6,646	8,400	8,400	7,823	0	8,000		
POLICE MANAGEMENT SERVICES	938,026	1,006,899	1,006,899	1,102,655	0	1,193,300	0	0
Total Expenditures	938,026	1,006,899	1,006,899	1,102,655	0	1,193,300	0	0
Grand Total:	-938,026	-1,006,899	-1,006,899	-1,102,655	0	-1,193,300	0	0

BUDGET WORKSHEET

City of Imperial

Month: 6/30/2023	Prior	Current Year			(6)	(7)	(8)	
	Year	Original	Amended	Actual Thru	Estimated	FY24 REQ	FY24 REC	FY24 ADOPT
	Actual	Budget	Budget	June	Total			
Fund: 01 - GENERAL FUND								
Expenditures								
Dept: 211 POLICE FIELD SERVICES								
5101 SALARIES - FULL TIME	894,905	1,018,099	1,018,099	812,607	0	1,238,800		
5102 SALARIES - PART TIME	0	0	0	2,520	0			
5103 OVERTIME	163,616	80,000	80,000	139,449	0	140,000		
5104 COURT/TRAVEL/STANDBY	23,894	31,555	31,555	25,608	0	25,000		
5105 CERTIFICATE PAY	53,387	77,880	77,880	55,784	0	55,000		
5107 SHIFT DIFFERENTIAL	14,547	27,300	27,300	17,113	0	18,000		
5108 SPECIALTY PAY	26,312	29,591	29,591	22,554	0	25,000		
5111 RETIREMENT	154,426	181,122	181,122	135,308	0	167,100		
5112 FICA	96,800	94,578	94,578	79,021	0	84,500		
5114 UNEMPLOYMENT INS.	2,940	4,900	4,900	2,364	0	5,400		
5115 HEALTH INSURANCE	96,687	120,658	120,658	83,630	0	102,000		
5123 WELLNESS PROGRAM	913	4,320	4,320	840	0	1,100		
5124 EDUCATION INCENTIVE	9,039	10,000	10,000	7,688	0	10,000		
5221 FEE REFUNDS	0	0	0	0	0			
5241 MAINTENANCE OF EQUIPMENT	37,125	40,000	40,000	23,214	0	35,000		
5242 VEHICLE FUEL	47,457	65,000	65,000	44,361	0	65,000		
5250 PUBLICATION/DUES	1,260	0	0	1,905	0	2,000		
5262 TESTING SERVICES	370	2,000	2,000	1,037	0	3,000		
5265 TRAINING/EDUCATION	3,162	6,150	6,150	17,241	0	20,000		
5270 TRAVEL & MEETINGS	6,576	10,646	10,646	3,314	0	10,700		
5301 OFFICE SUPPLIES	2,317	3,000	3,000	1,509	0	3,000		
5310 SAFETY/EQUIPMENT/CLOTHING	16,548	15,600	15,600	12,034	0	15,600		
5321 ARMORY/SUPPLIES	6,738	5,000	5,000	1,765	0	10,000		
5330 SPECIAL DEPARTMENTAL SUPPLIES	0	0	0	2,864	0	500		
5440 EQUIPMENT - AUTOMOTIVE	41,561	0	0	0	0			
5442 EQUIPMENT - OTHER	17,257	3,600	3,600	4,745	0	5,500		
POLICE FIELD SERVICES	1,717,837	1,830,999	1,830,999	1,498,475	0	2,042,200	0	0
Total Expenditures	1,717,837	1,830,999	1,830,999	1,498,475	0	2,042,200	0	0
Grand Total:	-1,717,837	-1,830,999	-1,830,999	-1,498,475	0	-2,042,200	0	0

BUDGET WORKSHEET

City of Imperial

Month: 6/30/2023	Prior	Current Year			(6)	(7)	(8)	
	Year Actual	Original Budget	Amended Budget	Actual Thru June	Estimated Total	FY24 REQ	FY24 REC	FY24 ADOPT
Fund: 01 - GENERAL FUND								
Expenditures								
Dept: 213 COMMUNICATIONS								
5210 CONTRACT SERVICE	351,928	341,341	341,341	312,487	0	385,000		
5260 TELEPHONE	32,724	51,060	51,060	35,504	0	54,300		
5280 UTILITIES - ELECTRIC	0	300	300	567	0	800		
COMMUNICATIONS	384,652	392,701	392,701	348,558	0	440,100	0	0
Total Expenditures	384,652	392,701	392,701	348,558	0	440,100	0	0
Grand Total:	-384,652	-392,701	-392,701	-348,558	0	-440,100	0	0

BUDGET WORKSHEET

City of Imperial

Month: 6/30/2023	Prior	Current Year			(6)	(7)	(8)	
	Year Actual	Original Budget	Amended Budget	Actual Thru June	Estimated Total	FY24 REQ	FY24 REC	FY24 ADOPT
Fund: 01 - GENERAL FUND								
Expenditures								
Dept: 214 POLICE SPECIAL PROGRAM SERVIC								
5265 TRAINING/EDUCATION	50	0	0	0	0			
5330 SPECIAL DEPARTMENTAL SUPPLIES	76,953	60,011	60,011	95,964	0	91,400		
POLICE SPECIAL PROGRAM SERVICE	77,003	60,011	60,011	95,964	0	91,400	0	0
Total Expenditures	77,003	60,011	60,011	95,964	0	91,400	0	0
Grand Total:	-77,003	-60,011	-60,011	-95,964	0	-91,400	0	0

BUDGET WORKSHEET

City of Imperial

Month: 6/30/2023	Prior Year Actual	Current Year				(6)	(7)	(8)
		Original Budget	Amended Budget	Actual Thru June	Estimated Total	FY24 REQ	FY24 REC	FY24 ADOPT
Fund: 01 - GENERAL FUND								
Expenditures								
Dept: 215 POLICE RECORDS								
5101 SALARIES - FULL TIME	108,083	171,482	171,482	165,328	0	267,400		
5103 OVERTIME	209	1,000	1,000	2,117	0	3,000		
5104 COURT/TRAVEL/STANDBY	128	0	0	639	0	1,500		
5108 SPECIALTY PAY	1,300	2,600	2,600	1,900	0	2,000		
5111 RETIREMENT	8,942	14,435	14,435	9,719	0	19,000		
5112 FICA	8,257	13,507	13,507	12,544	0	15,900		
5114 UNEMPLOYMENT INS.	484	1,050	1,050	511	0	1,200		
5115 HEALTH INSURANCE	12,972	21,886	21,886	20,884	0	21,600		
5123 WELLNESS PROGRAM	0	480	480	0	0	600		
5124 EDUCATION INCENTIVE	0	2,000	2,000	0	0	2,500		
5250 PUBLICATION/DUES	65	115	115	115	0	200		
5265 TRAINING/EDUCATION	395	395	395	0	0	1,000		
5270 TRAVEL & MEETINGS	497	545	545	263	0	3,000		
5301 OFFICE SUPPLIES	933	1,511	1,511	1,610	0	1,200		
5310 SAFETY/EQUIPMENT/CLOTHING	999	1,000	1,000	556	0	1,500		
POLICE RECORDS	143,264	232,006	232,006	216,186	0	341,600	0	0
Total Expenditures	143,264	232,006	232,006	216,186	0	341,600	0	0
Grand Total:	-143,264	-232,006	-232,006	-216,186	0	-341,600	0	0

BUDGET WORKSHEET

City of Imperial

Month: 6/30/2023	Prior Year Actual	Current Year			Estimated Total	(6)	(7)	(8)
		Original Budget	Amended Budget	Actual Thru June		FY24 REQ	FY24 REC	FY24 ADOPT
Fund: 01 - GENERAL FUND								
Expenditures								
Dept- 216 K-9 SERVICES								
5210 CONTRACT SERVICE	5,029	450	450	958	0	3,000		
5265 TRAINING/EDUCATION	5,020	3,000	3,000	400	0	5,000		
5270 TRAVEL & MEETINGS	570	618	618	371	0	2,500		
5330 SPECIAL DEPARTMENTAL SUPPLIES	1,636	1,000	1,000	906	0	1,500		
K-9 SERVICES	12,255	5,068	5,068	2,635	0	12,000	0	0
Total Expenditures	12,255	5,068	5,068	2,635	0	12,000	0	0
Grand Total:	-12,255	-5,068	-5,068	-2,635	0	-12,000	0	0

BUDGET WORKSHEET

City of Imperial

Month: 6/30/2023	Prior Year	Current Year			Estimated Total	(6)	(7)	(8)
	Actual	Original Budget	Amended Budget	Actual Thru June		FY24 REQ	FY24 REC	FY24 ADOPT
Fund: 01 - GENERAL FUND								
Expenditures								
Dept: 220 FIRE								
5210 CONTRACT SERVICE	883,261	1,112,185	1,112,185	1,110,476	0	1,300,000		
FIRE	<u>883,261</u>	<u>1,112,185</u>	<u>1,112,185</u>	<u>1,110,476</u>	<u>0</u>	<u>1,300,000</u>	<u>0</u>	<u>0</u>
Total Expenditures	<u>883,261</u>	<u>1,112,185</u>	<u>1,112,185</u>	<u>1,110,476</u>	<u>0</u>	<u>1,300,000</u>	<u>0</u>	<u>0</u>
Grand Total:	-883,261	-1,112,185	-1,112,185	-1,110,476	0	-1,300,000	0	0

BUDGET WORKSHEET

City of Imperial

Month: 6/30/2023	Prior	Current Year			(6)	(7)	(8)	
	Year Actual	Original Budget	Amended Budget	Actual Thru June	Estimated Total	FY24 REQ	FY24 REC	FY24 ADOPT
Fund: 01 - GENERAL FUND								
Expenditures								
Dept: 230 ANIMAL CONTROL								
5101 SALARIES - FULL TIME	48,584	53,152	53,152	51,984	0	66,500		
5103 OVERTIME	2,041	1,500	1,500	1,772	0	2,500		
5104 COURT/TRAVEL/STANDBY	0	8,395	8,395	3,528	0	3,000		
5111 RETIREMENT	4,219	4,598	4,598	4,487	0	6,800		
5112 FICA	3,823	4,066	4,066	4,305	0	5,200		
5114 UNEMPLOYMENT INS.	183	350	350	168	0	400		
5115 HEALTH INSURANCE	8,745	9,019	9,019	8,415	0	8,400		
5123 WELLNESS PROGRAM	0	0	0	0	0			
5124 EDUCATION INCENTIVE	0	0	0	0	0			
5210 CONTRACT SERVICE	6,633	7,668	7,668	4,910	0	20,000		
5241 MAINTENANCE OF EQUIPMENT	3,807	3,000	3,000	122	0	4,000		
5242 VEHICLE FUEL	5,789	4,600	4,600	4,886	0	5,000		
5250 PUBLICATION/DUES	196	148	148	0	0	200		
5301 OFFICE SUPPLIES	153	210	210	155	0	300		
5310 SAFETY/EQUIPMENT/CLOTHING	500	500	500	492	0	800		
5330 SPECIAL DEPARTMENTAL SUPPLIES	555	917	917	369	0	500		
ANIMAL CONTROL	85,228	98,123	98,123	85,593	0	123,600	0	0
Total Expenditures	85,228	98,123	98,123	85,593	0	123,600	0	0
Grand Total:	-85,228	-98,123	-98,123	-85,593	0	-123,600	0	0

BUDGET WORKSHEET

City of Imperial

Month: 6/30/2023	Prior Year Actual	Current Year			Estimated Total	(6) FY24 REQ	(7) FY24 REC	(8) FY24 ADOPT
		Original Budget	Amended Budget	Actual Thru June				
Fund: 01 - GENERAL FUND								
Expenditures								
Dept: 300 PUBLIC SERVICES MANAGEMENT								
5101 SALARIES - FULL TIME	396,912	154,715	154,715	216,579	0	495,400		
5105 CERTIFICATE PAY	0	650	650	0	0	2,000		
5108 SPECIALTY PAY	0	390	390	0	0	400		
5111 RETIREMENT	31,804	13,307	13,307	15,226	0	48,900		
5112 FICA	28,051	11,994	11,994	15,551	0	38,800		
5114 UNEMPLOYMENT INS.	720	513	513	234	0	600		
5115 HEALTH INSURANCE	22,977	10,833	10,833	10,152	0	22,800		
5123 WELLNESS PROGRAM	0	544	544	0	0	400		
5124 EDUCATION INCENTIVE	0	4,000	4,000	0	0	4,400		
PUBLIC SERVICES MANAGEMENT	480,464	196,946	196,946	257,742	0	613,700	0	0
Total Expenditures	480,464	196,946	196,946	257,742	0	613,700	0	0
Grand Total:	-480,464	-196,946	-196,946	-257,742	0	-613,700	0	0

BUDGET WORKSHEET

City of Imperial

Month: 6/30/2023	Prior Year Actual	Current Year			Estimated Total	(6) FY24 REQ	(7) FY24 REC	(8) FY24 ADOPT
		Original Budget	Amended Budget	Actual Thru June				
Fund: 01 - GENERAL FUND								
Expenditures								
Dept 305 CODE ENFORCEMENT-NUSIANCE AB								
5101 SALARIES - FULL TIME	0	0	0	0	0	59,200		
5103 OVERTIME	0	0	0	0	0	600		
5108 SPECIALTY PAY	0	0	0	0	0	1,200		
5110 UNIFORM ALLOWANCE	0	0	0	0	0			
5111 RETIREMENT	0	0	0	0	0	4,900		
5112 FICA	0	0	0	0	0	4,900		
5113 WORKER'S COMP	0	0	0	0	0			
5114 UNEMPLOYMENT INS.	0	0	0	0	0	400		
5115 HEALTH INSURANCE	0	0	0	0	0	6,000		
5123 WELLNESS PROGRAM	0	0	0	0	0	600		
5241 MAINTENANCE OF EQUIPMENT	0	0	0	0	0	4,000		
5242 VEHICLE FUEL	0	0	0	0	0	1,500		
5250 PUBLICATION/DUES	0	0	0	0	0	400		
5260 TELEPHONE	0	0	0	0	0	1,100		
5265 TRAINING/EDUCATION	0	0	0	0	0	1,500		
5270 TRAVEL & MEETINGS	0	0	0	0	0	1,200		
5301 OFFICE SUPPLIES	0	0	0	0	0	1,300		
5310 SAFETY/EQUIPMENT/CLOTHING	0	0	0	0	0	600		
CODE ENFORCEMENT-NUSIANCE ABAT	0	0	0	0	0	89,400	0	0
Total Expenditures	0	0	0	0	0	89,400	0	0
Grand Total:	0	0	0	0	0	-89,400	0	0

BUDGET WORKSHEET

City of Imperial

Month: 6/30/2023	Prior Year Actual	Current Year			Estimated Total	(6)	(7)	(8)
		Original Budget	Amended Budget	Actual Thru June		FY24 REQ	FY24 REC	FY24 ADOPT
Fund: 01 - GENERAL FUND								
Expenditures								
Dept: 310 ENGINEERING								
5101 SALARIES - FULL TIME	188,490	170,438	170,438	183,648	0	240,300		
5102 SALARIES - PART TIME	1,050	17,497	17,497	0	0	17,500		
5104 COURT/TRAVEL/STANDBY	0	0	0	75	0			
5106 EDUCATIONAL INCENTIVE	0	5,400	5,400	0	0	5,900		
5108 SPECIALTY PAY	0	2,340	2,340	1,825	0	1,300		
5111 RETIREMENT	15,445	14,049	14,049	15,036	0	21,800		
5112 FICA	14,534	13,774	13,774	14,260	0	18,900		
5114 UNEMPLOYMENT INS.	721	945	945	421	0	1,000		
5115 HEALTH INSURANCE	18,876	14,340	14,340	16,112	0	18,000		
5123 WELLNESS PROGRAM	440	1,296	1,296	852	0	300		
5124 EDUCATION INCENTIVE	1,375	4,000	4,000	0	0	4,000		
5210 CONTRACT SERVICE	2,200	3,500	3,500	0	0	19,000		
5241 MAINTENANCE OF EQUIPMENT	483	1,600	1,600	261	0	1,600		
5242 VEHICLE FUEL	0	1,700	1,700	0	0	2,400		
5250 PUBLICATION/DUES	315	315	315	454	0	700		
5260 TELEPHONE	942	1,080	1,080	1,237	0	2,200		
5265 TRAINING/EDUCATION	0	2,290	2,290	149	0	7,200		
5270 TRAVEL & MEETINGS	110	2,550	2,550	0	0	2,000		
5301 OFFICE SUPPLIES	454	500	500	169	0	1,200		
5310 SAFETY/EQUIPMENT/CLOTHING	790	10,300	10,300	9,371	0	3,900		
5910 OPERATING TRANSFERS OUT	0	4,397	4,397	0	0	4,400		
ENGINEERING	246,225	272,311	272,311	243,870	0	373,600	0	0
Total Expenditures	246,225	272,311	272,311	243,870	0	373,600	0	0
Grand Total:	-246,225	-272,311	-272,311	-243,870	0	-373,600	0	0

BUDGET WORKSHEET

City of Imperial

Month: 6/30/2023	Prior Year Actual	Current Year			Estimated Total	(6) FY24 REQ	(7) FY24 REC	(8) FY24 ADOPT
		Original Budget	Amended Budget	Actual Thru June				
Fund: 01 - GENERAL FUND								
Expenditures								
Dept 320 STREET MAINTENANCE								
5101 SALARIES - FULL TIME	147,700	129,273	129,273	141,095	0	257,500		
5103 OVERTIME	1,691	10,000	10,000	12,104	0	12,000		
5104 COURT/TRAVEL/STANDBY	11,679	2,780	2,780	18,620	0	9,100		
5106 EDUCATIONAL INCENTIVE	0	4,600	4,600	0	0	4,600		
5110 UNIFORM ALLOWANCE	11,492	2,500	2,500	13,207	0	12,000		
5111 RETIREMENT	11,197	9,871	9,871	9,986	0	17,800		
5112 FICA	12,193	10,560	10,560	13,125	0	18,100		
5114 UNEMPLOYMENT INS.	709	1,050	1,050	716	0	1,200		
5115 HEALTH INSURANCE	30,518	19,476	19,476	24,115	0	38,400		
5123 WELLNESS PROGRAM	566	1,392	1,392	1,537	0	400		
5124 EDUCATION INCENTIVE	0	2,000	2,000	0	0	2,000		
5210 CONTRACT SERVICE	0	63,250	63,250	523	0	69,600		
5241 MAINTENANCE OF EQUIPMENT	41,851	150,000	150,000	69,195	0	565,000		
5242 VEHICLE FUEL	21,259	35,000	35,000	23,545	0	45,500		
5250 PUBLICATION/DUES	1,049	8,000	8,000	1,007	0	8,800		
5252 RENT OF EQUIPMENT / PROPERTY	335	1,500	1,500	0	0	1,700		
5260 TELEPHONE	2,247	2,160	2,160	2,162	0	2,800		
5265 TRAINING/EDUCATION	0	3,000	3,000	650	0	4,000		
5270 TRAVEL & MEETINGS	539	1,800	1,800	43	0	2,000		
5280 UTILITIES - ELECTRIC	162,551	250,000	250,000	153,892	0	250,000		
5301 OFFICE SUPPLIES	0	0	0	90	0	500		
5310 SAFETY/EQUIPMENT/CLOTHING	3,273	5,000	5,000	2,795	0	5,500		
5320 SMALL TOOLS	8,360	16,000	16,000	8,323	0	16,600		
5330 SPECIAL DEPARTMENTAL SUPPLIES	60,272	65,000	65,000	82,861	0	65,700		
5442 EQUIPMENT - OTHER	122,542	327,000	327,000	99,182	0	181,000		
STREET MAINTENANCE	652,023	1,121,212	1,121,212	678,773	0	1,591,800	0	0
Total Expenditures	652,023	1,121,212	1,121,212	678,773	0	1,591,800	0	0
Grand Total:	-652,023	-1,121,212	-1,121,212	-678,773	0	-1,591,800	0	0

BUDGET WORKSHEET

City of Imperial

Month: 6/30/2023	Prior Year Actual	Current Year				(6)	(7)	(8)
		Original Budget	Amended Budget	Actual Thru June	Estimated Total	FY24 REQ	FY24 REC	FY24 ADOPT
Fund: 01 - GENERAL FUND								
Expenditures								
Dept: 325 STORM DRAINS								
5103 OVERTIME	237	0	0	526	0			
5111 RETIREMENT	4	0	0	0	0			
5112 FICA	17	0	0	39	0			
5114 UNEMPLOYMENT INS.	1	0	0	2	0			
5115 HEALTH INSURANCE	77	0	0	25	0			
5221 FEE REFUNDS	-1,000	0	0	0	0			
5241 MAINTENANCE OF EQUIPMENT	10,349	15,000	15,000	92,986	0	80,000		
5242 VEHICLE FUEL	0	500	500	0	0	600		
5250 PUBLICATION/DUES	247	9,500	9,500	10,644	0	18,400		
5252 RENT OF EQUIPMENT / PROPERTY	0	0	0	0	0			
5280 UTILITIES - ELECTRIC	1,165	2,500	2,500	1,112	0	2,800		
5310 SAFETY/EQUIPMENT/CLOTHING	0	300	300	0	0	400		
5330 SPECIAL DEPARTMENTAL SUPPLIES	27	0	0	1,681	0	3,000		
STORM DRAINS	11,124	27,800	27,800	107,015	0	105,200	0	0
Total Expenditures	11,124	27,800	27,800	107,015	0	105,200	0	0
Grand Total:	-11,124	-27,800	-27,800	-107,015	0	-105,200	0	0

BUDGET WORKSHEET

City of Imperial

Month: 6/30/2023	Prior Year Actual	Current Year			Estimated Total	(6)	(7)	(8)
		Original Budget	Amended Budget	Actual Thru June		FY24 REQ	FY24 REC	FY24 ADOPT
Fund: 01 - GENERAL FUND								
Expenditures								
Dept: 330 SANITATION								
5210 CONTRACT SERVICE	1,406,513	1,594,200	1,594,200	1,637,081	0	1,900,000		
5216 RECYCLING/LITTER REDUCTION	0	500	500	0	0	300		
5217 RECYCLING TASK FORCE	39,450	40,000	40,000	46,791	0	70,000		
5250 PUBLICATION/DUES	0	0	0	0	0			
5301 OFFICE SUPPLIES	169	800	800	942	0	900		
SANITATION	1,446,132	1,635,500	1,635,500	1,684,814	0	1,971,200	0	0
Total Expenditures	1,446,132	1,635,500	1,635,500	1,684,814	0	1,971,200	0	0
Grand Total:	-1,446,132	-1,635,500	-1,635,500	-1,684,814	0	-1,971,200	0	0

BUDGET WORKSHEET

City of Imperial

Month: 6/30/2023	Prior Year Actual	Current Year			Estimated Total	(6) FY24 REQ	(7) FY24 REC	(8) FY24 ADOPT
		Original Budget	Amended Budget	Actual Thru June				
Fund: 01 - GENERAL FUND								
Expenditures								
Dept: 340 SHOP								
5101 SALARIES - FULL TIME	84,009	67,021	67,021	72,084	0	114,000		
5104 COURT/TRAVEL/STANDBY	0	1,433	1,433	0	0			
5106 EDUCATIONAL INCENTIVE	0	1,400	1,400	0	0	1,500		
5111 RETIREMENT	6,917	5,502	5,502	5,651	0	10,400		
5112 FICA	6,359	5,370	5,370	5,449	0	8,900		
5114 UNEMPLOYMENT INS.	297	490	490	218	0	500		
5115 HEALTH INSURANCE	14,491	11,673	11,673	11,095	0	16,800		
5123 WELLNESS PROGRAM	0	336	336	0	0	200		
5124 EDUCATION INCENTIVE	0	0	0	0	0			
5210 CONTRACT SERVICE	0	10,000	10,000	0	0	10,100		
5240 M & O IMPROVEMENTS	0	1,350	1,350	0	0	1,500		
5241 MAINTENANCE OF EQUIPMENT	23,743	35,000	35,000	29,604	0	38,500		
5242 VEHICLE FUEL	2,044	3,000	3,000	3,545	0	3,300		
5250 PUBLICATION/DUES	1,130	0	0	565	0	700		
5252 RENT OF EQUIPMENT / PROPERTY	0	800	800	0	0	900		
5260 TELEPHONE	748	1,000	1,000	605	0	1,100		
5302 CUSTODIAL SUPPLIES	0	1,500	1,500	0	0	1,700		
5310 SAFETY/EQUIPMENT/CLOTHING	1,216	4,000	4,000	2,152	0	4,500		
5320 SMALL TOOLS	8,614	18,373	18,373	3,477	0	13,200		
5330 SPECIAL DEPARTMENTAL SUPPLIES	1,130	5,000	5,000	1,132	0	5,500		
SHOP	150,698	173,248	173,248	135,577	0	233,300	0	0
Total Expenditures	150,698	173,248	173,248	135,577	0	233,300	0	0
Grand Total:	-150,698	-173,248	-173,248	-135,577	0	-233,300	0	0

BUDGET WORKSHEET

City of Imperial

Month: 6/30/2023	Prior Year Actual	Current Year				(6)	(7)	(8)
		Original Budget	Amended Budget	Actual Thru June	Estimated Total	FY24 REQ	FY24 REC	FY24 ADOPT
Fund: 01 - GENERAL FUND								
Expenditures								
Dept: 345 BUILDINGS & GROUNDS								
5101 SALARIES - FULL TIME	147,007	158,318	158,318	87,279	0	227,100		
5103 OVERTIME	1,340	0	0	9,569	0	10,000		
5104 COURT/TRAVEL/STANDBY	0	1,264	1,264	0	0			
5111 RETIREMENT	11,084	12,016	12,016	6,486	0	17,500		
5112 FICA	11,129	12,628	12,628	7,191	0	17,700		
5114 UNEMPLOYMENT INS.	835	1,120	1,120	289	0	1,200		
5115 HEALTH INSURANCE	25,818	25,262	25,262	15,559	0	33,600		
5123 WELLNESS PROGRAM	0	960	960	208	0	400		
5124 EDUCATION INCENTIVE	0	4,000	4,000	0	0	4,000		
5210 CONTRACT SERVICE	0	2,500	2,500	2,624	0	2,800		
5240 M & O IMPROVEMENTS	4,187	32,500	32,500	3,744	0	122,500		
5241 MAINTENANCE OF EQUIPMENT	44,829	17,500	17,500	65,315	0	175,800		
5242 VEHICLE FUEL	4,360	2,880	2,880	6,665	0	8,800		
5250 PUBLICATION/DUES	208	300	300	220	0	500		
5252 RENT OF EQUIPMENT / PROPERTY	225	1,000	1,000	0	0	1,100		
5260 TELEPHONE	1,093	1,000	1,000	1,031	0	1,100		
5262 TESTING SERVICES	0	1,500	1,500	0	0	1,700		
5302 CUSTODIAL SUPPLIES	5,541	10,000	10,000	1,754	0	11,000		
5310 SAFETY/EQUIPMENT/CLOTHING	2,500	3,500	3,500	2,418	0	3,900		
5320 SMALL TOOLS	5,744	6,500	6,500	3,400	0	7,200		
5330 SPECIAL DEPARTMENTAL SUPPLIES	3,345	6,000	6,000	6,356	0	6,600		
5442 EQUIPMENT - OTHER	2,100	85,000	85,000	759	0	27,500		
BUILDINGS & GROUNDS	271,345	385,748	385,748	220,867	0	682,000	0	0
Total Expenditures	271,345	385,748	385,748	220,867	0	682,000	0	0
Grand Total:	-271,345	-385,748	-385,748	-220,867	0	-682,000	0	0

BUDGET WORKSHEET

City of Imperial

Month: 6/30/2023	Prior Year Actual	Current Year			Estimated Total	(6) FY24 REQ	(7) FY24 REC	(8) FY24 ADOPT
		Original Budget	Amended Budget	Actual Thru June				
Fund: 01 - GENERAL FUND								
Expenditures								
Dept: 350 COMMUNITY DEVELOPMENT								
5101 SALARIES - FULL TIME	174,191	150,270	150,270	151,344	0	214,500		
5102 SALARIES - PART TIME	1,800	3,600	3,600	2,000	0	5,600		
5103 OVERTIME	0	1,500	1,500	0	0	1,700		
5105 CERTIFICATE PAY	650	618	618	650	0	700		
5106 EDUCATIONAL INCENTIVE	0	3,700	3,700	0	0	4,100		
5108 SPECIALTY PAY	0	1,170	1,170	797	0	700		
5111 RETIREMENT	13,497	13,140	13,140	12,298	0	17,600		
5112 FICA	13,479	12,259	12,259	11,811	0	14,900		
5114 UNEMPLOYMENT INS.	445	835	835	458	0	900		
5115 HEALTH INSURANCE	13,629	12,402	12,402	15,390	0	16,800		
5123 WELLNESS PROGRAM	0	888	888	440	0	600		
5124 EDUCATION INCENTIVE	0	6,000	6,000	0	0	6,000		
5210 CONTRACT SERVICE	83,019	45,000	45,000	9,928	0	90,000		
5221 FEE REFUNDS	16,443	0	0	14,113	0			
5241 MAINTENANCE OF EQUIPMENT	0	400	400	713	0	500		
5242 VEHICLE FUEL	0	250	250	0	0	300		
5250 PUBLICATION/DUES	887	950	950	1,959	0	1,000		
5260 TELEPHONE	2,586	2,300	2,300	2,015	0	1,100		
5265 TRAINING/EDUCATION	638	2,865	2,865	913	0	3,200		
5270 TRAVEL & MEETINGS	815	2,700	2,700	1,523	0	3,700		
5301 OFFICE SUPPLIES	1,302	1,500	1,500	618	0	1,500		
5310 SAFETY/EQUIPMENT/CLOTHING	438	1,000	1,000	400	0	3,800		
5330 SPECIAL DEPARTMENTAL SUPPLIES	0	0	0	1,610	0			
5442 EQUIPMENT - OTHER	2,998	6,000	6,000	20,895	0	1,800		
COMMUNITY DEVELOPMENT	326,817	269,347	269,347	249,875	0	391,000	0	0
Total Expenditures	326,817	269,347	269,347	249,875	0	391,000	0	0
Grand Total:	-326,817	-269,347	-269,347	-249,875	0	-391,000	0	0

BUDGET WORKSHEET

City of Imperial

Month: 6/30/2023	Prior Year Actual	Current Year			Estimated Total	(6)	(7)	(8)
		Original Budget	Amended Budget	Actual Thru June		FY24 REQ	FY24 REC	FY24 ADOPT
Fund: 01 - GENERAL FUND								
Expenditures								
Dept: 360 BUILDING & SAFETY								
5101 SALARIES - FULL TIME	127,076	162,272	162,272	133,595	0	130,400		
5103 OVERTIME	95	0	0	1,340	0	1,400		
5104 COURT/TRAVEL/STANDBY	0	0	0	302	0			
5105 CERTIFICATE PAY	0	1,300	1,300	0	0	1,300		
5106 EDUCATIONAL INCENTIVE	0	5,800	5,800	0	0			
5108 SPECIALTY PAY	1,550	2,470	2,470	1,750	0	600		
5111 RETIREMENT	9,207	12,504	12,504	10,088	0	9,800		
5112 FICA	9,847	13,153	13,153	10,338	0	10,000		
5114 UNEMPLOYMENT INS.	576	1,015	1,015	460	0	700		
5115 HEALTH INSURANCE	14,744	21,860	21,860	18,898	0	12,000		
5123 WELLNESS PROGRAM	238	1,392	1,392	246	0	600		
5124 EDUCATION INCENTIVE	0	4,000	4,000	0	0	4,000		
5210 CONTRACT SERVICE	0	0	0	0	0	4,000		
5213 STATE MANDATED FEE	2,863	5,400	5,400	0	0	5,400		
5241 MAINTENANCE OF EQUIPMENT	3,433	2,400	2,400	1,569	0	1,200		
5242 VEHICLE FUEL	3,161	1,500	1,500	3,155	0	1,500		
5250 PUBLICATION/DUES	861	2,250	2,250	681	0	2,700		
5260 TELEPHONE	1,183	1,080	1,080	1,757	0	1,100		
5265 TRAINING/EDUCATION	1,089	2,800	2,800	1,833	0	6,900		
5270 TRAVEL & MEETINGS	0	3,000	3,000	1,184	0	4,000		
5301 OFFICE SUPPLIES	494	1,900	1,900	104	0	600		
5310 SAFETY/EQUIPMENT/CLOTHING	428	3,480	3,480	950	0	1,000		
BUILDING & SAFETY	176,845	249,576	249,576	188,250	0	199,200	0	0
Total Expenditures	176,845	249,576	249,576	188,250	0	199,200	0	0
Grand Total:	-176,845	-249,576	-249,576	-188,250	0	-199,200	0	0

BUDGET WORKSHEET

City of Imperial

Month: 6/30/2023	Prior Year Actual	Current Year			Estimated Total	(6)	(7)	(8)
		Original Budget	Amended Budget	Actual Thru June		FY24 REQ	FY24 REC	FY24 ADOPT
Fund: 01 - GENERAL FUND								
Expenditures								
Dept: 410 LIBRARY SERVICES								
5101 SALARIES - FULL TIME	40,019	149,769	149,769	95,965	0	584,200		
5102 SALARIES - PART TIME	83,464	125,930	125,930	108,898	0	73,900		
5103 OVERTIME	230	0	0	510	0	2,000		
5104 COURT/TRAVEL/STANDBY	0	0	0	541	0			
5108 SPECIALTY PAY	100	3,171	3,171	2,687	0	3,500		
5111 RETIREMENT	6,195	14,763	14,763	10,587	0	39,200		
5112 FICA	9,401	21,934	21,934	15,892	0	43,000		
5114 UNEMPLOYMENT INS.	1,483	3,850	3,850	1,599	0	4,600		
5115 HEALTH INSURANCE	1,400	23,315	23,315	9,551	0	51,600		
5123 WELLNESS PROGRAM	268	960	960	46	0	600		
5124 EDUCATION INCENTIVE	0	2,000	2,000	442	0	4,200		
5210 CONTRACT SERVICE	1,703	15,044	15,044	2,435	0	5,000		
5222 LITERACY SERVICES	2,589	18,000	18,000	25	0	34,000		
5250 PUBLICATION/DUES	1,009	2,697	2,697	569	0	10,000		
5265 TRAINING/EDUCATION	308	950	950	558	0	4,000		
5270 TRAVEL & MEETINGS	416	1,460	1,460	0	0	1,500		
5280 UTILITIES - ELECTRIC	18,495	12,000	12,000	14,643	0	20,000		
5301 OFFICE SUPPLIES	1,227	2,000	2,000	1,413	0	2,000		
5310 SAFETY/EQUIPMENT/CLOTHING	197	210	210	0	0	500		
5330 SPECIAL DEPARTMENTAL SUPPLIES	17,781	7,500	7,500	6,481	0	20,000		
5442 EQUIPMENT - OTHER	2,714	2,600	2,600	4,709	0	5,000		
5444 LIBRARY BOOKS	2,915	8,900	8,900	12,553	0	55,000		
LIBRARY SERVICES	191,914	417,053	417,053	290,104	0	963,800	0	0
Total Expenditures	191,914	417,053	417,053	290,104	0	963,800	0	0
Grand Total:	-191,914	-417,053	-417,053	-290,104	0	-963,800	0	0

BUDGET WORKSHEET

City of Imperial

Month: 6/30/2023	Prior Year Actual	Current Year				(6)	(7)	(8)
		Original Budget	Amended Budget	Actual Thru June	Estimated Total	FY24 REQ	FY24 REC	FY24 ADOPT
Fund: 01 - GENERAL FUND								
Expenditures								
Dept: 420 PARKS & RECREATION								
5101 SALARIES - FULL TIME	346,362	480,418	480,418	503,742	0	916,700		
5102 SALARIES - PART TIME	73,680	16,250	16,250	13,355	0	19,300		
5103 OVERTIME	12,974	15,000	15,000	9,073	0	16,500		
5104 COURT/TRAVEL/STANDBY	11,876	18,646	18,646	9,580	0	18,700		
5106 EDUCATIONAL INCENTIVE	0	18,667	18,667	0	0	20,500		
5108 SPECIALTY PAY	50	433	433	231	0	500		
5110 UNIFORM ALLOWANCE	2,272	4,375	4,375	3,372	0	4,800		
5111 RETIREMENT	27,264	38,107	38,107	38,710	0	59,800		
5112 FICA	33,381	41,262	41,262	40,850	0	57,600		
5114 UNEMPLOYMENT INS.	3,412	3,967	3,967	2,639	0	4,400		
5115 HEALTH INSURANCE	53,749	108,573	108,573	70,243	0	106,800		
5123 WELLNESS PROGRAM	0	4,960	4,960	545	0	1,200		
5124 EDUCATION INCENTIVE	0	14,000	14,000	420	0	14,000		
5210 CONTRACT SERVICE	141	28,000	28,000	0	0	8,400		
5221 FEE REFUNDS	320	0	0	80	0			
5240 M & O IMPROVEMENTS	5,400	5,400	5,400	4,950	0			
5241 MAINTENANCE OF EQUIPMENT	56,738	75,000	75,000	48,641	0	75,000		
5242 VEHICLE FUEL	11,790	14,000	14,000	10,862	0	14,000		
5250 PUBLICATION/DUES	1,037	1,160	1,160	1,372	0	4,600		
5252 RENT OF EQUIPMENT / PROPERTY	1,509	1,500	1,500	1,026	0	2,000		
5260 TELEPHONE	4,012	5,400	5,400	5,106	0	7,200		
5263 CHEMICALS	459	500	500	0	0	1,000		
5265 TRAINING/EDUCATION	2,761	800	800	615	0	3,600		
5270 TRAVEL & MEETINGS	2,143	1,200	1,200	3,063	0	6,100		
5280 UTILITIES - ELECTRIC	34,521	35,000	35,000	32,690	0	35,000		
5301 OFFICE SUPPLIES	272	650	650	457	0	2,000		
5302 CUSTODIAL SUPPLIES	4,504	7,000	7,000	2,370	0	7,000		
5310 SAFETY/EQUIPMENT/CLOTHING	5,566	13,800	13,800	7,515	0	13,800		
5320 SMALL TOOLS	6,580	9,200	9,200	3,033	0	9,200		
5330 SPECIAL DEPARTMENTAL SUPPLIES	25,161	24,600	24,600	15,121	0	30,600		
5350 WATER PURCHASES	724	1,500	1,500	732	0	1,500		
5442 EQUIPMENT - OTHER	199,298	85,400	85,400	28,262	0	25,000		
5910 OPERATING TRANSFERS OUT	0	3,650	3,650	0	0	3,700		
PARKS & RECREATION	927,956	1,078,418	1,078,418	858,655	0	1,490,500	0	0
Total Expenditures	927,956	1,078,418	1,078,418	858,655	0	1,490,500	0	0

BUDGET WORKSHEET

City of Imperial

Month: 6/30/2023	Prior Year Actual	Current Year				(6) FY24 REQ	(7) FY24 REC	(8) FY24 ADOPT
		Original Budget	Amended Budget	Actual Thru June	Estimated Total			
Grand Total:	-927,956	-1,078,418	-1,078,418	-858,655	0	-1,490,500	0	0

BUDGET WORKSHEET

City of Imperial

Month: 6/30/2023	Prior Year Actual	Current Year		Actual Thru June	Estimated Total	(6)	(7)	(8)
		Original Budget	Amended Budget			FY24 REQ	FY24 REC	FY24 ADOPT
Fund: 01 - GENERAL FUND								
Expenditures								
Dept: 421 RECREATION & AQUATICS PROGRA								
5101 SALARIES - FULL TIME	55,980	97,897	97,897	15,690	0			
5102 SALARIES - PART TIME	15,559	20,000	20,000	25,552	0	22,900		
5103 OVERTIME	1,320	0	0	454	0			
5105 CERTIFICATE PAY	0	650	650	0	0			
5106 EDUCATIONAL INCENTIVE	0	2,000	2,000	0	0			
5108 SPECIALTY PAY	0	650	650	0	0			
5111 RETIREMENT	3,975	7,958	7,958	969	0			
5112 FICA	5,303	7,815	7,815	3,129	0	3,600		
5114 UNEMPLOYMENT INS.	718	700	700	604	0	3,000		
5115 HEALTH INSURANCE	8,699	20,745	20,745	2,270	0			
5123 WELLNESS PROGRAM	0	960	960	0	0			
5124 EDUCATION INCENTIVE	0	0	0	0	0			
5210 CONTRACT SERVICE	600	3,000	3,000	2,600	0	7,000		
5221 FEE REFUNDS	580	0	0	844	0			
5241 MAINTENANCE OF EQUIPMENT	193	500	500	356	0	1,500		
5242 VEHICLE FUEL	187	500	500	0	0	1,500		
5250 PUBLICATION/DUES	764	1,020	1,020	1,003	0	4,000		
5252 RENT OF EQUIPMENT / PROPERTY	289	6,500	6,500	0	0	5,000		
5260 TELEPHONE	521	540	540	451	0			
5265 TRAINING/EDUCATION	382	870	870	733	0	3,000		
5270 TRAVEL & MEETINGS	43	1,100	1,100	1,148	0	1,100		
5280 UTILITIES - ELECTRIC	0	0	0	0	0			
5301 OFFICE SUPPLIES	3,050	400	400	331	0	500		
5310 SAFETY/EQUIPMENT/CLOTHING	0	400	400	393	0	4,000		
5330 SPECIAL DEPARTMENTAL SUPPLIES	1,581	4,300	4,300	20,875	0	10,000		
5430 IMPROVEMENTS OTHER THAN BLDGS	0	0	0	0	0			
5442 EQUIPMENT - OTHER	0	0	0	0	0			
RECREATION & AQUATICS PROGRAM	99,744	178,505	178,505	77,402	0	67,100	0	0
Total Expenditures	99,744	178,505	178,505	77,402	0	67,100	0	0
Grand Total:	-99,744	-178,505	-178,505	-77,402	0	-67,100	0	0

BUDGET WORKSHEET

City of Imperial

Month: 6/30/2023	Prior Year Actual	Current Year			Estimated Total	(6)	(7)	(8)
		Original Budget	Amended Budget	Actual Thru June		FY24 REQ	FY24 REC	FY24 ADOPT
Fund: 01 - GENERAL FUND								
Expenditures								
Dept: 450 SPECIAL EVENTS								
5101 SALARIES - FULL TIME	4,148	0	0	11,332	0	10,000		
5102 SALARIES - PART TIME	4,242	5,000	5,000	2,033	0	5,000		
5103 OVERTIME	47,165	25,000	25,000	50,511	0	50,000		
5111 RETIREMENT	158	0	0	187	0	500		
5112 FICA	4,158	2,295	2,295	4,805	0	5,000		
5114 UNEMPLOYMENT INS.	277	900	900	92	0	1,000		
5115 HEALTH INSURANCE	4,714	0	0	6,497	0	7,000		
5201 ADVERTISING (INCL LEGAL)	6,096	1,250	1,250	796	0	3,500		
5210 CONTRACT SERVICE	79,433	105,725	105,725	96,670	0	150,000		
5211 PROGRAMS (BF, RDA, ETC)	0	0	0	0	0			
5212 MARKET SUPPLIES	65,580	51,440	51,440	72,565	0	65,000		
5221 FEE REFUNDS	10	0	0	0	0			
5241 MAINTENANCE OF EQUIPMENT	5,052	1,500	1,500	1,503	0	2,500		
5242 VEHICLE FUEL	40	400	400	0	0	1,500		
5250 PUBLICATION/DUES	4,848	5,910	5,910	3,566	0	10,000		
5252 RENT OF EQUIPMENT / PROPERTY	13,912	13,300	13,300	24,027	0	35,000		
5270 TRAVEL & MEETINGS	444	200	200	0	0			
5301 OFFICE SUPPLIES	307	300	300	1,393	0	2,500		
5303 BANK CHARGES	150	200	200	0	0			
5310 SAFETY/EQUIPMENT/CLOTHING	1,327	1,300	1,300	1,548	0	2,000		
5330 SPECIAL DEPARTMENTAL SUPPLIES	5,339	6,876	6,876	27,107	0	25,000		
SPECIAL EVENTS	247,400	221,596	221,596	304,632	0	375,500	0	0
Total Expenditures	247,400	221,596	221,596	304,632	0	375,500	0	0
Grand Total:	-247,400	-221,596	-221,596	-304,632	0	-375,500	0	0

BUDGET WORKSHEET

City of Imperial

Month: 6/30/2023	Prior Year Actual	Current Year			Estimated Total	(6)	(7)	(8)
		Original Budget	Amended Budget	Actual Thru June		FY24 REQ	FY24 REC	FY24 ADOPT
Fund: 50 - WATER								
Expenditures								
Dept: 000								
5221 FEE REFUNDS	0	0	0	234	0			
Dept: 000	0	0	0	234	0	0	0	0
Dept: 510 WATER OPERATIONS								
5101 SALARIES - FULL TIME	447,576	1,044,000	1,044,000	838,396	0	601,700		
5102 SALARIES - PART TIME	0	1,929	1,929	0	0	2,100		
5103 OVERTIME	24,400	30,000	30,000	26,220	0	33,000		
5104 COURT/TRAVEL/STANDBY	22,678	43,955	43,955	21,802	0	25,200		
5105 CERTIFICATE PAY	10,275	9,441	9,441	13,175	0	7,800		
5106 EDUCATIONAL INCENTIVE	0	20,872	20,872	0	0	23,000		
5108 SPECIALTY PAY	525	1,401	1,401	300	0	1,500		
5110 UNIFORM ALLOWANCE	10,895	4,375	4,375	12,756	0	4,800		
5111 RETIREMENT	34,881	83,056	83,056	64,472	0	49,200		
5112 FICA	37,405	85,393	85,393	66,133	0	47,600		
5113 WORKER'S COMP	47,317	0	0	55,331	0	11,600		
5114 UNEMPLOYMENT INS.	1,683	5,461	5,461	2,399	0	6,000		
5115 HEALTH INSURANCE	60,940	140,633	140,633	98,437	0	72,000		
5123 WELLNESS PROGRAM	103	4,961	4,961	466	0	700		
5124 EDUCATION INCENTIVE	0	12,000	12,000	0	0	13,200		
5201 ADVERTISING (INCL LEGAL)	3,360	5,000	5,000	2,442	0	5,000		
5210 CONTRACT SERVICE	83,641	122,500	122,500	26,231	0	391,800		
5211 PROGRAMS (BF, RDA, ETC)	0	4,500	4,500	0	0	5,000		
5230 GENERAL LIABILITY INSURANCE	163,813	0	0	174,279	0			
5240 M & O IMPROVEMENTS	540	24,000	24,000	495	0	61,500		
5241 MAINTENANCE OF EQUIPMENT	335,429	599,135	599,135	195,432	0	990,000		
5242 VEHICLE FUEL	35,971	63,072	63,072	35,733	0	69,400		
5250 PUBLICATION/DUES	69,981	120,000	120,000	47,919	0	120,000		
5252 RENT OF EQUIPMENT / PROPERTY	0	7,000	7,000	0	0	7,800		
5260 TELEPHONE	18,142	20,000	20,000	15,900	0	22,000		
5262 TESTING SERVICES	174,776	207,222	207,222	44,274	0	228,000		
5263 CHEMICALS	261,023	517,923	517,923	311,170	0	569,000		
5264 FILTER MEDIA GAC	0	300,000	300,000	95,509	0	600,000		
5265 TRAINING/EDUCATION	619	7,500	7,500	92	0	10,000		
5270 TRAVEL & MEETINGS	4,640	8,500	8,500	1,702	0	10,500		
5280 UTILITIES - ELECTRIC	272,117	350,000	350,000	240,102	0	385,000		
5301 OFFICE SUPPLIES	6,033	10,000	10,000	4,924	0	11,000		
5302 CUSTODIAL SUPPLIES	0	1,000	1,000	0	0	1,100		
5303 BANK CHARGES	85,414	30,000	30,000	38,092	0	30,000		

BUDGET WORKSHEET

City of Imperial

Month: 6/30/2023	Prior Year Actual	Current Year			Estimated Total	(6) FY24 REQ	(7) FY24 REC	(8) FY24 ADOPT
		Original Budget	Amended Budget	Actual Thru June				
Fund: 50 - WATER								
Expenditures								
Dept: 510 WATER OPERATIONS								
5305 POSTAGE/FREIGHT	11,562	12,500	12,500	7,756	0	13,800		
5310 SAFETY/EQUIPMENT/CLOTHING	7,906	13,500	13,500	6,024	0	14,900		
5320 SMALL TOOLS	9,960	20,000	20,000	2,439	0	26,000		
5330 SPECIAL DEPARTMENTAL SUPPLIES	18,571	150,000	150,000	21,135	0	165,000		
5350 WATER PURCHASES	87,826	114,000	114,000	92,450	0	125,400		
5420 BUILDINGS	0	240,000	240,000	0	0	264,000		
5430 IMPROVEMENTS OTHER THAN BLDGS	0	172,000	172,000	0	0	269,500		
5442 EQUIPMENT - OTHER	27,185	894,765	894,765	50,887	0	2,447,800		
5520 DEBT SERVICE	1,105,274	1,256,763	1,256,763	805,363	0	1,382,500		
5521 TRUSTEE FEES	5,000	4,500	4,500	5,000	0	5,000		
5910 OPERATING TRANSFERS OUT	1,481,344	69,756	69,756	0	0	1,629,500		
WATER OPERATIONS	4,968,805	6,832,613	6,832,613	3,425,237	0	10,759,900	0	0
Dept: 515 WATER CONSERVATION								
5101 SALARIES - FULL TIME	0	17,886	17,886	10,315	0	19,700		
5105 CERTIFICATE PAY	0	33	33	0	0			
5106 EDUCATIONAL INCENTIVE	0	500	500	0	0	600		
5108 SPECIALTY PAY	0	260	260	0	0	300		
5111 RETIREMENT	0	1,460	1,460	790	0	1,600		
5112 FICA	0	1,414	1,414	770	0	1,600		
5114 UNEMPLOYMENT INS.	0	88	88	30	0			
5115 HEALTH INSURANCE	0	1,559	1,559	1,133	0	1,700		
5123 WELLNESS PROGRAM	0	120	120	0	0	100		
5201 ADVERTISING (INCL LEGAL)	0	500	500	0	0	600		
5210 CONTRACT SERVICE	0	8,500	8,500	0	0	9,500		
5241 MAINTENANCE OF EQUIPMENT	0	750	750	0	0	900		
5242 VEHICLE FUEL	0	1,000	1,000	0	0	1,200		
5250 PUBLICATION/DUES	0	250	250	0	0	300		
5265 TRAINING/EDUCATION	0	500	500	0	0	1,000		
5270 TRAVEL & MEETINGS	0	1,000	1,000	0	0	2,000		
5301 OFFICE SUPPLIES	121	500	500	104	0	1,000		
5305 POSTAGE/FREIGHT	663	1,200	1,200	635	0	1,300		
5310 SAFETY/EQUIPMENT/CLOTHING	0	500	500	0	0	600		
5330 SPECIAL DEPARTMENTAL SUPPLIES	4,137	7,000	7,000	228	0	7,700		
WATER CONSERVATION	4,921	45,020	45,020	14,005	0	51,700	0	0
Dept: 555 COLLECTIONS & DISTRIBUTION								
5101 SALARIES - FULL TIME	178,559	102,747	102,747	134,004	0	97,100		
5103 OVERTIME	0	3,000	3,000	0	0	3,300		

BUDGET WORKSHEET

City of Imperial

Month: 6/30/2023	Prior Year Actual	Current Year				(6)	(7)	(8)
		Original Budget	Amended Budget	Actual Thru June	Estimated Total	FY24 REQ	FY24 REC	FY24 ADOPT
Fund: 50 - WATER								
Expenditures								
Dept: 555 COLLECTIONS & DISTRIBUTION								
5104 COURT/TRAVEL/STANDBY	0	3,712	3,712	0	0			
5105 CERTIFICATE PAY	0	1,463	1,463	0	0	1,600		
5106 EDUCATIONAL INCENTIVE	0	1,500	1,500	0	0	1,700		
5110 UNIFORM ALLOWANCE	0	3,125	3,125	0	0	3,400		
5111 RETIREMENT	13,542	7,910	7,910	9,905	0	7,500		
5112 FICA	12,859	8,398	8,398	9,926	0	7,600		
5114 UNEMPLOYMENT INS.	717	788	788	584	0	900		
5115 HEALTH INSURANCE	27,691	16,560	16,560	21,507	0	13,200		
5123 WELLNESS PROGRAM	0	360	360	0	0	200		
5124 EDUCATION INCENTIVE	0	2,000	2,000	0	0	2,200		
5210 CONTRACT SERVICE	-4,145	0	0	12,566	0	24,000		
5241 MAINTENANCE OF EQUIPMENT	153,522	5,450,000	5,450,000	836,334	0	2,590,000		
5242 VEHICLE FUEL	4,768	8,000	8,000	4,500	0	6,000		
5250 PUBLICATION/DUES	135	1,000	1,000	135	0	100		
5265 TRAINING/EDUCATION	0	3,600	3,600	745	0	2,500		
5270 TRAVEL & MEETINGS	0	4,000	4,000	897	0	2,600		
5310 SAFETY/EQUIPMENT/CLOTHING	1,994	7,000	7,000	672	0	3,900		
5320 SMALL TOOLS	7,673	28,000	28,000	770	0	21,400		
5330 SPECIAL DEPARTMENTAL SUPPLIES	15,807	2,000	2,000	56,733	0	212,500		
COLLECTIONS & DISTRIBUTION	413,122	5,655,163	5,655,163	1,089,278	0	3,001,700	0	0
Total Expenditures	5,386,848	12,532,796	12,532,796	4,528,754	0	13,813,300	0	0
Grand Total:	-5,386,848	-12,532,796	-12,532,796	-4,528,754	0	-13,813,300	0	0

BUDGET WORKSHEET

City of Imperial

Month: 6/30/2023	Prior Year Actual	Current Year			Estimated Total	(6) FY24 REQ	(7) FY24 REC	(8) FY24 ADOPT
		Original Budget	Amended Budget	Actual Thru June				
Fund: 55 - WASTEWATER								
Expenditures								
Dept: 520 WASTEWATER OPERATIONS								
5101 SALARIES - FULL TIME	357,186	801,980	801,980	767,242	0	472,500		
5102 SALARIES - PART TIME	0	1,929	1,929	0	0	2,100		
5103 OVERTIME	6,640	30,000	30,000	12,708	0	33,000		
5104 COURT/TRAVEL/STANDBY	17,365	32,596	32,596	15,567	0	25,200		
5105 CERTIFICATE PAY	3,275	7,491	7,491	2,200	0	5,900		
5106 EDUCATIONAL INCENTIVE	0	17,272	17,272	0	0	19,000		
5108 SPECIALTY PAY	175	1,401	1,401	0	0	1,500		
5110 UNIFORM ALLOWANCE	9,052	4,375	4,375	9,573	0	4,800		
5111 RETIREMENT	26,312	63,012	63,012	57,732	0	38,500		
5112 FICA	28,905	65,519	65,519	58,092	0	37,300		
5113 WORKER'S COMP	36,184	0	0	42,312	0	9,100		
5114 UNEMPLOYMENT INS.	1,879	4,131	4,131	2,155	0	4,500		
5115 HEALTH INSURANCE	44,390	92,725	92,725	77,948	0	51,600		
5123 WELLNESS PROGRAM	160	4,097	4,097	480	0	600		
5124 EDUCATION INCENTIVE	0	10,000	10,000	1,950	0	11,000		
5201 ADVERTISING (INCL LEGAL)	1,524	1,000	1,000	0	0	1,000		
5210 CONTRACT SERVICE	32,937	175,000	175,000	48,064	0	350,500		
5211 PROGRAMS (BF, RDA, ETC)	0	800	800	0	0	1,000		
5230 GENERAL LIABILITY INSURANCE	163,813	0	0	174,279	0			
5240 M & O IMPROVEMENTS	1,224	46,500	46,500	21,582	0	1,051,500		
5241 MAINTENANCE OF EQUIPMENT	255,544	1,174,000	1,174,000	294,903	0	1,573,400		
5242 VEHICLE FUEL	32,592	62,000	62,000	33,803	0	98,500		
5250 PUBLICATION/DUES	-7,427	40,000	40,000	32,535	0	58,500		
5252 RENT OF EQUIPMENT / PROPERTY	3,062	35,000	35,000	15,040	0	38,500		
5260 TELEPHONE	16,280	18,000	18,000	15,642	0	21,500		
5262 TESTING SERVICES	50,836	95,000	95,000	11,901	0	104,500		
5263 CHEMICALS	36,530	125,000	125,000	40,498	0	247,500		
5265 TRAINING/EDUCATION	223	8,000	8,000	17	0	10,500		
5270 TRAVEL & MEETINGS	3,159	5,000	5,000	2,518	0	6,500		
5280 UTILITIES - ELECTRIC	343,889	380,000	380,000	322,734	0	457,000		
5281 UTILITIES - GAS	679	1,000	1,000	870	0	1,400		
5301 OFFICE SUPPLIES	6,160	6,800	6,800	7,195	0	7,500		
5302 CUSTODIAL SUPPLIES	0	1,500	1,500	0	0	1,700		
5303 BANK CHARGES	85,414	15,000	15,000	38,092	0	1,000		
5305 POSTAGE/FREIGHT	7,739	9,000	9,000	6,662	0	10,000		
5310 SAFETY/EQUIPMENT/CLOTHING	8,446	10,000	10,000	4,950	0	11,000		

BUDGET WORKSHEET

City of Imperial

Month: 6/30/2023	Prior Year Actual	Current Year			Estimated Total	(6) FY24 REQ	(7) FY24 REC	(8) FY24 ADOPT
		Original Budget	Amended Budget	Actual Thru June				
Fund: 55 - WASTEWATER								
Expenditures								
Dept: 520 WASTEWATER OPERATIONS								
5320 SMALL TOOLS	12,289	22,200	22,200	3,207	0	35,500		
5330 SPECIAL DEPARTMENTAL SUPPLIES	11,680	53,000	53,000	1,649	0	58,300		
5420 BUILDINGS	0	240,000	240,000	0	0	264,000		
5430 IMPROVEMENTS OTHER THAN BLDGS	38,007	775,000	775,000	0	0	825,500		
5442 EQUIPMENT - OTHER	18,944	1,101,000	1,101,000	304,076	0	1,597,400		
5520 DEBT SERVICE	1,473,820	1,510,527	1,510,527	1,470,899	0	301,600		
5521 TRUSTEE FEES	5,000	4,500	4,500	5,000	0	4,500		
5910 OPERATING TRANSFERS OUT	43,088	16,751	16,751	0	0	43,000		
5990 CONTINGENCY APPROPRIATION	0	40,000	40,000	0	0	40,000		
WASTEWATER OPERATIONS	3,176,975	7,108,106	7,108,106	3,904,075	0	7,939,400	0	0
Dept: 555 COLLECTIONS & DISTRIBUTION								
5101 SALARIES - FULL TIME	0	34,249	34,249	23,571	0	37,700		
5104 COURT/TRAVEL/STANDBY	0	1,237	1,237	0	0			
5105 CERTIFICATE PAY	0	488	488	0	0	500		
5106 EDUCATIONAL INCENTIVE	0	500	500	0	0	600		
5111 RETIREMENT	0	2,637	2,637	1,761	0	2,900		
5112 FICA	0	2,799	2,799	1,768	0	3,100		
5114 UNEMPLOYMENT INS.	0	263	263	87	0	300		
5115 HEALTH INSURANCE	0	5,520	5,520	3,676	0	6,100		
5123 WELLNESS PROGRAM	0	120	120	0	0	100		
5241 MAINTENANCE OF EQUIPMENT	48,900	328,000	328,000	108,761	0	1,111,500		
5242 VEHICLE FUEL	1,589	7,800	7,800	1,500	0	5,500		
5250 PUBLICATION/DUES	45	500	500	45	0	300		
5265 TRAINING/EDUCATION	0	500	500	0	0	1,000		
5270 TRAVEL & MEETINGS	0	500	500	0	0	1,000		
5310 SAFETY/EQUIPMENT/CLOTHING	0	1,000	1,000	151	0	800		
COLLECTIONS & DISTRIBUTION	50,534	386,113	386,113	141,320	0	1,171,400	0	0
Total Expenditures	3,227,509	7,494,219	7,494,219	4,045,395	0	9,110,800	0	0
Grand Total:	-3,227,509	-7,494,219	-7,494,219	-4,045,395	0	-9,110,800	0	0

EXHIBIT B

City of Imperial
Classification and Compensation Schedule

<u>CLASSIFICATION TITLE</u>	<u>BARGAINING UNIT NAME</u>	<u>RANGE</u>
Accounting Assistant I	Teamsters	57
Accounting Assistant II	Teamsters	61
Accounting Assistant III	Teamsters	66
Administrative Analyst	Unrepresented MSPC	78
Administrative Assistant	Teamsters	60
Administrative Services Director	Unrepresented MSPC	102
Administrative Technician I	Unrepresented MSPC	72
Administrative Technician II	Unrepresented MSPC	75
Assistant City Manager	Unrepresented MSPC	102
Building Inspector I	Teamsters	75
Building Inspector II	Teamsters	77
Building Inspector III	Unrepresented MSPC	80
Building Service Worker	Teamsters	60
Code Enforcement Officer	Teamsters	69
Community Development Director	Unrepresented MSPC	102
Community Development Technician	Teamsters	57
Community Services Director	Unrepresented MSPC	102
Corporal	IPOA	82
Crew Leader Parks	Teamsters	65
Crew Leader Public Services	Teamsters	65
Criminal Analyst	IPOA	73
Distribution Utility Worker I	Teamsters	64
Distribution Utility Worker II	Teamsters	67
Electrician Supervisor	Unrepresented MSPC	90
Engineer Technician / Inspector	Teamsters	74
Equipment Mechanic	Teamsters	67
Executive Assistant	Unrepresented MSPC	74
Finance Director	Unrepresented MSPC	102
Finance Manager	Unrepresented MSPC	98
Financial Analyst	Unrepresented MSPC	78
General Maintenance Technician I	Teamsters	64
General Maintenance Worker I	Teamsters	57
General Maintenance Worker II	Teamsters	60

City of Imperial
Classification and Compensation Schedule

General Maintenance Worker III	Teamsters	64
General Office Clerk	Teamsters	57
Geographic Information Systems Coordinator	Unrepresented MSPC	75
Human Resources Analyst	Unrepresented MSPC	78
Human Resources Manager	Unrepresented MSPC	92
Human Resources Specialist	Unrepresented MSPC	80
Information Technology Director	Unrepresented MSPC	102
Information Technology Technician I	Teamsters	60
Information Technology Technician II	Teamsters	63
Information Technology Technician III	Teamsters	69
Lead Equipment Mechanic	Teamsters	70
Librarian	MSPC	78
Library Administrator	Unrepresented MSPC	81
Library Assistant	Teamsters	60
Library Assistant	Unrepresented Part-Time	60
Library Page	Unrepresented Part-Time	55
Library Supervisor	Unrepresented MSPC	77
Library Technician	Teamsters	63
Lifeguard I	Unrepresented Seasonal	55
Lifeguard II	Unrepresented Seasonal	56
Lifeguard III	Unrepresented Seasonal	57
Literacy Coordinator	Unrepresented MSPC	75
Literacy Coordinator	Unrepresented Part-Time	75
Maintenance Electrician	Teamsters	78
Management Analyst	Unrepresented MSPC	80
Organic Waste Monitor	Unrepresented Part-Time	65
Parks and Recreation Director	Unrepresented MSPC	102
Parks Maintenance Worker I	Teamsters	57
Parks Maintenance Worker II	Teamsters	60
Parks Maintenance Worker III	Teamsters	64
Planner I	Teamsters	75
Planner II	Teamsters	77
Planner III	Unrepresented MSPC	80
Planning Technician	Teamsters	57

City of Imperial
Classification and Compensation Schedule

Police Captain	Unrepresented MSPC	98
Police Officer	IPOA	79
Police Services Officer I	IPOA	60
Police Services Officer II	IPOA	62
Police Services Officer III	IPOA	67
Project Manager	Unrepresented MSPC	92
Public Records Analyst	Unrepresented MSPC	78
Public Services Director	Unrepresented MSPC	102
Public Services Foreman	Unrepresented MSPC	85
Public Services Manager	Unrepresented MSPC	98
Recreation Coordinator	Unrepresented MSPC	75
Recreation Leader I	Unrepresented Seasonal	55
Recreation Leader II	Unrepresented Seasonal	56
Recreation Leader III	Unrepresented Seasonal	57
Recreation Specialist	Teamsters	60
Sergeant	IPOA	87
Special Events Coordinator	Unrepresented MSPC	75
Wastewater Operator I	Teamsters	71
Wastewater Operator II	Teamsters	74
Wastewater Operator III	Teamsters	80
Wastewater Operator Trainee I (OIT I)	Teamsters	60
Wastewater Operator Trainee II (OIT II)	Teamsters	64
Wastewater Plant Chief Operator	Unrepresented MSPC	85
Water Operator Trainee I (OIT I)	Teamsters	60
Water Operator Trainee II (OIT II)	Teamsters	64
Water Plant Chief Operator	Unrepresented MSPC	85
Water Treatment Operator I	Teamsters	71
Water Treatment Operator II	Teamsters	74
Water Treatment Operator III	Teamsters	80

**City of Imperial
Classification and Compensation Schedule**

**CITY OF IMPERIAL
SALARY SCHEDULE
ALL CLASSIFICATIONS
FISCAL YEAR 2023-2024 (10% COLA)**

<u>RANGE</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	<u>STEP 6</u>	<u>STEP 7</u>	<u>10 YR STEP 8</u>	<u>15 YR STEP 9</u>	<u>20 YR STEP 10</u>
55	17.58	18.46	19.38	20.35	21.37	22.44	23.56	24.74	25.97	27.27
56	18.02	18.92	19.87	20.86	21.90	23.00	24.15	25.36	26.62	27.95
57	18.47	19.39	20.36	21.38	22.45	23.57	24.75	25.99	27.29	28.65
58	18.93	19.88	20.87	21.92	23.01	24.16	25.37	26.64	27.97	29.37
59	19.41	20.38	21.39	22.46	23.59	24.77	26.00	27.30	28.67	30.10
60	19.89	20.88	21.93	23.03	24.18	25.39	26.65	27.99	29.39	30.86
61	20.39	21.41	22.48	23.60	24.78	26.02	27.32	28.69	30.12	31.63
62	20.90	21.94	23.04	24.19	25.40	26.67	28.00	29.40	30.87	32.42
63	21.42	22.49	23.62	24.80	26.04	27.34	28.70	30.14	31.65	33.23
64	21.96	23.05	24.21	25.42	26.69	28.02	29.42	30.89	32.44	34.06
65	22.50	23.63	24.81	26.05	27.35	28.72	30.16	31.67	33.25	34.91
66	23.07	24.22	25.43	26.70	28.04	29.44	30.91	32.46	34.08	35.78
67	23.64	24.83	26.07	27.37	28.74	30.18	31.68	33.27	34.93	36.68
68	24.23	25.45	26.72	28.05	29.46	30.93	32.48	34.10	35.80	37.60
69	24.84	26.08	27.39	28.76	30.19	31.70	33.29	34.95	36.70	38.54
70	25.46	26.73	28.07	29.47	30.95	32.50	34.12	35.83	37.62	39.50
71	26.10	27.40	28.77	30.21	31.72	33.31	34.97	36.72	38.56	40.49
72	26.75	28.09	29.49	30.97	32.51	34.14	35.85	37.64	39.52	41.50
73	27.42	28.79	30.23	31.74	33.33	34.99	36.74	38.58	40.51	42.54
74	28.10	29.51	30.98	32.53	34.16	35.87	37.66	39.55	41.52	43.60
75	28.81	30.25	31.76	33.35	35.01	36.77	38.60	40.53	42.56	44.69
76	29.53	31.00	32.55	34.18	35.89	37.68	39.57	41.55	43.62	45.81
77	30.27	31.78	33.37	35.04	36.79	38.63	40.56	42.59	44.72	46.95
78	31.02	32.57	34.20	35.91	37.71	39.59	41.57	43.65	45.83	48.13
79	31.80	33.39	35.06	36.81	38.65	40.58	42.61	44.74	46.98	49.33
80	32.59	34.22	35.93	37.73	39.62	41.60	43.68	45.86	48.15	50.56
81	33.41	35.08	36.83	38.67	40.61	42.64	44.77	47.01	49.36	51.83
82	34.24	35.95	37.75	39.64	41.62	43.70	45.89	48.18	50.59	53.12
83	35.10	36.85	38.70	40.63	42.66	44.80	47.04	49.39	51.86	54.45
84	35.98	37.77	39.66	41.65	43.73	45.92	48.21	50.62	53.15	55.81
85	36.88	38.72	40.65	42.69	44.82	47.06	49.42	51.89	54.48	57.21
86	37.80	39.69	41.67	43.75	45.94	48.24	50.65	53.18	55.84	58.64
87	38.74	40.68	42.71	44.85	47.09	49.45	51.92	54.51	57.24	60.10
88	39.71	41.70	43.78	45.97	48.27	50.68	53.22	55.88	58.67	61.60
89	40.70	42.74	44.88	47.12	49.48	51.95	54.55	57.27	60.14	63.14
90	41.72	43.81	46.00	48.30	50.71	53.25	55.91	58.71	61.64	64.72
91	42.76	44.90	47.15	49.50	51.98	54.58	57.31	60.17	63.18	66.34
92	43.83	46.02	48.33	50.74	53.28	55.94	58.74	61.68	64.76	68.00
93	44.93	47.18	49.53	52.01	54.61	57.34	60.21	63.22	66.38	69.70
94	46.05	48.35	50.77	53.31	55.98	58.78	61.71	64.80	68.04	71.44
95	47.20	49.56	52.04	54.64	57.38	60.24	63.26	66.42	69.74	73.23
96	48.38	50.80	53.34	56.01	58.81	61.75	64.84	68.08	71.48	75.06
97	49.59	52.07	54.68	57.41	60.28	63.29	66.46	69.78	73.27	76.94
98	50.83	53.37	56.04	58.85	61.79	64.88	68.12	71.53	75.10	78.86
99	52.10	54.71	57.44	60.32	63.33	66.50	69.82	73.32	76.98	80.83
100	53.41	56.08	58.88	61.82	64.92	68.16	71.57	75.15	78.91	82.85
101	54.74	57.48	60.35	63.37	66.54	69.87	73.36	77.03	80.88	84.92
102	56.11	58.92	61.86	64.95	68.20	71.61	75.19	78.95	82.90	87.05

**City of Imperial
Classification and Compensation Schedule**

**CITY OF IMPERIAL
SALARY SCHEDULE
ALL CLASSIFICATIONS
FISCAL YEAR 2024-2025 (2.5% COLA)**

<u>RANGE</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	<u>STEP 6</u>	<u>STEP 7</u>	<u>10 YR STEP 8</u>	<u>15 YR STEP 9</u>	<u>20 YR STEP 10</u>
55	18.02	18.92	19.87	20.86	21.90	23.00	24.15	25.36	26.62	27.95
56	18.47	19.39	20.36	21.38	22.45	23.57	24.75	25.99	27.29	28.65
57	18.93	19.88	20.87	21.92	23.01	24.16	25.37	26.64	27.97	29.37
58	19.41	20.38	21.39	22.46	23.59	24.77	26.01	27.31	28.67	30.10
59	19.89	20.89	21.93	23.03	24.18	25.39	26.66	27.99	29.39	30.86
60	20.39	21.41	22.48	23.60	24.78	26.02	27.32	28.69	30.12	31.63
61	20.90	21.94	23.04	24.19	25.40	26.67	28.00	29.41	30.88	32.42
62	21.42	22.49	23.62	24.80	26.04	27.34	28.71	30.14	31.65	33.23
63	21.96	23.05	24.21	25.42	26.69	28.02	29.42	30.89	32.44	34.06
64	22.50	23.63	24.81	26.05	27.35	28.72	30.16	31.67	33.25	34.91
65	23.07	24.22	25.43	26.70	28.04	29.44	30.91	32.46	34.08	35.78
66	23.64	24.83	26.07	27.37	28.74	30.18	31.68	33.27	34.93	36.68
67	24.23	25.45	26.72	28.05	29.46	30.93	32.48	34.10	35.81	37.60
68	24.84	26.08	27.39	28.76	30.19	31.70	33.29	34.95	36.70	38.54
69	25.46	26.73	28.07	29.48	30.95	32.50	34.12	35.83	37.62	39.50
70	26.10	27.40	28.77	30.21	31.72	33.31	34.97	36.72	38.56	40.49
71	26.75	28.09	29.49	30.97	32.52	34.14	35.85	37.64	39.52	41.50
72	27.42	28.79	30.23	31.74	33.33	35.00	36.74	38.58	40.51	42.54
73	28.11	29.51	30.99	32.54	34.16	35.87	37.66	39.55	41.52	43.60
74	28.81	30.25	31.76	33.35	35.02	36.77	38.61	40.54	42.56	44.69
75	29.53	31.00	32.55	34.18	35.89	37.69	39.57	41.55	43.63	45.81
76	30.27	31.78	33.37	35.04	36.79	38.63	40.56	42.59	44.72	46.95
77	31.02	32.57	34.20	35.91	37.71	39.59	41.57	43.65	45.83	48.13
78	31.80	33.39	35.06	36.81	38.65	40.58	42.61	44.74	46.98	49.33
79	32.59	34.22	35.93	37.73	39.62	41.60	43.68	45.86	48.16	50.56
80	33.41	35.08	36.83	38.67	40.61	42.64	44.77	47.01	49.36	51.83
81	34.24	35.96	37.75	39.64	41.62	43.70	45.89	48.18	50.59	53.12
82	35.10	36.85	38.70	40.63	42.66	44.80	47.04	49.39	51.86	54.45
83	35.98	37.78	39.66	41.65	43.73	45.92	48.21	50.62	53.15	55.81
84	36.88	38.72	40.66	42.69	44.82	47.06	49.42	51.89	54.48	57.21
85	37.80	39.69	41.67	43.76	45.94	48.24	50.65	53.19	55.85	58.64
86	38.74	40.68	42.71	44.85	47.09	49.45	51.92	54.52	57.24	60.10
87	39.71	41.70	43.78	45.97	48.27	50.68	53.22	55.88	58.67	61.61
88	40.70	42.74	44.88	47.12	49.48	51.95	54.55	57.28	60.14	63.15
89	41.72	43.81	46.00	48.30	50.71	53.25	55.91	58.71	61.64	64.72
90	42.77	44.90	47.15	49.51	51.98	54.58	57.31	60.17	63.18	66.34
91	43.83	46.03	48.33	50.74	53.28	55.94	58.74	61.68	64.76	68.00
92	44.93	47.18	49.54	52.01	54.61	57.34	60.21	63.22	66.38	69.70
93	46.05	48.36	50.77	53.31	55.98	58.78	61.72	64.80	68.04	71.44
94	47.20	49.56	52.04	54.65	57.38	60.25	63.26	66.42	69.74	73.23
95	48.38	50.80	53.34	56.01	58.81	61.75	64.84	68.08	71.49	75.06
96	49.59	52.07	54.68	57.41	60.28	63.30	66.46	69.78	73.27	76.94
97	50.83	53.38	56.04	58.85	61.79	64.88	68.12	71.53	75.11	78.86
98	52.11	54.71	57.45	60.32	63.33	66.50	69.83	73.32	76.98	80.83
99	53.41	56.08	58.88	61.83	64.92	68.16	71.57	75.15	78.91	82.85
100	54.74	57.48	60.35	63.37	66.54	69.87	73.36	77.03	80.88	84.92
101	56.11	58.92	61.86	64.96	68.20	71.61	75.19	78.95	82.90	87.05
102	57.51	60.39	63.41	66.58	69.91	73.40	77.07	80.93	84.97	89.22

**City of Imperial
Classification and Compensation Schedule**

**CITY OF IMPERIAL
SALARY SCHEDULE
ALL CLASSIFICATIONS
FISCAL YEAR 2025-2026 (2.5% COLA)**

<u>RANGE</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	<u>STEP 6</u>	<u>STEP 7</u>	<u>10 YR STEP 8</u>	<u>15 YR STEP 9</u>	<u>20 YR STEP 10</u>
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58	19.89	20.88	21.93	23.03	24.18	25.39	26.65	27.99	29.39	30.86
59	20.39	21.41	22.48	23.60	24.78	26.02	27.32	28.69	30.12	31.63
60	20.90	21.94	23.04	24.19	25.40	26.67	28.00	29.40	30.87	32.42
61	21.42	22.49	23.62	24.80	26.04	27.34	28.70	30.14	31.65	33.23
62	21.96	23.05	24.21	25.42	26.69	28.02	29.42	30.89	32.44	34.06
63	22.50	23.63	24.81	26.05	27.35	28.72	30.16	31.67	33.25	34.91
64	23.07	24.22	25.43	26.70	28.04	29.44	30.91	32.46	34.08	35.78
65	23.64	24.83	26.07	27.37	28.74	30.18	31.68	33.27	34.93	36.68
66	24.23	25.45	26.72	28.05	29.46	30.93	32.48	34.10	35.81	37.60
67	24.84	26.08	27.39	28.76	30.19	31.70	33.29	34.95	36.70	38.54
68	25.46	26.73	28.07	29.47	30.95	32.50	34.12	35.83	37.62	39.50
69	26.10	27.40	28.77	30.21	31.72	33.31	34.97	36.72	38.56	40.49
70	26.75	28.09	29.49	30.97	32.51	34.14	35.85	37.64	39.52	41.50
71	27.42	28.79	30.23	31.74	33.33	34.99	36.74	38.58	40.51	42.54
72	28.10	29.51	30.98	32.53	34.16	35.87	37.66	39.55	41.52	43.60
73	28.81	30.25	31.76	33.35	35.01	36.77	38.60	40.53	42.56	44.69
74	29.53	31.00	32.55	34.18	35.89	37.68	39.57	41.55	43.62	45.81
75	30.27	31.78	33.37	35.04	36.79	38.63	40.56	42.59	44.72	46.95
76	31.02	32.57	34.20	35.91	37.71	39.59	41.57	43.65	45.83	48.13
77	31.80	33.39	35.06	36.81	38.65	40.58	42.61	44.74	46.98	49.33
78	32.59	34.22	35.93	37.73	39.62	41.60	43.68	45.86	48.15	50.56
79	33.41	35.08	36.83	38.67	40.61	42.64	44.77	47.01	49.36	51.83
80	34.24	35.95	37.75	39.64	41.62	43.70	45.89	48.18	50.59	53.12
81	35.10	36.85	38.70	40.63	42.66	44.80	47.04	49.39	51.86	54.45
82	35.98	37.77	39.66	41.65	43.73	45.92	48.21	50.62	53.15	55.81
83	36.88	38.72	40.65	42.69	44.82	47.06	49.42	51.89	54.48	57.21
84	37.80	39.69	41.67	43.75	45.94	48.24	50.65	53.18	55.84	58.64
85	38.74	40.68	42.71	44.85	47.09	49.45	51.92	54.51	57.24	60.10
86	39.71	41.70	43.78	45.97	48.27	50.68	53.22	55.88	58.67	61.60
87	40.70	42.74	44.88	47.12	49.48	51.95	54.55	57.27	60.14	63.14
88	41.72	43.81	46.00	48.30	50.71	53.25	55.91	58.71	61.64	64.72
89	42.76	44.90	47.15	49.50	51.98	54.58	57.31	60.17	63.18	66.34
90	43.83	46.02	48.33	50.74	53.28	55.94	58.74	61.68	64.76	68.00
91	44.93	47.18	49.53	52.01	54.61	57.34	60.21	63.22	66.38	69.70
92	46.05	48.35	50.77	53.31	55.98	58.78	61.71	64.80	68.04	71.44
93	47.20	49.56	52.04	54.64	57.38	60.24	63.26	66.42	69.74	73.23
94	48.38	50.80	53.34	56.01	58.81	61.75	64.84	68.08	71.48	75.06
95	49.59	52.07	54.68	57.41	60.28	63.29	66.46	69.78	73.27	76.94
96	50.83	53.37	56.04	58.85	61.79	64.88	68.12	71.53	75.10	78.86
97	52.10	54.71	57.44	60.32	63.33	66.50	69.82	73.32	76.98	80.83
98	53.41	56.08	58.88	61.82	64.92	68.16	71.57	75.15	78.91	82.85
99	54.74	57.48	60.35	63.37	66.54	69.87	73.36	77.03	80.88	84.92
100	56.11	58.92	61.86	64.95	68.20	71.61	75.19	78.95	82.90	87.05
101	57.51	60.39	63.41	66.58	69.91	73.40	77.07	80.93	84.97	89.22
102	58.95	61.90	64.99	68.24	71.65	75.24	79.00	82.95	87.10	91.45

CITY OF IMPERIAL

JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT

Established 10/04/2021

Range 60 Teamsters

Hourly: \$19.89 - \$30.86

Monthly: \$3,447.60 - \$5,349.06

Annual: \$41,371.20 - \$64,188.80

Teamsters - FLSA – Non-Exempt

Department: Varies - Assigned Department

DEFINITION:

Under the supervision of an assigned Department, provides a variety of journey level secretarial and administrative office support work.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides customer service to internal and external customers via telephone and in person, provides information and responds to requests from customers in a courteous, respectful and professional manner, directs customers to appropriate departments as needed;
- Prepares letters, memoranda and other correspondence as necessary;
- Assists Front Counter and reception areas of assigned department;
- Assists in the preparation/distribution of notices, fliers and posters for various events and activities within the City of Imperial;
- Scheduling and maintaining a calendar of appointments and meetings for assigned Department Head;
- Make Reservations for Training for assigned department staff;
- Independently maintain an efficient filing system;
- May be required to assist with in clerical capacity on an as needed basis;
- Maintain inventory of supplies;
- Create requisitions for purchases;

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- High School Diploma or GED;
- Two (2) Years of successful experience in an administrative support role.

Licenses and other Requirements:

- Valid California driver's license.

Knowledge of:

- General practices of customer service;
- Interpersonal skills tact, patience and courtesy;

- Research techniques and procedures and methods for reports;
- Customer billing and collection activities;
- Basic record-keeping and filing techniques;
- Correct English usage, grammar, spelling, punctuation and vocabulary;
- Modern office practices, procedures and equipment;
- Bilingual (English/Spanish) Desired

Ability to:

- Learn department or program objectives, policies, procedures and goals;
- Type or input data at an acceptable rate of speed;
- Operate standard office equipment including computer and assigned software;
- Understand and follow oral and written directions;
- Maintain Confidentiality;
- Establish and maintain cooperative and effective working relationships with others;
- Communicate effectively both orally and in writing;
- Complete work with many interruptions;
- Receive, sort and distribute mail.

WORKING CONDITIONS:

Work Environment:

- Indoor/Office environment.
- Fast-paced environment with changing priorities.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard;
- Hearing and speaking to exchange information in person and on the telephone;
- Sitting or standing for extended periods of time;
- Seeing to read a variety of materials;
- Bending at the waist, kneeling or crouching to file materials;
- Lifting, Pushing, or Pulling up to 15-20 lbs.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

CITY OF IMPERIAL

JOB DESCRIPTION

EQUIPMENT MECHANIC

Established: NEW
Range 67 Teamsters
Hourly: \$23.64 - \$36.68
Monthly: \$4,097.60 - \$6,357.87
Annual: \$49,171.20 - \$76,294.40

Teamsters - FLSA – Non-Exempt

Department: Public Services Department

DEFINITION:

Under general supervision, performs skilled technical diagnostic, repair, and maintenance work on a variety of automotive, truck, tractors, and other light and heavy power-driven equipment; inspects, diagnoses, and locates technical and electrical malfunctions on City vehicles and equipment; performs general maintenance on cars, trucks, and other equipment, including but not limited to grease and lubrication; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey level classification is responsible for independently performing a full range of repair and maintenance work on a variety of City vehicles and equipment. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Inspects, diagnoses, and locates technical and electrical malfunctions on City automobiles, trucks, sewer utility vacator/flush trucks, generators, grounds maintenance equipment, and a variety of maintenance and construction equipment and their component systems.
- Determines extent of necessary repairs for further repair work and scheduling; estimates parts and materials; requisitions to order replacement parts; recommends contract work, as necessary.
- Overhauls, repairs, maintains, and adjusts a wide variety of gas and diesel powered automotive, truck and heavy equipment and their component and computerized systems, including but not limited to engines, transmissions, clutches, differentials, fuel systems, generators, distributors, pumps, hydraulic systems, power plants, power trains, and other equipment accessories and components, such as, heating and air conditioning units.
- Operates and maintains a complete set of hand, power, and shop tools and computerized diagnostic and test equipment used in the automotive and truck repair trade.
- Performs general maintenance on cars, trucks, and other equipment, including but not limited to grease and lubrication; services batteries; changes and repairs tires; replaces spark plugs, light bulbs, fan belts, and other simple technical parts; completes gas and oil services.

- Reads and interprets schematics, shop manuals, and other related materials in performing work assignments; stays abreast of the current technology.
- Accesses technical information from automated databases.
- Enters, retrieves, prints, and generates vehicle, equipment, and work order reports from computer information system; maintains equipment maintenance records.
- Responds to emergency service calls for repairing or towing equipment that has broken down away from the shop.
- Fabricates and modifies parts and equipment; performs minor welding, braising, soldering, and cutting operations.
- Picks-up and delivers vehicles as necessary; pick up parts and supplies as required.
- Maintains work, time, and material logs and records.
- Assists other equipment mechanics in the performance of major technical repairs as required.
- Maintains a clean and orderly work and shop area.
- Complies with City and mandated safety rules, regulations, and protocols.

OTHER DUTIES:

- Performs other duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Equivalent to completion of the twelfth (12th) grade, supplemented by specialized training and certification in the maintenance and repair of gas and diesel-powered equipment and component systems.

Experience:

- Three (3) years of increasingly responsible experience performing diagnostic and repair duties on a wide variety of vehicles and equipment, including both diesel and gas-powered equipment and their component electronic and computerized systems.

Licenses and Certifications:

- Possession of a valid Commercial Class "A" or Class "B" California Driver's License, to be maintained throughout employment.
- As regulations change, incumbents are expected to obtain State-mandated certifications required in order to work on certain vehicles, equipment, or in handling materials. These certifications will be designated and specified at the time of hire or as the requirements become necessary to perform the duties of the position.
- Specialized training and certification equivalent to the National Institute of Automotive Services Excellence (ASE) is desired.

Knowledge of:

- Practices, techniques, materials, tools, and equipment used in the diagnosis, repair, and modification of a wide variety of technical equipment, including automobiles, trucks, heavy equipment, and specialized vehicles.

- Operating and repair characteristics of the entire range of City-owned light and heavy equipment.
- Preventive maintenance practices and techniques.
- Regulations, standards, and guidelines pertaining to the work, including state and federal inspection guidelines.
- Lubrication systems, including oils and greases, used in servicing and maintaining vehicles and equipment.
- Operational characteristics of a variety of hand and power tools and equipment.
- Current technology in repairing and diagnosing vehicles, equipment, and their component systems.
- Practices and procedures of welding and fabrication.
- City and mandated safety rules, regulations, and protocols.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Perform journey level equipment mechanic work on a wide range of vehicles and equipment.
- Troubleshoot and diagnose equipment and parts which are not functioning properly.
- Inspect gas- and diesel-powered equipment to locate difficulties and estimate the cost and time of repairs.
- Use a variety of tools and equipment with skill.
- Read and interpret shop manuals, schematics, blueprints, and specifications.
- Document and maintain records of repairs.
- Perform final operational tests on all vehicles to quality-check all repairs.
- Fabricate parts as needed to complete repair including any design work.
- Estimate time and cost of repairs to within 10% of the actual costs.
- Work independently in the absence of supervision.
- Observe safety principles and work in a safe manner.
- Assist in the training and supervision of less experienced personnel.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

WORKING CONDITIONS:

WORK ENVIRONMENT

- Employees work in a shop and field environment, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

PHYSICAL AND MENTAL DEMANDS

- Must possess mobility to work in a shop and field environment; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb

and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various District sites; vision to detect shades of color, read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio.

- The job requires frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment.
- Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work areas.
- Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment and assistance from other staff. Employees must wear and use the proper Personal Protective Equipment (PPE).

Hazards:

- Potential for contact with dissatisfied or hostile individuals.
- Exposure to dust and fumes.
- Working on ladders and scaffolding.

WORKING CONDITIONS

This position is subject to mandatory drug and alcohol testing pursuant to Department of Transportation and Federal Highway Administration requirements.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

CITY OF IMPERIAL

JOB DESCRIPTION

EXECUTIVE ASSISTANT

Established 08/04/10

Range 74 MSPC

Hourly: \$28.10 - \$43.60

Monthly: \$4,870.67 - \$7,557.33

Annual: \$58,448.00 - \$90,688.00

MSPC - FLSA – Exempt

Department: City Manager's Office

DEFINITION:

Under general supervision of the City Manager and Assistant City Manager, provides a variety of complex, highly time sensitive and confidential office administrative and secretarial support to the City Manager, Assistant City Manager, Mayor, and City Council Members, and City Clerk; performs a variety of responsible and confidential secretarial duties, administrative tasks, and other tasks as assigned.

DISTINGUISHING CHARACTERISTICS:

This is a single position class characterized by responsibility to serve as the highest-level administrative support staff to the City Manager, Deputy City Manager, Mayor, and City Council Members, and City Clerk. The incumbent is expected to exercise considerable discretion, judgment, and tact in performing assigned duties. Incumbent regularly handles the office support required by the City Council and/or various ad hoc committees which assist the Council in formulation and implementing City policies and programs. This class is differentiated from the Administrative Secretary class by the former's responsibility for performing the most complex administrative support work in the City Manager's Office and their involvement with City policy making bodies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Greet internal and external customers via telephone and in person; provide information and respond to requests, researching and resolving inquiries and issues, and convey information regarding policies and procedures; seek appropriate contact or resource for information as required and provide responses in a timely manner.
- Exhibit a service orientation toward internal and external customers and maintain productive working relationships.
- Coordinate operational administrative activities and resources for assigned service area or top management position; receive, research, gather information, process, and respond to inquiries and requests; assist in conveying and implementing policies and procedures of assigned area.
- Manage calendars; arrange meeting location and equipment logistics; prepare and distribute agendas, correspondence, informational materials and meeting minutes, ensuring documents adhere to applicable standards.
- Coordinate, make, process, and confirm staff travel arrangements; prepare related expense reports.
- Receives, opens, reads, sorts and prioritizes mail or electronic mail for City Manager and directs to appropriate City departments as necessary.

- Actively manage and actively participate in the development and implementation of organizational and departmental goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
 - Type and proofread a wide variety of reports, letters, memoranda, and correspondence from rough draft or verbal instruction; independently compose correspondence related to assigned responsibilities.
 - Respond to general inquiries and requests for information directed to the City Manager's Office; screen, interpret, refer as needed to the appropriate authority or City department.
 - Research data, analyze results and prepare summaries, briefings, and recommendations for the City Manager's Officer.
 - Analyze reports, regulations, new, pending or amended legislation and other matters, identify potential impacts, identify alternatives and make recommendations regarding resolution.
 - Initiate, drafts and prepares correspondence for the City Manager as directed in response to City information requests and/or citizen complaints. Monitors the resolution of citizen complaints and requests for services.
 - Prepare, type and send correspondence, reports, and memoranda including confidential or sensitive information; maintain complex files.
 - Coordinates the printing of City publications with outside vendors, and prepares materials for the public and special presentations for distribution.
 - Enter and maintain data in department databases; research and locate information, provide status/disposition updates, prepare documents and generate reports that are of a time sensitive nature and adhere to applicable standards.
 - Initiate, organize, maintain, and control access to complex filing systems and records including highly sensitive files; conduct periodic retention and purging of files in compliance with applicable guidelines.
 - Based on assignment, may perform the following specialized activities: prepare and process financial administrative documents related to accounts payable, accounts receivable, purchasing, and travel expenses; provide budget tracking and expense reporting; provide interpretation and translation services; maintain necessary forms, supplies and information resources in assigned locations; and/or, other related activities.
 - Respond to and resolve difficult and sensitive citizen inquiries and complaints.
 - Perform related duties and responsibilities as required.
 - Make meeting and special event arrangements, including annual State of the City Address program; City Manger's management meetings; annual lobbying trips; and employee appreciation events.
 - Compile information and work cooperatively with administrative staff to prepare the City Council/Redevelopment Agency Board agenda. If appointed by the City Clerk, serve as Deputy City Clerk and attend meeting as assigned; take notes of proceedings and prepares minutes in the absence of the City Clerk.
-
- Assist with election procedures including processing all forms necessary for candidates to run for office; research and ensure compliance with applicable election laws.
 - Maintain custody of official records and archives of the City including ordinances, resolutions, contracts, agreements, deeds, insurance documents and minutes.
 - May supervise, train and evaluate clerical staff; assign and review work; adjust work assignments to meet priorities.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

Executive Assistant

Equivalent to an Associate of Arts or Science degree from an accredited college or university with major course work in public or business administration, or a related field, and three years of increasingly responsible secretarial and office administrative support experience, preferably in municipal government. Experience in legal assistance is desired.

Licenses and other Requirements:

- Valid California driver's license.

Knowledge of:

- Organization and function of municipal government.
- Rules and regulations governing local municipal elections.
- Principles and practices of municipal budget preparation and administration.
- Principles and practices of contract administration.
- Political reform requirements.
- English usage, spelling, grammar and punctuation.
- Principles and practice of business letter writing and report preparation, writing, and editing..
- Principles and procedures of record keeping.
- Secretarial and general office methods, procedures, and techniques.
- Use of modern office equipment and technology, including office software.
- Federal, state and local laws, codes, and regulations pertaining to elections, legislative meetings, storage, and maintenance of public records, and other areas of responsibility.
- Basic principles and methods of research.
- Oral and written communication.
- Preparation of complex documents requiring specialized and/or statistical typing.
- Basic functions and organizations of City government.
- Manual and computerized records and information management systems.
- Filing systems and procedures; methods and techniques of document indexing and coding and fiscal record keeping.
- Principles of records management
- Mathematical concepts.
- Work scheduling and coordination practices.
- Effective methods and techniques in public relations, customer service and telephone etiquette.
- Basic principles of supervision and training; leadership techniques.

Ability to:

- Perform complex and confidential administrative support duties in support of management staff.
- Participate in the development and administration of division goals, objectives, and procedures.
- Coordinate municipal elections.
- Develop and administer an efficient records management system.
- Work cooperatively with other departments.
- Assist in the preparation of division budgets.
- Prepare clear and concise administrative and financial reports.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Interpret and apply federal, state and local policies, laws and regulations.
- Independently prepare correspondence and memoranda.
- Maintain confidential records and reports.
- Respond to requests and inquiries from the general public.
- Work independently in the absence of supervision.
- Attend meetings at irregular hours.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Receive the public in person or over the telephone; apply and explain regulations, policies, and procedures.

- Communicate clearly, concisely and effectively, both orally and in writing; interface with the public and elected officials in situations requiring professionalism, diplomacy, and tact.
- Exercise judgment in answering questions and releasing confidential information.
- Research, collect, and verify accuracy of information and prepare summaries or reports.
- Plan, organize, and prioritize work to execute assignments and meet deadlines with limited supervision.
- Identify actual or potential problems in the course of work and develop appropriate resolutions to such problems.
- Develop, coordinate and maintain complex record keeping systems in an accurate, complete and timely manner.
- Read, understand, interpret and apply rules, policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
- Maintain and execute administrative and secretarial assignments with discretion.
- Conduct sensitive administrative assignments with discretion; maintain confidentiality of sensitive records and documents.
- Work under specific deadlines with constant interruptions which may change the planned work schedule.
- Establish and maintain cooperative and effective working relationships with others.
- Use correct English grammar, punctuation and spelling.
- Understand follow, and comply with written and verbal instructions.
- Use computer programs including word processing, spreadsheets, electronic mail, Internet, intranet, and database programs.
- Typing at a speed necessary to successfully perform assigned duties; record and transcribe minutes.
- Perform basic mathematical computations.

WORKING CONDITIONS:

Physical abilities required include vision (corrected 20/20) for significant computer usage and reading; hearing (corrected to within a normal audible range) for significant contact with the public and other employees; and, speaking to exchange information. May lift weight up to 15 pounds. Office equipment; subject to attending meeting during evening hours.

Work Environment:

- Indoor/Office environment.
- Fast-paced environment with changing priorities.
- Evening and/or extended hours as required for City meetings.

Physical Demands:

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

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials and inspect work in progress.
- Reaching to obtain files.
- Lifting, carrying and balancing materials.
- Standing and sitting for extended periods.
- Driving a vehicle to conduct work

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**CITY OF IMPERIAL
JOB DESCRIPTION**

GEOGRAPHIC INFORMATION SYSTEMS COORDINATOR

Established: NEW
Range 75 MSPC Unrepresented
Hourly: \$28.81 - \$44.69
Monthly: \$4,993.73 - \$7,746.27
Annual: \$59,924.80 - \$92,955.20

MSPC – FLSA – Non-Exempt
Department: Information Technology

DEFINITION:

Under direction of the Information Technology Director, plans, organizes, coordinates and administers the City-wide Geographic Information Systems (GIS) program; evaluates and personally participates in the functions necessary to implement and sustain the creation, maintenance and use of the GIS databases and applications; oversees all aspects of the program's structure and design for effective use, both within the City and in coordination with outside public, regulatory, and public safety agencies, and business organizations; ensures the expansion and maximization of GIS technology throughout many City departments; performs related work as required.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from assigned supervisory or management personnel. Provides general direction to assigned staff and contract consultants on a program and project basis.

DISTINGUISHING CHARACTERISTICS:

This single-position class manages all Geographic Information Systems for the City within general policy and procedural guidelines and has the ability to adapt specific program procedures and activities to meet the needs of the City, other agencies and technological advances. Successful performance of the work requires skill in proactively planning, administering and evaluating program goals, objectives and budgets to define and integrate the requirements of various internal and external clients. This class is distinguished from other information services classes by the level of technical knowledge of and emphasis on GIS hardware and software applications, and GPS survey equipment and applications.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plans, organizes, coordinates and administers the development and implementation of goals, objectives, policies, and procedures related to the City's Geographic Information System (GIS) program.
- Consults with other City departments and data processing regarding department GIS needs and requirements, including identifying, designing and developing GIS applications and strategies and procedures for integrating the GIS program with existing City databases.
- Serves as a technical resource to all City departments, including providing assistance and training in the proper use of GIS data and systems, and recommending, troubleshooting and providing support for GIS software, databases and other related applications.

- Monitors GIS system utilization and recommends appropriate revisions to processes and procedures; prepares and monitors the annual GIS Program budget.
- Manages all aspects of GPS surveying, including training, troubleshooting, pre-plan, reconnaissance, conducting, processing and integrating into the GIS program, and field-based surveys.
- Prepares grant funding applications for identified city-wide GIS projects, including implementing, administering, monitoring and reporting grant funding activities according to applicable grant regulations.
- Creates and maintains a variety of maps and tabular data from a variety of sources; explains technical information to non-technical system users, including assisting them in accessing and interpreting GIS information; develops quality control procedures.
- Provides a variety of support for specialized applications throughout the City; establishes policies, procedures and standards to ensure City-wide consistency and carry-over of applications for multiple users.
- Performs a variety of professional-level work, including modeling applications, creating maps, databases, graphic and related materials for internal and external clients.
- Contributes to the overall quality of the Department's service by developing, reviewing and implementing policies and procedures to meet legal requirements and City needs.
- Prepares a variety of written correspondence, reports, procedures and other materials.
- Maintains accurate records and files related to the GIS function.
- Monitors changes in GIS technology and applications, recommends improvements and upgrades and implements changes after approval.
- Represents the City in inter-agency coordination activities relating to GIS.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments pertinent to GIS and the City.
- Participates in the selection, training, supervision, work evaluation, and scheduling of assigned staff.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in geographic information systems, computer science, geography, public or business administration, or a related field, and two (2) years of professional experience in the development of geographic information systems, including responsibility for systems analysis and database development, with one (1) year in a public agency, and two (2) years of experience in field surveying, including GPS technology.

License:

- Valid California class C driver's license with satisfactory driving record.
- Certification as a GIS Professional is highly desirable.

Knowledge of:

- Techniques for effectively representing the City in contacts with governmental agencies, community groups and various business, professional, educational, regulatory and legislative organizations.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.
- The function and role of the City in developing and coordinating a broad-based GIS program with applications for City departments, public agencies, private clients and the general public.
- Technology, hardware and software and current applications related to GIS systems, including database management, mapping and report generation and desktop publishing systems.
- Principles and practices of identifying technology needs and issues, researching and evaluating technology, applications and the most effective courses of action and implementing solutions.
- Equipment and instruments used in GPS surveying.
- Basic budgetary and contract administration principles and practices in a public agency.
- Applicable Federal, State, and local laws, codes and regulations.
- Basic principles of employee supervision and training.
- Modern office practices, methods and computer equipment.
- Record keeping principles and procedures.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors and City staff, in person and over the telephone.

Ability to:

- Develop and implement goals, objectives, policies and procedures related to the City's Geographic Information System (GIS) program.
- Develop and administer a broad-based Geographic Information System (GIS) program that includes effective database development, management and accessibility through internal local area network and the City's GIS website for a variety of City departments and public and private clients.
- Assess user needs and recommend appropriate hardware, software and systems to meet these needs.
- Perform complex modeling, mapping, database maintenance and other GIS professional level tasks.
- Develop documentation and informational materials and train users in GIS applications.
- Interpret, apply and explain technical materials to non-technical users.
- Interpret, apply and explain complex Federal, State, and local laws, codes, regulations, departmental policies and procedures.
- Understand the organization and operation of the assigned department and of outside agencies as necessary to assume assigned responsibilities.
- Prepare clear and effective reports, correspondence, policies, procedures and other written material.
- Make accurate arithmetic, financial and statistical computations.
- Effectively conduct meetings and make presentations to various groups.

- Analyze situations and identify pertinent problems/issues; collect relevant information; evaluate realistic options; and recommend/implement appropriate course of action.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Work Environment:

- Indoor/office and outdoor environment.
- Fast-paced environment with changing priorities.
- May interact with upset individuals.
- Subject to driving a vehicle to conduct work.
-

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials and inspect work in progress.
- Reaching to obtain files.
- Lifting, carrying and balancing materials, up to 30 pounds.
- Standing and sitting for extended periods.
- Driving a vehicle to conduct work
- Ability to bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information
- Ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

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CITY OF IMPERIAL

JOB DESCRIPTION

LEAD EQUIPMENT MECHANIC

Established: NEW
Range 70 Teamsters
Hourly: \$25.46 - \$39.50
Monthly: \$4,413.07 - \$6,846.67
Annual: \$52,956.80 - \$82,160.00

Teamsters - FLSA – Non-Exempt
Department: Public Services Department

DEFINITION:

Under direction, leads, trains, oversees, and participates in the more complex, difficult, and skilled technical diagnostic, repair, and maintenance work on a variety of automotive, trucks, tractors, and other light and heavy power-driven equipment; performs lead tasks; coordinates workflow and repairs with outside vendors and contractors; navigates and works within computer database programs; further develops and improves existing fleet maintenance management practices; implements new administrative processes for improved efficiencies and oversight; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory and/or management personnel. Exercises technical and functional direction over and provides training to less experienced staff.

CLASS CHARACTERISTICS

This is the advanced journey level classification in the Equipment Mechanic series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform assigned duties. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Leads, assigns, and inspects the work of Equipment Mechanics and participates in all associated work; prescribes procedures, methods, and materials to staff on complex projects as assigned; trains and assists in the evaluation of employees.
- Overhauls, repairs, maintains, and adjusts a wide variety of gas and diesel powered automotive, truck and heavy equipment and their component and computerized systems, including but not limited to engines, transmissions, clutches, differentials, fuel systems, generators, distributors, pumps, hydraulic systems, power plants, power trains, and other equipment accessories and components, such as, heating and air conditioning units.
- Inspects, diagnoses, and locates technical and electrical malfunctions on City automobiles, trucks, sewer utility vacator/flush trucks, generators, grounds maintenance equipment, and a variety of maintenance and construction equipment and their component systems.
- Coordinates equipment maintenance and replacement activities with other City departments, divisions, and outside agencies and makes recommendations on upgrades.

- Determines extent of necessary repairs for further repair work and scheduling; estimates parts and materials; locates and recommends vendors; requisitions for order replacement parts and supplies; prepares specifications for purchase of large equipment; recommends contract work, as necessary.
- Maintains work, time, material, and equipment maintenance logs and records; enters data into and retrieves, prints, and generates vehicle, equipment, and work order reports from computer information system; accesses technical information from automated databases.
- Assists other equipment mechanics in the performance of major technical repairs as required.
- Conducts cost and life cycle analysis on vehicles and fleet equipment and makes recommendations related to their repair and replacement timeline.
- Directs and oversees Fleet Shop logistics, safety, and security.
- Assists in budget preparation by recommending equipment expenditures and Vehicle Maintenance Division capital outlay, as required.
- Operates and maintains a complete set of hand, power, and shop tools and computerized diagnostic and test equipment used in the automotive and truck repair trade.
- Performs general maintenance on cars, trucks, and other equipment, including but not limited to grease and lubrication; services batteries; changes and repairs tires; replaces spark plugs, light bulbs, fan belts, and other simple technical parts; completes gas and oil services.
- Reads and interprets schematics, shop, and online service manuals and other related materials in performing work assignments; accesses technical information from automated databases; stays abreast of current technology.
- Maintains a clean and orderly work and shop area.
- Responds to emergency service calls for repairing or towing equipment that has broken down away from the shop.
- Complies with City and mandated safety rules, regulations, and protocols.

OTHER DUTIES:

- Performs other duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

High School Diploma, or equivalent, supplemented by specialized training and certification in the maintenance and repair of gas and diesel-powered equipment and component systems.

Experience:

Five (5) years of increasingly responsible experience performing diagnostic and repair duties on a wide variety of vehicles and equipment, including both diesel and gas-powered equipment and their component electronic and computerized systems.

Licenses and Certifications:

- Possession of a valid Commercial Class "A" or Class "B" California Driver's License, to be maintained throughout employment.
- As regulations change, incumbents are expected to obtain State-mandated certifications required in order to work on certain vehicles, equipment, or in handling materials. These certifications will be designated and specified at the time of hire or as the requirements become necessary to perform the duties of the position.
- Specialized training and certification equivalent to the National Institute of Automotive Services Excellence (ASE) is desired.

Knowledge of:

- Principles of providing functional direction and training.

- Practices, techniques, materials, tools and equipment used in the diagnosis, repair, preventative maintenance, and modification of a wide variety of technical equipment, including automobiles, trucks, heavy equipment, and specialized vehicles.
- Procedures used in the repair and maintenance of gas and diesel-powered vehicles and equipment.
- Types and use of special tools and electronic test equipment common to the automotive repair trade.
- Safe work practices, including handling of hazardous materials.
- Operation and repair characteristics of the entire range of City-owned light and heavy equipment.
- Preventative maintenance practices and techniques.
- Regulations, standards, and guidelines pertaining to the work, including state and federal inspection guidelines.
- Lubrication systems, including oils and greases, used in servicing and maintaining vehicles and equipment.
- Operational characteristics of a variety of hand and power tools and equipment.
- Current technology in repairing and diagnosing vehicles, equipment, and their component systems.
- Practices and procedures of welding and fabrication.
- City and mandated safety rules, regulations, and protocols.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Inspect the work of others and maintain established quality control standards.
- Lead, train, and assist in the evaluation of assigned staff.
- Perform advanced journey level equipment technician work on a wide range of vehicles and equipment.
- Perform minor and major technical repairs and adjustments within the time frames as established by flat rate manuals.
- Inspect and correctly diagnose standard malfunctions in gas and diesel-powered equipment.
- Read and interpret manuals, schematics, plans, and specifications related to duties.
- Estimate time and cost of repairs and cost of equipment to within 10% of the actual costs.
- Meet deadlines and review and adjust vehicle and equipment service schedule as needed to ensure efficiency of workflow and cost effectiveness.
- Perform preventative maintenance and replacement functions.
- Use with skill the tools and test equipment associated with the automotive and heavy equipment trade.
- Prepare and maintain a variety of shop time keeping and repair records.
- Maintain computerized records.
- Prepare clear and concise correspondence and reports on a variety of issues related to the Fleet Maintenance Division.
- Maintain a clean and orderly work and shop area.
- Understand and follow oral and written instructions.
- Work independently in the absence of supervision.
- Observe safety principles and work in a safe manner.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

WORKING CONDITIONS:

WORK ENVIRONMENT

- Employees work in a shop and field environment, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

PHYSICAL AND MENTAL DEMANDS

- Must possess mobility to work in a shop and field environment; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various District sites; vision to detect shades of color, read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio.
- The job requires frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment.
- Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work areas.
- Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment and assistance from other staff.
- Employees must wear and use the proper Personal Protective Equipment (PPE).

Hazards:

- Potential for contact with dissatisfied or hostile individuals.
- Exposure to dust and fumes.
- Working on ladders and scaffolding.

WORKING CONDITIONS

This position is subject to mandatory drug and alcohol testing pursuant to Department of Transportation and Federal Highway Administration requirements.

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**CITY OF IMPERIAL
JOB DESCRIPTION**

LIBRARIAN

Established: NEW
Range 78 MSPC Unrepresented
Hourly: \$31.02 - \$48.13
Monthly: \$5,376.80 - \$8,342.53
Annual: \$64,521.60 - \$100,110.40

MSPC – FLSA – Non-Exempt
Department: Library

DEFINITION:

Under the direction of the Library Administrator, plan, organize, coordinate and control the activities, services and operations of the City's Library system. Duties include: preparing the annual budget, supervising subordinate employees, selecting materials for the library and general coordination of library functions.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from assigned supervisory or management personnel. Exercises technical and functional direction over and provides training to less experienced staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develops and implements long range plans, goals and objectives for the City's Library system.
- Assists with administrative services of the Library system including facilities planning and expansion of services, budget preparation and control, purchasing, grant writing and other services which assure that resources area available to deliver strategic service goals.
- Formulates departmental policy, evaluates work accomplished and assists with training of Library employees in innovative, customer-oriented services.
- Directs the planning, implementation and evaluation of a computerized library information system.
- Assists the public in library use, showing patrons how to find materials in the library; gives instructions on how to use the library tools, card catalog, reference books and facilities to patrons who want to learn to use the library.
- Processes catalogs, identifies and orders library materials and supplies to provide comprehensive library services to the residents of the City.
- Confers with other departments and organizations regarding library operations; makes library presentations to community concerning library services.
- Promotes and maintains effective collaborative programs with community-based organizations (CBO), and schools; plans and coordinates library programs such as service to adult and children's programs.
- Promotes strong, effective relationships with the Literacy Volunteers of America (LVA) to enhance public awareness efforts of the City Library.
- Attends meetings, including monthly Library Board and Local Librarians.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

Master's degree in Library Science from a college or university accredited by the American Library Association (ALA) AND two years of professional library experience.

License:

- Valid California class C driver's license with satisfactory driving record.

Knowledge of:

- Principles of Library Science.
- Library policies, operations, functions, procedures and services.
- Reference, acquisition and cataloging practices.
- City ordinances, rules and regulations.
- Oral communication skills utilizing proper grammar for giving instructions and making presentations before the Library Board and City Council.
- Math skills to add, subtract, multiply and divide whole numbers and compute percentages.
- Writing skills that are clear and concise for preparing reports, evaluations and making recommendations.
- Reading skills to analyze, interpret, evaluate and comprehend complex tests.
- Training skills to plan and organize training sessions, prepare materials and conduct training.
- Administrative skills to implement and monitor programs and budgets.
- Decision making skills to identify problems, identify solutions and alternatives.
- Record keeping skills to maintain records by date and time which are accurate and complete.

Ability to:

- Maintain statistics concerning library use which are easily interpreted, consistent and timely.
- Analytical skills to evaluate programs and materials.
- Operate office machines such as a computer, typewriter, calculator, photocopier and projector.

Work Environment:

- Indoor/office environment.
- Fast-paced environment with changing priorities.
- May interact with upset individuals.
- Subject to driving a vehicle to conduct work.

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information and make presentations.
- Seeing to read a variety of materials and inspect work in progress.
- Reaching to obtain files.
- Standing and sitting for extended periods.
- Driving a vehicle to conduct work.
- Ability to bend, stoop, kneel, squat, reach, twist push and pull drawers open and closed to retrieve and file information.
- Ability to frequently lift, carry, push, and pull materials and objects weighing 10-25 pounds to perform job functions.
- Ability to occasionally lift, carry, push, and pull materials and objects weighing more than 25 pounds to perform job functions.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**CITY OF IMPERIAL
JOB DESCRIPTION**

LIBRARY PAGE

Established: NEW (Temporary Part-Time – Grant Funded)
Range 55 Part-Time Unrepresented (1000 hours)
Hourly: \$17.58 - \$27.27
Monthly: \$1,465.00 - \$2,272.50
Annual: \$17,580.00 - \$27,270.00

Unrepresented – FLSA – Non-Exempt
Department: Library

DEFINITION:

Under the direction of the Library Administrator, performs a variety of maintenance tasks both technical and pertaining to the physical usage of Library facilities.

SUPERVISION RECEIVED AND EXERCISED:

Under supervision of the Library Administrator, receives general direction related to daily tasks from the Librarian and Library Technician. Exercises no direct supervision over staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Accurately sorts and re-shelves books and other library materials.
- Checks shelves for proper arrangement of materials.
- Retrieves materials from storage areas.
- Receives and inspects deliveries of library materials and inventories deliveries as they are received.
- Lift, move, carry and unpack library and program materials.
- Checks out library materials to the public.
- Assists patrons at public service desks.
- Clears reading areas of books, magazines and other materials.
- Helps to mend books and other materials, glues pockets and bar-codes into books and installs strips in book spines, laminates and covers library books.
- Assists with set up for special programs and functions as needed.
- Sets up tables and chairs for special functions.
- Moves minor pieces of furniture and equipment as needed.
- Drives to deliver and pick up books and materials.
- Photocopies materials and maintains files.
- Replenishes supplies and paper throughout the library service desk and service areas.
- Performs basic housekeeping tasks, regularly sanitizing of high touch surfaces in public access areas, including counters, tables, computers, vinyl surfaces and shelves, and emptying trash receptacles as needed.
- Assumes responsibility for ensuring the duties of the position are performed in a safe, efficient manner.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

High School Diploma or equivalent

License:

- Valid California class C driver's license with satisfactory driving record.

Knowledge of:

- Basic library practices, policies, procedures, and terminology, including the Dewey Decimal System.
- Methods and equipment used commonly in libraries including computers and software.
- Customer service techniques, including telephone etiquette.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Methods of conducting reading, storytelling, and other programs.

Ability to:

- Read and comprehend a variety of library materials.
- Place, classify, and shelve materials.
- Operate a variety of equipment including computers.
- Read, interpret, and apply rules, policies, and procedures.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative working relationships with others.

Work Environment:

- Indoor/office environment.
- Fast-paced environment with changing priorities.
- May interact with upset individuals.
- Subject to driving a vehicle to conduct work.

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard and shelve books.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials and inspect work in progress.
- Reaching to shelve and retrieve books and materials.
- Standing and sitting for extended periods.
- Driving a vehicle to conduct work.
- Ability to bend, stoop, kneel, squat, reach, twist push and pull drawers open and closed to retrieve books and materials.
- Ability to bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information
- Ability to frequently lift, carry, push, and pull materials and objects up to 50 pounds to perform job functions.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

CITY OF IMPERIAL

JOB DESCRIPTION

MANAGEMENT ANALYST

Established 11/29/2022

Range 80 MSPC Unrepresented
Hourly: \$32.59 - \$50.56
Monthly: \$5,648.93 - \$8,763.73
Annual: \$67,787.20 - \$105,164.80

MSPC FLSA – Exempt

Department: Varies - Assigned Department

DEFINITION:

Under the direction of an assigned Department Head or Manager, perform a variety of complex duties related to the collection, analysis, interpretation and reporting of data related to organization-wide policy planning and system implementation; coordinate fiscal activities to ensure adequate staffing and resources for organizational operations; coordinate activities with related departments to ensure organizational effectiveness; assist in the development of goals, objectives, policies, work standards and administrative control systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform a variety of complex duties related to the collection, analysis, interpretation and reporting of data related to organization-wide policy planning and system implementation; participate in the development and review of policies, procedures and legislation affecting organizational activities and determine departmental impact; assist in ensuring analysis and implementation activities comply with established laws and regulations.
- Coordinate activities with related departments to ensure organizational effectiveness; collaborate with other departments and agencies to ensure cross-functional projects such as class studies, redistricting, fee scheduling, capital projects and others align with organization-wide goals and objectives; monitor, evaluate and provide assistance regarding program enhancement and modification.
- Schedule appointments, meetings and maintain departmental schedules; make reservations for trainings, meetings and other travel accommodations for departmental personnel as directed.
- Research and analyze programs, theories and practices for implementation in organizational departments and activities; maintain working knowledge of current organizational practices, policies and theories; utilize research findings in the development of organizational corrective action plans; assist in the development of goals, objectives, policies, procedures, work standards and administrative control systems.
- Coordinate fiscal activities to ensure adequate staffing and resources for organizational operations and public service needs; assist and participate in the development and administration of departmental budgets; develop and manage program budgets including revenue projections and cost containments; monitor revenues and expenditure; identify and recommend results for budgetary problems; serve as liaison to personnel and outside agencies regarding budget and funding, resource allocation, organizational and policy-related issues; assist in the diagnosis of organizational problems and development of solutions to enhance efficiency and productivity.

- Train and provide work direction and guidance to assigned personnel; assign employee duties and review work to ensure accuracy, completeness and compliance with established requirements and procedures; provide input concerning employee evaluations as requested.
- Provide consultation to personnel and outside agencies regarding research findings, organizational improvement initiatives and related issues concerning departmental effectiveness; assist in developing operational policies utilizing research findings and complying with department standards and objectives as required.
- Perform a variety of special projects and procedures related to organizational effectiveness such as performance measure development activities, change initiatives and related projects as required; plan, organize and conduct presentations, workshops and training sessions regarding strategic planning, team development and related subjects; prepare and deliver oral presentations; direct the preparation of related training and support materials.
- Prepare and maintain a variety of records, reports and documentation related to fiscal activities, organizational effectiveness, projects, programs, findings, studies and assigned duties.
- Provide technical information and assistance to various administrators concerning organizational activities, needs and issues; assist in the formulation and development of policies, procedures and programs.
- Communicate with personnel and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.
- Operate standard office equipment including a calculator, copier, fax machine, computer and assigned software.
- Maintain current knowledge of laws, codes, rules, regulations and pending legislature related to assigned organizational functions; assist in the modification of programs and procedures to ensure compliance with local, State and Federal requirements as appropriate.
- Attend and participate in a variety of meetings; serve on various committees as required; participate on various committees and present committee recommendations to management; serve as management liaison to various boards, committees and citizen advisory groups as assigned.
- Assist in the development and implementation of economic development plans and programs.
- Participate in the development and implementation of new or revised programs, systems, procedures and methods of operation; compile and analyze data and make recommendations regarding staffing, equipment and research.
- Conduct a variety of operational studies regarding departmental and programmatic activities, including complex, financial, budget, personnel, operational and administrative changes after approval; prepare comprehensive records and reports; identify alternatives and make recommendations.
- Assist in the research and development of alternative funding sources and ensure compliance with Federal, State, City and other funding agencies; comply with the City's accounting and reporting requirements and applicable laws, regulations and professional accounting practices.
- Prepare and submit City Council agenda reports and various other commission, committee and staff report and correspondences regarding assigned activities; confer with management staff regarding provision of administrative and support services.
- Maintain accurate records and files; develop retention schedules for the storage of records.
- Assist, coordinate and organize community events; represent the City to residents in explaining City policies; provide outreach and public education programs to the community through various media sources such as local news outlets, social media and the City's website.
- Participate and serve on a variety of multi-disciplinary committees and commissions; represent the City to a variety of community and stakeholder groups.
- Serve as Public Information Officer for the City of Imperial; communicate orally, in writing and through graphic representations and statistical summaries with colleagues, managers, staff, the public, organized employee groups and representatives of various organizations.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: Bachelor's degree in business administration, public administration or related field and three (3) years experience performing professional level administrative analysis duties.

Licenses and other Requirements:

- N/A

Knowledge of:

- Principles, practices and techniques of organizational data collection, analysis and change implementation.
- Techniques and methods of administrative analysis including fundamentals of operations research.
- Local governmental organization, legislative procedures and legal practices.
- Project management and contract administration.
- Current organizational practices and theories.
- Research and statistical evaluation techniques.
- Analysis of complex organizational statements and reports.
- Applicable laws, codes, regulations, policies and procedures.
- Financial and statistical record-keeping techniques.
- Principles of training and providing work direction.
- Preparation of fiscal statements, organizational reports and related documentation.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Perform a variety of complex duties related to the collection, analysis, interpretation and reporting of data related to organization-wide policy planning and system implementation.
- Coordinate fiscal activities to assure adequate staffing and resources for organizational operations.
- Coordinate activities with related departments to assure organizational effectiveness.
- Participate in the development and review of policies, procedures and legislation affecting organizational activities.
- Train and provide work direction and guidance to assigned personnel.
- Serve as liaison to personnel and outside agencies regarding budget and funding, resource allocation, organizational and policy-related issues.
- Assist in diagnosing organizational problems and participate in the development of solutions to increase efficiency and productivity.
- Provide consultation to organizational department personnel and outside agencies.
- Monitor, evaluate and provide recommendations regarding program enhancement and modification.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain accurate statistical records.
- Analyze research data and prepare reports, summaries and recommendations.
- Meet schedules and timelines.
- Operate standard office equipment including a computer and assigned software.
- Determine appropriate course of action within clearly defined guidelines.

WORKING CONDITIONS:

Work Environment:

- Indoor/Office environment.
- Fast-paced environment with changing priorities.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person and on the telephone.
- Sitting or standing for extended periods of time.
- Seeing to read a variety of materials.
- Bending at the waist, kneeling or crouching to file materials.
- Reaching overhead, above the shoulders and horizontally.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

CITY OF IMPERIAL

JOB DESCRIPTION

ORGANIC WASTE MONITOR

Established: NEW (Temporary Part-Time – Grant Funded)
Range 65 Part-Time Unrepresented (1000 hours)
Hourly: \$22.50 - \$34.91
Monthly: \$1,875.00 - \$2,909.17
Annual: \$22,500.00 - \$34,910.00

Unrepresented – FLSA – Non-Exempt
Department: Community Development Department

DEFINITION:

Under direction, The Organic Waste Monitor will be responsible for supporting the City's waste management program and will focus primarily on education and outreach to commercial and multi-family customers within the City of Imperial.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory and/or management personnel. Exercises no direct supervision over staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Promotes the WASTE ZERO philosophy by making the best and highest use of all resources as well as finding ways to use waste products in ways that benefit the environment.
- Develops strategies to effectively manage current and future challenges and opportunities; develops recommendations and actionable plans.
- Defines issues and focus on achieving workable solutions; generates innovative ideas to develop or improve existing systems.
- Demonstrates ability to use computers and technology capabilities.
- Demonstrates strong proficiency and knowledge in area(s) of expertise as well as City business and proficiency in strategic and financial processes.
- Communicates well both verbally and in writing; listens to and understands various viewpoints; shares relevant information timely; provides constructive feedback; maintains professionalism.
- Presents ideas effectively to individuals or groups and delivers presentations suited to the characteristics and needs of the audience.
- Effectively and productively engages with others and establishes trust, credibility, and confidence.
- Promotes collaboration and assists others with their initiatives and efforts.
- Listens to and builds customer relationships; increases customer satisfaction and ensures commitments are met.

OTHER DUTIES:

- Performs other duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

High school diploma or equivalent.

Experience:

One (1) year experience in the development and coordination of programs, activities and events.

Licenses and Certifications:

Position requires the possession of a valid California Class C driver's license and a satisfactory driving record as conditions of initial and continued employment.

Knowledge of:

- English usage, spelling, punctuation and grammar
- Report structuring and writing
- Basic office methods
- Computer software including word processing,
- Basic mathematical calculations

Ability to:

- Plan, organize, promote, direct, and support program activities and events
- Produce word processing, spreadsheet, and media data
- Communicate clearly and concisely, both orally and in writing; prioritize and balance tasks with operational requirements
- Work with tools, materials, supplies and equipment used for program implementation
- analyze situations quickly and objectively and determine proper courses of action
- Establish and maintain effective working relationships with those contacted in the course of work

WORKING CONDITIONS:

WORK ENVIRONMENT

- Incumbents work in both indoor and outdoor environments and under various weather conditions.

PHYSICAL AND MENTAL DEMANDS

- Must be able to perform tasks requiring both sitting and standing for extended periods of time, and require walking for extended periods.
- May require occasional bending, stretching, reaching, twisting, kneeling, squatting, and extension of the arms; lifting and/or carrying of light to moderate equipment/supplies.
- Ability to speak, hear and see, including ability to distinguish colors.
- Requires hand and finger dexterity sufficient to use computers and standard office equipment to perform assignments.

Hazards:

- Potential for contact with dissatisfied or hostile individuals.
- Exposure to dust and fumes.
- Working on ladders and scaffolding.

WORKING CONDITIONS

This position is subject to mandatory drug and alcohol testing pursuant to Department of Transportation and Federal Highway Administration requirements.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**CITY OF IMPERIAL
JOB DESCRIPTION**

PARK MAINTENANCE WORKER I

Established: NEW
Range 57 Teamsters
Hourly: \$18.47 - \$28.65
Monthly: \$3,201.47 - \$4,966.00
Annual: \$38,417.60 - \$59,592.00

Teamsters – FLSA – Non-Exempt
Department: Parks and Recreation Department

DEFINITION:

Performs park maintenance and construction work in City park and recreation areas. The Park Maintenance Worker series provides for four levels ranging from the training level to the journey level including lead responsibility to the working supervisory level.

DISTINGUISHING CHARACTERISTICS

Under immediate supervision, performs routine ground maintenance work in City park and recreation areas. Incumbents are generally assigned as a member of a park maintenance crew. Incumbents in this class are expected to operate trucks and other automotive equipment as part of their regular assignment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Weeds, cultivates, plants, fertilizes, and irrigates lawns and flower beds.
- Mows, aerates, and edges lawn areas using power and hand tools.
- Rakes, sweeps and vacuums leaves, lawn clippings, etc., using power blower and hand tools.
- Prunes and trims hedges, bushes, and other shrubbery.
- Cleans and maintains public facilities in City park and recreation areas.
- Operates small power equipment and machinery including chain saws, rototillers, lawn mowers, aerators, hedgers, spreaders, and other equipment.
- Works as a member of the City pest control crew spraying various pesticides, herbicides, fungicides, and other related chemicals in City park and recreation areas.
- Provides exceptional customer service to those contacted in the course of work.

OTHER DUTIES:

- Other related duties may also be performed; not all duties listed may necessarily be performed by each individual holding this classification.

REQUIRED QUALIFICATIONS:

Education:

- High School Diploma or equivalent

Experience:

- Six (6) months of full-time paid landscape maintenance experience.

License and Certifications:

- Possession of a valid California Class C Driver License is required for some assignments at time of appointment and is a condition of continued employment.

Knowledge of:

- Common practices, methods, and materials used in gardening and horticultural work.
- Proper methods of planting, cultivating and pruning for hedges, trees, shrubs, lawns, and flower beds
- The use and purpose of common hand tools used in grounds maintenance.

Ability to:

- Understand and carry out oral and written instructions.
- Perform heavy manual laboring duties.
- Learn to operate various park maintenance equipment and machinery.
- Identify potential safety hazards in parks and recreation areas.
- Work in inclement weather conditions.

WORKING CONDITIONS:**Work Environment:**

- Indoor/Outdoor environment.
- Seasonal heat and cold or adverse weather conditions.
- Regular exposure to fumes, dust, dirt, oil and grease.
- Noise from equipment operation.
- Driving a vehicle to conduct work.
- Variable work hours including evenings or weekends.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate maintenance equipment and tools.
- Seeing to perform maintenance work.
- Sitting or standing for extended periods of time.
- Lifting, carrying, pushing or pulling heavy objects as assigned by the position.
- Walking over rough or uneven surfaces.
- Reaching overhead, above the shoulders and horizontally.
- Bending at the waist, kneeling or crouching.
- Heavy physical labor.
- Climbing ladders.

Hazards:

- Working around and with machinery with moving parts.
- Working at heights.
- Exposure to chemicals and fumes.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**CITY OF IMPERIAL
JOB DESCRIPTION**

PARK MAINTENANCE WORKER II

Established: NEW
Range 60 Teamsters
Hourly: \$19.89 - \$30.86
Monthly: \$3,447.60 - \$5,349.07
Annual: \$41,371.20 - \$64,188.80

Teamsters – FLSA – Non-Exempt
Department: Parks and Recreation Department

DEFINITION:

Performs park maintenance and construction work in City park and recreation areas. The Park Maintenance Worker series provides for four levels ranging from the training level to the journey level including lead responsibility to the working supervisory level.

DISTINGUISHING CHARACTERISTICS

Under general supervision, performs park maintenance work and/or serves as a lead worker over a small park maintenance crew. This level is distinguished from Park Maintenance Worker I in that it involves work requiring greater skill and independence. Incumbents in this class are expected to operate trucks and other automotive equipment as part of their regular assignment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Works with a crew in park maintenance and construction work.
- Assists in installation and minor repair of sprinkler systems in City park and recreation areas.
- Builds and repairs park benches, tables, fences, signs, and related structures.
- Operates and maintains small power equipment and machinery including chain saws, rototillers, lawn mowers, aerators, hedgers, spreaders, and other equipment.
- Plants, trims, transplants, and cares for ornamental shrubs, plants, and roses.
- Weeds, cultivates, plants, fertilizes, and irrigates lawns and flower beds.
- Mows, aerates, and edges lawn areas using power and hand tools.
- Rakes, sweeps and vacuums leaves, lawn clippings, etc., using power blower and hand tools.
- Prunes and trims hedges, bushes, and other shrubbery.
- Cleans and maintains public facilities in City park and recreation areas.
- Works as a member of the City pest control crew spraying various pesticides, herbicides, fungicides, and other related chemicals in City park and recreation areas.
- Provides exceptional customer service to those contacted in the course of work

OTHER DUTIES:

- Other related duties may also be performed; not all duties listed may necessarily be performed by each individual holding this classification.

REQUIRED QUALIFICATIONS:

Education:

- High School Diploma or equivalent

Experience:

- Eighteen (18) months of full-time paid landscape maintenance experience.

License and Certifications:

- Possession of a valid California Class C Driver License is required for some assignments at time of appointment and is a condition of continued employment.

Knowledge of:

- Advanced operational knowledge of programming irrigation controllers.
- Common practices, methods, and materials used in park maintenance and construction work.
- Operation and maintenance requirements of various park maintenance equipment and machinery.
- Procedures and practices used in controlling or eradicating plant and insect diseases.
- Safety procedures involving fungicides, pesticides, herbicides, and related chemicals used in park maintenance.
- Proper methods of planting, cultivating, and pruning for hedges, trees, shrubs, lawns, and flower beds.
- The use and purpose of common hand tools used in grounds maintenance.

Ability to:

- Operate various park maintenance machinery and equipment including light trucks.
- Lead a crew of subordinate park maintenance workers.
- Maintain simple written records and reports.
- Work independently while performing semi-skilled grounds maintenance and repair work.
- Recognize common plant diseases and insect pests.
- Adjust and understand the operation of irrigation controllers.
- Understand and carry out oral and written instructions.
- Perform heavy manual laboring duties.
- Identify potential safety hazards in parks and recreation areas.
- Work in inclement weather conditions.

WORKING CONDITIONS:**Work Environment:**

- Indoor/Outdoor environment.
- Seasonal heat and cold or adverse weather conditions.
- Regular exposure to fumes, dust, dirt, oil and grease.
- Noise from equipment operation.
- Driving a vehicle to conduct work.
- Variable work hours including evenings or weekends.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate maintenance equipment and tools.
- Seeing to perform maintenance work.
- Sitting or standing for extended periods of time.
- Lifting, carrying, pushing or pulling heavy objects as assigned by the position.
- Walking over rough or uneven surfaces.
- Reaching overhead, above the shoulders and horizontally.
- Bending at the waist, kneeling or crouching.
- Heavy physical labor.
- Climbing ladders.

Hazards:

- Working around and with machinery with moving parts.
- Working at heights.
- Exposure to chemicals and fumes.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**CITY OF IMPERIAL
JOB DESCRIPTION**

PARK MAINTENANCE WORKER III

Established: NEW
Range 64 Teamsters
Hourly: \$21.96 - \$34.06
Monthly: \$3,806.40 - \$5,903.73
Annual: \$45,676.80 - \$70,844.80

Teamsters – FLSA – Non-Exempt
Department: Parks and Recreation Department

DEFINITION:

Performs park maintenance and construction work in City park and recreation areas. The Park Maintenance Worker series provides for four levels ranging from the training level to the journey level including lead responsibility to the working supervisory level.

DISTINGUISHING CHARACTERISTICS

Under general supervision, performs park maintenance work and/or serves as a lead worker over a small park maintenance crew. This level is distinguished from Park Maintenance Worker II in that it involves work requiring greater skill and independence. Incumbents in this class are expected to operate trucks and other automotive equipment as part of their regular assignment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Works with a crew in park maintenance and construction work.
- Assists in installation and minor repair of sprinkler systems in City park and recreation areas.
- Builds and repairs park benches, tables, fences, signs, and related structures.
- Operates and maintains small power equipment and machinery including chain saws, rototillers, lawn mowers, aerators, hedgers, spreaders, and other equipment.
- Plants, trims, transplants, and cares for ornamental shrubs, plants, and roses.
- Weeds, cultivates, plants, fertilizes, and irrigates lawns and flower beds.
- Mows, aerates, and edges lawn areas using power and hand tools.
- Rakes, sweeps and vacuums leaves, lawn clippings, etc., using power blower and hand tools.
- Prunes and trims hedges, bushes, and other shrubbery.
- Cleans and maintains public facilities in City park and recreation areas.
- Works as a member of the City pest control crew spraying various pesticides, herbicides, fungicides, and other related chemicals in City park and recreation areas.
- Provides exceptional customer service to those contacted in the course of work

OTHER DUTIES:

- Other related duties may also be performed; not all duties listed may necessarily be performed by each individual holding this classification.

REQUIRED QUALIFICATIONS:

Education:

- High School Diploma or equivalent

Experience:

Five years of full-time paid landscape maintenance experience.

License and Certifications:

- Possession of a valid California Class C Driver License is required for some assignments at time of appointment and is a condition of continued employment.
- California Department of Pesticides Regulation (CDPR) Qualified Applicators License (QAL) shall be acquired within 6 months of employment as a Park Maintenance Worker III.

Knowledge of:

- Advanced operational knowledge of programming irrigation controllers.
- Common practices, methods, and materials used in park maintenance and construction work.
- Operation and maintenance requirements of various park maintenance equipment and machinery.
- Procedures and practices used in controlling or eradicating plant and insect diseases.
- Safety procedures involving fungicides, pesticides, herbicides, and related chemicals used in park maintenance.
- Proper methods of planting, cultivating, and pruning for hedges, trees, shrubs, lawns, and flower beds.
- The use and purpose of common hand tools used in grounds maintenance.

Ability to:

- Operate various park maintenance machinery and equipment including light trucks.
- Lead a crew of subordinate park maintenance workers.
- Maintain simple written records and reports.
- Work independently while performing semi-skilled grounds maintenance and repair work.
- Recognize common plant diseases and insect pests.
- Adjust and understand the operation of irrigation controllers.
- Understand and carry out oral and written instructions.
- Perform heavy manual laboring duties.
- Identify potential safety hazards in parks and recreation areas.
- Work in inclement weather conditions.

WORKING CONDITIONS:

Work Environment:

- Indoor/Outdoor environment.
- Seasonal heat and cold or adverse weather conditions.
- Regular exposure to fumes, dust, dirt, oil and grease.
- Noise from equipment operation.
- Driving a vehicle to conduct work.
- Variable work hours including evenings or weekends.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate maintenance equipment and tools.
- Seeing to perform maintenance work.
- Sitting or standing for extended periods of time.
- Lifting, carrying, pushing or pulling heavy objects as assigned by the position.
- Walking over rough or uneven surfaces.
- Reaching overhead, above the shoulders and horizontally.
- Bending at the waist, kneeling or crouching.
- Heavy physical labor.
- Climbing ladders.

Hazards:

- Working around and with machinery with moving parts.
- Working at heights.
- Exposure to chemicals and fumes.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**CITY OF IMPERIAL
JOB DESCRIPTION**

SPECIAL EVENTS COORDINATOR

Established: NEW
Range 75 MSPC Unrepresented
Hourly: \$28.81 - \$44.69
Monthly: \$4,993.73 - \$7,746.27
Annual: \$59,924.80 - \$92,955.20

MSPC – FLSA – Non-Exempt
Department: Parks and Recreation Department

DEFINITION:

Under direction of the Parks and Recreation Director, plans, organizes, coordinates, promotes and administers City-wide special events and programs hosted by the City of Imperial.

SUPERVISION RECEIVED AND EXERCISED:

Receives supervision from assigned supervisory or management personnel. Provides general direction to assigned staff and contract consultants on a program and project basis. Serves as lead staff in coordination and planning of special events and activities.

DISTINGUISHING CHARACTERISTICS:

This single-position class manages plans, coordinates, promotes and manages special events hosted by the City.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plans, schedules, coordinates, and administers special events, shows, and community activities, including entertainment, speakers, retail concessions, budgeting and finances.
- Plan, coordinate and implement various programs and activities for youth, adults and seniors, providing opportunities for community engagement and opportunities for varying ages and populations.
- Develop and execute new event and promotional opportunities.
- Create and manage marketing, advertising, promotional concepts, themes, graphics, and are for digital and print media for special events and activities.
- Prepares and submits promotional materials, new releases, and social media information.
- Prepare and maintain accurate records for vendors, event promoters, volunteers and community groups.
- Prepares and maintains reports, schedules, and payment requests, collects fees.
- Obtains funding and purchases necessary equipment and supplies.
- Solicits participation from the community, civic organizations, and other related groups.
- Furnishes information to schools, civic groups, and the general public regarding special events and activities of the City.
- Schedules and coordinates the use of recreation facilities.
- Acts as the City's liaison with community groups and committees for special events.
- Establishes and maintains partnerships with external organizations, recruit, initiate and manage sponsorship relationships and vendor agreements.

- Establish and maintain positive relationships with other City departments involved with coordinating and planning event execution and strategy.
- Communicates the goals, objectives and expected code of conduct to all event participants and staff.
- Attend organizational and community meetings as needed.
- May provide direction and training to others within the department assisting with event coordination and planning.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with a Bachelor's degree in business management/marketing, public relations, communications, or related field, and three (3) years' experience in planning, coordinating, promoting, and conducting special events.

License:

- Valid California class C driver's license with satisfactory driving record.

Ability to:

- Speak effectively in public and in front of large groups.
- Interact effectively with diverse groups of people.
- Interpret, apply and explain technical materials to non-technical users.
- Interpret, apply and explain complex Federal, State, and local laws, codes, regulations, departmental policies and procedures.
- Understand the organization and operation of the assigned department and of outside agencies as necessary to assume assigned responsibilities.
- Prepare clear and effective reports, correspondence, policies, procedures and other written material.
- Make accurate arithmetic, financial and statistical computations.
- Effectively conduct meetings and make presentations to various groups.
- Analyze situations and identify pertinent problems/issues; collect relevant information; evaluate realistic options; and recommend/implement appropriate course of action.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Work Environment:

- Indoor/office and outdoor environment.
- Fast-paced environment with changing priorities.
- May interact with upset individuals.
- Subject to driving a vehicle to conduct work.
- Occasionally exposed to incremental weather.

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials and inspect work in progress.
- Reaching to obtain files.
- Lifting, carrying and balancing materials, up to 30 pounds.
- Standing and sitting for extended periods.
- Driving a vehicle to conduct work
- Ability to bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information
- Ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

RESOLUTION NO. 2023-24

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IMPERIAL,
CALIFORNIA ADOPTING AN APPROPRIATIONS LIMIT FOR FISCAL YEAR
ENDING JUNE 30, 2024**

BE IT AND IT IS HEREBY RESOLVED by the City Council of the City of Imperial as follows:

WHEREAS, the Gann Initiative, hereby referred to as Article XIIB of the Constitution of the State of California was passed by the people; and

WHEREAS, Article XIIB mandated and appropriations limit on various units of government, including the City of Imperial; and

WHEREAS, that limit has been calculated by the Administrative Services Department of the City of Imperial using current guidelines by State Department of Finance; and

WHEREAS, the City Council of the City of Imperial desires to formally adopt that appropriations limit for the City.

SECTION 1. The City Clerk shall certify as to the adoption of this resolution.

NOW, THEREFORE, the City Council of the City of Imperial, in accordance with Article XIIB of the Constitution of the State of California hereby adopts an appropriation limit for the City of Imperial for Fiscal Year 2023-2024 at **\$21,528,421**, which is an increase of \$1,059,288 over Fiscal Year 2022-2023, using the California Department of Finance data, which reflects a **0.7%** population increase and a **4.44%** inflation increase for the new fiscal year. The appropriations subject to the limit for FY 2023-2024 total **\$9,044,000**, which are well below the FY 2023-2024 appropriations limit of **\$21,528,421**.

PASSED AND ADOPTED by the City Council of the City of Imperial on the 5th day of July, 2023.

KATHERINE BURNWORTH,
Mayor

ATTEST:

KRISTINA M. SHIELDS,
City Clerk

CERTIFICATION

I, Kristina M. Shields, City Clerk of the City of Imperial, California, hereby certify that the foregoing resolution was duly adopted at a meeting of the City Council of said City at its meeting held on the 5th of July, 2023, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Imperial, California, this _____ day of July, 2023