

**M E M O R A N D U M  
CITY OF CHINO  
FINANCE DEPARTMENT**

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**COUNCIL MEETING DATE: JUNE 18, 2019**

**TO: MAYOR AND CITY COUNCIL MEMBERS, CITY OF CHINO**

**FROM: MATTHEW C. BALLANTYNE, CITY MANAGER**

**SUBJECT: FISCAL YEAR 2019-20 CITY BUDGET AND APPROPRIATIONS LIMIT.**

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**RECOMMENDATION**

1) Adopt Resolution No. 2019-033, approving and adopting the City Budget for Fiscal Year 2019-20; 2) adopt Resolution No. 2019-034, approving and setting the Appropriations Limit for Fiscal Year 2019-20; 3) adopt Resolution No. 2019-035, approving amendments to the City's Classification and Salary schedule; and 4) authorize the City Manager to execute all necessary documents on behalf of the City.

**FISCAL IMPACT**

Adoption of Resolutions to establish Operating and Capital Improvement budgets for the City of Chino for Fiscal Year 2019-20, beginning on July 1, 2019 and ending on June 30, 2020; these actions provide City Departments with the financial resources necessary to continue City operations for the coming fiscal year. The Fiscal Year 2019-20 General Fund Budget contains ongoing operating revenues of \$83.5 million and ongoing operating expenditures (after Expenditure Savings Contingency) of \$80.8 million resulting in an ongoing operating surplus of \$2.7 million.

Revenue:	Expenditure:
Transfer In:	Transfer Out:

**BACKGROUND**

Presented for consideration is the Fiscal Year (FY) 2019-20 City Budget. The budget incorporates the City operating budget and the Five-Year Capital Improvement Program. The budget contains detailed financial data that pertains to the City’s ongoing operations for the next fiscal year.

On Thursday, May 9, 2019, the City Council held a public Budget Workshop to review and discuss the preliminary budget document developed by staff. At that workshop, the City’s financial condition was presented and staff responded to questions from the City Council regarding specific projects and programs contained in the budget.

**ISSUES/ANALYSIS**

Staff is pleased to present the FY 2019-20 City of Chino Proposed Budget as well as the Five-Year Capital Improvement Program (CIP) Budget. These budgets contain detailed financial data that pertain to the City’s ongoing operations for next fiscal year. As in prior years, the FY 2019-20 Budget also presents information that pertains to the Successor Agency as “*information only.*”

As previously stated, City Council held a public Budget Workshop on May 9, 2019 to discuss the proposed budget and make changes based on these discussions. The following table lists significant changes recommended by both the City Council and staff that have been incorporated in the final budget presented for adoption.

Table 1: Recommended changes included in Final Budget

<b>Recommendation</b>	<b>Fund</b>	<b>Budget Update</b>
<b>Expenditure Changes:</b>		
City Council	100/650	Added \$275,000 for the cost of a Civic Center Master Plan
City Council	340	Added \$169,000 for the cost of a Parks and Facilities Master Plan
City Council	650	Added \$40,645 for painting and repairs to Senior Center Building
City Council	100	Increased contractual services by \$32,550 in Development Services for the Sphere Study
City Council	640	Added \$25,000 in Human Resources budget for as needed staffing analysis
City Council	100	Increased budget for Branding Study from \$20,000 to \$50,000
City Council	100	Increased Chamber of Commerce donation from \$7,500 to \$12,000
Staff	100/320	Increased Project ST171 (Street Rehab. 16-17) by \$191,269
Staff	100	Increased contractual services in Planning by \$41,575 for Nexus Study
Staff	100	Increase PD attorney costs by \$25,500

Staff	100	Staff discovered a revenue input error. Correcting this input error increased revenues by \$263,756.
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<b>Position Changes:</b>	
City Council	Removed Administration Secretary to Management Assistant reclassification (2 positions)
Staff	Removed Permit Processing Specialist to Permit Technician reclassification

The above changes have been incorporated into the following discussion regarding the budget that is proposed for adoption.

**FY 2018-19 FINAL GENERAL FUND BUDGET ESTIMATE**

For FY 2018-19, the original adopted budget identified a General Fund operating surplus of \$133,111 for the year. In addition, the City identified a net one-time use of General Fund reserves of \$8.4 million, resulting in a decrease in the General Fund reserves of \$8.2 million. The adopted FY 2018-19 Budget showed ending General Fund reserves to be \$43.6 million at June 30, 2019.

Based on current projections contained in the Proposed FY 2019-20 Budget, General Fund reserves are now projected to be \$55.1 million at June 30, 2019. This \$11.5 million increase in reserves is attributed to the following: projected operating surplus of \$2.6 million; the \$2 million increase in overall revenues; and the \$6.9 million reduction of one-time use of reserves (this is due to the Street Rehab Projects being delayed into the proposed FY 2019-20 budget year).

**FY 2019-20 PROPOSED GENERAL FUND BUDGET**

For FY 2019-20, staff is presenting a proposed General Fund Budget with an operating surplus of \$2.7 million. This budget again incorporates the concept of recognizing anticipated expenditure savings up front in the budget process. The purpose of this concept is to attempt to present a more accurate picture of the final operations of the City. Adopting operating results that are far different from the final results creates a false impression that can lead to possible mistrust of the budgeting process. Therefore, staff will again include in the budget a revenue line entitled Expenditure Savings Contingency.

Staff has analyzed General Fund budget versus actual expenditures over the last five years (FY's 2013-14 to 2017-18) and determined that over this period, actual expenditures have been under budget by an average of \$3.7 million. The Expenditure Savings Contingency will be calculated at 65% of the average of the last five years. This calculates to be \$2,424,940, and increases the calculated General Fund surplus of \$306,878, resulting in an operating surplus of \$2.7 million. The Expenditure Savings Contingency of \$2,424,940 represents just 2.9% of budgeted expenditures for FY 2019-20.

In addition to ongoing operations, the FY 2019-20 budget includes significant General Fund contributions to improving city streets and traffic flows. Included in the budget is \$8.1 million for: 1) Street Rehabilitation Projects (\$3.7 million); 2) El Prado Road Rehabilitation (\$1.8 million); 3) Local Street Overlays (\$1.7 million); 4) Traffic Signal Cabinet Replacements (\$.4 million); and 5) other projects (\$.5 million). Other use of General Fund Reserves includes: 1) City-wide building projects (\$1.3 million); 2) traffic survey, Senior Center and Library improvements (\$.8 million);

and 3) accessibility projects (\$.4 million); Upon completion of all the proposed projects the proposed ending General Fund reserves would be \$46.6 million at June 30, 2020.

### **FY 2019-20 PROPOSED GENERAL FUND REVENUES**

The General Fund primary revenue sources are sales tax, property tax, and development related revenue. Retail sales activity in the City of Chino continues to be well-diversified and spread across general consumer goods, construction, restaurants, and commercial and industrial businesses. During FY 2018-19, the City of Chino received one-time receipts of use taxes from the installation of equipment in a local business of approximately \$1.5 million. This increased the projected FY 2018-19 sales tax revenue to \$29.4 million. For FY 2019-20, sales tax revenue is anticipated to be \$28.4 million, which is lower than the previous year due to the loss of the one-time use taxes.

Property tax revenue is projected to be \$25.4 million for FY 2019-20. This is an increase of \$1.3 million, or 5.5% over the prior year budget. The major components of property tax revenue include the Ad Valorem tax (the 1% Proposition 13 tax), property tax in-lieu of VLF, and property taxes from the RDA elimination. New development continues to add to the assessed valuation of the City resulting in increases in Unsecured, In-Lieu, and RDA Elimination Taxes.

Development revenue is projected to be \$10.7 million for FY 2019-20. This is \$1.8 million more than the adopted budget for FY 2018-19 and the highest amount of budgeted development revenue in recent history. However, staff believes that development is anticipated to remain very active for FY 2019-20. This revenue budget does bring a level of risk should the housing market slow during the latter part of the coming fiscal year.

### **FY 2019-20 PROPOSED GENERAL FUND EXPENDITURES**

The Proposed FY 2019-20 General Fund expenditure budget is being presented with additional staffing requests. These staffing requests are presented to meet the continuing demand for services being experienced by every department. Additionally, City employee associations are in the process of negotiating wage and benefit increases. The combination of new staff and wage and benefit increases always presents challenges from a long-term financial planning perspective. New staffing creates ongoing expenses for not just salaries, but also benefits such as health care and pension costs and other associated expenses such as equipment and training costs. These ongoing staffing expenses plus possible wage increases must be balanced with ongoing revenues sources for the City to remain financially solvent in the years to come.

The U.S., State, and local economies have all been performing very well. The U.S. continues to be in its longest economic expansion in history. Year after year, pundits have been saying that a recession is just a few years off. These predictions have yet to come true. However, the City must prepare itself for these recessions as they have been a cyclical part of our economy for over a century. As was seen during the "Great Recession," the City's three largest revenue sources combined went from \$40.8 million in FY 2006-07 to \$30.7 million in FY 2009-10, a \$10.1 million drop in three years. Almost all this reduction is related to development revenue, which dropped from \$11.4 million to \$1.4 million over this same period. The City continues to be susceptible to large reductions in revenues should the economy experience a downturn. Business and Industry make up approximately 40% of the City's sales tax revenue and development revenue continues to be historically high at a projected \$10.7 million for FY 2019-20.

Adding additional staffing, wages and benefit costs, when we are towards the end of an economic cycle requires a measure of caution. To protect the City against a downturn in the economy, it is being recommended that the City Council implement a provision in the Budget Adoption Resolution to indicate that should General Fund Reserves (as measured by the most recently completed City Comprehensive Annual Financial Report) fall below 50% of ongoing operating expenditures, there will be a hiring freeze. This hiring freeze will remain in place until an orderly financial plan for cost-reduction or revenue enhancement has been developed to replenish the reserves within a reasonable time.

With the implementation of this provision in the Budget Adoption Resolution, staff is recommending the following position additions and changes for FY 2019-20:

New or Abolished Positions:

<b>Department</b>	<b>Existing Position</b>	<b>New Position</b>
Administration	Communications Manager	Abolish
Police	None	Sergeant (2)
Police	None	Police Officer (4)
Development Services	None	Transportation Manager

Part-Time to Full-Time Conversions:

<b>Department</b>	<b>Position</b>
Community Services	Community Services Coordinator (2)
Finance	Account Clerk I
Human Resources	Management Aide to Human Resources Technician
Human Resources	IT Specialist
Public Works	Maintenance Worker
Public Works	Environmental Technician

Reclassifications:

<b>Department</b>	<b>Existing Position</b>	<b>New Position</b>
Administration	Executive Assistant to Council	Management Assistant
Development Services	Contracts Administrator	Management Analyst
Development Services	Clerk Typist II	Permit Processing Specialist
Development Services	Public Works Inspector	Public Works Lead Inspector
Finance	Management Aide	Management Assistant
Human Resources	Senior HR Analyst	HR Analyst

Public Works	Associate Engineer	Principal Engineer
Public Works	Associate Engineer	Public Works Project Manager
Public Works	Environmental Coordinator	SW & SD Supervisor

Salary Schedule Change:

Position	Existing Salary Top Step	New Salary Top Step
Clinical Specialist	\$82,524	\$102,516

The above changes, in addition to regularly scheduled merit increases for existing staff, are increasing General Fund full-time salary expenditures by \$1.2 million in FY 2019-20. Salary allocated costs are also increasing by \$0.6 million, though not all of this is the result of these staffing changes.

The City is currently in negotiations with Employee Associations regarding salary and benefit increases. **The budget being presented does not contain any expenses relating to these ongoing negotiations.**

During FY 2017-18, the City made a \$69.1 million contribution to CalPERS to reduce the City's outstanding Unfunded Liability. Because CalPERS charges the City 7% interest on the outstanding Unfunded Liability, paying down the outstanding balance has resulted in substantial interest savings. For FY 2018-19 alone, \$4.8 million less was added to the outstanding unfunded liability needing to be repaid in the future. Additionally, CalPERS had estimated that the City's FY 2019-20 expense relating to the Unfunded Liability would have been \$6.2 million for the year. After the paydown of the Unfunded Liability, the City's pension expense relating to the unfunded liability is now projected to be \$5.5 million, resulting in a savings of \$618,133 for FY 2019-20. The total pension expense is, therefore, projected at \$9.8 million instead of \$10.5 million prior to the buydown of the unfunded liability.

Each department has worked hard to keep their department operating costs consistent with last year's adopted budget. This effort has resulted in General Fund maintenance and operating costs increasing by only \$1.0 million of which \$985,000 of this is due to the City's contract with the Chino Valley Independent Fire District (CVIFD).

Finally, General Fund allocated costs are increasing \$1.1 million. These increases are due to various cost increases relating to Insurance, Central Services, Building and Vehicle costs.

**CAPITAL PROJECTS**

The FY 2019-20 Proposed Budget includes General Fund contributions of \$8.1 million for street improvement projects. The General Fund will also contribute an additional \$2.6 million for Citywide building projects, traffic improvements, and accessibility projects. These projects will ensure that Chino roadways and buildings are properly maintained.

The Capital Improvement Program (CIP) contains new and ongoing projects that are being funded through a combination of development impact fees, grants, contributions from other agencies, Measure I funds, and other restricted sources. These major projects are outlined in the Capital Improvement Program Budget and include items such as:

- Prior Year Street Rehab Projects (Various locations)
- Bicycle, Pedestrian & Transit Improvements (Various locations)
- Water Line Rehabilitation Projects (Various locations)
- Storm Drain Projects (Various locations)
- Traffic Signal Modification (Various locations)
- Alley Rehabilitation (Central & 6<sup>th</sup> Street)

The California Legislature passed The Road Repair and Accountability Act in April of 2017, otherwise known as SB1. This legislation provides for additional revenues for cities and counties for infrastructure improvements. This legislation was effective November 1, 2017. The FY 2019-20 budget includes \$3.2 million of SB1 or Road Maintenance Rehabilitation Account (RMRA) funds.

### **FY 2018-19 PROPOSED BUDGET CONCLUSION**

The FY 2019-20 Proposed Budget shows beginning General Fund reserves of \$55.1 million. The FY 2019-20 Proposed Budget will have an operating surplus of \$2.7 million (before wage and benefit adjustments) and will dedicate \$10.7 million of reserves for one-time projects and contain \$574,932 for prior year carry-over expenditures. This leaves the General Fund with \$47 million in projected reserves at the end of FY 2019-20.

### **APROPRIATIONS LIMIT**

Article XIII-B of the State Constitution (as amended by Proposition 111) requires the City to adopt an annual limit on the appropriation of tax proceeds, which defines the amount of tax revenue the City can allocate in a given year. For FY 2019-20, the City's appropriations limit has been calculated in accordance with State guidelines. This calculation was made by using the Non-Residential New Construction Alternate 2019-20 Appropriations Limit factor change of 4.87% and the City's annual population change of 2.43%, which is in accordance with the provisions of Article XIII-B of the State Constitution.

The appropriations limit for the FY 2019-20 for the City of Chino is \$2.085 billion. Tax revenue budgeted for this fiscal year that is subject to the appropriations limit is \$68.7 million, which places the FY 2019-20 City budget \$2.016 billion under the limit. The difference represents the amount of tax revenue that the City could appropriate if the revenue was available. Resolution No. 2019-034 sets the City's Appropriations Limit ("Gann Limit") for FY 2019-20.

RB:hm

Attachments: Budget Resolution No. 2019-033  
Budget Appropriations Resolution No. 2019-034  
Salary Resolution No. 2019-035

Please click on the following link to view the FY 2019-2020 Budget

[FY 2019-20 Operating Budget and 5-Year CIP](#)

**RESOLUTION NO. 2019-033**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHINO,  
CALIFORNIA, APPROVING AND ADOPTING A BUDGET FOR  
FISCAL YEAR 2019-20**

WHEREAS, the Chino City Manager presented to the Chino City Council a proposed budget for Fiscal Year 2019-20; and

WHEREAS, the City Council held a public budget workshop on May 9<sup>th</sup>, 2019, in the Council Chambers of the City, beginning at the hour of 4:00 p.m., in order to review the requested budget document for Fiscal Year 2019-20; and

WHEREAS, the City Council did review the requested budget for the Fiscal Year 2019-20; and

WHEREAS, the original of the requested budget has been revised so as to reflect each and all amendments, changes and modifications which the City Council, up to the time of the adoption of this Resolution, believes should be made in the proposed budget as so submitted and to correct any non-substantive errors discovered; and

WHEREAS, said changes and modifications to the requested budget have been incorporated into the proposed budget for Fiscal Year 2019-20.

WHEREAS, the City Council wishes to operate in a fiscally conservative manner to ensure the long-term viability of the City and its operations with respect to providing necessary public services to the residents of Chino, including, but not limited to, police, fire, community services, and transportation services:

WHEREAS, the City Council wishes to ensure that General Fund on-going expenditures are paid for with General Fund on-going revenues so that the City does not begin to operate in a deficit position year over year;

WHEREAS, adding new staffing positions during the budget process increases the on-going operating expenditures of the City in perpetuity and subjects the City to operating deficits should local economic conditions slow thereby resulting in lower General Fund revenues for the City;

WHEREAS, the City's Comprehensive Annual Financial Report (CAFR), published by approximately December 31st of each year and prepared by an accountant independent of the City provides the most comprehensive financial picture of the City for the previous fiscal year (the "CAFR") and provides a good mechanism to determine the health of the general fund revenues and expenditures;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Chino, as follows:

SECTION 1. The financial portion of the proposed budget for the City of Chino for Fiscal Year 2019-20, as so amended by the City Council and staff in an open session, as now before this Council, and on file in the office of the City Clerk of the City of Chino, is expressly incorporated in this Resolution and made a part thereof.

SECTION 2. The said proposed budget of the City of Chino for Fiscal Year 2019-20, as so amended, is hereby approved and adopted. In adopting said budget, the City Council hereby adopts and approves the total dollar amount under the column "FY 2019-20 Proposed" in each department's department programs and department funding sources throughout the Fiscal Year 2019-20 proposed document. Further, the City Council hereby approves the salary allocations as presented throughout the various departmental programs, along with the schedule of interfund transfers, continuing appropriations, and Five-Year Capital Improvement Program. If, during the fiscal year, the Director of Finance certifies that there are sufficient funds available for appropriation, the City Council, by minute order, may make additional appropriations or other amendments to the budget for the fiscal year.

SECTION 3. The City Manager is hereby authorized and instructed to take all steps necessary to implement this Resolution.

SECTION 4. The City Manager, for the purpose of administrative necessity in implementing the budget, may authorize budget transfers between funds to cover expenses which have been approved by the City Council, except where such transfer is expressly prohibited in a resolution or ordinance approved by the City Council. The Director of Finance or his/her designee may authorize budgetary transfers within the same fund to the appropriate line items, programs, or projects, as long as the total budget has not exceeded the amount approved by the Mayor and City Council. The level of budgetary controls is to ensure compliance with the budget as approved and adopted by the City Council.

SECTION 5. The City Manager is hereby instructed to cause to be prepared a mid-year report on the status of expenditure and revenue levels in the General Fund as they pertain to the Fiscal Year 2019-20 budget as adopted herein.

SECTION 6. The City Clerk is hereby instructed to have copies of the adopted budget duplicated and available for public review and a copy provided to the Chino Library as soon as practicable.

SECTION 7. The Proposed Budget for Fiscal Year 2019-20 so submitted, amended, and filed shall be the budget for the City of Chino for Fiscal Year 2019-20 as contemplated to be made by the City Council under the requirements of Article XIII-B of the California Constitution.

SECTION 8. The City Council hereby desires to maintain sufficient reserves to fund on-going operations of the City. Therefore, the City will annually monitor the ending Fund Balance for the General Fund with a goal of maintaining reserves at a minimum of 50% of on-going expenditures. Should actual ending General Fund reserves fall below 50% of on-going operating expenditures, a hiring freeze of new staff and the replacement of existing staff will be implemented. Such hiring freeze shall continue in effect until the City Council approves an acceptable plan to bring the City's General Fund on-going operating revenues (as defined below) equal to its General Fund on-going operating expenditures (as defined below) or a future CAFR shows that the General Fund reserves have risen above the 50% requirement. This requirement will commence with the Fiscal Year ending June 30, 2020 and will continue until repealed by the City Council.

General Fund on-going revenues and expenditures will be defined and measured by those identified on the Schedule of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual General Fund contained within the City's CAFR. Transfers In and Transfers Out on the Schedule of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual General Fund schedule contain both one-time and on-going transfers; therefore, on-going

transfers will be identified during the annual budget adoption process and contained in the Transfers section of the budget (see Exhibit 1 as an example). Calculating the percentage of Fund Balance at End of year for the General Fund to On-going expenditures will be performed by dividing Fund Balance – End of year for the General Fund, by total on-going General Fund expenditures. The calculation will utilize audited actual amounts from the CAFR and the City’s internal accounting records. See attached Exhibit 2 for an example of the calculation.

APPROVED AND ADOPTED by the City Council of the City of Chino, this 18th day of June 2019.

By: \_\_\_\_\_  
EUNICE M. ULLOA, MAYOR

ATTEST:

\_\_\_\_\_  
ANGELA ROBLES, CITY CLERK

State of California            )  
County of San Bernardino    )ss  
City of Chino                    )

I, ANGELA ROBLES, City Clerk of the City of Chino, California, do hereby certify that the foregoing Resolution was adopted by the City Council of said City at a regular meeting of said City Council held on the 18th day of June 2019, and that it was so adopted by called vote as follows:

AYES:            COUNCIL MEMBERS:  
NOES:            COUNCIL MEMBERS:  
ABSENT:         COUNCIL MEMBERS:

\_\_\_\_\_  
ANGELA ROBLES, CITY CLERK

## Exhibit 1

On-Going General Fund Expenditure Transfers  
Adopted June 20, 2017

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Expenditures:

<u>Fund Number</u>	<u>Fund Name</u>	<u>FY 2017-18 Budget Amount</u>	<u>Actuals Based on Internal Accounting Records</u>
320	Transportation Maintenance	4,240,321	3,018,321
330	Community Services	4,556,395	4,220,219
360	Landscape and Lighting	4,808,696	4,251,790
361	Assessment District	<u>826,206</u>	<u>653,928</u>
		14,431,618	12,144,258

## Exhibit 2

Calculation of General Fund Reserves to On-Going Expenditures  
Obtained from the Schedule of Revenues, Expenditures, and Changes  
in Fund Balance - Budget and Actual General Fund Page 111 of FY 2017-18 CAFR

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		Actual Amount
Fund Balance - End of year		55,833,872
On-Going Expenditures:		
CAFR page 111	58,638,508	
Actual Transfers Out:		
Transportation Maintenance	3,018,321	
Community Services	4,220,219	
Landscape and Lighting	4,251,790	
Assessment District	<u>653,928</u>	
Total On-Going Expenditures	70,782,766	<u>70,782,766</u>
Percentage of Reserves to On-going Expenditures		78.88%

**RESOLUTION NO. 2019-034**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHINO,  
CALIFORNIA, APPROVING AND ADOPTING THE ANNUAL  
APPROPRIATIONS LIMIT FOR FISCAL YEAR 2019-20**

WHEREAS, Article XIII-B of the State Constitution places various limitations on the budgetary appropriations of state and local governments; and

WHEREAS, the limit of appropriations for the Fiscal Year 2019-20 is calculated by adjusting the base year (1978-1979) appropriations by the percent changes in the City population growth or County population growth and the California per capita personal income change or the increase in non-residential new construction assessed valuation; and

WHEREAS, the Appropriations Limit for the City of Chino for Fiscal Year 2019-20 has been calculated using the Non-Residential New Construction Alternate 2019-20 Appropriations Limit factor change of 4.87% and the City's annual population change of 2.43%, which is in accordance with the provisions of Article XIII-B of the State Constitution; and

WHEREAS, the information necessary for making these calculations is available in the City's Finance Department; and

WHEREAS, the City of Chino has complied with all the provisions of the State Constitution in determining the Appropriations Limit for Fiscal Year 2019-20.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Chino, as follows:

SECTION 1. That the Appropriations Limit in FY 2019-20 for the City of Chino shall be \$2,084,638,193.31 and the appropriations subject to the limitation are \$68,691,595.47 which is \$2,015,946,597.84 under the appropriation limit; and

SECTION 2. That the City of Chino reserves the right to recalculate said limitation at a future time.

APPROVED AND ADOPTED THIS 18<sup>th</sup> day of June 2019.

By: \_\_\_\_\_  
EUNICE M. ULLOA, MAYOR

ATTEST:

\_\_\_\_\_  
ANGELA ROBLES, CITY CLERK

State of California            )  
County of San Bernardino    )ss  
City of Chino                 )

I, ANGELA ROBLES, City Clerk of the City of Chino, California, do hereby certify that the foregoing Resolution was adopted by the City Council of said City at a regular meeting of said City Council held on the 18<sup>th</sup> day of June 2019, and that it was so adopted by called vote as follows:

AYES:            COUNCIL MEMBERS:  
NOES:            COUNCIL MEMBERS:  
ABSENT:          COUNCIL MEMBERS:

\_\_\_\_\_  
ANGELA ROBLES, CITY CLERK

**RESOLUTION NO. 2019-035**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHINO, CALIFORNIA, AMENDING CERTAIN PORTIONS OF RESOLUTION NO. 2016-001, 2016-019, 2016-048, 2016-059, 2017-011, 2018-016, 2018-042, 2018-044, 2018-046, 2018-053, 2018-057 and 2019-015 OF THE CITY'S CLASSIFICATION AND SALARY SCHEDULE.**

**WHEREAS**, the City Council of the City of Chino has the authority to create and maintain position classifications; and

**WHEREAS**, greater flexibility is desired to meet changing business conditions and serve budgetary staffing and general organizational needs; and

**WHEREAS**, the need to add fourteen new full-time positions, reclassify nine full-time positions, create five new classifications, and abolish one full-time position have been identified; and

**WHEREAS**, the need to modify the salary range of the Clinical Specialist has been identified; and

**WHEREAS**, the need to create the salary range for the new classifications of Human Resources Technician, Public Works Lead Inspector, Sewer & Storm Drain Supervisor, Principal Engineer and Public Works Project Manager has been identified.

**NOW, THEREFORE, BE IT RESOLVED** that the following Classification and Salary Schedule changes are established for the pay period beginning July 1, 2019:

**Add:**

- One (1) Full-time Account Clerk I (part-time to full-time)
- Four (4) Full-time Police Officers
- Two (2) Full-time Sergeants
- One (1) Full-time Human Resources Technician (from part-time Management Aide)
- One (1) Full-time Information Technology Specialist (part-time to full-time)
- One (1) Full-time Transportation Manager
- One (1) Full-time Maintenance Worker (part-time to full-time)
- Two (2) Full-time Community Services Coordinators (part-time to full-time)
- One (1) Full-time Environmental Technician (part-time to full-time)

**Reclassify:**

- One (1) Full-time Executive Assistant to the City Council to Management Assistant
- One (1) Full-time Management Aide to Management Assistant
- One (1) Full-time Senior Human Resources Analyst to Human Resources Analyst
- One (1) Full-time Public Works Inspector to Public Works Lead Inspector
- One (1) Full-time Clerk Typist II to Permit Processing Specialist
- One (1) Full-time Environmental Coordinator to Sewer & Storm Drain Supervisor
- One (1) Full-time Associate Engineer to Principal Engineer
- One (1) Full-time Associate Engineer to Public Works Project Manager
- One (1) Full-time Contracts Administrator to Management Analyst

**Abolish:**

- One (1) Full-time Communications Manager

**Non-Sworn Management Classification (monthly salary amounts):**

	Base	22.5%	30.0%
Clinical Specialist (salary upgrade)	\$6,572	\$8,051	\$8,543
Sewer & Storm Drain Supervisor (new)	\$6,123	\$7,501	\$7,961
Principal Engineer (new)	\$7,477	\$9,159	\$9,720
Public Works Project Manager (new)	\$7,477	\$9,159	\$9,720

**Non-Management Classification (monthly salary amounts):**

	Step A	Step B	Step C	Step D	Step E
Human Resources Technician (new)	\$4,178	\$4,387	\$4,607	\$4,836	\$5,078
Public Works Lead Inspector (new)	\$5,671	\$5,954	\$6,252	\$6,564	\$6,892

APPROVED AND ADOPTED THIS 18<sup>th</sup> day of June, 2019.

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EUNICE M. ULLOA, MAYOR

ATTEST:

\_\_\_\_\_  
ANGELA ROBLES, CITY CLERK  
CITY OF CHINO



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