



**Finance Committee
Council Chambers
100 W California Ave.
Ridgecrest, CA 93555
(3rd Monday each month)**

**AGENDA
Monday, May 24, 2021
Meeting – 5:30 p.m.**

City of Ridgecrest Finance Committee meetings will be held in the Council Chambers to allow for social distancing and meetings are OPEN to public attendance.

Please remember to sit the recommended distance - 6+ feet apart - from each other.

City hall doors will open at 4:45 p.m. on this day to allow attendance to the Council meeting.

We will have a maximum seating capacity due to social distancing needs and it will be on a first come, first serve basis.

Public participation is also allowed *and encouraged* via live streaming and call-in or via written correspondence.

TO PARTICIPATE, PLEASE CALL: 1-650-479-3208

-Meeting number (access code): 182 042 3168

-Meeting password: J59snJJmH2

Committee Members – Mayor Bruen, Council Member Hayman

1. CALL TO ORDER

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES –April 19, 2021

4. PUBLIC COMMENT (Items Not on the Agenda)

5. DISCUSSION AND OTHER ACTION ITEMS

A. HdL Services Update

B. Sales Tax Update

C. FY22 Budget Discussion

a. Staffing Overview

b. Department Level Budget Overview

D. Recent Community Survey

a. Thank the Community for participation

b. Review Community Priorities:

▪ Maintaining 911 emergency response times

▪ Maintaining emergency medical response

▪ Continuing City street and pothole repair

▪ Maintaining Ridgecrest Fire Services and keeping both fire stations open full time

▪ Maintaining programs to improve the local economy and job creation

6. COMMITTEE MEMBER COMMENTS

7. SUPPORT STAFF COMMENTS

**Finance Committee
Council Chambers
100 W California Ave.
Ridgecrest, CA 93555
(3rd Monday each month)**

8. **FUTURE AGENDA ITEMS**

9. **NEXT MEETING** June 21, 2021

10. **ADJOURNMENT**



**Finance Committee
Council Chambers
100 W California Ave.
Ridgecrest, CA 93555
(3rd Monday each month)**

AGENDA

Monday, April 19, 2021

Meeting – 5:30 p.m.

City of Ridgecrest Finance Committee meetings will be held in the Council Chambers to allow for social distancing and meetings are OPEN to public attendance.

Please remember to sit the recommended distance - 6+ feet apart - from each other.

City hall doors will open at 4:45 p.m. on this day to allow attendance to the Council meeting.

We will have a maximum seating capacity due to social distancing needs and it will be on a first come, first serve basis.

Public participation is also allowed *and encouraged* via live streaming and call-in or via written correspondence. TO PARTICIPATE, PLEASE CALL: 1-650-479-3208

-Meeting number (access code): 126 249 6217

-Meeting password: PaXde4DrW88

Committee Members – Mayor Bruen, Council Member Hayman

- 1. CALL TO ORDER -1731**
- 2. APPROVAL OF AGENDA -Approved**
- 3. APPROVAL OF MINUTES – March 15, 2021 -Approved**
- 4. PUBLIC COMMENT (Items Not on the Agenda) -None**
- 5. DISCUSSION AND OTHER ACTION ITEMS**
 - A. Sales Tax Update- Looking well, YE projections from HdL slightly over what was budgeted. Property Tax looks normal; TOT is expected to be low.**
 - B. Purchase Request-PD may purchase the 3 additional cars as previously budgeted.**
 - C. ARP Frequently Asked Questions- More guidance expected around May 10th, to be discussed more with all council.**
- 6. COMMITTEE MEMBER COMMENTS –Hayman- Happy to see bonus to employees
Bruen- good signs that we are able to make budget purchases put on hold due to pandemic;
however, will not solve the issues with fire and water cost.**
- 7. SUPPORT STAFF COMMENTS -None**
- 8. FUTURE AGENDA ITEMS - 2nd Qtr report, possible draft budget, ARP, Sales Tax Update**
- 9. NEXT MEETING May 17, 2021**
- 10. ADJOURNMENT -1809**

Sales Tax							
2018		2019		2020		2021	
Month	Amount	Month	Amount	Month	Amount	Month	Amount
July	344,365.61	July	227,005.12	July	328,078.19	July	349,723.30
August	220,100.00	August	300,948.37	August	343,722.05	August	324,333.00
September	293,300.00	September	338,655.97	September	191,455.99	September	351,141.03
October	270,296.33	October	322,798.06	October	305,953.07	October	324,390.85
November	225,500.00	November	271,392.31	November	320,224.26	November	274,283.18
December	300,600.00	December	254,148.91	December	293,780.48	December	297,317.78
January	275,174.26	January	299,378.41	January	282,460.38	January	321,134.52
February	212,300.00	February	295,472.20	February	219,310.72	February	249,191.85
March	307,865.85	March	225,724.38	March	154,494.92	March	
April	284,020.96	April	315,002.87	April	284,590.65	April	
May	266,403.42	May	278,596.24	May	332,776.75	May	
June	251,044.09	June	247,525.43	June	308,550.43	June	
Budget	3,240,000.00	Budget	3,326,279.00	Budget	3,378,352.00	Budget	3,363,977.00
Actual	3,250,970.52	Actual	3,376,648.27	Actual	3,365,397.89	Actual	2,491,515.51
Difference	10,970.52	Difference	50,369.27	Difference	(12,954.11)	Difference	(872,461.49)

Average of last 4 years	Median of last 4 years
312,293.06	336,221.90
297,275.86	312,640.69
293,638.25	315,977.99
305,859.58	314,375.57
272,849.94	272,837.75
286,461.79	295,549.13
294,536.89	290,919.40
244,068.69	234,251.29

Measure L/V Add-On Tax							
2018		2019		2020		2021	
Month	Amount	Month	Amount	Month	Amount	Month	Amount
July	482,181.07	July	304,056.11	July	407,276.94	July	428,256.50
August	227,200.00	August	421,638.71	August	416,719.02	August	468,230.13
September	302,900.00	September	420,967.86	September	269,782.41	September	456,135.13
October	507,130.93	October	393,803.84	October	390,094.78	October	410,609.87
November	249,600.00	November	347,825.22	November	423,002.75	November	372,546.02
December	332,800.00	December	392,662.40	December	399,370.59	December	466,557.09
January	438,261.61	January	391,409.20	January	365,622.46	January	424,476.79
February	278,900.00	February	362,419.22	February	288,151.94	February	383,583.42
March	395,791.70	March	283,877.30	March	284,145.08	March	
April	354,910.21	April	411,631.34	April	357,322.71	April	
May	345,141.77	May	397,884.08	May	439,685.87	May	
June	326,401.11	June	300,532.48	June	437,352.04	June	
Budget	4,000,000.00	Budget	4,044,643.00	Budget	4,449,922.00	Budget	4,371,979.00
Actual	4,241,218.40	Actual	4,428,707.76	Actual	4,478,526.59	Actual	3,410,394.95
Difference	241,218.40	Difference	384,064.76	Difference	28,604.59	Difference	(961,584.05)

Average of last 4 years	Median of last 4 years
405,442.66	417,766.72
383,446.97	419,178.87
362,446.35	361,933.93
425,409.86	402,206.86
348,243.50	360,185.62
397,847.52	396,016.50
404,942.52	407,943.00
328,263.65	325,285.58

Transient Occupancy Tax							
2018		2019		2020		2021	
Month	Amount	Month	Amount	Month	Amount	Month	Amount
July	139,263.67	July	109,404.12	July	188,736.85	July	100,875.29
August	149,707.34	August	150,757.82	August	200,470.27	August	131,948.43
September	124,393.60	September	130,717.18	September	144,805.58	September	91,103.02
October	139,598.51	October	145,634.88	October	135,901.66	October	95,476.21
November	121,106.42	November	95,310.20	November	116,630.40	November	107,938.88
December	99,288.53	December	52,602.36	December	116,220.58	December	60,004.05
January	102,868.54	January	80,051.53	January	127,560.99	January	112,929.10
February	136,986.86	February	176,714.08	February	109,324.59	February	20,655.66
March	146,469.14	March	108,658.06	March	98,304.42	March	179,865.45
April	158,506.46	April	146,738.99	April	44,412.17	April	
May	125,351.12	May	142,936.54	May	49,075.68	May	
June	109,689.91	June	118,972.58	June	79,658.48	June	
Budget	1,300,000.00	Budget	1,500,000.00	Budget	1,500,000.00	Budget	1,500,000.00
Actual	1,553,230.10	Actual	1,458,498.34	Actual	1,411,101.67	Actual	900,796.09
Difference	253,230.10	Difference	(41,501.66)	Difference	(88,898.33)	Difference	(599,203.91)

Average of last 4 years	Median of last 4 years
134,569.98	124,333.90
158,220.97	150,232.58
122,754.85	127,555.39
129,152.82	137,750.09
110,246.48	112,284.64
82,028.88	79,646.29
105,852.54	107,898.82
110,920.30	123,155.73
133,324.27	127,563.60

Property Taxes (All Accounts Included)							
2018		2019		2020		2021	
Month	Amount	Month	Amount	Month	Amount	Month	Amount
July	2,644.08	July	10,682.74	July	2,654.99	July	2,012.65
August	3,589.54	August	1,776.73	August	1,990.32	August	
September	28,589.46	September	26,966.23	September	28,286.96	September	
October	8,714.79	October	10,953.89	October	6,066.17	October	11,868.39
November	13,796.61	November	102,004.27	November	13,523.08	November	25,681.33
December	1,085,932.13	December	1,002,754.93	December	1,196,305.41	December	1,264,046.30
January	7,635.81	January	36,664.31	January	5,407.24	January	156,932.33
February	7,361.23	February	4,692.33	February	171,308.42	February	7,185.38
March	2,472.16	March	2,160.09	March	3,693.13	March	3,120.39
April	984,735.98	April	1,028,365.03	April	968,992.13	April	1,113,047.14
May	5,897.45	May	2,550.30	May	89,595.63	May	
June	172,159.17	June	160,630.08	June	80,687.67	June	
Budget	2,008,000.00	Budget	2,347,574.00	Budget	2,354,201.00	Budget	2,592,358.00
Actual	2,323,528.41	Actual	2,390,200.93	Actual	2,568,511.15	Actual	2,583,893.91
Difference	315,528.41	Difference	42,626.93	Difference	214,310.15	Difference	(8,464.09)

Average of last 4 years	Median of last 4 years
4,498.62	2,649.54
2,452.20	1,990.32
27,947.55	28,286.96
9,400.81	9,834.34
38,751.32	19,738.97
1,137,259.69	1,141,118.77
51,659.92	22,150.06
47,636.84	7,273.31
2,861.44	2,796.28
1,023,785.07	1,006,550.51

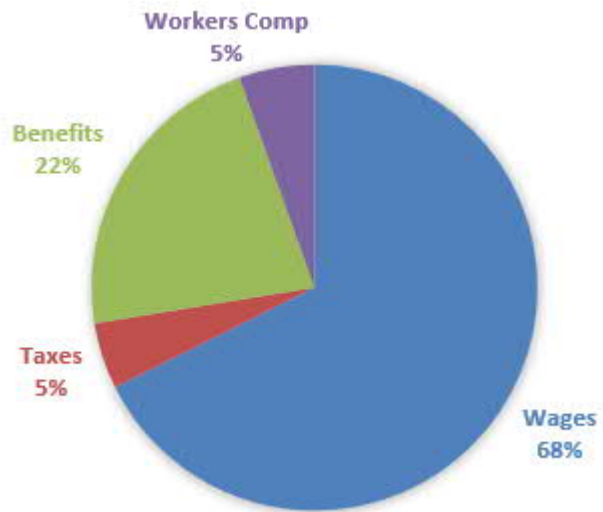
POSITION BUDGETING SUMMARY

Fiscal Year 2021-2022

Number of Positions Budgeted	148.00
Number of FTE Budgeted	133.74
Total Salaries & Benefits Budgeted	\$11,887,459

Salaries & Benefits Breakdown by Type:

Wages	\$8,037,397
Taxes	572,794
Benefits	2,628,145
Workers Comp	649,123



Salaries & Benefit Breakdown by Fund

Fund	Personnel Cost	No. of Positions	Percentage
100 - General Fund	8,680,663	112.53	73.02%
102 - Gas Tax Fund	734,629	9.65	6.18%
103 - RMRA/SB1 Fund	134,882	1.68	1.13%
300 - Transit	682,869	11.73	5.74%
310 - Wastewater	1,109,843	10.96	9.34%
410 - Self Insurance Fund	430,014	0.45	3.62%
440 - Fleet Maintenance	114,589	1.00	0.96%



POSITION BUDGETING SUMMARY

Fiscal Year 2021-2022

New Positions:

Administration – Deputy City Manager – Increase of \$201,696
Approved by Council in FY21
Funded by not filling Parks & Recreation Director and Administrative Analyst

Finance – Junior Accountant – Increase of \$62,970
Approved by Council in FY21
Partially (70%) funded by Wastewater

Information Technology – Information Systems Technician – Increase of \$61,142
Funded by reduction in overtime and PEG franchise fee revenue

Parks & Recreation – Maintenance Worker I – Increase of \$49,163
Funded by restructuring of Parks & Recreation department

Public Works Administration – Administrative Secretary – Increase of \$57,317
Approved by Council in FY21

Public Works Engineering – Engineer I – Increase of \$78,077
Funded by Measure V

Streets – Maintenance Worker I (2 positions) – Increase of \$101,344
Funded by Measure V

Contingencies:

Employee bonuses are not included in the budget

Positions funded by Measure V:

Police Department	18.00
Public Works Department	.31
Streets Department	7.40
Total	25.71



CITY OF RIDGECREST
PROPOSED FY 2021 - 2022 STAFFING SUMMARY

DEPARTMENT	POSITION TITLE	FY 2022	FY 2021	FY 2020	FY 2019	FY 2018	FY 2017
City Council							
	City Council Members	5.00	5.00	5.00	5.00	5.00	5.00
		<hr/> 5.00	<hr/> 5.00	<hr/> 5.00	<hr/> 5.00	<hr/> 5.00	<hr/> 5.00
Administration/Human Resources							
	City Manager	1.00	1.00	1.00	1.00	1.00	1.00
	Deputy City Manager	1.00	-	-	-	-	-
	City Clerk	1.00	1.00	1.00	1.00	1.00	1.00
	Administrative Assistant Human Resources	-	-	-	-	1.00	1.00
	Human Resources Administrator	1.00	1.00	1.00	1.00	-	-
		<hr/> 4.00	<hr/> 3.00	<hr/> 3.00	<hr/> 3.00	<hr/> 3.00	<hr/> 3.00
Community Development							
	Economic Development Manager	-	-	-	1.00	1.00	1.00
	Planner	-	-	-	-	1.00	1.00
	Associate Planner	-	-	1.00	1.00	-	-
	Administrative Secretary	-	-	-	1.00	1.00	1.00
	Administrative Analyst I	2.00	3.00	2.00	-	-	-
	Comm Development Technician	1.00	1.00	1.00	1.00	2.00	2.00
		<hr/> 3.00	<hr/> 4.00	<hr/> 4.00	<hr/> 4.00	<hr/> 5.00	<hr/> 5.00
Finance							
	Director of Finance	1.00	1.00	1.00	1.00	1.00	1.00
	Assistant Finance Director	-	-	-	-	1.00	1.00
	Accounting Supervisor	1.00	1.00	1.00	-	-	-
	Jr. Accountant	1.00	-	-	1.00	1.00	1.00
	Account Clerk I	1.00	1.00	1.00	1.00	1.00	1.00
	Accounts Payable Technician	1.00	1.00	1.00	1.00	1.00	1.00
	Payroll Technician I	1.00	1.00	1.00	1.00	1.00	1.00
		<hr/> 6.00	<hr/> 5.00	<hr/> 5.00	<hr/> 5.00	<hr/> 6.00	<hr/> 6.00
Information Technology							
	Information Technology Manager	1.00	1.00	1.00	1.00	-	-
	Information Systems Supervisor	-	-	-	-	1.00	1.00
	Information Systems Specialist	1.00	1.00	1.00	1.00	1.00	1.00
	Information Systems Technician	1.00	-	-	-	-	-
		<hr/> 3.00	<hr/> 2.00	<hr/> 2.00	<hr/> 2.00	<hr/> 2.00	<hr/> 2.00
Parks & Recreation							
	Director of Parks & Recreation	-	1.00	1.00	-	-	-
	Recreation Supervisor	1.00	-	-	1.00	1.00	1.00
	Administrative Analyst I - P&R	1.00	1.00	1.00	-	-	-
	Administrative Secretary - Confidential	-	-	-	1.00	1.00	1.00
	Parks Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
	Cultural Affairs Coordinator II	1.00	2.00	2.00	2.00	3.00	3.00
	Maintenance Worker I	3.00	3.00	2.00	2.00	1.00	1.00
	Maintenance Worker I - Seasonal	2.00	1.00	1.00	1.00	-	-
	Maintenance Worker II	3.00	2.00	4.00	3.00	5.00	5.00
	Maintenance Worker III	2.00	2.00	1.00	2.00	-	-
	P/T Recreation Leaders (7@714H)	2.40	2.40	2.40	2.40	6.50	6.50
	P/T Recreation Leaders - Day Camp (6@760H)	2.19	2.19	2.19	2.19	-	-
	P/T Recreation Leaders - After School (6@760H)	2.19	1.73	1.73	1.73	-	-
		<hr/> 20.79	<hr/> 19.33	<hr/> 19.33	<hr/> 19.33	<hr/> 18.50	<hr/> 18.50

CITY OF RIDGECREST
PROPOSED FY 2021 - 2022 STAFFING SUMMARY

DEPARTMENT	POSITION TITLE	FY 2022	FY 2021	FY 2020	FY 2019	FY 2018	FY 2017
Planning Commission							
	Planning Commissioners	5.00	5.00	5.00	5.00	5.00	5.00
		<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>
Police							
	Chief of Police	1.00	1.00	1.00	1.00	1.00	1.00
	Captain	2.00	1.00	1.00	1.00	1.00	1.00
	Sergeant	6.00	7.00	7.00	7.00	7.00	7.00
	Police Officer	23.00	23.00	22.00	22.00	23.00	23.00
	Police Officer - Authorized but Unfunded	-	-	1.00	1.00	-	-
	Community Services Officer	2.00	2.00	2.00	2.00	2.00	2.00
	Dispatcher	5.00	5.00	5.00	5.00	5.00	5.00
	Administrative Secretary	-	-	-	1.00	1.00	1.00
	Administrative Analyst I - PD	1.00	1.00	1.00	-	-	-
	Animal Shelter Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
	Kennel Attendant	1.00	1.00	1.00	1.00	1.00	1.00
	Animal Control Officer	2.00	2.00	2.00	2.00	2.00	2.00
	Property/Evidence LDO/Vehicle Maintenance Cler	1.00	1.00	1.00	1.00	1.00	1.00
	Police Clerk I	-	-	-	-	1.00	1.00
	Police Clerk II	3.00	3.00	4.00	4.00	3.00	3.00
	Police Clerk Supervisor	1.00	1.00	-	-	-	-
	Code Enforcement Officer	1.00	1.00	1.00	1.00	1.00	1.00
	P/T PACT Coordinator	0.75	0.75	0.75	0.75	0.75	0.75
		<u>50.75</u>	<u>50.75</u>	<u>50.75</u>	<u>50.75</u>	<u>50.75</u>	<u>50.75</u>
Public Works - Administration & Engineering							
	Director of Public Works	1.00	1.00	1.00	1.00	1.00	-
	Administrative Analyst II	-	-	-	1.00	1.00	1.00
	Administrative Analyst I - PW	1.00	1.00	1.00	-	-	-
	Administrative Secretary	1.00	-	-	-	-	-
	Assistant Public Works Director/City Engineer	1.00	1.00	1.00	1.00	1.00	1.00
	Engineer II	1.00	1.00	1.00	-	1.00	1.00
	Engineer I	2.00	1.00	1.00	1.00	1.00	1.00
		<u>7.00</u>	<u>5.00</u>	<u>5.00</u>	<u>4.00</u>	<u>5.00</u>	<u>4.00</u>
Streets							
	Public Works Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
	Fleet Mechanic II	1.00	1.00	1.00	1.00	1.00	1.00
	Maintenance Worker I	4.00	2.00	2.00	2.00	1.00	1.00
	Maintenance Worker II	2.00	2.00	2.00	2.00	4.00	4.00
	Maintenance Worker III	3.00	3.00	3.00	3.00	-	-
		<u>11.00</u>	<u>9.00</u>	<u>9.00</u>	<u>9.00</u>	<u>7.00</u>	<u>7.00</u>
Transit							
	Transit Services Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
	Transit Dispatcher	1.00	1.00	1.00	1.00	1.00	1.00
	Transit Road Safety/Driver Train	1.00	1.00	1.00	1.00	-	-
	Transit Driver	5.00	5.00	5.00	5.00	5.00	5.00
	Transit Driver - P/T (2496 hours total for all 3)	1.20	1.20	1.20	1.20	3.00	3.00
		<u>9.20</u>	<u>9.20</u>	<u>9.20</u>	<u>9.20</u>	<u>10.00</u>	<u>10.00</u>

CITY OF RIDGECREST
PROPOSED FY 2021 - 2022 STAFFING SUMMARY

DEPARTMENT	POSITION TITLE	FY 2022	FY 2021	FY 2020	FY 2019	FY 2018	FY 2017
Wastewater							
	Chief Plant Operator	1.00	1.00	1.00	1.00	1.00	1.00
	Wastewater Operator I	1.00	2.00	4.00	4.00	2.00	2.00
	Wastewater Operator II	1.00	1.00	1.00	1.00	-	-
	Wastewater Operator III	-	1.00	1.00	1.00	1.00	1.00
	Wastewater Operator Trainee	4.00	2.00	-	-	1.00	1.00
	Wastewater Pretreatment Inspector	2.00	2.00	-	-	-	-
		9.00	9.00	7.00	7.00	5.00	5.00
	TOTAL BUDGETED POSITIONS	133.74	126.28	124.28	123.28	122.25	121.25

Note: 1 FTE = 2080 hours