



City of Redlands California



ADOPTED BUDGET
Fiscal Year 2019-20

**CITY OF REDLANDS
FISCAL YEAR 2019-20
ADOPTED ANNUAL BUDGET**

CITY COUNCIL

Paul W. Foster, Mayor
Denise Davis, Mayor Pro Tempore

Paul T. Barich
Council Member

Toni Momberger
Council Member

Eddie Tejada
Council Member

ELECTED OFFICIALS

Jeanne Donaldson, City Clerk
Robert Dawes, City Treasurer

APPOINTED OFFICIALS

Dan McHugh, City Attorney

MANAGEMENT TEAM

Janice McConnell, Assistant City Manager
Brian Desatnik, Development Services Director
Chris Boatman, Facilities and Community Services Director
Nathan Cooke, Fire Chief
Don McCue, Library Director
Danielle Garcia, Management Services / Finance Director
Paul Toor, Municipal Utilities and Engineering Director
Chris Catren, Chief of Police

BUDGET PREPARATION STAFF

Farah Jenner, Assistant Finance Director
James Garland, Fiscal Manager

*Special thanks
to the
Budget Committee
and
Budget Preparation Team*



TABLE OF CONTENTS

Budget Message	v		
Redlands City Values	xiii	POLICE	169
Budget and Finance Policies	xv	Patrol Services Bureau	170
Summary of the Budget Process	xviii	Communications	173
Fund Descriptions	xxi	Support Services Bureau	175
Organizational Chart	xxv	Animal Control	179
		Community Services Bureau	181
		Special Services Bureau	184
		Asset Forfeiture and Grants	191
		Supplemental Law Enforcement	196
FINANCIAL PLANS AND SUMMARIES	1		
General Fund Budget Summary	2		
Three-Year Budget Estimate	5		
Loans Outstanding	6	FIRE	197
Schedule of Adopted Reserves	7	Suppression	198
Financial Sources & Requirements by Fund	8	Community Risk Reduction	203
Summary of Financial Sources & Requirements	23	Training	208
		Fire Grants	212
		Emergency Medical Service	213
		Household Hazardous Waste	220
GANN APPROPRIATIONS LIMIT	25		
		FACILITIES AND COMMUNITY SERVICES	223
REVENUE	33	Administration	224
		Recreation	226
		Senior Services	230
CAPITAL OUTLAY	45	Building Maintenance	234
		Streets & Electrical	237
		Parks	243
		Trees	247
		Code Enforcement	249
SALARY SCHEDULE RESOLUTION	53	Downtown Redlands Business Area	251
		Special Districts	255
		Solid Waste	260
		Citrus Groves	268
GENERAL GOVERNMENT	89	Cemetery	271
City Council	90	Redlands Municipal Airport	276
City Clerk	92	Equipment Maintenance	281
City Manager	95		
City Attorney	117	MUNICIPAL UTILITIES AND ENGINEERING	285
Management Services	119	Engineering	288
		Local Transportation	290
DEVELOPMENT SERVICES	143	Measure I (2010)	293
Economic Development	145	PARIS	295
Building and Safety	148	General Capital Improvement	297
Planning	152	Transportation Development Act	299
Community Development Block Grant	158	Park & Open Space Development	301
Successor Agency to the Former RDA	161	Public Facility Development	303
		Arterial Street Construction	304
		Traffic Signals	305
		Freeway Interchanges	306
LIBRARY	165	Storm Drain Construction	308
		Water	310
		Wastewater	319
		Nonpotable Water	327



JANICE McCONNELL
Assistant City Manager

City of
REDLANDS

Incorporated 1888
35 Cajon Street, Redlands, CA 92373
909-798-7510
jmcconnell@cityofredlands.org

June 4, 2019

**BUDGET MESSAGE FOR CITY MANAGER'S
FISCAL YEAR 2019-20 ADOPTED BUDGET**

In total, an estimated \$75.4 million is available to fund the General Fund operations for Fiscal Year 2019-20. Original budget requests submitted by departments exceeded this amount by \$9 million dollars. The City Manager's Adopted Budget includes funding for departments in the amount of \$70.1 million and transfers out to other funds in the amount of \$5.2 million.

The Adopted Budget for Fiscal Year 2019-20 presents a General Fund with recurring expenditures balanced on recurring revenues, with a projected ending unreserved fund balance of \$9.8 million and reserves projected at \$12 million. These reserves consist of \$8.3 million for contingency, approximately \$1.9 million in reserves for Downtown Parking improvements, and roughly \$1.8 million for various capital items. As a part of building the budget for Fiscal Year 2019-20, revenue projections are forecasted using an objective approach, consistent with the approach taken in Fiscal Year 2018-19. An "objective" approach estimates revenues as accurately as possible. This is in contrast to a conservative approach that systematically underestimates revenues to reduce the possibility of revenue shortfalls should objective estimates prove overstated. However, the conservative approach may also cause unnecessary fiscal stress as requests for spending are restricted unnecessarily.

Using an objective approach, General Fund revenue estimates are generated from data provided by San Bernardino County's Auditor-Controller and the City's sales and property tax consultant, HDL. Revenue estimates for sales tax reflect a flattening of expected growth rates in major retail industries. Revenue estimates for property tax revenue continue to assume moderate growth, at a rate somewhat consistent with FY 2018-19.

In terms of budgeted expenditures, the main themes in the Fiscal Year 2019-20 Budget reflect the challenges of closing the gap in the General Fund between departmental funding requests and the level of funding resources available, mainly accomplished through reductions to various expenses in each department, including some capital expenditures.

Fiscal Year 2018-19

During the Mid-Year 2018-19 General Fund Budget Review on February 19, 2019, staff presented expenditure levels consistent with prior-year patterns and revenue receipts consistent with budget projections. At that time however, the City had received notice from the Southern California Gas Company that its FY 2018-19 franchise fees paid to the City may be roughly \$700,000 less than anticipated. Southern California Gas Company contributes the largest share of these general fund revenues – initially budgeted at \$1.7 million in revenue. On March 29, 2019, the City received final



confirmation that the Gas Company's franchise fees would total roughly \$868,000. This represents a decrease in anticipated revenues of approximately \$900,000 in the General Fund. As such, adjustments have been made in the departments' twelve-month estimates for FY 2018-19 expenditures and, as well, adjustments to revenues have been made to reflect better than expected receipts from sales tax, investment income, and business licenses.

The adjustments to revenues reflected in the FY 2018-19 12-Month Estimates include an increase of roughly \$355,000 in investment income; \$251,000 in additional sales tax; \$53,000 in additional transient occupancy tax; \$92,000 in escheatment of unclaimed funds deposited to the City, and \$105,000 in projected business license tax. Additionally, grant revenue in the amount of \$600,000 is included in these estimates reflecting the Homeless Emergency Aid Program (HEAP) funding to implement the City's project, 'Addressing the Homeless Crisis in the City of Redlands - No Wrong Door Strategy.' There are also increases in interfund charges to recapture significant building maintenance projects across various funds.

Transfers into the General Fund increased slightly over the Adjusted Budget, in the amount of approximately \$96,000, mainly due to higher than expected transfers from Traffic Safety, Water, Solid Waste and Sewer funds. Gas tax transfers were roughly \$6,000 less than anticipated. Decreases (Use or Cancellation) of Reserves increased by \$100,000 between the Adjusted Budget and the 12-Month Estimate, this was due to the additional use of donation reserves and an anticipated loan repayment from the Public Facilities Development Fund (251).

On the expenditures side, departments are projecting higher spending levels to end Fiscal Year 2018-19. Comparing the Adjusted Budget and the 12-Month Estimate, expenditures are expected to increase by approximately \$3 million, or 4% of the total amount appropriated in the Adjusted Budget. This increase is due mainly to additional appropriations associated with offsetting revenue. Examples of this include the HEAP grant program expenditures in the amount of \$600,000; the addition of two police officers to serve as School Resource officers which is offset by funding received from Redlands Unified School District, and construction of the Redlands Skate Park offset partially with donations and grants. Additional staffing also represents part of this increase as well, including a full time EMS coordinator in the Fire Department to replace a part time coordinator and the addition of a full time library specialist and senior administrative assistant at the A. K. Smiley Library. Lastly, operational requirements contributed to this increase, including higher than anticipated fleet/equipment repairs costs, and increases in retiree health insurance costs, and employee separation payouts.

Transfers out of the General Fund to other funds decreased by roughly \$497,000 due to lower than anticipated transfers to the Paramedics Fund. The City's Paramedics Fund required a smaller transfer than was originally projected, attributed mainly to salary savings from vacancies and lower staffing costs.

HEAP Grant

In an effort to address growing concerns related to homelessness in the City, staff has pursued a variety of means, including the integration of case-by-case social work, promotion of the Redlands Charitable Resource Commission, adoption of the Charter for Compassion in 2017, and the pilot Face to Face



Mobile Outreach Program, which funded a Community Outreach Coordinator. Unfortunately, because homelessness is a multi-faceted, regional issue, these efforts have not been enough to affect sweeping change for the homeless population in the City. In late 2018, the County of San Bernardino received block grant funds from the State of California under the Homeless Emergency Aid Program (HEAP) to provide one-time flexible grants for cities and other entities to address their immediate homelessness challenges; the City of Redlands was awarded \$600,000 of this funding.

In keeping with past experience of working with the Redlands Charitable Resource Coalition and the pilot program instituted in early 2018, this grant will fund programs that provide increased street outreach in partnership with County and nonprofit organizations to quickly connect homeless persons with available resources, behavioral health services, first aid, education, drug or alcohol treatment, and housing services. Additionally, there is a Housing Advocacy and Assistance component that provides immediate bridge housing to individuals facing immediate homelessness crises while they work with other area homeless/housing providers to stabilize their housing situation. This component includes case management services to administer the distribution of emergency motel vouchers and support other wrap-around services. The Redlands Rapid Re-Housing component includes a range of supportive services including housing navigation, case management, mental health counseling, as well as housing related expenses, security deposits, rental assistance, and moving expense assistance. Officially referred to as the 'Addressing the Homeless Crisis in the City of Redlands - No Wrong Door Strategy,' the duration of the program and grant agreement is from May of 2019 to June of 2021.

Enterprise Fleet Leasing

The City currently owns and maintains approximately 485 vehicles and rolling stock equipment. About 175 of these vehicles are light duty and are used by divisions that operate in the General Fund (Police, Fire, Parks, Streets, Trees, etc.). Approximately 54% of the vehicles in the light duty fleet are aging past 10 years of use. Unfortunately, due to constrained resources that often prevent timely replacement, the current condition of the light duty fleet requires investment. The Facilities and Community Department & its Equipment Maintenance division have researched alternate means by which the City could maintain an effective vehicle lifecycle, reduce maintenance costs, take advantage of significant savings on fuel by acquiring more fuel efficient vehicles, and enhance safety features of each vehicle.

Staff's research concluded that a structured and methodical vehicle replacement program could best be achieved through leasing the necessary vehicles instead of purchasing them. This approach also results in less vehicle downtime due to increased reliability, vehicle warranties, and overall newer technology deployed in current models. Once implemented, the City anticipates savings of more than \$300,000 in equipment maintenance costs during the first fiscal year of the program, with more savings to accrue in successive years. Additionally, non-general fund operations will also experience significant savings in such costs as well.



Capital & Public Safety Infrastructure

During Fiscal Year 2018-19, noteworthy capital expenditures in public safety and infrastructure include:

- Construction of the Redlands Skate Park (partially offset with donation and grant revenue)
- Repairing and re-wiring of aging streetlights
- Replacement of a Type 3 Fire Department Brush Truck
- Replacement of a reserve Fire Department Medic Squad
- Replacement of 19 Police Department light duty vehicles through the Enterprise Fleet Leasing Program
- Repaving of the Animal Shelter's asphalt surface

Reducing Bureaucracy through Service First

The twin goals of reducing bureaucracy and improving the City's business processes are examined through the Service First Initiative. In working towards these goals, department staff take an in-depth look at processes or practices that have the potential to cause customer frustration, create process bottlenecks or produce cost inefficiencies. As a result of that review, changes are regularly recommended for streamlining workflow, improving customer satisfaction and finding cost savings or cost avoidance.

Some of the recent accomplishments in this regard include:

- Automation of the City's public records request process, creating a workflow that is more streamlined and enables department input and shortened timelines for providing responsive records.
- Conversion of the part time emergency medical services coordinator into a full time EMS coordinator, allowing for more efficient management, tracking and coordination of these services.
- Delegation of more duties to staff that are ministerial in nature and involving minimal discretion, like applications for disability retirements and small claims settlement authority.
- Improvements to the formal procurement process, allowing for electronic advertisement and submission of formal bids for large projects, which is, in turn, a much more effective means of advertisement and receipt of bids.
- Award of a contract for the replacement of the current software used to manage the City's accounting, financial records, and human resources which is now completely obsolete and unable to keep pace with customer expectation nor with internal needs for data-driven decision making.

Fiscal Year 2019-20

The City Manager's Fiscal Year 2019-20 Adopted Budget is governed by the overarching trends in the local economy as they pertain to the City's main sources of General Fund revenue: sales and



property tax. Collectively, these two revenue streams comprise on average 66% of total revenue received annually in the General Fund. According to the City's property and sales tax consultants, some growth is still anticipated in sales and property tax, however not at the rate observed over the previous three fiscal years. Interesting changes pertaining to sales tax collection were signed into law in April 2019 that expand the state's power to impose a duty to collect sales tax on out-of-state retailers. The new law, AB 147, aims to implement the principals of *Wayfair v. South Dakota*, wherein the US Supreme Court ruled that a state has the authority to tax out-of-state retailers, having no physical presence in that state, upending years of prohibitions against the same, citing "the present realities of the interstate marketplace" and "modern commercial life." This comes at a time when digital commerce in California has grown at a pace four times that of overall economic growth. It is estimated that cities will generally receive a modest boost in sales tax revenue of 1.8% to 3.5% once the new law is fully implemented in the coming years. Property tax revenue for the City is closely tied to the local economy and is forecasted to grow moderately as assessed values in the City grew by 5.7% and as new construction of residential and non-residential real estate is completed.

For Fiscal Year 2019-20, overall revenues are projected to increase by roughly \$1.4 million. This increase is the net amount when looking at General Taxes, General Government Revenue, and Charges for Services. It is important to consider each individual category in order to discern one-time revenue increases from consistent revenue trends. General Tax revenue is expected to grow by roughly \$1.85 million, reflecting the anticipated growth in sales and property taxes referenced above. 'Other' General Government Revenue estimate include a decrease of almost \$612,000. Most of this decrease can be attributed to one-time HEAP grant funding received in FY 2018-19 and the investment income projections which are kept conservative in comparison to current year actual earnings to allow for market adjustments, should they occur. Charges for Service (departmental revenue) is forecasted to increase overall by approximately \$144,000. Some departments project lower revenues due to funding received in the current year that is from one-time revenues (insurance claims, significant donations, other reimbursement, etc.). Other departments forecast increases in revenue due to upcoming one-time grant awards in Development Services, reimbursement for shared services (for the Loma Linda Animal Sheltering Agreement) in the Police Department, and anticipated increases in mutual aid reimbursements in the Fire Department.

As noted earlier, the revenue forecast for the Fiscal Year 2019-20 Adopted Budget takes an objective approach to estimating revenues. The Government Finance Officers Association recognizes the benefits of and endorses objective revenue forecasting methods, as well as endorsing a conservative approach. As such, an objective approach requires careful monitoring of general tax receipts and control over expenses during the fiscal year. While staff will closely track expenditures on a monthly basis, monitoring of revenues received is difficult due to the timing and nature of deposits from other government agencies as well as the cash flow from development projects. Despite these challenges, revenues will be monitored closely and the City's sales and property tax consultants will provide feedback and input into projections as the fiscal year progresses. It is anticipated that if any significant changes to current revenue forecasts are required, such changes will be known during the first quarter (January, February, & March) of 2020.

In total, transfers into the General Fund are projected to increase by roughly \$403,000 in FY 2019-20. Main sources of transfers from other funds to the General Fund include approximately \$1.8 million of



Gas Tax receipts (exclusive of SB1 funding) and transfers from the Water, Wastewater and Solid Waste utilities for their portion of operational expenses borne by the General Fund. Additionally, a one-time transfer from the Citrus Fund (538) is included to denote the use of revenue from a land sale in 2018, as directed by Resolution No. 7917, to fund Fire Station Facilities Retrofits and Traffic Cabinet Replacements. Reserves scheduled for use in the amount of \$260,123 in Fiscal Year 2019-20 include the general fund maintenance reserve for use on reroofing and re-plastering the Redlands Bowl procellis as well as the repair and replacement of shade sales in various parks, and the use of Donation Reserves for capital improvements at the Redlands Senior Center, the purchase of a vehicle for the Recreation Division and signage projects within the Senior Services Division.

In total, an estimated \$75.4 million is available to fund the General Fund operations for Fiscal Year 2019-20 (not including the unassigned fund balance). Original budget requests submitted by departments exceeded this amount by \$9 million dollars. Together as a team, staff were able to work collaboratively within a very narrow timeframe in order to bridge this gap while still proposing budgets that meet service delivery goals in new and innovative ways.

Transfers out of the General Fund of roughly \$5.2 million include transfers to the Paramedic and Liability Funds of \$4 million and \$1.2 million respectively. After these and other, less significant transfers out of the General Fund, resources available to support department operations are just over \$70.2 million.

Encountered every year, there are numerous funding requests within the General Fund that go unmet (by General Fund dollars) on a structural basis. Such requests are comprised of spending needs that would contribute to the enhancement of public infrastructure and public safety:

- Capital replacement of aging Police Dispatcher Consoles (fully integrated mission-critical voice & data communications hardware platform)
- Capital outlay for PD technology enhancements (body-worn cameras, AI software to analyze police camera data)
- Consistent funding source for replacement of heavy-duty safety vehicles and ancillary equipment
- Major protective equipment for public safety (SCBA gear, protective turnout gear, etc.)
- Upgrade and replacement of street lighting infrastructure (LED conversion)
- Sidewalk installation & repair (approximately 7+ miles)

Despite the difficulties encountered during the budget planning process, several noteworthy projects have been included in the Fiscal Year 2019-20 Adopted Budget:

- Purchase and installation of advanced automated license plate reader cameras for deployment near the Citrus Plaza shopping center for use in Police Department operations.
- Enhancements to traffic safety measures, including the deployment of chargeable message signs and mobile radar detection to advise drivers of safe driving behavior.



- Replacement of the City's financial accounting and human resource management software, to leverage newer technology, deliver improvements to customer service experience and streamline financial reporting.
- Planned capital expenses in Water infrastructure continue reflect a commitment to ratepayers that provided for reinvestment into the operations most valuable assets: \$5 million has been budgeted to implement capital improvements to various components in need of replacement and another \$800,000 has been budgeted to enhance the effectiveness of the control system architecture (SCADA) that is used to monitor, optimize and supervise distribution and production.
- Capital Investments in Wastewater include \$500,000 in funding for the replacement of aged sewer pipeline as well as an estimated \$4 million towards major capital improvements to optimize the operations of the City's wastewater treatment plant.

Thanks to their efforts under significant time constraints, the Department Directors, their staff, the Finance Division and City Manager's Office have made reductions to expenditures and additions to estimated revenues, where possible, sufficient to present balanced budgets in Fiscal Years 2018-19 and 2019-20. At June 30, 2020, the City expects to end the year with a surplus of \$605 and an ending unreserved fund balance of \$9.8 million.

Finally, I wish to express my sincere thanks to the City Council Budget Subcommittee and the executive and support staff who, once again, have been instrumental in the development of a balanced budget for Fiscal Year 2019-20, especially staff in the Finance Division & Human Resources Department.



Janice McConnell
Assistant City Manager





Redlands City Values

Redlands City Council, Clerk, and Treasurer, plus all other City employees and volunteers, commit to these values:

WE STRIVE FOR EXCELLENCE AND ARE INNOVATIVE:

We aim to deliver the best service possible and measure quality outcomes and results. We strive to exceed expectations and to bring out the best in each other. We are flexible and adapt to the ever-changing needs of our community. We seek traditional as well as non-traditional solutions and embrace creativity.

WE ARE FISCALLY RESPONSIBLE:

We take seriously financial stability and our stewardship in carefully managing and constantly ensuring the best use of all public funds and other resources.

WE SEEK SUSTAINABILITY:

We pursue sustainability as the key to optimal use of all resources. We measure progress through improvement to the health and well-being of our residents, environment, and local economy.

WE ARE RESPONSIVE:

As public servants we exist to serve Redlands citizens and to exceed expectations. That is and should always be our constant focus. We listen, are empathetic and take appropriate action. We pursue good and timely solutions, and are alert to modifying strategies in response to unintended consequences.

WE ARE FAIR, HONEST, AND ACT WITH INTEGRITY:

We align our values, words and actions. We are honorable, trustworthy and sincere. We consistently go not just beyond the legal minimum to do what is right, but strive for the highest moral and ethical behavior.

WE ARE ACCOUNTABLE AND MAKE SOUND DECISIONS BASED ON CLEAR RATIONALE:

We take responsibility for our decisions and actions. We are accountable to our community and to each other so that future generations will have as many opportunities available to them as we do today. We encourage and practice servant leadership.

WE TREAT EVERYONE WITH RESPECT:

We acknowledge the dignity of every employee, citizen, resident, and visitor in our City. We work actively to eliminate barriers to full participation in community life. We conduct City business with courtesy, civility, and respect.

WE EMBRACE DIVERSITY AND INCLUSIVENESS:

We value the strengths that result from varied experiences, ideas and perspectives. Our collective histories, both employee and citizen, and natural setting create the fabric that makes Redlands a special place to live, work, and play.

WE COMMUNICATE OPENLY, CLEARLY AND FREQUENTLY:

We seek shared understanding with our community and across City organizations. We are engaged and our interactions are meaningful. We engage in participatory governance and transparent processes. We strive to create a culture of collaboration that encourages innovation, sharing of resources, and jointly shared accountability for results.

WE TAKE PLEASURE IN THE WORK WE DO:

While maintaining a professional environment, we recognize the importance of building and maintaining an enjoyable workplace that will attract and retain quality employees. We value a sense of humor and remember not to take ourselves too seriously.



(This page intentionally left blank)

BUDGET AND FINANCE POLICIES

The following policies focus on City of Redlands budget and finance activities. They are intended to serve as a foundation for successful management of the City's financial resources. The City is already in compliance with many of these policies, while others may take more time to implement.

I. GENERAL POLICIES

1. The City organization will implement the City Council's goals, objectives, and policies through a service delivery system financed by the Operating and Capital Budgets.
2. The relationship between the Operating and Capital Budgets will be explicitly recognized and incorporated into the budget process. Based on available resources, the City Council will make available sufficient funds to provide municipal operating services and maintenance or enhancement of fixed assets needed to support public demand for City services.
3. The City will work to improve customer service and the productivity and performance of its programs and employees, and will seek ways to eliminate duplicative functions within the city government and between the City of Redlands and other public agencies in the community. A reporting mechanism based on clear performance measures, return on investment, and highlighting the service efforts and accomplishments of the City's major services will be developed.
4. Whenever feasible, the cost to the government of providing services will be fully recovered by user fees. As mandated by Generally Accepted Accounting Principles (GAAP), Enterprise funds will be used when legal requirements or management policy requires the full cost of providing services to customers outside the organization, including capital, be recovered through fees and charges. Fiscal accountability for Enterprise Funds will be in accordance with the City's Enterprise Fund Policy, Resolution No. 7318. Internal Service Funds are designed to function as cost-reimbursement funds for services provided to other funds or departments of the primary government. Enterprise and Internal Service funds shall be self-supporting.
5. All current operating expenditures will be paid for with current revenues.
6. Adequate reserves will be maintained and all known liabilities will be identified and reported consistent with Generally Accepted Accounting Principles. In addition to maintaining a "Reserve for Contingency" (Committed Fund Balance), the City may establish "reserves" (Assigned Fund Balance) for special purposes, including, but not limited to, unanticipated staff retirements, certain types of overtime, and equipment purchases.
7. Efforts will be coordinated with other governmental agencies to achieve common policy objectives, share the cost of providing governmental services on an equitable basis, and support favorable legislation at the state and federal level.
8. City expenditure and revenue analyses shall include, at minimum, a three year projection.
9. The City will seek out, apply for, and effectively administer federal, state, local, and other grants or assistance that address the City's current priorities and policy objectives.
10. The public shall be afforded appropriate opportunities for comment on all City financial activities consistent with current ordinances and other laws and regulations.

BUDGET AND FINANCE POLICIES (cont.)

II. REVENUE POLICIES

1. The City will build and maintain a diversified and stable revenue system to shelter it from short-run fluctuations in any one source.
2. The City will follow an aggressive policy of collecting all revenues, and will report periodically on progress achieved.
3. The City will establish all user fees and charges at a level related to the full costs (operating, direct, indirect and capital) of providing the service, or provide justification for any level less than this amount. The City will review fees/charges periodically.
4. The City will review market rates and charges levied by other municipalities of similar size for like services when establishing rates, fees and charges.
5. Revenues will be conservatively estimated.

III. EXPENDITURE POLICIES

1. The City shall operate on a balanced budget in accordance with the Fund Balance Policy, Resolution No. 7346.
2. The City shall take immediate corrective actions if at any time during the fiscal year expenditure and revenue re-estimates are such that an operating deficit is projected at year-end. Corrective actions can include a hiring freeze, expenditure reductions, fee increases, or other options. Inappropriate expenditure deferrals into the following fiscal year, short-term inter-fund loans, or use of one-time revenue sources for other than one-time expenditures shall be avoided.
3. The City Manager shall undertake periodic staff and third-party reviews of City programs for both efficiency and effectiveness. Privatization and contracting with other governmental or other agencies will be evaluated as alternatives to service delivery. Programs that are determined to be inefficient and/or ineffective shall be reduced in scope or eliminated.
4. The City shall make every effort to maximize any discounts offered by creditors/vendors.
5. Staff shall use competitive bidding, in accordance with the City's Purchasing Ordinance and state law, to attain the best possible price on goods and services.

IV. FUND BALANCE POLICIES

General Fund:

1. In accordance with the City's Fund Balance Policy, Resolution No. 7346, fund balance will be categorized for annual financial statement reporting purposes as required by Government Accounting Standards Board (GASB) 54 into the following five categories: Nonspendable, Restricted, Committed, Assigned and Unassigned (terminology used in the Budget does not specify the categories used in reporting purposes, but uses the familiar "reserved" and "unreserved" fund balance).
2. As recommended by the Government Finance Officers' Association, the City will establish a General Fund Ending "Unreserved" (Unassigned) Fund Balance of no less than a) 5% - 15% of regular general fund operating revenues, or b) no less than 1 - 2 months of regular general fund operating expenditures.

BUDGET AND FINANCE POLICIES (cont.)

3. The General Fund “Unreserved” (Unassigned) Fund Balance, including the Fund Balance “Reserved for Contingency” (Committed Fund Balance), and other reserves (Assigned Fund Balance) will be approximately twenty-five (25%) of general fund operating expenditures. “Reserves” (Committed and Assigned Fund Balance) for the General Fund will be funded at the minimum percentages established by the Fund Balance Policy. Additional funding of “reserves” may be made by the City Council in accordance with the Policy.
4. “Reserves” for encumbrances will be established at the end of every fiscal year to designate fund balance in the amount equal to the City’s unpaid obligations and unfinished projects at year-end.
5. Funding levels of General Fund “reserves” will be reviewed during periods of economic stagnation to avoid reductions in operating service levels.
6. Appropriations or use of funds from any “reserves” will require City Council action in accordance with the Fund Balance Policy.

V. CAPITAL IMPROVEMENT PLAN (CIP) POLICIES

1. The City will develop a multi-year plan for capital improvements, update it annually and make capital improvements in accordance with the plan. If mid-year revisions to the plan are necessary, these will be brought to the City Council for review and approval.
2. The City will maintain its physical assets at a level adequate to protect the City's capital investment and to minimize future maintenance and replacement costs. The budget will provide for adequate maintenance and orderly replacement of capital assets from current revenues where possible.
3. Capital projects will conform to the following criteria:
 - A. will be part of an approved City plan;
 - B. will be part of an adopted maintenance/replacement schedule;
 - C. will minimize operating costs; and
 - D. will be selected according to the established Capital Improvement Plan.
4. The capital budget process will work in conjunction with the regular operating budget process. CIP projects will be flagged as funded or unfunded depending on whether or not the forecasted operating budget can support or fund the project. All funded CIP projects will be included in the operating budget for the current budget year.

VI. ANNUAL AUDIT

1. The City will require an annual audit by a qualified independent accountant of the books of account, financial records, inventories and reports of all City officers and employees involved in the handling of financial matters.
2. Selection of an independent auditing firm will be made by the City Council following a competitive proposal process. It is the policy of the City that the most qualified firm is selected and therefore the lowest cost approach is not the defining method of selecting an auditing firm. Among equally qualified firms, cost may be considered a determining factor in selection and award of contract.
3. The City shall issue a Request for Proposal for audit services at least every five years, and at that time, will consider rotation of audit firms, or at minimum, rotation of audit partners from the same firm.

SUMMARY OF THE BUDGET PROCESS

BUDGET ADOPTION

The City of Redlands prepares and adopts a revised current fiscal year estimate and a new fiscal year projection in June of each year. The revised 12-month estimate for the current fiscal year becomes the final budget estimate as the year closes and the projection for the new fiscal year becomes the initial budget estimate of activity. This initial estimate is typically reviewed closely at mid-year in order to determine significant changes which are then presented to the City Council. However, due to the uncertainty in the economy over the last couple of years, close monitoring and review of the budget, with updates to the City Council, has become an on-going process.

BUDGET FORMAT

The budget document is organized by the major departments of the City of Redlands. Each section is further subdivided into organizational units referred to as divisions, programs or funds. Each unit represents a service or activity and emphasizes program planning, evaluation, resource allocation and financial management. At the beginning of each major unit presented, a narrative is provided. It includes a description of the unit, sustainability efforts, goals and objectives, listing of prior year accomplishments and significant program changes, if applicable.

BASIS OF ACCOUNTING

The underlying accounting system of the City is organized and operated on the basis of separate funds, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures or expenses, as appropriate. Governmental resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

Governmental Funds

Governmental funds are presented using the *modified-accrual basis of accounting*. Their revenues are recognized when they become *measurable* and *available* as net current assets. *Measurable* means that the amounts can be estimated, or otherwise determined. *Available* means that the amounts are collected during the reporting period or soon enough thereafter to be available to finance the expenditures accrued for the reporting period. The City uses an availability period of 60 days.

Sales taxes, property taxes, franchise taxes, gas taxes, motor vehicle in lieu, transient occupancy taxes, grants and interest associated with the current fiscal period are all considered to be susceptible to accrual and so are recognized as revenues in the fiscal period to the extent they are normally collected within the availability period. Other revenue items are considered to be measurable and available when cash is received by the government.

Governmental funds are presented using the *current financial resources measurement focus*. This means that only current assets and current liabilities are generally included on their balance sheets. The reported fund balance (net current assets) is considered to be a measure of “available spendable resources.” Governmental fund operating statements present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets. Accordingly, they are said to present a summary of sources and uses of “available spendable resources” during a period.

Non-current portions of long-term receivables due to governmental funds are reported on their balance sheets in spite of their spending measurement focus. Special reporting treatments are used to indicate, however, that they should not be considered “available spendable resources,” since they do not represent net current assets. Recognition of governmental fund type revenue represented by non-

SUMMARY OF THE BUDGET PROCESS (cont.)

current receivables is deferred until they become current receivables. Non-current portions of other long-term receivables are offset by fund balance reserve accounts.

Because of their spending measurement focus, expenditure recognition for governmental fund types excludes amounts represented by non-current liabilities. Since they do not affect net current assets, such long-term amounts are not recognized as governmental fund type expenditures or fund liabilities.

Amounts expended to acquire capital assets are recorded as *expenditures* in the year that resources were expended, rather than as fund assets. The proceeds of long-term debt are recorded as *other financing sources* rather than as a fund liability. Amounts paid to reduce long-term indebtedness are reported as fund expenditures.

Proprietary and Fiduciary Funds

The City's enterprise and internal service funds are proprietary funds. Proprietary and fiduciary funds are presented using the *accrual basis of accounting*. Revenues are recognized when they are earned and expenses are recognized when the related goods or services are delivered. Proprietary funds are presented using the *economic resources measurement focus*. This means that all assets and all liabilities (whether current or non-current) associated with their activity are included on their balance sheets. Proprietary fund type operating statements present increases (revenues) and decreases (expenses) in total net assets.

Proprietary fund operating revenues, such as charges for services, result from exchange transactions associated with principal activity of the fund. Exchange transactions are those in which each party receives and gives up essentially equal values. Non-operating revenues, such as subsidies, taxes, and investment earnings result from non-exchange transactions or ancillary activities. Amounts paid to acquire capital assets are capitalized as assets in the proprietary fund financial statements, rather than reported as expenditures. Proceeds of long-term debt are recorded as a liability in the proprietary fund financial statements, rather than as other financing source. Amounts paid to reduce long-term indebtedness of the proprietary funds are reported as a reduction of the related liability, rather than as expenditure.

Agency funds are custodial in nature (assets equal liabilities) and do not involve the recording of City revenues and expenses

BUDGET AMMENDMENTS

During the fiscal year, the City Council may, at their discretion, authorize amendments to the budgeted revenues and expenditures and the amendments are input into the automated budget system. In addition, the City Manager is authorized to transfer budgeted amounts between departments within any fund. However, revisions that alter the total expenditures of any fund must be approved by the City Council.

In addition to the above amendments, staff presents mid-year and year-end reviews of the budget to the City Council in February and June. This provides the opportunity for adjustments, if needed, to budgeted revenues and expenditures based on actual results during the first and second half of the fiscal year.

SUMMARY OF THE BUDGET PROCESS (cont.)

BUDGET CALENDAR

The budget process commences in January with the preparation for distribution of various budget materials and instructions by the Finance Department. Requested budgets are then submitted by the Departments to the Finance Department in March or April.

In April, the City Manager, Department heads, and other key staff attend a workshop to review their budget submissions including both revenue assumptions and expenditures requests. Upon completion of these workshops, the proposed budget is prepared, presented to the budget subcommittee for review and recommendations, then distributed to the City Council and made available to the public.

Subsequent to distribution of the proposed budget, it is discussed with the City Council at one or more public meetings.

Below is the calendar used for the current Adopted Budget:

Finance meeting with departments and distribution of budget documents	March 4 - March 7
Complete department budget packets due to Finance	Monday, April 1
Finance review of department submissions	April 2 - April 18
Departments to meet with City Manager	April 22-23
Proposed budget distribution to City Council (no presentation, distribution only)	May 8
Budget Subcommittee Meeting	May 15
Regular City Council Meeting Budget Presentation & Discussion	May 21
Special City Council Meeting Budget Presentation & Discussion	May 29
Regular City Council Meeting Budget Discussion / Adoption	June 4

FUND DESCRIPTIONS

The resources of the City of Redlands are allocated to and accounted for in various funds based upon the purposes for which the funds are to be spent and the means by which spending activities are controlled. Below are brief descriptions of the various funds used.

GOVERNMENTAL FUNDS are used to account for the financing of most of the City's governmental functions. The City uses four types of governmental funds: General Fund, Special Revenue Funds, Debt Service Funds and Capital Project Funds.

- General Fund (101) – The operating fund of the City used to account for all activities, except those required to be accounted for in another fund.

SPECIAL REVENUE FUNDS are used to account for the proceeds of specific revenue sources that are restricted to expenditures of specified purposes.

- Emergency Service Fund (205) – To account for the collection of a special property tax to be spent on paramedic services.
- Household Hazardous Waste Fund (206) – To account for revenue collected and expenditures made to properly dispose of household hazardous waste.
- Gas Tax Fund (207) – To account for the receipt and subsequent expenditure of the City's share of the State levied tax on gasoline and other vehicle fuels.
- Local Transportation Fund (209) – To account for the receipt and expenditure of street improvement and road construction funds from various sources including projects financed by State grant activity.
- Measure I Fund (2010) (210) – To account for “new” revenues resulting from a voter-approved renewal of a half-cent retail transaction and use tax, to be used for transportation improvements and traffic management programs.
- Pavement Accelerated Repair Implementation Strategy (PARIS) (211) – To account for the expenditures of the Pavement Accelerated Repair Implementation Strategy (PARIS) program.
- Air Quality Improvement Fund (221) – To account for the collection and subsequent expenditure of AB2766 (District Fees to Implement the California Clean Air Act) monies to be used for pollution reduction.
- Traffic Safety Fund (223) – To account for the receipt of traffic fines for moving violations within the City limits.
- Open Space Fund (227) – To account for receipt and subsequent expenditure of developer fees collected to acquire open space land in and around the City.
- Downtown Redlands Business Area Fund (236) – To account for various activities and special events with the intent of attracting business to the downtown area.
- Parking Authority Fund (237) – To account for receipt and subsequent expenditure of fees collected as a result of a city-wide authority formed to control parking.
- Public Art Fund (238) – To account for donations and subsequent expenditure on public art installations.
- General Capital Improvement Fund (240) – To account for the receipt and expenditure of grant revenue received by the City, other than Community Development Block Grant revenues.

FUND DESCRIPTIONS (cont.)

- Transportation Development Act (241) – To account for the receipt and expenditure of Transportation Development Act revenue received by the City.
- Community Development Block Grant Fund (243) – To account for expenditures and related reimbursements of various grants from the U.S. Department of Housing and Urban Development.
- Asset Forfeiture Fund (246) – To account for receipt and subsequent expenditure of various asset seizure monies.
- Police Grants Fund (247) – To account for receipt and expenditure of grant monies received from various agencies for public safety programs.
- Supplemental Law Enforcement Fund (249) – To account for receipt and subsequent expenditure of AB1913 monies, which, pursuant to the Citizens’ Option for Public Safety (COPS) Program, must be spent for supplemental law enforcement services.
- Park & Open Space Development Fund (250) – To account for the collection and subsequent expenditure of developer fees levied for the purpose of acquiring and developing land for parks and open space.
- Public Facilities Development Fund (251) – To account for the collection and related expenditure of development impact fees designated for constructing new and upgrading existing public facilities.
- Arterial Street Construction Fund (252) – To account for the collection and related expenditure of development impact fees designated for arterial street construction projects.
- Traffic Signals Fund (253) – To account for the collection and related expenditure of development impact fees designated for traffic signal construction projects.
- Freeway Interchanges Fund (254) – To account for the collection and related expenditure of development impact fees designated for freeway interchange construction projects.
- Street Lighting District #1 Fund (260) – To account for the maintenance, operation, and service of street lighting facilities financed by assessments collected from landowners within the district.
- CFD 2004-1 Assessments Fund (261) – To account for the maintenance of landscaping in public right-of-way and easements surrounding tracts within the district.
- Landscape Maintenance District Fund (263) – To account for assessments collected from landowners to maintain landscaping in parkways and common areas within the district.
- Obligation Payment Administration Fund (288) – To account for monies received from the County to pay the recognized obligations of the Successor Agency to the former Redevelopment Agency.

DEBT SERVICE FUNDS are used to account for the accumulation of resources and the payment of principal, interest and related costs of general long term debt.

- General Debt Service Fund (305) – To account for the receipt of property taxes to be used for the retirement of the 1988 General Obligation Measure “O” Open Space Bonds, the 1994 Refunding General Obligation Bonds, the 2003 General Obligation Refunding Bonds This fund also records the payment activity of the 2007 Pension Obligation Bonds.
- Successor Redevelopment Debt Service Fund (380) – To account for the retirement of the 1998 Tax Allocation Refunding Bonds, the 2003A Series Tax Allocation Bonds, and the 2007A Series Tax Allocation Bonds.

FUND DESCRIPTIONS (cont.)

CAPITAL PROJECTS FUNDS are used to account for resources used for the acquisition or construction of major capital facilities.

- Storm Drain Construction Fund (405) – To account for receipt and subsequent expenditure of developer fees assessed to provide additional storm drains, as required.
- Safety/City Hall Replacement Fund (406) – To track the accumulation and use of resources for constructing, acquiring, and rehabilitating capital assets related to a new Safety/City Hall.
- Successor Redevelopment Funds (480-488) – To account for Successor Agency activities as it completes the affairs and obligations of the dissolved redevelopment agency.

PROPRIETARY FUNDS are used to account for a government's business-type activities. These funds recover the cost of providing services through fees and charges on those who use their services. There are two types of proprietary funds: Enterprise Funds and Internal Service Funds.

ENTERPRISE FUNDS are used to account for services provided primarily to external customers and legal requirements or management policy require these services, including capital, be fully recovered through fees and charges.

- Water Funds (501-509) – To account for water utility operations, projects, debt service costs, and impact fees of the City.
- Solid Waste Funds (511-519) – To account for refuse disposal collection operations, projects, debt service costs, and impact fees of the City.
- Wastewater Funds (521-529) – To account for wastewater utility operations, projects, debt service costs, and impact fees of the City.
- Groves Fund (538) – To account for the farming operations of citrus groves owned by the City.
- Non Potable Water Funds (541-549) – To account for non potable water utility operations, projects, debt service costs, and impact fees of the City.
- Cemetery Funds (562-563) – To account for the operations of Hillside Memorial Park Cemetery.
- Airport Fund (564) – To account for the operations of the Redlands Municipal Airport.

INTERNAL SERVICE FUNDS are used to account for services provided to other funds, departments, or agencies of the government. Costs are allocated to the benefitting funds in the form of fees and charges in order to recover the full cost of providing the services.

- Liability Self-Insurance Fund (602) – To account for the City's self-insured general and automobile liability programs, which are provided to all City departments and funds.
- Information Technology Fund (604) – To account for the general maintenance and service of all City computers and phone equipment provided to all City departments.
- Worker's Compensation Fund (606) – To account for the City's self-insured Workers' Compensation and General Safety Programs, which are provided to all City departments and funds.
- Equipment Maintenance Fund (607) – To provide ongoing maintenance of all City vehicles and major equipment and to account for vehicle rental services to all City departments.

FUND DESCRIPTIONS (cont.)

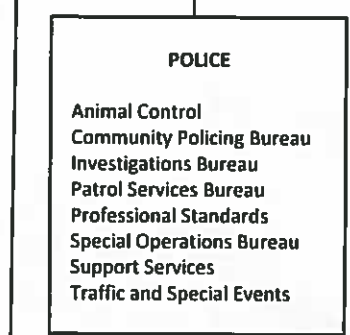
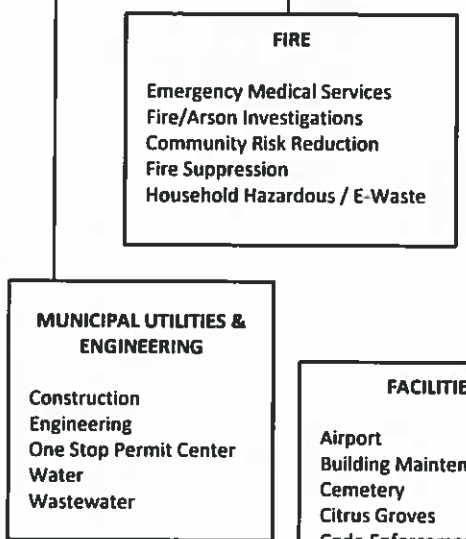
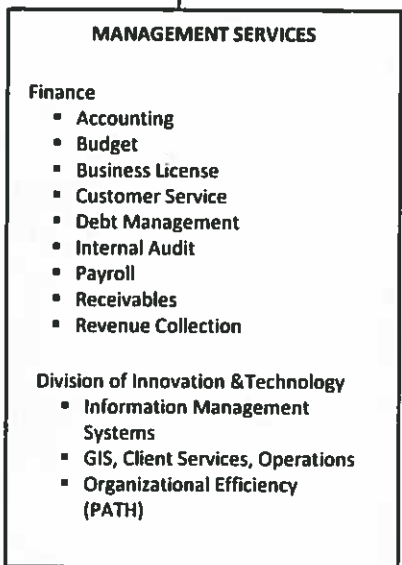
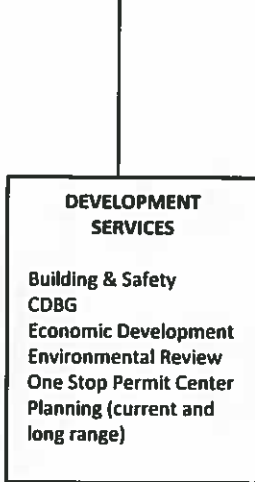
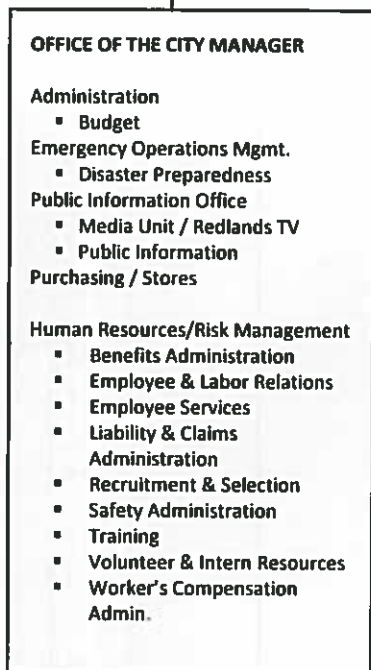
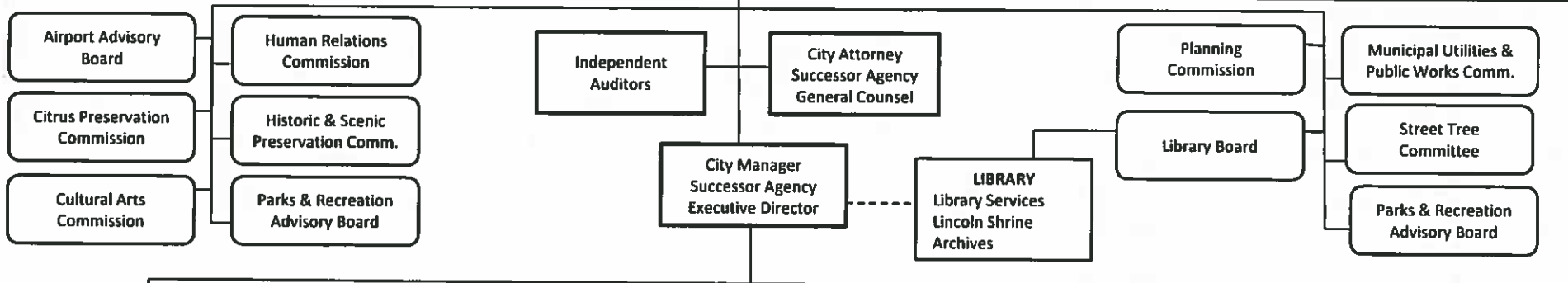
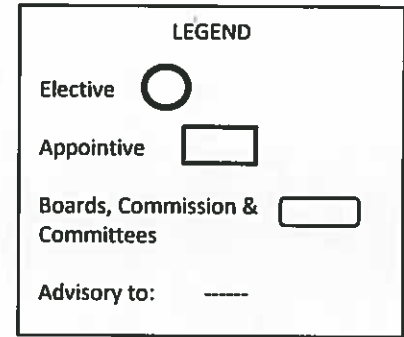
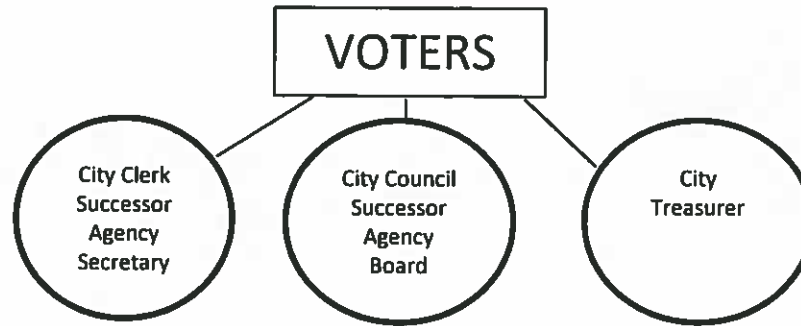
- Utility Billing Fund (608) – To account for billing services costs provided for water, sewer, and solid waste.

FIDUCIARY FUNDS account for assets held in a trustee or agency capacity for outside parties, including individuals, private organizations and other government.

- Trust & Agency Funds (701-720) – To account for the collection and disposition of deposits retained for specific purposes or subsequent refunding.

City of Redlands, CA
 Organizational Chart
 Approved By:

 Janice McConnell
 Assistant City Manager
 Effective July, 2019





INTRODUCTION TO FINANCIAL PLANS AND SUMMARIES

- Schedule 1 General Fund Budget Summary highlights the components of the General Fund budget including beginning and ending fund balance and illustrates that the budget or funding plan is more than just revenues and expenditures. Reserve requirements, transfers to and from other funds and the beginning fund balance must also be considered.
- Schedule 2 Three Year Budget Estimate – General Fund presents the General Fund’s year-end audited position for fiscal year 2017-18 with estimates for the current year and two subsequent years (2018-19 through 2021-22).
- Schedule 3 Loans Outstanding identifies the outstanding balance of loans made between funds (Advances Receivable).
- Schedule 4 Schedule of Adopted Reserves lists all reserves of fund balance and retained earnings with the exception of encumbrances. Increases or decreases to reserves require City Council approval.
- Schedule 5 Financial Sources and Requirements by Fund presents the individual funding plan or budget summary for each fund.
- Schedule 6 Summary of Financial Sources and Requirements presents a summary of funding plans for all funds including totals for all City funds’ revenues and appropriations.

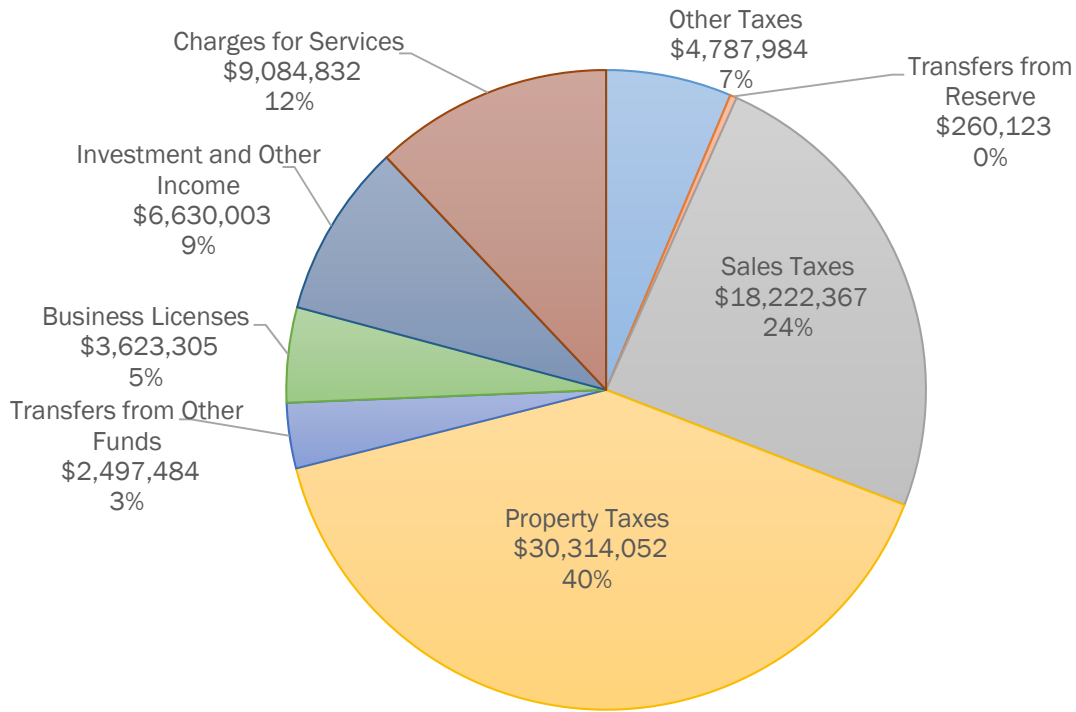
General Fund Budget Summary

	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 CITY MANAGER RECOMMENDED
AVAILABLE FINANCIAL SOURCES:				
BEGINNING FUND BALANCE-UNRESERVED	\$ 10,224,594	\$ 10,558,306	\$ 10,558,306	\$ 9,804,053
Revenues				
Taxes:				
Property	28,364,288	28,924,022	28,849,022	30,314,052
Sales	17,177,492	17,998,488	18,249,504	18,222,367
Franchise	3,224,053	3,180,000	2,211,900	2,610,000
Other-(TOT, Property Transfer, Mining)	2,242,064	2,184,235	2,155,000	2,177,984
Total Taxes	51,007,896	52,286,745	51,465,426	53,324,403
General Government:				
Business Licenses	3,865,973	3,495,000	3,600,000	3,623,305
Motor Vehicle Fees	36,769	37,500	34,267	35,000
Interfund Charges	3,347,685	3,487,400	3,965,142	4,188,749
Investment Income	51,884	225,000	579,676	285,000
Other	3,107,144	2,045,635	2,686,901	2,121,254
Total General Government	10,409,454	9,290,535	10,865,986	10,253,308
Charges For Services:				
Development Services	2,552,794	3,352,947	3,039,090	3,379,346
Library	183,408	141,940	137,224	137,140
Police and Animal Control	678,355	769,509	1,023,922	969,127
Community Services	350,800	729,652	633,297	407,788
Fire	2,657,510	1,341,574	1,679,092	1,876,384
Facilities	1,702,033	1,368,796	1,699,339	1,632,547
Engineering	882,471	597,100	728,823	682,500
Total Charges For Services	9,007,372	8,301,519	8,940,787	9,084,832
Total Revenues	70,424,722	69,878,799	71,272,199	72,662,543
Interfund Transfers from Other Funds:				
Gas Tax (207)	1,394,118	1,437,483	1,431,790	1,779,360
Traffic Safety (223)	235,791	210,500	233,115	200,000
CFD 2004-1 Fund (261)	181,933	-	-	-
Water (501)	241,653	250,000	289,383	299,282
Solid Waste (511)	50,104	48,000	75,497	82,497
Sewer (521)	21,473	20,500	32,285	36,785
Citrus (538)	-	-	-	99,560
Payroll Clearing Fund (720)	-	31,800	31,800	-
Total Interfund Transfers From Other Funds	2,125,072	1,998,283	2,093,870	2,497,484
Other Financing Sources				
Reclassification of PEG Deposits to Revenue	327,464	-	-	-
Recon. of deposits & donation activity	978,450	-	-	-
Total Other Financing Sources	1,305,914	-	-	-
Decreases to Reserves and Other Sources:				
Encumbrances	1,365,514	2,732,083	2,732,083	-
Donations	-	-	14,000	100,123
Prepays	151,551	178,875	178,875	-
Fire Equipment	60,000	-	-	-
Parking Improvements	-	-	-	-
General Fund Vehicles	296,924	50,000	50,000	-
Maintenance	-	30,000	30,000	160,000
Capital	-	397,355	397,395	-
Safety Vehicle Replacement	102,034	-	-	-
Advances Receivable	-	-	86,425	-
Total Cancellations or Decreases to Reserves	1,976,023	3,388,313	3,488,778	260,123
TOTAL AVAILABLE FINANCIAL SOURCES	\$ 86,056,325	\$ 85,823,701	\$ 87,413,153	\$ 85,224,203

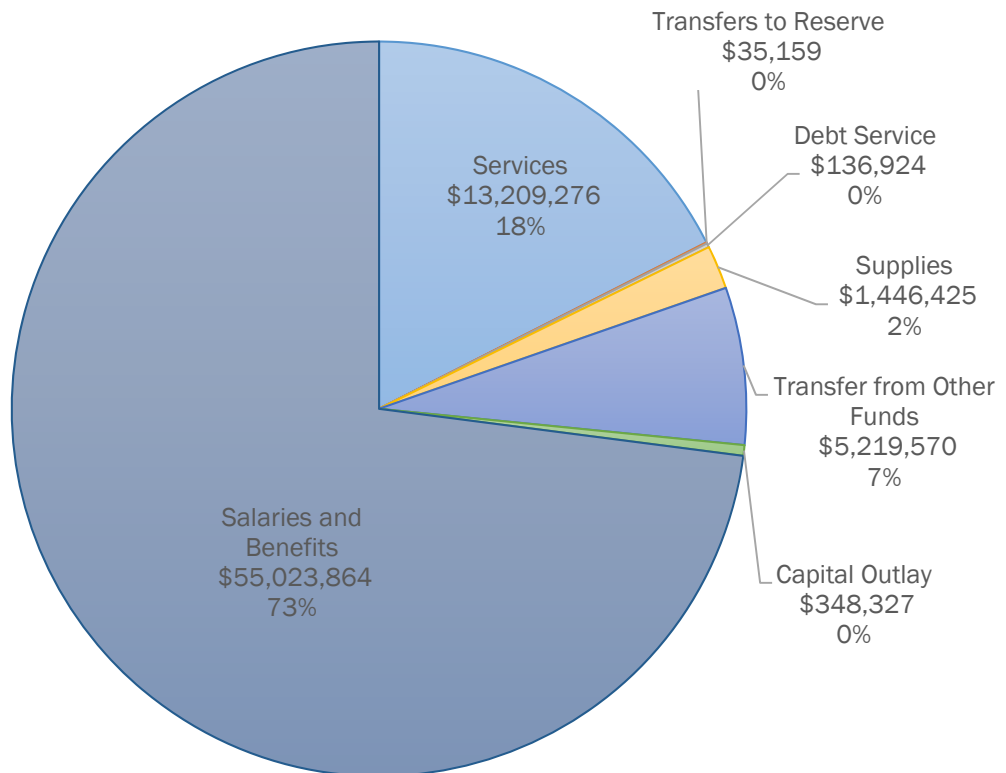
General Fund Budget Summary (cont.)

	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 CITY MANAGER RECOMMENDED
FINANCIAL REQUIREMENTS:				
Appropriations/Expenditures				
City Council	\$ 431,092	\$ 365,275	\$ 361,059	\$ 382,034
City Manager (incl. HR)	5,053,058	6,005,420	6,637,991	5,716,918
City Clerk	232,070	293,684	264,506	310,081
City Attorney	627,077	585,869	783,138	681,891
Management Services	1,878,925	2,200,390	2,519,942	2,182,469
Development Services	2,774,980	3,848,272	3,968,018	3,100,503
Facilities	7,807,129	7,793,486	8,377,183	7,601,328
Community Services	1,021,373	1,590,322	1,348,412	1,266,499
Engineering	738,744	1,901,492	1,889,828	1,358,549
Library	1,989,717	2,219,532	2,170,551	2,649,178
Police	25,964,697	28,340,014	28,713,714	30,550,549
Fire	14,747,972	14,545,742	15,566,288	14,364,817
Total Appropriations	63,266,834	69,689,499	72,600,630	70,164,816
Interfund Transfers to Other Funds:				
Paramedic Fund (205)	3,852,801	4,415,914	3,856,161	4,022,924
Designated Receipts (225)	5,000	-	-	-
Public Art Fund (238)	-	16,329	16,329	-
Police Department Grants (247)	53	-	-	-
Street Lighting District #1 (260)	-	4,000	4,292	3,700
Landscape Maintenance District (263)	29,393	26,000	32,578	34,946
Disaster Recovery (270)	-	59,110	59,110	-
Redlands Public Improvement Corp. (311)	304,996	-	-	-
Liability Self-Insurance (602)	1,845,000	984,000	1,040,000	1,158,000
Simonds Endowment (705)	35,604	-	-	-
Total Interfund Transfers To Other Funds	6,072,847	5,505,353	5,008,470	5,219,570
New or Increases to Reserves				
Encumbrances	2,732,083	-	-	-
Prepays	192,259	-	-	-
Animal Shelter Agreement - capital imprvmts	-	-	-	35,159
General Fund Contingencies	163,344	-	-	-
Fire Equipment	50,000	-	-	-
Parking Improvements	1,944,001	-	-	-
Maintenance	163,344	-	-	-
Capital	163,344	-	-	-
Unfunded Mandates	163,344	-	-	-
Create New Reserve for PEG	410,675	-	-	-
Advances Receivable	175,944	-	-	-
Total New or Increases to Reserves	6,158,338	-	-	35,159
TOTAL FINANCIAL REQUIREMENTS	\$ 75,498,019	\$ 75,194,852	\$ 77,609,100	\$ 75,419,545
AUTHORIZED USE - UNRESERVED FUND BALANCE	-	-	758,181	-
SOURCES OVER/(UNDER) REQUIREMENTS	333,712	70,543	3,928	605
ENDING FUND BALANCE-UNRESERVED	\$ 10,558,306	\$ 10,628,849	\$ 9,804,053	\$ 9,804,659

WHERE DOES THE MONEY COME FROM?
General Fund - Revenues and Other Financing Sources



HOW DOES THE MONEY GET SPENT?
General Fund - Expenditures and Other Financing Uses



**THREE YEAR BUDGET ESTIMATE
GENERAL FUND
2017-18 THROUGH 2020-21**

<u>FINANCIAL SOURCES:</u>	<u>AUDITED 2017-2018</u>	<u>ESTIMATED 2018-2019</u>	<u>ESTIMATED 2019-2020</u>	<u>ESTIMATED 2020-2021</u>
BEGINNING FUND BALANCE - UNRESERVED/UNASSIGNED ⁽¹⁾	\$ 10,224,594	\$ 10,558,306	\$ 9,804,053	\$ 9,804,659
Revenues	\$ 70,424,722	\$ 71,272,199	\$ 72,662,543	\$ 74,242,243
Interfund Transfers In	2,125,072	2,093,870	2,497,484	2,134,378
Decrease in Other Reserves and Other Financing Sources ⁽²⁾	3,281,937	3,488,778	260,123	86,425
TOTAL CURRENT SOURCES	\$ 75,831,731	\$ 76,854,847	\$ 75,420,150	\$ 76,463,045
 <u>FINANCIAL REQUIREMENTS:</u>				
Expenditures ⁽³⁾	\$ 63,266,834	\$ 72,600,630	\$ 70,164,816	\$ 72,885,693
Interfund Transfers Out	6,072,847	5,008,470	5,219,570	5,293,265
Increase in Other Reserves and Set-asides ⁽³⁾	6,158,338	-	35,159	-
TOTAL CURRENT REQUIREMENTS	\$ 75,498,019	\$ 77,609,100	\$ 75,419,545	\$ 78,178,958
Authorized Use of Unassigned Fund Balance ⁽⁴⁾	\$ -	\$ 758,181	\$ -	\$ -
CURRENT SOURCES OVER(UNDER) REQUIREMENTS	\$ 333,712	\$ 3,928	\$ 605	\$ (1,715,913)
ENDING FUND BALANCE - UNRESERVED⁽¹⁾	\$ 10,558,306	\$ 9,804,053	\$ 9,804,659	\$ 8,088,746

Notes:

(1) Does not include Stabilization/Reserve and Set-aside balances.

(2) Reserves are detailed in the 2019-20 Adopted Budget Summary (Schedule 4). Other Financing Sources are listed in the General Fund Budget Summary (Pages 1 & 2 of the Adopted Budget).

(3) Expenditures are estimated by departments as fully spent, which includes anticipated carryovers and encumbrances.

(4) Reflects Council authorization to appropriate one-time expenditures using the General Fund's unassigned fund balance as the source of off-setting revenue.

SCHEDULE 3

Loans Outstanding

	Estimated Balance 6/30/2019	Estimated New Loans 2019-2020	Estimated Repayments 2019-2020	Projected Balance 6/30/2020
General Fund (101) Loan Outstanding to: Public Facilities (251)	\$ 8,455,962	-	-	\$ 8,455,962
Open Space (227) Loan Outstanding to: Public Facilities (251)	\$ 116,032	-	116,032 *	\$ -
Park & Open Space Facilities (250) Loan Outstanding to: Public Facilities (251)	\$ 116,032	-	116,032 *	\$ -
Storm Drain (405) Loan Outstanding to: Public Facilities (251)	\$ 97,538	-	-	\$ 97,538
Water (501) Loan Outstanding to: Public Facilities (251)	\$ 146,308	-	-	\$ 146,308
Cemetery (562)	1,133,919	-	45,200	1,088,719
Total	<u>\$ 1,280,227</u>	<u>-</u>	<u>45,200</u>	<u>\$ 1,235,027</u>
Solid Waste (511) Loan Outstanding to: Aviation (564)	\$ 934,007	-	48,000	\$ 886,007
Cemetery Endowment (702) Loan Outstanding to: Cemetery (562)	\$ 758,695	**	-	\$ -

* Due to timing of revenues in Fund (251), cash used to repay these two loans was collected during FY 2018-19.

** The accounting of this loan has been evaluated by the City's external auditors and will be presented to City Council for future action.

Schedule of Adopted Reserves

Governmental Funds	Reserve	Projected Unaudited Balance 6/30/2019	Proposed Increase (Decrease) 2019-2020	Projected Total Reserve 6/30/2020
General Fund (101)	Advances Receivable	\$ 8,455,962	\$ -	\$ 8,455,962
	Contingency	8,285,676	-	8,285,676
	Set-asides:			
	Reserve for Parking Imprv.	1,944,001	-	1,944,001
	Maint: Park Facilities	100,000	(40,000)	60,000
	Maint: Buildings & Imprvs.	739,828	(120,000)	619,828
	Unfunded Mandates	519,828	-	519,828
	Capital: HVAC, IT Equip.	200,000	-	200,000
	Capital: over \$50,000	272,473	-	272,473
	General Fund Vehicles	62,506	-	62,506
	Fire Equipment	50,000	-	50,000
Total	\$ 20,630,274	\$ (160,000)	\$ 20,470,274	
Open Space (227)	Advances Receivable	\$ 116,031	\$ (116,031)	\$ -
Park & Open Space (250)	Advances Receivable	\$ 116,031	\$ (116,031)	\$ -
Storm Drain (405)	Advances Receivable	\$ 97,538	\$ -	\$ 97,538
<u>Enterprise Funds</u>				
Water (501)	Operating	\$ 3,012,655	\$ -	\$ 3,012,655
	Maintenance	3,012,655	-	3,012,655
	Rate Stabilization	200,000	-	200,000
	Capital	6,322,511	-	6,322,511
	Treatment Plant Capital	5,000,000	-	5,000,000
	Total	\$ 17,547,821	\$ -	\$ 17,547,821
Solid Waste (511)	Operating	\$ 171,601	\$ -	\$ 171,601
	Capital	-	-	-
	Equipment Replacement	-	-	-
	Landfill Closure	6,604,924	106,121	6,711,045
	Total	\$ 6,776,525	\$ 106,121	\$ 6,882,646
Wastewater (521)	Operating	\$ 2,775,727	\$ -	\$ 2,775,727
	Capital	2,170,423	-	2,170,423
	Alabama Ponds	1,000,000	-	1,000,000
	Equipment Replacement	548,825	-	548,825
	Treatment Plant Capital	6,995,517	(3,000,000)	3,995,517
	Total	\$ 13,490,492	\$ (3,000,000)	\$ 10,490,492
<u>Internal Service Funds</u>				
Liability Insurance (602)	Self-Insured Retention	\$ 500,000	\$ -	\$ 500,000
Workers Comp (606)	Self-Insured Retention	\$ 1,000,000	\$ -	\$ 1,000,000

Financial Sources and Requirements by Fund

Water Fund Group

	Water Service (501)	Water Projects (503)	Water Debt Service (506)	Source Acquisition (508)	Water Capital Improvement (509)	Total Water Enterprise
Financial Sources:						
Unrestricted Cash Balance, 6/30/19	\$ 14,851,432	\$ (0)	0	739,350	0	\$ 15,590,782
Revenues	29,517,737		1,500	174,000	841,500	30,534,737
Interfund Transfers From:						
Water Service (501)		11,710,000	994,012			12,704,012
Water Source Acquisition (508)						0
Water Capital Improvement (509)	800,087		41,413			841,500
Loan Payment from Cemetery (562)	52,400					52,400
Total Financial Sources	45,221,656	11,710,000	1,036,925	913,350	841,500	59,723,431
Financial Requirements:						
Appropriations	21,528,923	11,710,000	1,036,926	0	0	34,275,849
Interfund Transfers To:						
General Fund (101)	590,282					590,282
PARIS (211)	102,412					102,412
Water Service (501)					800,087	800,087
Water Projects (503)	11,710,000					11,710,000
Water Debt Service (506)	994,012				41,413	1,035,425
Total Financial Requirements	34,925,629	11,710,000	1,036,926	0	841,500	48,514,055
 Unrestricted Cash Balance, 6/30/20	 \$ 10,296,027	 \$ 0	 \$ 0	 \$ 913,350	 \$ 0	 \$ 11,209,376

2019-20 Funding Plan Highlights:

In addition to the annual appropriations, the Water Fund's (501) major uses of funds are for (1) capital projects, (2) debt service, and (3) contributions to reserves. The substantial use of funds for capital projects in the Water Project Fund (503) reflects meeting capital requirements identified in the Water Capital Improvement Program as well as facility improvements. The Debt Service Fund (506) reflects the full principal and interest payments due under the ADLP loan for the Texas Street Treatment Facility and payment on the SRF loan for the Hinkley Water Treatment Plant upgrades.

The Cemetery Fund (562) will make payment to repay advances due the Water Fund (501) per the City's interfund loan policy.

Water Source Acquisition (508) revenues represent impact fees collected to finance acquisition of approved water stock and water rights to assist the City in maintaining an adequate supply of water to meet service demands of new development.

Water Capital Improvement (509) revenues represent impact fees collected to fund specific water infrastructure improvements and/or projects impacted by residential and non-residential development.

Financial Sources and Requirements by Fund

Wastewater Fund Group

	Wastewater Service (521)	Wastewater Projects (523)	Debt Service (526)	Capital Improvements (529)	Total Wastewater Enterprise
Financial Sources:					
Unrestricted Cash Balance, 6/30/19	\$ 3,543,902	\$ 0	\$ 0	\$ 4,695,548	\$ 8,239,449
Revenues	9,687,650		500	971,000	10,659,150
Interfund Transfers From:					
Wastewater Service (521)		4,515,000	364,539		4,879,539
Cancellation of Reserves:					
Treatment Plant	3,000,000				3,000,000
Total Financial Sources	16,231,552	4,515,000	365,039	5,666,548	26,778,138
Financial Requirements:					
Appropriations	10,805,798	4,515,000	365,039	0	15,685,837
Interfund Transfers To:					
General Fund (101)	122,785				122,785
PARIS (211)	17,088				17,088
Wastewater Projects (523)	4,515,000				4,515,000
Debt Service (526)	364,539				364,539
Total Financial Requirements	15,825,210	4,515,000	365,039	0	20,705,249
Unrestricted Cash Balance, 6/30/20	\$ 406,342	\$ 0	\$ 0	\$ 5,666,548	\$ 6,072,890

2019-20 Funding Plan Highlights:

In addition to the annual appropriations, the Wastewater Fund's (521) major uses of funds are for (1) capital projects and (2) debt service, and (3) contributions to reserves. The Debt Service Fund (526) reflects full principal and interest payments due under the 2005 State Revolving Fund loan for the Recycled Water Project. Appropriations in the Projects fund (523) reflect initial design, engineering and environmental costs associated with comprehensive modifications to the City's Wastewater Treatment Plant Facility.

The Sewer Capital Improvement Fund (529) was established to collect and account for development impact fees assessed to implement the City's General Plan and finance the construction of wastewater capital facilities to provide new capacity required to serve development.

Financial Sources and Requirements by Fund

Non Potable Water Fund Group

	NP Water Service (541)	NP Water Projects (543)	NP Capital Improvement (549)	Total NP Water Enterprise
Financial Sources:				
Unrestricted Cash Balance, 6/30/19	\$ 1,098,036	\$ 0	\$ 1,262,125	\$ 2,360,161
Revenues	650,000		55,000	705,000
Interfund Transfers From:				
NP Water Service (541)		500,000		500,000
NP Capital Improvement (549)				0
Total Financial Sources	1,748,036	500,000	1,317,125	3,565,161
Financial Requirements:				
Appropriations	102,212	500,000	0	602,212
Interfund Transfers To:				
NP Water Projects (543)	500,000			500,000
Total Financial Requirements	602,212	500,000	0	1,102,212
Unrestricted Cash Balance, 6/30/20	\$ 1,145,824	\$ 0	\$ 1,317,125	\$ 2,462,948

2019-20 Funding Plan Highlights:

The non-potable water utility produces and distributes water to an increasing number of customers in an effort to preserve water resources. The City requires new developments to install non-potable water facilities when non-potable water is or will become available.

In addition to the annual appropriations, the Nonpotable Fund's (521) major uses of funds are for capital projects related to well rehabilitation, recycled water regulatory compliance, and the nonpotable/recycle water master plan.

Additionally, development impact fees are collected to finance the construction of nonpotable capital facilities to provide new capacity required serving development that requires or has the ability to accept nonpotable water service from the City.

Financial Sources and Requirements by Fund

Solid Waste Fund Group

	Solid Waste Service (511)	Solid Waste Projects (513)	Solid Waste Debt Service (516)	Calif Street Landfill Closure (517)	SW Capital Improvement (519)	Total Solid Waste Enterprise
Financial Sources:						
Unrestricted Cash Balance, 6/30/19	\$ 3,729,223	\$ 0	\$ 0	\$ 0	\$ 4,486,200	\$ 8,215,423
Revenues	17,878,710			109,273	218,545	18,206,528
Interfund Transfers From:						
Solid Waste Service (511)		4,591,575	2,112,452			6,704,027
Solid Waste Debt Service (516)						
Solid Waste Capital Improvement (519)		600,000				600,000
Loan Repayment from Aviation (564)	48,000					48,000
Total Financial Sources	21,655,933	5,191,575	2,112,452	109,273	4,704,745	33,773,979
Financial Requirements:						
Appropriations	11,964,708	5,191,575	2,112,452	0	0	19,268,735
Interfund Transfers To:						
General Fund (101)	225,497					225,497
PARIS (211)	1,878,296					1,878,296
Solid Waste Projects (513)	4,591,575				600,000	5,191,575
Solid Waste Debt Service (516)	2,112,452					2,112,452
Additions to Reserves:						
Operating Reserve						0
Landfill Closure Reserve	106,121			109,273		215,394
Total Financial Requirements	20,878,649	5,191,575	2,112,452	109,273	600,000	28,891,949
Unrestricted Cash Balance, 6/30/20	\$ 777,284	\$ 0	\$ 0	\$ 0	\$ 4,104,745	\$ 4,882,029

2019-20 Funding Plan Highlights:

In addition to the annual operating appropriations, the major use of Solid Waste Service Fund (511) dollars is capital projects, debt service and contributions to reserves. The use of funds for capital projects in the Solid Waste Project Fund (513) reflects meeting capital needs at the landfill. The Debt Service Fund (516) reflects the full principal and interest payments due under the 2013 Solid Waste Revenue Bonds and the I-Bank loans. The balance of the annual impact of collection vehicles on City streets is transferred to the Local Transportation Fund (209) for road improvements. The Aviation Operating Fund (564) is making a principal and interest payment on the 2003 loan from the Solid Waste Fund (511).

The Landfill Closure Fund (517) functions as a reserve to cover closure and post-closure activities upon the cessation of landfill operations. The reserve is funded by an annual set-aside from the operating fund and the annual amounts are set by volumetric calculations, estimating the rate of fill and the amount of time expected before full capacity is reached.

The Solid Waste Capital Improvement Fund (519) was established through development impact fees in order to finance the cost of solid waste capital facilities and equipment to provide new capacity required to serve development requiring solid waste service from the city.

Financial Sources and Requirements by Fund

Other Enterprise Funds

	Groves (538)	Cemetery (562)	Cemetery Endowment (702)	Aviation (564)
Financial Sources:				
Unrestricted Cash Balance, 6/30/19	\$ 60,709	\$ 38,324	\$ 1,295,114	\$ 167,135
Estimated Revenues	815,000	984,345	30,000	548,600
Release of Reserve (land sale proceeds)	99,560			
Interfund Transfers From:				
Cemetery Pre-Need Fund (563)				
Loan Repayment from Cemetery (562)				
Total Financial Sources	975,269	1,022,669	1,325,114	715,735
Financial Requirements:				
Appropriations	814,248	920,934	0	498,904
Interfund Transfers To:				
General Fund (101)	99,560			
Cemetery Fund (562)				
Loan Payment to Water Fund (501)		52,400		
Loan Payment to Endowment Fund (702)				
Payment to Solid Waste (511)				48,000
Total Financial Requirements	913,808	973,334	0	546,904
Unrestricted Cash Balance, 6/30/20	\$ 61,461	\$ 49,335	\$ 1,325,114	\$ 168,831

2019-20 Funding Plan Highlights:

Groves - Actual revenues in any one year can fluctuate drastically from estimated revenues due to weather and market conditions, locally or globally. The City currently farms, through a local farming company, 17 separate citrus groves totaling approximately 164 acres. Several citrus varieties, including Navel orange, Valencia orange, Ruby Star grapefruit, and Rio grapefruit, are farmed within these groves. Department staff provides oversight of the farming contract and maintenance activities.

Cemetery - Administration of the Cemetery was transferred to the Quality of Life Department in November 2007. A loan from the Water Enterprise in March 2003 was used to retire the loan to the General Fund. In 2015, Council approved a business plan which includes capital improvements to make the Cemetery more marketable and competitive, as well as loans from the Cemetery Endowment Fund (702) of not to exceed \$1.5 million as capital project expenses are incurred. Repayment of the debt to the Water Fund (501) is included in the Cemetery Division's annual budget and not shown as a transfer. City Council action was approved in June 2019 to consolidate the Cemetery Pre-Need Fund (563) and Cemetery Endowment Fund (702) into the Cemetery Operating Fund (562).

Aviation - Administration of the Airport was transferred to the Quality of Life Department in November 2007. A loan from the Solid Waste Service Fund in March 2003 was used to retire the loan to the General Fund. Repayment of the debt to the Solid Waste Service Fund (511) is included in the Aviation Division's annual budget and not shown as a transfer.

Financial Sources and Requirements by Fund

Internal Service Funds

	Liability Insurance (602)	Innovation & Technology (604)	Worker's Comp Insurance (606)	Equipment Maintenance (607)	Utility Billing (608)
Financial Sources:					
Unrestricted Cash Balance, 6/30/19	\$ 407,668	\$ 1,119,494	\$ 1,118,752	\$ 1,160,015	\$ 1,336,795
Estimated Revenues	11,500	3,652,394	2,335,911	5,706,502	1,750,200
Interfund Transfers From:					
General Fund (101)	1,158,000	-	-	-	-
Total Financial Sources	1,577,168	4,771,888	3,454,663	6,866,517	3,086,995
Financial Requirements:					
Appropriations	3,029,438	4,356,595	2,329,050	4,507,308	2,330,010
Interfund Transfers to General Fund (101)				1,010,000	
Total Financial Requirements	3,029,438	4,356,595	2,329,050	5,517,308	2,330,010
 Unrestricted Cash Balance, 6/30/20	 \$ (1,452,269)	 \$ 415,294	 \$ 1,125,613	 \$ 1,349,210	 \$ 756,985

2019-20 Funding Plan Highlights:

Liability Insurance - This fund requires an operating transfer from the General Fund not only to maintain the required \$500,000 self-insured retention reserve, but also to fund the cost of claims, legal counsel and other expenditures.

Innovation & Technology - Estimated revenues are generated from charges to other funds as a means of cost recovery for information technology support services rendered to other city departments.

Worker's Compensation - Estimated revenues are generated from charges to other funds as a means of cost recovery for Worker's Compensation claims paid and training provided on behalf of other city departments.

Equipment Maintenance - Estimated revenues are generated from charges to other funds as a means of cost recovery for fleet services rendered to other city departments.

Utility Billing - The three utility enterprise funds, water, wastewater and solid waste, are charged proportionately for services provided by the utility billing customer service division.

Financial Sources and Requirements by Fund

Special Revenue, Debt Service and Capital Projects Funds

	Emergency Service (205)	Household Hazardous Waste (206)	Gas Tax (207)	Local Transportation (209)
Financial Sources:				
Unrestricted Cash Balance, 6/30/19	\$ 0	\$ 73,275	\$ 0	\$ 54,869
Estimated Revenues	1,100,000	118,009	3,038,058	-
Interfund Transfers From:				
General Fund (101)	4,022,924	-	-	-
Total Financial Sources	5,122,924	191,284	3,038,058	54,869
Financial Requirements:				
Appropriations	5,122,924	187,629	-	29,238
Interfund Transfers To:				
General Fund (101)	-	-	1,779,360	-
PARIS (211)	-	-	1,258,698	-
General Capital Improv. (240)	-	-	-	-
Total Financial Requirements	5,122,924	187,629	3,038,058	29,238
Unrestricted Cash Balance, 6/30/20	\$ 0	\$ 3,654	\$ 0	\$ 25,631

2019-20 Funding Plan Highlights:

Emergency Service - This fund accounts for the fully burdened cost of each firefighter paramedic within the Fire Department as a whole and the paramedic program. It requires an operating transfer from the General Fund.

Household Hazardous Waste - This fund is supported by fees which are used for the household hazardous waste collection program and related expenditures.

Gas Tax - This fund accounts for State Gas Tax as well as SB1 revenues. Effective November 1, 2017, SB1 increased the gasoline excise tax to fund local road maintenance and rehabilitation. The original Gas Tax allocation is transferred to the General Fund on a monthly basis in support of the streets division and the supplemental SB1 allocation is transferred to PARIS Fund 211 and/or General Capital Improvement Fund 240, based on the project activity in those funds.

Local Transportation - This fund accounts for street improvements and road construction funds from various sources including projects financed by State grant activity.

SCHEDULE 5

Financial Sources and Requirements by Fund

Special Revenue, Debt Service and Capital Projects Funds

	Measure "I" 2010 (210)	PARIS (211)	Air Quality Improvement (221)	Traffic Safety (223)
Financial Sources:				
Unrestricted Cash Balance, 6/30/19	\$ 505,996	\$ 1,135,669	\$ 480,690	\$ 0
Estimated Revenues	1,228,300	-	91,532	200,000
Interfund Transfers From:				
Gas Tax (207)	-	1,258,698	-	-
Measure I (210)	-	1,215,731	-	-
Water Service (501)	-	102,412	-	-
Solid Waste Service (511)	-	1,878,296	-	-
Waste Water Service (521)	-	17,088	-	-
Total Financial Sources	1,734,296	5,607,894	572,222	200,000
Financial Requirements:				
Appropriations	15,460	3,919,762	550,000	-
Interfund Transfers To:				
General Fund (101)	-	-	-	200,000
PARIS (211)	1,215,731	-	-	-
Total Financial Requirements	1,231,191	3,919,762	550,000	200,000
Unrestricted Cash Balance, 6/30/20	\$ 503,105	\$ 1,688,132	\$ 22,222	\$ 0

2019-20 Funding Plan Highlights:

Measure "I" 2010 - This fund accounts for Measure I Sales Tax 2010 and forward activities. Current appropriations are for the administrative functions to oversee various street construction projects.

Pavement Accelerated Repair Implementation Strategy (PARIS) - This fund accounts for PARIS-related street paving and resurfacing projects included in the citywide PARIS program. Projects are funded by the enhanced Gas Tax revenue under SB1, as well as transfers from the utility funds in proportion to the impacts of their vehicles and street cuts on City streets.

Air Quality Improvement - Revenues received from SCAQMD are held to fund various City programs/purchases that enhance air quality. Current appropriations are for traffic safety enhancements and funding of a construction commitment for the Redlands Passenger Rail under an agreement with the San Bernardino County Transportation Authority (SBCTA).

Traffic Safety - This fund accounts for parking and traffic fine revenues which are transferred to the General Fund on a monthly basis in support of public safety operations.

Financial Sources and Requirements by Fund

Special Revenue, Debt Service and Capital Projects Funds

	Open Space (227)	Downtown Redlands Business Area (236)	Parking Authority (237)	Public Art Fund (238)	General Capital Improvements (240)
Financial Sources:					
Unrestricted Cash Balance, 6/30/19	\$ 1,475,017	\$ 74,507	\$ 238	16,459	\$ (137,769)
Estimated Revenues	55,000	331,000	12,480	-	-
Other Financial Source	-	-	6,688	-	-
Interfund Transfers From:					
Gas Tax Fund (207)	-	-	-	-	-
Total Financial Sources	1,530,017	405,507	19,406	16,459	(137,769)
Financial Requirements:					
Appropriations	-	317,051	19,406	-	-
Total Financial Requirements	-	317,051	19,406	-	-
 Unrestricted Cash Balance, 6/30/20	 \$ 1,530,017	 \$ 88,456	 \$ 0	 16,459	 \$ (137,769)

2019-20 Funding Plan Highlights:

Open Space - Estimated revenues represent a portion of Park & Open Space Development Impact Fees dedicated to the acquisition of open space. In 2010-11, a loan in the amount of \$130,000 was made to the Public Facilities Fund (251) in order to cover its debt service obligation.

Downtown Redlands Business Area - This fund accounts for various activities and special events conducted with the intent of attracting the public to the downtown area.

Parking Authority - This fund accounts for the activity of parking permit fees and city parking lots. The cash balance is currently unreserved and undesignated.

Public Art Fund - the Public Art Fund (238) was established in FY 2019-20 to account for donations from the public received for the purposes of promoting the arts in public places. Previously this activity was accounted for within a special deposit fund as an individual object code. As a result of recommendations from the City External Auditors, its activity is now tracked separately within its own fund.

General Capital Improvements - Current projects are mostly grant funded. For budgetary purposes, all existing appropriations are estimated as fully expensed during the current fiscal year. This enables accurate balances to be carried forward for ongoing grants.

Financial Sources and Requirements by Fund

Successor Agency to the
Former Redevelopment Agency (RDA) Fund Group

	Obligation Payment (288)	Debt Service (380)	Administration (480)	Projects (488)
Financial Sources:				
Unrestricted Cash Balance, 6/30/19	\$ 3,263,682	\$ -	\$ -	\$ -
Estimated Revenues	1,012,043	-	-	-
Interfund Transfers From:				
Obligation Payment (288)	-	2,613,971	17,552	2,700
Total Financial Sources	4,275,725	2,613,971	17,552	2,700
Financial Requirements:				
Appropriations	-	2,613,971	17,552	2,700
Interfund Transfers To:				
Successor RDA Debt Service (380)	2,613,971	-	-	-
Successor RDA Admin (480)	17,552	-	-	-
Successor RDA Projects (488)	2,700	-	-	-
Total Financial Requirements	2,634,223	2,613,971	17,552	2,700
Unrestricted Cash Balance, 6/30/20	\$ 1,641,502	\$ -	\$ -	\$ -

2019-20 Funding Plan Highlights:

Effective June 29, 2011, AB1X 26 dissolved redevelopment agencies and replaced them with Successor Agencies responsible for winding down the affairs of the redevelopment agencies including disposing of their assets. Successor Agencies became operative on February 1, 2012. On this date, all assets, properties, contracts and leases of the former redevelopment agency transferred to the Successor Agency. The Successor Agency has continued to oversee the contractual obligations until they can be transferred to other parties, use bond proceeds to continue to fund activities, defease bonds and prepare administrative budgets. The Successor Agency shall prepare and submit to the State Department of Finance a Recognized Obligation Payment Schedule annually, by February 1st and pay only what has been listed.

With the consolidation of individual agency oversight boards into the Countywide Oversight Board and the substantial completion of the City's Long Range Property Management Plan, less City staff time and resources are expected to be spent on Successor Agency duties. As such, in Fiscal Year 2019-20, the administrative budget claimed was significantly reduced below the statutory maximum amount of \$250,000 to \$17,552 in order to reflect proportionate use of administrative funds. The Auditor-Controller shall determine the amount of tax increment that would have been allocated to each redevelopment agency and shall deposit the amount in a Redevelopment Property Tax Trust Fund (RPTTF). The Auditor-Controller administers the Trust Fund, makes pass-through payments and allocates funding to the Successor Agency. Recognized obligations include the debt service payments for the 2016 Refunding Tax Allocation Bonds, Series A and the Taxable Series B.

Financial Sources and Requirements by Fund

Special Revenue, Debt Service and Capital Projects Funds

	Transportation Development Act (241)	Community Development Block Grant (243)	Asset Forfeiture (246)	Police Grants (247)
Financial Sources:				
Unrestricted Cash Balance, 6/30/19	\$ 121	\$ 0	\$ 1,013,287	\$ 57,604
Estimated Revenues	-	394,614	-	65,263
Total Financial Sources	121	394,614	1,013,287	122,867
Financial Requirements:				
Appropriations	-	394,614	195,558	77,063
Total Financial Requirements	-	394,614	195,558	77,063
Unrestricted Cash Balance, 6/30/20	\$ 121	\$ 0	\$ 817,729	\$ 45,804

2019-20 Funding Plan Highlights:

Transportation Development Act (TDA) - This fund accounts for the development and support of public transportation needs. There are no current project budgeted in FY 2019-20.

Community Development Block Grant - City Council approved allocations are funded by federal revenues received. For budgetary purposes all existing appropriations are estimated as fully expensed during the current fiscal year. This enables accurate balances to be carried forward for ongoing grants.

Asset Forfeiture - This fund accounts for Asset Seizure revenues. These funds must be used to enhance local law enforcement for drug related activities.

Police Grants - For budgetary purposes, all existing appropriations are estimated as fully expensed during the current fiscal year. This enables accurate balances to be carried forward for ongoing grants.

Financial Sources and Requirements by Fund

Special Revenue, Debt Service and Capital Projects Funds

	Supplemental Law Enforcement (249)	Park & Open Space Dvlp (250)	Public Facilities Development (251)	Arterial Street Construction (252)
Financial Sources:				
Unrestricted Cash Balance, 6/30/19	\$ 76,753	\$ 327,787	\$ 776,348	\$ 2,644,147
Estimated Revenues	<u>141,000</u>	<u>150,000</u>	<u>270,000</u>	<u>265,000</u>
Loan Payment from Public Facilities (251)				
Total Financial Sources	217,753	477,787	1,046,348	2,909,147
Financial Requirements:				
Appropriations	<u>191,022</u>	<u>106,523</u>	-	-
Total Financial Requirements	191,022	106,523	-	-
Unrestricted Cash Balance, 6/30/20	\$ 26,731	\$ 371,264	\$ 1,046,348	\$ 2,909,147

2019-20 Funding Plan Highlights:

Supplemental Law Enforcement - This fund accounts for law enforcement revenues from the State. These funds must be used to enhance local law enforcement efforts.

Park & Open Space Development - Revenues represent park and open space impact fees. In 2010-11, a loan in the amount of \$130,000 was made to the Public Facilities Fund (251) in order to cover its debt service obligation.

Public Facilities Development - Out of the five categories of revenues of impact fees collected within this fund, the Fire (6%), Library (34%) and General Government (60%) impact fees collected are used to repay debt service on 2003 Certificates of Participation that were used to refinance the 1993 Refunding of 1986/87 COPs. The 2003 COPs matured in September 2017, making the last and final payment during last fiscal year (2017-2018). In years when impact fee revenue was insufficient in these categories, the General Fund provided coverage for the balance of the 50% share of debt service owed by the Public Facilities Fund in the form of a loan. The outstanding balance of this loan is projected to be **\$8,699,810 by June 30, 2019.**

Arterial Street Construction - Revenues represent a portion of transportation impact fees to fund specific arterial street projects.

Financial Sources and Requirements by Fund

Special Revenue, Debt Service and Capital Projects Funds

	Traffic Signals (253)	Freeway Interchanges (254)	Street Lighting Assessment District (260)	CFD 2004-1 (261)
Financial Sources:				
Estimated Cash as of 6/30/2019	\$ 908,520	\$ 761,843	\$ (0)	\$ 301,324
Estimated Revenues	35,000	175,000	27,500	205,365
Interfund Transfers From:				
General Fund (101)	-	-	3,700	-
Total Financial Sources	943,520	936,843	31,200	506,689
Financial Requirements:				
Appropriations	200,000	-	31,157	208,159
Total Financial Requirements	200,000	-	31,157	208,159
Unrestricted Cash Balance, 6/30/20	\$ 743,520	\$ 936,843	\$ 43	\$ 298,530

2019-20 Funding Plan Highlights:

Traffic Signals - Revenues represent a portion of transportation impact fees to fund specific traffic signal projects.

Freeway Interchanges - Revenues represent a portion of transportation impact fees to fund specific freeway ramp projects.

Street Lighting Assessment District - This fund accounts for the specified activities in areas covered by the district.

CFD 2004-1 - This fund provides common area maintenance to certain areas that decide to annex into the district.

SCHEDULE 5

Financial Sources and Requirements by Fund

Special Revenue, Debt Service and Capital Projects Funds

	Landscape Maintenance District (263)	General Debt Service (305)	Storm Drain Construction (405)
Financial Sources:			
Unrestricted Cash Balance, 6/30/19	\$ 0	\$ -	\$ 1,369,901
Estimated Revenues	30,000	-	100,000
Interfund Transfers From:			
General Fund (101)	34,946	-	-
Payroll Clearing Fund (720)	-	1,630,488	-
Loan Repayment Public Facilities (251)	-	-	-
Total Financial Sources	64,946	1,630,488	1,469,901
Financial Requirements:			
Appropriations	64,946	1,630,488	4,836
Total Financial Requirements	64,946	1,630,488	4,836
Unrestricted Cash Balance, 6/30/20	\$ 0	\$ 0	\$ 1,465,065

2019-20 Funding Plan Highlights:

Landscape Maintenance District - This fund now accounts for assessments collected from landowners to maintain landscaping in parkways and common areas within the district.

General Debt Service - This fund currently records the payment activity for the 2007 Pension Obligation Bonds.

Storm Drain Construction - This fund was established to account for receipt and subsequent expenditure of developer fees assessed to provide additional storm drains, as required. Estimated revenues are development impact fees to fund specific storm drain projects. In 2010-11, a loan in the amount of \$100,000 was made to the Public Facilities Fund (251) in order to cover its debt service obligation.

SCHEDULE 5

Financial Sources and Requirements by Fund

Special Revenue, Debt Service and Capital Projects Funds

	City/Safety Hall Replcmt (406)	CFD Trust (710)	Payroll Clearing (720)
Financial Sources:			
Unrestricted Cash Balance, 6/30/19	\$ 1,462,439	\$ 2,849,817	\$ -
Estimated Revenues	-	1,493,400	-
Payroll System Charges	-	-	1,693,488
Total Financial Sources	1,462,439	4,343,217	1,693,488
Financial Requirements:			
Appropriations	-	1,505,616	-
Interfund Transfers To:	-		
General Fund (101)	-	-	-
General Debt Service (305)	-	-	1,693,488
Total Financial Requirements	-	1,505,616	1,693,488
Unrestricted Cash Balance, 6/30/20	\$ 1,462,439	\$ 2,837,601	\$ -

2019-20 Funding Plan Highlights:

City/Safety Hall Replacement - This fund accounts for expenses and financial resources related to construction, acquisition and rehabilitation of capital assets related to Safety / City Hall Replacement activities.

CFD Trust - This fund accounts for CFD 2001-1 and CFD 2003-1 assessments for annual principal and interest related to the bonds issued for infrastructure improvements in the respective areas.

Payroll Clearing - This fund accounts for city wide payroll benefit contributions and employee deductions. The \$1,693,488 represents the amount generated to make the principal and interest payment for the 2007 Pension Obligation Bonds.

Summary of Financial Sources and Requirements

	SOURCES				REQUIREMENTS				Ending Fund Balance/ Cash Balance	
	Beginning Fund Balance/ Cash Balance	Revenues	Inter-Fund Transfers From	Other*	TOTAL	Appropriations	Inter-Fund Transfers To	Other*		TOTAL
101 General Fund	\$ 9,804,053	72,662,543	\$ 2,497,484	\$ 260,123	\$ 85,224,203	\$ 70,164,816	\$ 5,219,570	35,159	\$ 75,419,545	9,804,659
205 Emergency Services	0	1,100,000	4,022,924	-	5,122,924	5,122,924	-	-	5,122,924	--
206 Household Haz. Waste	73,275	118,009	-	-	191,284	187,629	-	-	187,629	3,654
207 Gas Tax	0	3,038,058	-	-	3,038,058	-	3,038,058	-	3,038,058	-
209 Local Transportation	54,869	-	-	-	54,869	29,238	-	-	29,238	25,631
210 Measure I 2010	505,996	1,228,300	-	-	1,734,296	15,460	1,215,731	-	1,231,191	503,105
211 PARIS	1,135,669	-	4,472,225	-	5,607,894	3,919,762	-	-	3,919,762	1,688,132
221 Air Quality Improv.	480,690	91,532	-	-	572,222	550,000	-	-	550,000	22,222
223 Traffic Safety	0	200,000	-	-	200,000	-	200,000	-	200,000	-
227 Open Space	1,475,017	55,000	-	-	1,530,017	-	-	-	-	1,530,017
236 Downtown Business Area	74,507	331,000	-	-	405,507	317,051	-	-	317,051	88,456
237 Parking Authority	238	12,480	-	6,688	19,406	19,406	-	-	19,406	-
238 Public Art Fund	16,459	-	-	-	16,459	-	-	-	-	16,459
240 General Capital Improv.	(137,769)	-	-	-	(137,769)	-	-	-	-	(137,769)
241 Trans. Dev. Act Grant	121	-	-	-	121	-	-	-	-	121
243 CDBG	(0)	394,614	-	-	394,614	394,614	-	-	394,614	--
246 Asset Forfeiture	1,013,287	-	-	-	1,013,287	195,558	-	-	195,558	817,729
247 Police Grants	57,604	65,263	-	-	122,867	77,063	-	-	77,063	45,804
249 Supp. Law Enforcement	76,753	141,000	-	-	217,753	191,022	-	-	191,022	26,731
250 Park & Open Space Dvlp.	327,787	150,000	-	-	477,787	106,523	-	-	106,523	371,264
251 Public Facilities Develop.	776,348	270,000	-	-	1,046,348	-	-	-	-	1,046,348
252 Arterial Street Construction	2,644,147	265,000	-	-	2,909,147	-	-	-	-	2,909,147
253 Traffic Signals	908,520	35,000	-	-	943,520	200,000	-	-	200,000	743,520
254 Freeway Interchanges	761,843	175,000	-	-	936,843	-	-	-	-	936,843
260 Street Lighting Dist. #1	(0)	27,500	3,700	-	31,200	31,157	-	-	31,157	43
261 CFD 2004-1	301,324	205,365	-	-	506,689	208,159	-	-	208,159	298,530
263 Landscape Maint. Dist.	(0)	30,000	34,946	-	64,946	64,946	-	-	64,946	--
288 Downtown Obligation Pymt	3,263,682	1,012,043	-	-	4,275,725	-	2,634,223	-	2,634,223	1,641,502
305 General Debt Service	0	-	1,630,488	-	1,630,488	1,630,488	-	-	1,630,488	-
380 Successor RDA Debt Srvc	0	-	2,613,971	-	2,613,971	2,613,971	-	-	2,613,971	-
405 Storm Drain Construction	1,369,901	100,000	-	-	1,469,901	4,836	-	-	4,836	1,465,065
406 Safety/City Hall Replacement	1,462,439	-	-	-	1,462,439	-	-	-	-	1,462,439
480 Successor RDA Admin	-	-	17,552	952	18,504	18,504	-	-	18,504	-
488 Successor RDA Projects	-	-	2,700	-	2,700	2,700	-	-	2,700	-
501 Water Service	14,851,432	29,517,737	800,087	52,400	45,221,656	21,528,923	13,105,706	291,000	34,925,629	10,296,027
503 Water Project	(0)	-	11,710,000	-	11,710,000	11,710,000	-	-	11,710,000	--
506 Water Debt Service	0	1,500	1,035,425	-	1,036,925	1,036,926	-	-	1,036,926	--
508 Source Acquisition	739,350	174,000	-	-	913,350	-	-	-	-	913,350
509 Water Capital Improvement	-	841,500	-	-	841,500	-	841,500	-	841,500	-
511 Solid Waste Service	3,729,223	17,878,710	-	48,000	21,655,933	11,964,708	8,664,820	249,121	20,878,649	777,284
513 Solid Waste Projects	0	-	5,191,575	-	5,191,575	5,191,575	-	-	5,191,575	-
516 Solid Waste Debt Service	0	-	2,112,452	-	2,112,452	2,112,452	-	-	2,112,452	-
517 Calif St Landfill Closure	-	109,273	-	-	109,273	-	-	109,273	-	-
519 Solid Waste Cap. Improv.	4,486,200	218,545	-	-	4,704,745	-	600,000	-	600,000	4,104,745
521 Wastewater Service	3,543,902	9,687,650	-	3,000,000	16,231,552	10,805,798	4,933,412	86,000	15,825,210	406,342
523 Wastewater Project	(0)	-	4,515,000	-	4,515,000	4,515,000	-	-	4,515,000	--
526 Wastewater Debt Service	(0)	500	364,539	-	365,039	365,039	-	-	365,039	-
529 WW Capital Improvement	4,695,548	971,000	-	-	5,666,548	-	0	-	-	5,666,548
538 Groves	60,709	815,000	-	99,560	975,269	814,248	99,560	-	913,808	61,461
541 Non-Potable Water Service	1,098,036	650,000	0	-	1,748,036	102,212	500,000	-	602,212	1,145,824
543 Non-Potable Projects	-	-	500,000	-	500,000	500,000	-	-	500,000	-
549 Non-Potable Capital Imprv	1,262,125	55,000	-	-	1,317,125	-	-	-	-	1,317,125
562 Cemetery	38,324	984,345	0	-	1,022,669	920,934	-	52,400	973,334	49,335
564 Aviation	167,135	548,600	-	-	715,735	498,904	-	48,000	546,904	168,831
602 Liability Self-Insurance	407,668	11,500	1,158,000	-	1,577,168	3,029,438	-	-	3,029,438	(1,452,269)
604 Dept of Innovation & Tech	1,119,494	3,652,394	-	-	4,771,888	4,356,595	-	-	4,356,595	415,294
606 Workers' Compensation	1,118,752	2,335,911	-	-	3,454,663	2,329,050	-	-	2,329,050	1,125,613
607 Equipment Maintenance	1,160,015	5,706,502	-	-	6,866,517	4,507,308	-	1,010,000	5,517,308	1,349,210
608 Utility Billing	1,336,795	1,750,200	-	-	3,086,995	2,330,010	-	-	2,330,010	756,985
702 Cemetery Endowment	1,295,114	30,000	-	-	1,325,114	-	-	-	-	1,325,114
705 Simonds Endowment	36,760	1,000	-	-	37,760	-	-	-	-	37,760
706 Pauline Stancliff Mem. Trust	21,637	500	-	-	22,137	-	-	-	-	22,137
710 CFD Trust	2,849,817	1,493,400	-	-	4,343,217	1,505,616	-	-	1,505,616	2,837,601
720 Payroll Clearing Fund	-	1,693,488	-	-	1,693,488	-	1,630,488	63,000	1,693,488	-
TOTAL (MEMO ONLY)	\$ 70,405,669	\$ 160,835,962	\$ 42,683,068	\$ 3,467,723	\$ 277,392,422	\$ 176,190,559	\$ 42,683,068	\$ 1,943,953	\$ 220,817,580	56,574,841

* Other includes Decreases & Increases in Reserves, Loan Repayments From & To, etc. For specific detail, refer to the Financial Plans and Summaries section.

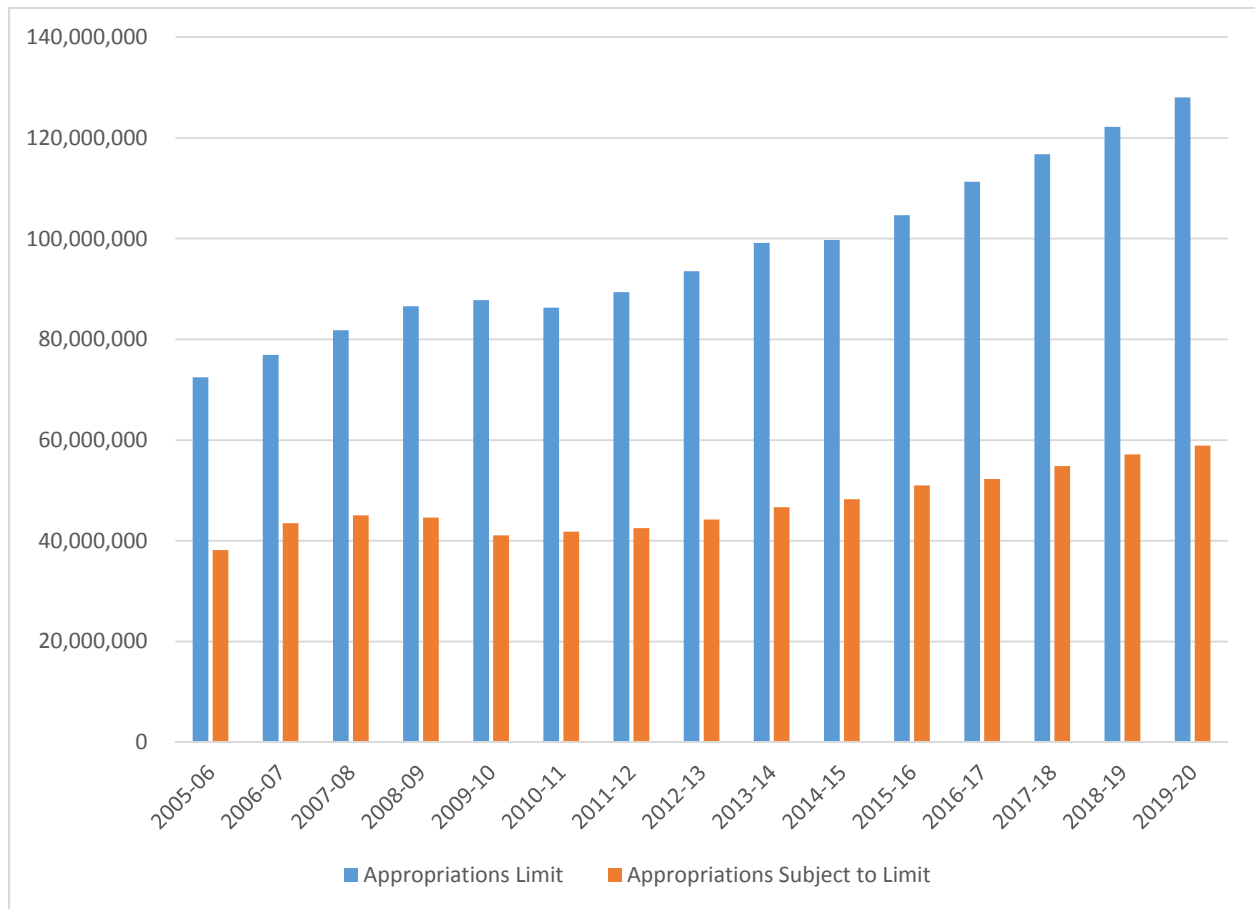
(This page intentionally left blank)

GANN APPROPRIATIONS LIMIT

In November 1979, California voters approved Proposition 4, which places limits on the amount of revenue to be spent by all entities of government. Each year, generally upon submittal of the adopted budget, the City Council must adopt an appropriations limit, commonly referred to as a “Gann Limit” or “Prop. 4 Limit”. The passage of Proposition 111 in June 1990 included some clean-up legislation for Proposition 4 limits, making the appropriations limit more responsive to local growth issues and called for specific factors to be included in annual recalculations of the 1990-91 limit.

Each year the City of Redlands has consistently maintained an exceedingly wide and comfortable margin between its limits and its proceeds of taxes subject to the limit. This is attributed to annual increases in the limit, based upon California Per Capita Income, and the higher of the County’s or City’s population growth, which are in excess of the increases in proceeds of taxes received each year.

The Appropriations Limit for the City of Redlands for Fiscal Year 2019-20 is estimated to be \$128,026,278, an increase of approximately 4.78% from the Appropriations Limit for Fiscal Year 2018-19. Estimated tax proceeds subject to the Limit based upon the Fiscal Year 2019-20 Budget are not expected to exceed \$59 million, an amount approximately \$69 million less than the Limit for Fiscal Year 2019-20.





"A City That Works"

City Council/Successor Agency Meeting

AGENDA ITEM NO. L.2.

DATE: 07/02/2019

TO: Honorable Mayor and City Council Members

SUBJECT: Consideration of Resolution No. 7996 establishing an Appropriations Limit for Fiscal Year 2019-2020 (Management Services / Finance Director Garcia)

MOTION(S):

I move to approve Resolution No. 7996.

RECOMMENDATION:

Staff recommends City Council approve Resolution No. 7996 establishing a \$128,026,278 appropriations limit for Fiscal Year 2019-2020 pursuant to Article XIII B of the California Constitution.

DISCUSSION:

In November 1979, California voters approved Proposition 4, which places limits on the amount of revenue to be spent by all entities of government. Each year, generally upon submittal of the adopted budget, the City Council must adopt an appropriations limit, commonly referred to as a "Gann Limit" or "Prop. 4 Limit". The passage of Proposition 111 in June 1990 included some clean-up legislation for Proposition 4 limits, making the appropriations limit more responsive to local growth issues and called for specific factors to be included in annual recalculations of the 1990-91 limit.

Each year the City of Redlands has consistently maintained an exceedingly wide and comfortable margin between its limits and its proceeds of taxes subject to the limit. This is attributed to annual increases in the limit, based upon California Per Capita Income, and the higher of the County's or City's population growth, which are in excess of the increases in proceeds of taxes received each year.

ALTERNATIVES:

None. This is a constitutional requirement.

STRATEGIC PLAN:

Not applicable.

SUBMITTED BY:

Danielle Garcia, Management Services / Finance Director

RECOMMENDED BY:

Janice McConnell, Assistant City Manager

REVIEWED BY:

Daniel J. McHugh, City Attorney

Fiscal Impact

Fiscal Year: 2019-2020

Discussion:

None. Approval of the resolution, however, establishes a legal limit on the amount of tax proceeds that can be appropriated in Fiscal Year 2019-2020. The difference between the City's GANN limit of \$128 million and the budgeted proceeds of taxes for FY 2019-2020, roughly \$59 million, is approximately \$69 million. The City is thus \$69 million dollars below its GANN limit.

Attachments

- A. Resolution No. 7996 Appropriations Limit (GANN 19-20)
 - B. Schedule of Appropriations Subject to Limit FY 19-20 (GANN)
 - C. Appropriation Limit Calculation FY 19-20 (GANN)
-
-

RESOLUTION NO. 7996

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDLANDS
ESTABLISHING AN APPROPRIATION LIMIT FOR THE FISCAL YEAR
2019-2020 PURSUANT TO ARTICLE XIII B OF THE CALIFORNIA
CONSTITUTION

WHEREAS, Article XIII B of the California Constitution provides that the total appropriations subject to limitation of each governmental entity, including the City of Redlands, shall not exceed the appropriation limit of such entity of government for the prior year adjusted for changes in the cost of living or personal income and population, except as otherwise provided for in said Article XIII B and implementing State statutes; and

WHEREAS, pursuant to said Article XIII B of the California Constitution and Section 7900 et seq. of the California Government Code, the City is required to set an appropriation limit for each fiscal year; and

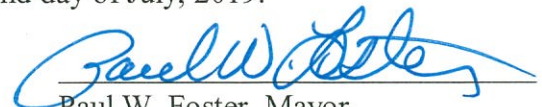
WHEREAS, the Management Services/Finance Director of the City has interpreted the technical provisions of said Article XIII B computations and has caused a technical review to be made of the documentation for the City's said appropriation limitation, utilizing the population growth factor for the county of San Bernardino which is higher than that of the City, and has caused the numbers upon which the City's appropriation limit was and is based to be calculated; and

WHEREAS, the City Council chooses to adjust the City's Appropriations Limit by calculating inflation using the California per capita personal income growth; and

WHEREAS, based on such calculation, the Management Services/Finance Director has determined the said appropriation limit and, pursuant to Section 7910 of the California Government Code, has made available to the public the documentation used in the determination of said appropriation limit 15 days in advance of consideration of the adoption of this resolution;

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Redlands, California, that said appropriation limit for the Fiscal Year 2019-2020 shall be and is hereby set in the amount of \$128,026,278.

ADOPTED, SIGNED AND APPROVED this 2nd day of July, 2019.


Paul W. Foster, Mayor

ATTEST:


Jeanne Donaldson, City Clerk

I, Jeanne Donaldson, City Clerk of the City of Redlands, hereby certify that the foregoing resolution was duly adopted by the City Council at a regular meeting thereof held on the 2nd day of July, 2019 by the following vote:

AYES: Councilmembers Barich, Tejada, Momberger, Davis; Mayor Foster
NOES: None
ABSENT: None
ABSTAIN: None



Jeanne Donaldson, City Clerk

APPROPRIATIONS SUBJECT TO THE GANN (PROP 4) LIMIT

Revenue Source	Proceeds from Taxes	Non-Proceeds from Taxes	Total
General Fund:			
Property Tax	\$ 30,314,052	\$ -	\$ 30,314,052
Sales Tax	17,231,711	-	17,231,711
Public Safety Sales Tax	990,656	-	990,656
Transient Occupancy Tax	1,360,984	-	1,360,984
Mining Tax	365,000	-	365,000
Franchise Fees	-	2,610,000	2,610,000
Business Licenses	3,623,305	-	3,623,305
Property Transfer Tax	452,000	-	452,000
Other Licenses	-	65,000	65,000
Building Permit Fees	-	2,698,447	2,698,447
City Ordinance Violation	-	35,000	35,000
Motor Vehicle Fees	-	35,000	35,000
State and Federal	-	697,303	697,303
City Attorney Fees	-	80,500	80,500
Engineering Services	-	682,500	682,500
Quality of Life Services	-	1,632,547	1,632,547
Fire Services	-	1,850,384	1,850,384
Senior Services	-	54,000	54,000
Library Services	-	137,140	137,140
Police	-	725,845	725,845
Animal Control	-	190,678	190,678
Recreation	-	293,500	293,500
Interfund Charges	-	4,188,749	4,188,749
Donations/Contributions	-	84,504	84,504
Other Revenue	-	1,978,738	1,978,738
Sub-Total	<u>\$ 54,337,708</u>	<u>\$ 18,039,835</u>	<u>\$ 72,377,543</u>
Percent of Total	75.08%	24.92%	100.00%
Allocation of Investment Income	<u>213,965</u>	<u>71,035</u>	<u>285,000</u>
Sub-Total	<u>\$ 54,551,673</u>	<u>\$ 18,110,870</u>	<u>\$ 72,662,543</u>
Other Applicable Funds:			
Gas Tax	3,038,058		
Measure I	1,228,300		
Air Quality Improvement	91,532		
Sub-Total	<u>\$ 4,357,890</u>		
Total Appropriations Subject to Limit:	<u><u>\$ 58,909,563</u></u>		

City of Redlands
Annual Appropriations (Gann) Limit Calculation

<i>Fiscal Year</i>	<i>Per Capita Personal Income</i>	<i>Greater of County/City Population Growth</i>	<i>CPI Converted to Ratio</i>	<i>Population Change Ratio</i>	<i>Growth Factor</i>	<i>Prior Year Limit</i>	<i>New Year Limit</i>	<i>Annual Appropriations</i>
1999-00	4.53%	0.63%	1.0453	1.0063	1.0519	48,823,906	51,357,867	
2000-01	4.91%	1.04%	1.0491	1.0104	1.0600	51,357,867	54,439,885	
2001-02	7.82%	1.89%	1.0782	1.0189	1.0986	54,439,885	59,806,459	20,662,334
2002-03	-1.27%	2.38%	0.9873	1.0238	1.0108	59,806,459	60,452,234	23,803,636
2003-04	2.31%	2.59%	1.0231	1.0259	1.0496	60,452,234	63,450,561	26,027,555
2004-05	3.28%	2.51%	1.0328	1.0251	1.0587	63,450,561	67,176,586	29,161,548
2005-06	5.26%	2.49%	1.0526	1.0249	1.0788	67,176,586	72,470,755	38,161,381
2006-07	3.96%	2.10%	1.0396	1.0210	1.0614	72,470,755	76,922,750	43,507,560
2007-08	4.42%	1.86%	1.0442	1.0186	1.0636	76,922,750	81,816,738	45,057,191
2008-09	4.29%	1.45%	1.0429	1.0145	1.0580	81,816,738	86,563,913	44,629,611
2009-10	0.62%	0.79%	1.0062	1.0079	1.0141	86,563,913	87,788,704	41,088,873
2010-11	-2.54%	0.85%	0.9746	1.0085	0.9829	87,788,704	86,286,122	41,838,548
2011-12	2.51%	1.05%	1.0251	1.0105	1.0359	86,286,122	89,380,648	42,532,387
2012-13	3.77%	0.86%	1.0377	1.0086	1.0466	89,380,648	93,547,951	44,234,987
2013-14	5.12%	0.85%	1.0512	1.0085	1.0601	93,547,951	99,173,476	46,669,816
2014-15	-0.23%	0.78%	0.9977	1.0078	1.0055	99,173,476	99,717,151	48,271,359
2015-16	3.82%	1.09%	1.0382	1.0109	1.0495	99,717,151	104,654,783	51,000,007
2016-17	5.37%	0.93%	1.0537	1.0093	1.0635	104,654,783	111,300,300	52,276,876
2017-18	3.69%	1.16%	1.0369	1.0116	1.0489	111,300,300	116,746,006	54,846,325
2018-19	3.67%	0.95%	1.0367	1.0095	1.0465	116,746,006	122,180,375	57,176,384
2019-20	3.85%	0.90%	1.0385	1.0090	1.0478	122,180,375	128,026,278	58,909,563

(This page intentionally left blank)

REVENUES

	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
PROPERTY TAXES				
3000 Current Secured Taxes	26,654,695	26,977,622	26,977,622	28,554,000
3001 Current Unsecured Taxes	581,044	770,400	770,400	601,100
3002 Supplemental Secured Taxes	322,075	231,000	231,000	245,000
3003 Supplemental Unsecured Taxes	40,684	35,000	35,000	32,000
3004 Secured PY Taxes	434,710	475,000	400,000	448,000
3005 Unsecured PY Taxes	8,488	20,000	20,000	18,000
3006 Supplemental PY Taxes	132,142	140,000	140,000	145,000
3007 Possessory Interest Taxes	190,451	275,000	275,000	270,952
TOTAL PROPERTY TAXES	28,364,288	28,924,022	28,849,022	30,314,052
OTHER TAXES				
3020 Sales and Use Tax	16,251,616	17,031,150	17,272,326	17,231,711
3023 Pub Safety Sales Tax (Prop 172)	925,876	967,338	977,178	990,656
3030 Property Transfer Tax	525,171	470,235	410,000	452,000
3040 Transient Occupancy Tax	1,352,797	1,327,000	1,380,000	1,360,984
3050 Franchise Fees	3,224,053	3,180,000	2,211,900	2,610,000
3060 Mining Tax	364,096	387,000	365,000	365,000
TOTAL OTHER TAXES	22,643,609	23,362,723	22,616,404	23,010,351
TOTAL TAXES	51,007,896	52,286,745	51,465,426	53,324,403
OTHER REVENUES				
3100 Business License	3,865,973	3,495,000	3,600,000	3,623,305
3101 Dog License	64,858	70,000	60,000	65,000
3113 Building Permits	414	-	421	-
3195 Miscellaneous Permit	6,782	5,000	5,000	-
3200 State Grants	-	-	600,000	-
3210 Motor Vehicle Fees	36,769	37,500	34,267	35,000
3211 Off-Highway License Fees	19	-	-	-
3215 Mandated Cost Reimbursement	69,529	34,585	34,585	35,000
3250 Federal Grants	16,887	112,500	11,484	16,404
3305 Cost Recover/Reimb Expenditure	41,183	28,700	77,110	49,000
3309 Application/Filing Fee	198,136	185,000	185,000	185,000
3315 City Attny Services Reimbursed	70,500	100,500	80,500	80,500
3400 City Ordinance Violation	21,806	45,000	40,000	35,000
3410 In-Lieu Property Taxes	163	150	163	150
3412 General Gov't Service Charge	3,347,685	3,487,400	3,965,142	4,188,749
3417 In-Lieu Franchise Fees	528	-	528	-
3510 Investment Income	51,884	225,000	579,676	285,000
3512 Returned Check Charge	1,102	1,200	1,200	1,200
3515 Land Sale Proceeds	1,944,001	-	-	-
3516 Sale of Surplus Property	599	12,500	5,000	5,000
3530 Miscellaneous Receipts	569,219	1,390,000	1,552,910	1,562,500
3533 Misc. Taxable Sales	450	-	-	-
3540 Other Grants	1,000	52,500	-	52,500
3590 Donations	15,400	-	-	-
3593 PEG Fees	83,211	-	25,000	25,000
3760 Bad Debt Recovery	1,591	8,000	8,000	9,000
TOTAL OTHER REVENUE	10,409,688	9,290,535	10,865,986	10,253,308
TOTAL GENERAL GOVERNMENT	61,417,584	61,577,280	62,331,412	63,577,711

REVENUES

	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
<u>DEVELOPMENT SERVICES</u>				
3110 Agricultural Preserve Removal	2,346	2,650	-	-
3111 General Plan Review Fee	7,241	71,500	20,000	26,000
3112 General Plan Amendments	5,793	-	-	-
3113 Building Permits	1,151,066	1,258,500	1,128,500	1,220,000
3114 Electrical Permits	89,673	104,500	104,500	105,000
3115 Plumbing Permits	39,729	61,800	61,800	60,000
3117 HVAC Permits	85,321	93,000	93,000	90,000
3119 Cert of Occupancy	29,772	35,500	35,500	30,000
3120 Pool and Spa Permits	43,427	45,000	45,000	45,000
3121 Sign Permit	32,974	35,000	30,000	30,000
3122 Demolition Permits	10,499	12,500	15,000	12,600
3123 Roofing Permits	109,598	98,500	125,000	140,000
3124 Plan Check	406,639	460,000	425,000	450,000
3125 Preliminary Reviews	8,309	15,700	10,000	15,750
3126 Historic Certs of Appropriate	5,676	9,500	7,000	7,350
3140 Specific Plan	-	10,500	22,000	23,100
3142 Conditional Use Permit	155,404	79,500	120,000	130,000
3144 Variances	50,655	35,600	30,000	35,000
3148 CRA Review	73,418	48,500	40,000	42,000
3152 Map Review	55,267	37,500	50,000	52,500
3153 Street Vacation	-	2,700	2,700	3,150
3154 Environmental Impact	(15,808)	-	10,987	10,500
3158 Residential Development Alloc	7,274	18,000	10,000	12,600
3160 Planning Appeal Processing	-	2,500	2,500	2,625
3162 Home Occupation Permit	5,219	7,100	6,000	6,500
3164 Ordinance Amendment	11,324	14,000	5,000	5,250
3175 Development Agreements	1,500	2,500	2,500	2,100
3176 Annexation Agreements	7,736	12,000	-	-
3180 Socio-Economic Studies	43,146	38,000	30,000	35,000
3200 State Grants	-	600,000	229,101	680,899
3250 Federal Grants	39,987	-	-	-
3305 Cost Recover/Reimb Expenditure	15,381	-	279,638	-
3322 Photocopying	66	-	-	-
3323 Research & Microfilming	6,316	15,000	8,000	7,350
3512 Returned Check Charge	164	-	(1)	-
3530 Miscellaneous Receipts	33,798	38,397	38,397	39,072
3533 Misc Taxable Sales	196	-	-	-
3607 Contract Administration Fee	33,687	87,500	51,968	60,000
TOTAL DEVELOPMENT SERVICES	2,552,794	3,352,947	3,039,090	3,379,346
<u>LIBRARY</u>				
3200 State Grants	52,000	-	-	-
3321 Fingerprints/Background Check	-	1,000	-	-
3327 Non-Resident Fees	9,956	13,800	10,000	10,000
3328 Library/Lincoln Shrine Support	89,640	89,640	89,640	89,640
3456 Library Fines	31,812	37,500	37,500	37,500
3512 Returned Check Charge	-	-	84	-
TOTAL LIBRARY	183,408	141,940	137,224	137,140
<u>POLICE DEPARTMENT</u>				
3170 Code Enforcement/Admin Citation	-	-	900	-
3171 Adult Oriented Business Permit	4,229	4,500	4,000	3,500
3172 Concealed Weapons Permit	5,046	-	720	-
3255 Federal Reimbursement	7,031	4,200	4,200	4,200
3305 Cost Recover/Reimb Expenditure	34,713	402,000	379,992	380,000
3309 Application/Filing Fee	432	-	550	-
3320 Depositions	6,775	6,000	5,000	5,000
3321 Fingerprints/Background Check	13,796	14,000	8,000	8,000

REVENUES

	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
<u>POLICE DEPARTMENT (CONT.)</u>				
3324 Police Reports	3,301	3,000	3,500	3,500
3397 Accident Reports	-	-	114	-
3430 Vehicle Impound Fees	36,816	40,000	35,000	35,000
3431 Tow Fees	23,400	28,500	40,000	40,000
3432 False Alarm Fees	131,085	115,000	135,000	135,000
3512 Returned Check Charge	241	-	-	-
3516 Sale of Surplus Property	15,485	-	5,362	-
3530 Miscellaneous Receipts	5,703	3,000	5,430	4,000
3590 Donations	100,315	-	158,309	52,604
3730 POST Training Reimbursement	27,326	3,500	5,868	15,000
3732 Crossing Guard Reimbursement	69,347	79,299	79,299	79,299
3734 Contract Services	6,846	8,300	6,846	6,846
3735 IRNET Reimbursement	23,046	6,500	8,800	6,500
TOTAL POLICE DEPARTMENT	514,932	717,799	886,890	778,449
<u>POLICE - ANIMAL CONTROL</u>				
3170 Code Enforcement/Admin Citation	2,420	1,250	500	500
3305 Cost Recover/Reimb Expenditure	-	-	13,673	96,954
3332 Animal Adoptions	65,031	12,500	39,000	40,000
3333 Boarding Fees	1,530	1,000	5,000	5,000
3334 Owner Release for Adoption	6,095	5,600	5,500	5,500
3335 Shelter Apprehension Fees	6,930	5,000	10,500	10,500
3336 Shelter Deposit Fees	23,007	21,000	20,000	20,000
3512 Returned Check Charge	201	-	-	-
3516 Sale of Surplus Property	-	-	3,100	-
3530 Miscellaneous Receipts	950	-	345	-
3570 Trap Rentals	336	260	448	224
3590 Donations	45,331	-	26,966	-
3737 Animal Pick-Up Reimb (NPDES)	11,592	5,100	12,000	12,000
TOTAL POLICE - ANIMAL CONTROL	163,423	51,710	137,032	190,678
<u>FACILITIES AND COMMUNITY SERVICES - RECREATION</u>				
3325 Contract Classes	160,440	211,000	180,000	195,000
3330 Concessions	800	400	-	-
3331 Lighting Fees	12,208	10,000	10,000	10,000
3512 Returned Check Charge	82	-	-	-
3516 Sale of Surplus Property	40	-	-	-
3520 Rental Income	31,303	49,000	40,000	40,000
3530 Miscellaneous Receipts	(10)	173,000	173,000	20,000
3531 Games Income	1,545	1,100	1,500	1,500
3535 Program Income	7,038	800	27,000	27,000
3540 Other Grants	16,024	-	-	-
3590 Donations	4,326	-	3,406	3,400
3734 Contract Services	6,510	7,000	-	-
TOTAL RECREATION	240,306	452,300	434,906	296,900
<u>FACILITIES AND COMMUNITY SERVICES - SENIOR SERVICES</u>				
3325 Contract Classes	11,644	24,500	24,500	24,500
3365 Tours/Excursions	5,899	14,500	3,000	3,000
3520 Rental Income	19,857	42,500	20,000	20,000
3535 Program Income	6,435	6,500	6,500	6,500
3540 Other Grants	48,156	189,352	141,391	54,388
3590 Donations	18,503	-	3,000	2,500
TOTAL SENIOR SERVICES	110,494	277,352	198,391	110,888
<u>FIRE DEPARTMENT</u>				
3119 Cert of Occupancy	42,240	-	42,240	45,000
3124 Plan Check	67,528	96,500	96,500	100,000

REVENUES

	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
<u>FIRE DEPARTMENT (CONT.)</u>				
3170 Code Enforcement/Admin Citation	4,798	5,500	5,500	5,500
3185 Special Fire Permits	138,590	126,500	126,500	126,500
3186 Fire Permits	83,509	84,700	83,509	100,000
3250 Federal Grants	732,827	47,572	40,765	-
3300 Fire Alarms	2,423	500	3,200	3,000
3301 Fire Department Reports	62	-	200	200
3302 Inspections	178,694	186,500	178,694	200,000
3303 Fire Prevention Services	-	-	309	300
3304 Mutual Aid Reimbursement	1,210,344	698,000	1,013,673	1,210,344
3305 Cost Recover/Reimb Expenditure	11,110	22,500	11,110	20,000
3306 Weed Abatement	9,493	12,050	18,000	20,000
3308 State Mandated Inspections	11,892	14,500	14,500	15,000
3326 City Classes/Programs	109,219	38,500	520	2,500
3512 Returned Check Charge	40	-	-	40
3516 Sale of Surplus Property	1,241	-	9,567	2,000
3540 Other Grants	-	8,253	8,305	-
3590 Donations	53,501	-	26,000	26,000
TOTAL FIRE DEPARTMENT	2,657,510	1,341,574	1,679,092	1,876,384
<u>FACILITIES AND COMMUNITY SERVICES DEPARTMENT</u>				
3121 Sign Permit	2,695	1,600	2,600	2,600
3124 Plan Check	131	-	131	-
3132 Tree Permits	25	300	-	-
3152 Map Review	(1,192)	-	-	-
3170 Code Enforcement/Admin Citation	97,170	215,000	200,050	300,000
3305 Cost Recover/Reimb Expenditure	23,536	54,500	290,238	46,328
3310 Litter Control Fees	7,312	6,300	7,312	7,000
3311 Street Cleaning Fees	338,425	338,000	338,000	338,000
3317 Abandoned Property Inspections	1,861	3,500	1,500	1,500
3318 Rental Property Inspections	191,744	217,800	190,000	250,000
3331 Lighting Fees	7,263	8,000	8,000	8,000
3511 Finance Charges	300	200	2,000	2,000
3512 Returned Check Charge	40	-	-	-
3516 Sale of Surplus Property	12,697	-	23,268	362,119
3520 Rental Income	53,528	26,500	55,359	50,000
3530 Miscellaneous Receipts	33,761	234,096	259,306	-
3540 Other Grants	-	-	12,500	-
3590 Donations	852,650	-	44,075	-
3640 Landfill Mitigation Fees	265,748	263,000	265,000	265,000
3734 Contract Services	5,794	-	-	-
TOTAL FACILITIES & COMM SERVICES DEPARTMENT	1,893,488	1,368,796	1,699,339	1,632,547
<u>ENGINEERING</u>				
3113 Building Permits	10,385	6,000	5,500	6,000
3116 Grading/Paving Permits	29,141	15,500	50,000	40,000
3124 Plan Check	108,685	97,500	95,000	90,000
3130 Street Permits	374,874	232,600	275,000	275,000
3135 NPDES Permits	160,579	155,000	155,000	155,000
3142 Conditional Use Permit	29,809	11,500	17,000	10,000
3148 CRA Review	11,096	3,000	3,200	3,000
3152 Map Review	43,912	23,500	44,000	30,000
3153 Street Vacation	-	-	1,879	-
3154 Environmental Impact	1,794	1,000	1,392	1,000
3175 Development Agreements	4,910	2,500	4,375	2,500
3305 Cost Recover/Reimbursement Expenditure	-	-	68	-
3316 WQMP Review Admin	83,692	36,500	50,000	50,000
3416 Street Trench Cut Fees	22,761	12,500	26,000	20,000
3510 Investment Income	-	-	24	-

REVENUES

	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
ENGINEERING (CONT.)				
3516 Sale of Surplus Property	600	-	-	-
3530 Miscellaneous Receipts	-	-	385	-
TOTAL ENGINEERING DEPARTMENT	882,237	597,100	728,823	682,500
TOTAL GENERAL FUND (101)	70,616,177	69,878,799	71,272,199	72,662,543
EMERGENCY SERVICES (205)				
3000 Current Secured Taxes	1,107,061	1,100,000	1,100,000	1,100,000
3305 Cost Recover/Reimb Expenditure	178	3,000	-	-
3327 Non-Resident Fees	1,829	2,000	-	-
3590 Donations	20,015	-	-	-
TOTAL EMERGENCY SERVICES	1,129,083	1,105,000	1,100,000	1,100,000
HOUSEHOLD HAZARDOUS WASTE (206)				
3200 State Grants				
3205 State Reimbursement	1,469	-	5,009	5,009
3376 Recycled Material	7,252	6,000	6,000	6,000
3535 Program Income	119,605	90,000	105,000	107,000
TOTAL HOUSEHOLD HAZARDOUS WASTE	128,326	96,000	116,009	118,009
GAS TAX (207)				
3024 Road Maint Rehab (Sec 2030)	488,704	1,248,156	1,209,244	1,258,698
3025 Gas Tax Prop 1.11 2105	379,058	408,720	398,461	396,079
3026 Gas Tax 2107	493,321	507,378	523,323	520,109
3027 Gas Tax Engineering Rcpts	7,500	7,500	7,500	7,500
3028 Gas Tax 2106	242,221	246,563	249,956	248,462
3029 Gas Tax 2103 Rev & Tax 7360	272,017	267,322	252,550	607,210
TOTAL GAS TAX	1,882,822	2,685,639	2,641,034	3,038,058
LOCAL TRANSPORTATION (209)				
3200 State Grants	6,930	-	-	-
3205 State Reimbursement	-	-	80	-
3250 Federal Grants	22,185	270,270	270,270	-
3305 Cost Recover/Reimb Expenditure	2,112,512	82,000	52,742	-
3415 Street Replacement/Haul Permit	-	-	881	-
3510 Investment Income	17,664	-	10,372	-
3530 Miscellaneous Receipts	181,854	-	-	-
TOTAL LOCAL TRANSPORTATION	2,341,145	352,270	334,345	-
MEASURE "I" 2010 (210)				
3021 Measure I Sales Tax	1,232,409	1,100,000	1,199,609	1,228,300
3510 Investment Income	15,536	20,000	46,542	-
TOTAL MEASURE "I" 2010	1,247,945	1,120,000	1,246,151	1,228,300
PARIS STREET RECONSTRUCTION (211)				
3510 Investment Income	(77,919)	-	146,323	-
TOTAL PARIS STREET RECONSTRUCTION	(77,919)	-	146,323	-
AIR QUALITY IMPROVEMENT (221)				
3305 Cost Recover/Reimbursement Expenditure				
3510 Investment Income	2,532	1,000	9,562	2,532
3710 AB2766 Subvention AQMD	89,568	87,400	89,000	89,000
TOTAL AIR QUALITY IMPROVEMENT	92,100	88,400	98,562	91,532
TRAFFIC SAFETY (223)				
3450 Traffic Fines	26,930	4,500	-	-
3453 Red Light Traffic Fines	2,582	1,000	-	-

REVENUES

	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
<u>TRAFFIC SAFETY (223) (CONT.)</u>				
3455 Parking Fines	216,822	155,000	206,414	200,000
TOTAL TRAFFIC SAFETY	<u>246,334</u>	<u>160,500</u>	<u>206,414</u>	<u>200,000</u>
<u>OPEN SPACE (227)</u>				
3305 Cost Recover/Reimb Expenditure	2,143	-	-	-
3510 Investment Income	3,086	1,400	13,000	5,000
3627 Open Space Acquisition Fees	74,794	50,000	55,355	50,000
TOTAL OPEN SPACE	<u>80,024</u>	<u>51,400</u>	<u>68,355</u>	<u>55,000</u>
<u>DOWNTOWN BUSINESS AREA (236)</u>				
3200 State Grants	5,298	1,917	1,911	2,000
3250 Federal Grants	2,010	16,107	16,107	2,000
3510 Investment Income	717	650	2,597	1,000
3530 Miscellaneous Receipts	15,574	20,000	15,000	15,000
3535 Program Income	313,998	300,000	310,000	310,000
3540 Other Grants	260	-	1,780	1,000
TOTAL DOWNTOWN BUSINESS AREA	<u>337,857</u>	<u>338,674</u>	<u>347,395</u>	<u>331,000</u>
<u>PARKING AUTHORITY (237)</u>				
3520 Rental Income	10,369	12,480	12,675	12,480
TOTAL PARKING AUTHORITY	<u>10,369</u>	<u>12,480</u>	<u>12,675</u>	<u>12,480</u>
<u>PUBLIC ART FUND (238)</u>				
3510 Investment Income	-	-	30	-
3590 Donations	-	-	100	-
TOTAL PUBLIC ART FUND	<u>-</u>	<u>-</u>	<u>130</u>	<u>-</u>
<u>GENERAL CAPITAL IMPROVEMENT (240)</u>				
3200 State Grants	104,818	2,370,850	3,914,159	-
3250 Federal Grants	272,093	1,826,363	2,051,331	-
3540 Other Grants	125,000	1,553,309	-	-
TOTAL GENERAL CAPITAL IMPROVEMENT	<u>501,911</u>	<u>5,750,523</u>	<u>5,965,490</u>	<u>-</u>
<u>TRANSPORTATION DEVELOPMENT ACT (241)</u>				
3200 State Grants	18,831	1,429,897	1,270,084	-
3510 Investment Income	93	-	(114)	-
TOTAL TRANSPORTATION DEVELOPMENT ACT	<u>18,924</u>	<u>1,429,897</u>	<u>1,269,970</u>	<u>-</u>
<u>COMMUNITY DEV BLOCK GRANT (243)</u>				
3250 Federal Grants	248,813	743,970	743,970	394,614
TOTAL COMMUNITY DEV BLOCK GRANT	<u>248,813</u>	<u>743,970</u>	<u>743,970</u>	<u>394,614</u>
<u>ASSET FORFEITURE (246)</u>				
3460 Drug Confiscation - State	16,537	-	24,211	-
3461 Drug Confiscation - Federal	302,581	-	54,109	-
3462 Drug Confiscation - Fed Treasury	33,307	-	47,875	-
3463 Drug Seizure - 15% Trust	2,918	-	4,273	-
3510 Investment Income	5,765	-	25,391	-
3516 Sale of Surplus Property	-	-	30,300	-
TOTAL ASSET FORFEITURE	<u>361,109</u>	<u>-</u>	<u>186,159</u>	<u>-</u>
<u>POLICE GRANTS (247)</u>				
3200 State Grants	14,349	11,800	-	-
3250 Federal Grants	77,855	309,400	178,469	65,263
3540 Other Grants	500	28,000	56,000	-
TOTAL POLICE GRANTS	<u>92,704</u>	<u>349,200</u>	<u>234,469</u>	<u>65,263</u>

REVENUES

	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
<u>SUPPLEMENTAL LAW ENFORCEMENT (249)</u>				
3200 State Grants	136,135	115,590	160,710	135,000
3510 Investment Income	1,134	6,500	7,437	6,000
3516 Sale of Surplus Property	540	-	-	-
TOTAL SUPPLEMENTAL LAW ENFORCEMENT	<u>137,809</u>	<u>122,090</u>	<u>168,147</u>	<u>141,000</u>
<u>PARK & OPEN SPACE DEV (250)</u>				
3510 Investment Income	2,187	2,000	13,062	-
3530 Miscellaneous Receipts	13,161	635,609	635,609	-
3590 Donations	83,369	39,147	3,914	-
3625 Park & Open Space Fees	224,384	800,000	140,000	150,000
TOTAL PARK & OPEN SPACE DEV	<u>323,102</u>	<u>1,476,755</u>	<u>792,585</u>	<u>150,000</u>
<u>PUBLIC FACILITIES DEV (251)</u>				
3600 Police Facilities	6,088	9,000	12,000	10,000
3601 Fire Facilities	75,378	150,000	235,530	100,000
3603 Library Facilities	33,901	50,000	19,623	40,000
3604 General Government Facilities	88,328	200,000	280,340	120,000
3606 Community Center Facilities	576	-	-	-
TOTAL PUBLIC FACILITIES DEV	<u>204,271</u>	<u>409,000</u>	<u>547,493</u>	<u>270,000</u>
<u>ARTERIAL STREET CONSTRUCTION (252)</u>				
3510 Investment Income	623	-	66,923	-
3631 Regional Arterial Fee	75,731	10,000	335,000	200,000
3632 Railroad Crossings Fee	1,624	2,000	5,800	5,000
3633 Local Arterial Fee	26,605	35,000	126,000	60,000
TOTAL ARTERIAL STREET CONSTRUCTION	<u>104,583</u>	<u>47,000</u>	<u>533,723</u>	<u>265,000</u>
<u>TRAFFIC SIGNALS (253)</u>				
3510 Investment Income	494	4,929	25,734	-
3630 Transportation Facilities Fees	9,395	40,000	31,000	35,000
TOTAL TRAFFIC SIGNALS	<u>9,888</u>	<u>44,929</u>	<u>56,734</u>	<u>35,000</u>
<u>FREEWAY INTERCHANGES (254)</u>				
3305 Cost Recover/Reimb Expenditure	145,183	-	112,646	-
3510 Investment Income	1,687	10,625	58,550	-
3630 Transportation Facilities Fees	69,396	200,000	282,000	175,000
TOTAL FREEWAY INTERCHANGES	<u>216,265</u>	<u>210,625</u>	<u>453,196</u>	<u>175,000</u>
<u>STREET LIGHTING DISTRICT #1 (260)</u>				
3650 Assessment District	24,845	25,428	27,500	27,500
TOTAL STREET LIGHTING DISTRICT #1	<u>24,845</u>	<u>25,428</u>	<u>27,500</u>	<u>27,500</u>
<u>COMMUNITY FACILITY DISTRICT 2004-1 (261)</u>				
3510 Investment Income	1,677	-	5,365	5,365
3530 Miscellaneous Receipts	171,933	-	-	-
3650 Assessment District	197,211	200,000	265,013	200,000
TOTAL COMMUNITY FACILITY DISTRICT	<u>370,821</u>	<u>200,000</u>	<u>270,378</u>	<u>205,365</u>
<u>LANDSCAPE MAINTENANCE DISTRICT (263)</u>				
3650 Assessment District	28,550	29,308	30,000	30,000
TOTAL LANDSCAPE MAINTENANCE DISTRICT	<u>28,550</u>	<u>29,308</u>	<u>30,000</u>	<u>30,000</u>
<u>OBLIGATION PAYMENT (288)</u>				
3000 Current Secured Taxes	2,713,151	2,715,023	2,715,023	1,009,043
3510 Investment Income	318	3,000	48,000	3,000
'3515 Land Sale Proceeds	-	-	15,040	-
TOTAL OBLIGATION PAYMENT	<u>2,713,469</u>	<u>2,718,023</u>	<u>2,778,063</u>	<u>1,012,043</u>

REVENUES

	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
<u>GENERAL DEBT SERVICE (305)</u>				
3006 Supplemental PY Taxes	3,210	1,000	222	-
3009 Supplemental - Voter Approved	7,423	3,000	3,269	-
3510 Investment Income	2,996	1,000	1,167	-
TOTAL GENERAL DEBT SERVICE	13,629	5,000	4,658	-
<u>REDLANDS PUBLIC IMPROVEMENT (311)</u>				
3510 Investment Income	15	-	-	-
TOTAL REDLANDS PUBLIC IMPROVEMENT	15	-	-	-
<u>SUCCESSOR TO RDA DEBT SVC (380)</u>				
3510 Investment Income	192,115	75	179	-
TOTAL SUCCESSOR TO RDA DEBT SVC	192,115	75	179	-
<u>STORM DRAIN CONSTRUCTION (405)</u>				
3510 Investment Income	9,947	15,000	40,000	-
3620 Storm Drain Fees	103,910	150,000	116,000	100,000
TOTAL STORM DRAIN CONSTRUCTION	113,858	165,000	156,000	100,000
<u>SAFETY/CITY HALL REPLACEMENT (406)</u>				
3305 Cost Recovery/Reimbursement Expenditure	-	-	19	-
3510 Investment Income	29,888	2,000	26,000	-
3530 Miscellaneous Receipts	100	-	-	-
TOTAL SAFETY/CITY HALL REPLACEMENT	29,988	2,000	26,019	-
<u>SUCCESSOR TO RDA GENERAL FUND (480)</u>				
3510 Investment Income	-	100	-	-
3520 Rental Income	18,000	18,000	10,000	-
TOTAL SUCCESSOR TO RDA GENERAL	18,000	18,100	10,000	-
<u>SUCCESSOR TO RDA CAP PROJECT (488)</u>				
3510 Investment Income	47	300	1,000	-
TOTAL SUCCESSOR TO RDA CAP PROJECT	47	300	1,000	-
<u>WATER (501)</u>				
3124 Plan Check	9,708	10,000	10,579	10,000
3305 Cost Recover/Reimb Expenditure	8,210	30,000	18,420	10,000
3313 Non-Potable Water Usage	21,397	-	(14,016)	-
3314 Non-Potable Water Service Chrg	2,556	-	-	-
3380 Water Usage	23,335,262	23,857,830	24,352,618	24,800,000
3382 Irrigation Water Usage	2,649,697	2,784,050	2,809,056	2,865,237
3383 Fire Hydrant Water Usage	171,642	210,985	104,490	150,000
3384 Water Meter Install	37,425	36,233	19,783	25,000
3385 Water Turn-On	1,800	-	-	-
3387 Frontage Charge	107,438	65,000	127,000	50,000
3388 "B" Contract Water Usage	102,102	130,000	58,773	100,000
3389 Fire Protection Water Usage	563,011	421,800	449,175	450,000
3405 Conservation Violation Penalty	20,731	23,525	8,899	10,000
3510 Investment Income	56,996	232,500	1,305,900	765,000
3516 Sale of Surplus Property	312	-	-	-
3520 Rental Income	142,302	170,000	191,187	170,000
3530 Miscellaneous Receipts	116,485	140,000	78,922	110,000
3555 Fire Flow Testing	2,370	2,000	3,927	2,500
3815 Capital Contributions	183,540	-	-	-
TOTAL WATER	27,532,983	28,113,923	29,524,713	29,517,737
<u>WATER PROJECTS (503)</u>				
3510 Investment Income	529	-	-	-
TOTAL WATER PROJECTS	529	-	-	-

REVENUES

	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
<u>WATER DEBT SERVICE (506)</u>				
3305 Cost Recover/Reimbursement Expenditure				
3510 Investment Income	213	1,500	591	1,500
TOTAL WATER DEBT SERVICE	<u>213</u>	<u>1,500</u>	<u>591</u>	<u>1,500</u>
<u>SOURCE ACQUISITION (508)</u>				
3510 Investment Income	164	4,000	7,158	4,000
3551 Water Source Acq Residential	145,840	80,000	477,702	130,000
3552 Water Source Acquisition Non-Resident	-	80,000	-	40,000
TOTAL SOURCE ACQUISITION	<u>146,004</u>	<u>164,000</u>	<u>484,860</u>	<u>174,000</u>
<u>WATER CAPITAL IMPROVEMENT (509)</u>				
3369 Cap Improvement Charge Non-Res	-	-	625,000	240,000
3370 Capital Improv Chrg Resident	654,126	700,000	1,378,709	600,000
3510 Investment Income	270	1,500	-	1,500
TOTAL WATER CAPITAL IMPROVEMENT	<u>654,396</u>	<u>701,500</u>	<u>2,003,709</u>	<u>841,500</u>
<u>SOLID WASTE (511)</u>				
3200 State Grants	49,551	44,466	-	20,000
3305 Cost Recover/Reimbursement Expenditure	6	1,000,000	-	1,000,000
3372 Special Hauls & Roll-Offs	1,993,145	1,973,979	1,973,979	2,232,322
3373 Solid Waste Svrc Residential	6,870,968	7,500,002	7,500,002	7,695,484
3374 Solid Waste Svrc Non-Resident	6,176,114	6,275,893	6,275,893	6,917,248
3376 Recycled Material	70,594	67,000	43,855	5,000
3510 Investment Income	59,897	20,000	136,209	8,656
3516 Sale of Surplus Property	169	-	2,650	-
3533 Misc. Taxable Sales	-	-	6	-
TOTAL SOLID WASTE	<u>15,220,444</u>	<u>16,881,340</u>	<u>15,932,594</u>	<u>17,878,710</u>
<u>SOLID WASTE DEBT SERVICE (516)</u>				
3510 Investment Income	240,815	-	1,484	-
TOTAL SOLID WASTE DEBT SVC	<u>240,815</u>	<u>-</u>	<u>1,484</u>	<u>-</u>
<u>CALIF ST LANDFILL CLOSURE (517)</u>				
3510 Investment Income	28,147	50,000	136,616	109,273
TOTAL CALIF ST LANDFILL CLOSURE	<u>28,147</u>	<u>50,000</u>	<u>136,616</u>	<u>109,273</u>
<u>SOLID WASTE CAP IMPROVEMENT (519)</u>				
3369 Capital Improv Chrg Non-Res	87,441	200,000	267,418	201,545
3370 Capital Improv Chrg Resident	1,800	5,000	19,070	2,000
3510 Investment Income	17,684	10,000	89,901	15,000
TOTAL SOLID WASTE CAP IMPROVEMENT	<u>106,925</u>	<u>215,000</u>	<u>376,389</u>	<u>218,545</u>
<u>WASTEWATER SERVICE (521)</u>				
3305 Cost Recover/Reimbursement Expenditure	74	-	115,584	-
3366 Wastewater Residential	6,737,799	6,481,750	6,278,211	6,481,750
3367 Wastewater Non-Residential	2,466,571	2,312,152	2,380,896	2,380,900
3368 Septage Charge	43,398	40,000	34,466	40,000
3379 Recycled Water Usage	148,788	250,000	126,886	200,000
3387 Frontage Charge	53,700	100,000	95,000	75,000
3391 Joint Lab - Water Charges	157,328	-	-	-
3392 Joint Lab - Solid Waste Charges	3,613	-	-	-
3510 Investment Income	67,678	150,000	507,277	510,000
3516 Sale of Surplus Property	5	-	-	-
3530 Miscellaneous Receipts	-	2,000	-	-
3533 Misc Taxable Sales	-	10,000	-	-
3815 Capital Contributions	16,400	-	-	-
TOTAL WASTEWATER SERVICE	<u>9,695,354</u>	<u>9,345,902</u>	<u>9,538,320</u>	<u>9,687,650</u>

REVENUES

	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
<u>WASTEWATER DEBT SERVICE (526)</u>				
3510 Investment Income	447	500	-	500
TOTAL WASTEWATER DEBT SERVICE	447	500	-	500
<u>WASTEWATER CAPITAL IMPROVEMENT (529)</u>				
3369 Capital Improv Chrg Non-Res	591	-	675,000	400,000
3370 Capital Improv Chrg Resident	497,920	800,000	1,457,811	500,000
3510 Investment Income	9,825	10,229	120,900	71,000
TOTAL WASTEWATER CAPITAL IMPROVEMENT	508,336	810,229	2,253,711	971,000
<u>GROVES (538)</u>				
3510 Investment Income	(3,490)	-	10,814	-
3515 Land Sale Proceeds	-	-	1,895,560	-
3530 Miscellaneous Receipts	214,708	42,939	60,246	-
3550 Grove Receipts	741,397	800,000	850,000	815,000
TOTAL GROVES	952,615	842,939	2,816,620	815,000
<u>NON-POTABLE WATER (541)</u>				
3313 Non-Potable Water Usage	638,313	558,090	603,477	600,000
3387 Frontage Charge	-	2,500	-	-
3510 Investment Income	9,238	20,000	84,700	50,000
TOTAL NON-POTABLE WATER	647,551	580,590	688,177	650,000
<u>NON-POTABLE CAPITAL IMPROVEMENT FUND (549)</u>				
3369 Capital Improv Chrg Non-Res	27,993	20,000	70,000	30,000
3510 Investment Income	4,764	1,500	42,100	25,000
TOTAL NON POT CAP IMPROVEMENT FUND	32,757	21,500	112,100	55,000
<u>CEMETERY (562)</u>				
3360 Cemetery Internment	182,145	240,000	180,000	195,000
3361 Cemetery Lots	496,932	560,000	390,000	495,000
3362 Cemetery Crypts	66,270	60,000	63,000	45,000
3510 Investment Income	9,814	25,770	61,855	39,520
3511 Finance Charges	6,684	7,000	3,500	5,000
3512 Returned Check Charge	41	82	-	75
3516 Sale of Surplus Property	3,000	-	1,100	-
3520 Rental Income	23,805	23,250	23,250	23,250
3530 Miscellaneous Receipts	119,138	100,000	100,000	100,000
3533 Misc Taxable Sales	94,401	95,000	82,000	80,000
3590 Donations	1,008	500	1,500	1,500
TOTAL CEMETERY	1,003,239	1,111,602	906,205	984,345
<u>AVIATION OPERATING (564)</u>				
3001 Current Unsecured Taxes	66,263	42,000	85,101	70,000
3200 State Grants	25,712	10,000	10,000	10,000
3250 Federal Grants	322,159	1,138	24,658	150,000
3510 Investment Income	206	1,700	-	500
3511 Finance Charges	593	500	700	500
3520 Rental Income	158,255	170,000	170,000	170,000
3530 Miscellaneous Receipts	3,075	1,500	5,000	3,000
3533 Misc. Taxable Sales	-	-	20	-
3545 Tie-Down Fees	7,240	6,000	6,500	6,500
3546 Gate Access Fees	7,342	8,200	6,500	6,500
<u>AVIATION OPERATING (564) (CONT.)</u>				
3591 Fuel Flowage Fee	1,582	1,625	1,600	1,600
3592 Ground Leases	111,069	122,000	124,000	130,000
TOTAL AVIATION OPERATING	703,496	364,663	434,079	548,600

REVENUES

	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
LIABILITY SELF-INSURANCE (602)				
3305 Cost Recover/Reimb Expenditure	-	-	3,207	-
3510 Investment Income	15,279	5,000	7,157	3,500
3530 Miscellaneous Receipts	26,780	25,000	8,285	8,000
TOTAL LIABILITY SELF-INSURANCE	42,059	30,000	18,649	11,500
INFORMATION TECHNOLOGY (604)				
3305 Cost Recover/Reimb Expenditure	10,566	-	-	-
3393 Internal Svc Rcpts: General Fund	1,977,534	1,746,514	1,746,514	1,760,502
3394 Internal Svc Rcpts: Non-Gen Fund	1,730,552	1,904,761	1,904,761	1,881,392
3510 Investment Income	107	3,300	30,000	10,000
3516 Sale of Surplus Property	199	-	1,200	500
TOTAL INFORMATION TECHNOLOGY	3,718,958	3,654,575	3,682,475	3,652,394
WORKERS COMP SELF-INSURANCE (606)				
3305 Cost Recover/Reimb Expenditure	68	100	80,000	20,000
3510 Investment Income	2,100	3,000	32,000	10,000
3750 Worker's Comp Receipts	2,209,846	2,360,950	2,360,950	2,305,911
TOTAL WORKERS COMP SELF-INSURANCE	2,212,014	2,364,050	2,472,950	2,335,911
EQUIPMENT MAINTENANCE (607)				
3305 Cost Recover/Reimb Expenditure	294,193	-	317,000	310,000
3393 Internal Svc Rcpts: General Fund	1,205,036	1,122,433	1,309,965	1,109,766
3394 Internal Svc Rcpts: Non-Gen Fund	3,182,908	3,183,898	3,548,794	3,181,736
3398 L/CNG Outside Fuel Sales	703,478	1,150,000	800,000	1,000,000
3510 Investment Income	(7,329)	-	24,134	5,000
3530 Miscellaneous Receipts	-	-	-	100,000
TOTAL EQUIP MAINTENANCE	5,378,287	5,456,331	5,999,893	5,706,502
UTILITY BILLING (608)				
3305 Cost Recover/Reimb Expenditure	81	-	-	-
3385 Water Turn-On	52,068	60,000	45,000	45,000
3390 Utility Billing Service	888,250	1,250,000	1,250,000	1,250,000
3510 Investment Income	9,997	5,000	37,000	37,000
3511 Finance Charges	489,547	425,000	375,000	375,000
3512 Returned Check Charge	17,325	13,000	12,000	12,000
3530 Miscellaneous Receipts	40,812	30,000	30,000	30,000
3760 Bad Debt Recovery	222	500	1,200	1,200
TOTAL UTILITY BILLING	1,498,302	1,783,500	1,750,200	1,750,200
CEMETERY ENDOWMENT (702)				
3364 Cemetery Endowment	29,520	40,000	30,000	30,000
3510 Investment Income	-	300	-	-
TOTAL CEMETERY ENDOWMENT	29,520	40,300	30,000	30,000
SIMONDS ENDOWMENT (705)				
3510 Investment Income	156	-	1,000	1,000
TOTAL SIMONDS ENDOWMENT	156	-	1,000	1,000
PAULINE STANCLIFF MEMORIAL TRUST (706)				
3510 Investment Income	92	-	500	500
TOTAL PAULINE STANCLIFF MEMORIAL TRUST	92	-	500	500
COMMUNITY FACILITY DISTRICT TRUST (710)				
3305 Cost Recover/Reimb Expenditure	729,729	730,000	731,500	730,000
3305 Cost Recover/Reimb Expenditure	756,713	760,000	761,500	760,000
3510 Investment Income	2,769	1,200	1,800	1,800
3510 Investment Income	2,405	1,000	1,600	1,600
TOTAL COMMUNITY FACILITY DISTRICT TRUST	1,491,615	1,492,200	1,496,400	1,493,400

REVENUES

	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
PAYROLL CLEARING ADMIN (720)				
3806 Pension Bond Allocation	3,140,500	-	3,091,183	1,693,488
TOTAL PAYROLL CLEARING ADMIN	3,140,500	-	3,091,183	1,693,488
TOTAL NON-GENERAL FUNDS	88,128,555	93,783,727	104,326,544	88,173,419

CAPITAL OUTLAY

<u>Fund</u>	<u>Job Ledger</u>	<u>Description</u>	<u>2018-19 12 MONTH ESTIMATED</u>	<u>2019-20 COUNCIL ADOPTED</u>
GENERAL FUND (101)				
City Manager - Grants (101123)				
	----	Grant Funded Vehicle	\$ 33,000	\$ -
Development Services - Building & Safety (101162)				
	----	Motor Vehicle	27,225	-
	----	Motor Vehicle	7,185	-
Development Services - Planning (101164)				
	----	Motor Vehicle	6,245	-
Police - Support Services (101202)				
	----	Motor Vehicle	236,021	52,604
	----	Improvements	70,000	-
	----	Advanced Camera System Deployment	100,000	-
	----	Motor Vehicles (19)	259,709	-
Police - Community Services (101204)				
	----	Equipment	19,500	-
Fire - Suppression (101250)				
	----	Type 3 Brush Engine	97,326	-
	----	Used Reserve Ladder Truck	80,000	-
	----	Lockers and Storage	40,000	-
	----	Fire Administration Improvements	70,000	-
	----	Security Fencing and Gate	-	55,000
	----	Dormitory Gender Upgrades	-	25,000
Fire - Community Risk Reduction (101251)				
	----	Motor Vehicles (3)	75,000	-
Fire - Grants (101256)				
	----	Motor Vehicle	39,657	-
Facilities & Community Services - Recreation (101230)				
	----	Motor Vehicle	-	18,723
	----	Kitchen Upgrade	95,000	-
	----	Community Center Classroom upgrade	78,000	-
Facilities & Community Services - Senior Services (101232)				
	----	Motor Vehicle	87,000	-
	----	Cameras, Fencing, Air Conditioning	-	59,000
Facilities & Community Services - Administration (101300)				
	----	Motor Vehicles (2)	14,370	-
Facilities & Community Services - Building Maintenance (101301)				
	----	Redlands Bowl Rehabilitation	60,000	120,000

CAPITAL OUTLAY

<u>Fund</u>	<u>Job Ledger</u>	<u>Description</u>	<u>2018-19</u> <u>12 MONTH</u> <u>ESTIMATED</u>	<u>2019-20</u> <u>COUNCIL</u> <u>ADOPTED</u>
GENERAL FUND (101) (cont.)				
Facilities & Community Services - Building Maintenance (101301) (cont.)				
	----	Animal Shelter Parking Lot	30,000	
Facilities & Community Services - Electrical (101302)				
	----	Bucket Truck	30,000	-
	----	Bore and Rewire Streetlights	75,000	-
	----	Traffic Signal Repair	96,775	
	----	LED Lighting	-	18,000
Facilities & Community Services - Parks (101303)				
	----	Motor Vehicles	108,270	-
	----	Pressure Washer	15,000	-
	----	Crafton Bathroom Repairs	149,093	-
	----	Park Lighting	224,096	-
	----	Redlands Bowl Improvements	35,000	-
	----	Motor Vehicles (11)	105,146	-
Facilities & Community Services - Streets (101304)				
	----	CAT Wheel Loader	54,000	-
	----	Equipment	16,136	-
	----	Motor Vehicles (7)	66,281	-
Facilities & Community Services - Trees (101305)				
	----	Motor Vehicles	70,000	-
	----	Equipment	70,000	-
Engineering (101400)				
	----	Traffic & Parking Improvements	132,823	-
	----	Street Construction	125,000	-
	----	Storm Drain Repair	108,040	-
TOTAL GENERAL FUND (101)			<u>\$ 3,005,898</u>	<u>\$ 348,327</u>
EMERGENCY MEDICAL SERVICES (205)				
	----	Zoll Monitor	\$ -	\$ 35,000
TOTAL EMERGENCY MEDICAL SERVICES FUND (205)			<u>\$ -</u>	<u>\$ 35,000</u>
LOCAL TRANSPORTATION FUND (209)				
	41065	HSIP Cycle 7 Crosswalk Beacons (Grant Received)	\$ 300,300	\$ -
TOTAL LOCAL TRANSPORTATION FUND (209)			<u>\$ 300,300</u>	<u>\$ -</u>

CAPITAL OUTLAY

<u>Fund</u>	<u>Job Ledger</u>	<u>Description</u>	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
PAVEMENT ACCELERATED REPAIR IMPLEMENTATION STRATEGY (PARIS) FUND (211)				
----		PARIS Project Funding	\$ 13,432,301	\$ 3,420,731
TOTAL PARIS FUND (211)			\$ 13,432,301	\$ 3,420,731
AIR QUALITY IMPROVEMENT FUND (221)				
----		Motor Vehicle	\$ 87,000	\$ -
----		Traffic Safety Message Sign and Mobile Radar Detection	-	50,000
----		SBCTA Redlands Passenger Rail	-	500,000
TOTAL AIR QUALITY IMPROVEMENT FUND (221)			\$ 87,000	\$ 550,000
GENERAL CAPITAL IMPROVMENT FUND (240)				
47025		ATP Cycle 2 - Highland/Redlands Connector - Orange St	\$ 1,509,411	\$ -
47021		HSIP Cycle 6 - Orange Signal	295,826	-
47026		HSIP Cycle 8 - EVP	1,169,440	-
47027		HSIP Cycle 8 - Ped Head	239,328	-
47029		ATP Cycle 3 - East Valley Corridor - Alabama St. Bike Route	2,112,000	-
47033		HSIP Cycle 9 - OTB Corssing at Alabama/Tennessee	250,000	-
TOTAL GENERAL CAPITAL IMPROVMENT FUND (240)			\$ 5,576,005	\$ -
TRANSPORTATION DEVELOPMENT ACT (241)				
47019		OBT 3	\$ 951,590	\$ -
47028		TDA 2016	50,401	-
41066		2013 TDA Bus Pad	43,692	-
47114		TDA 2017 Sidewalks	200,000	-
47115		TDA 2017 Bus Stop Upgrade	50,085	-
TOTAL TRANSPORTATION DEVELOPMENT ACT (241)			\$ 1,295,768	\$ -
CDBG PROGRAM FUND (243)				
43064		ADA Improvements	\$ 97,670	\$ -
43065		Alley/Street Improvements	537,488	-
43066		Alley/Street Improvements	-	266,742
TOTAL CDBG PROGRAM FUND (243)			\$ 635,158	\$ 266,742
ASSET FORFEITURE FUND (246)				
----		Motor Vehicle	\$ 132,016	\$ 50,000
TOTAL ASSET FORFEITURE FUND (246)			\$ 132,016	\$ 50,000

CAPITAL OUTLAY

Fund	Job Ledger	Description	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
POLICE GRANTS FUND (247)				
	----	Handheld Radar Device	\$ 28,302	\$ 9,488
TOTAL POLICE GRANTS FUND (247)			\$ 28,302	\$ 9,488
SUPPLEMENTAL LAW ENFORCEMENT FUND (249)				
	----	Motor Vehicles/Motorcycles	\$ 57,711	\$ 60,000
TOTAL SUPPLEMENTAL LAW ENFORCEMENT FUND (249)			\$ 57,711	\$ 60,000
PARK & OPEN SPACE DEVELOPMENT FUND (250)				
	----	Skate Park	\$ 1,126,672	\$ -
TOTAL PARK & OPEN SPACE DEVELOPMENT FUND (250)			\$ 1,126,672	\$ -
ARTERIAL STREET CONSTRUCTION FUND (252)				
	----	Infrastructure	\$ 1,000,000	\$ -
TOTAL ARTERIAL STREET CONSTRUCTION FUND (252)			\$ 1,000,000	\$ -
TRAFFIC SIGNALS FUND (253)				
	----	Traffic Signals	\$ 160,000	\$ -
TOTAL TRAFFIC SIGNALS FUND (253)			\$ 160,000	\$ -
FREEWAY INTERCHANGES FUND (253)				
	----	University Offramp	\$ 71,293	\$ -
TOTAL FREEWAY INTERCHANGES FUND (253)			\$ 71,293	\$ -
WATER FUND (501)				
	----	Office Furniture	\$ 41,000	\$ 10,000
	----	Excavator	550,000	-
	----	Dump Truck	75,000	-
	----	Motor Vehicles	422,691	557,500
	----	Forklift	48,067	-
	----	HVAC Repair	-	30,000
	----	Landscaping Improvements at Hinckley	-	30,000
TOTAL WATER FUND (501)			\$ 1,136,758	\$ 627,500

CAPITAL OUTLAY

<u>Fund</u>	<u>Job Ledger</u>	<u>Description</u>	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
WATER PROJECTS FUND (503)				
	71347	Hinckley Generator Replacement	\$ 85,000	\$ 15,000
	71400	Tate Security Cameras	8,141	-
	71286	Brookside Median Landscaping	250,000	-
	71349	SCADA System Upgrade	1,386,566	800,000
	71402	2019 CIP Water Paving	-	1,200,000
	71412	Roof Repairs	-	500,000
	71413	Meter Replacement	-	600,000
	71276	RPRP Crossing	692,321	-
	71281	2017 Water Capital Improvements	3,510,860	-
	71283	Highland/Crafton Pipe Replacement	658,699	-
	71345	Lugonia Water Pipeline	318,004	-
	71352	Sludge Press	300,000	-
	71350	DBP Removal System at Agate	150,000	350,000
	71351	Manifold Replacement	100,000	-
	71346	Sunset Reservoir	1,250,000	750,000
	71348	Well Rehabilitation	350,000	300,000
	71353	2019 Water Capital Improvements	3,899,000	5,000,000
	71355	2017 CIP Water Paving	720,000	-
	71406	Tate WTP Clarifier	-	450,000
	71408	Tate WTP Static Mixer	-	150,000
	71407	Tate WTP Clarifier Recoating	-	45,000
	71409	Booster Pump Rehab	-	600,000
	71410	Crafton Well Rehabilitation	-	80,000
	71411	AMI/AMR	-	250,000
		TOTAL WATER PROJECTS FUND (503)	<u>\$ 13,678,591</u>	<u>\$ 11,090,000</u>
SOLID WASTE FUND (511)				
	----	Bucket Truck	\$ 50,000	\$ -
	----	Arms	-	50,000
	----	Motor Vehicles (5)	-	40,892
		TOTAL SOLID WASTE FUND (511)	<u>\$ 50,000</u>	<u>\$ 90,892</u>
SOLID WASTE PROJECTS FUND (513)				
	72334	(2) Automated Side Loaders	\$ 2,311,410	\$ 830,474
	72332	Arms	70,000	-
	72311	Landfill Cell Expansion	-	4,000,000
		TOTAL SOLID WASTE PROJECTS FUND (513)	<u>\$ 2,381,410</u>	<u>\$ 4,830,474</u>
SEWER SERVICE FUND (521)				
	----	Motor Vehicles	\$ 164,000	\$ 660,000
	----	Tractor	161,753	-
	----	Treatment Plant Vector Control	155,000	-

CAPITAL OUTLAY

<u>Fund</u>	<u>Job Ledger</u>	<u>Description</u>	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SEWER SERVICE FUND (521) (cont.)				
----		Collection System Retrofit	85,529	-
----		Cameras	-	155,000
----		Flooring	-	30,000
----		Lab Construction	204,000	110,000
TOTAL SEWER SERVICE FUND (521)			\$ 770,282	\$ 955,000
 SEWER PROJECTS FUND (523)				
	73417	Lab Remodel	\$ 1,388	\$ -
	73417	Lab Remodel	1,053	-
	73342	Office Remodel	70,000	30,000
	73416	RPRP Crossing	23,020	-
	73422	Sewer Pipeline	1,000,000	500,000
	73345	Alabama Rehab	377,250	-
	73348	WWTP Facility Modifications	-	3,000,000
	73357	WWTP Secondary Effluent Flowmeter	39,750	-
	73427	Manhole Adjustment		275,000
	73428	Brine Cap Rehab		60,000
	73429	On-Call Sewer		100,000
	73430	WWTP Storage Tank		150,000
	73431	Slug Load Intervention		140,000
TOTAL SEWER PROJECTS FUND (523)			\$ 1,512,461	\$ 4,255,000
 GROVES FUND (538)				
----		Improvements	\$ 52,872	\$ -
TOTAL GROVES FUND (538)			\$ 52,872	\$ -
 NONPOTABLE WATER PROJECTS FUND (543)				
	71242	Texas Nonpotable Reservoir	\$ 1,800,000	\$ -
	74105	Well Rehabilitation	-	300,000
TOTAL NONPOTABLE WATER PROJECTS FUND (543)			\$ 1,800,000	\$ 300,000
 CEMETERY FUND (562)				
----		Canopy	\$ 7,500	\$ 8,500
----		Lowering Device	-	6,000
----		Service Equipment	-	5,000
49006		Block L Extension	20,000	-
----		Improvements	335,346	-
----		Motor Vehicles (3)	-	44,496
TOTAL CEMETERY FUND (562)			\$ 362,846	\$ 63,996

CAPITAL OUTLAY

Fund	Job Ledger	Description	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
AIRPORT FUND (564)				
	----	Sign	\$ 7,916	\$ -
	----	Asphalt Repair	62,000	-
TOTAL AIRPORT FUND (564)			\$ 69,916	\$ -
INFORMATION TECHNOLOGY FUND (604)				
	----	Server Upgrades	\$ 420,000	\$ -
	----	Enterprise Resource Planning Software	150,000	640,000
TOTAL INFORMATION TECHNOLOGY FUND (604)			\$ 570,000	\$ 640,000
EQUIPMENT MAINTENANCE FUND (607)				
	----	Overhead Crane	\$ -	\$ 50,000
	----	PARIS	36,346	-
	----	Motor Vehicles (2)	-	19,049
TOTAL EQUIPMENT MAINTENANCE (607)			\$ 36,346	\$ 69,049
CUSTOMER SERVICE FUND (608)				
	----	Counter Remodel	\$ 14,789	\$ 50,000
TOTAL CUSTOMER SERVICE FUND (607)			\$ 14,789	\$ 50,000

(This page intentionally left blank)

RESOLUTION NO. 7966

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDLANDS ESTABLISHING A SALARY SCHEDULE AND COMPENSATION PLAN FOR CITY EMPLOYEES AND RESCINDING RESOLUTION NO. 7937.

WHEREAS, the City Council is authorized and directed by Section 2.56.040 of the Redlands Municipal Code to prepare, install, revise and maintain a position classification and compensation plan covering all positions in the competitive service;

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF REDLANDS AS FOLLOWS:

Section 1. The City Council of the City of Redlands hereby establishes a basic compensation plan for all employees in all of the classifications of employment as described in Section 2 of this resolution to be effective July 1, 2019.

Section 2. Salary schedule and Compensation Plan.

Department/Division	PT	FT	Unit	Range			
<i>City Clerk's Office</i>							
Administrative Assistant I/II		1	G	15	30		

Part Time Positions

Administrative Assistant	1		PT				
--------------------------	---	--	----	--	--	--	--

Total City Clerk's Office	1	1					
----------------------------------	----------	----------	--	--	--	--	--

<i>City Manager's Office</i>							
City Manager		1	C	2			
City Attorney		1	C	1			
Assistant City Manager		1	DD	4			
Management Analyst		1	MM	45			
Administrative Analyst		1	MM	30			
Senior Administrative Assistant		1	G	45			

Human Resources/Risk Management

Assistant Director, HR/Risk Management		1	M	90			
Human Resources Manager		1	MM	80			
HR Analyst/Volunteer Coordinator		1	MM	65			
Occupational Health & Safety Administrator		1	MM	65			
Risk/Safety Specialist		1	MM	41			
HR Specialist		1	MM	30			
HR Technician		2	G	37			
Administrative Assistant I/II		1	G	15	30		
HR/Risk Management Intern	2		PT				

Public Information

Public Information Officer		1	M	75			
Multimedia Production Coordinator		1	MM	27			

Purchasing

Procurement Manager		1	M	74				
Purchasing Clerk		1	G	22				

Emergency Management

Emergency Operations Manager		1	M	72				
Emergency Operations Specialist		1	MM	25				

Total City Manager's Office	2	21						
------------------------------------	----------	-----------	--	--	--	--	--	--

Management Services

Director, Management Services*		1	DD	4				
--------------------------------	--	---	----	---	--	--	--	--

Information Technology

Network Engineer II		1	MM	77				
GIS Supervisor		1	MM	76				
Network Engineer I		1	MM	72				
Database Administrator		1	MM	61				
Sr. System Administrator		1	MM	52				
System Administrator		1	MM	46				
GIS Administrator		1	MM	46				
Camera Technician		1	G	75				
GIS Technician		1	G	57				
Help Desk Technician		2	G	54				
Administrative Assistant		1	G	15	30			

Finance

Assistant Finance Director		1	M	90				
Fiscal Manager		1	M	76				
Senior Accountant		2	MM	51				
Accountant		1	MM	35				
Senior Accounting Technician		1	G	40				
Accounting Technician I/II		2	G	23	33			

Revenue Division

Revenue Manager		1	MM	70				
Utilities Customer Service Supervisor		1	MM	45				
Accountant		1	MM	35				
Utilities Billing Specialist		1	G	40				
Senior Accounting Technician		1	G	40				
Utilities Billing Technician		1	G	35				
Customer Account Specialist		7	G	33				
Customer Service Technician I/II		3	G	17	27			

Payroll

Payroll Coordinator		1	MM	30				
Payroll Assistant		1	G	35				

Part Time Position

Business License Inspector		1	PT					
Intern		1	PT					

Total Management Services | 2 | 39 |

*the position of Director, Management Services shall perform the duties of Director of Finance as outlined in Redlands Municipal Code 2.08

Development Services Department

Administration

Development Services Director		1	DD	03				
Project Manager I/II		1	MM	55	65			
Administrative Analyst		1	MM	30				
Sr. Administrative Assistant		1	G	45				

Building Division

Chief Building Official		1	M	81				
Sr. Plans Examiner		1	MM	62				
Plans Examiner		1	G	80				
Sr. Building Inspector		1	G	80				
Building Inspector I/II		1	G	60	70			
Permit Technician I/II		2	G	52	57			

Economic Development Division

Economic Development Manager		1	M	80				
------------------------------	--	---	---	----	--	--	--	--

Planning Division

City Planner		1	M	82				
Principal Planner		2	MM	75				
Senior Planner		1	MM	65				
Junior/Assistant/Associate Planner		3	G	53	70	80		

Part Time Positions

Planning Intern		1	PT					
-----------------	--	---	----	--	--	--	--	--

Total Development Services Department | 1 | 19 |

Fire Department

Fire Chief		1	DD	06				
Fire Marshal		1	M	88				
Deputy Fire Chief		1	F	85				
Battalion Chief		3	F	79				
Fire Captain		15	F	60				
Fire Engineer		15	F	55				

Fire Fighter		21	F	50				
EMS Coordinator		1	MM	82				
Management Analyst		1	MM	45				
Fire Safety Specialist		1	CS	75				
Fire Prevention Inspector		1	CS	55				
Senior Administrative Assistant		1	G	45				
Administrative Assistant		1	G	30				

Part Time Positions

Fire Prevention Technician	2		PT					
Environmental Technician	2		PT					

Total Fire Department	4	63						
------------------------------	----------	-----------	--	--	--	--	--	--

Library

Library Director		1	N/A					
Archivist Curator		1	M	78				
Principal Librarian		1	MM	47				
Systems Administrator		1	MM	46				
Management Analyst		1	MM	45				
Senior Librarian		2	MM	37				
Associate Archivist		1	MM	32				
Adult Literacy Coordinator		1	MM	32				
Sr. Administrative Assistant		1	G	45				
Building Maintenance Worker		1	G	38				
Library Specialist I/II		6	G	22	32			
Technical Services Clerk		1	G	12				
Library Clerk		2	G	5				

Part Time Positions

Administrative Assistant	1		PT					
Building Maintenance Worker	1		PT					
Library Specialist	1		PT					
Library Clerk	4		PT					
Library Page	3		PT					
Technical Services Clerk	1		PT					
Museum Attendant	3		PT					

Total Library	14	20						
----------------------	-----------	-----------	--	--	--	--	--	--

Municipal Utilities & Engineering Department

Administration

Director of Municipal Utilities and Public Works Engineering/City Engineer		1	DD	05				
Engineering Manager		1	M	85				
Utilities Operations Manager		1	M	85				
One Stop Permit Center Manager		1	M	82				

Construction Manager		1	MM	78				
Senior Project Manager		1	MM	73				
Water Resources Specialist		1	MM	48				
Management Analyst		1	MM	45				
Administrative Analyst		1	MM	30				
Water Conservation Specialist		1	G	49				
Senior Administrative Assistant		2	G	45				
Administrative Assistant I/II		1	G	15	30			

Engineering Services

Asst/Assoc/Civil/Sr. Civil Engineer		9	G/MM	74	51	61	73	
Senior Construction Inspector		1	G	90				
Senior Environmental Compliance Inspector		1	G	79				
Construction Inspector I/II		3	G	69	79			
NPDES Inspector I/II		1	G	59	64			
Counter Services Technician		1	G	30				

Water Division

Water Production/Maint. Superintendent		1	MM	76				
Water Distribution Superintendent		1	MM	70				
Water Production Operations Supervisor		1	G	97				
Water Production Maintenance Supervisor		1	G	97				
Water Distribution Supervisor		1	G	97				
Utilities Maintenance Foreperson		1	G	80				
Senior Water Treatment Operator		1	G	79				
Electrical and Instrumentation Technician		1	G	69				
Water Distribution Crew leader		3	G	61				
Cross Connection Control Inspector		1	G	58				
Water Treatment Operator I/II/III/IV/V		7	G	54	57	67	72	77
Senior Water Quality Technician		1	G	54				
Senior Water Distribution Operator		4	G	48				
Sr. Customer Service Field Technician		1	G	48				
Plant Mechanic I/II		3	G	43	53			
Customer Service Field Technician		1	G	39				
Water Quality Technician I/II		2	G	39	49			
Water Distribution Operator		10	G	35				
Electrical and Instrumentation Apprentice		1	G	35				
Senior Grounds Maintenance Worker I/II		1	G	30	40			
Water Meter Reader I/II		3	G	17	27			
Maintenance Worker I/II		3	G	14	20			
Grounds Maintenance Worker I/II		1	G	12	20			

Wastewater Division

Wastewater Operations Superintendent		1	MM	76				
Wastewater Operations Supervisor		1	G	97				
Regulatory Compliance Officer		1	G	90				

Laboratory Supervisor		1	G	87				
Wastewater Collection System Supervisor		1	G	72				
Wastewater Facilities Operator I/II/III/IV		6	G	51	61	66	71	
Plant Mechanic I/II		3	G	43	53			
Laboratory Technician I/II/III/IV		4	G	33	43	53	58	
Line Maintenance Worker I/II/III/IV		3	G	34	44	49	54	
Senior Grounds Maintenance Worker I/II		1	G	30	40			
Maintenance Worker I/II		2	G	14	20			

Part Time Positions

Technical Services Clerk	3		PT					
Water/Wastewater Operations Apprentice	5		PT					
Water Waste Investigator	3		PT					

Total MUED Department 11 | 103

Police Department

Chief of Police		1	DD	07				
Assistant Police Chief		1	P	89				
Police Lieutenant		3	P	81				
Police Sergeant		12	P	70				
Police Corporal/Investigator		20	P	64				
Police Officer/Police Recruit		52	P/CS	60/79				
Police Operations Manager		1	M	74				
Management Analyst		1	MM	45				
Police Operations Coordinator		1	MM	36				
Crime Analyst		1	CS	79				
Executive Police Assistant		1	CS	74				
Dispatcher Shift Supervisor		1	CS	70				
Police Customer Service Supervisor		1	CS	64				
Animal Control Supervisor		1	CS	64				
Senior Forensic Specialist		1	CS	52				
Forensic Specialist		1	CS	47				
Property & Evidence Technician		1	CS	43				
Dispatcher I/II/III		15	CS	40	50	55		
Community Service Officer I/II		7	CS	33	43			
Animal Control Officer		3	CS	30				
Police Customer Service Representative I/II		3	CS	17	27			
Kennel Attendant		2	CS	10				

Part Time Positions

Community Services Officer	2		PT					
Customer Service Rep	3		PT					
Kennel Attendant	1		PT					
Background Investigator	5		PT					
ID Technician Trainee	1		PT					

Dispatcher	1		PT					
------------	---	--	----	--	--	--	--	--

Total Police Department	13	130						
--------------------------------	-----------	------------	--	--	--	--	--	--

Facilities and Community Services

Director, Facilities & Community Services	1	DD	04				
Asst. Director, Facilities & Community Serv	1	M	90				
Senior Manager, Fac & Comm Serv	1	M	75				
Manager, Fac & Comm Serv	1	MM	73				
Field Services Superintendent	1	MM	60				
Event Manager	1	MM	55				
Field Services Project Supervisor	1	MM	48				
Administrative Analyst	1	MM	30				
Senior Code Enforcement Officer	1	G	70				
Code Enforcement Officer I/II	2	G	40	55			
Sr. Administrative Assistant	3	G	45				
Counter Services Technician	1	G	30				
Administrative Assistant I/II	2	G	15	30			

Airport

Airport Supervisor	1	MM	40				
--------------------	---	----	----	--	--	--	--

Building Maintenance

Senior Building Maintenance Worker	1	G	47				
Building Maintenance Worker	2	G	38				

Electrical

Electrician	1	G	46				
Traffic Signal Technician I/II	1	G	28	46			

Solid Waste Division

Solid Waste Manager	1	MM	51				
Solid Waste Coordinator	1	G	59				
Senior Equipment Operator	1	G	44				
Senior Solid Waste Truck Driver	1	G	44				
Recycling Coordinator	1	G	44				
Welder	1	G	43				
Solid Waste Truck Driver	25	G	34				
Equipment Operator OIT/I/II	2	G	19	34	39		
Maintenance Worker I/II	6	G	14	20			

Fleet Services Division

Fleet Services Coordinator	1	MM	40				
Fire Mechanic	1	G	53				
Heavy Equipment Mechanic	1	G	43				
Mechanic I/II	1	G	41	46			

Parks and Trees Division

Field Services Coordinator		1	MM	40				
Senior Grounds Maintenance Worker I/II		2	G	30	40			
Tree Trimmer I/II		6	G	30	40			
Grounds Maintenance Worker I/II		11	G	12	20			

Street Division

Field Services Coordinator		1	MM	40				
Senior Asphalt Worker		1	G	44				
Senior Street Maintenance Worker I/II		2	G	44	49			
Equipment Operator OIT/I/II		3	G	19	34	39		
Asphalt Worker		2	G	34				
Sign & Paint Worker		1	G	34				
Maintenance Worker I/II		3	G	14	20			

Cemetery Division:

Cemetery Manager		1	MM	58				
Cemetery Sales and Services Representative		1	G	58				
Cemetery Crew Leader		1	G	49				
Cemetery Caretaker I/II		1	G	17	25			

Recreation/Senior Services

Recreation Services Coordinator		1	G	59				
Program Specialist		2	G	45				
Administrative Assistant I/II		1	G	15	30			
Program Aid		3	G	2				

Part Time Positions

Program Assistant	3		PT					
Program Aide	5		PT					
Cemetery Aid	1		PT					
Downtown Attendant	1		PT					
Event Assistant	1		PT					
Equipment Operator OIT	1		PT					
Maintenance Worker	8		PT					

Total Quality of Life Department	20	110						
---	-----------	------------	--	--	--	--	--	--

Total Full Time Positions	506
Total Part Time Positions	68
Total Authorized Positions	574

GRANT & DONATION FUNDED POSITIONS

Police Department

Camera Operators	6		PT					
------------------	---	--	----	--	--	--	--	--

Quality of Life

Van Driver		1	G	5				
------------	--	---	---	---	--	--	--	--

Total Grant Funded Positions

6	1
---	---

All grant and donation funded positions are contingent upon continued funding.

Total Authorized Positions 574
Total Grant Funded Positions 7

TOTAL POSITIONS 581

Section 3. In addition to the salary schedule set forth above, the compensation plan established by this resolution permits the City Manager to establish programs for incentive awards, length of service awards, pay for performance, and other methods of recognizing employee work performance.

Section 4. Resolution No.7937 of the City of Redlands is hereby rescinded effective July 1, 2019.

Adopted, approved and signed this 4th day of June, 2019.

Paul W. Foster, Mayor

ATTEST:

Jeanne Donaldson, City Clerk

I, Jeanne Donaldson, City Clerk of the City of Redlands hereby certify that the foregoing resolution was duly adopted by the City Council at a regular meeting thereof held on the 4th day of June, 2019.

AYES: Councilmembers Barich, Tejada, Momberger, Davis; Mayor Foster
NOES: None
ABSTAIN: None
ABSENT None



Jeanne Donaldson
Jeanne Donaldson, City Clerk

Range	FLSA Status	Rate Type	A (Minimum)	B	C	D	E (Maximum)	F (Longevity Only)
G2	NE	HOURLY	13.289	13.954	14.652	15.384	16.153	16.961
		MONTHLY	2303	2419	2540	2667	2799.91	2940
		ANNUAL	27642	29024	30475	31999	33599	35279
G3	NE	HOURLY	13.954	14.652	15.384	16.153	16.961	17.809
		MONTHLY	2419	2540	2667	2800	2939.91	3087
		ANNUAL	29024	30475	31999	33599	35279	37043
G4	NE	HOURLY	14.652	15.384	16.153	16.961	17.809	18.699
		MONTHLY	2540	2667	2800	2940	3086.90	3241
		ANNUAL	30475	31999	33599	35279	37043	38895
G5	NE	HOURLY	15.828	16.620	17.451	18.323	19.239	20.201
		MONTHLY	2744	2881	3025	3176	3334.84	3502
		ANNUAL	32923	34569	36298	38112	40018	42019
G6	NE	HOURLY	15.987	16.786	17.625	18.507	19.432	20.403
		MONTHLY	2771	2910	3055	3208	3368	3537
		ANNUAL	33252	34915	36661	38494	40418	42439
G7	NE	HOURLY	16.147	16.954	17.802	18.692	19.626	20.607
		MONTHLY	2799	2939	3086	3240	3402	3572
		ANNUAL	33585	35264	37027	38879	40822	42864
G8	NE	HOURLY	16.308	17.123	17.980	18.879	19.822	20.814
		MONTHLY	2827	2968	3116	3272	3436	3608
		ANNUAL	33921	35617	37397	39267	41231	43292
G9	NE	HOURLY	16.471	17.295	18.159	19.067	20.021	21.022
		MONTHLY	2855	2998	3148	3305	3470	3644
		ANNUAL	34260	35973	37771	39660	41643	43725
G10	NE	HOURLY	16.636	17.468	18.341	19.258	20.221	21.232
		MONTHLY	2884	3028	3179	3338	3505	3680
		ANNUAL	34602	36332	38149	40057	42059	44162
G11	NE	HOURLY	16.802	17.642	18.524	19.451	20.423	21.444
		MONTHLY	2912	3058	3211	3371	3540	3717
		ANNUAL	34948	36696	38531	40457	42480	44604
G12	NE	HOURLY	16.970	17.819	18.710	19.645	20.627	21.659
		MONTHLY	2941	3089	3243	3405	3575	3754
		ANNUAL	35298	37063	38916	40862	42905	45050
G13	NE	HOURLY	17.140	17.997	18.897	19.842	20.834	21.875
		MONTHLY	2971	3119	3275	3439	3611	3792
		ANNUAL	35651	37433	39305	41270	43334	45501
G14	NE	HOURLY	17.311	18.177	19.086	20.040	21.042	22.094
		MONTHLY	3001	3151	3308	3474	3647	3830
		ANNUAL	36007	37808	39698	41683	43767	45956

Range	FLSA Status	Rate Type	A (Minimum)	B	C	D	E (Maximum)	F (Longevity Only)
G15	NE	HOURLY	17.484	18.359	19.276	20.240	21.252	22.315
		MONTHLY	3031	3182	3341	3508	3684	3868
		ANNUAL	36367	38186	40095	42100	44205	46415
G16	NE	HOURLY	17.659	18.542	19.469	20.443	21.465	22.538
		MONTHLY	3061	3214	3375	3543	3721	3907
		ANNUAL	36731	38568	40496	42521	44647	46879
G17	NE	HOURLY	17.836	18.728	19.664	20.647	21.680	22.763
		MONTHLY	3092	3246	3408	3579	3758	3946
		ANNUAL	37098	38953	40901	42946	45093	47348
G18	NE	HOURLY	18.014	18.915	19.861	20.854	21.896	22.991
		MONTHLY	3122	3279	3443	3615	3795	3985
		ANNUAL	37469	39343	41310	43376	45544	47822
G19	NE	HOURLY	18.194	19.104	20.059	21.062	22.115	23.221
		MONTHLY	3154	3311	3477	3651	3833	4025
		ANNUAL	37844	39736	41723	43809	46000	48300
G20	NE	HOURLY	18.376	19.295	20.260	21.273	22.336	23.453
		MONTHLY	3185	3344	3512	3687	3872	4065
		ANNUAL	38223	40134	42140	44247	46460	48783
G21	NE	HOURLY	18.560	19.488	20.462	21.486	22.560	23.688
		MONTHLY	3217	3378	3547	3724	3910	4106
		ANNUAL	38605	40535	42562	44690	46924	49271
G22	NE	HOURLY	18.746	19.683	20.667	21.700	22.785	23.925
		MONTHLY	3249	3412	3582	3761	3949	4147
		ANNUAL	38991	40940	42987	45137	47394	49763
G23	NE	HOURLY	18.933	19.880	20.874	21.917	23.013	24.164
		MONTHLY	3282	3446	3618	3799	3989	4188
		ANNUAL	39381	41350	43417	45588	47868	50261
G24	NE	HOURLY	19.122	20.078	21.082	22.137	23.243	24.406
		MONTHLY	3315	3480	3654	3837	4029	4230
		ANNUAL	39775	41763	43851	46044	48346	50764
G25	NE	HOURLY	19.314	20.279	21.293	22.358	23.476	24.650
		MONTHLY	3348	3515	3691	3875	4069	4273
		ANNUAL	40172	42181	44290	46504	48830	51271
G26	NE	HOURLY	19.507	20.482	21.506	22.581	23.711	24.896
		MONTHLY	3381	3550	3728	3914	4110	4315
		ANNUAL	40574	42603	44733	46969	49318	51784
G27	NE	HOURLY	19.702	20.687	21.721	22.807	23.948	25.145
		MONTHLY	3415	3586	3765	3953	4151	4358
		ANNUAL	40980	43029	45180	47439	49811	52302

Range	FLSA Status	Rate Type	A (Minimum)	B	C	D	E (Maximum)	F (Longevity Only)
G28	NE	HOURLY	19.899	20.894	21.938	23.035	24.187	25.396
		MONTHLY	3449	3622	3803	3993	4192	4402
		ANNUAL	41390	43459	45632	47914	50309	52825
G29	NE	HOURLY	20.098	21.103	22.158	23.266	24.429	25.650
		MONTHLY	3484	3658	3841	4033	4234	4446
		ANNUAL	41803	43894	46088	48393	50812	53353
G30	NE	HOURLY	20.299	21.314	22.379	23.498	24.673	25.907
		MONTHLY	3518	3694	3879	4073	4277	4491
		ANNUAL	42221	44333	46549	48877	51320	53886
G31	NE	HOURLY	20.502	21.527	22.603	23.733	24.920	26.166
		MONTHLY	3554	3731	3918	4114	4319	4535
		ANNUAL	42644	44776	47015	49365	51834	54425
G32	NE	HOURLY	20.707	21.742	22.829	23.971	25.169	26.428
		MONTHLY	3589	3769	3957	4155	4363	4581
		ANNUAL	43070	45224	47485	49859	52352	54970
G33	NE	HOURLY	20.914	21.960	23.058	24.210	25.421	26.692
		MONTHLY	3625	3806	3997	4196	4406	4627
		ANNUAL	43501	45676	47960	50358	52876	55519
G34	NE	HOURLY	21.123	22.179	23.288	24.453	25.675	26.959
		MONTHLY	3661	3844	4037	4238	4450	4673
		ANNUAL	43936	46133	48439	50861	53404	56074
G35	NE	HOURLY	21.334	22.401	23.521	24.697	25.932	27.228
		MONTHLY	3698	3883	4077	4281	4495	4720
		ANNUAL	44375	46594	48924	51370	53938	56635
G36	NE	HOURLY	21.548	22.625	23.756	24.944	26.191	27.501
		MONTHLY	3735	3922	4118	4324	4540	4767
		ANNUAL	44819	47060	49413	51884	54478	57202
G37	NE	HOURLY	21.763	22.851	23.994	25.193	26.453	27.776
		MONTHLY	3772	3961	4159	4367	4585	4814
		ANNUAL	45267	47530	49907	52402	55022	57774
G38	NE	HOURLY	21.981	23.080	24.234	25.445	26.718	28.054
		MONTHLY	3810	4000	4201	4411	4631	4863
		ANNUAL	45720	48006	50406	52926	55573	58351
G39	NE	HOURLY	22.200	23.311	24.476	25.700	26.985	28.334
		MONTHLY	3848	4040	4243	4455	4677	4911
		ANNUAL	46177	48486	50910	53456	56128	58935
G40	NE	HOURLY	22.422	23.544	24.721	25.957	27.255	28.617
		MONTHLY	3887	4081	4285	4499	4724	4960
		ANNUAL	46639	48971	51419	53990	56690	59524

Range	FLSA Status	Rate Type	A (Minimum)	B	C	D	E (Maximum)	F (Longevity Only)
G41	NE	HOURLY	22.647	23.779	24.968	26.216	27.527	28.904
		MONTHLY	3925	4122	4328	4544	4771	5010
		ANNUAL	47105	49460	51933	54530	57257	60119
G42	NE	HOURLY	22.873	24.017	25.218	26.479	27.802	29.193
		MONTHLY	3965	4163	4371	4590	4819	5060
		ANNUAL	47576	49955	52453	55075	57829	60721
G43	NE	HOURLY	23.102	24.257	25.470	26.743	28.081	29.485
		MONTHLY	4004	4205	4415	4636	4867	5111
		ANNUAL	48052	50455	52977	55626	58407	61328
G44	NE	HOURLY	23.333	24.500	25.725	27.011	28.361	29.779
		MONTHLY	4044	4247	4459	4682	4916	5162
		ANNUAL	48532	50959	53507	56182	58992	61941
G45	NE	HOURLY	23.566	24.745	25.982	27.281	28.645	30.077
		MONTHLY	4085	4289	4504	4729	4965	5213
		ANNUAL	49018	51469	54042	56744	59581	62561
G46	NE	HOURLY	23.802	24.992	26.242	27.554	28.931	30.378
		MONTHLY	4126	4332	4549	4776	5015	5266
		ANNUAL	49508	51983	54583	57312	60177	63186
G47	NE	HOURLY	24.040	25.242	26.504	27.829	29.221	30.682
		MONTHLY	4167	4375	4594	4824	5065	5318
		ANNUAL	50003	52503	55128	57885	60779	63818
G48	NE	HOURLY	24.280	25.494	26.769	28.108	29.513	30.989
		MONTHLY	4209	4419	4640	4872	5116	5371
		ANNUAL	50503	53028	55680	58464	61387	64456
G49	NE	HOURLY	24.523	25.749	27.037	28.389	29.808	31.298
		MONTHLY	4251	4463	4686	4921	5167	5425
		ANNUAL	51008	53559	56236	59048	62001	65101
G50	NE	HOURLY	24.768	26.007	27.307	28.672	30.106	31.611
		MONTHLY	4293	4508	4733	4970	5218	5479
		ANNUAL	51518	54094	56799	59639	62621	65752
G51	NE	HOURLY	25.016	26.267	27.580	28.959	30.407	31.928
		MONTHLY	4336	4553	4781	5020	5271	5534
		ANNUAL	52033	54635	57367	60235	63247	66409
G52	NE	HOURLY	25.266	26.530	27.856	29.249	30.711	32.247
		MONTHLY	4379	4598	4828	5070	5323	5589
		ANNUAL	52554	55181	57940	60838	63879	67073
G53	NE	HOURLY	25.519	26.795	28.135	29.541	31.018	32.569
		MONTHLY	4423	4644	4877	5120	5377	5645
		ANNUAL	53079	55733	58520	61446	64518	67744

Range	FLSA Status	Rate Type	A (Minimum)	B	C	D	E (Maximum)	F (Longevity Only)
G54	NE	HOURLY	25.774	27.063	28.416	29.837	31.329	32.895
		MONTHLY	4468	4691	4925	5172	5430	5702
		ANNUAL	53610	56291	59105	62060	65163	68422
G55	NE	HOURLY	26.032	27.333	28.700	30.135	31.642	33.224
		MONTHLY	4512	4738	4975	5223	5485	5759
		ANNUAL	54146	56853	59696	62681	65815	69106
G56	NE	HOURLY	26.292	27.607	28.987	30.436	31.958	33.556
		MONTHLY	4557	4785	5024	5276	5539	5816
		ANNUAL	54688	57422	60293	63308	66473	69797
G57	NE	HOURLY	26.555	27.883	29.277	30.741	32.278	33.892
		MONTHLY	4603	4833	5075	5328	5595	5875
		ANNUAL	55235	57996	60896	63941	67138	70495
G58	NE	HOURLY	26.821	28.162	29.570	31.048	32.601	34.231
		MONTHLY	4649	4881	5125	5382	5651	5933
		ANNUAL	55787	58576	61505	64580	67809	71200
G59	NE	HOURLY	27.089	28.443	29.865	31.359	32.927	34.573
		MONTHLY	4695	4930	5177	5436	5707	5993
		ANNUAL	56345	59162	62120	65226	68487	71912
G60	NE	HOURLY	27.360	28.728	30.164	31.672	33.256	34.919
		MONTHLY	4742	4979	5228	5490	5764	6053
		ANNUAL	56908	59754	62741	65878	69172	72631
G61	NE	HOURLY	27.633	29.015	30.466	31.989	33.588	35.268
		MONTHLY	4790	5029	5281	5545	5822	6113
		ANNUAL	57477	60351	63369	66537	69864	73357
G62	NE	HOURLY	27.910	29.305	30.770	32.309	33.924	35.621
		MONTHLY	4838	5080	5334	5600	5880	6174
		ANNUAL	58052	60955	64002	67202	70563	74091
G63	NE	HOURLY	28.189	29.598	31.078	32.632	34.264	35.977
		MONTHLY	4886	5130	5387	5656	5939	6236
		ANNUAL	58633	61564	64642	67874	71268	74832
G64	NE	HOURLY	28.471	29.894	31.389	32.958	34.606	36.337
		MONTHLY	4935	5182	5441	5713	5998	6298
G65	NE	HOURLY	28.755	30.193	31.703	33.288	34.952	36.700
		MONTHLY	4984	5233	5495	5770	6058	6361
		ANNUAL	59811	62802	65942	69239	72701	76336
G66	NE	HOURLY	29.043	30.495	32.020	33.621	35.302	37.067
		MONTHLY	5034	5286	5550	5828	6119	6425
		ANNUAL	60409	63430	66601	69931	73428	77099

Range	FLSA Status	Rate Type	A (Minimum)	B	C	D	E (Maximum)	F (Longevity Only)
G67	NE	HOURLY	29.333	30.800	32.340	33.957	35.655	37.438
		MONTHLY	5084	5339	5606	5886	6180	6489
		ANNUAL	61013	64064	67267	70630	74162	77870
G68	NE	HOURLY	29.627	31.108	32.663	34.297	36.011	37.812
		MONTHLY	5135	5392	5662	5945	6242	6554
		ANNUAL	61623	64705	67940	71337	74904	78649
G69	NE	HOURLY	29.923	31.419	32.990	34.639	36.371	38.190
		MONTHLY	5187	5446	5718	6004	6304	6620
		ANNUAL	62240	65352	68619	72050	75653	79435
G70	NE	HOURLY	30.222	31.733	33.320	34.986	36.735	38.572
		MONTHLY	5239	5500	5775	6064	6367	6686
		ANNUAL	62862	66005	69305	72771	76409	80230
G71	NE	HOURLY	30.524	32.051	33.653	35.336	37.103	38.958
		MONTHLY	5291	5555	5833	6125	6431	6753
		ANNUAL	63491	66665	69998	73498	77173	81032
G72	NE	HOURLY	30.830	32.371	33.990	35.689	37.474	39.347
		MONTHLY	5344	5611	5892	6186	6495	6820
		ANNUAL	64126	67332	70698	74233	77945	81842
G73	NE	HOURLY	31.138	32.695	34.330	36.046	37.848	39.741
		MONTHLY	5397	5667	5950	6248	6560	6888
		ANNUAL	64767	68005	71405	74976	78724	82661
G74	NE	HOURLY	31.449	33.022	34.673	36.406	38.227	40.138
		MONTHLY	5451	5724	6010	6310	6626	6957
		ANNUAL	65414	68685	72119	75725	79512	83487
G75	NE	HOURLY	31.764	33.352	35.020	36.771	38.609	40.539
		MONTHLY	5506	5781	6070	6374	6692	7027
		ANNUAL	66069	69372	72841	76483	80307	84322
G76	NE	HOURLY	32.081	33.685	35.370	37.138	38.995	40.945
		MONTHLY	5561	5839	6131	6437	6759	7097
		ANNUAL	66729	70066	73569	77248	81110	85165
G77	NE	HOURLY	32.402	34.022	35.723	37.510	39.385	41.354
		MONTHLY	5616	5897	6192	6502	6827	7168
		ANNUAL	67397	70766	74305	78020	81921	86017
G78	NE	HOURLY	32.726	34.363	36.081	37.885	39.779	41.768
		MONTHLY	5673	5956	6254	6567	6895	7240
		ANNUAL	68071	71474	75048	78800	82740	86877
G79	NE	HOURLY	33.053	34.706	36.441	38.264	40.177	42.186
		MONTHLY	5729	6016	6317	6632	6964	7312
		ANNUAL	68751	72189	75798	79588	83568	87746

Range	FLSA Status	Rate Type	A (Minimum)	B	C	D	E (Maximum)	F (Longevity Only)
G80	NE	HOURLY	33.384	35.053	36.806	38.646	40.578	42.607
		MONTHLY	5787	6076	6380	6699	7034	7385
		ANNUAL	69439	72911	76556	80384	84403	88623
G81	NE	HOURLY	33.718	35.404	37.174	39.033	40.984	43.033
		MONTHLY	5844	6137	6443	6766	7104	7459
		ANNUAL	70133	73640	77322	81188	85247	89510
G82	NE	HOURLY	34.055	35.758	37.546	39.423	41.394	43.464
		MONTHLY	5903	6198	6508	6833	7175	7534
		ANNUAL	70835	74376	78095	82000	86100	90405
G83	NE	HOURLY	34.396	36.115	37.921	39.817	41.808	43.898
		MONTHLY	5962	6260	6573	6902	7247	7609
		ANNUAL	71543	75120	78876	82820	86961	91309
G84	NE	HOURLY	34.740	36.477	38.300	40.215	42.226	44.337
		MONTHLY	6022	6323	6639	6971	7319	7685
G85	NE	HOURLY	35.087	36.841	38.683	40.618	42.648	44.781
		MONTHLY	6082	6386	6705	7040	7392	7762
		ANNUAL	72981	76630	80461	84484	88709	93144
G86	NE	HOURLY	35.438	37.210	39.070	41.024	43.075	45.229
		MONTHLY	6143	6450	6772	7111	7466	7840
		ANNUAL	73711	77396	81266	85329	89596	94076
G87	NE	HOURLY	35.792	37.582	39.461	41.434	43.506	45.681
		MONTHLY	6204	6514	6840	7182	7541	7918
		ANNUAL	74448	78170	82079	86183	90492	95016
G88	NE	HOURLY	36.150	37.958	39.856	41.848	43.941	46.138
		MONTHLY	6266	6579	6908	7254	7616	7997
		ANNUAL	75192	78952	82899	87044	91397	95966
G89	NE	HOURLY	36.512	38.337	40.254	42.267	44.380	46.599
		MONTHLY	6329	6645	6977	7326	7693	8077
		ANNUAL	75944	79741	83728	87915	92311	96926
G90	NE	HOURLY	36.877	38.721	40.657	42.689	44.824	47.065
		MONTHLY	6392	6712	7047	7400	7769	8158
		ANNUAL	76704	80539	84566	88794	93234	97895
G91	NE	HOURLY	37.246	39.108	41.063	43.116	45.272	47.536
		MONTHLY	6456	6779	7118	7473	7847	8240
		ANNUAL	77471	81344	85411	89682	94166	98874
G92	NE	HOURLY	37.618	39.499	41.474	43.547	45.725	48.011
		MONTHLY	6520	6846	7189	7548	7926	8322
		ANNUAL	78245	82158	86266	90579	95108	99863

Range	FLSA Status	Rate Type	A (Minimum)	B	C	D	E (Maximum)	F (Longevity Only)
G93	NE	HOURLY	37.994	39.894	41.889	43.983	46.182	48.491
		MONTHLY	6586	6915	7261	7624	8005	8405
		ANNUAL	79028	82979	87128	91485	96059	100862
G94	NE	HOURLY	38.374	40.293	42.307	44.423	46.644	48.976
		MONTHLY	6652	6984	7333	7700	8085	8489
		ANNUAL	79818	83809	87999	92399	97019	101870
G95	NE	HOURLY	38.758	40.696	42.730	44.867	47.110	49.466
		MONTHLY	6718	7054	7407	7777	8166	8574
		ANNUAL	80616	84647	88879	93323	97990	102889
G96	NE	HOURLY	39.145	41.103	43.158	45.316	47.581	49.961
		MONTHLY	6785	7124	7481	7855	8247	8660
		ANNUAL	81422	85494	89768	94257	98969	103918
G97	NE	HOURLY	39.537	41.514	43.589	45.769	48.057	50.460
		MONTHLY	6853	7196	7555	7933	8330	8746
		ANNUAL	82237	86348	90666	95199	99959	104957

Range	FLSA Status	Rate Type	A (Minimum)	B	C	D	E (Maximum)	F (Longevity Only)
CS10	NE	HOURLY	15.791	16.581	17.410	18.280	19.194	20.154
		MONTHLY	2737	2874	3018	3169	3327.02	3493
		ANNUAL	32846	34488	36212	38023	39924	41920
CS11	NE	HOURLY	15.949	16.747	17.584	18.463	19.386	20.356
		MONTHLY	2765	2903	3048	3200	3360	3528
		ANNUAL	33174	34833	36575	38403	40323	42340
CS12	NE	HOURLY	16.109	16.914	17.760	18.648	19.580	20.559
		MONTHLY	2792	2932	3078	3232	3394	3564
		ANNUAL	33506	35181	36940	38787	40727	42763
CS13	NE	HOURLY	16.270	17.083	17.937	18.834	19.776	20.765
		MONTHLY	2820	2961	3109	3265	3428	3599
		ANNUAL	33841	35533	37310	39175	41134	43191
CS14	NE	HOURLY	16.432	17.254	18.117	19.023	19.974	20.972
		MONTHLY	2848	2991	3140	3297	3462	3635
		ANNUAL	34179	35888	37683	39567	41545	43623
CS15	NE	HOURLY	16.597	17.427	18.298	19.213	20.173	21.182
		MONTHLY	2877	3021	3172	3330	3497	3672
		ANNUAL	34521	36247	38060	39963	41961	44059
CS16	NE	HOURLY	16.763	17.601	18.481	19.405	20.375	21.394
		MONTHLY	2906	3051	3203	3364	3532	3708
		ANNUAL	34866	36610	38440	40362	42380	44499
CS17	NE	HOURLY	16.930	17.777	18.666	19.599	20.579	21.608
		MONTHLY	2935	3081	3235	3397	3567	3745
		ANNUAL	35215	36976	38825	40766	42804	44944
CS18	NE	HOURLY	17.100	17.955	18.852	19.795	20.785	21.824
		MONTHLY	2964	3112	3268	3431	3603	3783
		ANNUAL	35567	37346	39213	41174	43232	45394
CS19	NE	HOURLY	17.271	18.134	19.041	19.993	20.993	22.042
		MONTHLY	2994	3143	3300	3465	3639	3821
		ANNUAL	35923	37719	39605	41585	43665	45848
CS20	NE	HOURLY	17.443	18.316	19.231	20.193	21.202	22.263
		MONTHLY	3024	3175	3333	3500	3675	3859
		ANNUAL	36282	38096	40001	42001	44101	46306
CS21	NE	HOURLY	17.618	18.499	19.424	20.395	21.415	22.485
		MONTHLY	3054	3206	3367	3535	3712	3897
		ANNUAL	36645	38477	40401	42421	44542	46769
CS22	NE	HOURLY	17.794	18.684	19.618	20.599	21.629	22.710
		MONTHLY	3084	3239	3400	3570	3749	3936
		ANNUAL	37011	38862	40805	42845	44988	47237

Range	FLSA Status	Rate Type	A (Minimum)	B	C	D	E (Maximum)	F (Longevity Only)
CS23	NE	HOURLY	17.972	18.870	19.814	20.805	21.845	22.937
		MONTHLY	3115	3271	3434	3606	3786	3976
		ANNUAL	37382	39251	41213	43274	45438	47709
CS24	NE	HOURLY	18.152	19.059	20.012	21.013	22.063	23.167
		MONTHLY	3146	3304	3469	3642	3824	4016
		ANNUAL	37755	39643	41625	43707	45892	48186
CS25	NE	HOURLY	18.333	19.250	20.212	21.223	22.284	23.398
		MONTHLY	3178	3337	3503	3679	3863	4056
		ANNUAL	38133	40040	42042	44144	46351	48668
CS26	NE	HOURLY	18.516	19.442	20.414	21.435	22.507	23.632
		MONTHLY	3210	3370	3538	3715	3901	4096
		ANNUAL	38514	40440	42462	44585	46814	49155
CS27	NE	HOURLY	18.702	19.637	20.619	21.649	22.732	23.869
		MONTHLY	3242	3404	3574	3753	3940	4137
		ANNUAL	38899	40844	42887	45031	47282	49647
CS28	NE	HOURLY	18.889	19.833	20.825	21.866	22.959	24.107
		MONTHLY	3274	3438	3610	3790	3980	4179
		ANNUAL	39288	41253	43315	45481	47755	50143
CS29	NE	HOURLY	19.078	20.031	21.033	22.085	23.189	24.348
		MONTHLY	3307	3472	3646	3828	4019	4220
		ANNUAL	39681	41665	43749	45936	48233	50644
CS30	NE	HOURLY	19.268	20.232	21.243	22.305	23.421	24.592
		MONTHLY	3340	3507	3682	3866	4060	4263
		ANNUAL	40078	42082	44186	46395	48715	51151
CS31	NE	HOURLY	19.461	20.434	21.456	22.529	23.655	24.838
		MONTHLY	3373	3542	3719	3905	4100	4305
		ANNUAL	40479	42503	44628	46859	49202	51662
CS32	NE	HOURLY	19.656	20.638	21.670	22.754	23.892	25.086
		MONTHLY	3407	3577	3756	3944	4141	4348
		ANNUAL	40884	42928	45074	47328	49694	52179
CS33	NE	HOURLY	19.852	20.845	21.887	22.981	24.130	25.337
		MONTHLY	3441	3613	3794	3983	4183	4392
		ANNUAL	41292	43357	45525	47801	50191	52701
CS34	NE	HOURLY	20.051	21.053	22.106	23.211	24.372	25.590
		MONTHLY	3475	3649	3832	4023	4224	4436
		ANNUAL	41705	43791	45980	48279	50693	53228
CS35	NE	HOURLY	20.251	21.264	22.327	23.443	24.615	25.846
		MONTHLY	3510	3686	3870	4064	4267	4480
		ANNUAL	42122	44229	46440	48762	51200	53760

Range	FLSA Status	Rate Type	A (Minimum)	B	C	D	E (Maximum)	F (Longevity Only)
CS36	NE	HOURLY	20.454	21.476	22.550	23.678	24.862	26.105
		MONTHLY	3545	3723	3909	4104	4309	4525
		ANNUAL	42544	44671	46904	49250	51712	54298
CS37	NE	HOURLY	20.658	21.691	22.776	23.914	25.110	26.366
		MONTHLY	3581	3760	3948	4145	4352	4570
		ANNUAL	42969	45118	47373	49742	52229	54841
CS38	NE	HOURLY	20.865	21.908	23.003	24.154	25.361	26.629
		MONTHLY	3617	3797	3987	4187	4396	4616
		ANNUAL	43399	45569	47847	50240	52752	55389
CS39	NE	HOURLY	21.073	22.127	23.233	24.395	25.615	26.896
		MONTHLY	3653	3835	4027	4228	4440	4662
		ANNUAL	43833	46024	48326	50742	53279	55943
CS40	NE	HOURLY	21.284	22.348	23.466	24.639	25.871	27.165
		MONTHLY	3689	3874	4067	4271	4484	4709
		ANNUAL	44271	46485	48809	51249	53812	56502
CS41	NE	HOURLY	21.497	22.572	23.700	24.886	26.130	27.436
		MONTHLY	3726	3912	4108	4313	4529	4756
		ANNUAL	44714	46950	49297	51762	54350	57067
CS42	NE	HOURLY	21.712	22.798	23.937	25.134	26.391	27.711
		MONTHLY	3763	3952	4149	4357	4574	4803
		ANNUAL	45161	47419	49790	52279	54893	57638
CS43	NE	HOURLY	21.929	23.026	24.177	25.386	26.655	27.988
		MONTHLY	3801	3991	4191	4400	4620	4851
		ANNUAL	45613	47893	50288	52802	55442	58215
CS44	NE	HOURLY	22.148	23.256	24.419	25.640	26.922	28.268
		MONTHLY	3839	4031	4233	4444	4666	4900
		ANNUAL	46069	48372	50791	53330	55997	58797
CS45	NE	HOURLY	22.370	23.488	24.663	25.896	27.191	28.550
		MONTHLY	3877	4071	4275	4489	4713	4949
		ANNUAL	46529	48856	51299	53864	56557	59385
CS46	NE	HOURLY	22.594	23.723	24.909	26.155	27.463	28.836
		MONTHLY	3916	4112	4318	4534	4760	4998
		ANNUAL	46995	49344	51812	54402	57122	59978
CS47	NE	HOURLY	22.820	23.961	25.159	26.416	27.737	29.124
		MONTHLY	3955	4153	4361	4579	4808	5048
		ANNUAL	47465	49838	52330	54946	57694	60578
CS48	NE	HOURLY	23.048	24.200	25.410	26.681	28.015	29.415
		MONTHLY	3995	4195	4404	4625	4856	5099
		ANNUAL	47939	50336	52853	55496	58271	61184

Range	FLSA Status	Rate Type	A (Minimum)	B	C	D	E (Maximum)	F (Longevity Only)
CS49	NE	HOURLY	23.278	24.442	25.664	26.947	28.295	29.710
		MONTHLY	4035	4237	4448	4671	4904	5150
		ANNUAL	48419	50840	53382	56051	58853	61796
CS50	NE	HOURLY	23.511	24.687	25.921	27.217	28.578	30.007
		MONTHLY	4075	4279	4493	4718	4953	5201
		ANNUAL	48903	51348	53915	56611	59442	62414
CS51	NE	HOURLY	23.746	24.933	26.180	27.489	28.864	30.307
		MONTHLY	4116	4322	4538	4765	5003	5253
		ANNUAL	49392	51862	54455	57177	60036	63038
CS52	NE	HOURLY	23.984	25.183	26.442	27.764	29.152	30.610
		MONTHLY	4157	4365	4583	4812	5053	5306
		ANNUAL	49886	52380	54999	57749	60637	63668
CS53	NE	HOURLY	24.223	25.435	26.706	28.042	29.444	30.916
		MONTHLY	4199	4409	4629	4861	5104	5359
		ANNUAL	50385	52904	55549	58327	61243	64305
CS54	NE	HOURLY	24.466	25.689	26.973	28.322	29.738	31.225
		MONTHLY	4241	4453	4675	4909	5155	5412
		ANNUAL	50889	53433	56105	58910	61855	64948
CS55	NE	HOURLY	24.710	25.946	27.243	28.605	30.036	31.537
		MONTHLY	4283	4497	4722	4958	5206	5466
		ANNUAL	51397	53967	56666	59499	62474	65598
CS56	NE	HOURLY	24.957	26.205	27.516	28.891	30.336	31.853
		MONTHLY	4326	4542	4769	5008	5258	5521
		ANNUAL	51911	54507	57232	60094	63099	66254
CS57	NE	HOURLY	25.207	26.467	27.791	29.180	30.639	32.171
		MONTHLY	4369	4588	4817	5058	5311	5576
		ANNUAL	52431	55052	57805	60695	63730	66916
CS58	NE	HOURLY	25.459	26.732	28.069	29.472	30.946	32.493
		MONTHLY	4413	4634	4865	5108	5364	5632
		ANNUAL	52955	55603	58383	61302	64367	67585
CS59	NE	HOURLY	25.714	26.999	28.349	29.767	31.255	32.818
		MONTHLY	4457	4680	4914	5160	5418	5688
		ANNUAL	53484	56159	58967	61915	65011	68261
CS60	NE	HOURLY	25.971	27.269	28.633	30.064	31.568	33.146
		MONTHLY	4502	4727	4963	5211	5472	5745
		ANNUAL	54019	56720	59556	62534	65661	68944
CS61	NE	HOURLY	26.230	27.542	28.919	30.365	31.883	33.477
		MONTHLY	4547	4774	5013	5263	5526	5803
		ANNUAL	54559	57287	60152	63159	66317	69633

Range	FLSA Status	Rate Type	A (Minimum)	B	C	D	E (Maximum)	F (Longevity Only)
CS62	NE	HOURLY	26.493	27.817	29.208	30.669	32.202	33.812
		MONTHLY	4592	4822	5063	5316	5582	5861
		ANNUAL	55105	57860	60753	63791	66980	70329
CS63	NE	HOURLY	26.758	28.096	29.500	30.975	32.524	34.150
		MONTHLY	4638	4870	5113	5369	5638	5919
		ANNUAL	55656	58439	61361	64429	67650	71033
CS64	NE	HOURLY	27.025	28.377	29.795	31.285	32.849	34.492
		MONTHLY	4684	4919	5165	5423	5694	5979
		ANNUAL	56213	59023	61974	65073	68327	71743
CS65	NE	HOURLY	27.296	28.660	30.093	31.598	33.178	34.837
		MONTHLY	4731	4968	5216	5477	5751	6038
		ANNUAL	56775	59613	62594	65724	69010	72461
CS66	NE	HOURLY	27.568	28.947	30.394	31.914	33.510	35.185
		MONTHLY	4779	5017	5268	5532	5808	6099
		ANNUAL	57342	60210	63220	66381	69700	73185
CS67	NE	HOURLY	27.844	29.236	30.698	32.233	33.845	35.537
		MONTHLY	4826	5068	5321	5587	5866	6160
		ANNUAL	57916	60812	63852	67045	70397	73917
CS68	NE	HOURLY	28.123	29.529	31.005	32.555	34.183	35.892
		MONTHLY	4875	5118	5374	5643	5925	6221
		ANNUAL	58495	61420	64491	67715	71101	74656
CS69	NE	HOURLY	28.404	29.824	31.315	32.881	34.525	36.251
		MONTHLY	4923	5170	5428	5699	5984	6284
		ANNUAL	59080	62034	65136	68392	71812	75403
CS70	NE	HOURLY	28.688	30.122	31.628	33.210	34.870	36.614
		MONTHLY	4973	5221	5482	5756	6044	6346
		ANNUAL	59671	62654	65787	69076	72530	76157
CS71	NE	HOURLY	28.975	30.424	31.945	33.542	35.219	36.980
		MONTHLY	5022	5273	5537	5814	6105	6410
		ANNUAL	60268	63281	66445	69767	73256	76918
CS72	NE	HOURLY	29.265	30.728	32.264	33.877	35.571	37.350
		MONTHLY	5073	5326	5592	5872	6166	6474
		ANNUAL	60870	63914	67109	70465	73988	77687
CS73	NE	HOURLY	29.557	31.035	32.587	34.216	35.927	37.723
		MONTHLY	5123	5379	5648	5931	6227	6539
		ANNUAL	61479	64553	67780	71169	74728	78464
CS74	NE	HOURLY	29.853	31.345	32.913	34.558	36.286	38.100
		MONTHLY	5174	5433	5705	5990	6290	6604
		ANNUAL	62094	65198	68458	71881	75475	79249

Range	FLSA Status	Rate Type	A (Minimum)	B	C	D	E (Maximum)	F (Longevity Only)
CS75	NE	HOURLY	30.151	31.659	33.242	34.904	36.649	38.481
		MONTHLY	5226	5488	5762	6050	6353	6670
		ANNUAL	62715	65850	69143	72600	76230	80042
CS76	NE	HOURLY	30.453	31.975	33.574	35.253	37.016	38.866
		MONTHLY	5278	5542	5820	6111	6416	6737
		ANNUAL	63342	66509	69834	73326	76992	80842
CS77	NE	HOURLY	30.757	32.295	33.910	35.605	37.386	39.255
		MONTHLY	5331	5598	5878	6172	6480	6804
		ANNUAL	63975	67174	70533	74059	77762	81650
CS78	NE	HOURLY	31.065	32.618	34.249	35.961	37.760	39.648
		MONTHLY	5385	5654	5936	6233	6545	6872
		ANNUAL	64615	67846	71238	74800	78540	82467
CS79	NE	HOURLY	31.376	32.944	34.592	36.321	38.137	40.044
		MONTHLY	5438	5710	5996	6296	6610	6941
		ANNUAL	65261	68524	71950	75548	79325	83292
CS80	NE	HOURLY	31.689	33.274	34.937	36.684	38.519	40.444
		MONTHLY	5493	5767	6056	6359	6677	7010
		ANNUAL	65914	69209	72670	76303	80119	84124
CS81	NE	HOURLY	32.006	33.606	35.287	37.051	38.904	40.849
		MONTHLY	5548	5825	6116	6422	6743	7080
		ANNUAL	66573	69901	73397	77066	80920	84966
CS82	NE	HOURLY	32.326	33.943	35.640	37.422	39.293	41.257
		MONTHLY	5603	5883	6178	6486	6811	7151
		ANNUAL	67239	70600	74131	77837	81729	85815
CS83	NE	HOURLY	32.649	34.282	35.996	37.796	39.686	41.670
		MONTHLY	5659	5942	6239	6551	6879	7223
		ANNUAL	67911	71306	74872	78615	82546	86673
CS84	NE	HOURLY	32.976	34.625	36.356	38.174	40.083	42.087
		MONTHLY	5716	6002	6302	6617	6948	7295
		ANNUAL	68590	72020	75621	79402	83372	87540
CS85	NE	HOURLY	33.306	34.971	36.720	38.556	40.483	42.508
		MONTHLY	5773	6062	6365	6683	7017	7368
		ANNUAL	69276	72740	76377	80196	84205	88416
CS86	NE	HOURLY	33.639	35.321	37.087	38.941	40.888	42.933
		MONTHLY	5831	6122	6428	6750	7087	7442
		ANNUAL	69969	73467	77141	80998	85047	89300

Title	Range	FLSA Status	Rate Type	A (Minimum)	B	C	D	E	F (Maximum-Available July 1, 2013)	G (Longevity Only-Equivalent to July 1, 2013 F Step Through and Including June 30, 2013)
Firefighter (24 hour days)	F50	NE	HOURLY	23.475	24.649	25.882	27.176	28.535	29.391	30.860
			MONTHLY	5697	5982	6281	6595	6924.39	7132	7489
			ANNUAL	68361	71779	75368	79136	83093	85585	89865
Fire Engineer (24 hour days)	F55	NE	HOURLY	27.675	29.058	30.511	32.037	33.639	34.648	36.380
			MONTHLY	6716	7052	7404	7774	8163.00	8408	8828
			ANNUAL	80589	84618	88849	93291	97956	100895	105939
Fire Captain (24 hour days)	F60	NE	HOURLY	32.396	34.016	35.716	37.502	39.377	40.559	42.586
			MONTHLY	7861	8254	8667	9101	9555.54	9842	10334
			ANNUAL	94336	99053	104006	109206	114666	118106	124012
Battalion Chief (40 hour week)	F79-40	E	HOURLY	58.909	61.854	64.947	68.194	71.604	73.752	77.439
			MONTHLY	10211	10721	11257	11820	12411.32	12784	13423
			ANNUAL	122530	128656	135089	141844	148936	153404	161074
Battalion Chief (56 hour week)	F79-56	NE	HOURLY	42.078	44.181	46.391	48.710	51.146	52.680	55.314
			MONTHLY	10211	10721	11257	11820	12411.32	12784	13423
			ANNUAL	122530	128656	135089	141844	148936	153404	161074
Deputy Fire Chief (40 hour week)	F85	E	HOURLY	73.636	77.318	81.183	85.243	89.505	92.190	96.799
			MONTHLY	12764	13402	14072	14775	15514.16	15980	16779
			ANNUAL	153162	160821	168862	177305	186170	191755	201343

Title	Range	Rate Type	A (Minimum)	B	C	D	E	F (Longevity)	G (Longevity)
Police Officer	P60	HOURLY	35.166	36.924	38.771	40.709	42.745	44.882	46.228
		MONTHLY	6095	6400	6720	7056	7409	7780	8013
		ANNUAL	73145	76803	80643	84675	88909	93354	96155
Police Corporal	P64	HOURLY	39.709	41.695	43.780	45.969	48.267	50.680	52.201
		MONTHLY	6883	7227	7588	7968	8366	8785	9048
		ANNUAL	82595	86725	91061	95615	100395	105415	108577
Police Sergeant	P70	HOURLY	47.348	49.715	52.201	54.811	57.551	60.429	62.242
		MONTHLY	8207	8617	9048	9501	9976	10474	10789
		ANNUAL	98483	103407	108578	114007	119707	125692	129463
Police Lieutenant	P81	HOURLY	61.555	64.632	67.864	71.257	74.820	78.561	
		MONTHLY	10669	11203	11763	12351	12969	13617	
		ANNUAL	128034	134435	141157	148215	155626	163407	
Commander	P85	HOURLY	68.036	71.437	75.009	78.760	82.698	86.833	
		MONTHLY	11793	12382	13002	13652	14334	15051	
		ANNUAL	141514	148590	156019	163820	172011	180612	
Assistant Police Chief	P89	HOURLY	79.944	83.942	88.139	92.546	97.173	102.032	
		MONTHLY	13857	14550	15277	16041	16843	17685	
		ANNUAL	166284	174599	183329	192495	202120	212226	

Range	FLSA Status	Rate Type	A (Minimum)	B	C	D	E (Maximum)	F (Longevity Only)
MM21	E	HOURLY	25.845	27.137	28.494	29.919	31.415	32.985
		MONTHLY	4480	4704	4939	5186	5445.21	5717
		ANNUAL	53757	56445	59268	62231	65343	68610
MM22	E	HOURLY	26.103	27.409	28.779	30.218	31.729	33.315
		MONTHLY	4525	4751	4988	5238	5500	5775
		ANNUAL	54295	57010	59860	62853	65996	69296
MM23	E	HOURLY	26.364	27.683	29.067	30.520	32.046	33.648
		MONTHLY	4570	4798	5038	5290	5555	5832
		ANNUAL	54838	57580	60459	63482	66656	69989
MM24	E	HOURLY	26.628	27.959	29.357	30.825	32.367	33.985
		MONTHLY	4616	4846	5089	5343	5610	5891
		ANNUAL	55386	58156	61063	64117	67322	70689
MM25	E	HOURLY	26.894	28.239	29.651	31.134	32.690	34.325
		MONTHLY	4662	4895	5140	5396	5666	5950
		ANNUAL	55940	58737	61674	64758	67996	71395
MM26	E	HOURLY	27.163	28.521	29.948	31.445	33.017	34.668
		MONTHLY	4708	4944	5191	5450	5723	6009
		ANNUAL	56500	59325	62291	65405	68676	72109
MM27	E	HOURLY	27.435	28.807	30.247	31.759	33.347	35.015
		MONTHLY	4755	4993	5243	5505	5780	6069
		ANNUAL	57065	59918	62914	66059	69362	72831
MM28	E	HOURLY	27.709	29.095	30.549	32.077	33.681	35.365
		MONTHLY	4803	5043	5295	5560	5838	6130
		ANNUAL	57635	60517	63543	66720	70056	73559
MM29	E	HOURLY	27.986	29.386	30.855	32.398	34.018	35.718
		MONTHLY	4851	5094	5348	5616	5896	6191
		ANNUAL	58212	61122	64178	67387	70757	74294
MM30	E	HOURLY	28.266	29.680	31.164	32.722	34.358	36.076
		MONTHLY	4899	5144	5402	5672	5955	6253
		ANNUAL	58794	61733	64820	68061	71464	75037
MM31	E	HOURLY	28.549	29.976	31.475	33.049	34.701	36.436
		MONTHLY	4948	5196	5456	5728	6015	6316
		ANNUAL	59382	62351	65468	68742	72179	75788
MM32	E	HOURLY	28.834	30.276	31.790	33.379	35.048	36.801
		MONTHLY	4998	5248	5510	5786	6075	6379
		ANNUAL	59975	62974	66123	69429	72901	76546
MM33	E	HOURLY	29.123	30.579	32.108	33.713	35.399	37.169
		MONTHLY	5048	5300	5565	5844	6136	6443
		ANNUAL	60575	63604	66784	70123	73630	77311
MM34	E	HOURLY	29.414	30.885	32.429	34.050	35.753	37.540
		MONTHLY	5098	5353	5621	5902	6197	6507
		ANNUAL	61181	64240	67452	70825	74366	78084
MM35	E	HOURLY	29.708	31.193	32.753	34.391	36.110	37.916
		MONTHLY	5149	5407	5677	5961	6259	6572
		ANNUAL	61793	64882	68127	71533	75110	78865
MM36	E	HOURLY	30.005	31.505	33.081	34.735	36.471	38.295
		MONTHLY	5201	5461	5734	6021	6322	6638
		ANNUAL	62411	65531	68808	72248	75861	79654
MM37	E	HOURLY	30.305	31.820	33.411	35.082	36.836	38.678
		MONTHLY	5253	5516	5791	6081	6385	6704
		ANNUAL	63035	66187	69496	72971	76619	80450

Range	FLSA Status	Rate Type	A (Minimum)	B	C	D	E (Maximum)	F (Longevity Only)
MM38	E	HOURLY	30.608	32.139	33.746	35.433	37.205	39.065
		MONTHLY	5305	5571	5849	6142	6449	6771
		ANNUAL	63665	66848	70191	73700	77385	81255
MM39	E	HOURLY	30.914	32.460	34.083	35.787	37.577	39.455
		MONTHLY	5358	5626	5908	6203	6513	6839
		ANNUAL	64302	67517	70893	74437	78159	82067
MM40	E	HOURLY	31.223	32.785	34.424	36.145	37.952	39.850
		MONTHLY	5412	5683	5967	6265	6578	6907
		ANNUAL	64945	68192	71602	75182	78941	82888
MM41	E	HOURLY	31.536	33.113	34.768	36.507	38.332	40.248
		MONTHLY	5466	5740	6026	6328	6644	6976
		ANNUAL	65594	68874	72318	75934	79730	83717
MM42	E	HOURLY	31.851	33.444	35.116	36.872	38.715	40.651
		MONTHLY	5521	5797	6087	6391	6711	7046
		ANNUAL	66250	69563	73041	76693	80528	84554
MM43	E	HOURLY	32.170	33.778	35.467	37.240	39.102	41.057
		MONTHLY	5576	5855	6148	6455	6778	7117
		ANNUAL	66913	70258	73771	77460	81333	85400
MM44	E	HOURLY	32.491	34.116	35.822	37.613	39.493	41.468
		MONTHLY	5632	5913	6209	6520	6846	7188
		ANNUAL	67582	70961	74509	78234	82146	86254
MM45	E	HOURLY	32.816	34.457	36.180	37.989	39.888	41.883
		MONTHLY	5688	5973	6271	6585	6914	7260
		ANNUAL	68258	71671	75254	79017	82968	87116
MM46	E	HOURLY	33.144	34.802	36.542	38.369	40.287	42.302
		MONTHLY	5745	6032	6334	6651	6983	7332
		ANNUAL	68940	72387	76007	79807	83797	87987
MM47	E	HOURLY	33.476	35.150	36.907	38.752	40.690	42.725
		MONTHLY	5802	6093	6397	6717	7053	7406
		ANNUAL	69630	73111	76767	80605	84635	88867
MM48	E	HOURLY	33.811	35.501	37.276	39.140	41.097	43.152
		MONTHLY	5860	6154	6461	6784	7123	7480
		ANNUAL	70326	73842	77534	81411	85482	89756
MM49	E	HOURLY	34.149	35.856	37.649	39.531	41.508	43.583
		MONTHLY	5919	6215	6526	6852	7195	7554
		ANNUAL	71029	74581	78310	82225	86336	90653
MM50	E	HOURLY	34.490	36.215	38.025	39.927	41.923	44.019
		MONTHLY	5978	6277	6591	6921	7267	7630
		ANNUAL	71740	75327	79093	83047	87200	91560
MM51	E	HOURLY	34.835	36.577	38.406	40.326	42.342	44.459
		MONTHLY	6038	6340	6657	6990	7339	7706
		ANNUAL	72457	76080	79884	83878	88072	92475
MM52	E	HOURLY	35.183	36.943	38.790	40.729	42.766	44.904
		MONTHLY	6098	6403	6724	7060	7413	7783
		ANNUAL	73181	76841	80683	84717	88953	93400
MM53	E	HOURLY	35.535	37.312	39.178	41.136	43.193	45.353
		MONTHLY	6159	6467	6791	7130	7487	7861
		ANNUAL	73913	77609	81489	85564	89842	94334
MM54	E	HOURLY	35.891	37.685	39.569	41.548	43.625	45.807
		MONTHLY	6221	6532	6859	7202	7562	7940
		ANNUAL	74652	78385	82304	86420	90741	95278
MM55	E	HOURLY	36.250	38.062	39.965	41.963	44.061	46.265
		MONTHLY	6283	6597	6927	7274	7637	8019
		ANNUAL	75399	79169	83127	87284	91648	96230

Range	FLSA Status	Rate Type	A (Minimum)	B	C	D	E (Maximum)	F (Longevity Only)
MM56	E	HOURLY	36.612	38.443	40.365	42.383	44.502	46.727
		MONTHLY	6346	6663	6997	7346	7714	8099
		ANNUAL	76153	79961	83959	88157	92564	97193
MM57	E	HOURLY	36.978	38.827	40.768	42.807	44.947	47.194
		MONTHLY	6410	6730	7067	7420	7791	8180
		ANNUAL	76914	80760	84798	89038	93490	98165
MM58	E	HOURLY	37.348	39.215	41.176	43.235	45.397	47.666
		MONTHLY	6474	6797	7137	7494	7869	8262
		ANNUAL	77684	81568	85646	89929	94425	99146
MM59	E	HOURLY	37.721	39.607	41.588	43.667	45.851	48.143
		MONTHLY	6538	6865	7209	7569	7947	8345
		ANNUAL	78460	82383	86503	90828	95369	100138
MM60	E	HOURLY	38.099	40.004	42.004	44.104	46.309	48.625
		MONTHLY	6604	6934	7281	7645	8027	8428
		ANNUAL	79245	83207	87368	91736	96323	101139
MM61	E	HOURLY	38.480	40.404	42.424	44.545	46.772	49.111
		MONTHLY	6670	7003	7353	7721	8107	8513
		ANNUAL	80038	84039	88241	92653	97286	102150
MM62	E	HOURLY	38.864	40.808	42.848	44.990	47.240	49.602
		MONTHLY	6736	7073	7427	7798	8188	8598
		ANNUAL	80838	84880	89124	93580	98259	103172
MM63	E	HOURLY	39.253	41.216	43.276	45.440	47.712	50.098
		MONTHLY	6804	7144	7501	7876	8270	8684
		ANNUAL	81646	85729	90015	94516	99242	104204
MM64	E	HOURLY	39.646	41.628	43.709	45.895	48.189	50.599
		MONTHLY	6872	7215	7576	7955	8353	8770
		ANNUAL	82463	86586	90915	95461	100234	105246
MM65	E	HOURLY	40.042	42.044	44.146	46.354	48.671	51.105
		MONTHLY	6941	7288	7652	8035	8436	8858
		ANNUAL	83287	87452	91824	96416	101236	106298
MM66	E	HOURLY	40.442	42.465	44.588	46.817	49.158	51.616
		MONTHLY	7010	7361	7729	8115	8521	8947
		ANNUAL	84120	88326	92743	97380	102249	107361
MM67	E	HOURLY	40.847	42.889	45.034	47.285	49.650	52.132
		MONTHLY	7080	7434	7806	8196	8606	9036
		ANNUAL	84961	89210	93670	98353	103271	108435
MM68	E	HOURLY	41.255	43.318	45.484	47.758	50.146	52.653
		MONTHLY	7151	7508	7884	8278	8692	9127
		ANNUAL	85811	90102	94607	99337	104304	109519
MM69	E	HOURLY	41.668	43.751	45.939	48.236	50.648	53.180
		MONTHLY	7222	7584	7963	8361	8779	9218
		ANNUAL	86669	91003	95553	100330	105347	110614
MM70	E	HOURLY	42.085	44.189	46.398	48.718	51.154	53.712
		MONTHLY	7295	7659	8042	8444	8867	9310
		ANNUAL	87536	91913	96508	101334	106400	111720
MM71	E	HOURLY	42.505	44.631	46.862	49.205	51.666	54.249
		MONTHLY	7368	7736	8123	8529	8955	9403
		ANNUAL	88411	92832	97473	102347	107464	112838
MM72	E	HOURLY	42.930	45.077	47.331	49.697	52.182	54.791
		MONTHLY	7441	7813	8204	8614	9045	9497
		ANNUAL	89295	93760	98448	103371	108539	113966
MM73	E	HOURLY	43.360	45.528	47.804	50.194	52.704	55.339
		MONTHLY	7516	7891	8286	8700	9135	9592
		ANNUAL	90188	94698	99433	104404	109624	115106

Range	FLSA Status	Rate Type	A (Minimum)	B	C	D	E (Maximum)	F (Longevity Only)
MM74	E	HOURLY	43.793	45.983	48.282	50.696	53.231	55.893
		MONTHLY	7591	7970	8369	8787	9227	9688
		ANNUAL	91090	95645	100427	105448	110721	116257
MM75	E	HOURLY	44.231	46.443	48.765	51.203	53.763	56.452
		MONTHLY	7667	8050	8453	8875	9319	9785
		ANNUAL	92001	96601	101431	106503	111828	117419
MM76	E	HOURLY	44.674	46.907	49.253	51.715	54.301	57.016
		MONTHLY	7743	8131	8537	8964	9412	9883
		ANNUAL	92921	97567	102445	107568	112946	118593
MM77	E	HOURLY	45.120	47.376	49.745	52.232	54.844	57.586
		MONTHLY	7821	8212	8622	9054	9506	9982
		ANNUAL	93850	98543	103470	108643	114076	119779
MM78	E	HOURLY	45.572	47.850	50.243	52.755	55.392	58.162
		MONTHLY	7899	8294	8709	9144	9601	10081
		ANNUAL	94789	99528	104505	109730	115216	120977
MM79	E	HOURLY	46.027	48.329	50.745	53.282	55.946	58.744
		MONTHLY	7978	8377	8796	9236	9697	10182
		ANNUAL	95737	100524	105550	110827	116369	122187
MM80	E	HOURLY	46.488	48.812	51.252	53.815	56.506	59.331
		MONTHLY	8058	8461	8884	9328	9794	10284
		ANNUAL	96694	101529	106605	111935	117532	123409
MM81	E	HOURLY	46.952	49.300	51.765	54.353	57.071	59.924
		MONTHLY	8138	8545	8973	9421	9892	10387
		ANNUAL	97661	102544	107671	113055	118708	124643
MM82	E	HOURLY	47.422	49.793	52.283	54.897	57.642	60.524
		MONTHLY	8220	8631	9062	9515	9991	10491
		ANNUAL	98638	103569	108748	114185	119895	125889
MM83	E	HOURLY	47.896	50.291	52.805	55.446	58.218	61.129
		MONTHLY	8302	8717	9153	9611	10091	10596
		ANNUAL	99624	104605	109835	115327	121094	127148
MM84	E	HOURLY	48.375	50.794	53.334	56.000	58.800	61.740
		MONTHLY	8385	8804	9244	9707	10192	10702
		ANNUAL	100620	105651	110934	116480	122304	128420
MM85	E	HOURLY	48.859	51.302	53.867	56.560	59.388	62.358
		MONTHLY	8469	8892	9337	9804	10294	10809
		ANNUAL	101626	106708	112043	117645	123528	129704

Range	FLSA Status	Rate Type	A (Minimum)	B	C	D	E (Maximum)	F (Longevity Only)
M65		HOURLY	35.519	37.295	39.159	41.117	43.173	45.332
		MONTHLY	6157	6464	6788	7127	7483.38	7858
		ANNUAL	73879	77573	81452	85524	89801	94291
M66		HOURLY	36.407	38.227	40.138	42.145	44.253	46.465
		MONTHLY	6311	6626	6957	7305	7670	8054
		ANNUAL	75726	79512	83488	87662	92046	96648
M67		HOURLY	37.317	39.183	41.142	43.199	45.359	47.627
		MONTHLY	6468	6792	7131	7488	7862	8255
		ANNUAL	77619	81500	85575	89854	94347	99064
M68		HOURLY	38.250	40.162	42.170	44.279	46.493	48.818
		MONTHLY	6630	6961	7310	7675	8059	8462
		ANNUAL	79560	83538	87715	92100	96705	101541
M69		HOURLY	39.206	41.166	43.225	45.386	47.655	50.038
		MONTHLY	6796	7136	7492	7867	8260	8673
		ANNUAL	81549	85626	89907	94403	99123	104079
M70		HOURLY	40.186	42.196	44.305	46.521	48.847	51.289
		MONTHLY	6966	7314	7680	8064	8467	8890
		ANNUAL	83587	87767	92155	96763	101601	106681
M71		HOURLY	41.191	43.250	45.413	47.684	50.068	52.571
		MONTHLY	7140	7497	7872	8265	8678	9112
		ANNUAL	85677	89961	94459	99182	104141	109348
M72		HOURLY	42.221	44.332	46.548	48.876	51.320	53.886
		MONTHLY	7318	7684	8068	8472	8895	9340
		ANNUAL	87819	92210	96821	101662	106745	112082
M73		HOURLY	43.276	45.440	47.712	50.098	52.603	55.233
		MONTHLY	7501	7876	8270	8684	9118	9574
		ANNUAL	90015	94515	99241	104203	109413	114884
M74		HOURLY	44.358	46.576	48.905	51.350	53.918	56.613
		MONTHLY	7689	8073	8477	8901	9346	9813
		ANNUAL	92265	96878	101722	106808	112149	117756
M75		HOURLY	45.467	47.740	50.127	52.634	55.266	58.029
		MONTHLY	7881	8275	8689	9123	9579	10058
		ANNUAL	94572	99300	104265	109478	114952	120700
M76		HOURLY	46.604	48.934	51.381	53.950	56.647	59.480
		MONTHLY	8078	8482	8906	9351	9819	10310
		ANNUAL	96936	101783	106872	112215	117826	123717

Range	FLSA Status	Rate Type	A (Minimum)	B	C	D	E (Maximum)	F (Longevity Only)
M77		HOURLY	47.769	50.157	52.665	55.298	58.063	60.967
		MONTHLY	8280	8694	9129	9585	10064	10568
		ANNUAL	99359	104327	109544	115021	120772	126810
M78		HOURLY	48.963	51.411	53.982	56.681	59.515	62.491
		MONTHLY	8487	8911	9357	9825	10316	10832
		ANNUAL	101843	106935	112282	117896	123791	129981
M79		HOURLY	50.187	52.697	55.331	58.098	61.003	64.053
		MONTHLY	8699	9134	9591	10070	10574	11103
		ANNUAL	104389	109609	115089	120844	126886	133230
M80		HOURLY	51.442	54.014	56.715	59.550	62.528	65.654
		MONTHLY	8917	9362	9831	10322	10838	11380
		ANNUAL	106999	112349	117966	123865	130058	136561
M81		HOURLY	52.728	55.364	58.132	61.039	64.091	67.296
		MONTHLY	9140	9596	10076	10580	11109	11665
		ANNUAL	109674	115158	120916	126961	133309	139975
M82		HOURLY	54.046	56.748	59.586	62.565	65.693	68.978
		MONTHLY	9368	9836	10328	10845	11387	11956
		ANNUAL	112416	118037	123938	130135	136642	143474
M83		HOURLY	55.397	58.167	61.075	64.129	67.336	70.702
		MONTHLY	9602	10082	10586	11116	11672	12255
		ANNUAL	115226	120988	127037	133389	140058	147061
M84		HOURLY	56.782	59.621	62.602	65.732	69.019	72.470
		MONTHLY	9842	10334	10851	11394	11963	12561
		ANNUAL	118107	124012	130213	136724	143560	150738
M85		HOURLY	58.202	61.112	64.167	67.376	70.745	74.282
		MONTHLY	10088	10593	11122	11678	12262	12876
		ANNUAL	121060	127113	133468	140142	147149	154506
M86		HOURLY	59.657	62.640	65.772	69.060	72.513	76.139
		MONTHLY	10341	10858	11400	11970	12569	13197
		ANNUAL	124086	130290	136805	143645	150827	158369
M87		HOURLY	61.148	64.206	67.416	70.787	74.326	78.042
		MONTHLY	10599	11129	11685	12270	12883	13527
		ANNUAL	127188	133548	140225	147236	154598	162328
M88		HOURLY	62.677	65.811	69.101	72.556	76.184	79.993
		MONTHLY	10864	11407	11978	12576	13205	13866
		ANNUAL	130368	136886	143731	150917	158463	166386

Range	FLSA Status	Rate Type	A (Minimum)	B	C	D	E (Maximum)	F (Longevity Only)
M89		HOURLY	64.244	67.456	70.829	74.370	78.089	81.993
		MONTHLY	11136	11692	12277	12891	13535	14212
		ANNUAL	133627	140308	147324	154690	162425	170546
M90		HOURLY	65.850	69.142	72.600	76.229	80.041	84.043
		MONTHLY	11414	11985	12584	13213	13874	14567
		ANNUAL	136968	143816	151007	158557	166485	174809
M91		HOURLY	67.496	70.871	74.415	78.135	82.042	86.144
		MONTHLY	11699	12284	12899	13543	14221	14932
		ANNUAL	140392	147412	154782	162521	170647	179180
M92		HOURLY	69.184	72.643	76.275	80.089	84.093	88.298
		MONTHLY	11992	12591	13221	13882	14576	15305
		ANNUAL	143902	151097	158652	166584	174914	183659
M93		HOURLY	70.913	74.459	78.182	82.091	86.195	90.505
		MONTHLY	12292	12906	13552	14229	14941	15688
		ANNUAL	147499	154874	162618	170749	179286	188251
M94		HOURLY	72.686	76.320	80.136	84.143	88.350	92.768
		MONTHLY	12599	13229	13890	14585	15314	16080
		ANNUAL	151187	158746	166683	175018	183769	192957
M95		HOURLY	74.503	78.228	82.140	86.247	90.559	95.087
		MONTHLY	12914	13560	14238	14949	15697	16482
		ANNUAL	154966	162715	170851	179393	188363	197781
M96		HOURLY	76.366	80.184	84.193	88.403	92.823	97.464
		MONTHLY	13237	13899	14593	15323	16089	16894
		ANNUAL	158841	166783	175122	183878	193072	202725
M97		HOURLY	78.275	82.189	86.298	90.613	95.144	99.901
		MONTHLY	13568	14246	14958	15706	16492	17316
		ANNUAL	162812	170952	179500	188475	197899	207794
M98		HOURLY	80.232	84.243	88.455	92.878	97.522	102.398
		MONTHLY	13907	14602	15332	16099	16904	17749
		ANNUAL	166882	175226	183987	193187	202846	212988
M99		HOURLY	82.238	86.349	90.667	95.200	99.960	104.958
		MONTHLY	14255	14967	15716	16501	17326	18193
		ANNUAL	171054	179607	188587	198016	207917	218313
M100		HOURLY	84.293	88.508	92.934	97.580	102.459	107.582
		MONTHLY	14611	15341	16108	16914	17760	18648
		ANNUAL	175330	184097	193302	202967	213115	223771

Department Director Salary Table (DD)

Range	Minimum Monthly Salary	Maximum Monthly Salary
01	12,520	15,221
02	13,484	16,389
03 - Director, Development Services	13,559	16,463
04 - Assistant City Manager	14,168	17,221
04 - Director, Management Services	14,168	17,221
04 - Director, Quality of Life	14,168	17,221
05 - Director Municipal Utilities and Engineering	14,885	18,094
06 - Fire Chief	15,551	18,900
07 - Police Chief	15,567	21,061

Salary Schedule (C)

Range	Minimum Monthly Salary	Maximum Monthly Salary
C1 - City Attorney	18,883	23,428
C2 - City Manager	21,075	24,432

CLASSIFICATION TITLE	HOURLY RATE/RANGE	
Account Technician		18.93
Administrative Assistant		17.48
Background Investigator I/II	30.00	35.00
Building Maintenance Worker		21.98
Business License Inspector		25.72
Camera Operator		16.95
Cemetery Aide		14.64
Code Enforcement Officer		22.42
Community Service Officer I/II	19.85	21.93
Customer Service Representative I/II	16.93	18.70
Dispatcher I/II/III	21.28	23.51
DoIT Intern		15.00
Downtown Attendant		13.00
Environmental Technician		21.00
Equipment Operator OIT		18.19
Event Assistant		14.11
Fire Prevention Technician		20.00
Grounds Maintenance Worker		16.97
HR Intern		13.00
Kennel Attendant		15.79
Library Clerk		15.82
Library Page		13.00
Library Specialist		18.75
Maintenance Worker		17.31
Museum Attendant		13.00
Planning Intern		14.00
Police Cadet		15.41
Police ID Technician Trainee		15.41
Program Aide		13.29
Program Assistant		14.92
Purchasing Clerk		18.75
Solid Waste Collector		15.00
Technical Services Clerk		16.97
Wastewater/Water Operations Apprentice		15.00
Water Waste Investigator		19.00

GENERAL GOVERNMENT

General Government refers to those departments that provide administrative support for the City which include:

- City Council
- City Clerk
- City Manager
- City Attorney
- Management Services

City Council

Mission Statement:

The City Council is dedicated to responding to the changing needs in our community and to ensuring that Redlands remains a distinctive place in which to live and work.

Departmental Goals:

- Hold regular meetings to conduct City business and hear public input on any and all issues
- Remain open and responsive to the concerns of the community
- Formulate policies and goals and, through the City Manager, direct the use of resources for the attainment of these policies and goals
- Monitor and seek to influence state and federal legislation to better address the concerns of the City of Redlands
- Encourage community involvement through the appointment of citizens to City-sanctioned commissions, boards and committees

Program Description:

The City Council provides direction upon which all City actions, programs, and priorities are based. The City Council relies on the input of the City Manager and his staff, as well as recommendations from various commissions and boards. The Council further represents City interests through participation in local and regional organizations.

Program Objectives:

- Conduct regular bi-monthly meetings and special meetings as necessary to effectively complete the City's business
- Maintain active participation in various local and regional organizations
- Provide input to the appropriate legislators on issues that will affect the City

**DEPARTMENT/DIVISION
CITY COUNCIL**

FUND	ORGKEY			
GENERAL FUND	101100			
	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SALARIES AND BENEFITS				
4000 Full Time Salaries	94,823	111,189	98,157	115,712
4005 Salaries: Part Time	17,304	-	21,804	-
4010 Overtime Salaries	31	-	14	100
4015 Banked Leave Buy Back	3,913	6,689	6,689	7,905
4050 Pension Contributions	20,674	18,197	25,040	29,497
4051 Fica/Medicare	8,313	8,689	8,732	8,624
4053 Deferred Compensation	1,743	1,241	1,477	1,292
4055 Health/Dental Insurance	21,033	29,254	35,928	67,584
4056 Worker's Comp Insurance	1,043	2,078	2,078	2,067
4057 Disability Insurance	338	189	215	207
4058 Unemployment Insurance	296	469	1,530	1,150
4059 Life Insurance	64	68	72	66
4081 Eyecare Reimbursement	-	243	243	236
4082 Clothing Allowance	-	80	120	120
4085 Other Taxable Benefits	856	102	98	778
TOTAL SALARIES AND BENEFITS	170,431	178,488	202,197	235,338
SERVICES				
5140 Legal Services	61,203	15,000	2,000	-
5190 Other Professional Services	28,000	-	-	-
5196 Elections	475	-	-	-
5240 Meeting & Professional Devlpmt	10	5,100	1,500	2,500
5255 Travel Reimbursement	2,721	5,000	1,500	-
5270 Printing and Binding	749	3,000	1,000	3,000
5275 Postage	364	300	400	300
5280 Advertising	-	1,500	-	1,500
5395 Info Technology Services Charges	19,767	17,064	17,064	15,886
5490 Other Insurance	3,223	3,500	3,223	3,500
5570 Office Equip & Furn Rent	7,146	7,500	7,500	7,500
5760 Special Program Expenditures	68,906	54,723	50,000	35,100
5800 Subscriptions & Memberships	66,324	71,100	71,100	73,910
5840 Training	-	-	575	-
TOTAL SERVICES	258,887	183,787	155,862	143,196
SUPPLIES				
6140 Office Supplies	1,049	2,000	2,500	2,500
6500 Food	33	-	-	-
6590 Special Departmental Supplies	692	1,000	500	1,000
TOTAL SUPPLIES	1,774	3,000	3,000	3,500
DEPARTMENT TOTAL	431,092	365,275	361,059	382,034

City Clerk

Mission Statement:

The City Clerk's Office is dedicated to promoting open government and offering public access to all aspects of information pertaining to the City government, while providing the best possible service to residents, staff and leadership of the City in a neutral and impartial manner.

Departmental Goals:

- Administrate fair and impartial elections
- Provide efficient service and information to the public
- Provide support services to the City Council and City Departments
- Accurately record and maintain the proceedings, actions, and documentation of the City Council, the Redlands Financing Authority and the Successor Agency to the Redlands Redevelopment Agency for legal, administrative, financial, and historical reference
- Work to improve the administration of the office consistent with applicable laws and, through automation, produce more rapid, transparent access to government and fulfill the responsibilities of this department to the community

Sustainability Efforts:

- Ongoing effort to digitize all record files for electronic access
- Emphasis on electronic format for all records requests
- Scanning of City Council, Successor Agency to the Redevelopment Agency and Financing Authority minutes, contracts, resolutions and ordinances for electronic access on the City's shared network drive and website

Performance Measures:

- Add 5,000 documents annually to the digital records data base
- Provide automated records research and retrieval training and access to at least one staff member per Department
- Provide on-line records research capability to the public

Program Description:

The City Clerk is the record keeper and guardian of our democratic process. In Redlands, the City Clerk is an elected official and is responsible directly to the voters. Deputies may be appointed by the City Clerk. In addition to the elected official, this program has one full-time and one part-time budgeted position to provide service to the public, City Council, City Manager, and all administrative departments.

Program Objectives:

- Administer and file oaths of office
- Assist the County Registrar of Voters during primary, general and special elections
- Conduct general municipal elections and special municipal elections in accordance with the California Elections Code and coordinate ballot measures, arguments, and impartial analysis
- Fulfill duties as filing officer for campaign statements for officeholders, candidates, and political action committees
- Act as Custodian of the City Seal
- Act as Custodian of the City's vital records from 1888-1964
- Disseminate information relative to City Council actions to appropriate parties
- Fulfill duties as Financial Disclosure Officer for conflict of interest filings for 148 designated positions and various consultants and attorneys
- Coordinate legal publications and notices of ordinances, resolutions, and public hearings in a timely manner in accordance with law

- Follow legal procedures for noticing regular, adjourned and special meetings of the City Council, the Successor Agency to the Redevelopment Agency and the Redlands Financing Authority
- Maintain a comprehensive general index of above proceedings, and all ordinances, resolutions, contracts and agreements, and deeds
- Maintain an open, diplomatic and neutral relationship with news media
- Maintain the Redlands Municipal Code
- Research, disseminate and provide information regarding City records as necessary
- Automate records retrieval to include internet access of all pertinent information
- Act as secretary to the Successor Agency to the Redevelopment Agency and maintain an accurate record of their proceedings through a comprehensive general index of all minutes, resolutions, contracts, agreements, and deeds
- Act as secretary to the Redlands Financing Authority and maintain an accurate record of their proceedings through a comprehensive general index of all minutes, resolutions, contracts, agreements, and deeds

Smart Redlands Initiative

The City Clerk's office is committed to continuing the digitization of City documents, which allows for faster response times to records requests and promotes open government. Scanning City records is a priority.

Efforts are ongoing to provide open access to the Clerk's documents through the City's website, enhancing citizen awareness, promoting accountability and trust in government.

Strategic Goals –

Supports Objective A-1: Enhance fiscal and operational practices to support fiscal stability, transparency and data-driven decisions. Supports livability improving City transparency.

Accomplishments for Fiscal Year 2018-2019:

This office continues to operate effectively and efficiently to provide a high standard of customer satisfaction. The service provided by the City Clerk's office to the public, the City Council and staff has not wavered. We continue to decrease turnaround times for information requests and have met our scheduled goals for publishing meeting minutes and public notices.

- Hired and trained one new full-time and one new part-time employee due to vacancies.
- Coordinated the submission of economic interest statements from one hundred forty-eight elected officials, appointed commissioners and designated staff members
- Managed the nomination, election and campaign reporting of fourteen candidates for four offices in a general municipal election.
- Managed the biannual campaign finance reporting of three incumbent elected officials and eight committees
- Documented proceedings and decisions associated with all City Council regular and special meetings establishing the historical record
- Continued efforts to implement a computerized document management program

DEPARTMENT/DIVISION
CITY CLERK

FUND
GENERAL FUND

ORGKEY
101110

	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SALARIES AND BENEFITS				
4000 Full Time Salaries	101,766	101,440	111,694	114,750
4005 Salaries Part Time	8,157	16,480	14,515	16,980
4015 Banked Leave Buyback	1,633	909	-	987
4050 Pension Contributions	21,732	26,279	25,803	29,127
4051 Fica/Medicare	8,533	10,032	9,533	10,175
4053 Deferred Compensation	3,690	1,845	1,845	1,845
4055 Health/Dental Insurance	18,754	23,590	20,653	23,590
4056 Worker's Comp Insurance	3,130	3,118	3,118	3,101
4057 Disability Insurance	921	405	1,051	440
4058 Unemployment Insurance	274	163	3,102	100
4059 Life Insurance	116	126	132	126
4081 Eyecare Reimbursement	450	225	225	225
4084 Clothing Cash Payment	300	200	300	300
TOTAL SALARIES AND BENEFITS	169,457	184,812	191,971	201,746
SERVICES				
5196 Elections	(7,970)	55,000	16,000	55,000
5240 Meeting & Professional Devlpmt	1,039	2,550	1,750	2,750
5255 Travel Expense/Reimbursement	-	200	100	200
5270 Printing and Binding	414	1,000	700	1,000
5275 Postage	569	700	400	700
5280 Advertising	19,984	16,000	16,000	16,000
5395 Info Technology Services Charges	28,986	24,422	24,422	23,500
5570 Office Equip & Furn Rent	2,241	2,500	2,000	2,250
5580 Communications Svcs & Rental	527	530	925	925
5800 Subscriptions & Memberships	426	470	300	510
5880 Special Contractual Services	15,232	4,000	8,438	4,000
TOTAL SERVICES	61,447	107,372	71,035	106,835
SUPPLIES				
6140 Office Supplies	1,166	1,000	1,000	1,000
6500 Office Equipment & Furniture	-	500	500	500
TOTAL SUPPLIES	1,166	1,500	1,500	1,500
DEPARTMENT TOTAL	232,070	293,684	264,506	310,081

City Manager

Mission Statement:

The City Manager's Office is dedicated to managing all City services in the most efficient, effective and economical manner possible while maintaining excellent customer service through a high degree of professionalism.

Departmental Goals:

- Implement the policy direction of the City Council
- Provide leadership and direction to all City departments
- Promote favorable working relationships with our business community, community organizations and citizens
- Promote transparency in government
- Guard the quality of life that residents enjoy through the maintenance of existing programs and service levels
- Promote citywide emergency preparedness measures

Sustainability Efforts:

- Continued implementation of paperless processes
- Purchase and use of recycled paper for copying and printing
- Ongoing effort to scan and store files electronically

Program Description:

The City Manager's Office provides centralized direction and leadership for the effective administration and operation of all municipal services for the City of Redlands as directed by the City Council. Operating under the traditional Council-Manager form of government, the City Manager is appointed by the five-member City Council, and is responsible for the day-to-day operations of the City. The City Manager's Office leadership team includes the Assistant City Manager, Public Information Officer, Emergency Operations Manager, and the Purchasing Services Manager. Collectively, the office provides strategic direction to departments and monitors the progress made toward achieving the goals and objectives.

The City Manager's office is committed to developing a culture of innovation by integrating strategic management and best practices into government operations. By doing so, the organization continually improves performance, maximizes efficiencies, and creates value for the tax dollar.

The Communications and Community Relations division of the City Manager's office oversees the City's communication initiatives and social media platforms. The division educates and informs residents, visitors and businesses about City programs, services and events. Using targeted communication strategies, the division engages the community in the governmental process, facilitates transparency, enhances tourism, supports local industries, promotes business attraction and retention, and increases participation in City programs and activities to generate additional revenue and to strengthen quality of life. Included in the division is Redlands TV (RTV), the City's government access cable TV facilities and operation. RTV televises and records live events, such as City Council and Planning Commission meetings, provides a Community Events Bulletin Board, and creates or contracts original informational videos highlighting City services and programs. RTV programming is available to cable television subscribers through Time-Warner Cable (Channel 3) and Frontier Communications (Channel 35).

The Emergency Management and Preparedness Program has the task of planning and preparing all City departments, residents and businesses for man-made and natural emergencies. The Emergency Operations division utilizes planning, training and exercises to continually develop and sustain the City's mitigation, preparedness, response and recovery capabilities. These capabilities minimize the loss of life and property and protect the environment from emergencies and significant disruptions. The Emergency Operations division works with City departments, other local municipalities and an array of community based organizations to ensure

that the City and its residents have the resources and information they need to prepare, respond and recover from emergencies, disasters and significant events.

The Purchasing and Stores division is responsible for performing the City's procurement function in accordance with Chapter 2.16 of the City's Municipal Code and all other applicable procedures and policies as established by the City. This division is also responsible for procurement and inventory of materials and supplies in support of all City departments and handles items declared as surplus for redistribution or disposal per the City ordinance.

Program Objectives:

- Provide leadership, management and direction to all City departments
- Compile and distribute agenda packets for all Council meetings
- Oversee the preparation of the annual budget
- Guide the City's Strategic Plan and Vision
- Be available to the public as the need arises
- Maintain effective working relationships with other city, county, state and federal agencies

Communications & Community Relations

- Regularly televise all City Council and Planning Commission meetings with scheduled replays intended to provide access for all Redlands citizens.
- Use available video technology and media to provide an outlet, informing Redlands residents of available City events and services or specific public service information.
- Administer the City's community relations and public information programs, including the City's Community Newsletter.
- Provide a forum for community events and public service messages relevant to Redlands audiences.

Emergency Management & Preparedness Program

- Update and maintain the City's Emergency Operations Flood and Local Hazard Mitigation Plan. Continual maintenance of the plan is required in order for the City to receive grant funding opportunities, as well as disaster recovery monies after an emergency, from the State of California and the Federal Government.
- Develop and coordinate with the American Red Cross, Redlands Unified School District and the County of San Bernardino Office of Emergency Services on the mass care and sheltering needs of the City, as well as evacuation processes of the citizens within the city and their animals. The sheltering and evacuation needs will include the Access and Functional Needs community.
- Establish, maintain, and operate a viable Emergency Operations Center to ensure the readiness of the City.
- Provide maintenance, updates to the system and community outreach on the City's Emergency Notification System.
- Coordinate with local, county, and state agencies and organizations through mutual aid and mitigation agreements for disaster training.
- Develop NIMS compliance training program for all City employees.
- Develop an exercise program to include: table top, functional and full scale training to all EOC responders.
- Develop and implement a community outreach program to include: CERT, BERTT, Teen CERT and citizen corps.
- Develop a communication partnership with the Redlands Emergency Communication Group to assist with mass care and shelter needs.
- Develop a partnership with the FBO (Faith-Based Community) for donation management needs.

Purchasing and Stores

- Continue to process purchase requisitions for supplies and services as quickly and efficiently as possible in accordance with purchasing procedures
- Compile, review and award bids for materials, equipment and supplies

- Utilize an eProcurement system for bids and vendor management which meets the goal of eliminating waste and increasing efficiencies, productivity, and cost savings
- Review and update the City's purchasing policies and procedures as needed and provide citywide training
- Provide prompt service in fulfilling departmental requests for materials and supplies
- Provide reports regarding departments' usage and expense as requested
- Execute and monitor the warehouse program – "Fastenal Automated Supply Technology" (FAST) – Industrial Vending
- Process items declared as surplus for redistribution or disposal per City procedures
- Main objective: to increase citywide efficiencies, procurement compliance, accountability and cost savings

Accomplishments for Fiscal Year 2018-19:

- Provided leadership, management and direction to all City departments
- Promoted transparency in government through:
 - Web-streaming of live City Council meetings and archived meeting videos
 - Live broadcasting of 27 City meetings, 20 Planning Commission meetings, and 1 Candidates Forum on Redlands TV
 - Web posting of City Council meeting agenda reports
- Promoted open, clear and frequent communication through:
 - Creation of a quarterly City newsletter. The first issue was distributed in Spring 2019 and mailed to all Redlands households.
 - Social networking pages for the City including multiple Facebook pages for City Hall, Police, Fire, Animal Shelter, Quality of Life, Recreation, Senior Services, Downtown Redlands; Instagram pages for the City, Police Department and Fire Department, Twitter feeds for City Hall and Police; YouTube channels for City, Police and Animal Control
 - Monitored community social networking sites, kept staff apprised of public reactions to City issues and responded when appropriate
 - Livestreamed community meetings including the Police Chief's Town Hall meetings
 - Redlands 311 mobile app
 - City's Speakers Bureau
 - Issuance of approximately 300 press releases promoting City activities and economic development, providing public safety information, and providing information of City Council actions
 - PIO responded to numerous unique press requests not related to press releases
- Provided staff to the City's Animal Control Board.
- Assisted in planning and coordinating the Mayor's annual State of the City event, including:
 - Drafting the Mayor's State of the City address
 - Coordinating awards nomination and selection process
- Assisted all council members with meeting coordination and presentations to various organizations and events throughout the year.
- Assisted with special events, including ground breakings, dedications and ribbon cuttings.
- Produced and presented videos promoting City services and activities including: the Annual Christmas Parade, the Annual Veterans Day Parade, Adult Literacy Video and Pollution Prevention Video.
- Produced and presented 40 Pet of the Week videos.
- Assisted a Police Department investigation into a fatal hit and run collision. Through the PIO's contacts with television and print media, as well as social media, distributed video of the suspect vehicle. This proved to be a key assist in eventually identifying a suspect when a member of the public saw the video on the television news and contacted investigators.
- Provided support to all other departments and City Council in media interviews.
- Monitored press coverage of the City, including newspapers, television and radio, and provided periodic news digests to staff and elected officials.
- Provided support to all City departments in preparing and reviewing memos and other written communication for both internal and external distribution.
- Coordinated and assembled 22 City Council Regular Meeting Agenda Packets and 6 City Council Special Meeting Agenda Packets.
- Coordinated City Council Meeting E-Agenda Packets.
- Coordinated and processed approximately 265 resident service requests.

- Emergency Operations Center (EOC):
 - Maintained a continual update on EOC, EOC Activation binder, WEBEOC, Emergency Notification System and logistic supplies
 - Conducted quarterly testing of Emergency Notification System with EOC responder
 - Updating of name into the system
- Exercises Conducted:
 - Shakeout Evacuation (City Hall, Cemetery, Library, Waste Water Treatment Plant)
 - Statewide Public Health Exercise
- Citywide Training Completed:
 - EOC Responders training/workshop
 - “Stop the Bleeding Training”
- Community Emergency Response Team Training Conducted (CERT):
 - Five (5) Basic CERT classes conducted:
 - Two (2) CERT Affiliated classes conducted
 - One (1) Mass Care and Shelter Training conducted
 - One (1) “Stop the Bleeding Training with community
- Community Outreach Conducted:
 - Free Flu Vaccinations Clinic
 - Presentation to East Valley Association of Realtors
 - Participated in San Bernardino County Museum Emergency Preparedness
 - Conducted Disaster Council Meeting (quarterly)
 - Participated in Fire Department Open House
 - Participated in LDS – Redlands Emergency Preparedness Fair
 - Provided Hangar 24 Air Show Logistic Support
- Continuation of the City’s Automated Inventory System
- Establishment and further development of an eProcurement system
- Recipient of the 2018 Achievement of Excellence in Procurement (AEP) Award. The AEP is awarded by the National Purchasing Institute (NPI). The program measures innovation, professionalism, eProcurement, productivity and leadership attributes of the procurement function based on standardized criteria.
- Provide multiple citywide and departmental specific Purchasing training
- Managed all Surplus disposal and sale from all City Departments
- Process all Purchase Requisition requests and ensure compliance with risk and revenue requirements

**DEPARTMENT/DIVISION
CITY MANAGER**

FUND				ORGKEY
GENERAL FUND				101120
	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SALARIES AND BENEFITS				
4000 Full Time Salaries	307,437	747,499	175,448	208,362
4010 Overtime Salaries	31	-	30	100
4015 Banked Leave Buy Back	68,127	46,885	199,758	31,020
4050 Pension Contributions	65,813	73,367	40,390	52,953
4051 Fica/Medicare	16,133	16,459	15,953	11,986
4053 Deferred Compensation	7,009	6,895	1,477	4,229
4055 Health/Dental Insurance	27,536	30,632	18,199	22,770
4056 Worker's Comp Insurance	8,347	11,776	11,776	8,857
4057 Disability Insurance	295	189	214	207
4058 Unemployment Insurance	108	241	768	252
4059 Life Insurance	111	117	92	93
4081 Eyecare Reimbursement	-	419	419	333
4084 Clothing Cash Payment	70	80	120	120
4085 Other Taxable Benefits	1,009	219	364,416	842
4087 Employee Wellness Program	562	-	292	292
TOTAL SALARIES AND BENEFITS	502,587	934,778	829,352	342,416
SERVICES				
5140 Legal Services	6,538	-	-	-
5190 Other Professional Services	9,165	10,000	1,000	-
5240 Meeting & Professional Devlpmt	1,006	4,250	1,000	2,250
5255 Travel Expense/Reimbursement	5,595	5,000	2,000	2,500
5270 Printing and Binding	321	1,000	100	1,000
5275 Postage	83	300	100	300
5303 Telephone	2,228	1,200	1,200	2,400
5392 License & Permits	1,369	2,000	2,000	2,000
5395 Info Technology Service Chgs	79,013	54,603	54,603	55,270
5580 Communications Svs & Rental	1,815	1,200	1,200	1,200
5800 Subscriptions & Memberships	2,771	4,200	4,200	3,500
5840 Training	454	-	150	-
TOTAL SERVICES	110,356	83,753	67,553	70,420
SUPPLIES				
6100 Purchased Water	258	300	300	300
6130 Books & Supplies	-	250	-	250
6140 Office Supplies	1,691	2,000	2,000	2,500
6190 Photo & Copying Supplies	-	500	-	500
6500 Office Equipment & Furniture	1,531	1,000	1,000	1,000
6560 Food	-	300	300	300
6590 Special Departmental Supplies	91	500	-	500
TOTAL SUPPLIES	3,571	4,850	3,600	5,350
DIVISION TOTAL	616,513	1,023,381	900,505	418,186

DEPARTMENT/DIVISION
COMMUNICATIONS AND COMMUNITY RELATIONS

FUND				ORGKEY
GENERAL FUND				101121
	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SALARIES AND BENEFITS				
4000 Full Time Salaries	174,215	178,950	192,321	249,997
4010 Overtime Salaries	1,150	-	860	-
4015 Banked Leave Buy Back	21,308	21,947	21,947	27,931
4050 Pension Contributions	37,193	41,341	44,433	63,395
4051 Fica/Medicare	15,080	15,260	16,305	20,685
4053 Deferred Compensation	4,152	4,217	4,217	5,257
4055 Health/Dental Insurance	16,314	16,318	18,319	24,516
4056 Worker's Comp Insurance	12,426	4,157	4,157	4,134
4058 Unemployment Insurance	139	238	476	1,846
4059 Life Insurance	126	126	143	165
4081 Eyecare Reimbursement	-	450	450	590
4085 Other Taxable Benefits	4,663	4,500	4,838	5,001
TOTAL SALARIES AND BENEFITS	<u>286,766</u>	<u>287,504</u>	<u>308,466</u>	<u>403,517</u>
SERVICES				
5103 Software Support & Development	-	-	-	1,000
5190 Other Professional Services	4,960	6,500	6,500	6,500
5240 Meeting & Professional Devlpmt	12	1,100	1,100	100
5255 Travel Expense/Reimbursement	1,585	1,000	500	1,000
5395 Info Technology Service Chgs	1,467	3,316	3,316	2,600
5760 Special Program Expenditures	48	-	-	40,000
5800 Subscriptions & Memberships	2,287	3,600	3,600	6,600
5840 Training	473	-	-	2,000
TOTAL SERVICES	<u>10,832</u>	<u>15,516</u>	<u>15,016</u>	<u>59,800</u>
SUPPLIES				
6140 Office Supplies	862	1,000	750	1,000
6500 Office Equipment & Furniture	585	450	500	500
6590 Special Departmental Supplies	-	3,000	1,000	1,000
6640 Non-Capital Expenditures	7,390	25,000	25,000	25,000
TOTAL SUPPLIES	<u>8,837</u>	<u>29,450</u>	<u>27,250</u>	<u>27,500</u>
DIVISION TOTAL	306,435	332,470	350,732	490,817

DEPARTMENT/DIVISION
EMERGENCY PREPAREDNESS

FUND				ORGKEY
GENERAL FUND				101122
	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SALARIES AND BENEFITS				
4000 Full Time Salaries	47,585	168,495	256,881	121,313
4005 Salaries: Part Time	1,879	58,104	-	38,250
4015 Banked Leave Buy Back	228	2,876	2,876	13,128
4050 Pension Contributions	10,168	12,999	21,843	30,886
4051 Fica/Medicare	3,721	5,451	6,515	12,732
4053 Deferred Compensation	1,066	1,420	1,979	1,985
4055 Health/Dental Insurance	5,739	6,979	15,636	22,821
4056 Worker's Comp Insurance	4,173	4,157	4,157	4,134
4058 Unemployment Insurance	99	291	742	1,539
4059 Life Insurance	39	44	80	52
4081 Eyecare Reimbursement	-	158	158	185
4085 Other Taxable Benefits	53	378	96	804
TOTAL SALARIES AND BENEFITS	74,749	261,352	310,963	247,829
SERVICES				
5190 Other Professional Services	827	1,000	1,000	1,000
5240 Meeting & Professional Devlpmt	775	2,000	1,000	-
5255 Travel Expense/Reimbursement	1,784	1,500	1,000	1,000
5270 Printing and Binding	2,808	2,500	2,500	2,500
5275 Postage	542	500	500	1,500
5303 Telephone	4,436	4,500	4,500	4,000
5340 Office Equipment Maintenance	3,137	2,000	2,000	3,000
5395 Info Technology Service Chgs	8,987	19,347	19,347	21,500
5396 City Garage Charges	3,195	2,939	928	2,959
5490 Other Insurance	38	-	-	-
5580 Communications Svs & Rental	648	1,500	-	-
5760 Special Program Expenditures	1,224	2,000	2,000	2,000
5800 Subscriptions & Memberships	802	1,645	1,645	3,145
5840 Training	145	2,500	2,500	3,000
5880 Special Contractual Services	-	500	500	2,000
TOTAL SERVICES	29,347	44,431	39,420	47,604
SUPPLIES				
6140 Office Supplies	3,823	9,396	9,396	3,500
6180 Turnouts/Uniform/Sfty Clothing	1,045	2,000	2,000	3,000
6190 Photo & Copying Supplies	-	500	500	1,000
6210 Repair/Maintenance Supplies	305	2,000	2,000	2,000
6375 Computer Components	17,860	5,000	5,000	5,000
6500 Office Equipment & Furniture	1,519	1,500	1,500	1,500
6510 Small Tools & Equipment	378	1,000	1,000	-
6560 Food	1,933	3,000	3,000	3,000
6590 Special Departmental Supplies	6,230	5,000	5,000	2,500
TOTAL SUPPLIES	33,093	29,396	29,396	21,500
DIVISION TOTAL	137,189	335,179	379,779	316,933

**DEPARTMENT/DIVISION
CITY MANAGER GRANTS**

FUND				ORGKEY
CITY MANAGER GRANT FUND				101123
	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SALARIES AND BENEFITS				
4005 Salaries: Part Time	-	-	116,666	-
4051 Fica/Medicare	-	-	8,925	-
4058 Unemployment Insurance	-	-	2,026	-
TOTAL SALARIES AND BENEFITS	-	-	127,617	-
SERVICES				
5880 Special Contractual Services	-	-	436,883	-
TOTAL SERVICES	-	-	436,883	-
SUPPLIES				
6590 Special Departmental Supplies	-	-	2,500	-
TOTAL SUPPLIES	-	-	2,500	-
FIXED ASSETS				
7100 Motor Vehicles	-	-	33,000	-
TOTAL FIXED ASSETS	-	-	33,000	-
DIVISION TOTAL	-	-	600,000	-

**DEPARTMENT/DIVISION
CITY MANAGER GRANTS**

JOB LEDGER BUDGET

FUND GENERAL FUND		ORGKEY 101123	
JOB LEDGER NO.	PROJECT/PROGRAM DESCRIPTION	FY 2018-19 12 MONTH ESTIMATE	FY 2019-20 COUNCIL ADOPTED
01528	HEAP - Mobile Outreach Program	163,117	-
01529	HEAP - Family Service Association	66,000	-
01530	HEAP - Inland Temporary Homes	370,883	-
TOTALS		600,000	-

**DEPARTMENT/DIVISION
PRINT SHOP**

FUND
GENERAL FUND

ORGKEY
101125

	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SERVICES				
5340 Office Equipment Maintenance	933	1,570	1,570	2,500
5570 Office Equip & Furn Rent	19,747	23,000	23,000	24,000
5580 Communications Svs & Rental	-	1,500	3,260	2,500
5880 Special Contractual Services	9,068	9,600	9,600	11,000
5990 Reimbursed Expenditures	(13,916)	(40,000)	(40,000)	(40,000)
TOTAL SERVICES	15,832	(4,330)	(2,570)	-
SUPPLIES				
6140 Office Supplies	478	100	134	100
6190 Photo & Copying Supplies	699	1,100	600	1,100
6590 Special Departmental Supplies	431	500	500	4,500
TOTAL SUPPLIES	1,608	1,700	1,234	5,700
 DIVISION TOTAL	 17,441	 (2,630)	 (1,336)	 5,700

**DEPARTMENT/DIVISION
PURCHASING**

FUND

GENERAL FUND

ORGKEY

101137

	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SALARIES AND BENEFITS				
4000 Full Time Salaries	157,521	182,688	176,348	179,440
4010 Overtime Salaries	624	-	25	500
4015 Banked Leave Buy Back	2,627	7,203	7,203	8,605
4050 Pension Contributions	33,715	42,250	40,740	45,736
4051 Fica/Medicare	12,028	14,652	13,252	14,271
4053 Deferred Compensation	3,837	4,027	3,904	3,911
4055 Health/Dental Insurance	15,078	15,533	16,268	15,720
4056 Worker's Comp Insurance	21,920	4,157	4,157	4,134
4057 Disability Insurance	244	473	390	488
4058 Unemployment Insurance	143	339	1,243	157
4059 Life Insurance	134	135	141	134
4081 Eyecare Reimbursement	225	484	484	477
4082 Clothing Allowance	-	-	300	300
4084 Clothing Cash Payment	300	200	-	-
4085 Other Taxable Benefits	4,944	4,373	4,866	4,776
TOTAL SALARIES AND BENEFITS	253,340	276,514	269,321	278,649
SERVICES				
5103 Software Support & Development	-	-	359	300
5190 Other Professional Services	17,948	8,000	5,000	5,000
5240 Meeting & Professional Devlpmt	407	500	500	500
5255 Travel Expense/Reimbursement	1,272	1,700	1,700	1,850
5270 Printing and Binding	1,053	4,000	1,800	4,000
5275 Postage	60	300	60	300
5280 Advertising	-	350	250	100
5303 Telephone	195	-	349	600
5340 Office Equipment Maintenance	-	300	150	300
5395 Info Technology Service Chgs	44,279	35,945	35,945	31,690
5570 Office Equip & Furn Rent	2,242	2,443	2,443	2,443
5800 Subscriptions & Memberships	260	800	800	850
5840 Training	69	160	120	175
TOTAL SERVICES	67,784	54,498	49,476	48,108
SUPPLIES				
6100 Purchased Water	83	120	120	120
6140 Office Supplies	2,303	1,500	1,500	1,500
6145 Awards/Recognition Program	400	500	450	500
6180 Turnouts/Uniform/Sfty Clothing	2	25	25	25
6210 Repair/Maintenance Supplies	5	100	100	100
6310 Janitorial Supplies	35	100	100	100
6500 Office Equipment & Furniture	11	-	-	-
6510 Small Tools & Equipment	-	200	200	200
6520 Promotional Supplies	-	100	-	100
6560 Food	27	200	200	200
6590 Special Departmental Supplies	1	200	200	200
TOTAL SUPPLIES	2,867	3,045	2,895	3,045
DIVISION TOTAL	323,991	334,057	321,692	329,802

Human Resources Division

Program Description:

The Human Resources team works collaboratively to develop strategies, infrastructure and processes that provide for the timely collection and dissemination of employee data and information, enhanced capacity for distributed reporting, and support of data-driven decision-making related to human resources.

This program provides the full range of human resource services to all City departments, and where applicable, residents and visitors to our community. The primary functions of this division include recruitment and selection, employee benefits administration, performance management, training, organizational development, personnel data maintenance, state and federal reporting, MOU (Memorandum of Understanding) administration, employee assistance, and labor and employee relations.

Program Objectives:

- Market a comprehensive and economical employee compensation and benefits package to attract and retain the highest caliber employees
- Maintain a competitive and equitable recruitment and selection program that meets the demands of the City
- Revise and implement Personnel Rules and Regulations and Administrative Policies that create a consistent, positive and productive organizational culture
- Utilize technology in all aspects of Human Resources to create a cost effective and efficient operation
- Implement employee self-service program citywide including:
 - Benefits enrollment and maintenance
 - Personal data maintenance
 - Electronic time-keeping
 - Communications
- Build upon the Volunteer & Intern Resources program including enhancing the volunteer and intern program software uses; and increase community awareness and involvement through enhanced outreach

Accomplishments for Fiscal Year 2018-19:

Fiscal Year-to-date:

- Recruited and filled 83 positions
- Placed 29 new volunteers in various city departments
- Provided customer service to 2,294 employees and residents
- Provided training to employees on backhoe/loader, business writing, performance management, workplace bullying, aerial lift, forklift, and confined space
- Procured new training platform for increased training opportunities and compliance
- Maintained compliance with the Affordable Care Act
- Held full benefit and wellness education event for employees
- Launched safety incentive program
- Launched City wide Wellness Program
- Increased retention efforts through exit surveys and new hire luncheons
- Expanded new hire orientation program

**DEPARTMENT/DIVISION
HUMAN RESOURCES**

FUND				ORGKEY
GENERAL FUND				101170
	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SALARIES AND BENEFITS				
4000 Full Time Salaries	227,453	260,853	216,212	213,142
4005 Salaries: Part Time	17,310	24,000	21,669	26,000
4010 Overtime Salaries	-	-	-	1,444
4015 Banked Leave Buy Back	26,200	8,070	11,548	5,261
4050 Pension Contributions	44,916	60,488	49,705	54,155
4051 Fica/Medicare	21,082	21,457	19,430	18,047
4053 Deferred Compensation	3,953	3,462	2,721	2,831
4055 Health/Dental Insurance	24,795	38,380	19,825	22,212
4056 Worker's Comp Insurance	25,074	18,678	18,678	17,396
4057 Disability Insurance	299	618	434	439
4058 Unemployment Insurance	574	62	2,828	289
4059 Life Insurance	173	221	154	170
4080 Vehicle Allowance		120	120	-
4081 Eyecare Reimbursement	832	788	788	608
4082 Clothing Allowance	-	-	360	300
4084 Clothing Cash Payment	80	280	-	-
4085 Other Taxable Benefits	36,746	2,769	3,978	2,403
4087 Employee Wellness Program	49	-	-	-
4999 Vacancies	-	(17,924)	-	(5,276)
TOTAL SALARIES AND BENEFITS	429,537	422,322	368,450	359,421
SERVICES				
5103 Software Support & Development	300	1,875	560	1,875
5140 Legal Services	7,005	15,000	15,000	15,500
5180 Medical/Physicals	18,513	16,000	18,713	18,000
5190 Other Professional Services	1,598	2,500	35,000	2,500
5240 Meeting & Professional Devlpmt	5,714	6,500	5,000	3,000
5255 Travel Expense/Reimbursement	3,051	3,500	3,500	3,000
5270 Printing and Binding	767	2,000	1,100	1,500
5275 Postage	743	1,500	750	1,250
5280 Advertising	-	1,000	-	500
5303 Telephone	2,174	2,500	2,000	2,200
5395 Info Technology Service Chgs	122,195	92,732	92,732	87,352
5396 City Garage Charges	4,897	4,505	4,505	4,505
5451 Retiree Health Insurance	3,032,669	3,378,251	3,514,349	3,624,107
5570 Office Equip & Furn Rent	1,449	2,500	2,500	2,500
5720 Taxes	-	-	100	-
5800 Subscriptions & Memberships	2,853	5,078	4,261	4,869
5840 Training	140	-	-	-
5880 Special Contractual Services	12	1,100	-	1,100
TOTAL SERVICES	3,204,082	3,536,541	3,700,070	3,773,758
SUPPLIES				
6130 Books & Supplies	56	500	500	500
6140 Office Supplies	2,179	2,200	2,200	2,300
6145 Awards/Recognition Program	9,604	10,500	10,500	10,500
6375 Computer Components	-	2,500	500	1,500
6500 Office Equipment & Furniture	1,499	1,500	500	1,500

**DEPARTMENT/DIVISION
HUMAN RESOURCES**

FUND				ORGKEY
GENERAL FUND				101170
	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SUPPLIES (CONT.)				
6520 Promotional Supplies	345	800	800	800
6560 Food	776	1,100	1,100	1,200
6590 Special Departmental Supplies	3,412	5,000	2,000	4,000
TOTAL SUPPLIES	17,871	24,100	18,100	22,300
DIVISION TOTAL	3,651,490	3,982,963	4,086,620	4,155,479
DEPARTMENT TOTAL	5,053,058	6,005,420	6,637,991	5,716,918

Risk Management Division

Program Description:

The Risk Management Division maintains a set of operating principles that serve as the foundation for how we interact with residents, colleagues, employees and other stakeholders. At the core of these operating principles lie five core values: integrity, excellence, respect, responsibility and teamwork.

With integrity, the City expects all of its employees to act honestly, ethically and with trust. With excellence comes professionalism, creativity, persistence and quality. Respect includes communications, caring, planning and honoring stakeholders. Our responsibility requires accountability, fairness and ownership. Teamwork involves shared responsibility, thoughtful communication and collaboration.

The City contracts with a third party administrator (TPA) that ensures compliance with all regulations regarding the administration and investigation of all tort claims filed against the City. The TPA coordinates with the Risk Management staff, the City Attorney, City Manager, and City Council as needed.

Program Objectives:

- Identify potential liability exposures and address them in a proactive, not reactive, manner
- Work closely with the City Attorney and TPA to expedite the disposition of all claims presented to the City
- Ensure maintenance of a database of all claims filed against the City
- Prepare analysis as needed related to the City's need for excess liability insurance
- Act as liaison with the City's insurance broker in the procurement of all property and liability insurance policies maintained by the City
- Assist other departments with insurance related issues
- Review proposed contractual agreements for appropriate levels of insurance coverage maintained by the other party, prior to the City entering into the agreement
- Review proposed contractual agreements wherein the City must provide coverage, recommend acceptance or voice concerns and alternative solutions
- Compile and submit necessary documentation to the City's insurance carriers for reimbursement of losses incurred and for which the City has insurance coverage
- Pursue the City's subrogation rights for property losses caused by others

DEPARTMENT/DIVISION
RISK MANAGEMENT

FUND

LIABILITY SELF INSURANCE FUND

ORGKEY

602133

	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SALARIES AND BENEFITS				
4000 Full Time Salaries	103,894	130,688	109,114	119,220
4010 Overtime Salaries	-	-	-	662
4015 Banked Leave Buy Back	23,725	4,829	4,829	3,122
4016 Compensated Absence	1,364	500	-	-
4050 Pension Contributions	42,102	30,295	24,990	30,237
4051 Fica/Medicare	9,972	9,891	8,172	9,023
4053 Deferred Compensation	1,634	1,947	1,188	1,588
4055 Health/Dental Insurance	12,292	19,660	12,179	13,562
4056 Worker's Comp Insurance	6,652	4,157	4,157	4,344
4057 Disability Insurance	249	217	185	196
4058 Unemployment Insurance	164	123	892	(67)
4059 Life Insurance	94	113	86	95
4080 Vehicle Allowance	-	60	60	-
4081 Eyecare Reimbursement	92	405	405	338
4082 Clothing Allowance	-	-	180	135
4084 Clothing Cash Payment	100	100	-	-
4085 Other Taxable Benefits	18,216	1,421	1,301	1,076
4087 Employee Wellness Program	25	-	-	-
TOTAL SALARIES AND BENEFITS	220,574	204,406	167,738	183,531
SERVICES				
5103 Software Support & Development	-	500	-	-
5140 Legal Services	147,821	225,000	75,000	225,000
5141 Settlements/Judgments	-	10,000	-	10,000
5190 Other Professional Services	1,263	-	-	-
5240 Meeting & Professional Devlpmt	1,064	1,100	1,000	1,100
5255 Travel Expense/Reimbursement	243	400	400	500
5270 Printing and Binding	-	100	-	100
5275 Postage	8	300	-	200
5303 Telephone	-	-	36	50
5395 Info Technology Service Chgs	3,542	3,595	3,595	3,337
5410 Property Insurance	407,285	448,000	482,028	530,230
5451 Retiree Health Insurance	9,141	-	-	-
5455 Premiums for Excess Coverage	613,609	711,000	635,335	970,000
5460 Liability Claims	(3,888,301)	1,100,000	650,000	1,025,000
5490 Other Insurance	7,728	7,000	8,000	8,200
5570 Office Equip & Furn Rent	1,449	1,540	1,540	1,540
5800 Subscriptions & Memberships	150	150	150	150
5880 Special Contractual Services	35,618	70,000	70,000	70,000
TOTAL SERVICES	(2,659,380)	2,578,685	1,927,084	2,845,407
SUPPLIES				
6140 Office Supplies	100	500	500	500
TOTAL SUPPLIES	100	500	500	500
FUND TOTAL	(2,438,705)	2,783,591	2,095,322	3,029,438

Workers' Compensation Division

Program Description:

The City of Redlands is self-insured for its workers' compensation and contracts with a third party administrator (TPA) whose focus is to keep abreast of the continually changing Workers' Compensation laws and regulations, assure that the City maintains compliance with these changes, and most importantly facilitates the care needed to return the employee to their pre-injury status. The Workers' Compensation program provides employee treatment through a wide network of healthcare practitioners. In an effort to reach the goal of returning an employee to their pre-injury productivity the City, whenever possible, provides modified duty. Modified duty allows the employee to remain an active and productive member of the organization while still recuperating from their injury.

Program Objectives:

- Monitor the performance of the City's TPA for efficiency, service standards and cost-effectiveness
- Analyze accident data, identify root causes, and coordinate with the department on implementation of programs to reduce the number of work related injuries and illnesses
- Implement a wellness-rich environment where employees are provided tools necessary to realize the healthiest life-style possible
- Review status of claims with the TPA adjuster and City's legal counsel
- Administer the Disability and Industrial Disability Retirement programs in a fiscally responsible manner
- Facilitate a return-to-work (RTW) program for those employees able to work modified duty
- Mitigate potential claims by addressing work/health issues brought forward by employees

**DEPARTMENT/DIVISION
WORKERS' COMPENSATION**

FUND
WORKERS' COMPENSATION FUND

ORGKEY
606175

	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SALARIES AND BENEFITS				
4000 Full Time Salaries	94,311	88,851	76,174	111,979
4010 Overtime Salaries	-	-	-	662
4015 Banked Leave Buy Back	21,119	1,613	3,882	2,560
4016 Compensated Absence	3,034	600	-	-
4050 Pension Contributions	47,063	20,585	17,361	28,423
4051 Fica/Medicare	9,052	6,742	6,338	8,431
4053 Deferred Compensation	1,623	1,225	1,069	1,459
4055 Health/Dental Insurance	11,031	12,634	6,962	11,003
4056 Worker's Comp Insurance	6,260	6,260	-	-
4057 Disability Insurance	152	217	178	196
4058 Unemployment Insurance	137	12	691	168
4059 Life Insurance	75	76	56	85
4081 Eyecare Reimbursement	321	270	270	304
4082 Clothing Allowance	-	-	180	135
4084 Clothing Cash Payment	70	100	-	-
4085 Other Taxable Benefits	17,869	1,102	1,596	1,131
4087 Employee Wellness Program	25	-	-	-
TOTAL SALARIES AND BENEFITS	212,141	140,287	114,757	166,536
SERVICES				
5140 Legal Services	106,935	135,000	155,000	165,000
5190 Other Professional Services	23,581	23,100	23,100	23,100
5255 Travel Expense/Reimbursement	1,064	1,000	500	1,000
5275 Postage	-	50	-	50
5395 Info Technology Service Chgs	3,759	3,815	3,815	3,540
5451 Retiree Health Insurance	21,079	15,000	12,446	15,000
5455 Premiums for Excess Coverage	159,747	170,900	160,652	200,815
5480 Worker's Comp Claims	1,598,688	1,100,000	807,323	1,100,000
5570 Office Equip & Furn Rent	2,104	3,435	3,435	3,435
5870 General Govt Service Charge	40,046	41,496	41,496	42,762
5880 Special Contractual Services	182,159	191,029	163,407	177,195
TOTAL SERVICES	2,139,162	1,684,825	1,371,174	1,731,897
SUPPLIES				
6140 Office Supplies	100	300	300	300
6500 Office Equipment & Furniture	1,425	1,600	300	1,500
TOTAL SUPPLIES	1,525	1,900	600	1,800
 DIVISION TOTAL	 2,352,828	 1,827,012	 1,486,531	 1,900,233

Safety Division

Program Description:

Employee safety is an organizational responsibility first and foremost, but also a personal responsibility. This becomes more apparent as staffing levels dwindle. The Safety Division of the Human Resources Department is responsible for providing the tools and information necessary for each City division to function at its optimal safety level. To this end we facilitate the required training our employees are required to maintain in order to continue working in compliance with OSHA and other regulatory agencies.

Program Objectives:

- Provide a safe work environment for City employees
- Inspect job locations to ensure safe working environments and practices
- Decrease time away from work due to injury
- Decrease number of on-the-job injuries
- Comply with OSHA mandates for training and reporting
- Review and update the City's Injury and Illness Prevention Program
- Instill the advantages of safe work behavior in every employee, every day
- Furnish information and resources to departments to develop programs that will help enable them to realize a reduction in the number of preventable injuries
- Coordinate and oversee the City's Safety Committee, develop and implement goals and objectives

**DEPARTMENT/DIVISION
SAFETY PROGRAM**

FUND

WORKERS' COMPENSATION FUND

ORGKEY

606176

	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SALARIES AND BENEFITS				
4000 Full Time Salaries	88,791	81,517	74,888	74,157
4010 Overtime Salaries	-	-	-	331
4015 Banked Leave Buy Back	9,563	3,570	3,570	1,974
4019 Workers' Comp Savings Bonus	-	12,600	12,600	-
4050 Pension Contributions	17,328	18,908	17,182	18,797
4051 Fica/Medicare	7,336	6,121	5,410	5,656
4053 Deferred Compensation	1,522	1,162	740	901
4055 Health/Dental Insurance	10,970	11,341	8,774	9,257
4057 Disability Insurance	61	131	97	134
4058 Unemployment Insurance	171	6	588	-
4059 Life Insurance	70	66	60	60
4080 Vehicle Allowance	-	60	60	-
4081 Eyecare Reimbursement	283	236	236	134
4082 Clothing Allowance	-	-	90	90
4084 Clothing Cash Payment	20	60	-	-
4085 Other Taxable Benefits	8,906	842	478	518
4087 Employee Wellness Program	12	-	-	-
TOTAL SALARIES AND BENEFITS	145,034	136,620	124,773	112,009
SERVICES				
5103 Software Support & Development	3,436	3,436	3,949	4,200
5180 Medical/Physicals	-	2,500	-	2,500
5240 Meeting & Professional Devlpmt	-	1,000	200	1,000
5255 Travel Expense/Reimbursement	-	500	200	500
5270 Printing and Binding	-	300	-	200
5800 Subscriptions & Memberships	-	100	150	150
5840 Training	3,251	5,000	1,000	5,000
5870 General Govt Service Charge	5,299	5,491	5,491	5,659
5880 Special Contractual Services	-	1,000	1,000	1,000
TOTAL SERVICES	11,986	19,327	11,990	20,209
SUPPLIES				
6130 Books & Supplies	-	1,000	200	1,000
6140 Office Supplies	-	600	600	500
6180 Turnouts/Uniform/Sfty Clothing	-	425	-	425
6510 Small Tools & Equipment	-	500	200	500
6520 Promotional Supplies	-	32,400	3,500	30,000
6590 Special Departmental Supplies	347	500	500	500
TOTAL SUPPLIES	347	35,425	5,000	32,925
DIVISION TOTAL	157,367	191,372	141,763	165,143

Training Division

Program Description:

The Human Resources Department is responsible for coordination and oversight of citywide employee training. Focus is directed toward employee development that will apply throughout all levels of the organization to meet necessary skills and provide a network of mentoring and leadership training.

Program Objective:

- Provide a comprehensive menu of training programs to educate employees and ensure fluid transition for the future, including:
 - Supervisory Training
 - Employee Training
 - Employee Orientation
 - Leadership Development
- Continue to enhance and utilize technology-based management of training programs and training records
- Development of a succession-style training program to develop talent in-house
- Creating feeder positions and career paths to increase tenure and engagement
- Continue compliance with State and Federal training mandates
- Provide educational programs to encourage individual professional development and growth

**DEPARTMENT/DIVISION
TRAINING PROGRAM**

FUND

WORKERS' COMPENSATION FUND

ORGKEY

606177

	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SALARIES AND BENEFITS				
4000 Full Time Salaries	48,033	67,317	56,159	84,418
4010 Overtime Salaries	-	-	-	331
4015 Banked Leave Buy Back	5,745	1,257	3,043	1,907
4050 Pension Contributions	13,616	15,583	16,888	21,418
4051 Fica/Medicare	4,215	5,160	4,580	6,444
4053 Deferred Compensation	1,424	828	621	944
4055 Health/Dental Insurance	6,742	10,016	7,929	9,533
4057 Disability Insurance	78	131	96	158
4058 Unemployment Insurance	70	131	498	123
4059 Life Insurance	46	57	52	66
4081 Eyecare Reimbursement	78	203	203	236
4082 Clothing Allowance	-	-	90	105
4084 Clothing Cash Payment	30	60	-	-
4085 Other Taxable Benefits	8,975	587	895	603
4086 Tuition Reimbursement	36,170	130,000	60,000	80,000
4087 Employee Wellness Program	12	-	-	-
TOTAL SALARIES AND BENEFITS	125,236	231,330	151,054	206,286
SERVICES				
5103 Software Support & Development	2,100	2,200	2,109	2,200
5240 Meeting & Professional Devlpmt	695	3,000	2,500	2,000
5255 Travel Expense/Reimbursement	-	2,000	600	3,000
5270 Printing and Binding	-	500	500	500
5840 Training	2,525	30,000	15,000	30,000
5870 General Govt Service Charge	13,287	13,768	13,768	14,188
5880 Special Contractual Services	-	-	1,500	1,500
TOTAL SERVICES	18,607	51,468	35,977	53,388
SUPPLIES				
6130 Books & Supplies	499	1,000	1,000	1,000
6140 Office Supplies	25	500	500	500
6375 Computer Components	551	2,750	1,000	2,500
TOTAL SUPPLIES	1,075	4,250	2,500	4,000
DIVISION TOTAL	144,918	287,048	189,531	263,674
FUND TOTAL	2,655,113	2,305,432	1,817,825	2,329,050

City Attorney

Mission Statement:

The City Attorney's Office is dedicated to professionally providing the highest quality legal services for all City matters in the most efficient, effective, and economical manner to help attain the City Council's goals and the City Departments' program objectives.

Departmental Goals:

- Proactively provide high quality, ethical and timely legal advice to the City Council, City Manager, and City Departments to help achieve the City Council and City Departments' goals and objectives
- Resolve all legal matters in an efficient and cost-effective manner as possible

Sustainability Efforts:

- Inclusion of sustainable measures in public project contracts and procurement documents
- Purchase and use of recycled paper for copying and printing
- Ongoing effort to scan and store files electronically

Program Description:

The City Attorney is responsible for providing legal advice and representation to the City Council, City Manager, and City employees, as well as to City Council-appointed commissions and boards, as needed. The City Attorney also oversees prosecution of violations of the City's Municipal Code to ensure compliance with City, state and federal laws and regulations, and monitors all City legal matters involving the use of special counsel. The City Attorney also serves as general counsel to the Successor Agency to the former Redevelopment Agency of the City of Redlands.

Program Objectives:

- Provide the highest quality legal services by drafting and/or providing timely review of all ordinances, resolutions, contracts and other legal documents in the normal course of City business
- Ensure services are being provided to the City Council and staff as required or permitted by law
- Ensure cost-effective Governmental claim defense and litigation services while assisting, reviewing and effectively monitoring special counsel services
- Administer and coordinate the City's administrative citation program to ensure compliance with the City's Code and enhance cost recovery for Code Enforcement efforts
- Input, coordinate with all City departments, and review the City's compliance with subpoena requests, and requests for documents pursuant to the California Public Records Act

Accomplishments for Fiscal Year 2018-19:

- Receipt and processing (with City Attorney oversight) of approximately 600 public record requests
- Department receipt and processing (with City Attorney oversight) of Police Department subpoena compliance
- Continued timely, efficient and cost effective delivery of legal services despite reduction in resources

Smart Redlands Initiative:

- Implemented a web-based tool to facilitate the processing of public records requests

**DEPARTMENT/DIVISION
CITY ATTORNEY**

FUND
GENERAL FUND

ORGKEY
101150

	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SALARIES AND BENEFITS				
4000 Full Time Salaries	320,920	342,084	356,720	370,816
4010 Overtime Salaries	16	-	20	-
4015 Banked Leave Buy Back	2,339	19,221	19,221	56,990
4050 Pension Contributions	68,499	79,038	82,378	93,981
4051 Fica/Medicare	17,639	18,176	23,964	20,546
4053 Deferred Compensation	25,643	25,288	25,288	26,399
4055 Health/Dental Insurance	25,615	32,047	27,646	38,942
4056 Worker's Comp Insurance	3,130	3,118	3,118	3,101
4057 Disability Insurance	103	94	97	103
4058 Unemployment Insurance	170	185	1,276	1,932
4059 Life Insurance	138	139	165	151
4081 Eyecare Reimbursement	208	495	495	540
4082 Clothing Allowance	-	-	60	60
4085 Other Taxable Benefits	793	340	317	670
4087 Employee Wellness Program	552	-	788	900
TOTAL SALARIES AND BENEFITS	465,764	520,225	541,553	615,131
SERVICES				
5140 Legal Services	107,338	25,000	200,000	25,000
5240 Meeting & Professional Devlpmt	395	-	1,000	1,500
5255 Travel Expense/Reimbursement	-	-	171	200
5270 Printing and Binding	42	100	200	200
5275 Postage	430	400	160	300
5303 Telephone	1,227	1,200	1,200	1,200
5395 Info Technology Service Chgs	36,988	24,044	24,044	23,510
5800 Subscriptions & Memberships	1,417	13,600	13,600	13,650
5840 Training	499	-	110	200
TOTAL SERVICES	148,337	64,344	240,485	65,760
SUPPLIES				
6130 Books & Supplies	12,570	500	600	500
6140 Office Supplies	406	800	500	500
TOTAL SUPPLIES	12,976	1,300	1,100	1,000
DEPARTMENT TOTAL	627,077	585,869	783,138	681,891

Management Services / Finance Department

Mission Statement:

The mission of the Management Services / Finance Department is to provide effective and timely support services involving a wide range of internal administrative functions to City departments, and to play an integral role in enhancing each department's ability to better serve the Redlands community. Towards these efforts, the department focuses on effective management of City finances, sound internal controls and safeguards, and meaningful financial reporting. The department is also responsible for supporting automation and process efficiencies through technology and works proactively to develop, research, and recommend the best technical solutions to facilitate positive interaction with our City departments, residents, businesses, and visitors.

Departmental Description:

The Management Services / Finance Department is comprised of the following divisions:

- Finance Administration
- Revenue, Office of the Treasurer
- Utility Billing Customer Service
- Innovation & Technology / GIS

The department is focused on providing exceptional customer service to both its internal customers, as well as the community and public at large. The department reports the financial state of the City and ensures the needs of each division are met in order to better serve the community at all times.

The Management Services Department was created by merging the former departments of Finance and Innovation & Technology in an effort to provide for added efficiencies, a transition to a new financial information system, and to promote responsiveness in the provision of internal services for City departments.

The department is responsible for providing the following major services to the City and its constituents:

- Annual Budget and Financial Reporting
- Support of Treasury Management and Investment through the City Treasurer
- Business License Registrations and Annual Renewals
- Processing Accounts Payable, Accounts Receivable, and Payroll Administration
- Utility Billing and Customer Service for Water, Wastewater and Solid Waste customers
- Management of IT Network Infrastructure and Equipment for City Hall and the Police Department
- Administration of the City's Geographic Information Systems database and applications

Finance

Program Description:

This division performs the functions of administration, accounting and budgeting, payroll, accounts payable and accounts receivable. Other responsibilities of the division include administration of all City related debts/bonds, preparation of regular financial analysis, responsibility for the annual budget process and spending oversight, performance of periodic internal audits of City operations, as well as coordination of the City's annual audit and preparation of all related reports as required by law.

Program Objectives:

- Prepare a Comprehensive Annual Financial Report (CAFR) that presents an accurate financial picture of the City to the public, financial institutions and bond rating agencies.
- Plan and coordinate the annual budget process producing a document for adoption by the City Council no later than June 30th of each fiscal year.
- Prepare and submit required reports to State and Federal Agencies.
- Prepare and distribute monthly financial information to all departments by the 20th of each month.
- Prepare and distribute a monthly General Fund Revenue and Expenditure Summary report to the City Council in accordance with the City Council's 2014-2017 Strategic Plan.
- Prepare and distribute a quarterly General Fund Additional Appropriations report to the City Council in accordance with the City Council's 2014-2017 Strategic Plan.
- Plan and coordinate the annual audits of the City, Successor Agency to the Former Redevelopment Agency, Gas Tax and Measure I funds, as well as other grant related audits as required by federal law.

Accomplishments for Fiscal Year 2018-19:

- Completed the City's Comprehensive Annual Financial Report (CAFR) for the Year Ended June 30, 2018 and submitted the completed document to the GFOA for the Award of Excellence in Financial Reporting, an award that we have received for the last thirteen years.
- Completed all financial reports as required by law, including the AB 1600 Report on Development Impact Fees, the Recognized Obligation Payment Schedules as required for the Successor Agency, the State Controller's City Financial Transactions report, and the State Controller's Local Government Compensation report.
- Monitored and reported on the City's budget throughout the year and worked with the City Manager and Executive and support staff to develop a budget for FY 2019-20 that is balanced on recurring revenues and without the use of reserves.

**DEPARTMENT/DIVISION
FINANCE**

FUND

GENERAL FUND

ORGKEY

101130

	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SALARIES AND BENEFITS				
4000 Full Time Salaries	552,005	643,886	617,206	703,078
4005 Salaries: Part Time	40,800	42,661	39,840	-
4010 Overtime Salaries	9,557	2,000	15,000	25,000
4015 Banked Leave Buy Back	14,158	26,681	26,681	33,744
4050 Pension Contributions	125,081	158,647	151,847	185,001
4051 Fica/Medicare	46,582	53,133	51,493	55,772
4053 Deferred Compensation	8,460	8,011	7,598	8,837
4055 Health/Dental Insurance	94,699	109,497	117,279	105,293
4056 Worker's Comp Insurance	20,867	30,311	30,311	25,874
4057 Disability Insurance	1,988	1,890	1,739	2,226
4058 Unemployment Insurance	655	1,339	5,628	770
4059 Life Insurance	508	545	536	583
4080 Vehicle Allowance	284	240	241	-
4081 Eyecare Reimbursement	1,469	1,946	1,946	2,025
4082 Clothing Allowance	-	-	1,200	1,200
4084 Clothing Cash Payment	1,200	700	-	-
4085 Other Taxable Benefits	6,221	7,456	5,593	8,132
4999 Vacancies	-	(44,278)	-	-
TOTAL SALARIES AND BENEFITS	924,534	1,044,665	1,074,138	1,157,535
SERVICES				
5034 Collection Agent/Bank Fees	26,598	-	-	-
5103 Software Support & Development	13,360	9,155	9,155	9,418
5160 Auditing and Accounting	45,153	67,060	54,000	54,560
5190 Other Professional Services	115,958	180,450	205,000	245,125
5240 Meeting & Professional Devlpmt	1,994	5,720	5,720	7,220
5255 Travel Expense/Reimbursement	619	1,500	3,000	3,000
5270 Printing and Binding	447	1,200	1,200	1,200
5275 Postage	6,742	7,000	7,000	7,000
5280 Advertising	-	7,500	10,600	600
5303 Telephone	907	500	700	700
5340 Office Equipment Maintenance	-	-	570	570
5395 Info Technology Service Chgs	79,301	73,688	73,688	71,400
5570 Office Equip & Furn Rent	2,692	3,370	2,718	2,718
5722 Penalties and Interest	200	500	16,752	-
5800 Subscriptions & Memberships	2,595	1,985	1,985	2,389
5840 Training	2,193	2,453	2,572	3,808
5880 Special Contractual Services	1,266	1,200	2,271	2,271
5898 State Mandated Fees	-	-	328,181	-
5950 Bad Debt Expense	3,673	-	-	-
TOTAL SERVICES	303,699	363,281	725,112	411,979

**DEPARTMENT/DIVISION
FINANCE**

FUND				ORGKEY
GENERAL FUND				101130
	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SUPPLIES				
6140 Office Supplies	16,264	20,000	17,316	20,000
6180 Clothing	-	-	684	-
6560 Food	171	-	-	-
6640 Non-Capital Expenditures	9,231	-	2,000	-
TOTAL SUPPLIES	25,667	20,000	20,000	20,000
DIVISION TOTAL	1,253,900	1,427,946	1,819,250	1,589,514

Revenue

Program Description:

The Revenue Division has the responsibility for and authorization to collect all city monies and deposit all cash receipts in authorized banks; to maintain and balance records of receipts and disbursements; to responsibly invest city funds through secure, approved methods; to submit quarterly investment reports in compliance with the approved investment policy; and to keep and to monitor deposit accounts and records for collateral pledged by banks as security for public funds. The elected City Treasurer oversees the investment responsibilities of this division.

Program Objectives:

- Increase departmental efficiency through training, technology, and continual updates of office procedures
- Maintain an investment portfolio and provide reports that are in compliance with Federal and State laws and the City's investment policy
- Maintain an investment portfolio with liquidity to meet the City's budgeted expenditure needs for at least six months
- Maintain proper internal controls over the City's cash and investments

Accomplishments for Fiscal Year 2018-19:

- Held Annual Dog Licensing and Low Cost Vaccination clinic in August 2018
- Completed electronic routing to departments for approvals of new business license applications previously processed by manual copies to the various departments
- Completed new email processing for January 2019 Business License Renewals
- Assisted Animal Control with County-wide adoption and licensing event in February 2019
- Acquired and implemented new Treasury Management Software
- Updated website for online processing of Business Licenses
- Implemented online payment capabilities for Business Licenses

**DEPARTMENT/DIVISION
REVENUE**

FUND

GENERAL FUND

ORGKEY

101140

	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SALARIES AND BENEFITS				
4000 Full Time Salaries	295,052	352,448	331,752	255,852
4005 Salaries: Part Time	28,718	25,720	17,904	12,930
4010 Overtime Salaries	12,865	10,000	8,000	5,000
4015 Banked Leave Buy Back	12,357	13,713	24,555	10,148
4050 Pension Contributions	64,236	80,185	78,039	65,196
4051 Fica/Medicare	26,718	29,515	27,496	21,121
4053 Deferred Compensation	993	2,227	2,222	2,028
4055 Health/Dental Insurance	47,838	56,636	51,974	29,657
4056 Worker's Comp Insurance	13,564	13,509	13,509	13,699
4057 Disability Insurance	1,713	2,004	1,811	1,085
4058 Unemployment Insurance	581	82	4,300	104
4059 Life Insurance	312	350	346	233
4080 Vehicle Allowance	111	120	121	-
4081 Eyecare Reimbursement	405	1,248	1,248	821
4082 Clothing Allowance	-	-	1,200	600
4084 Clothing Cash Payment	860	760	-	-
4085 Other Taxable Benefits	3,295	3,035	2,667	3,662
4999 Vacancies	-	(24,074)	-	-
TOTAL SALARIES AND BENEFITS	509,619	567,478	567,144	422,136
SERVICES				
5034 Collection Agent/Bank Fees	35	-	-	-
5103 Software Support & Development	7,023	17,125	21,219	21,770
5140 Legal Services	-	100	100	100
5190 Other Professional Services	27,858	35,500	3,205	80,000
5240 Meeting & Professional Devlpmt	60	800	135	800
5255 Travel Expense/Reimbursement	169	630	240	630
5270 Printing and Binding	1,384	3,000	1,649	3,000
5275 Postage	11,008	11,000	9,600	6,000
5280 Advertising	329	915	670	1,000
5303 Telephone	1,881	2,100	1,850	2,200
5340 Office Equipment Maintenance	-	-	51	570
5395 Info Technology Service Chgs	44,497	40,166	40,166	29,520
5396 City Garage Charges	1,004	1,005	929	979
5570 Office Equip & Furn Rent	2,272	2,600	2,380	2,600
5800 Subscriptions & Memberships	908	925	564	750
5840 Training	539	1,450	700	1,250
5880 Special Contractual Services	4,158	5,550	5,536	5,950
5950 Bad Debt Expense	980	1,000	7,000	1,000
TOTAL SERVICES	104,105	123,866	95,994	158,119
SUPPLIES				
6140 Office Supplies	9,816	8,500	8,000	9,500
6375 Computer Components	-	29,100	29,100	1,100
6500 Office Equipment & Furniture	1,486	3,000	-	1,500
6590 Special Departmental Supplies	-	500	454	600
TOTAL SUPPLIES	11,302	41,100	37,554	12,700

**DEPARTMENT/DIVISION
REVENUE**

FUND				ORGKEY
GENERAL FUND				101140
	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
FIXED ASSETS				
7100 - Motor Vehicles	-	40,000	-	-
TOTAL FIXED ASSETS	-	40,000	-	-
DIVISION TOTAL	625,025	772,444	700,692	592,955
DEPARTMENT TOTAL	1,878,925	2,200,390	2,519,942	2,182,469

DEPARTMENT/DIVISION
AIR QUALITY IMPROVEMENT

FUND
AIR QUALITY IMPROVEMENT FUND

ORGKEY
221130

	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SALARIES AND BENEFITS				
4000 Full Time Salaries	12,834	-	578	-
4050 Pension Contributions	2,555	-	134	-
4051 Fica/Medicare	933	-	44	-
4055 Health/Dental Insurance	2,363	-	70	-
4057 Disability Insurance	92	-	3	-
4059 Life Insurance	12	-	1	-
TOTAL SALARIES AND BENEFITS	18,789	-	830	-
SERVICES				
5990 Reimbursed Expenditures	(49,844)	-	-	-
TOTAL SERVICES	(49,844)	-	-	-
FIXED ASSETS				
7100 Motor Vehicles	-	87,000	87,000	-
7140 All Other Equipment	-	-	-	50,000
7150 Other Betterments/Improvement	74,010	100,000	-	500,000
TOTAL FIXED ASSETS	74,010	187,000	87,000	550,000
FUND TOTAL	42,955	187,000	87,830	550,000

**DEPARTMENT/DIVISION
OPEN SPACE**

FUND				ORGKEY
OPEN SPACE FUND				227130
	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SERVICES				
5870 General Govt Service Charge	1,496	-	-	-
TOTAL SERVICES	1,496	-	-	-
FUND TOTAL	1,496	-	-	-

**DEPARTMENT/DIVISION
PARKING AUTHORITY**

FUND
PARKING AUTHORITY FUND

ORGKEY
237140

	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SERVICES				
5310 Electricity & Gas	12,230	15,700	15,700	15,700
5870 General Govt Service Charge	3,470	3,596	3,596	3,706
5950 Bad Debt Expense	1,040	-	-	-
TOTAL SERVICES	16,740	19,296	19,296	19,406
FUND TOTAL	16,740	19,296	19,296	19,406

**DEPARTMENT/DIVISION
GENERAL DEBT SERVICE**

FUND				ORGKEY
GENERAL DEBT SERVICE FUND				305130
	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SERVICES				
5030 Fiscal Agent Fees	2,875	2,875	3,163	3,350
5190 Other Professional Services	856	2,000	2,000	2,000
5870 General Govt Service Charge	230	238	238	245
TOTAL SERVICES	<u>3,961</u>	<u>5,113</u>	<u>5,401</u>	<u>5,595</u>
DEBT SERVICE				
8100 Principal	2,280,000	2,457,762	2,457,762	1,151,405
8200 Interest	711,269	633,420	633,420	473,488
TOTAL DEBT SERVICE	<u>2,991,269</u>	<u>3,091,182</u>	<u>3,091,182</u>	<u>1,624,893</u>
FUND TOTAL	2,995,230	3,096,295	3,096,583	1,630,488

DEPARTMENT/DIVISION
REDLANDS PUBLIC IMPROVEMENT DEBT SERVICE

FUND				ORGKEY
REDLANDS PUBLIC IMPROVEMENT DEBT SERVICE FUND				311130
	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SERVICES				
5870 General Govt Service Charge	112	-	-	-
5898 State Mandated Fees	20	-	-	-
TOTAL SERVICES	132	-	-	-
DEBT SERVICE				
8100 Principal	595,000	-	-	-
8200 Interest	14,875	-	-	-
TOTAL DEBT SERVICE	609,875	-	-	-
FUND TOTAL	610,007	-	-	-

DEPARTMENT/DIVISION
SAFETY/CITY HALL REPLACEMENT FUND

FUND				ORGKEY
SAFETY/CITY HALL REPLACEMENT FUND				406130
	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SERVICES				
5190 Other Professional Services	34,568	-	3,500	-
5275 Postage	134	-	179	-
5880 Special Contractual Services	5,000	-	-	-
TOTAL SERVICES	<u>39,702</u>	<u>-</u>	<u>3,679</u>	<u>-</u>
SUPPLIES				
6640 Non-Capital Expenditures	41,857	-	4,779	-
TOTAL SUPPLIES	<u>41,857</u>	<u>-</u>	<u>4,779</u>	<u>-</u>
FIXED ASSETS				
7250 Land Acquisitions	2,163,553	-	(24)	-
TOTAL FIXED ASSETS	<u>2,163,553</u>	<u>-</u>	<u>(24)</u>	<u>-</u>
FUND TOTAL	2,245,112	-	8,434	-

Division of Innovation & Technology

Mission Statement:

The mission of the Division of Innovation and Technology is to properly align IT services in support of activities that drive service delivery to residents, visitors, businesses and the community. Top priorities include automation of manual processes, online customer self-service, open data, and integration of City records (databases) across software applications.

Department Goals for 2019-20:

- Manage implementation of the Enterprise Resource Planning system to replace legacy financial, accounting and HR software.
- Automate Treasury Management & Portfolio Accounting
- Invest in PD Server & Network Equipment refresh projects

Smart Redlands Initiative Goals

- Continue to work with Departmental staff to identify process improvements, automation and streamlining.
- Implement paperless processes to reduce time delays present within internal workflows.
- Offer enhanced online services to customers for permitting, payments and other services.

Strategic Goals

- Identify Enterprise Technical Standards for major software & systems to include System integration / Interoperability Requirements
- Continue to monitor periodic Capital Replacement Strategy for major Information & Communication Technology (ICT) Assets & Equipment, work with Finance on funding strategy

Accomplishments for Fiscal Year 2018-19

- In April 2019, the City Council approved an agreement with Tyler Technologies for replacement of the City's financial accounting and human resource management software, marking the culmination of an 8 month procurement process.
- Cityworks Improvements have been implemented for the permitting & land management module, as well as the asset management module
 - Through technical consulting expertise & staff resources, fire prevention inspections, fire department special permitting and planning permits checklists were all added to Cityworks permitting & land management case types.
 - As well, improved data collection, tracking of equipment/labor/materials, and USA ticket integration were all added to the asset management module of Cityworks, responsible for managing requests related to City infrastructure including streets, parks, street lights and trees
- NearMap & Cyclomedia Imagery Analysis Tools
 - GIS staff continue to expand the use of NearMap Aerial Imagery for use by various City departments in tactical event planning, drawing rough easement lines, verifying measurements or descriptions from police reports, weed abatement, measuring setbacks on existing buildings, etc. In connection to these uses, the imagery can also be deployed to the Collector mobile app, ArcMap, and our Online Web Maps.
- Expansion of Uses for Collector App
 - GIS staff developed a specific Collector App for the use of the Redlands Conservancy to collect and store environmental information about the areas maintained by their group.
 - For the Red Tagging process – a term used to describe properties cited for structural problems or other hazards – the Collector App was deployed to increase collaboration and efficiency among the different teams involved in the process: Police Department, Code Enforcement, and Utility Billing Customer Service.
- Continued Expansion of the Document Management System
 - Automated the scanning/digitization of 19,000 Water, Waste Water and Solid Waste work orders – equating to 190+ hours saved on filing procedures.
- PD Camera Replacement

- Initiated capital replacement planning and installation of six replacement surveillance cameras. The oldest cameras in place date back to 2007. There are over 160 cameras in place to date, of these 113 are 8 years of age or older.

Program Description:

The Department of Innovation and Technology is comprised of three divisions – Enterprise Systems & Networks, GIS and Client Services. The following is an overview of each division’s responsibilities:

Enterprise Systems and Networks:

- Major Enterprise Application Management
- Server Room and Data Center Management
- Network, Access and Software Security Management
- Data Storage and Redundancy Management
- Systems Integration
- Public Safety Network and Systems Support

Geographical Information Systems (GIS) Division

- Development, implementation, training and support of “Mobile Apps” Citywide, both for internal and external users
- Collection, integration and standardization of Enterprise GIS data and systems
- Aerial and street-level imagery management, analysis, deployment and training
- Development and customization of Story Maps and other GIS-enriched online content for the public
- Customized public GIS application development on gis.cityofredlands.org
- Daily time-space based animation of Police and Fire Department field asset data
- Support of Reverse-911 system
- Internal Website support and development

Client Services Division

- Desktop hardware and systems support and management
- Mobility tools systems and support
- Software licensing and compatibility management
- Peripheral support and management (printers, plotters, scanners, etc...)
- Virus, Spyware, and Malware prevention and detection management
- Help Desk Administration

DEPARTMENT/DIVISION
DEPARTMENT OF INNOVATION AND TECHNOLOGY

FUND				ORGKEY
INFORMATION TECHNOLOGY SERVICES FUND				604520
	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SALARIES AND BENEFITS				
4000 Full Time Salaries	753,694	959,434	836,671	1,069,697
4005 Salaries: Part Time	104,070	15,000	16,517	15,000
4010 Overtime Salaries	-	1,000	500	-
4015 Banked Leave Buy Back	39,207	39,555	39,555	45,323
4016 Compensated Absence	9,893	2,000	-	-
4050 Pension Contributions	286,329	222,165	192,694	271,195
4051 Fica/Medicare	66,337	76,246	67,418	84,082
4053 Deferred Compensation	5,746	8,004	6,825	8,980
4055 Health/Dental Insurance	50,744	109,778	58,945	97,368
4056 Worker's Comp Insurance	32,733	28,058	28,058	25,838
4057 Disability Insurance	1,013	2,472	2,044	2,882
4058 Unemployment Insurance	819	1,536	4,153	1,192
4059 Life Insurance	517	750	602	790
4080 Vehicle Allowance	626	480	480	-
4081 Eyecare Reimbursement	1,101	2,678	2,678	2,700
4084 Clothing Cash Payment	600	900	900	1,500
4085 Other Taxable Benefits	16,554	15,556	22,398	25,552
4999 Vacancies	-	-	-	(32,128)
TOTAL SALARIES AND BENEFITS	1,369,983	1,485,612	1,280,438	1,619,971
SERVICES				
5103 Software Support & Development	872,143	995,109	978,000	964,600
5104 Hardware Maint/Replace	57,536	145,300	226,000	194,000
5190 Other Professional Services	216,351	261,160	246,000	190,000
5240 Meeting & Professional Devlpmt	536	4,000	4,000	4,000
5255 Travel Expense/Reimbursement	4,490	4,300	2,900	2,900
5270 Printing and Binding	153	200	100	200
5275 Postage	123	200	150	260
5280 Advertising	494	550	100	300
5303 Telephone	290,211	273,000	273,610	275,100
5396 City Garage Charges	3,195	3,196	466	1,208
5451 Retiree Health Insurance	89,970	-	90,000	90,000
5570 Office Equip & Furn Rent	8,421	6,000	8,700	8,700
5580 Communications Svs & Rental	20,026	23,788	20,300	20,300
5722 Penalties and Interest	-	-	3	-
5800 Subscriptions & Memberships	1,840	1,600	2,000	2,000
5840 Training	9,200	7,500	7,865	8,900
5870 General Govt Service Charge	219,568	227,517	227,517	234,456
5880 Special Contractual Services	22,972	77,200	30,600	30,500
5995 Depreciation Expense	157,036	149,577	149,577	-
TOTAL SERVICES	1,974,266	2,180,197	2,267,888	2,027,424
SUPPLIES				
6140 Office Supplies	3,229	3,000	4,400	4,400
6375 Computer Components	68,013	142,400	35,800	62,000
6500 Office Equipment & Furniture	-	500	-	-
6510 Small Tools & Equipment	-	-	-	100
6560 Food	95	100	600	200

DEPARTMENT/DIVISION
DEPARTMENT OF INNOVATION AND TECHNOLOGY

FUND				ORGKEY
INFORMATION TECHNOLOGY SERVICES FUND				604520
	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SUPPLIES (CONT.)				
6590 Special Departmental Supplies	1,350	750	2,500	2,500
6640 Non-Capital Expenditures	46,085	30,000	-	-
TOTAL SUPPLIES	<u>118,771</u>	<u>176,750</u>	<u>43,300</u>	<u>69,200</u>
FIXED ASSETS				
7080 Computer Equipment	50,407	671,100	570,000	640,000
TOTAL FIXED ASSETS	<u>50,407</u>	<u>671,100</u>	<u>570,000</u>	<u>640,000</u>
DEBT SERVICE				
8300 Capitalized Expenditures	(50,407)	-	-	-
TOTAL DEBT SERVICE	<u>(50,407)</u>	<u>-</u>	<u>-</u>	<u>-</u>
FUND TOTAL	3,463,020	4,513,659	4,161,626	4,356,595

Customer Service

Program Description:

The Customer Service Division is responsible for providing quality customer service to all City residents and utility customers, whether by phone or over-the-counter.

In addition to providing quality customer service, the division is responsible for billing 22,517 utility customers for water, wastewater, solid waste, household hazardous waste and street cleaning services totaling 77,530 services billed every two months. Utility bills are produced and mailed on a bi-monthly basis to keep operational costs to a minimum.

The Customer Service Division is also responsible for assisting more than 14,000 customers at the counter, and more than 35,000 over the telephone on an annual basis. The nature of these contacts consist of processing requests for connection/disconnection of service, unusual water usage, water quality inquiries, billing inquiries, water distribution, roll-off services, missed solid waste collection service, general water drought/conservation inquires and water rebates resulting in more than 76,606 work orders processed for 2018.

In order to continue its commitment to provide quality customer service, the Customer Service Division processes over-the-counter utility bills and One-Stop Permit Center payments. This value-added service truly allows customers to conduct their business, from start to finish, in "One Stop!" Additionally, customers have the option and convenience of paying their bills in two locations - Customer Service or the City's Revenue office.

The Customer Service Division budget is presented in a single program within a separate Internal Service Fund, which is supported by the operating funds of Water, Wastewater, and Solid Waste.

Program Objectives:

- Provide quality customer service to all Redlands residents and utility customers, while assisting them with their water, wastewater, and solid waste needs.
- Provide Redlands residents and utility customers with clear, consistent, accurate and equitable billing for their municipal utility services.
- Continually look for ways to streamline functions and improve efficiencies to keep operating costs to a minimum.
- Increase customer awareness of the various payment methods available, including: 1) 1-2-3 Done! Program, an automated payment drafting program that offers two payment options from which to choose: Advance monthly pay or Bi-monthly pay; 2) the Speedpay program, an on-line, VRU and extranet payment program offered through Western Union providing the flexibility to pay via credit card, debit card, or from a designated bank account; 3) GovNetPay, a counter based program that not only offers the same payment flexibility as Speedpay, but also offers a higher payment limit, meeting the needs of customers with balances greater than \$500.
- Increase customer awareness of Redconnect, a program which provides customers with 24/7 secure online access to their City of Redlands municipal services account information. With Redconnect, customers have access to review their service history, billing history, water usage history, view current bill and/or print a copy, enroll in the 1-2-3 Done! payment program, or elect to "GO GREEN" and eliminate paper waste by enrolling in e-Bill service to receive notification that their municipal services bill is ready for viewing via email.
- Educate customers on mandatory water conservation requirements by directing customers to the City website for detailed information, and/or referring customers to the Water Conservation Coordinator for water audits and available water conservation rebates.

Accomplishments for Fiscal Year 2018-19:

- Streamlined and improved entire reading edit process by identifying and focusing on those items affecting the cycle processing time for billing. 1) Focused on cycle 30 accounts (commercial) that required estimated reads. This was achieved by reconciling the CIS system with field audit of meters. This also enhanced the processing time allowing reads to be uploaded from handhelds and calculated by the system, verses manual calculation. 2) Modified criteria parameters for fire services eliminating

review of FS with 0 consumption from edit list. First pass reduced the number of edits from 1100 to 700. 3) Removal of inactive/vacant/abandoned accounts from appearing on edit list allowing a time savings to review other accounts.

- Vendor selection for outbound notification calls for accounts flagged for disconnection-of-service was confirmed. Had initial implementation call with Seletron to move forward with this time-saving project. Additionally, this program will allow for other outbound notification needs (i.e. emergency or planned water shutdowns, leak notices).
- Water Rate & Sewer Increase
- Solid Waste Rate Increase
- Hired 1 full time employee effective 1/7/19
- Reconfiguration of Customer Service area allowing for additional work station for new phone staff.
- Made process change to Hand Held uploads to the Enquesta system. We now upload completed reads by route, at the time the entire route is completed, instead of waiting for the entire cycle to be completed. This allows us to run the completed reads through the edit process and produce re-read work orders immediately, which in turn are sent out into the field for a faster turn-around. Not only do we receive updated information more timely, it also spaces out the re-reads allowing for a more manageable work load. This idea was presented by one of the meter readers, Mike Williams. It was a great idea!
- Streamlined and improved Water Work Order Call-out process. Routed water work orders to print at a dedicated work station manned by staff. This improvement saves time by eliminating the need for staff to leave their work station to complete the finished work order process allowing staff to assist phone and counter customers.

**DEPARTMENT/DIVISION
CUSTOMER SERVICE**

FUND
UTILITY BILLING FUND

ORGKEY
608405

	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SALARIES AND BENEFITS				
4000 Full Time Salaries	530,929	607,525	578,097	681,019
4010 Overtime Salaries	35,071	35,000	15,000	35,000
4015 Banked Leave Buy Back	24,379	22,526	34,540	26,550
4016 Compensated Absence	6,969	2,000	-	-
4050 Pension Contributions	204,729	141,108	131,343	173,568
4051 Fica/Medicare	44,918	48,438	47,846	53,653
4053 Deferred Compensation	3,436	2,440	1,557	2,745
4055 Health/Dental Insurance	68,146	86,286	79,910	97,443
4056 Worker's Comp Insurance	18,781	18,705	18,705	18,866
4057 Disability Insurance	4,234	4,562	4,490	5,133
4058 Unemployment Insurance	821	1,070	10,016	772
4059 Life Insurance	622	696	696	740
4080 Vehicle Allowance	111	120	121	-
4081 Eyecare Reimbursement	1,607	2,486	2,486	2,610
4082 Clothing Allowance	-	-	2,700	3,000
4084 Clothing Cash Payment	2,640	1,882	-	-
4085 Other Taxable Benefits	17,844	16,220	11,083	13,262
4087 Employee Wellness Program	2	-	40	-
TOTAL SALARIES AND BENEFITS	965,238	991,064	938,630	1,114,361
SERVICES				
5034 Collection Agent/Bank Fees	31	250	-	250
5140 Legal Services	-	250	-	250
5190 Other Professional Services	-	5,000	-	10,000
5240 Meeting & Professional Devlpmt	35	1,500	-	1,500
5255 Travel Expense/Reimbursement	761	1,000	120	1,000
5270 Printing and Binding	22,000	28,000	21,000	28,000
5275 Postage	71,863	79,500	75,500	84,500
5340 Office Equipment Maintenance	450	500	500	500
5395 Info Technology Service Chgs	643,908	653,586	653,586	679,565
5451 Retiree Health Insurance	82,262	230,650	230,650	230,650
5570 Office Equip & Furn Rent	10,334	2,700	4,105	2,400
5590 Other Rentals	1,320	1,450	1,450	1,550
5800 Subscriptions & Memberships	225	750	225	750
5840 Training	2,333	2,500	500	4,500
5870 General Govt Service Charge	91,341	94,648	94,648	97,534
5880 Special Contractual Services	5,473	7,500	6,800	10,000
TOTAL SERVICES	932,335	1,109,784	1,089,084	1,152,949
SUPPLIES				
6140 Office Supplies	3,905	6,650	10,000	8,700
6375 Computer Components	-	3,100	1,250	2,500
6560 Food	307	-	-	-
6590 Special Departmental Supplies	442	900	160	1,500
TOTAL SUPPLIES	4,654	10,650	11,410	12,700

**DEPARTMENT/DIVISION
CUSTOMER SERVICE**

FUND				ORGKEY
UTILITY BILLING FUND				608405
	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
	_____	_____	_____	_____
FIXED ASSETS				
7150 Other Betterments/Improvement	-	-	14,789	50,000
TOTAL FIXED ASSETS	-	-	14,789	50,000
FUND TOTAL	1,902,226	2,111,498	2,053,913	2,330,010

DEPARTMENT/DIVISION
COMMUNITY FACILITIES DISTRICT 2003-1

FUND				ORGKEY
COMMUNITY FACILITIES DISTRICT FUND				710130
	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SERVICES				
5030 Fiscal Agent Fees	11,073	19,500	20,000	20,000
5870 General Govt Service Charge	436	452	452	465
TOTAL SERVICES	<u>11,509</u>	<u>19,952</u>	<u>20,452</u>	<u>20,465</u>
DEBT SERVICE				
8100 Principal	210,000	235,000	235,000	255,000
8200 Interest	485,035	473,426	479,628	467,225
TOTAL DEBT SERVICE	<u>695,035</u>	<u>708,426</u>	<u>714,628</u>	<u>722,225</u>
DIVISION TOTAL	706,544	728,378	735,080	742,690

DEPARTMENT/DIVISION
COMMUNITY FACILITIES DISTRICT 2001-1

FUND				ORGKEY
COMMUNITY FACILITIES DISTRICT FUND				710300
	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SERVICES				
5030 Fiscal Agent Fees	12,246	18,000	20,500	20,500
5870 General Govt Service Charge	2,059	2,133	2,133	2,198
TOTAL SERVICES	<u>14,305</u>	<u>20,133</u>	<u>22,633</u>	<u>22,698</u>
DEBT SERVICE				
8100 Principal	395,000	425,000	425,000	450,000
8200 Interest	330,067	303,828	317,428	290,228
TOTAL DEBT SERVICE	<u>725,067</u>	<u>728,828</u>	<u>742,428</u>	<u>740,228</u>
DIVISION TOTAL	739,372	748,961	765,061	762,926
FUND TOTAL	1,445,916	1,477,339	1,500,140	1,498,005

(This page intentionally left blank)

Development Services Department

Mission Statement:

The Development Services Department provides quality service to customers through professionalism, integrity and the efficient use of resources. The Department responds to the changing needs of the community by promoting and implementing policies, goals, procedures and actions which address community issues related to physical development to strengthen and diversify the economic base of the City. The Department endeavors to enhance and protect the urban and natural environment of the City of Redlands ensuring that the City remains an ideal place to live and work.

The Development Services Department is responsible for the administration and oversight of the following divisions and functions:

- Building and Safety Division (Building inspections, plan review and building permit processing)
- Community Development Block Grant (CDBG) Program (Capital improvement project and public service agency sub-recipient awards administration as a Participating Jurisdiction in the County of San Bernardino's Urban County Program)
- Economic Development Division (Business attraction and retention, workforce development and tourism promotion)
- Planning Division (Land development application review, general plan, specific plan and development code maintenance and updates), long range planning and historic preservation

Departmental Goals:

- Provide for the short and long term physical development within the City consistent with the policies and goals established in the General Plan and the Economic Development Action Plan
- Provide professional, accurate, timely and courteous service to the public
- Provide opportunities that will improve and preserve housing for all income levels
- Provide for managed development that will preserve, enhance, and maintain the special quality of life valued by this community
- Allow for development within the City of Redlands which occurs in a way that promotes the optimum social and economic well-being of the entire community
- Provide a high standard of technical expertise by department staff through regular training and awareness of new legislation, innovative construction techniques, and architectural/planning design techniques
- Provide a continuing review, update and implementation of the City's General Plan, Specific Plans and zoning ordinances in response to the changing needs of the community
- Monitor historic resources of the community and encourage their preservation

Significant Program Changes for Fiscal Year 2019-20:

- Use of contract planners to provide additional staffing capacity for high priority projects
- Use of contract building services, as needed, to keep commitment for two week plan checks

Performance Measures:

- Implement the City of Redlands' Strategic Plan, including the following:
 - Development of Transit Village Plans to promote transit-oriented development around the new transit stations
 - Promote tourism in the downtown and City as a whole, taking advantage of the City's strategic location, historic character, natural resources, citrus history, dining and entertainment options
 - Support on-going economic development efforts, including rehabilitation of the Redlands Mall, Packing House and other activities
 - Increase efforts to identify/target/attract new retail, service, healthcare and technology businesses
 - Modernize the Redlands Municipal Code
- All telephone calls received before noon to be returned the same day

- 90% of Non-Tenant Plan Checks processed in 3 weeks for first review
- 90% of Tenant Plan Checks processed in 2 weeks for first review
- 90% of "LEED" Plan Checks processed in 4 weeks for second review
- 100% of Inspections completed next business day if requested by 4:00 pm of the previous day

Development Services Department Economic Development Division

Program Description:

The Economic Development Division administers a variety of economic development programs and services that support businesses and residents in the City of Redlands. Division staff are involved in business attraction and retention activities, City/Chamber and regional collaborative efforts, business networking, marketing, workforce development, tourism and project support.

Program Objectives:

- Implement the City Council Strategic Plan Economic Development initiatives
- Target and recruit new business investment in health, technology and other key sectors*
- Continue business outreach activities*
- Establish and administer business retention and attraction programs*
- Continue implementing an effective marketing campaign*
- Maintain City presence at targeted trade shows*
- Facilitate/assist developer with the redevelopment of the Redlands Mall*
- Support business growth and expansion efforts and expedite the development process
- Encourage point-of-sale locations in Redlands*
- Engage and collaborate, as appropriate, with regional and county economic development partners*
- Execute approved initiatives to improve and enhance the downtown area*
- Continue collaborative partnerships with Chamber of Commerce and other business stakeholders*
- Engage business stakeholders for potential collaboration on tech incubator program*
- Continue to grow partnerships and develop collaborative programs/projects with community tourism stakeholders*
- Continue to enhance resource and business information pages on City's website*

Significant Program Changes for Fiscal Year 2019-20:

- Host regional industrial real estate broker's forum in partnership with San Bernardino County Economic Development Agency and regional industrial brokers association, anticipating over 50 leading industrial brokers and developers to meet and discuss regional industrial efforts and market conditions.
- Begin ad campaign in local theater's advertising opportunities, highlighting the city's shopping and downtown activities

Accomplishments for Fiscal Year 2018-19:

- 424 new business licenses issued in 2018, maintaining an average of over 400 new business licenses issued for the past four years
- 2.1 % increase in sales tax revenue compared to the same period one year ago
- 3.1% unemployment rate in 2018, compared to the County-wide average of 4.0% in the same year, and 3rd lowest unemployment rate in the County
- Host the commercial property search tool LoopLink, available to the public on the City's website, highlighting available for sale/lease commercial properties in the City of Redlands
- 2018 notable industrial leases and construction completions for distribution and logistics include: Performance Team Freight Systems at California Palms Business Center (Clarion Partners, 585,064 s.f., lease renewal); DCG Fulfillment at Redlands Distribution Center (771,839 s.f., new lease); Redlands Gateway Logistics Center (360,800 s.f., undisclosed tenant, new lease); and a completed construction of a 156,323 s.f. bldg. at 9724 Alabama Street with an undisclosed tenant);
- Industrial vacancy rate finished the year at 5.9% for 4th QTR 2018, compared to a 5-year average of 11.5%
- Notable 2018-19 retail openings include: the *Redlands Packing House District* retail center, an 86,000 s.f. retail center anchored by *Sprouts Farmers Market* and *PETSMART* which opened in 2017-18, are joined by *Luna Grill*, *Jersey Mike's*, *Chronic Tacos*, *Plant Power*, *Augies Coffee*, *Orange Theory* and *Chase Bank*; *Olive & Citrus restaurant* in downtown Redlands; *Bob's Discount Furniture* at Citrus Plaza

- Designation of a federal Opportunity Zone program for one census tract in the City, which will help to spur economic development by providing tax benefits to investors.
- *2018 California Investment Guide* advertisement regarding economic development activity in the City, published online and in print with circulation of over 50,000
- Continued promotion of clean energy financing programs (HERO and PACE) for local businesses*
- Supported California State Go-Biz business site search efforts*
- Worked with the County of San Bernardino to support business attraction efforts by responding to site search inquiries*
- Promoted Shop Small Saturday campaign, supporting shopping in Redlands the Saturday after Thanksgiving, setting up a self-help Selfie-Station in downtown and giving away over 300 custom printed reusable shopping bags to shoppers*
- Expanded downtown area covered in *Discover Redlands* mobile tourism app to promote tourism*
- Conducted business information meetings with real estate brokers and retail tenant representatives*
- Hosted four small business assistance workshops, averaging 40 participants per workshop*
- Participated and supported three ICSC retail events, meeting with potential retailers, real estate brokers, developers and site selectors*
- Continued development of marketing material including branded advertising efforts in local and regional magazines and trade publications for multiple industry sectors*

* Supports the City of Redlands Strategic Plan Objectives.

**DEPARTMENT/DIVISION
ECONOMIC DEVELOPMENT**

FUND				ORGKEY
GENERAL FUND				101161
	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SALARIES AND BENEFITS				
4000 Full Time Salaries	171,516	217,724	217,383	240,618
4005 Salaries: Part Time	430	824	195	-
4015 Banked Leave Buy Back	4,614	7,208	5,813	8,006
4050 Pension Contributions	41,335	50,406	50,218	60,955
4051 Fica/Medicare	13,257	16,754	17,628	17,569
4053 Deferred Compensation	3,478	3,933	3,879	5,522
4055 Health/Dental Insurance	13,845	17,685	18,369	11,057
4056 Worker's Comp Insurance	6,260	5,196	5,196	5,168
4057 Disability Insurance	916	62	183	63
4058 Unemployment Insurance	140	202	238	142
4059 Life Insurance	126	120	125	120
4080 Vehicle Allowance	92	-	120	-
4081 Eyecare Reimbursement	479	428	428	371
4084 Clothing Cash Payment	48	20	45	30
4085 Other Taxable Benefits	4,433	4,194	3,825	6,978
4087 Employee Wellness Program	27	-	79	79
4999 Vacancies	-	(21,875)	(3,000)	-
TOTAL SALARIES AND BENEFITS	260,997	302,881	320,724	356,678
SERVICES				
5240 Meeting & Professional Devlpmt	3,289	4,155	3,250	3,805
5255 Travel Expense/Reimbursement	2,780	4,800	3,680	4,000
5270 Printing and Binding	1,304	5,000	3,300	4,000
5275 Postage	33	200	-	200
5280 Advertising	13,515	14,500	14,485	17,400
5303 Telephone	541	700	202	700
5395 Info Technology Service Chgs	4,106	4,168	4,168	4,047
5800 Subscriptions & Memberships	17,955	4,300	3,950	4,440
5880 Special Contractual Services	12,324	14,380	11,975	12,980
TOTAL SERVICES	55,846	52,203	45,010	51,572
SUPPLIES				
6140 Office Supplies	1,515	1,500	1,500	1,500
6500 Office Equipment & Furniture	975	-	-	-
6560 Food	-	400	-	-
6590 Special Departmental Supplies	500	4,000	1,200	3,300
TOTAL SUPPLIES	2,990	5,900	2,700	4,800
DIVISION TOTAL	319,833	360,984	368,434	413,050

**Development Services Department
Building and Safety Division**

Program Description:

This program provides for the administration of California codes and City ordinances to safeguard life, health, property and public welfare by regulating the design, construction, accessibility, quality of materials, flood protection, use, occupancy, location and maintenance of all building and structures within the community of Redlands. This includes plan review of proposed buildings and structures, on-site inspections to assure compliance, complaint investigation and enforcement, maintenance, storage and retrieval of building records, and coordination with other government agencies.

Program Objectives:

- Maintain and promote excellent customer service standards at the One Stop Permit Center and in the field
- Perform requested onsite building inspections in a timely and courteous manner
- Perform final occupancy inspections on building projects, as required, to ensure compliance with conditions of approval and development code standards
- Perform effective and efficient plan review within acceptable time frames for compliance with building, residential, electrical, plumbing, mechanical, energy, FEMA regulations, green building standards, and accessibility standards
- Provide staff support to the Development Review Committee, Minor Exception Permit Committee, Historic and Scenic Preservation Commission, Disaster Council, Fire Department, Code Enforcement, Municipal Utilities and Engineering Department, One Stop Permit Center, and local chapters of the International Code Council
- Review and implement Assembly Bill 717 and Senate Bill 1608, to meet the continuing education and accessibility requirements that applies to the Building Division
- Continue to upgrade department storage methods of building plans to comply with state laws by digitizing plans
- Evaluate and investigate existing structures within the city for compliance with various municipal codes and state regulations
- Prepare for disaster response by training and certification in emergency services
- Maintain and improve accessibility throughout the city by obtaining the services of Certified Access Specialists
- Perform business license inspections to ensure compliance with city regulations for business use and safety of the public

Significant Program Changes for Fiscal Year 2019-20:

- Continue to implement enhancements to the City Works permitting software system to support improved customer service and satisfaction during the permitting process
- Continue to implement mobile technologies that support real-time access and the ability to update the City Works permitting software system from the field by building inspectors
- Continue to improve plan review turnaround times and inspection protocols to facilitate expedited permitting processes*
- Adopt and implement the 2019 edition of the California Building Codes
- Scan historical building permits and make them accessible to the public via the City's website

Accomplishments for Fiscal Year 2018-19:

- Issued 2,000 permits for building, electrical, mechanical, plumbing, or combinations thereof
- Performed plan review for 900 plans
- Performed 8,800 inspections within the next business day of the request
- Conducted 120 business license inspections
- Responded to 6,608 public counter contacts at the One Stop Permit Center for customer assistance

- Provided staff support for the improvement of City Works computer permitting software program
- Provided building activity reports to the county, state, and federal government
- Provided staff to the Development Review, Preliminary Review and Minor Exception Committees, and to special reviews with applicants
- Interviewed and hired new staff (Chief Building Official, Permit Technicians, Building Inspector II and Plans Examiner)

** Supports the City of Redlands Strategic Plan – Objective B-4 & B-5*

**DEPARTMENT/DIVISION
BUILDING & SAFETY**

FUND

GENERAL FUND

ORGKEY

101162

	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SALARIES AND BENEFITS				
4000 Full Time Salaries	342,291	591,985	531,201	649,889
4005 Salaries: Part Time	1,721	3,296	779	-
4010 Overtime Salaries	927	1,200	-	1,000
4015 Banked Leave Buy Back	27,915	2,815	6,104	11,356
4050 Pension Contributions	73,257	137,135	112,695	165,178
4051 Fica/Medicare	28,096	45,897	38,039	50,633
4053 Deferred Compensation	1,143	5,091	2,099	5,746
4055 Health/Dental Insurance	21,770	69,899	42,323	65,765
4056 Worker's Comp Insurance	16,694	36,998	36,998	15,503
4057 Disability Insurance	2,413	3,663	2,881	3,737
4058 Unemployment Insurance	440	777	4,664	219
4059 Life Insurance	275	479	368	504
4080 Vehicle Allowance	315	-	122	-
4081 Eyecare Reimbursement	271	1,710	1,710	1,766
4082 Clothing Allowance	87	1,100	1,350	1,650
4084 Clothing Cash Payment	1,150	-	-	-
4085 Other Taxable Benefits	10,821	9,778	11,721	15,307
4087 Employee Wellness Program	103	-	150	150
4999 Vacancies	-	(62,471)	-	-
TOTAL SALARIES AND BENEFITS	529,689	849,352	793,204	988,403
SERVICES				
5103 Software Support & Development	34,635	1,691	1,448	-
5190 Other Professional Services	334,174	36,000	46,000	-
5240 Meeting & Professional Devlpmt	4,120	4,935	3,104	5,510
5255 Travel Expense/Reimbursement	1,262	2,000	1,400	2,200
5270 Printing and Binding	2,761	3,500	3,500	3,500
5275 Postage	16	50	20	25
5280 Advertising	2,147	500	431	250
5290 Filming and Microfilming	-	11,000	11,000	6,000
5303 Telephone	1,767	2,900	2,900	2,900
5395 Info Technology Service Chgs	104,382	75,511	75,511	38,975
5396 City Garage Charges	4,897	4,505	10,240	10,256
5570 Office Equip & Furn Rent	4,756	3,000	3,000	3,000
5800 Subscriptions & Memberships	608	4,430	2,500	2,000
5950 Bad Debt Expense	311	-	865	-
TOTAL SERVICES	495,834	150,022	161,919	74,616
SUPPLIES				
6130 Books & Supplies	1,241	2,000	550	7,000
6140 Office Supplies	1,581	2,676	3,476	3,500
6375 Computer Components	2,822	824	824	-
6500 Office Equipment & Furniture	3,279	-	-	-
6560 Food	45	100	-	-
6590 Special Departmental Supplies	523	2,500	600	1,800
TOTAL SUPPLIES	9,491	8,100	5,450	12,300

**DEPARTMENT/DIVISION
BUILDING & SAFETY**

FUND				ORGKEY
GENERAL FUND				101162
	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
FIXED ASSETS				
7100 Motor Vehicles	-	32,500	27,225	-
7300 Capital Lease	-	-	7,185	-
TOTAL FIXED ASSETS	-	32,500	34,410	-
DIVISION TOTAL	1,035,015	1,039,974	994,982	1,075,319

Development Services Department Planning Division

Program Description:

The Planning Division plays a critical role in achieving the City's goals and objectives relative to the physical development of the community. This program performs current and advanced planning functions which include: processing of land development applications; responding to land use inquiries from residents, business owners, and development professionals; maintenance and updates of the General Plan, specific plans, and zoning code; project management on special projects; administering contracts with consultants hired to perform environmental and planning services; annexation requests; and providing technical and professional support to the City Council, the Planning Commission, the Historic & Scenic Preservation Commission, and the Preliminary/Development Review Committee.

Program Objectives:

- Respond to telephone, e-mail, and public counter queries for customer assistance at the One Stop Permit Center and at the Planning Division office.
- Accept, process, and prepare staff reports for land use applications and permits as necessary to satisfy legally-required procedures to enable a formal decision.
- Provide staff support to the Planning Commission and the Historic & Scenic Preservation Commission, in the form of agendas, legal advertising and notices, staff reports, presentations, and recording of minutes. This includes approximately 20 Planning Commission meetings and nine Historic & Scenic Preservation Commission meetings for the fiscal year.
- Provide staff support to the Minor Exception Committee, in the form of agendas, legal advertising and notices, and project reviews, for approximately 10 Minor Exception Committee meetings.
- Provide staff support to the Preliminary/Development Review Committee, in the form of agendas and project review, for approximately 18 Preliminary/Development Review Committee meetings.
- Process City-initiated General Plan amendments, zoning code amendments, and Specific Plan Amendments as directed by the City Council, and as mandated by the State of California.
- Prepare and submit an Annual Housing Report as mandated by the State of California.
- Process annexations as required for unincorporated areas to accommodate proposed and pending development.
- Review final grading, building, and landscaping plans prior to issuance of building permits to ensure compliance with code requirements and any applicable conditions of approval.
- Perform final occupancy inspections on building projects as required to ensure compliance with conditions of approval and municipal code standards.
- Provide Planning-related assistance to other City departments, such as the City Manager, City Attorney, Municipal Utilities & Engineering Department, and Code Enforcement Division.
- Continue to evaluate Planning procedures for efficiency and effectiveness, and implement improvements or changes to department procedures and zoning code regulations.
- Maintain a community outreach program to include internet web pages, newspaper articles, promotion of National Planning Month, presentation for CalTrans' Transportation/Land Use Planning Academy, and other speaking engagements.

Significant Program Changes for Fiscal Year 2019-20:

- Continue work on various updates following adoption of the 2035 General Plan, including: Zoning Code update, Zoning Map update, and amending relevant Specific Plans.
- Continue work with a consultant to prepare the Transit Villages Specific Plan (expected to be completed in early 2020).ⁱ
- Continue work with a consultant to prepare a new Historic Architectural Design Guidelines (expected to be completed by end of 2019).

Accomplishments for Fiscal Year 2018-19:

- Over 150 development applications accepted and processed
- Over 125 staff reports written for the City Council, Planning Commission, and Historic & Scenic Preservation Commission
- Preparation and noticing responsibilities for approximately 55 meeting agendas consisting of: 18 Planning Commission agendas, 9 Historic & Scenic Preservation Commission agendas, 18 Development Review Committee agendas, and 10 Minor Exception Committee agendas
- Completed the entitlement for a Marriott Springhill Suites hotel
- Completed the first half of the Transit Villages Specific Plan scope of work according to the approved project schedule and budget
- Updating Ordinance No. 2861 to revise the regulations and development standards for private residential sports/recreation courts
- Completed Residential Development Allocation requests awarding a total of 145 residential units
- Processed the historic designation of one single-family residence at 634 Chestnut Avenue. A second historical designation is pending for a brick trolley barn (the “Rondor Building”) at 440 Oriental Avenue.
- Provided administrative oversight, including contract administration, for Surface Mining and Reclamation Act (SMARA) compliance for six quarries and two reclamation plants operated by CEMEX Materials and Robertson’s Ready Mix in the Santa Ana River Wash
- Participated in inter-agency coordination for regional Planning efforts, including: Redlands Passenger Rail Accessibility Plan by SBCTA, and countywide Vehicle Miles Travelled (‘VMT’) study by SBCTA (both on-going projects)
- Prepared the draft Historic Design Guidelines

ⁱ *Supports the City of Redlands Strategic Plan – Objective D-1*

**DEPARTMENT/DIVISION
PLANNING**

FUND				ORGKEY
GENERAL FUND				101164
	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SALARIES AND BENEFITS				
4000 Full Time Salaries	615,304	724,772	673,961	789,696
4005 Salaries: Part Time	16,118	26,360	15,540	14,000
4010 Overtime Salaries	1,288	3,000	1,600	1,200
4015 Banked Leave Buy Back	21,776	21,944	32,982	27,470
4050 Pension Contributions	131,064	168,185	150,909	200,324
4051 Fica/Medicare	50,187	56,922	55,603	60,743
4053 Deferred Compensation	6,403	8,882	7,006	9,486
4055 Health/Dental Insurance	52,091	64,114	48,550	72,029
4056 Worker's Comp Insurance	27,503	23,901	23,901	23,807
4057 Disability Insurance	2,611	2,092	2,217	2,434
4058 Unemployment Insurance	750	476	3,027	1,164
4059 Life Insurance	455	482	463	510
4080 Vehicle Allowance	470	-	664	-
4081 Eyecare Reimbursement	1,069	1,721	1,721	1,688
4084 Clothing Cash Payment	1,250	620	915	1,020
4085 Other Taxable Benefits	12,181	14,672	13,247	15,391
4087 Employee Wellness Program	103	-	345	345
4999 Vacancies		(76,634)	-	(35,424)
TOTAL SALARIES AND BENEFITS	940,622	1,041,509	1,032,651	1,185,883
SERVICES				
5103 Software Support & Development	1,257	825	425	-
5190 Other Professional Services	87,274	646,458	670,035	255,000
5191 Reimbursed Professional Svs	149,102	-	157,662	-
5240 Meeting & Professional Devlpmt	4,577	8,165	4,663	6,728
5255 Travel Expense/Reimbursement	7,150	10,500	4,060	9,300
5270 Printing and Binding	6,958	13,000	5,500	8,000
5275 Postage	2,658	3,200	3,400	3,400
5280 Advertising	18,223	16,000	9,000	14,000
5290 Filming and Microfilming	-	11,000	11,000	6,000
5303 Telephone	1,537	1,800	1,800	1,800
5340 Office Maintenance	-	-	51	-
5392 Licenses & Fees	-	6,000	100	1,500
5395 Info Technology Service Chgs	138,707	80,742	80,742	95,421
5396 City Garage Charges	610	561	201	565
5570 Office Equip & Furn Rent	3,717	3,000	3,000	3,000
5800 Subscriptions & Memberships	4,126	5,101	3,895	5,037
5840 Training	835	-	-	-
5880 Special Contractual Services	6,834	2,250	3,519	2,700
5950 Bad Debt Expense	431	-	-	-
5990 Reimbursed Expenditures	11,384	-	-	-
TOTAL SERVICES	445,380	808,602	959,053	412,451
SUPPLIES				
6130 Books & Supplies	107	1,000	850	1,000
6140 Office Supplies	5,529	6,500	6,500	6,500
6375 Computer Components	3,572	1,500	3,600	2,000
6500 Office Equipment & Furniture	8,240	2,000	10,000	2,000

**DEPARTMENT/DIVISION
PLANNING**

FUND				ORGKEY
GENERAL FUND				101164
	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SUPPLIES (CONT.)				
6560 Food	535	800	800	800
6590 Special Departmental Supplies	51	1,500	1,000	1,500
TOTAL SUPPLIES	18,034	13,300	22,750	13,800
FIXED ASSETS				
7300 Capital Lease	-	-	6,245	-
TOTAL FIXED ASSETS	-	-	6,245	-
 DIVISION TOTAL	 1,404,036	 1,863,411	 2,020,699	 1,612,134

**DEPARTMENT/DIVISION
PLANNING GRANTS**

FUND				ORGKEY
GENERAL FUND				101165
	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SERVICES				
5190 Other Professional Services	16,097	583,903	583,903	-
TOTAL SERVICES	16,097	583,903	583,903	-
 DIVISION TOTAL	 16,097	 583,903	 583,903	 -
 DEPARTMENT TOTAL	 2,774,980	 3,848,272	 3,968,018	 3,100,503

**DEPARTMENT/DIVISION
PLANNING GRANTS**

JOB LEDGER BUDGET

FUND
GENERAL FUND

ORGKEY
101165

JOB LEDGER NO.	PROJECT/PROGRAM DESCRIPTION	FY 2018-19 12 MONTH ESTIMATE	FY 2019-20 COUNCIL ADOPTED
01512	DOT Sustainable Communities Grant	583,903	-
TOTALS		583,903	-

**Development Services Department
Community Development Block Grant Program (CDBG)**

Program Description:

The City of Redlands is a Participating Jurisdiction (PJ) in the County of San Bernardino's Urban County Program. The City receives an annual award from the U.S. Department of Housing and Urban Development (HUD). The County of San Bernardino administers the award on behalf of the City and retains 20% of the annual award for administrative expenses.

Program Objectives:

- Development of a viable urban community by providing decent housing, suitable living environment and expanded economic opportunity for City residents, particularly those earning low and moderate incomes;
- Aid in the prevention or elimination of slums or blight; and
- Aid in activities designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community where other financial resources are not available to meet such needs.

Significant Program Changes for Fiscal Year 2019-20:

- Commence engineering, design and construction of the FY 2019-20 Alley/Street Improvement Capital Improvement Project in low- to moderate-income neighborhoods; and
- Complete the construction of the FY 2018-19 ADA Improvement Capital Improvement project at various City Hall locations.

Accomplishments for Fiscal Year 2018-19:

- Provided contract administration to four public services agencies; and
- Completed the FY 2017-18 Alley/Street Improvement Capital Improvement Project.

**DEPARTMENT/DIVISION
CDBG PROGRAM**

FUND

COMMUNITY DEVELOPMENT BLOCK GRANT FUND

ORGKEY

243164

	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SALARIES AND BENEFITS				
4000 Full Time Salaries	12,711	33,084	33,077	28,225
4050 Pension Contributions	2,743	1,359	1,359	7,099
4051 Fica/Medicare	950	489	489	2,200
4055 Health/Dental Insurance	1,948	738	738	2,440
4057 Disability Insurance	-	12	12	76
4058 Unemployment Insurance	-	28	28	112
4059 Life Insurance	10	4	4	16
4085 Other Taxable Benefits	-	-	7	462
TOTAL SALARIES AND BENEFITS	18,363	35,713	35,713	40,630
SERVICES				
5110 Architect & Engineer	-	20,000	20,000	27,000
5190 Other Professional Services	23,600	-	-	-
5270 Printing and Binding	-	800	800	400
5275 Postage	-	50	50	-
5280 Advertising	-	1,838	1,838	650
5392 License & Permits	-	2,000	2,000	-
5880 Special Contractual Services	51,740	50,562	50,562	59,192
TOTAL SERVICES	75,340	75,250	75,250	87,242
FIXED ASSETS				
7150 Other Betterments/Improvement	-	97,670	97,670	-
7230 Street Construction	133,207	537,488	537,488	266,742
TOTAL FIXED ASSETS	133,207	635,158	635,158	266,742
FUND TOTAL	226,910	746,120	746,120	394,614

**DEPARTMENT/DIVISION
CDBG PROGRAM**

JOB LEDGER BUDGET

FUND		ORGKEY	
COMMUNITY DEVELOPMENT BLOCK GRANT FUND		243164	
JOB LEDGER NO.	PROJECT/PROGRAM DESCRIPTION	FY 2018-19 12 MONTH ESTIMATE	FY 2019-20 COUNCIL ADOPTED
43029	Boys and Girls Club	-	10,000
43039	San Bernardino Sexual Assault Services	10,000	10,000
43055	Family Services Association of Redlands	22,652	19,192
43056	Inland Temporary Homes	8,000	-
43057	YMCA of the East Valley	10,000	10,000
43058	Family Services Association - Senior Meals	-	10,000
43064	18-19 ADA Improvement Project	129,471	-
43065	18-19 Alley/Street Improvement Project	565,997	-
43066	19-20 Alley/Street Improvement Project	-	335,422
TOTALS		746,120	394,614

**Development Services Department
Successor Agency**

Program Description:

The Successor Agency to the former Redevelopment Agency is charged with expeditiously completing the affairs of the dissolved Redevelopment Agency.

Program Objectives:

- Make required payments on existing obligations of the former redevelopment agency including bond debt
- Dispose of the properties of the former redevelopment agency to maximize the value in the most expeditious manner

The outstanding debt of the former redevelopment agency is not an obligation of the General Fund. The City, as a Successor Agency, has prepared a Recognized Obligation Payment Schedule listing the obligations for which the county auditor-controller will allocate property tax revenue to the city each January 16th and June 1st to pay for the obligations. An Administrative Budget has also been prepared to allocate an annual allotment of \$17,552 for staff costs and administrative expenses of the Successor Agency.

Accomplishments for Fiscal Year 2018-19:

- Completed the sale of Cypress and 10 Freeway property, to Mark Gardner. Cypress and 10 Freeway property is Property #10 in the Long Range Property Management Plan (LRPMP)*
- Completed the sale of 330 Third Street, the MOD Building, to Artec Partners/Redlands Food Hall, LP. 330 Third Street is Property #9 in the Long Range Property Management Plan (LRPMP)*
- One July 1, 2018 all local oversight boards were officially dissolved, including the Oversight Board for the Successor Agency of the former Redevelopment Agency of the City of Redlands. The San Bernardino Countywide Oversight Board (SBCOB) has taken over the fiduciary responsibility to holders of enforceable obligations and taxing entities. The SBCOB will have a critical role in the Redevelopment Agency dissolution process until all twenty-six RDA Successor Agencies in San Bernardino County are formally dissolved
- Prepared and submitted to the California State Department of Finance two Recognized Obligation Payment Schedules (ROPS)

* *Supports the City of Redlands Strategic Plan*

DEPARTMENT/DIVISION
SUCCESSOR AGENCY DEBT SERVICE

FUND				ORGKEY
SUCCESSOR TO RDA DEBT SERVICE FUND				380182
	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
SERVICES				
5030 Fiscal Agent Fees	5,405	5,405	5,405	5,405
5190 Other Professional Services	751	4,000	2,200	2,200
5993 Amortization Expense	90,499	90,499	90,499	90,499
TOTAL SERVICES	<u>96,655</u>	<u>99,904</u>	<u>98,104</u>	<u>98,104</u>
DEBT SERVICE				
8100 Principal	-	2,170,000	2,170,000	2,240,000
8200 Interest	432,328	388,875	356,615	275,867
TOTAL DEBT SERVICE	<u>432,328</u>	<u>2,558,875</u>	<u>2,526,615</u>	<u>2,515,867</u>
FUND TOTAL	528,983	2,658,779	2,624,719	2,613,971

DEPARTMENT/DIVISION
SUCCESSOR AGENCY ADMINISTRATION

FUND				ORGKEY
SUCCESSOR TO RDA GENERAL FUND				480180
	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SALARIES AND BENEFITS				
4000 Full Time Salaries	174,100	130,926	124,579	12,776
4015 Banked Leave Buy Back	4,305	7,503	35,091	588
4050 Pension Contributions	32,043	30,520	28,785	2,503
4051 Fica/Medicare	14,202	8,824	10,763	647
4053 Deferred Compensation	2,797	3,035	2,975	265
4055 Health/Dental Insurance	8,384	4,740	4,957	703
4057 Disability Insurance	324	191	201	-
4058 Unemployment Insurance	38	119	683	26
4059 Life Insurance	56	63	65	4
4080 Vehicle Allowance	405	-	362	-
4081 Eyecare Reimbursement	135	225	225	11
4082 Clothing Allowance	-	60	90	-
4084 Clothing Cash Payment	22	-	-	-
4085 Other Taxable Benefits	3,515	4,251	2,519	29
4087 Employee Wellness Program	80	-	215	-
TOTAL SALARIES AND BENEFITS	240,404	190,457	211,510	17,552
SERVICES				
5140 Legal Services	2,278	10,000	10,000	-
5190 Other Professional Services	-	45,091	24,038	-
5270 Printing and Binding	26	-	-	-
5280 Advertising	215	-	-	-
5303 Telephone	468	500	500	-
5570 Office Equip & Furn Rent	2,681	-	-	-
5880 Special Contractual Services	180	-	-	-
5995 Depreciation Expense	952	952	952	952
TOTAL SERVICES	6,799	56,543	35,490	952
SUPPLIES				
6140 Office Supplies	2,796	3,000	3,000	-
TOTAL SUPPLIES	2,796	3,000	3,000	-
FUND TOTAL	250,000	250,000	250,000	18,504

DEPARTMENT/DIVISION
SUCCESSOR AGENCY OBLIGATIONS (OTHER)

FUND				ORGKEY
SUCCESSOR TO RDA PROJECTS FUND				488182
	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SERVICES				
5160 Auditing and Accounting	1,973	2,700	2,700	2,700
5760 Special Program Expenditures	150,000	-	-	-
TOTAL SERVICES	<u>151,973</u>	<u>2,700</u>	<u>2,700</u>	<u>2,700</u>
 FUND TOTAL	 151,973	 2,700	 2,700	 2,700

A. K. Smiley Public Library

Mission Statement:

The mission of the A.K. Smiley Public Library is to inspire lifelong learning by providing free and open access to information, thereby enhancing the community of Redlands. In his speech at the dedication of the Library in 1894, Library co-founder Alfred Smiley aptly summarized our charge: "The Library is for all the people of Redlands, rich and poor, old and young, to share alike in all of its advantages." Those "advantages" continue to evolve as libraries adapt to the digital age, ranging from traditional books, periodicals and programming, to new electronic books and databases.

Departmental Goals:

- Provide free and equitable access to library collections
- Emphasize the educational mission through programming for life-long learning
- Increase long-range giving to enhance the Library and capital improvements
- Restore library hours eliminated in 2010/11
- Increase access to our much in-demand public meeting room
- Continue our efforts to integrate the Contemporary Club meeting hall and parking lot into Library operations
- Assist the Redlands Historical Museum Association with planning for the future Museum of Redlands
- Achieve progress on several Library infrastructure issues

Sustainability Efforts:

- Continue with the digitization of local history records
- Continue efforts to gradually replace bound reference books with digital databases

Performance Measures:

- Daily attendance at the Library, as well as events such as Library Days, Family Day, and the summer reading program and story times
- Circulation of Library materials and usage of computers and electronic resources
- References to the Library and our programming/services in local print and social media
- Financial contributions to the Library Endowment Fund

Program Description:

The Library provides diverse services for the citizens of Redlands. The legal organization of the Library is described in the State Education Code: "The Legislature finds and declares that it is in the interest of the people and the State that there be a general diffusion of information and knowledge through the continued operation of free public libraries..." In addition, the State Education Code provides that the "Library shall be managed by a board of library trustees, consisting of five members to be appointed by the City Council."

Program Objectives:

The Library's objective is to provide current books, periodicals, and audio visual material for circulation to adults and children, as well as e-books, audio books, and reference databases; stimulate and develop reading skills through children, teen, and adult programming; provide reference and information services; provide computer access and free Internet; provide an archives/history room for local and regional history; provide a library/museum to Abraham Lincoln and the Civil War; and provide a museum repository for the history of Redlands.

Significant Program Changes:

Successfully began the integration of our new Contemporary Club property with its 250 person capacity meeting hall and much needed parking lot into our operations.

Accomplishments for Fiscal Year 2018-19:

- Continued to offer diverse educational and informative adult programming
- Continued to offer multi-week computer training classes
- Collaborated with animatronic firm, Garner Holt Productions, to produce a Disneyland quality attraction at the Lincoln Memorial Shrine seen by more than 10,000 visitors
- Secured General Fund support for our growing Adult Literacy program
- Circulated over 218,000 items to over 40,000 library cardholders
- Celebrated our seventh Library Days, an all ages event designed to promote library resources
- Held our 15th annual Family Day event that drew more than 1,000 children and parents.
- The Lincoln Shrine offered a diverse range of programming and exhibits, including the 46th annual Open House and 87th annual Lincoln Dinner, Civil War musical events, and a student symposium
- Worked closely with the Redlands Historical Museum Association to raise funds for the long-awaited Museum of Redlands, this included using Library Endowment funds to design and open a showcase exhibit in the old Redlands Daily Facts building to give potential donors a sense of what the museum will be
- Using Library Endowment funds, completed the long needed maintenance/restoration of the Library's historic stained glass windows
- Using Library Endowment funds, installed new sound systems and LCD projectors in the Contemporary Club and Assembly Room
- Planned and staged our seventh quadrennial Library Gala which raised \$100,000 for acquisitions and programming
- Our Smiley Heritage Tours committee conducted 50 tours for 2,000 Fourth grade students
- Using Friends of the Library funds, significantly upgraded our security camera system
- Using Watchorn Lincoln Memorial Association funds, replaced the lighting at the Lincoln Memorial Shrine
- Concluded our two-year long film and lecture series commemorating Redlands' role in World War I

**DEPARTMENT/DIVISION
LIBRARY ADMINISTRATION**

FUND				ORGKEY
GENERAL FUND				101190
	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SALARIES AND BENEFITS				
4000 Full Time Salaries	1,117,989	1,236,741	1,197,238	1,353,500
4005 Salaries: Part Time	185,385	187,780	187,780	255,130
4010 Overtime Salaries	1,929	-	-	-
4015 Banked Leave Buy Back	55,295	69,359	73,919	212,918
4050 Pension Contributions	234,690	286,174	275,220	343,552
4051 Fica/Medicare	103,297	111,508	106,519	135,134
4053 Deferred Compensation	12,985	14,005	13,145	14,329
4055 Health/Dental Insurance	148,727	179,656	172,694	210,234
4056 Worker's Comp Insurance	52,588	54,037	54,037	53,742
4057 Disability Insurance	3,396	4,392	4,049	5,339
4058 Unemployment Insurance	2,401	917	14,966	6,606
4059 Life Insurance	1,016	1,197	1,169	1,260
4080 Vehicle Allowance	4,829	4,800	4,800	4,800
4081 Eyecare Reimbursement	1,923	4,276	4,276	4,500
4082 Clothing Allowance	-	-	2,550	3,500
4084 Clothing Cash Payment	2,300	2,000	-	-
4085 Other Taxable Benefits	16,775	18,150	17,800	21,734
4087 Employee Wellness Program	-	-	670	670
4999 Vacancies	-	(25,526)	-	(21,150)
TOTAL SALARIES AND BENEFITS	1,945,525	2,149,466	2,130,832	2,605,798
SERVICES				
5270 Printing and Binding	2,265	1,300	335	1,300
5275 Postage	2,741	3,000	3,000	3,000
5303 Telephone	1,999	1,200	1,200	1,200
5395 Info Technology Service Chgs	19,820	20,118	20,118	18,420
5490 Other Insurance	500	25,000	-	-
5570 Office Equip & Furn Rent	5,221	7,750	7,750	7,750
5840 Training	938	-	-	-
5950 Bad Debt Expense	120	120	-	120
TOTAL SERVICES	33,605	58,488	32,403	31,790
SUPPLIES				
6140 Office Supplies	6,101	5,700	3,361	5,700
6210 Repair/Maintenance Supplies	1,224	2,500	1,172	2,500
6350 Building Supplies	1,489	1,500	1,413	1,500
6510 Small Tools & Equipment	238	250	242	250
6590 Special Departmental Supplies	548	500	-	500
TOTAL SUPPLIES	9,599	10,450	6,188	10,450
DIVISION TOTAL	1,988,729	2,218,404	2,169,423	2,648,038

DEPARTMENT/DIVISION
LINCOLN SHRINE

FUND				ORGKEY
GENERAL FUND				101193
	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SERVICES				
5275 Postage	124	153	153	165
TOTAL SERVICES	<u>124</u>	<u>153</u>	<u>153</u>	<u>165</u>
SUPPLIES				
6610 Books	864	975	975	975
TOTAL SUPPLIES	<u>864</u>	<u>975</u>	<u>975</u>	<u>975</u>
 DIVISION TOTAL	 988	 1,128	 1,128	 1,140
 DEPARTMENT TOTAL	 1,989,717	 2,219,532	 2,170,551	 2,649,178

Police Department

Mission Statement:

The Redlands Police Department is dedicated to enhancing public safety through trust, innovation, community partnerships and excellence in service.

Departmental Goals:

- Continue to provide outstanding customer service to internal and external customers
- Develop leaders
- Implement evidence-based measures to improve service, create efficiencies, and prevent and reduce crime
- Improve recruitment and retention efforts to maintain a high-performing organization
- Continue to strengthen the organizational culture
- Leverage available resources through the use of volunteers, analysts, video cameras, and data-driven solutions to create greater efficiencies

Sustainability Efforts:

- Continue using a new vehicle profile for professional staff employees to reduce fuel usage and reduce carbon emissions
- The department desires to create paperless systems when possible

Performance Measures:

- Maintain Part 1 Crime clearance rates above national average in 2019
- Reduce Part 1 Crimes in 2019
 - Improve citizen safety by reducing violent crime
 - Reduce property loss through crime reduction

Police Patrol Services Bureau

Program Description:

The Patrol Services Bureau is one of the most visible units in the department as it provides twenty-four hour a day service to the citizens of our community. Patrol officers respond to a wide variety of emergency and non-emergency calls for service. The Patrol Services Bureau is comprised of several sub-units, namely:

- *Patrol:* Patrol teams are comprised of four to seven officers including the corporal and sergeant. There are six patrol teams that rotate schedules supplemented by civilian community service officers. In addition, there is one patrol team of four officers that works a fixed swing shift schedule of Sunday, Monday, and Tuesday.
- *Reserves:* The Redlands Police Department Reserve Unit is comprised of volunteers from a variety of professions who live in the city or neighboring communities. Reserve officers receive extensive training in the many facets of law enforcement which they routinely put to use while assisting the department. Reserve officers render valuable assistance to all units in the department, including patrol, traffic, community policing, and investigations. Reserves most frequently assist with patrol related activities, including calls for service, Alcohol Beverage Control operations, DUI enforcement, traffic and crowd control, and public safety at many of the City's special events. Reserve officers are available for call-out to assist in special emergency situations, such as flooding, fires, major traffic collisions, and crime scene security. The officers provide other public service assistance, such as maintaining security at school functions and sports activities. The Reserve Unit also serves as valuable training for future law enforcement officers. Throughout the history of the Unit, many members have been hired by the Redlands Police Department and other local agencies as full-time police officers. The Reserve Unit currently consists of three members.
- *Explorers:* The Redlands Police Department Law Enforcement Explorer Post is a career exploration program, sponsored by the department and affiliated with the Boy Scouts of America. The Explorer Post began in 1968 and has been the starting point for many future law enforcement officers. Young men and women interested in joining the program must be at least 15 years of age and no older than 21 years. The program is a career exploration and education for youth interested in learning about the field of law enforcement. The program is not designed to rehabilitate troubled youth, but to further the knowledge of youth of good moral, ethical, and educational standing who maintain a GPA of 2.0 or higher.
- *Field Training and Evaluation Program:* The field training and evaluation program is responsible for the development of new recruits into competent officers. Field Training Officers coordinate and deliver nearly six (6) months of training to new officers to prepare them to operate as a solo police officer.
- *Custody:* The Department contracts with G4S Secure Solutions to provide custody officers who are responsible for the booking, processing, and transportation of prisoners.

Program Objectives:

- Respond to all calls for service in a timely manner and render appropriate assistance upon arrival
- Conduct criminal investigations and prepare required documentation to be forwarded to investigators, the District Attorney, and/or other agencies
- Maintenance of a 'lockup' custodial facility that is in compliance with applicable state and federal law
- Development of new recruits into competent police officers
- Maintain an atmosphere of positive and professional contacts between all officers and members of our community

Significant Program Changes:

- Trained eight (8) additional Field Training Officers to ensure adequate personnel available to train new officers.
- The addition of three 40mm less-lethal weapons to Field Supervisor units.
- The addition of new gun lockers in locker rooms.
- Purchase of new gas mask filters to replace expired filters.

Accomplishments for Fiscal Year 2018-2019:

- Six (6) new police officers were successfully trained and completed the Field Training and Evaluation Program, while three (3) other officers continue to progress well in the Field Training and Evaluation Program. These officers fill vacancies created through attrition and additional staffing added in January 2019. One of the officers was previously an Explorer.
- Two Police Explorers have become part-time employees, serving as a camera operator and court liaison officer.
- This year, one of our Reserve Officers was recognized by the California Reserve Police Officers Association as the "Reserve Officer of the Year" for the State of California.
- One of our corporals was recognized by City Council, the Chief, and the Red Cross for her heroic actions in saving two children that had been locked in their mother's car on an exceptionally hot day in July 2018.
- Quarterly Alcohol Beverage Control (ABC) operations were conducted, and we submitted a grant for the next fiscal year.

**DEPARTMENT/DIVISION
PATROL SERVICES**

FUND				ORGKEY
GENERAL FUND				101200
	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SALARIES AND BENEFITS				
4000 Full Time Salaries	8,629,307	5,779,563	5,263,063	6,043,714
4002 Labor Code Section 4850	195,735	-	160,233	-
4005 Salaries: Part Time	71,183	-	-	-
4010 Overtime Salaries	950,108	638,290	541,765	578,334
4011 Overtime: Reimbursable	183,294	35,550	70,168	74,904
4012 Stand By	235	-	-	-
4014 Homicide OT	63,672	25,000	34,586	38,045
4015 Banked Leave Buy Back	1,310,661	811,406	909,581	907,895
4025 Police Reserves	720	-	-	-
4035 Overtime: Court/Other	37,966	40,000	65,224	69,626
4050 Pension Contributions	4,928,515	3,394,545	3,413,287	3,765,146
4051 Fica/Medicare	232,254	125,672	117,530	134,358
4053 Deferred Compensation	20,443	7,607	5,160	8,110
4055 Health/Dental Insurance	1,402,572	1,019,241	846,695	936,037
4056 Worker's Comp Insurance	565,058	502,683	502,683	643,550
4057 Disability Insurance	6,213	2,010	2,423	2,338
4058 Unemployment Insurance	7,182	3,738	11,907	2,688
4059 Life Insurance	5,429	3,591	3,317	3,591
4081 Eyecare Reimbursement	440	900	450	900
4082 Clothing Allowance	243,900	174,900	205,043	174,900
4085 Other Taxable Benefits	114,312	89,220	73,326	61,800
4087 Employee Wellness Program	361	-	-	-
4099 Vacancies	-	(470,927)	-	(205,115)
TOTAL SALARIES AND BENEFITS	18,969,562	12,182,989	12,226,441	13,240,821
SERVICES				
5040 Undercover Investigations	10,000	-	-	-
5180 Medical/Physicals	110	-	-	-
5360 Machinery & Equip Maint	9,843	-	-	-
5395 Info Technology Service Chgs	127,570	86,488	86,488	74,255
5880 Special Contractual Services	316,213	166,385	177,021	183,000
5950 Bad Debt Expense	27,103	30,000	18,000	25,000
TOTAL SERVICES	490,840	282,873	281,509	282,255
SUPPLIES				
6120 Chemical & Lab Supplies	2,488	-	-	-
6510 Small Tools & Equipment	6,548	-	-	-
6590 Special Departmental Supplies	27,964	-	-	-
6640 Non-Capital Expenditures	25,068	-	-	-
TOTAL SUPPLIES	62,069	-	-	-
FIXED ASSETS				
7100 Motor Vehicles	258,781	-	-	-
7140 All Other Equipment	-	-	29	-
TOTAL FIXED ASSETS	258,781	-	29	-
DIVISION TOTAL	19,781,253	12,465,862	12,507,979	13,523,076

Police Communications

Program Description:

The Communications Unit is a significant component of the Police Department, providing a vital link between the community and public safety personnel. Communications personnel are often the first contact in a citizen's emergency situation. Communications personnel interpret the individual's needs and coordinate the response of appropriate services to meet those needs. These highly trained individuals are responsible for providing assistance to callers on more than twenty-five incoming telephone lines including 911 emergency, alternate emergency, business lines and Text-To-911. In addition to answering the multitude of phone lines, communications personnel are tasked with dispatching calls via radio and a Computer Aided Dispatch (CAD) system. They also monitor over a dozen different radio channels. These radio channels include all of the frequencies utilized by the various units of the department, local government and other allied agencies. Dispatchers use a unified channel to link a Redlands Police Department officer with officers from other area agencies. This radio link capability is especially useful during vehicle pursuits into other jurisdictions and when responding to mutual requests for assistance. The Communication Section also utilizes a variety of cameras from various locations in town to support responding units on calls for service and by providing an additional resource to ensure site security at the various locations. The Communications Section is currently allocated 6 part-time camera operators, 15 full-time dispatchers, 1 part-time dispatcher, and one shift supervisor, who respond daily to hundreds of telephone and radio calls.

Program Objectives:

- Increase effectiveness and improve efficiency through increased information in the field and to further compatibility to a SDSV System
- Answer all incoming calls on emergency, alternate emergency, and business lines in an expeditious and courteous manner, instantly prioritizing and relaying calls to police personnel in the field by entering designated calls for service into the CAD system, or immediately transferring the call to the appropriate agency for response; monitor and utilize over 130 cameras placed at various locations throughout the City of Redlands
- Dispatch calls for service, process requests from officers in the field, to include the response of additional personnel, equipment and/or resources
- Facilitate and prioritize telephone contacts and communication between the public, public safety agencies, and other City departments
- Support the department's community policing policy, including but not limited to the one-on-one instruction from Redlands Police Dispatchers to local elementary students through the 911-for-Kids program. Support problem solving efforts through active participation and input on police department issues.

Significant Program Changes:

Implementation of a Dispatcher III Classification for employees with 6 years or more of service at mid-year.

Accomplishments for Fiscal Year 2019-2020:

- Continued Quality Assurance and Review Program where supervisors randomly review calls to ensure police department customer service expectations, departmental protocols and guidelines are met.
- Dispatchers answered 41,510 911 calls. A 4.4% increase from previous year
- Dispatchers answered 119,944 business and alternate emergency lines. A 4.1% decrease from last year.
- There were 52,928 calls for service, a 5.8% decrease from last year.
- Implemented Rapid SOS mapping software to increase location accuracy on wireless 911 calls.

**DEPARTMENT/DIVISION
COMMUNICATIONS**

FUND

GENERAL FUND

ORGKEY

101201

	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SALARIES AND BENEFITS				
4000 Full Time Salaries	771,830	912,799	832,035	975,596
4005 Salaries: Part Time	11,935	22,830	19,438	24,711
4010 Overtime Salaries	70,363	80,250	103,611	110,605
4012 Stand By	6,147	12,815	2,000	13,200
4015 Banked Leave Buy Back	24,596	23,393	17,486	30,608
4050 Pension Contributions	169,449	217,159	196,900	254,668
4051 Fica/Medicare	70,163	83,043	76,987	89,468
4053 Deferred Compensation	3,583	13,760	13,760	13,760
4055 Health/Dental Insurance	174,981	199,287	182,991	241,035
4056 Worker's Comp Insurance	67,479	40,461	40,461	42,466
4057 Disability Insurance	8,248	10,501	9,729	11,448
4058 Unemployment Insurance	1,457	1,378	1,440	790
4059 Life Insurance	901	1,008	839	1,008
4081 Eyecare Reimbursement	517	3,600	1,800	3,600
4082 Clothing Allowance	22,600	27,200	23,800	27,200
4085 Other Taxable Benefits	17,438	21,600	13,519	3,120
TOTAL SALARIES AND BENEFITS	1,421,687	1,671,084	1,536,796	1,843,283
SERVICES				
5340 Office Equipment Maintenance	540	2,500	2,500	2,500
5395 Info Technology Service Chgs	14,294	14,509	14,509	79,870
5580 Communications Svs & Rental	280,523	236,000	302,000	302,000
TOTAL SERVICES	295,357	253,009	319,009	384,370
SUPPLIES				
6500 Office Equipment & Furniture	-	10,500	-	10,500
6510 Small Tools & Equipment	1,247	4,000	490	4,000
6590 Special Departmental Supplies	631	5,000	1,500	5,000
6640 Non-Capital Expenditures	6,338	-	-	-
TOTAL SUPPLIES	8,216	19,500	1,990	19,500
DIVISION TOTAL	1,725,261	1,943,593	1,857,795	2,247,153

Police Support Services Bureau

Program Description:

The Support Services Bureau is comprised of diverse responsibilities that affect all operations of the department. The goal of the Support Services Bureau is to supply the necessary equipment, provisions, and support personnel to facilitate the citizens of Redlands with courteous service. The Support Services Bureau is comprised of the following units: Office of the Chief of Police, Operations Manager, Records, Animal Control, Fleet, and Maintenance.

The Office of the Chief of Police is comprised of the chief, an assistant chief, one executive assistant, one management analyst, one operations coordinator, and a sergeant assigned to Professional Standards. The assistant chief of police oversees the day-to-day operations of the department. The chief's executive assistant is the community's primary point of contact for the Office, handling complex and confidential executive-level administrative and secretarial duties for the management staff. The executive assistant also coordinates special projects and events and maintains the department's personnel files. The management analyst's responsibilities include ensuring the department's needs are being met through budget development and monitoring, purchase requisitions, grant coordination, and payroll processing. The operations coordinator's responsibilities include the coordination of new hire background investigations for all sworn civilian and volunteer positions. Backgrounds conducted also include applicants for massage therapists and solicitor permits. The operations coordinator also oversees and maintains all training files and ensures that the entire department's training requirements through POST, legislative, and department mandates are met. The Professional Standards sergeant oversees internal investigations and personnel issues and is the point of contact for the community for any inquiries and complaints.

The operations manager oversees the Records Unit, Communications Unit, Animal Shelter, fleet operations, and the department's building maintenance worker. The operations manager also performs other specialized duties and works daily with other City staff to ensure a timely response to inquiries from the police department.

The Records Unit consists of a supervisor and three full-time customer service representatives, who are responsible for the maintenance and security of all criminal records, as well as processing all reports, citations and other records produced by the various departmental units. The customer service representatives are also primary points of contact for the community when they come to the department for records. The Records Unit ensures the department's employees are trained in the California Law Enforcement Telecommunications System. Records personnel are also responsible for cross-reporting to other law enforcement agencies, the district attorney, courts, Child Protective Services, Department of Motor Vehicles, Parole, Probation and the Department of Justice. A part-time CSR acts as a court liaison and is responsible for the delivery of all reports to the District Attorney and courts. He is also responsible for the acceptance and service of subpoenas to officers and provides any additional investigative evidence collection, such as audio recordings, 911 tapes, photos, and videos to requesting law enforcement agencies. The part-time ID technician is responsible for performing Live Scan fingerprinting services for Redlands citizens, City of Redlands applicants, and City business permit applicants. Additional duties include registering and keeping current accurate information on all narcotics, arson, and sex registrants who reside in the city of Redlands.

The maintenance worker responds to concerns of blight, graffiti, and shopping cart removal and executes building maintenance work orders. He completes advanced maintenance projects that involve gutting, remodeling, carpentry, electrical, wiring, and/or plumbing. By completing this work in-house, tens of thousands of dollars have been saved by not having to contract this work out. Additionally, having the repairs done in-house has kept the downtime to a minimum.

Program Objectives:

- Ensure that all department members receive training for the California Law Enforcement Telecommunications System computer system
- Provide expedient service to police officers, court officials, citizens, and the press when records information has been requested
- Ensure department safety and efficiency through standard maintenance programs
- Process records in compliance with statutory requirements
- Provide excellent customer service to the community by demonstrating trustworthiness, respect, and care at all times

Significant Program Changes:

- Clerical and dispatch staff completed a site visit at Placentia Police Department to analyze their CAD/RMS system, Mark43. The Department is currently looking at several CAD/RMS to determine if other vendors provide better customer service, work product and pricing in an effort to work more efficiently and effectively while saving the city money.
- The Records Supervisor is currently soliciting bids on ergonomically correct workstations for clerical staff at the EOC office space.

Accomplishments for Fiscal Year 2018-2019:

- The Records Unit supervisor and a dispatcher attended the annual user's conference for Spillman, the department's CAD/RMS system.
- The awning with lighting outside the front doors of the EOC was extended to cover the entire length of the building. This has created an additional waiting area for customers while protecting them from the outside elements.
- New ergonomically correct chairs and keyboards were purchased for the Records Unit at 1270 W. Park Ave.

**DEPARTMENT/DIVISION
SUPPORT SERVICES**

FUND				ORGKEY
GENERAL FUND				101202
	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SALARIES AND BENEFITS				
4000 Full Time Salaries	883,517	1,263,483	1,201,696	1,318,955
4005 Salaries: Part Time	90,477	219,763	155,157	246,248
4010 Overtime Salaries	28,915	40,000	59,226	63,224
4011 Overtime Reimbursable	-	-	11,464	12,610
4015 Banked Leave Buy Back	182,281	129,617	119,065	161,859
4050 Pension Contributions	247,814	424,202	479,214	586,119
4051 Fica/Medicare	73,919	91,527	79,083	101,895
4053 Deferred Compensation	16,309	26,198	18,964	22,522
4055 Health/Dental Insurance	137,391	182,248	181,590	205,208
4056 Worker's Comp Insurance	32,610	49,880	49,880	47,541
4057 Disability Insurance	4,408	4,295	3,923	4,956
4058 Unemployment Insurance	1,297	1,826	3,737	4,171
4059 Life Insurance	771	819	719	819
4081 Eyecare Reimbursement	952	2,475	1,225	2,250
4082 Clothing Allowance	4,115	8,850	8,750	10,875
4085 Other Taxable Benefits	135,073	19,192	8,173	14,415
4087 Employee Wellness Program	-	900	828	900
TOTAL SALARIES AND BENEFITS	1,839,850	2,465,275	2,382,694	2,804,566
SERVICES				
5034 Collection Agent/Bank Fees	-	100	-	-
5050 Fingerprinting	15,582	21,000	11,845	16,000
5140 Legal Services	28,385	20,000	6,000	15,000
5153 Veterinary Services	95	-	535	-
5180 Medical/Physicals	53,916	73,840	67,847	81,225
5190 Other Professional Services	18,507	11,493	11,494	-
5255 Travel Expense/Reimbursement	82,086	98,250	90,750	98,075
5270 Printing and Binding	16,066	20,000	15,000	15,000
5275 Postage	4,417	7,200	4,500	7,200
5280 Advertising	40,933	500	-	-
5303 Telephone	100,179	110,000	120,000	120,000
5310 Electricity & Gas	3,158	4,200	3,250	4,200
5360 Machinery & Equip Maint	3,154	22,350	10,000	12,350
5365 Vehicle Maintenance	4,904	8,500	5,500	8,500
5395 Info Technology Service Chgs	874,881	874,571	874,571	547,800
5396 City Garage Charges	466,893	388,142	449,291	370,200
5510 Land and Building Rent	5,400	5,400	5,400	5,400
5570 Office Equip & Furn Rent	22,350	29,190	22,582	24,190
5760 Special Program Expenditures	-	5,000	122,139	5,000
5800 Subscriptions & Memberships	4,652	6,500	6,500	7,150
5840 Training	98,040	165,500	122,000	177,050
5880 Special Contractual Services	74,715	61,820	67,891	84,506
5950 Bad Debt Expense	335	500	500	500
TOTAL SERVICES	1,918,647	1,934,057	2,017,595	1,599,346
SUPPLIES				
6130 Books & Supplies	2,743	600	600	650
6140 Office Supplies	37,814	45,000	26,029	39,000

**DEPARTMENT/DIVISION
SUPPORT SERVICES**

FUND				ORGKEY
GENERAL FUND				101202
	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SUPPLIES (CONT.)				
6160 Medical Supplies	-	1,360	8,500	1,000
6170 Weapons & Ammunitions	56,443	73,461	148,461	-
6180 Turnouts/Uniform/Sfty Clothing	67,281	137,870	175,000	-
6190 Photo & Copying Supplies	1,349	7,500	7,500	8,250
6210 Repair/Maintenance Supplies	-	500	500	500
6500 Office Equipment & Furniture	6,359	6,500	32,038	7,150
6510 Small Tools & Equipment	1,877	13,600	57,920	8,100
6560 Food	12,659	9,500	15,633	10,250
6590 Special Departmental Supplies	45,829	61,500	97,838	64,500
6640 Non-Capital Expenditures	1,375	-	4,500	-
TOTAL SUPPLIES	233,730	357,391	574,519	139,400
FIXED ASSETS				
7100 Motor Vehicles	-	244,256	236,021	52,604
7150 Other Betterments/Improvements	-	30,000	170,000	-
7300 Capital Lease	-	-	259,709	-
TOTAL FIXED ASSETS	-	274,256	665,730	52,604
 DIVISION TOTAL	 3,992,227	 5,030,979	 5,640,539	 4,595,916

Police Animal Services Unit

Program Description:

The Animal Services Unit enforces state and federal animal laws and city municipal codes. It also provides a variety of services to meet the needs of the community and welfare of animals. The animal control officers are responsible for handling stray animals loose on the city streets, animal disturbance calls, reports of injured or aggressive animals, and animals receiving fatal injuries. The Animal Services Unit also quarantines animals after reported animal bites, investigates reports of animal abuse, and temporarily provides shelter to neglected livestock and injured wildlife. Field animal control service is budgeted to provide service to Redlands citizens five days a week. The animal shelter is open Tuesday through Saturday for adoptions and animal turn-ins.

Program Objectives:

- Provide excellent customer service to the community by demonstrating trustworthiness, respect and care at all times
- Improve efficiency through increased information in the field by moving towards paperless systems
- Promote the adoption of cats and dogs housed in the shelter
- Increase the number of animals treated in the spay and neuter program
- Increase volunteer opportunities at the shelter and in special events
- Promote community partnerships to enhance animal welfare
- Educate the community by providing them information about living with wildlife, keeping pets up-to-date with vaccines and licenses as well as general education

Significant Program Changes:

- The full-time animal control supervisor position has been filled. The new supervisor has restructured the shelter and has provided additional knowledge which benefits the animal control staff and community.
- A full-time customer service representative has been hired. With this position being filled, it alleviates officers from handling clerical duties and allows them to focus on their job duties and/or other ways to benefit the shelter.
- An additional full-time animal control officer position has been flown, due to an animal control officer being off of work since July 2018 on a job related injury. Animal control staff and the community have been affected by the absent officer.

Accomplishments for Fiscal Year 2018-2019:

- Our shelter has partnered with other San Bernardino County shelters to provide free or low cost services (vaccines, microchips, spay/neuter) for the community.
- The shelter has been hosting events both in-house and off-site which has increased adoptions.
- The shelter has also scheduled six (6) reduce price adoption events a year. Donations have been used to cover the offset cost.
- The shelter has decreased its euthanasia by adopting the Trap and Release program, partnering with the ASPCA, and more effectively screening potential intakes.
- Generous food donations from San Bernardino County Food Pantry and Amazon have been received.

Goals for Fiscal Year 2019-2020:

- Contracting with additional cities
- Building a dog isolation area
- Remodeling and updating the dog kennel and cattery

**DEPARTMENT/DIVISION
ANIMAL CONTROL**

FUND				ORGKEY
GENERAL FUND				101203
	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SALARIES AND BENEFITS				
4000 Full Time Salaries	132,848	180,844	200,036	274,917
4005 Salaries: Part Time	14,418	15,330	11,894	15,790
4010 Overtime Salaries	7,557	9,000	15,926	17,478
4015 Banked Leave Buy Back	28,659	2,205	9,932	5,397
4050 Pension Contributions	29,066	43,427	46,995	72,353
4051 Fica/Medicare	14,148	16,457	18,121	24,692
4053 Deferred Compensation	1,353	3,440	4,840	5,160
4055 Health/Dental Insurance	40,376	52,037	64,917	80,953
4056 Worker's Comp Insurance	8,276	9,353	9,353	9,302
4057 Disability Insurance	1,510	1,998	2,208	3,070
4058 Unemployment Insurance	326	609	1,466	1,032
4059 Life Insurance	190	252	300	378
4081 Eyecare Reimbursement	225	900	450	1,350
4082 Clothing Allowance	3,525	5,575	4,725	7,750
4085 Other Taxable Benefits	-	1,560	585	3,120
TOTAL SALARIES AND BENEFITS	282,478	342,987	391,748	522,742
SERVICES				
5153 Veterinary Services	96,993	55,150	136,500	136,500
5360 Machinery & Equip Maint		1,000	1,000	1,000
5395 Info Technology Service Chgs	4,630	4,700	4,700	4,811
5396 City Garage Charges	18,981	17,463	11,733	17,576
5570 Office Equip & Furn Rent	2,244	2,431	2,155	2,431
5800 Subscriptions & Memberships	100	100	100	100
5880 Special Contractual Services	17,250	17,400	17,700	17,400
5950 Bad Debt Expense	209	500	1,225	1,500
TOTAL SERVICES	140,407	98,744	175,113	181,318
SUPPLIES				
6120 Chemical & Lab Supplies	1,382	3,000	3,000	3,200
6140 Office Supplies		500	500	500
6160 Medical Supplies	21,904	28,750	29,514	31,500
6170 Weapons & Ammunitions	2,325	550	550	600
6180 Turnouts/Uniform/Sfty Clothing	489	625	625	675
6510 Small Tools & Equipment	-	300	300	300
6560 Food	2,201	16,500	11,500	13,000
6590 Special Departmental Supplies	14,770	7,500	12,500	8,000
6640 Non-Capital Expenditures	-	-	4,500	-
TOTAL SUPPLIES	43,071	57,725	62,989	57,775
 DIVISION TOTAL	 465,956	 499,456	 629,850	 761,835

Police Community Services Bureau

Program Description:

The Community Services Bureau works closely with residents and business owners to prevent crime, solve problems, and enhance the quality of life of Redlands' residents. The Community Services Bureau is comprised of several sub-units, namely:

- **Traffic and Special Events:** One sergeant and two traffic officers are assigned to the Traffic and Special Events Unit. The sergeant is responsible for coordinating the efforts of the parking control officers enforce parking standards throughout the city. The sergeant also manages all the OTS (Office of Traffic Safety) grants which encompass sobriety checkpoints, Click It or Ticket operations, and additional traffic enforcement and DUI saturation patrols during special events and holidays. In addition to traffic duties, the sergeant, traffic officers, and the parking control officers organize traffic flow for all the special events in town such as the Christmas Parade, Redlands Bicycle Classic, Run Through Redlands, Lincoln Pilgrimage Parade, high school graduation ceremonies, several triathlon/5-10 K runs and approximately thirty additional special events that are held on weekends that require traffic control. The police sergeant also supervises two community policing officers who are assigned to parking control and all Citizen Volunteers.
- **Community Policing Unit:** Two officers and one volunteer community outreach coordinator are assigned to the Community Policing Unit. These officers are committed to addressing issues such as homelessness, ongoing crime problems, and working with community members and local businesses. These officers work closely with both the Redlands Unified School District and the faith-based community. Both officers participate in youth programs, deploy the mobile book plane, and assist in special events.
- **Citizen Volunteers:** The Department also has a Citizen Volunteer Unit consisting of hardworking men and women who have chosen to give back to their community. After a person successfully completes the application process to join the CV program, they complete a preparation academy. This intensive training gives them an understanding of the various components of the department and the expectations of the community. After their initial training, the CVs patrol the city in specially marked patrol units and serve as the "eyes and ears" of the department. They provide lookout for illegal activities, carry a police radio, and are in constant contact with Dispatch and the officers on duty.

Program Objectives:

- Support the department's community policing and problem solving efforts through active participation and input on issues
- Conduct proactive patrols and take the appropriate enforcement action
- Reduce the amount of traffic collisions by enforcing traffic violations
- Reduce the amount of traffic collisions caused by DUI drivers by conducting DUI checkpoints
- Maintain a strong, viable volunteer program that assists department members in their efforts to provide a safe and sustainable community

Accomplishments for Fiscal Year 2018-2019:

- The Crime Prevention and Education Unit, staffed with one Community Service Officer, provided 15 presentations to the community and 14 presentations to schools, attended 16 community events, assisted at 10 traffic events, and conducted 22 child safety seat inspections. The Every 15 Minutes program was presented at Citrus Valley High School in an attempt to reduce underage drinking and driving.
- Members of the Citizen Volunteer Unit donated 19,489 hours in 2018. These volunteers are a vital part of the department's strategy to meet the needs of the community.

- The Community Policing Unit continues to foster positive police-community relationships by participating in Shop With a Cop, the Redlands Northside Christmas Parade, the Christmas Block Party, a Youth Community Leadership Conference series, several bicycle safety fairs, Tailgate With A Cop, Back 2 School Jam, Midnight Hoops, Cops N Kids softball game, Redlands Emergency Services Academy, Unity In the Community activities, and Cops N Clergy events.
- Officers continue to address problems associated with homelessness by taking a proactive and holistic approach to solving the problem. Officers have worked with several agencies to clean up homeless camps that have been an eyesore for the city. In addition, they have helped some homeless obtain housing and assisted several homeless with family reunification. Recently, we have added a volunteer Community Outreach Coordinator to the unit who has taken on all of the resource and outreach efforts with the homeless, allowing the officers to be more proactive on ensuring compliance with laws.

**DEPARTMENT/DIVISION
COMMUNITY SERVICES**

FUND				ORGKEY
GENERAL FUND				101204
	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SALARIES AND BENEFITS				
4000 Full Time Salaries	-	1,045,732	915,248	1,081,069
4010 Overtime Salaries	-	133,405	99,669	106,397
4011 Overtime: Reimbursable	-	152,300	50,478	52,030
4012 Stand By	-	10,000	-	-
4014 Homicide OT	-	5,000	7,824	8,606
4015 Banked Leave Buy Back	-	128,444	154,143	175,575
4035 Overtime: Court/Other	-	15,000	3,500	3,850
4050 Pension Contributions	-	521,007	496,050	643,921
4051 Fica/Medicare	-	45,593	32,291	29,895
4053 Deferred Compensation	-	9,377	9,377	6,276
4055 Health/Dental Insurance	-	177,569	141,509	181,108
4056 Worker's Comp Insurance	-	18,705	18,705	18,603
4057 Disability Insurance	-	3,554	1,812	1,295
4058 Unemployment Insurance	-	2,772	1,608	1,174
4059 Life Insurance	-	819	558	630
4081 Eyecare Reimbursement	-	1,350	450	450
4082 Clothing Allowance	-	27,900	11,400	27,500
4085 Other Taxable Benefits	-	17,940	9,483	12,180
TOTAL SALARIES AND BENEFITS	-	2,316,467	1,954,105	2,350,560
SERVICES				
5270 Printing & Binding	-	5,000	-	-
5360 Machinery & Equip Maint	-	1,000	1,000	-
5395 Info Technology Services Charges	-	-	-	87,650
5880 Special Contractual Services	-	185,000	185,000	188,600
TOTAL SERVICES	-	191,000	186,000	276,250
SUPPLIES				
6120 Chemical & Lab Supplies	-	3,000	-	-
6520 Promotional Supplies	-	-	5,000	5,000
TOTAL SUPPLIES	-	3,000	5,000	5,000
FIXED ASSETS				
7140 All Other Equipment	-	-	19,500	-
TOTAL FIXED ASSETS	-	-	19,500	-
DIVISION TOTAL	-	2,510,467	2,164,605	2,631,810

Police Special Services Bureau

Program Description:

The Redlands Police Department's Investigations Unit is responsible for conducting criminal investigations and unresolved field investigations. Following up on the initial efforts of patrol and community service officers, the Investigations Unit's mission is to identify and apprehend those accountable for the commission of various crimes, such as homicides, sexual assaults, robberies, burglaries, thefts, aggravated assaults, and the recovery of stolen property. The Investigations Unit is also responsible for protecting the innocent and wrongfully accused. Criminal investigations include gathering information, interviewing parties, and collecting evidence. The arrests of offenders and recovery of stolen property is accomplished through the evaluation of crime trends and patterns, the identification and location of past and probable offenders, and the utilization of modern police technology and forensic sciences. By developing and maintaining active relationships between the Redlands Police Department and other law enforcement agencies, social service organizations, local citizen groups, and the district attorney, the investigators successfully bring criminal cases to prosecution and conviction.

The Investigations Unit is comprised of the following:

- *Violent Crimes*: This sub-unit has primary responsibility for homicides, rapes, assaults, robberies, and other acts of violence against adults
- *Special Victim*: This sub-unit has primary responsibility for crimes against children, senior citizens, and crimes committed by juveniles
- *Property Crime*: This sub-unit is responsible for burglaries, fraud, identity theft, vehicle theft and other theft-related crimes
- *Crime Analysis*: This sub-unit has primary responsibility for analyzing crime trends, series, and patterns to increase the department's ability to investigate and apprehend criminals, as well as control crime
- *Forensics Unit*: This sub-unit works closely with the Investigations Unit, other members of the Special Services Bureau, and the Patrol Services Bureau handling various types of calls including sex crimes, homicides, traffic investigations, and property crimes.
- *Property and Evidence*: This sub-unit provides assistance by properly retaining and maintaining all property and evidence. The Unit is also responsible for the transportation of items of evidence for additional processing to the San Bernardino County Sheriff's Crime Lab.

Program Objectives:

- Investigate crimes to disposition, including arrest, prosecution, and conviction
- Develop and implement strategies to address crime trends, patterns, and series
- Train and educate patrol officers in specialized criminal investigations and procedures

Significant Program Changes:

The Redlands Police Department assigned a detective to the San Bernardino County Human Trafficking Task Force.

Accomplishments for Fiscal Year 2018-2019:

- Detectives investigated a homicide that occurred in Sylvan Park. Detectives determined a female suspect lured the victim to the park with the intention of robbing him with the assistance of two additional male suspects. Once the victim was lured to the park, one of the male suspects, who was lying in wait, shot the victim several times and then robbed him of his wallet. The female suspect then drove the victim and the victim's vehicle to the Redlands Community Hospital. The female suspect fled from the hospital and was picked up by the two male suspects. Detectives worked diligently to identify and apprehend all three suspects.

- Detectives investigated a homicide that occurred in the 1600 block of Barton Road. The suspect was enraged that his ex-girlfriend, and mother of his child, had a new boyfriend. The suspect arrived at the location to speak to his ex-girlfriend (victim) and was confronted by the new boyfriend. After a brief physical altercation between the suspect and new boyfriend, the suspect retrieved a handgun from his vehicle and proceeded to shoot out a sliding glass door to gain access into the apartment. Once inside the apartment, he found his ex-girlfriend hiding in the closet and fatally shot her at close range. The suspect then fled the scene. Detectives pursued the suspect for several days and eventually located him in Mira Loma. The suspect was found deceased with a self-inflicted gunshot wound.
- Detectives investigated a homicide that occurred in the 300 block of W. Colton Ave. Detectives determined a male suspect had stabbed the victim and had fled with a female. MET officers arrived in the area and stopped a third subject on a bicycle who was found to be involved. It was determined the victim was stabbed over a dispute over a bicycle. The suspect fled with his girlfriend to a nearby house where they changed clothing, washed off the bloody knife and solicited the third male to flee with the stolen bicycle. The victim ran across the street and collapsed in the Goodwill parking lot. The victim was later transported to the hospital where he succumbed to his injuries. Detectives authored search warrants for where the suspects fled to. They later recovered multiple pieces of evidence. All three suspects were interviewed and several admonitions were obtained. The District Attorney's Office has filed a murder charge on the primary suspect and the Investigations Unit is awaiting a preliminary hearing. This case was a great collaborative effort with Patrol handling the initial response, MET assisting with perimeter, and Detectives conducting in field lineups, search warrants, and interrogations.
- Detectives investigated a homicide that was not reported to the police department for six days after the initial assault. Detectives learned the victim was assaulted behind Smart and Final and was transported to the hospital with a fractured skull. With no suspect information, detectives worked diligently to locate the crime scene, secure potential evidence, identify and locate potential witnesses, and procure surveillance video images from dozens of businesses in and around the area of the assault. The victim was later taken off life support and succumbed to his injuries. Detectives wrote a search warrant for the victim's phone where they learned of his recent contacts. Through those contacts detectives identified a person of interest. Through the tedious efforts of watching over one hundred hours of video, detectives were able to follow the victim and suspect for several hours both before and after the assault. Detectives learned the victim was robbed of his belongings and additionally learned where some of his belongings were taken after the assault. Through collaboration with allied and state agencies, detectives learned the exact locations the suspect fled to after the assault. Those locations lined up exactly with the video surveillance already obtained by detectives. The District Attorney's office filed a murder charge against the suspect. Detectives, with assistance from SET, conducted several days' worth of surveillance for the suspect in the Redlands, San Bernardino and Colton areas. The team additionally searched areas of the Santa Ana river wash where he had been seen recently. The team created a relationship with an uninvolved party who intercepted a letter from our suspect indicating he was in Bakersfield. The team responded to Bakersfield where surveillance was conducted by SET. Detectives obtained a search warrant for the suspect's father's residence, and it was executed. Detectives and SET took the suspect into custody without incident. Detectives have already had a preliminary hearing for the case, and the suspect was held to answer for murder charges.
- Detectives investigated a homicide that occurred in the 1200 block of Alta Street. Detectives determined the victim was stabbed once in the chest during an altercation that occurred near the corner of Orange Street and Lugonia Avenue. The victim ran from the scene after being stabbed and collapsed in the 1200 block of Alta Street where his body was discovered several hours later. As the result of a thorough and meticulous investigation, detectives were able to identify and arrest the suspect. The suspect confessed to the crime and is being held on a one million dollar bail awaiting trial.
- Detectives investigated a take-over robbery that occurred at Kay Jewelers in the Mountain Grove shopping complex. In the middle of a Sunday afternoon, two males entered Kay's and ordered employees on the ground at gun-point. Two employees were taken into the back room and ordered to open the safe and hand over cash and jewelry. The two suspects were inside of the store for nearly three

minutes and fled with over \$100,000 dollars' worth of cash and jewelry. Detectives learned a similar robbery had occurred earlier in the day in Moreno Valley and obtained possible vehicle information from that crime. Detectives wrote multiple search warrants for this case and ultimately identified both suspects involved. Ramey warrants were obtained for both suspects. The first suspect was located and arrested in Los Angeles. Detectives obtained a confession from the first suspect and recovered some of the stolen jewelry. After several days of surveillance in the Lancaster/Palmdale area, detectives coordinated with LASO to contact the second suspect after posing as a potential buyer of the car he was selling. The second suspect was taken into custody safely and a confession was obtained. Detectives' located additional stolen jewelry at a Palmdale jewelry store and coordinated with Kay's to get it back to the store. Detectives recovered over \$20,000 dollars' worth of jewelry related to this case.

- Detectives investigated allegations of a Redlands High School teacher having a sexual relationship with two high school students. During the investigation, detectives discovered the teacher had been having sexual intercourse with two of his students between 2016 and 2017. Detectives obtained an arrest warrant for the teacher and arrested him in the City of Ontario without incident. During an interview with detectives following his arrest, the teacher confessed to all of the allegations.

Program Description:

The Redlands Police Department's Special Operations Unit was created to lead the department's proactive efforts to intervene in street level felonious crime through prevention, intervention, and suppression of criminal activity. The Special Operations Unit is comprised of the following:

- *Multiple Enforcement Team (MET):* A proactive group of officers whose responsibilities include monitoring and suppressing gang activity, addressing emerging crime patterns and series, and conducting investigations on gang-related crimes. MET suppresses gang activities and crime patterns through street contact, intelligence gathering, and selective enforcement. MET works closely with the probation and parole departments and participates in countywide gang suppression activities. MET attends parole check-ins in order to keep abreast of current parolees in Redlands. MET also handles all criminal extraditions for the police department. This requires team members to travel to different jurisdictions or states to retrieve wanted suspects who have been apprehended for crimes committed in Redlands. The team relies heavily on crime data and analysis to perform their mission. In addition, the responsibility of investigating auto thefts falls under MET.
- *Post Release Community Supervision (PRCS) Liaison:* The Redlands Police Department has partnered with the San Bernardino County Probation Department in an effort to better supervise and rehabilitate people who are released into the community from state prison and county jail, pursuant to Assembly Bill 109. The San Bernardino County Probation Department has assigned one probation officer, on a full-time basis, to work with the Redlands Police Department Multiple Enforcement Team. The team has continued the PREPARE program (Probation & Redlands Empowering Program Assisting with Re-entry Efforts). The team interacts with the PRCS probationers released to the Redlands area on a daily basis and is responsible for monitoring the compliance of their terms of probation. The team takes enforcement action when appropriate. Through the collaborative efforts of the Redlands Police Department, the San Bernardino County Probation Department, and community volunteers, the team also offers a wide variety of resources to assist the PRCS probationers with their re-entry into society. This is a collateral duty of the Multiple Enforcement Team.
- *Special Enforcement Team (SET):* This unit addresses the persistent issues surrounding the sales, distribution, and use of illegal drugs. In addition, SET is responsible for the fugitive apprehension of suspects who have committed serious crimes in the city of Redlands. An officer assigned to SET utilizes a narcotics detection canine to assist in both local and regional narcotics investigations. The narcotics unit also has two officers assigned to IRNET, the Inland Regional Narcotics Enforcement Team. IRNET is responsible for major narcotics investigations throughout the Inland Empire and beyond.

- *Special Weapons and Tactics Team:* The department's Special Weapons and Tactics (SWAT) team performs high-risk operations that fall outside the abilities of regular officers. SWAT duties include serving high-risk search warrants and dealing with barricaded suspects and heavily-armed criminals.
- *Crisis Negotiation Team:* The RPD Crisis Negotiation Team responds to incidents that involve barricaded subjects, with or without hostages, and suicidal subjects. Using highly skilled and trained negotiators, the team strives to resolve incidents as peacefully as possible, thereby reducing the risk of injury or loss of life.

Program Objectives:

- Use proactive efforts through prevention, intervention, and suppression to address criminal activity, crime trends, and criminal offenders
- Continued participation in local and regional drug task forces which enhance the effectiveness of efforts to lower illegal narcotic sales, use, and production in the Inland Empire area
- Continue collaborative efforts to supervise and rehabilitate probationers released into our community on Post Release Community Supervision (PRCS)
- Train and educate patrol officers in specialized criminal investigations and procedures

Significant Program Changes:

The Redlands Police Department implemented a Drone (SUAS) program.

Accomplishments for Fiscal Year 2018-2019:

- MET officers conducted a proactive occupied vehicle check and contacted two suspected gang members. While patting down one of the subjects, officers located a loaded .9mm Smith and Wesson semi-auto handgun in his pocket. The two subjects later admitted to being gang members, one from Redlands and the other from Banning. The subjects were arrested for narcotics sales, possession of a loaded firearm, and outstanding arrest warrants.
- MET officers conducted a follow up investigation reference a commercial burglary which occurred in Redlands. The theft involved thousands of dollars in commercial landscaping equipment. The investigation led them to a residence in the City of Rialto. While at the location, officers discovered the majority of the property hidden inside a shed at the location. The property was returned to the victim and the suspect was arrested.
- MET, in collaboration with the San Bernardino County Probation Department, coordinated a probation compliance sweep in the City of Redlands. There were approximately 140 targets ranging from low to high level supervision. The probation sweep resulted in a total of 19 arrests, which included a seizure of two pounds of methamphetamine and a ¼ ounce seizure of heroin. A sex registrant was also found to be in possession of child pornography.
- MET officers conducted a traffic stop at Central Avenue at Grove Street. Four subjects were contacted inside the vehicle. During a search of the vehicle, officers located a loaded .25 caliber handgun and a bottle of numerous hydrocodone pills. One occupant admitted to possession of the illegal items and was arrested for weapons and drug related charges.
- MET officers conducted an investigation at the Super 8 Motel in Redlands. Three subjects were contacted. A search of the room netted 86 grams of methamphetamine, a digital scale, and a large amount of cash. The occupants were arrested for a variety of drug related charges including narcotics sales.

- MET officers contacted a pedestrian in the 800 block of Dearborn. The contact led officers to follow-up at a nearby residence, where several other subjects were contacted. At the residence, officers located a digital scale, 138 grams of methamphetamine packaged for sales, and a large amount of cash. Officers also located 23 grams of China White heroin. Multiple narcotic related arrests were made including narcotics sales.
- MET officers conducted a Chop Shop investigation. After conducting a traffic stop, the driver was found to be in possession of heroin. During the investigation, a frame to a Harley Davidson motorcycle was found in the bed of subject's pick-up truck. The frame was found to be from a stolen motorcycle from our city. MET officers conducted a probation compliance check at the subject's residence. In the garage, they located three additional stripped motorcycles.
- SET was assigned to apprehend a suspect wanted for burglary, assault with a deadly weapon on a police officer, and felony evading. The team developed information that a suspects was hiding out at an apartment in Barstow. SET officers conducted surveillance on the location, saw the subject exit the apartment, and took him into custody without incident.
- SET developed information that a subject wanted for a burglary and an assault with a deadly weapon that occurred in 2017 was staying at an apartment complex in Riverside. SET officers conducted surveillance on the location and located the suspect. He was taken into custody without incident.
- SET received information that a parolee was selling methamphetamine in Redlands. The team located the suspect and two other subjects in a vehicle in Redlands. MET and patrol officers stopped the vehicle. During a search of the vehicle, officers located one quarter pound of methamphetamine, a digital scale, \$410 in cash, and weapons.
- SET had an ongoing investigation into a parolee selling heroin and methamphetamine in Redlands. Officers surveilled the suspect and conducted a traffic stop on his vehicle in Highland. During a search of the vehicle, officers located 13.7 grams of heroin, 9.4 grams of methamphetamine, 1.63 grams of cocaine and \$521. The suspect was arrested for transportation of narcotics for sales and a parole hold.
- SET received information that a male subject was selling methamphetamine from a black sedan at a location in Redlands. The team responded to the area and set up surveillance on a vehicle matching the description. Patrol officers attempted a traffic stop on the vehicle. After a short pursuit, the driver was taken into custody. During the pursuit the suspect threw several bags of methamphetamine and a semi-automatic pistol out the window of the vehicle. The methamphetamine and the pistol were recovered. The suspect was arrested for possession of a dangerous drug while armed, transportation of narcotics for sales, felon in possession of a firearm, and evading.
- The Special Enforcement Team developed leads as to the whereabouts of two suspects who were wanted for burglarizing Sprint (2068 W. Redlands Blvd.). The team conducted surveillance at several locations in the City of San Bernardino. The team ultimately located the suspects and arrested them for burglary.
- SET developed information that a sex offender and fugitive wanted in the state of Colorado was hiding out in the Redlands/Yucaipa area and working at a business in Riverside. The team responded to the location in Riverside and conducted surveillance. Officers followed the suspect when he left the business in a vehicle and arrested him in the city of San Bernardino.
- In July 2017, Patrol officers responded to Loma Linda University Medical Center to contact the victim in a domestic violence incident that occurred on the 10 freeway near California Street. Patrol officers identified the suspect as a resident of Hesperia but were unable to locate him. Detectives later responded to the suspect's last known address in the city of Hesperia but were unable to locate him there as well. The District Attorney's Office filed charges of kidnapping, robbery, domestic violence and criminal threats against the suspect. In March 2018, SET took over the case and developed

information that the suspect was hiding out in the city of Lynwood. The team conducted surveillance at the location on multiple occasions. In May, officers arrested the suspect as he was leaving the residence.

- In May, Patrol officers responded to the Shell Gas Station at 1600 Industrial Park Avenue for an assault with a deadly weapon and grand theft investigation in which the suspect intentionally struck the victim with his vehicle. The detective bureau was able to identify the suspect as a resident of San Bernardino. SET was assigned to locate and apprehend the suspect. They located the suspect in San Bernardino driving the SUV used in the original crime and arrested him.
- SET and IRNET developed information that a subject was in possession of a large amount of methamphetamine at a residence in the 1500 block of Campus Avenue in Redlands. Officers from SET, IRNET, and MET executed a search warrant at the location and located over 63 pounds of methamphetamine and \$8,000 cash.
- IRNET conducted a narcotics investigation at a residence in the city of Downey. During the search, they located 16 pounds of heroin, 9 pounds of methamphetamine and 40 firearms (including numerous fully auto AR-15s and AR parts), three stolen AR-15s, a stolen pistol, and \$50,000. The suspect disclaimed the money which was seized by investigators.
- IRNET served a search warrant in the city of Pomona. During the search, investigators located approximately \$40,000 in proceeds from illicit narcotics sales, an un-serialized AR-15 rifle, several high capacity magazines and ammunition, 6 kilograms of pure fentanyl, and one kilogram of tramadol, a fentanyl analogue.
- IRNET conducted a narcotics investigation in La Puente. During a search of the residence, officers located 40 pounds of heroin and 7 kilograms of fentanyl.
- IRNET conducted a narcotic investigation in Baldwin Park that resulted in the seizure of \$300,000 cash and the arrest of two suspects.
- In April, IRNET conducted a narcotics investigation at a residence in the city of Ontario. Officers contacted the suspect and located 15 pounds of suspected fentanyl during a search of the residence. The suspect was booked for possession of narcotics for sale.
- In April IRNET served a narcotics search warrant in the city of Ontario. During the search, officers recovered 10 pounds of methamphetamine, two kilograms of cocaine, one pound of heroin, a clandestine lab with over 20 pounds liquid methamphetamine, three AR-15 rifles, a handgun, and over \$35,000.
- In May, IRNET conducted a narcotics investigation at a location in the city of Moreno Valley. During surveillance, officers observed the suspects arrive and take possession of eight (8) pounds of heroin. The team followed the vehicle away and conducted a traffic stop just east of Banning on the I-10 freeway. Three adult occupants and a three-week-old infant were contacted in the car. All suspects denied knowing heroin was in the vehicle. All three adults were arrested for transportation of heroin. Child Protective Services took custody of the child.
- In June, IRNET conducted a narcotics investigation in the city of Rancho Cucamonga that led them to a residence in the city of Carson. The team served a search warrant at the location and recovered over 55 kilograms of cocaine and seized over \$950,000. Four suspects were arrested and booked into Los Angeles County Jail.

**DEPARTMENT/DIVISION
SPECIAL SERVICES**

FUND				ORGKEY
GENERAL FUND				101205
	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SALARIES AND BENEFITS				
4000 Full Time Salaries	-	2,823,620	2,792,567	3,114,380
4002 Labor Code Section 4850	-	-	84,531	-
4010 Overtime Salaries	-	279,105	219,366	232,653
4011 Overtime: Reimbursable	-	14,450	95,392	102,654
4012 Stand By	-	-	1,000	1,000
4014 Homicide OT	-	14,965	68,012	74,813
4015 Banked Leave Buy Back	-	356,224	331,667	343,570
4035 Overtime: Court/Other	-	36,000	14,118	15,530
4050 Pension Contributions	-	1,655,440	1,664,909	1,902,785
4051 Fica/Medicare	-	60,714	69,089	79,541
4053 Deferred Compensation	-	6,307	6,307	8,393
4055 Health/Dental Insurance	-	444,562	413,881	468,567
4056 Worker's Comp Insurance	-	51,958	51,958	51,675
4057 Disability Insurance	-	822	2,338	2,685
4058 Unemployment Insurance	-	1,825	3,410	3,099
4059 Life Insurance	-	1,575	1,549	1,764
4081 Eyecare Reimbursement	-	225	450	900
4082 Clothing Allowance	-	75,625	38,600	80,725
4085 Other Taxable Benefits	-	43,740	42,954	44,520
4086 Tuitiion Reimbursement	-	-	-	-
TOTAL SALARIES AND BENEFITS	-	5,867,157	5,902,098	6,529,254
SERVICES				
5040 Undercover Investigations	-	20,000	5,000	15,000
5395 Info Technology Services Charges	-	-	-	240,506
5880 Special Contractual Services	-	2,500	2,850	3,000
TOTAL SERVICES	-	22,500	7,850	258,506
SUPPLIES				
6120 Chemical & Lab Supplies	-	-	3,000	3,000
TOTAL SUPPLIES	-	-	3,000	3,000
DIVISION TOTAL	-	5,889,657	5,912,948	6,790,760
DEPARTMENT TOTAL	25,964,697	28,340,014	28,713,714	30,550,549

Police Asset Forfeiture and Grants

Program Description:

The Redlands Police Department receives a share of the value of all assets seized during drug related arrests. Expenditures of these funds are intended to supplement, not supplant, police department needs, including personnel, equipment and vehicles. All expenditures follow guidelines as cited in the U.S. Department of Justice "Guide to Equitable Sharing of Federally Forfeited Property for State and Local Law Enforcement Agencies."

The Redlands Police Department actively seeks a variety of grants to supplement operations.

Program Objectives:

Asset forfeiture supplements a variety of community drug and violence resistance programs.

The Redlands Police Department actively seeks grants to supplement operations. Grants awarded and/or funded through the 2018-2019 fiscal year include:

- The State Homeland Security Grant Program (HSGP) is designed to secure and provide the nation with the capabilities required across the whole community to prevent, protect against, mitigate, response to, and recover from threats, hazards and acts of terrorism and other catastrophic events that pose a great risk to the United States. The HSGP is one tool among a comprehensive set of federal measures administered by Cal OES to help strengthen the state against risks associated with potential terrorist attacks. The Redlands Police Department funding for this period includes the purchase of a sUAS (drone) and an Automated License Plate Recognition (ALPR) camera.
- Justice Assistance Grant (JAG) provides funding to underwrite projects to reduce crime and improve public safety. Current funding includes the purchase of one (1) PTZ surveillance camera for the department's Mobile Command Unit and a handheld radar detection device to enable emergency personnel to detect movement inside of a structure during any emergency situation or tactical operation as well as the purchase of a Nomad 360 scene light and evaluation tracking software.
- Office of Traffic Safety Selective Traffic Enforcement Grant that focuses on traffic safety issues and enforcement that funds overtime for DUI and driver's license checkpoints; DUI saturation patrols; special enforcement operations and court stings. The OTS grant also provides for traffic enforcement related training.
- Supplemental Law Enforcement Services Fund (SLESF) supplements part-time camera surveillance monitoring personnel and the purchase of two detective vehicles.

Significant Program Changes:

None.

**DEPARTMENT/DIVISION
ASSET FORFEITURE**

FUND				ORGKEY
ASSET FORFEITURE FUND				246200
	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SALARIES AND BENEFITS				
4010 Overtime Salaries	35,130	35,000	-	35,000
4051 Fica/Medicare	68	2,170	-	508
TOTAL SALARIES AND BENEFITS	35,198	37,170	-	35,508
SERVICES				
5040 Undercover Investigations	-	10,000	-	10,000
5255 Travel Expense/Reimbursement	250	-	-	-
5275 Postage	-	-	1,500	-
5280 Advertising	-	150	150	150
5285 Community Grant Award	5,500	6,200	7,000	4,500
5303 Telephone	2,350	2,400	1,116	-
5310 Electricity & Gas	3,970	7,500	7,500	-
5510 Land and Building Rent	21,600	18,000	16,200	-
5760 Special Program Expenditures	3,646	-	-	-
5880 Special Contractual Services	-	6,200	10,800	5,400
5990 Reimbursed Expenditures	34,327	-	6,750	-
TOTAL SERVICES	71,644	50,450	51,016	20,050
SUPPLIES				
6170 Weapons & Ammunitions	11,098	15,000	15,000	15,000
6180 Turnouts/Uniform/Sfty Clothing	4,079	-	-	-
6190 Photo & Copying Supplies	3,918	-	-	-
6500 Office Equipment & Furniture	-	-	9,754	-
6560 Food	17	-	-	-
6590 Special Departmental Supplies	25,040	95,443	105,162	75,000
6640 Non-Capital Expenditures	2,711	-	7,050	-
TOTAL SUPPLIES	46,862	110,443	136,966	90,000
FIXED ASSETS				
7100 Motor Vehicles	337,026	60,347	132,016	35,000
7140 All Other Equipment	-	-	-	15,000
TOTAL FIXED ASSETS	337,026	60,347	132,016	50,000
FUND TOTAL	490,730	258,410	319,998	195,558

**DEPARTMENT/DIVISION
ASSET FORFEITURE**

JOB LEDGER BUDGET

FUND		ORGKEY	
ASSET FORFEITURE FUND		246200	
JOB LEDGER NO.	PROJECT/PROGRAM DESCRIPTION	FY 2018-19 12 MONTH ESTIMATE	FY 2019-20 COUNCIL ADOPTED
25013	Drug Confiscation - State	1,704	10,150
25014	Drug Confiscation - Federal	279,646	145,908
25015	Drug Confiscation - Fed Treas	31,648	35,000
25016	15% Drug/Gang Prevention	7,000	4,500
TOTALS		319,998	195,558

**DEPARTMENT/DIVISION
POLICE GRANTS**

FUND				ORGKEY
POLICE GRANT FUND				247200
	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SALARIES AND BENEFITS				
4000 Full Time Salaries	(2)	-	-	-
4005 Salaries: Part Time	3,337	-	-	-
4010 Overtime Salaries	-	28,000	56,000	-
4011 Overtime: Reimbursable	57,984	224,723	126,276	37,500
4050 Pension Contributions	1,765	-	-	-
4051 Fica/Medicare	335	-	-	-
4055 Health/Dental Insurance	1,083	-	-	-
4057 Disability Insurance	(3)	-	-	-
4059 Life Insurance	3	-	-	-
4085 Other Taxable Benefits	50	-	-	-
TOTAL SALARIES AND BENEFITS	64,552	252,723	182,276	37,500
SERVICES				
5103 Software Support & Development	7,500	11,538	-	11,538
5104 Hardware Maint/Replace	8,417	2,399	2,283	-
5255 Travel Expense/Reimbursement	2,721	5,701	4,050	-
5303 Telephone	485	350	292	-
5320 Janitorial Services	936	-	527	-
5360 Machinery & Equip Maint	4,077	-	-	-
5410 Property Insurance	-	-	4,375	-
5880 Special Contractual Services	11,249	41,165	7,879	10,800
5990 Reimbursed Expenditures	(34,327)	-	-	-
TOTAL SERVICES	1,059	61,153	19,406	22,338
SUPPLIES				
6180 Turnouts/Uniform/Sfty Clothing	3,872	18,852	17,197	-
6510 Small Tools & Equipment	-	2,288	-	2,288
6560 Food	214	500	286	624
6590 Special Departmental Supplies	14,878	6,258	587	4,825
TOTAL SUPPLIES	18,964	27,898	18,070	7,737
FIXED ASSETS				
7140 All Other Equipment	-	37,790	28,302	9,488
TOTAL FIXED ASSETS	-	37,790	28,302	9,488
FUND TOTAL	84,576	379,565	248,054	77,063

**DEPARTMENT/DIVISION
POLICE GRANTS**

JOB LEDGER BUDGET

FUND
POLICE GRANTS FUND

ORGKEY
247200

JOB LEDGER NO.	PROJECT/PROGRAM DESCRIPTION	FY 2018-19 12 MONTH ESTIMATE	FY 2019-20 COUNCIL ADOPTED
25083	Air Support Unit	5,522	-
25132	BSCC	8,063	11,800
25150	2016-17 OTS STEP Grant	18,186	-
25152	Homeland Security Grant FY 2016	2,284	-
25157	JAG 2017	-	13,937
25158	2017-18 OTS STEP Grant	112,500	37,500
25159	Homeland Security Grant FY 2017	17,197	-
25160	UASI 2017	28,302	-
25161	San Manuel Grant - RESA	56,000	-
25162	JAG 2018	-	13,826
TOTALS		248,054	77,063

DEPARTMENT/DIVISION
SUPPLEMENTAL LAW ENFORCEMENT

FUND				ORGKEY
SUPPLEMENTAL LAW ENFORCEMENT FUND				249200
	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SALARIES AND BENEFITS				
4000 Full Time Salaries	(170)	-	-	-
4005 Salaries: Part Time	85,821	105,180	83,758	120,370
4051 Fica/Medicare	6,577	8,046	6,407	9,208
4056 Worker's Comp Insurance	6,260	-	-	-
4058 Unemployment Insurance	364	312	1,010	1,444
TOTAL SALARIES AND BENEFITS	98,853	113,538	91,175	131,022
SERVICES				
5190 Other Professional Services	-	11,000	9,945	-
TOTAL SERVICES	-	11,000	9,945	-
FIXED ASSETS				
7100 Motor Vehicles	-	48,814	57,711	60,000
TOTAL FIXED ASSETS	-	48,814	57,711	60,000
FUND TOTAL	98,853	173,352	158,831	191,022

Fire

Mission Statement:

The vision of the Redlands Fire Department is to be a progressive organization that leads the community in public safety. The service we provide will be of the highest quality and recognized as “The Redlands Way.”

Our mission is to provide a safe, professional, and courteous team that strives to exceed the expectations of our community and our organization. This mission requires our members to be part of a capable, aggressive, all-risk fire department that is focused on “Preserving the Past and Protecting the Future” of those we serve. We will hold true to the core values of honor, loyalty, pride, and courage, while pursuing the ideals of compassion, respect, efficiency, and innovation to accomplish our mission.

Departmental Goals:

- Remodel Fire Station 262 to accommodate multi-gender crews and meet ADA requirements.
- Work toward a permanent home for Fire Station 264.
- Establishment of a funding plan to construct a fifth fire station to keep pace with population growth and increased service demand.
- Automate Fire Prevention Inspection procedures.
- Continue to safeguard the community from fire through effective fire suppression, fire code compliance programs, public education, and risk mitigation.
- Continue to provide skilled and empathetic advanced life support pre-hospital care by well-trained personnel, as well as meet the education and delivery standards required by the State of California and County of San Bernardino to ensure this level of service.
- Continue to provide mechanisms for proper disposal of hazardous materials and e-waste that might otherwise contaminate landfills and wastewater treatment facilities. Additionally, to support our Hazardous Materials Response, Household Hazardous Waste, and E-Waste Programs by continuing to provide personnel with proper training and equipment to mitigate leaks, spills, or other exposures of toxic material in our jurisdiction.
- Development, implementation, and sustenance of a successful community-based education Fireworks Enforcement Program.
- Complete Fire Defense Planning to identify long term fire station requirements.

Sustainability Efforts:

- Operation of the Household Hazardous Waste Program for the City of Redlands, which is used by approximately 2,500 citizens per year.
- Operation of the E-Waste Program for the City of Redlands, as set forth under California’s Electronic Waste Recycling Act of 2003 (SB 20, Sher, Chapter 526, Statutes of 2003).
- Operation of the Sharps Disposal Program for residents who use and must properly dispose of hypodermic needles. This program currently recycles approximately 3,000 pounds of contaminated sharps annually. Materials that make up hypodermic needles, syringes and other sharps are recycled, often into new sharps containers, keeping tons of potentially hazardous materials out of landfills.
- Continued commitment towards automation of all administrative functions so as to limit the need for hard copy documentation.

Fire Administrative Services

Division Description:

Administrative Services consists of the Fire Chief who oversees all Fire Department activities. The Fire Chief is supported by one (1) Management Analyst. The Redlands Fire Department operates and maintains four separate fire stations, Fire Headquarters, and a Household Hazardous Waste collection station. The Administrative Division is responsible for the overall management of the various programs of the department and ensures overall requirements and program goals and objectives are successfully accomplished.

Division Objectives:

- Continue to exercise fiscal discipline, monitor budget, and remain committed to providing a high level of service to the residents of the City of Redlands.
- Continue to find ideas and implement creative methods to increase revenues.
- Restructure office staff functions, responsibilities, and procedures to be more efficient and productive
- Draft, administer, and manage personnel policies and procedures to all department personnel
- Manage department contracts and agreements for programs and services, as well as partnerships with different fire agencies.
- Continue to pursue grant opportunities to supplement department expenditures.
- Continue to administer and track grant contracts, budgets, and grant projects/programs.
- Continue to seek funding for different capital improvement projects.
- Move forward with a Deployment Study to determine department needs and resources.

Fire Suppression Division

Program Description:

This division operates under the direction of the Deputy Chief, is supported by one (1) Sr. Administrative Assistant and consists of the 54 personnel assigned to line or operational responsibilities. The department staffs four 3 person engines, one 3 person ladder truck, one 2 person medic squad and one Battalion Chief per 24 hour shift. Fire Department units responded to approximately 11,000 individual emergencies in 2018.

Redlands Fire Suppression personnel manage the following programs:

- *Target Hazards/ Pre-Plan Program:* This program, also known as Pre-Plan Development, equips firefighters and its support staff with detailed floor plans of schools, target hazards, and apartment complexes within the City of Redlands to assist in identifying suppression features, hazards, utility locations, and structural make-up. This Pre-Plan development provides preplan mapping and plotting of all Redlands Unified Schools with color-coded maps to assist with emergency responses.
- *Ladder Testing & Maintenance:* Testing, repair, and on-going maintenance of ground ladders used by firefighters (NFPA 1932, OSHA).
- *Redlands Emergency Services Academy (RESA):* A mutual partnership between Redlands Fire and Police Departments, Crafton Hills College, Redlands Unified School District and COMPACT to offer new graduates of Redlands high schools the opportunity to experience first-hand the duties of police officers and firefighters (Crafton Hills Community College).
- *Reserve Firefighter Program:* Designed to recruit and train potential firefighters as “Reserve” firefighters, to supplement staff in emergency operations. The goal is to increase staffing levels from 3 person crews to NFPA recommended 4 person crews and allow evaluation of potential employees (CSFM).
- *Rope/Technical Rescue Training:* This is a multi-faceted program that deals with use of rope to rescue civilians as well as firefighters. Rope is a versatile tool that can be used to aid search teams to locate victims, provide egress in self-rescue, and raise/lower teams to provide rescue from precarious locations. The main areas of focus for this program are LARRO (Low Angle Rope Rescue Operational), Aerial Ladder rescue, Personal escape device (self-rescue rope), and Vertical rescue (CSFM, CAL-OSHA).
- *California Incident Command Certification System (CICCS):* The California Incident Command Certification System is a cooperative effort between the State Fire Marshal’s Office and the Governor’s Office of Emergency Services. This program standardizes training for wildland firefighting and certifies that individuals have been trained and hold a minimum level of competency (Cal-Fire, OES, County Fire Chiefs, NWCG FireScope).
- *CONFIRE Operations Committee:* This is a multi-agency committee tasked with identifying and addressing issues with dispatch, response plans, computer aided dispatch, and other logistical and communications issues.
- *CONFIRE Support Committee:* The Confire Support Group provides technical expertise and knowledge to the support group.
- *Explorer Program/ Explorer Post 261:* In conjunction with the Boy Scouts of America, this program is designed to assist those between the ages of 15 and 21 in preparing for careers in the fire service. Additionally, the Explorers are utilized in many support functions within the department. Active members of Post 261 participate in group physical fitness, receive classroom and hands on training, and are involved in community events and projects. Fire Explorers learn firefighting skills, hose lays, ladders, basic first aid and patient care, wildland firefighting, vehicle extrication, and the use of firefighting tools and equipment.
- *Fit Testing/ N95 Tuberculosis Mask Fit Program:* This is an OSHA required program that requires all personnel who wear Respiratory Equipment to be fit-tested annually. This ensures proper fit and seal, and limits exposure to toxic atmospheres. Title 8 annual fit testing of N-95 mask users is done to maintain compliance with California Code of Regulations (OSHA 1910.134, California CCR Title 8, CCR).
- *Fleet Management:* The coordination of maintenance and repair of apparatus and equipment.
- *Hose Testing and Repair:* All fire hose within the department is annually tested. This program oversees 58,700 feet of various sized diameter hose.

- *Oxygen Supply Program:* Ensures oxygen supplies are adequate, deliveries are on time and cylinders are hydrostatically tested (ICEMA, DOT, OSHA, EMSA).
- *Safe Surrender:* As set forth under the Safely Surrendered Baby Law of 2006, this program allows mothers to drop off babies under 72 hours old at a Fire Station without any question. This very important program helps deter abandoning newborns (CFCA).
- *Standard Operating Procedures (Lexipol):* Management of this crucial program provides for the continuous updating and development of SOP's as related to the operations of the department.
- *Swiftwater Rescue:* Personnel assigned to this program have all been trained to the technician level, are able to train others, and are responsible for maintaining equipment inventories and serviceability.
- *Health and Wellness Program:* This program is a joint management and employee association program based upon the International Association of Fire Chiefs and International Association of Firefighters Wellness-Fitness Initiative (WFI) to improve the health and fitness of firefighters. Adopted in 2004, it helps reduce risk of injury and illness and maintains a healthy and fit work force (IAFC, IAFF).
- *Breathing Air Systems:* Personnel assigned to this program ensure that all regulations, maintenance, and upgrading of fixed, mobile, and self-contained breathing systems are met. There are numerous federal, state, and local requirements and regulations that guide this program (NIOSH, NFPA, OSHA, CAL_OSHA, ANSI).
- *Pump Testing:* National Fire Protection Association Standard 1911 mandates fire apparatus pumps must be tested on an annual basis (NFPA 1911, Insurance Services Organization).

Program Objectives:

- Suppress structural, wildland, urban interface, vehicle and other fires as may be necessary to ensure the health and safety of the community
- Continue operation and management of the Reserve program which is instrumental in emergency and support operations
- Conduct technical search, rescue, and recovery activities within the City of Redlands or as requested on a mutual aid basis
- Respond to, contain, and oversee mitigation of hazardous materials incidents
- Conduct in-service training in support of the knowledge, skills, and abilities required to respond in a safe and proficient manner
- Support logistical and administrative functions as required to ensure the proper equipping, training, operations, and safety of the members of the Redlands Fire Department

**DEPARTMENT/DIVISION
FIRE SUPPRESSION**

FUND
GENERAL FUND

ORGKEY
101250

	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SALARIES AND BENEFITS				
4000 Full Time Salaries	4,124,718	4,595,876	4,628,199	4,723,223
4002 Labor Code Section 4850	133,213	150,000	30,000	30,000
4005 Salaries: Part Time	42,789	-	49,911	-
4010 Overtime Salaries	460,658	350,000	350,000	400,000
4011 Overtime: Reimbursable	549,666	389,655	518,197	618,737
4013 Constant Staffing OT	1,209,116	1,100,000	1,100,000	1,100,000
4015 Banked Leave Buy Back	537,811	454,257	454,257	467,023
4018 Holiday: FLSA	75,926	70,000	70,000	70,000
4050 Pension Contributions	3,409,932	3,768,590	3,968,629	3,303,337
4051 Fica/Medicare	112,707	83,255	108,427	95,333
4053 Deferred Compensation	144,485	127,939	127,939	196,959
4055 Health/Dental Insurance	719,130	704,536	808,381	763,441
4056 Worker's Comp Insurance	357,308	377,749	377,749	235,767
4057 Disability Insurance	37,131	40,809	39,675	41,937
4058 Unemployment Insurance	2,706	4,407	4,420	591
4059 Life Insurance	2,382	2,359	2,530	2,394
4081 Eyecare Reimbursement	5,673	551	3,575	675
4082 Clothing Allowance	55,650	41,695	41,695	42,900
4084 Clothing Cash Payment	300	218	-	-
4085 Other Taxable Benefits	117,636	6,342	4,713	9,820
4087 Employee Wellness Program	718	-	-	-
4999 Vacancies	-	(58,325)	-	(27,340)
TOTAL SALARIES AND BENEFITS	12,099,654	12,209,913	12,688,297	12,074,797
SERVICES				
5034 Collection Agent/Bank Fees	-	25	25	-
5050 Fingerprinting	226	1,380	1,380	1,500
5103 Software Support & Development	1,100	5,000	5,000	6,000
5104 Hardware Maint/Replace	3,141	3,500	3,500	4,200
5140 Legal Services	3,875	-	4,867	-
5180 Medical/Physicals	1,820	5,000	5,000	40,000
5190 Other Professional Services	13,101	36,000	33,500	13,000
5240 Meeting & Professional Devlpmt	1,388	2,500	-	2,500
5255 Travel Expense/Reimbursement	5,177	5,000	5,000	5,000
5270 Printing and Binding	2,234	2,000	2,000	2,000
5275 Postage	1,304	1,150	1,150	1,150
5280 Advertising	1,565	2,500	2,500	2,500
5303 Telephone	24,565	27,000	27,000	27,000
5340 Office Equipment Maintenance	187	500	500	500
5350 Building/Grounds Maintenance	59,758	33,000	33,000	33,000
5360 Machinery & Equip Maint	13,010	11,407	11,407	13,800
5392 License & Permits	660	1,350	1,350	2,000
5395 Info Technology Service Chgs	31,931	37,411	37,411	38,950
5396 City Garage Charges	302,724	278,451	359,176	352,274
5530 Clothing and Linen Rent	5,353	8,000	7,500	5,500
5570 Office Equip & Furn Rent	2,691	3,500	3,500	3,000
5580 Communications Svs & Rental	359,012	346,300	344,100	401,707
5590 Other Rentals	532	6,000	6,000	4,000
5722 Penalties and Interest	150	150	150	-
5760 Special Program Expenditures	-	-	740	-
5800 Subscriptions & Memberships	3,462	6,500	6,500	7,470
5840 Training	420	2,200	-	5,200
5880 Special Contractual Services	98,176	110,744	214,889	28,000
TOTAL SERVICES	937,560	936,568	1,117,145	1,000,251

**DEPARTMENT/DIVISION
FIRE SUPPRESSION**

FUND
GENERAL FUND

ORGKEY
101250

	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SUPPLIES				
6130 Books & Supplies	183	500	-	500
6140 Office Supplies	9,819	10,000	9,500	10,000
6145 Awards/Recognition Program	3,093	2,500	5,000	4,000
6160 Medical Supplies	842	3,000	2,000	3,000
6180 Turnouts/Uniform/Sfty Clothing	92,572	85,000	177,000	-
6190 Photo & Copying Supplies	2,098	2,000	500	2,000
6210 Repair/Maintenance Supplies	3,166	12,000	12,000	8,150
6310 Janitorial Supplies	16,609	22,000	18,500	18,000
6375 Computer Components	4,989	7,000	7,000	9,800
6410 Motor Vehicle Supplies	3,077	3,000	3,000	3,000
6500 Office Equipment & Furniture	11,735	15,000	15,000	15,000
6510 Small Tools & Equipment	34,916	35,000	35,000	43,300
6560 Food	3,708	4,500	2,100	3,000
6590 Special Departmental Supplies	51,692	209,723	209,723	116,300
TOTAL SUPPLIES	238,499	411,223	496,323	236,050
FIXED ASSETS				
7100 Motor Vehicles	63,870	-	177,326	-
7140 All Other Equipment	41,532	-	-	-
7150 Other Betterments/Improvement	-	-	110,000	80,000
TOTAL FIXED ASSETS	105,402	-	287,326	80,000
DEBT SERVICE				
8100 Principal	113,242	116,356	116,356	119,555
8200 Interest	23,682	20,568	20,568	17,368
TOTAL DEBT SERVICE	136,924	136,924	136,924	136,924
DIVISION TOTAL	13,518,039	13,694,628	14,726,015	13,528,022

Community Risk Reduction Division

Program Description:

This division operates under the direction of the Fire Chief and consists of the Fire Marshal, a Fire Safety Specialist, an Administrative Assistant II, a Fire Inspector, and two part-time Fire Prevention Technicians. Operating under the guidelines of the International Fire Code (IFC) as adopted by the State of California and the City of Redlands, the Community Risk Reduction Division provides an all hazards approach to fire prevention, safeguarding the community from fire and other hazards through programs ensuring compliance with fire and life safety code regulations.

The Community Risk Reduction Division is also responsible for the investigation of all fires and determination of their cause and origin. This function is accomplished by seven Operations personnel who have additional training in fire/arson and hazardous materials investigations. These personnel work closely with the San Bernardino County District Attorney's office to ensure that any required criminal investigations are complete and submitted for prosecution in a timely and effective manner. Partnerships have been formed with the Redlands Police Department, ATF and numerous other surrounding agencies to better coordinate information sharing and the investigation of larger incidents as well as provide training in and around San Bernardino County.

Recent events locally and globally continue to cause Redlands Fire Department Investigation Unit to take on additional roles and responsibilities. These additional responsibilities include hazardous materials investigations, background investigations, cost recovery investigations, Terrorism Liaison Officers, Tactical Emergency Critical Care (TECC) training, and Active Threat Response (Rescue Task Force).

Redlands Community Risk Reduction personnel manage the following programs:

- *Business Occupant Safety Survey (BOSS) Program:* The City Council approved this program as an educational tool for small businesses and building owners to equip them with the critical knowledge they need to keep their employees, customers, and property fire safe by adhering to the requirements of the California Fire Code. This program targets small, light hazard, commercial occupancies that normally do not have a high occupant load and contain a relatively low amount of combustible materials.
- *Fire/Arson Investigation:* The fire department is required, by the Redlands Municipal Code Section 15.20.060, to determine the origin and cause of all fires occurring within the City. The fire department is given the authority to conduct fire origin and cause investigations under Section 104.10 of the California Fire Code. Our Fire Investigators are sworn peace officers under Section 104.10 of the California Fire Code and Section 830.37 of the California Penal Code (Penal Code §830.37, Redlands Municipal Code §15.20.060).
- *Certificate of Occupancy Inspections:* Community Risk Reduction is responsible for conducting Fire/Life Safety inspections of all new businesses to ensure that all applicable codes have been met. Inspections are triggered by the issuance of a new business license by the Revenue Division.
- *Fireworks Displays:* conducts all required inspections of any licensed pyrotechnic displays within the City. Processes permit requests, verifies that all fees are collected, issues permits, performs safety inspections of proposed sites to ensure that all safety requirements are met, observes set-up of display and maintains all safety restrictions of display site, monitors safe practices, and records malfunctions. Also conducts after action inspections and ensures all explosives are cleaned up and removed from the site properly and safely (CFC, RMC, NFPA).
- *Illegal Fireworks Enforcement:* Fire Investigators patrol the city July 3-5 during the evening hours with specific emphasis on illegal aerial fireworks. Although all fireworks are illegal in the city, these fireworks present an extreme hazard as they are more likely to start fires in our wildland areas. Numerous administrative citations were issued during the holiday and appropriate cases were referred to the District Attorney for further prosecution.
- *Juvenile Fire Setters:* Members assist juvenile fire setters in understanding the consequences of arson, and redirecting their behavior toward a more positive resolution.
- *New Construction Fire Inspections:* Conducts inspections of residential and commercial construction projects to ensure compliance with code requirements regarding fire sprinklers, fire alarms, anslul systems, and other related types of construction involving new buildings, additions, remodels, tenant improvements, and new equipment.

- *Plan Check:* Conducts actual plan checks of fire related items such as fire sprinklers, alarms, ansul systems, and hood and duct systems (CFC, RMC, NFPA).
- *Plan Review:* Reviews all plans submitted for new construction, additions, remodels, and tenant improvements to determine if any additional items are required by applicable fire codes (CFC, RMC, NFPA).
- *Public Education:* Provides education for school aged youth in fire safety, exit drills in the home, Stop, Drop, & Roll, Learn Not to Burn, Your Fire Department, and static displays. Participants of these programs include schools, in house fire station tours, Boy Scouts of America, Girl Scouts of America, service groups, and local businesses, among others. This also includes fire extinguisher training and fire safety training for businesses.
- *Public Education Safety Trailer:* A partnership between the Colton Fire Department, Loma Linda Fire Department, Redlands Fire Department, and the Loma Linda University Medical Center to provide fire safety training to school aged youth.
- *Weed Abatement:* Fire hazard reduction through the weed abatement program is conducted on a semi-annual basis. Prevention staff reviews lists of affected parcels within the City and updates as needed. Notices are prepared and mailed to the owners of approximately 1,500 parcels twice per year totaling 3000 properties annually. Every parcel is inspected to determine if clearing is needed (RMC, CFC).
- *Wildland Property Inspections:* As required by the Wildland Fire Protection Agreement with the California Department of Forestry and Fire Protection (CAL-FIRE), annual property notifications are distributed in "high fire hazard areas" (CFC).
- *KNOX Box- Fire Prevention Access and Entry Program:* The ability to gain access and entry into locked or gated areas in a timely manner during emergencies is imperative. Updating of keys and electronic gate cards is crucial given the continuous addition of new buildings, gated facilities, and the constant changing of locks on existing buildings and facilities (CFC, RMC, NFPA).

Program Objectives:

- Provide appropriate review of development plans related to fire code requirements
- Participation in city committees and advisory boards
- Authorize issuance of annual operational fire permits
- Conduct annual fire and life safety inspections in a timely manner
- Provide administration of the Vegetation Management Program
- Provide logistical support for major emergencies to assist Suppression personnel
- Conduct and enforce the fire code as adopted by the City of Redlands
- Oversee special events to ensure proper safety (assemblies, fireworks, etc.)
- Determine the cause and origin of all fires within the City of Redlands
- Investigate and submit reports to the District Attorney for fires determined to be arson
- Seek cost recovery as the result of fire department responses to arson/negligent fires
- Conduct juvenile fire setter's interventions
- Management of the Business Occupant Safety Survey "BOSS" Program

Significant Program Changes:

- Cityworks is now integrated into fire prevention workflow for construction permits.
- Increased focus on community education and outreach at special events including Market Night.
- Increased inspections of food vendors at large community events.
- Continued participation in the "Ready Set Go" program.
- Fire Inspector certification program for volunteers.

Accomplishments for Calendar Year 2018:

- Investigators logged more than 500 training hours in Fire Investigation, Legal Updates, and Use of Force.
- The origin and cause for 331 fires were investigated by the department.
- Increased participation of the BOSS program.
- Approximately 600 plans were reviewed.
- 1,500 Engine Company inspections were completed.

- 250 BOSS inspections were completed.
- 800 Fire Prevention Officer Inspections were completed.
- 250 Certificate of Occupancy inspections were completed.
- 12 public fireworks displays were inspected and monitored by Fire Prevention personnel.
- All fire protection systems, inspections, and maintenance reports are now being scanned in compliance with the new NFPA standards and the State of California Fire Marshal.
- A working document providing the occupancy group for all facilities has been developed.
- Development and review of Prevention guidelines, standards, and handouts is on-going.
- Fire Department began to take in plans that pertained to Fire only, such as Fire Sprinklers, Fire Alarms, Commercial Kitchen Systems, etc.
- Continued to build relationships with business community via meetings and information.
- Increased attendance at our annual Open House (October).
- Improved addressing at our major residential complexes.

DEPARTMENT/DIVISION
COMMUNITY RISK REDUCTION

FUND
GENERAL FUND

ORGKEY
101251

	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SALARIES AND BENEFITS				
4000 Full Time Salaries	242,766	258,549	176,199	316,281
4005 Salaries: Part Time	61,685	67,310	42,142	40,000
4010 Overtime Salaries	4,652	4,000	4,000	4,000
4015 Banked Leave Buy Back	2,593	6,647	13,581	1,184
4050 Pension Contributions	51,343	60,372	40,442	80,238
4051 Fica/Medicare	24,216	24,831	21,239	27,234
4053 Deferred Compensation	1,560	4,754	4,754	5,583
4055 Health/Dental Insurance	42,223	44,616	23,555	49,314
4056 Worker's Comp Insurance	12,572	9,353	9,353	9,302
4057 Disability Insurance	1,042	1,263	754	1,823
4058 Unemployment Insurance	448	31	2,707	549
4059 Life Insurance	189	189	140	252
4081 Eyecare Reimbursement	225	675	675	900
4082 Clothing Allowance	325	2,000	2,000	950
4084 Clothing Cash Payment	300	-	-	-
4085 Other Taxable Benefits	150	930	150	930
4999 Vacancies	-	(94,708)	-	-
TOTAL SALARIES AND BENEFITS	446,288	390,812	341,691	538,540
SERVICES				
5103 Software Support & Development	713	2,500	2,500	2,000
5190 Other Professional Services	9,987	700	700	5,200
5240 Meeting & Professional Devlpmt	3,342	3,550	3,550	3,550
5255 Travel Expense/Reimbursement	2,279	4,900	4,900	3,500
5270 Printing and Binding	7,234	7,300	7,300	7,000
5275 Postage	186	1,000	1,000	1,000
5280 Advertising	5,083	7,250	7,250	10,000
5303 Telephone	1,230	1,200	1,200	1,200
5350 Building/Ground Maintenance	-	5,000	5,000	5,000
5360 Machinery & Equip Maint	-	1,000	1,000	1,000
5395 Info Technology Service Chgs	2,165	2,198	2,198	2,215
5396 City Garage Charges	21,652	19,920	19,920	-
5490 Other Insurance	40	500	500	-
5580 Communications Svs & Rental	32,251	67,776	67,776	43,266
5800 Subscriptions & Memberships	3,707	7,025	7,025	7,025
5840 Training	7,413	10,015	10,015	10,000
5880 Special Contractual Services	23,003	20,920	20,920	25,000
5950 Bad Debt Expense	20,461	20,000	20,000	20,000
TOTAL SERVICES	140,746	182,754	182,754	146,956
SUPPLIES				
6130 Books & Supplies	139	3,310	3,310	3,000
6140 Office Supplies	2,459	3,100	3,100	3,150
6145 Awards/Recognition Program	776	1,325	1,325	1,300
6180 Turnouts/Uniform/Sfty Clothing	2,781	5,950	5,950	6,500
6190 Photo & Copying Supplies	-	1,000	1,000	1,000
6375 Computer Components	4,053	4,200	4,200	4,200
6500 Office Equipment & Furniture	759	1,600	1,600	1,500
6510 Small Tools & Equipment	3,802	7,542	7,542	7,000
6560 Food	969	1,500	1,500	500
6590 Special Departmental Supplies	14,219	6,275	6,275	6,000
TOTAL SUPPLIES	29,956	35,802	35,802	34,150

DEPARTMENT/DIVISION
COMMUNITY RISK REDUCTION

FUND
GENERAL FUND

ORGKEY
101251

	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
FIXED ASSETS				
7100 Motor Vehicles	-	50,000	75,000	-
TOTAL FIXED ASSETS	-	50,000	75,000	-
DIVISION TOTAL	616,990	659,368	635,247	719,645

Fire Training Program

Program Description:

This division operates under the direction of the Deputy Chief and consists of 1 Shift Battalion Chief and is supported by 3 Shift Captains. This team is responsible for all aspects of developing, implementing, and documenting training strategies and exercises while meeting local, state, and federal requirements. This Division provides training and proficiency drills in various areas such as fire suppression, emergency medical care, infection control, hazardous materials response, technical rescue, water rescue operations, and wildland urban interface fire suppression. The Training Division is also responsible for identifying individual and department level training needs to ensure we meet the challenges and necessities of the community we serve. No dedicated staff is assigned to this function.

The Training division manages the following programs:

- *California Firefighter Joint Apprenticeship Program*: An apprenticeship program which parallels the State Board of Fire Service and the National Fire Protection Association Standards (California Firefighter Joint Apprenticeship Committee).
- *Engineer/Captain Certification*: Engineer and Captain Certification programs provide an in house on-duty approach to developing personnel in the skills and experience necessary to become an Engineer and Captain.
- *New Recruit Firefighter Testing Program*: Development, implementation and delivery of entry level tests.
- *Crafton Hills College Reimbursement Program*: Registration of fire department personnel, tracking and documentation of approved training hours, and participation in annual site visits by program administrator.

Program Objectives:

- Administer and ensure all minimum mandated training is provided for all members of the Fire Department.
- Ensure that each Company meets an average of 20 hours training per person per month.
- Compile and maintain training records for all field operational personnel.
- Conduct regularly scheduled performance standard drills to enhance individual skills. This includes Fire Company functions and multi-company coordination for emergency application, including technical training, team training, officer training programs, and specialized equipment training.
- Schedule and conduct mandated Hazardous Materials 1st Responder training.
- Schedule and conduct mandated Wildland Fire Training.
- Submit Monthly CFFJAC (California Fire Fighter Joint Apprenticeship Committee) reports.
- Submit semester training hours, training documentation, department student rosters, and coordinate site visits with Crafton Hills Community College.
- Conduct Pre-Fire Planning and Industrial Facility Tours for personnel.
- Conduct single and multi-company training with Fire Departments throughout the region.
- Ensure succession training needs are met for all positions within the department.
- Schedule additional training as mandated by federal and state requirements.
- Coordinate recruit and promotional manipulative examinations.
- Manage training materials at Fire Stations (i.e. training manuals, new text books & videos, accident/investigation reports from Firefighter injury or Fatality incidents, etc.)

Accomplishments for Calendar Year 2018:

- *14,897 Total Training hours*: Successfully provided department level training, meeting State and Federal requirements for a total of 14,897 training hours. Average training hours per person for 2018 was 281.

- *Active Shooter Training with Redlands Police Department:* Coordinated with Redlands Police Department for joint active shooter training consisting of manipulative skills, lecture/ classroom, safety, challenges, roles, and development of strategies to work together in an active shooter environment.
- *Engineer and Captain Certification Program:* Continued to update and manage the Engineer Candidate and Captain Candidate Certification process. The intent of the Engineer and Captain Candidate certification program is to create in house, on duty training opportunities and a succession path to assist those interested in obtaining a position of Engineer or Captain within the Redlands Fire Department.
- *Promotional Testing:* Redlands Fire was able to provide personnel to other local departments to assist with promotional testing. We sent Captains and Engineers as proctors to Chino, Rancho Cucamonga, Colton and Loma Linda Fire Departments for Engineer promotional tests. These opportunities to assist provide us information to create better promotional tests for our organization.

Training Courses Attended:

- *Aircraft Rescue Fire Fighting (3 personnel):* 5-day course with interactive lecture and hands on training of aircraft, airport familiarization, communications, fire tactics and strategy, use of foam and application of chemical agents, safety and safety gear, jet engine fires, interior fire operations, forcible entry and incident command.
- *Aircraft Rescue Fire Fighting FAA 139 Recertification Live Burn Training (5 personnel):* 1-day course covering specialized rescue training, aircraft familiarization, tactics and strategy, fire attack with hand lines, safety and communications.
- *Rio Hondo Regional Truck Academy (3 personnel):* 2-week training course teaching forcible entry, rapid intervention crew tactics and firefighter survival, rope rescue, ventilation tactics, auto extrication, building construction, high rise fire tactics, thermal imaging camera tactics and elevator rescue.
- *Swift Water Technician (3 personnel):* 1-week course covering classroom and hands on training on technical rescue strategies and equipment involving waterways.
- *Corona Auto Extrication (4 personnel):* 3-day course covering hands-on practical training involving various scenarios addressing scene safety, evaluation, and management. Participants acquired hands-on experience using various methods to stabilize and extricate occupants in vehicles which are on their side, upside down, or on other vehicles or barriers. Operations included lying down, crouching, and crawling in vehicles.
- *California State Fire Marshal Emergency Vehicle Operation Course (all operations personnel):* 2-day course focusing on driver safety, code 3 operations, legal issues and liabilities, defensive driving techniques, braking methods, vehicle placement, and emergency hazard avoidance techniques.
- *Rope Rescue Technician (3 personnel):* 5-day course teaching rope rescue techniques, safety practices using rope systems, hands on training during simulated rope and technical rescues.

Interagency Training:

- Hosted a Compassion Fatigue Course in Redlands open to outside fire departments. Participants were taught mental health illnesses recognition, treatment and field tactics to support our interactions on emergency incidents.
- Redlands Fire participated in a multiagency wildland fire training drill held in June over a 2-day period in Arrowhead Springs. The drill provided hands on training in the wildland urban interface and provided the opportunity for Redlands personnel to participate in command positions. As a participant in the multiagency drill, Redlands provided proctors to facilitate the training and evaluation of attending agencies.

Disaster Preparedness:

- Provided personnel to assist our disaster preparedness coordinator with CERT (Community Emergency Response Team) training. Redlands Fire assisted with pick-up and delivery of the fire tutor for fire

extinguisher training, provided Fire Explorers as victims for final course drill, assisted with teaching of EMS and Cribbing portions of the course and provided transportation of CERT trailer to community center.

DEPARTMENT/DIVISION
FIRE TRAINING

FUND
GENERAL FUND

ORGKEY
101255

	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SALARIES AND BENEFITS				
4010 Overtime Salaries	10,484	-	-	-
4050 Pension Contributions	3,004	-	-	-
4051 Fica/Medicare	152	-	-	-
4055 Health/Dental Insurance	1,009	-	-	-
4057 Disability Insurance	19	-	-	-
4059 Life Insurance	4	-	-	-
TOTAL SALARIES AND BENEFITS	14,672	-	-	-
SERVICES				
5103 Software Support & Development	200	250	250	6,250
5190 Other Professional Services	3,625	4,000	4,000	12,000
5240 Meeting & Professional Devlpmt	800	4,584	4,584	3,525
5255 Travel Expense/Reimbursement	4,400	8,000	8,000	8,000
5270 Printing and Binding	1,357	1,500	1,500	1,500
5280 Advertising	1,930	2,000	2,000	2,000
5480 Worker's Comp Claims	950	-	-	-
5580 Communications Svs & Rental	73,716	70,000	70,000	-
5800 Subscriptions & Memberships	-	1,265	1,265	1,250
5840 Training	24,230	25,000	25,000	28,355
5880 Special Contractual Services	3,916	5,000	5,000	12,000
TOTAL SERVICES	115,124	121,599	121,599	74,880
SUPPLIES				
6130 Books & Supplies	2,659	1,500	1,500	1,500
6140 Office Supplies	134	2,000	2,000	2,000
6180 Turnouts/Uniform/Sfty Clothing	-	18,520	18,520	20,520
6190 Photo & Copying Supplies	21	3,000	3,000	3,000
6375 Computer Components	1,982	5,000	5,000	3,000
6510 Small Tools & Equipment	2,146	3,500	3,500	3,500
6560 Food	3,064	3,500	3,500	2,000
6590 Special Departmental Supplies	30,507	3,600	3,600	3,600
6630 Audio-Visual Materials	-	3,150	3,150	3,150
TOTAL SUPPLIES	40,513	43,770	43,770	42,270
 DIVISION TOTAL	 170,309	 165,369	 165,369	 117,150

DEPARTMENT/DIVISION
FIRE DEPARTMENT GRANTS

FUND				ORGKEY
GENERAL FUND				101256
	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SALARIES AND BENEFITS				
4000 Full Time Salaries	-	3,215	-	-
TOTAL SALARIES AND BENEFITS	-	3,215	-	-
SERVICES				-
5880 Special Contractual Services	-	3,592	-	-
TOTAL SERVICES	-	3,592	-	-
SUPPLIES				
6375 Computer Components	8,253	-	-	-
6410 Motor Vehicle Supplies	3,701	-	-	-
6590 Special Departmental Supplies	15,357	-	-	-
TOTAL SUPPLIES	27,311	-	-	-
FIXED ASSETS				
7100 Motor Vehicles	-	19,570	39,657	-
7140 All Other Equipment	415,323	-	-	-
TOTAL FIXED ASSETS	415,323	19,570	39,657	-
 DIVISION TOTAL	 442,634	 26,377	 39,657	 -
 DEPARTMENT TOTAL	 14,747,972	 14,545,742	 15,566,288	 14,364,817

Fire Emergency Medical Services

Program Description:

Overseen by the Deputy Chief and consists of an Emergency Medical Service Coordinator. The EMS coordinator ensures compliance with federal, state, and county procedures and protocol as well as to keep pace with increased demands for service.

This program is responsible for ensuring the delivery of a high level advanced life support pre-hospital care by well-trained personnel, as well as meeting the education and delivery standards required by the State of California to ensure this level of service. The highly trained Paramedic functions as an extension of the emergency room doctor and with his or her regulatory control, is able to administer the necessary medical treatment in order to stabilize the patient prior to transport to the hospital. Paramedics presently respond from all fire stations.

This program includes a QA/QI program which is required and monitored by Inland Counties Emergency Medical Agency (ICEMA). The QA/QI program is overseen by the EMS Coordinator and provides oversight to training and certification as well as protocol implementation for both EMTs and Paramedics.

The Emergency Medical Services division operates and manages the following programs:

- *Emergency Medical Technician (EMT Program):*
- The certification of Emergency Medical Technician is considered the basic level of prehospital emergency care in the modern day Fire/Emergency Medical Service. This level of certification is the minimum standard for all Redlands Fire Department Suppression personnel. The responsibilities and scope of practice for the EMT are outlined in Title 22, Division 9 of the California Code of Regulations, which include the following:
 - Evaluate the ill and injured
 - Render basic life support, rescue and emergency care to patients
 - Obtain diagnostic signs to include, but not be limited to, temperature, blood pressure, pulse, and respiration rates, pulse oximetry, level of consciousness, and pupil status
 - Perform cardiopulmonary resuscitation (CPR), including the use of mechanical adjuncts to basic cardiopulmonary resuscitation
 - Administer oxygen
 - Use the following adjunctive airway and breathing aids:
 - Oropharyngeal airway
 - Nasopharyngeal airway
 - Suction devices
 - Basic oxygen delivery devices for supplemental oxygen therapy including, but not limited to, humidifiers, partial rebreathers, venture masks, and manual and mechanical ventilating devices designed for prehospital use including continuous positive airway pressure
 - Use various types of stretchers and spinal immobilization devices
 - Provide initial prehospital emergency care of trauma, including, but not limited to:
 - Bleeding control through the application of tourniquets
 - Use of hemostatic dressings
 - Spinal immobilization
 - Seated spinal immobilization
 - Extremity splinting
 - Traction splinting
 - Administer over the counter medication when approved by the medical director of the LEMSA, including, but not limited to:
 - Oral glucose or sugar solutions
 - Aspirin

- Extricate entrapped persons
- Perform field triage
- Mechanical patient restraint
- Set up for Advance Life Support (ALS) procedures, under the direction of a Paramedic
- Perform automated external defibrillation
- Assist patients with the administration of physician-prescribed devices including, but not limited to: patient-operated medication pumps, sublingual nitroglycerine, and self-administered emergency medications including epinephrine devices
- *Paramedic Program:*
 - The Redlands Fire Department deploys at least one Paramedic on every emergency response vehicle, who is the primary patient caregiver on all emergency medical responses within the city. The Paramedic's scope of practice includes basic and advanced skills focused on the acute management and transportation of patients. This also includes invasive and pharmacological interventions to reduce the morbidity and mortality associated with acute out-of-hospital medical and traumatic emergencies.
 - Under Title 22, Division 9 of the California Code of Regulations, the following are the minimum psychomotor skills of the Paramedic (including all skills within the EMT level):
 - Utilize electrocardiographic devices and monitor electrocardiograms, including 12-lead electrocardiograms (ECG)
 - Perform defibrillation, synchronized cardioversion, and external cardiac pacing
 - Visualize the airway by use of the laryngoscope and remove foreign body with Magill forceps
 - Perform pulmonary ventilation by use of lower airway multi-lumen adjuncts, the esophageal airway, perilaryngeal airways, stomal intubation, and adult oral endotracheal intubation
 - Utilize mechanical ventilation devices for continuous positive airway pressure (CPAP)/bi-level positive airway pressure (BPAP) and positive end expiratory pressure (PEEP) in the spontaneously breathing patient
 - Institute intravenous (IV) catheters, saline locks, needles, or other cannulae (IV lines), in peripheral veins and monitor and administer medications through pre-existing vascular access
 - Institute interosseous (IO) needles or catheters
 - Administer IV or IO glucose solutions or isotonic balanced salt solutions, including Ringer's lactate solution
 - Obtain venous blood samples
 - Use laboratory devices, including point of care testing, for pre-hospital screening used to measure lab values including, but not limited to, glucose, capnometry, capnography, and carbon monoxide when appropriate authorization is obtained from State and Federal agencies, including from the Centers for Medicare and Medicaid Services pursuant to the Clinical Laboratory Improvement Amendments (CLIA)
 - Utilize Valsalva maneuver
 - Perform percutaneous needle cricothyroidotomy
 - Perform needle thoracotomy
 - Perform nasogastric and orogastric tube insertion and suction
 - Monitor thoracotomy tubes
 - Monitor and adjust IV solutions containing potassium, equal to or less than 40 mEq/L
 - Administer approved medications by the following routes: IV, IO, intramuscular, subcutaneous, inhalation, transcutaneous, rectal, sublingual, endotracheal, intranasal, oral or topical
 - Administer, using prepackaged products when available, the following medications:
 - 10%, 25% and 50% dextrose, activated charcoal, adenosine, aerosolized or nebulized beta-2 specific bronchodilators, amiodarone, aspirin, atropine sulfate, pralidoxime chloride, calcium chloride, diazepam, diphenhydramine hydrochloride, dopamine hydrochloride, epinephrine, fentanyl, glucagon, ipratropium bromide, lorazepam, midazolam, lidocaine hydrochloride, magnesium sulfate, morphine sulfate, naloxone hydrochloride, nitroglycerine preparations, ondansetron, and sodium bicarbonate
 - RFD Paramedics are held to higher standard in terms of minimum certifications/qualifications. In addition to the state and local mandates for recertification, RFD requires all Paramedics to maintain a valid Pediatric Advanced Life Support (PALS) certification card. Once the minimum standards are met, the Emergency Medical Services Authority will issue a valid license, at the state level. In addition to state licensure, Paramedics must also hold a valid license under the Local Emergency Medical Services

Authority (LEMSA). The LEMSAs for the RFD are the Inland Counties Emergency Medical Agency (ICEMA), located in San Bernardino.

- *Advanced Cardiac Life Support (ACLS) Recertification Program:*
 - The Inland Counties Emergency Medical Agency (ICEMA), which is the Local Emergency Medical Services Authority (LEMSA), mandates that all Paramedics within its region maintain a valid Advance Cardiac Life Support (ACLS) certification. The American Heart Association is the organization that prints the curriculum and conducts the research and development to ensure Paramedics are providing the most up to date care pertaining to cardiac events. An ACLS certification is valid for two years. ACLS certification requires:
 - Basic life support skills, including effective chest compressions, use of a bag-mask device, and use of an AED
 - Recognition and early management of respiratory and cardiac arrest
 - Recognition and early management of peri-arrest conditions such as symptomatic bradycardia
 - Airway management
 - Related pharmacology
 - Management of ACS and stroke
 - Effective communication as a member and leader of a resuscitation team.
 - RFD currently has three certified ACLS instructors to provide this mandated training. This training requires the use of skills mannequins, airway training tools, EKG rhythm generators, and current edition instructor manuals with DVD instruction. RFD currently offers six recertification classes every two years, in order to cover all current RFD Paramedics.
- *Pediatric Advanced Life Support (PALS) Recertification Program:*
 - The Pediatric Advanced Life Support (PALS) certification is a course created by the American Heart Association. Although possession of this certification is not a state or local mandate, in order to maintain Paramedic licensure, the Redlands Fire Department requires all Paramedics to maintain this certification as a commitment to excellence. The RFD recognizes that pediatric medical emergencies present different and complex challenges in the management of prehospital care. PALS certification requires:
 - High-quality Child CPR AED and Infant CPR
 - Recognition of patients who do and do not require immediate intervention
 - Recognition of cardiopulmonary arrest early and application of CPR within 10 seconds
 - Apply team dynamics
 - Differentiation between respiratory distress and failure
 - Early interventions for respiratory distress and failure
 - Differentiation between compensated and decompensated (hypotensive) shock
 - Early interventions for the treatment of shock
 - Differentiation between unstable and stable patients with arrhythmias
 - Clinical characteristics of instability in patients with arrhythmias
 - Post-cardiac arrest management
 - This certification is valid for two years. RFD currently has three certified PALS instructors to provide this training. This training requires the use of pediatric/child skills mannequins, pediatric/child airway training tools, EKG rhythm generators, and current edition instructor manuals with DVD instruction. RFD currently offers six recertification classes every two years, in order to cover all current RFD Paramedics.
- *Event Medic:* Provides public safety and event medics to large events within the city. The medics provide Advanced Life Support EMS care to citizens and participants at events including the Redlands Bicycle Classic, Hangar 24 Air Show, Believe Walk, and A Run Through Redlands (ICEMA).
- *Cardiopulmonary Resuscitation-Internal Program:* Each employee is required to maintain CPR certification, allowing CPR training to be taught in-house (AHA).
- *Infectious Control:* Responsible for the administration of the Infection Prevention and Control Program, which includes the identification, investigation, reporting, prevention, and control of nosocomial infections for personnel. Responsible for coordinating in-service programs related to infection

prevention and control. Program is mandated by the Ryan White Act (CFR, Cal-OSHA, CDC, OSHA 1910, 130).

- *Emergency Medical Services Quality Improvement Program:* The quality improvement program maintains the regulatory requirement of quality assurance/ improvement for all personnel who perform emergency medical care to the sick and injured. The program is closely monitored as required by the Inland Counties Emergency Medical Services Agency, State Emergency Medical Authority and California Code of Regulations, Title 22 (EMSA, ICEMA).
- *ePCR:* Management of the implementation of the ICEMA mandated Electronic Patient Care Record System (ICEMA).

Program Objectives:

- Promote the highest standards of rapid response, patient evaluation, and emergency care possible.
- Provide on-going training, recertification, and paramedic licensure oversight to ensure uninterrupted program delivery.
- Function as liaison for the City with County and State health care agencies.
- Provide strategic and tactical judgments regarding Citywide EMS resource coordination and delivery.
- Monitor and coordinate Safety Employee Blood-borne Pathogen/Exposure/Infection Control program. Operations Fire Captain Rob Sandberg serves as the Infection Control Officer as an Ancillary Duty.
- Continue to conduct, monitor, and evaluate emergency medical technician training and operations as set forth by policy, procedure, and mandated protocol.
- Provide staff recommendations with respect to EMS and related incident management functions.
- Coordinate City EMS functions with Department Medical Director.
- Evaluate, monitor, and coordinate the Fire Department Paramedic program.
- Complete T/B mask fitting for personnel per OSHA regulations.
- Continue to monitor and evaluate Citywide Automatic External Defibrillator Program.
- Administer, monitor, and oversee Paramedic Quality Improvement Program.
- Coordinate specific medical training with local ambulance provider.
- Continue to provide advanced life support to the community in the most economical way feasible.
- Continue to provide input at the County level with regional changes affecting EMS.
- Continue to seek funding for replacement of Cardiac Monitors which are at the end of their life cycle. These need to be replaced with monitors with Bluetooth capability so that 12 lead EKG's and vital signs may flow into a charting system which is viewable to the treating hospital. This is an instrumental step in patient care and will continue to be a priority.
- Continue to move towards a transition to Pulmadyne C-PAP systems, which is the countywide system of choice.

Significant Program Changes:

- The EMS Coordinator has conducted post incident quality assurance review and training for paramedic and emergency medical technician personnel. The QA/QI program has identified residents who are frequent users of our emergency medical services and now assists them in accessing resources specific to their needs and condition. This lowers the demand for emergency services and keeps resources available for more pressing emergencies. Implementation of electronic patient care record keeping systems in coordination with Inland Counties Emergency Medical Agency is continuing. Through CONFIRE, the Fire Department is now a party to an agreement with the Inland Counties Emergency Medical Agency and San Bernardino County Information Services Department that allows for more efficient centralization of response records.
- In-house paramedics have been certified to instruct both Advanced Cardiac Life Support and Pediatric Life Support to Paramedics, saving the City money.
- The Event Medic program has expanded to include Fireline Paramedics and EMTs who serve our community as well as other communities when called upon in time of disaster or fire.
- Continue to improve the City's infectious disease control plan to include specific procedures in the event of an outbreak in our city.

Accomplishments for Calendar Year 2018:

- Hired a full-time EMS Coordinator
- Purchased medical dispensers with biometric identification for patient care supplies for each station.
- Completed outfitting of ARV (All Risk Vehicles) for citywide special events (i.e. Air Fest, Bike Classic, etc.)
- Completed EMT re-certification for Suppression personnel.
- Upgraded video laryngoscope equipment.

DEPARTMENT/DIVISION
EMERGENCY MEDICAL SERVICES

FUND
EMERGENCY MEDICAL SERVICES FUND

ORGKEY
205254

	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SALARIES AND BENEFITS				
4000 Full Time Salaries	1,597,126	2,060,871	1,721,365	2,115,400
4002 Labor Code Section 4850	86,776	50,000	2,000	50,000
4005 Salaries: Part Time	31,390	32,000	10,686	-
4010 Overtime Salaries	207,599	180,000	180,000	160,000
4011 Overtime: Reimbursable	251,392	175,345	179,803	214,688
4013 Constant Staffing OT	553,786	525,000	525,000	525,000
4015 Banked Leave Buy Back	29,714	160,249	160,249	170,603
4018 Holiday: FLSA	21,892	20,000	26,634	20,000
4050 Pension Contributions	766,268	859,402	755,613	440,580
4051 Fica/Medicare	41,184	37,246	43,388	41,055
4053 Deferred Compensation	62,232	62,606	62,606	63,270
4055 Health/Dental Insurance	341,244	393,225	339,438	378,027
4056 Worker's Comp Insurance	108,836	331,230	331,230	179,682
4057 Disability Insurance	17,501	21,753	21,537	21,752
4058 Unemployment Insurance	1,526	2,451	4,357	2,315
4059 Life Insurance	1,138	1,323	1,184	1,323
4081 Eyecare Reimbursement	529	225	225	225
4082 Clothing Allowance	29,050	22,000	22,000	22,000
4085 Other Taxable Benefits	374	1,710	10,309	5,130
4999 Vacancies	-	(10,202)	-	-
TOTAL SALARIES AND BENEFITS	4,149,558	4,926,434	4,397,624	4,411,050
SERVICES				
5103 Software Support & Development	2,733	3,500	2,000	16,000
5180 Medical/Physicals	265	3,500	3,500	1,500
5190 Other Professional Services	15,000	17,000	12,500	22,300
5240 Meeting & Professional Devlpmt	-	5,000	2,000	5,800
5255 Travel Expense/Reimbursement	2,725	4,500	2,500	6,500
5270 Printing and Binding	2,821	1,500	-	2,500
5280 Advertising	-	1,000	-	2,000
5360 Machinery & Equip Maint	9,778	8,000	23,227	5,600
5392 License & Permits	5,781	6,500	6,500	6,500
5395 Info Technology Service Chgs	8,834	8,967	8,967	9,030
5396 City Garage Charges	48,022	48,037	48,037	-
5580 Communications Svs & Rental	161,739	177,913	177,913	237,961
5720 Taxes	-	3,500	-	-
5722 Penalties and Interest	-	200	-	-
5800 Subscriptions & Memberships	2,080	1,200	4,085	5,885
5840 Training	4,339	3,000	-	4,000
5870 General Govt Service Charge	185,285	191,992	191,992	197,848
5880 Special Contractual Services	2,792	4,500	500	4,500
TOTAL SERVICES	452,195	489,809	483,721	527,924
SUPPLIES				
6130 Books & Supplies	735	750	750	750
6140 Office Supplies	378	1,500	1,500	1,500
6145 Awards/Recognition Program	301	1,500	1,500	2,000
6160 Medical Supplies	70,582	80,000	60,500	81,200
6180 Turnouts/Uniform/Sfty Clothing	10,515	12,000	12,000	12,000
6210 Repair/Maintenance Supplies	-	1,000	1,000	1,000
6310 Janitorial Supplies	443	2,000	1,000	2,000
6375 Computer Components	2,606	3,921	3,920	3,000
6410 Motor Vehicle Supplies	296	1,000	1,000	1,000

DEPARTMENT/DIVISION
EMERGENCY MEDICAL SERVICES

FUND				ORGKEY
EMERGENCY MEDICAL SERVICES FUND				205254
	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
	_____	_____	_____	_____
SUPPLIES (CONT.)				
6510 Small Tools & Equipment	8,483	6,000	2,000	6,500
6560 Food	-	1,000	1,000	1,000
6590 Special Departmental Supplies	19,919	14,000	13,848	37,000
6640 Non Capital Expenditures	<u>16,031</u>	-	-	-
TOTAL SUPPLIES	<u>130,289</u>	<u>124,671</u>	<u>100,018</u>	<u>148,950</u>
FIXED ASSETS				
7100 Motor Vehicles	17,414	-	-	-
7140 All Other Equipment	<u>232,428</u>	<u>160,000</u>	-	<u>35,000</u>
TOTAL FIXED ASSETS	<u>249,843</u>	<u>160,000</u>	-	<u>35,000</u>
FUND TOTAL	4,981,885	5,700,914	4,981,363	5,122,924

Fire Household Hazardous Waste

Program Description:

The Household Hazardous Waste Program provides for proper disposal of hazardous materials that might otherwise end up in landfills or wastewater treatment facilities. The program provides personnel with the proper training and equipment to properly evaluate, accept, document, and recycle household hazardous waste. The Household Hazardous Waste Program exemplifies the City of Redlands' environmentally friendly approach by collecting and recycling hazardous substances and electronic equipment. Operations Captain Dempsy Chappell is assigned to program oversight, coordination, personnel training and certification related issues. This very successful program was used by approximately 2,745 participants in 2018.

The Household Hazardous Waste division operates and manages the following programs:

- *E-Waste Recycling:* This program runs in conjunction with the Household Hazardous Waste Program, and is operated in cooperation with the County of San Bernardino. Funds collected through this program pay for disposal, training, and operational needs within the department as it relates to hazardous materials (RCRA, Universal Waste regs, CIWMB regs).
- *Hazardous Materials Response:* The Regional Hazardous Materials Emergency Response Team was formed as a joint effort of the San Bernardino County Fire Chiefs Association, the San Bernardino County Department of Environmental Health Services (DEHS), and the County Communications Center (CFR 1910, 120, CCR 8).
- *Household Hazardous Waste Disposal Program:* Redlands was the first city within San Bernardino County to begin offering this service and has been operating for twenty-one years in conjunction with San Bernardino County. Funds collected through this program pay for disposal, training, and operational needs within the department as it relates to hazardous materials (SARA, OSHA, RCRA, TSCA, DOT, California Health and Safety Code).
- *Sharps Container Exchange Program:* This is a state mandated safe needle disposal program to facilitate removal of "sharps" from the community and landfills. A joint program between Quality of Life and RFD receives sharps and distributes approved sharps containers (State of California Department of Health and Safety).

Program Objectives:

- Continue operation and maintenance of the Household Hazardous Waste Collection site each Saturday, from 9:30 a.m. to 12:30 p.m., for the citizens of Redlands
- Continue the safe collection, categorization, lab packaging, and storage of household hazardous waste collection for proper disposal
- Provide training and equipment to operate an Emergency Hazardous Material Response Team
- Continue to operate a safe Sharps Container Exchange Program for citizens that use needles and syringes for home medical care
- Recertify all department personnel in State mandated annual refresher training for Hazardous Waste Operations (HAZWOPER)
- Continue to collaborate with San Bernardino County Household Hazardous Waste to provide outreach and public education regarding proper disposal of hazardous materials used in the home
- Continue to provide incentives such as drain oil containers and fuel cans for proper disposal of hazardous materials
- Seek State and/or Federal grants to help fund programs
- Continue site inventory control and monitoring
- Coordination of inter-agency waste disposal programs
- Maintain State and County mandated certification and program elements

Significant Program Changes:

The inclusion of two part time personnel to assist in staffing the weekly Household Hazardous Waste Recycling program has resulted in fewer interruptions in emergency service response. Efforts will be continued to fund these positions.

Accomplishments for Calendar Year 2018:

- Approximately 2,745 participants used the program in 2018
- Collection and proper disposal of 147,074 pounds) of Household Hazardous Waste including used motor oil and oil products
- Collected 58,710 pounds of electronic waste.
- Collection and disposal of:
 - 37,041 lbs. of Latex Paint
 - 16,669 lbs. of Oil Base Paints
 - 9,260lbs. of Flammable Liquids/ Solids
 - 1,440 lbs. of Bulked Flammable Liquids
 - 2,881 lbs. of Poison
 - 823 lbs. of Corrosive Acids
 - 412 lbs. of Corrosive bases
 - 823 lbs. of Oxidizers
 - 3498 lbs. of Aerosols
 - 412 lbs. of Home Generated Sharps
 - 4,116 lbs. of Antifreeze
 - 4,527 lbs. of Lead/ Acid batteries
 - 3,498 lbs. of Household Batteries
 - 412 lbs. of NiCad batteries
 - 15,640 lbs. of Motor Oil/ Oil products
 - 823 lbs. of Oil Filters
 - 33,584 lbs. of Cathode Ray Tubes (CRT)
 - 58,710 lbs. of Electronic Waste
 - 1,235 lbs. of Fluorescent Tubes
 - 1,029 Compressed Gas Cylinders
 - 2,058 lbs. of Cooking Oil
 - 1,029 lbs. of Pharmaceuticals
 - 4,321 lbs. of Waste Exchanged Materials
 - 1,543 lbs. of other hazardous materials

DEPARTMENT/DIVISION
HOUSEHOLD HAZARDOUS WASTE

FUND
HOUSEHOLD HAZARDOUS WASTE FUND

ORGKEY
206250

	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SALARIES AND BENEFITS				
4000 Full Time Salaries	2,016	-	510	-
4005 Salaries: Part Time	5,319	10,920	6,486	8,400
4010 Overtime Salaries	-	14,500	3,000	10,000
4050 Pension Contributions	859	-	-	-
4051 Fica/Medicare	441	835	535	642
4055 Health/Dental Insurance	209	-	-	-
4056 Worker's Comp Insurance	2,087	2,078	2,078	2,067
4057 Disability Insurance	16	-	-	-
4058 Unemployment Insurance	54	677	156	243
4059 Life Insurance	2	-	-	-
TOTAL SALARIES AND BENEFITS	11,001	29,010	12,765	21,352
SERVICES				
5103 Software Support & Development	-	5,000	5,000	3,000
5180 Medical/Physicals	-	6,500	6,500	5,000
5190 Other Professional Services	-	-	-	1,000
5240 Meeting & Professional Devlpmt	-	2,000	2,000	2,000
5255 Travel Expense/Reimbursement	-	900	900	1,000
5360 Machinery & Equip Maint	106	1,000	1,000	1,000
5800 Subscriptions & Memberships	235	510	510	600
5840 Training	-	8,000	8,000	7,000
5870 General Govt Service Charge	5,527	5,727	5,727	5,902
5880 Special Contractual Services	100,000	114,799	114,799	117,775
TOTAL SERVICES	105,868	144,436	144,436	144,277
SUPPLIES				
6140 Office Supplies	1,509	2,000	2,000	2,000
6180 Turnouts/Uniform/Sfty Clothing	262	500	500	500
6350 Building Supplies	-	2,000	2,000	2,000
6510 Small Tools & Equipment	8,525	12,000	12,000	12,000
6590 Special Departmental Supplies	3,790	5,500	5,500	5,500
TOTAL SUPPLIES	14,085	22,000	22,000	22,000
FUND TOTAL	130,954	195,446	179,201	187,629

Facilities and Community Services

Mission Statement

The mission of the Facilities and Community Services is to promote and develop policies and practices that minimize impacts to the environment, improve the response experience to reports and service requests, provide quality service to City residents, businesses and visitors, and improve the quality of life for present and future generations.

Department Description:

The Facilities and Community Services Department is comprised of the following divisions and functions:

- Administration (support to residents, businesses, and visitors of the City for requests for service and information, administration of programs to enhance sustainability within the City, including open space, energy savings, and general green initiatives)
- Building Maintenance Division (City facilities maintenance)
- Citrus Groves & Preservation Division
- Code Enforcement Division (state and local laws/code compliance)
- Downtown Division (management of weekly Market Night and Saturday Farmer's Markets, and other events in the downtown area, tourism promotion and community service to the Downtown business community)
- Equipment Maintenance Division (City fleet maintenance, natural gas fuel station, Corporate Yard maintenance)
- Hillside Memorial Park (management and operation of the City-owned cemetery)
- Parks Division (park maintenance, Landscape Maintenance Districts, and Community Facility Districts)
- Redlands Municipal Airport (management and operation of the City-owned airport)
- Streets Division (sidewalk repair, curb and gutter repair, traffic signal maintenance, traffic sign maintenance, street light maintenance, street maintenance, roadway markings, street sweeping, storm drain maintenance, weed abatement, and Lighting Maintenance District)
- Street Tree Division (In-house tree trimming crew, emergency tree trimming)
- Solid Waste Division (collection of residential and commercial green waste, refuse and recyclables, operates the California Street Landfill and development and implementation of the City's recycling programs)
- Recreation & Senior Services Divisions (management of the Community and Senior Centers, and their associated programs)

Smart Redlands Initiative/Strategic Plan Objectives:

- Held 12 special events in the downtown area in support of Objective B-2 Tourism
- Coordinated the Zanja Trail and Greenway Park development, Phase 2 in support of Objective D-11 – Zanja Trail and Greenway Park development
- Coordinated the award of contract for the construction and grand opening of the Skate Park in support of Object D-13-Skate Park/BMX Park Development
- Coordinated the installation of a glass and steel structure by artist John Gilbert Luebtow from his "Linear Form I-Beam Series" to be installed at City Hall as recommended by the Cultural Arts Commission and approved by City Council in support of objective B-2 - Tourism: Increase tourism by marketing Redlands as a destination
- Administered multiple purchase and sale agreements with SBCTA for the Redlands Passenger Rail Project in support of Focus Area D: Land Resource Management
- Administered purchase and sale agreements with Southern California Edison for the West of Devers Project

DEPARTMENT/DIVISION
FACILITIES AND COMMUNITY SERVICES ADMINISTRATION

FUND				ORGKEY
GENERAL FUND				101300
	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SALARIES AND BENEFITS				
4000 Full Time Salaries	140,116	85,445	85,445	102,279
4005 Salaries: Part Time	16,702	32,900	32,900	6,500
4010 Overtime Salaries	2,478	2,000	2,000	2,000
4012 Stand By	4	-	-	-
4015 Banked Leave Buy Back	18,800	3,014	3,014	3,180
4050 Pension Contributions	30,561	19,878	19,878	26,075
4051 Fica/Medicare	13,064	9,442	9,442	8,601
4053 Deferred Compensation	3,157	663	663	674
4055 Health/Dental Insurance	15,943	8,417	8,417	15,469
4056 Worker's Comp Insurance	19,172	16,599	16,599	16,341
4057 Disability Insurance	751	390	454	541
4058 Unemployment Insurance	549	(671)	1,754	(417)
4059 Life Insurance	187	86	86	101
4080 Vehicle Allowance	215	-	36	-
4081 Eyecare Reimbursement	313	306	306	362
4082 Clothing Allowance	-	-	300	318
4084 Clothing Cash Payment	350	243	243	-
4085 Other Taxable Benefits	4,434	3,622	3,622	2,277
4099 Vacancies	-	(161,936)	-	(38,956)
TOTAL SALARIES AND BENEFITS	266,795	20,398	185,159	145,345
SERVICES				
5103 Software Support & Development	-	-	-	1,549
5140 Legal Services	2,308	3,000	-	3,000
5190 Other Professional Services	5,387	6,500	9,500	6,500
5240 Meeting & Professional Devlpmt	1,844	1,500	1,500	1,500
5255 Travel Expense/Reimbursement	816	1,500	1,500	1,500
5270 Printing and Binding	2,588	5,000	2,300	2,400
5275 Postage	4,660	3,700	3,700	3,700
5280 Advertising	388	200	200	200
5303 Telephone	7,076	5,800	6,518	7,000
5395 Info Technology Service Chgs	10,178	14,399	14,399	9,874
5396 City Garage Charges	8,235	7,576	6,902	1,097
5570 Office Equip & Furn Rent	7,963	3,500	8,988	9,900
5760 Special Program Expenditures	5,683	-	-	-
5800 Subscriptions & Memberships	744	1,953	2,310	5,112
5840 Training	1,319	1,300	625	650
5880 Special Contractual Services	5,145	-	13,330	5,000
5950 Bad Debt Expense	779	-	-	-
TOTAL SERVICES	65,111	55,928	71,772	58,982
SUPPLIES				
6140 Office Supplies	7,603	8,000	8,500	8,000
6180 Turnouts/Uniform/ Sfty Clothing	305	-	-	-
6210 Repair/Maintenance Supplies	8	-	-	-
6310 Janitorial Supplies	67	-	-	-
6375 Computer Components	-	500	500	500
6500 Office Equipment & Furniture	6,329	7,500	597	5,000
6510 Small Tools & Equipment	140	-	-	-

DEPARTMENT/DIVISION
FACILITIES AND COMMUNITY SERVICES ADMINISTRATION

FUND				ORGKEY
GENERAL FUND				101300
	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SUPPLIES (CONT.)				
6560 Food	347	250	230	250
6590 Special Departmental Supplies	635	200	220	200
TOTAL SUPPLIES	15,434	16,450	10,047	13,950
FIXED ASSETS				
7250 Land Acquisitions	330,480	-	-	-
7260 Building Acquisitions	485,520	-	-	-
7300 Capital Lease	-	-	14,370	-
TOTAL FIXED ASSETS	816,000	-	14,370	-
DIVISION TOTAL	1,163,340	92,776	281,348	218,277

Facilities and Community Services Recreation Administration

Program Description:

The City of Redlands Recreation Division is a customer-driven service that is responsive to the needs of the public. Recreation programs promote wellness and human development through leisure pursuits.

The Recreation Division offers programs that enrich the quality of life for Redlands residents and visitors by focusing on the following:

- Community support and partnerships
- Nutrition and healthy eating
- Active living
- Promote healthy attitudes toward fitness

Along with providing programs and activities that stimulate and strengthen lives, the division also facilitates the operation of a community center. It also includes the rental of various indoor and outdoor recreation sites, including four lighted softball fields and three lighted mini soccer fields.

Division staff also manage a wide range of special events that occur in Redlands and are responsible for providing the community with a wide variety of recreational programs.

Program Objectives:

The program objectives of the City of Redlands Recreation Division describe both why the division exists and the benefits it can foster in the community, those objectives are:

- Strengthen community image and sense of place
- Support recreation and leisure services offered throughout the community
- Strengthen safety and security
- Promote health and wellness
- Foster human development
- Increase cultural unity
- Facilitate community problem solving
- Provide recreational experiences

Significant Program Changes to Enhanced Recreation Program Services through introducing new youth programs – E 8.5

The Recreation Division hosted a new summer youth program designed for ages 7-11 years old to explore their environment through design, creative problem-solving, art, and technology. This program was attended by forty-two children and held from June 18th to June 29th 2018. The program was offered Monday through Friday from 7:00 a.m. to 6:00 p.m. and located at the Redlands Contemporary Club at 173 S Eureka St. Registration cost included a daily lunch, a t-shirt, materials for the program, and a field trip to Garner Holt Productions. The daily activities were included art, games, Lego engineering designs, and visits with City employees to apply real-world concepts in physics, engineering, and architecture through engineer-designed projects. The Recreation Division is expanding summer programs for youth to fit the needs of the community in FY 2019-20

Other Strategic goal accomplishments for Fiscal Year 2018-2019:

- **Enhanced Recreation Program Services through local partnerships – E 8.4**

The Friends of Prospect Park along with the City of Redlands recognized the 50th anniversary of Prospect Park with other community partners including, Kimberly Crest House and Gardens, Redlands Horticulture and Improvement Society, and Redlands Theatre Festival. This event had local press and dignitaries in attendance along with community members and families who had the opportunity to learn more about the history of the Park and celebrate the achievements the Friends of Prospect Park have made developing, improving and maintaining this 40-acre woodland park and orange groves. This event was free and open to the public and included historical vehicles and citrus exhibits, a scavenger hunt, yoga, art programs, Red Dirt Art Association exhibits, and music programs. In addition, the Kimberly Crest Mansion had the garden open to the public and offered self-guided tours of the inside of the mansion. This program exhibits local partnerships that enhance the City's recreational services.

- **Enhanced Recreation Program Services based on needs in specific areas – E 8.3**

The Recreation Division has created a program dedicated to providing teens the opportunity to volunteer. This program focuses on teenagers ages 13 to 17 that are interested in earning community service hours. Orientation meetings are held every 2nd and 4th Fridays of each month from 4:30 p.m. to 5:30 p.m. at the Redlands Community Center. The meetings are designed to provide an overview of the program and areas of interest including special events, equipment rentals, score keeping, creating new programs, and general assistance. This program provides a need for the community as well as assistance to the City's community center for volunteer services.

**DEPARTMENT/DIVISION
RECREATION**

FUND				ORGKEY
GENERAL FUND				101230
	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SALARIES AND BENEFITS				
4000 Full Time Salaries	105,498	137,302	124,628	147,570
4005 Salaries: Part Time	44,517	66,966	47,212	43,114
4010 Overtime Salaries	13,847	3,000	3,000	5,000
4015 Banked Leave Buy Back	1,234	2,735	2,735	2,117
4050 Pension Contributions	23,654	37,942	28,337	37,861
4051 Fica/Medicare	12,638	15,939	13,437	15,222
4053 Deferred Compensation	-	67	67	68
4055 Health/Dental Insurance	23,296	55,877	20,348	38,924
4056 Worker's Comp Insurance	12,022	13,509	13,509	13,436
4057 Disability Insurance	1,052	1,647	1,196	1,493
4058 Unemployment Insurance	524	147	3,588	369
4059 Life Insurance	189	285	198	253
4081 Eyecare Reimbursement	219	1,017	1,017	905
4082 Clothing Allowance	-	-	900	1,200
4084 Clothing Cash Payment	900	1,350	-	-
4085 Other Taxable Benefits	196	5	535	4,983
TOTAL SALARIES AND BENEFITS	239,788	337,788	260,707	312,515
SERVICES				
5034 Collection Agent/Bank Fees	9,790	10,400	10,400	10,400
5103 Software Support & Development	-	-	-	2,000
5140 Legal Services	-	6,000	-	-
5190 Other Professional Services	43,780	55,000	55,000	35,000
5240 Meeting & Professional Devlpmt	-	-	-	2,000
5270 Printing and Binding	5,950	4,925	4,000	3,000
5275 Postage	426	500	1,000	1,000
5280 Advertising	245	1,000	1,000	3,000
5303 Telephone	3,705	3,000	3,000	3,800
5310 Electricity & Gas	17,247	17,000	17,000	17,500
5340 Office Equipment Maintenance	-	-	51	2,500
5350 Building/Grounds Maintenance	-	5,000	5,000	5,000
5360 Machinery & Equip Maint	1,200	2,000	2,000	2,000
5395 Info Technology Service Chgs	59,431	44,513	44,513	63,714
5396 City Garage Charges	6,661	6,128	6,158	6,704
5570 Office Equip & Furn Rent	9,055	5,000	5,000	8,000
5760 Special Program Expenditures	7,330	12,000	12,000	12,000
5800 Subscriptions & Memberships	495	1,000	1,000	1,000
5840 Training	1,131	1,000	1,000	1,000
5880 Special Contractual Services	143,753	182,700	140,000	150,000
5890 Landfill Tipping Charges	991	1,200	3,000	2,500
5950 Bad Debt Expense	288	-	-	-
TOTAL SERVICES	311,476	358,366	311,122	332,118
SUPPLIES				
6120 Chemical & Lab Supplies		-	-	500
6140 Office Supplies	404	2,000	2,000	2,000
6160 Medical Supplies	-	100	100	500
6180 Turnouts/Uniform/ sfty Clothing	41	-	1,307	1,500

**DEPARTMENT/DIVISION
RECREATION**

FUND				ORGKEY
GENERAL FUND				101230
	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SUPPLIES (CONT.)				
6210 Repair/Maintenance Supplies	4,166	10,000	10,000	4,000
6310 Janitorial Supplies	48	250	250	1,000
6510 Small Tools & Equipment	11,525	4,000	4,000	1,000
6560 Food	354	-	49	5,000
6590 Special Departmental Supplies	18,623	16,000	16,000	16,000
TOTAL SUPPLIES	35,161	32,350	33,706	31,500
 FIXED ASSETS				
7100 Motor Vehicles	-	-	-	18,723
7150 Other Betterments/Improvement	-	173,000	173,000	-
TOTAL FIXED ASSETS	-	173,000	173,000	18,723
 DIVISION TOTAL	586,425	901,504	778,535	694,856

Facilities and Community Services Redlands Senior Services Division

Program Description:

The focus of the Redlands Senior Services Division is to enable individuals to continue being an integral part of their community while keeping their dignity and sense of well-being. The division operates the Redlands Community and Joslyn Senior Centers which are open to seniors Monday through Friday for a variety of educational and leisure activities. Programs and staff are dedicated to enhancing the quality of life for senior residents of Redlands. The centers feature classrooms, reading lounges, multi-purpose rooms, and kitchen facilities. The Senior Information and Referral Services Office is located in the community center, offering assistance to seniors seeking housing, medical, and financial information. Numerous programs are also offered, including Meals on Wheels and Family Service Association Nutrition Program, ensuring the availability of hot meals to seniors for a reasonable price.

Program Objectives:

- Provide a clean, safe, healthy, and active environment for adults seeking interaction with others
- Provide programs and activities to stimulate and strengthen senior lives, including health and fitness, education and instruction, referral and support, and social activities and events
- Continue to provide senior transportation through the Senior Transportation Program, which provides transportation services to seniors and disabled users
- Promote healthy attitudes toward fitness

Significant Program Changes to *Enhanced Recreation Program Services through grant funding*– E 8.3

The Redlands Senior Services Division currently provides Senior Transportation Program Services to residents of the City of Redlands who are 55 years of age and older or who are physically or mentally unable to utilize other forms of transportation. The Program is operated with two 14-passenger vans equipped with wheelchair lifts to provide weekday dial-a-ride services to destinations within the City, one of which is grant funded. In December 2018, the City of Redlands entered into an agreement with Omnitrans to enhance the City's existing senior transportation program. Omnitrans provides Measure I funds to other entities for projects such as the City's Transportation Program that improve mobility for persons with disabilities, senior citizens, and persons of low income. The agreement funds one full-time driver, and operational expenses associated with one Transportation Program van. The Funding Agreement is for a two-year term, ending in December 2020.

Other Strategic goal accomplishments for Fiscal Year 2018-2019:

Enhanced Recreation Program Services based on needs in specific areas – E 8.3

Nutritional education is an integral component of the Senior Division. Along with the hands-on, fun-filled and interactive health & wellness programs and workshops provided, the division provides community gardens where residents are encouraged to eat healthier, by growing and eating your own produce. The City of Redlands operates three separate Community Gardens within the City with a total of 84 plots. This program has been a huge success, with all three Community Gardens filled to capacity. The Community Gardens are open to residents of the City of Redlands and plots are used to grow vegetables, herbs, and flowers. The gardens open during daylight hours 7 days a week.

Enhanced Recreation Program Services through Private / Public Financing – E 8.1

During the holiday season, the Redlands Community and Joslyn senior centers invited the public to support the annual, Santa’s Elf for a senior program, and adopt a senior citizen who may not have family or friends with whom they can spend time with or share the joys of the holiday season. This program provided gifts ranging from toiletry items, clothing, warm blankets, holiday goodies, and pet supplies. Each year City staff identify seniors who can use a gift from a special “Santa” during their contacts with residents who use the facility. Others are found through its contacts with community groups that help seniors, such as the Council on Aging, local hospitals, nursing homes and other sources. More than 500 gifts were delivered this past year along with the joy of an accompanying visit by volunteers. That number is expected to grow as the program enters its fifth year in December 2020.

**DEPARTMENT/DIVISION
SENIOR SERVICES**

FUND				ORGKEY
GENERAL FUND				101232
	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SALARIES AND BENEFITS				
4000 Full Time Salaries	152,694	219,910	180,662	162,113
4005 Salaries: Part Time	63,193	81,630	44,355	83,466
4010 Overtime Salaries	4,636	5,000	5,000	5,000
4015 Banked Leave Buy Back	2,786	3,591	8,085	4,452
4050 Pension Contributions	32,049	41,819	41,252	41,270
4051 Fica/Medicare	16,600	20,368	17,738	19,196
4053 Deferred Compensation	-	67	67	68
4055 Health/Dental Insurance	30,245	51,179	39,332	45,558
4056 Worker's Comp Insurance	13,053	13,509	13,509	13,436
4057 Disability Insurance	1,330	1,823	1,757	1,651
4058 Unemployment Insurance	639	667	4,605	737
4059 Life Insurance	183	222	265	190
4081 Eyecare Reimbursement	445	792	792	680
4082 Clothing Allowance	-	-	900	900
4084 Clothing Cash Payment	900	1,050	-	-
4085 Other Taxable Benefits	1,633	3	4,033	3
TOTAL SALARIES AND BENEFITS	320,386	441,630	362,352	378,720
SERVICES				
5103 Software Support & Development	-	-	-	700
5180 Medical/Physicals	110	210	210	200
5190 Other Professional Services	7,506	5,000	5,000	5,000
5240 Meeting & Professional Devlpmt	-	-	-	1,000
5255 Travel Expense/Reimbursement	42	-	14	500
5275 Postage	326	500	500	1,000
5280 Advertising	-	500	500	1,000
5303 Telephone	3,801	2,000	2,000	2,000
5360 Machinery & Equip Maint	-	1,000	1,000	1,000
5365 Vehicle Maintenance	-	-	242	-
5395 Info Technology Service Chgs	22,993	15,839	15,839	17,450
5396 City Garage Charges	18,074	16,628	16,820	20,873
5570 Office Equip & Furn Rent	4,817	5,000	5,000	8,000
5590 Other Rentals	756	-	-	500
5760 Special Program Expenditures	-	1,000	1,000	2,000
5800 Subscriptions & Memberships	350	1,000	1,000	1,000
5840 Training	93	1,000	1,000	1,000
5880 Special Contractual Services	32,712	37,600	37,600	35,000
TOTAL SERVICES	91,580	87,277	87,725	98,223
SUPPLIES				
6140 Office Supplies	801	2,500	2,500	3,000
6210 Repair/Maintenance Supplies	-	200	200	2,000
6310 Janitorial Supplies	490	500	500	500
6350 Building Supplies	-	100	100	200
6440 Compressed Natural Gas (LCNG)	4,899	3,500	3,500	3,500
6500 Office Equipment & Furniture	51	500	500	1,000
6510 Small Tools & Equipment	433	500	500	500
6560 Food	8,011	15,000	15,000	15,000

**DEPARTMENT/DIVISION
SENIOR SERVICES**

FUND				ORGKEY
GENERAL FUND				101232
	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SUPPLIES (CONT.)				
6590 Special Departmental Supplies	8,298	10,000	10,000	10,000
6640 Non-Capital Expenditures	-	40,112	-	-
TOTAL SUPPLIES	22,982	72,912	32,800	35,700
FIXED ASSETS				
7150 Other Betterments/Improvement	-	-	-	59,000
7100 Motor Vehicles	-	87,000	87,000	-
TOTAL FIXED ASSETS	-	87,000	87,000	59,000
 DIVISION TOTAL	 434,948	 688,818	 569,877	 571,643

Facilities and Community Services Building Maintenance Division

Program Description:

The Building Maintenance Division performs routine maintenance of City-owned facilities. The Building Maintenance crew consists of two full-time positions. This crew provides maintenance services to all City facilities totaling approximately 375,000 square feet and includes the Airport, Civic Center, A.K. Smiley Library, Lincoln Shrine, Contemporary Club, Fire stations 261, 262, 263, 264, the Police Annex, Joslyn Senior Center, the Community/Senior Center, facilities at the Corporate Yard, and Hillside Memorial Park. In addition, two parking structures are maintained by this Division. Employees complete a wide range of building maintenance functions including carpentry, plumbing, electrical, HVAC, painting and general cleaning services. This crew is also utilized for special projects including office construction and remodeling.

City staff administers contracts with various vendors to provide ongoing and/or specialized maintenance services. Among the contracted services are janitorial, pest control, HVAC maintenance, elevator servicing, and security alarm systems.

Program Objectives:

- Provide quality service when responding to calls from various departments regarding maintenance and repair of City-owned facilities
- Reduce response time for maintenance/service calls

Accomplishments for Fiscal Year 2018-2019:

- Opened 381 work orders and closed 284 work orders during the fiscal year
- Restoration of Carriage House due to flood damage
- Completed Redlands Airport Lobby rehabilitation project
- Remodeled Police Department facilities
- Performed major cleaning and restoration of PD Annex basement
- Installed new stairs and stair landing at Police Department
- Completed Orange Street Alley umbrella replacement project
- Completed Crafton Park Bathroom roofing and rehab project
- Completed Finance Department kitchen remodel

**DEPARTMENT/DIVISION
BUILDING MAINTENANCE**

FUND

GENERAL FUND

ORGKEY

101301

	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SALARIES AND BENEFITS				
4000 Full Time Salaries	25,954	96,007	31,190	98,796
4010 Overtime Salaries	1,967	5,000	5,000	5,000
4015 Banked Leave Buy Back	-	3,139	3,139	3,230
4050 Pension Contributions	5,824	22,249	7,614	25,088
4051 Fica/Medicare	2,257	7,750	2,827	7,842
4053 Deferred Compensation	277	353	353	353
4055 Health/Dental Insurance	267	14,985	423	20,078
4056 Worker's Comp Insurance	54,584	21,502	21,502	75,255
4057 Disability Insurance	256	643	74	662
4058 Unemployment Insurance	16	538	39	441
4059 Life Insurance	25	89	28	89
4081 Eyecare Reimbursement	-	317	317	317
4082 Clothing Allowance	9	300	300	300
4083 Uniform Rental	1,589	1,625	2,222	1,725
4085 Other Taxable Benefits	1,661	1,867	1,835	62
TOTAL SALARIES AND BENEFITS	94,686	176,364	76,863	239,238
SERVICES				
5180 Medical/Physicals	40	40	-	-
5190 Other Professional Services	6,238	48,762	-	-
5280 Advertising	1,194	2,000	2,000	2,000
5300 Water, Sewer, Disposal	25,858	20,000	30,000	30,000
5303 Telephone	9,073	8,000	8,500	9,000
5310 Electricity & Gas	527,760	584,400	580,000	584,400
5313 Heating/AC Service Contract	58,025	44,000	64,000	60,000
5320 Janitorial Services	84,164	100,000	63,938	100,000
5350 Building/Grounds Maintenance	63,568	70,000	40,000	70,000
5360 Machinery & Equip Maint	16,127	7,000	17,632	18,000
5395 Info Technology Service Chgs	5,645	5,230	5,230	5,398
5396 City Garage Charges	4,990	9,191	14,072	18,117
5722 Penalties and Interest	9	-	-	-
5840 Training	156	1,500	-	1,500
5880 Special Contractual Services	151,943	91,200	200,000	145,240
TOTAL SERVICES	954,792	991,323	1,025,372	1,043,655
SUPPLIES				
6140 Office Supplies	1,256	1,000	1,000	1,000
6180 Turnouts/Uniform/Sfty Clothing	1,414	500	500	500
6210 Repair/Maintenance Supplies	31,151	20,000	20,000	25,000
6310 Janitorial Supplies	657	2,500	2,500	2,500
6350 Building Supplies	20,769	15,000	15,000	20,000
6375 Computer Components	233	1,000	900	1,000
6500 Office Equipment & Furniture	-	-	-	-
6510 Small Tools & Equipment	1,027	1,500	4,667	1,500
6560 Food	-	-	18	50
6590 Special Departmental Supplies	5,359	5,000	5,000	5,000
6640 Non-Capital Expenditures	10,832	25,000	60,000	20,000
TOTAL SUPPLIES	72,697	71,500	109,585	76,550

**DEPARTMENT/DIVISION
BUILDING MAINTENANCE**

FUND
GENERAL FUND

ORGKEY
101301

	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
FIXED ASSETS				
7100 Motor Vehicles	59,944	-	-	-
7150 Other Betterments/Improvement	9,827	183,862	90,000	120,000
TOTAL FIXED ASSETS	<u>69,771</u>	<u>183,862</u>	<u>90,000</u>	<u>120,000</u>
DIVISION TOTAL	1,191,946	1,423,049	1,301,820	1,479,443

Facilities and Community Services Streets & Electrical Division

Program Description:

The Street Division provides for the general maintenance and repair of 314 miles of streets and 90 miles of storm drains within the city. Crews respond to approximately 1,000 annual calls for routine street maintenance services.

The division also provides routine street cleaning and sweeping services on public roadways within the city of Redlands. This includes mechanical sweeping, debris removal, storm cleanup, and other related services. Streets are swept on a bi-monthly basis. A total of 510 curb-miles are swept during each sweeping rotation equating to a total of 1,020 curb-miles swept per month.

The division is also charged with providing for the maintenance and repair of 72 City-owned traffic signals and approximately 5,000 City-owned street lights.

Program Objectives:

- Patch and repair asphalt surfaces including potholes, utility trenches, and cracks
- Repair and ramping of sidewalks damaged by tree roots
- General maintenance and repair to the storm drain system including clearing of vegetation, repairs to open and rock channels, debris removal, cleaning of blockages, and general inspections
- Operation of a weed abatement program to include shoulder grading and mowing, spraying, and removal to comply with Fire Department abatement requirements
- Provide support to public safety departments for barricades, signs, and human resources in response to emergencies
- Install, replace, repair, and maintain all traffic signage within the public right-of-way
- Install, replace, and maintain all roadway markings and striping, including painted curbs, street legends, crosswalks, centerline and lane-line stripes, and parking lot lines
- The division's field service coordinator is responsible for oversight of the City's contracted street sweeping services
- Service, repair, and maintain traffic signals
- Service, repair, and maintain street lights

Significant Program Changes and Process Improvements:

Purchased and installed a new HP365 LaserJet printer in the sign shop. This new purchase has allowed us to fabricate all of our signs in house.

Accomplishments for Fiscal Year 2018-19:

- Maintained over 300 miles of streets, including potholing and skin patching, using 188 tons of asphalt in 538 locations
- Swept 12,000 curb miles throughout the city
- Removed and replaced approximately 2,400 square feet of sidewalk and 260 linear feet of curb and gutter at 22 locations
- Completed approximately 1,695 underground service alert tickets
- Serviced and/or repaired 582 street lights
- Responded to approximately 44 traffic signal complaints
- Performed 265 traffic signal inspections
- Completed annual cleaning of all storm drain inlets and channels
- Fabricated, replaced or serviced over 703 street signs

- Replaced 8 street lights knocked down in traffic accidents
- Replaced 45 high-pressure sodium street lights with energy efficient LEDs
- 360 labor hours eradicating illegal dumps

Projects Completed:

- Installed handicap ramps at West Terrace Park
- Installed new Service Club sign on Barton Road
- Formed and poured new stairs at Heritage Park
- Poured foundation and installed art piece at City Hall
- Worked alongside Parks and Building Maintenance Divisions and MUED to complete various downtown projects, including:
 - Christmas holiday decorations and lighting
 - Permanent tree lighting along State Street
 - Entry arches monuments
 - State Street speaker system
 - Orange Street Alley arches and umbrellas
 - Assisted in the completion of the downtown music system
- Completed the rehabilitation of Triangle Park
- Installed new conduit and wiring for street light issues on Pennsylvania and at 5th Ave
- Installed new Clock at Ed Hales Park

Strategic Plan Accomplishments:

Not Applicable

**DEPARTMENT/DIVISION
ELECTRICAL**

FUND				ORGKEY
GENERAL FUND				101302
	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SALARIES AND BENEFITS				
4000 Full Time Salaries	114,432	120,134	135,400	114,836
4010 Overtime Salaries	436	4,000	1,500	4,000
4012 Stand By	55	-	-	-
4015 Banked Leave Buy Back	5,607	5,110	5,778	4,251
4050 Pension Contributions	24,485	27,892	27,919	29,225
4051 Fica/Medicare	9,386	9,968	9,890	9,181
4053 Deferred Compensation	6	9	9	9
4055 Health/Dental Insurance	17,916	16,248	26,972	28,039
4056 Worker's Comp Insurance	4,173	4,157	4,157	4,134
4057 Disability Insurance	1,086	1,250	1,236	1,187
4058 Unemployment Insurance	139	241	1,643	159
4059 Life Insurance	127	127	132	127
4081 Eyecare Reimbursement	356	452	452	452
4082 Clothing Allowance	609	600	600	600
4083 Uniform Rental	1,374	1,565	1,599	1,565
4085 Other Taxable Benefits	3,314	4,452	1,939	2
TOTAL SALARIES AND BENEFITS	183,501	196,205	219,226	197,767
SERVICES				
5240 Meeting & Professional Devlpmt	-	2,000	-	2,000
5255 Travel Expense/Reimbursement	-	1,200	-	1,500
5270 Printing and Binding	-	100	-	100
5275 Postage	-	100	-	100
5280 Advertising	1,344	600	600	800
5303 Telephone	2,276	2,200	18,000	2,300
5310 Electricity & Gas	56	110	550	550
5315 Elec Svc: State Traffic Sgls	20,322	16,000	15,000	10,000
5316 Elec Svc: City Traffic Sgls	38,162	38,000	37,000	40,000
5330 Elec Svc: State Street Lightng	45,245	33,000	32,000	25,000
5331 Elec Svc: SCE Street Lighting	97,804	86,000	84,000	90,000
5360 Machinery & Equip Maint	3,109	12,000	9,000	12,000
5370 City Street Lighting Power	244,185	225,000	221,873	225,000
5395 Info Technology Service Chgs	11,550	10,723	10,723	11,049
5396 City Garage Charges	21,652	24,520	15,852	18,897
5510 Land and Building Rent	6,611	6,945	6,932	7,280
5590 Other Rentals	-	300	-	500
5840 Training	117	1,000	-	1,000
5880 Special Contractual Services	15,155	40,000	38,000	40,000
TOTAL SERVICES	507,589	499,798	489,530	488,076
SUPPLIES				
6140 Office Supplies	723	1,000	1,000	1,000
6160 Medical Supplies	-	200	25	200
6180 Turnouts/Uniform/Sfty Clothing	-	600	400	600
6210 Repair/Maintenance Supplies	72,976	105,000	100,000	105,000
6310 Janitorial Supplies	24	150	40	150
6350 Building Supplies	-	700	-	700
6375 Computer Components	-	2,000	-	2,000

**DEPARTMENT/DIVISION
ELECTRICAL**

FUND				ORGKEY
GENERAL FUND				101302
	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SUPPLIES (CONT.)				
6510 Small Tools & Equipment	627	1,500	1,450	2,000
6590 Special Departmental Supplies	3,049	6,000	6,000	6,000
6640 Non Capital Expenditures	23,225	-	-	-
TOTAL SUPPLIES	100,624	117,150	108,915	117,650
FIXED ASSETS				
7100 Motor Vehicles	-	-	30,000	-
7150 Other Betterments/Improvement	-	96,775	171,775	18,000
7230 Street Construction	-	-	-	-
TOTAL FIXED ASSETS	-	96,775	201,775	18,000
DIVISION TOTAL	791,714	909,928	1,019,446	821,493

**DEPARTMENT/DIVISION
STREETS**

FUND
GENERAL FUND

ORGKEY
101304

	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SALARIES AND BENEFITS				
4000 Full Time Salaries	680,900	663,556	680,346	676,279
4005 Salaries: Part Time	28,862	33,600	18,045	17,310
4010 Overtime Salaries	29,962	25,000	30,000	32,000
4012 Stand By	14,102	15,000	13,523	15,000
4015 Banked Leave Buy Back	17,095	20,151	39,469	18,584
4050 Pension Contributions	145,533	154,196	157,404	172,125
4051 Fica/Medicare	59,234	55,939	60,212	55,204
4053 Deferred Compensation	6	9	9	869
4055 Health/Dental Insurance	167,997	172,153	174,544	182,961
4056 Worker's Comp Insurance	31,127	47,783	47,783	41,963
4057 Disability Insurance	6,640	6,867	7,417	6,179
4058 Unemployment Insurance	1,149	661	12,888	439
4059 Life Insurance	870	820	900	820
4081 Eyecare Reimbursement	761	2,927	2,927	2,927
4082 Clothing Allowance	3,848	3,900	3,900	3,600
4083 Uniform Rental	5,473	6,300	9,917	9,917
4085 Other Taxable Benefits	11,644	10,027	6,304	4,352
TOTAL SALARIES AND BENEFITS	1,205,204	1,218,889	1,265,588	1,240,529
SERVICES				
5180 Medical/Physicals	670	800	800	800
5190 Other Professional Services	-	76,626	10,000	-
5255 Travel Expense/Reimbursement	2,693	-	-	-
5275 Postage	-	50	-	50
5280 Advertising	509	1,000	-	1,000
5300 Water,Sewer, Disposal	-	-	19,818	19,818
5303 Telephone	3,679	2,600	4,314	4,314
5395 Info Technology Service Chgs	28,762	25,694	25,694	13,680
5396 City Garage Charges	149,076	164,750	182,097	138,372
5590 Other Rentals	12,915	10,000	11,000	15,000
5840 Training	3,033	2,000	-	4,000
5880 Special Contractual Services	470,167	397,300	405,000	378,000
5890 Landfill Tipping Charges	6,860	7,500	10,269	9,000
5950 Bad Debt Expense	543	1,500	-	-
TOTAL SERVICES	678,907	689,820	668,992	584,034
SUPPLIES				
6140 Office Supplies	2,331	1,500	1,500	1,500
6160 Medical Supplies	-	500	200	200
6180 Turnouts/Uniform/Sfty Clothing	8,681	9,000	9,000	10,000
6210 Repair/Maintenance Supplies	161,019	151,000	149,000	155,000
6310 Janitorial Supplies	1,599	1,500	714	1,000
6375 Computer Components	1,682	2,000	622	2,000
6510 Small Tools & Equipment	9,693	8,500	9,037	10,000
6560 Food	1,371	1,000	1,000	1,000
6590 Special Departmental Supplies	17,295	17,500	17,500	20,000
6640 Non-Capital Expenditures	4,850	11,000	10,542	10,000
TOTAL SUPPLIES	208,520	203,500	199,115	210,700

**DEPARTMENT/DIVISION
STREETS**

FUND
GENERAL FUND

ORGKEY
101304

	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
FIXED ASSETS				
7100 Motor Vehicles	-	-	54,000	-
7140 All Other Equipment	-	-	16,136	-
7150 Other Betterments/Improvement	41,034	-	-	-
7300 Capital Lease	-	-	66,281	-
TOTAL FIXED ASSETS	41,034	-	136,417	-
DIVISION TOTAL	2,133,665	2,112,209	2,270,112	2,035,263

Facilities and Community Services Parks Division

Program Description:

The Parks Division is responsible for the maintenance and upkeep of approximately 253.4 acres consisting of 18 established parks, parking lots, 10.2 acres of median strips and traffic islands throughout the City, downtown area, and the newly improved I-10 Gateway. The Division is comprised of 20 full-time employees who provide maintenance to the City's park and open space system seven days per week. This division also supplements several community facility districts and landscape maintenance districts within the City. The Parks and medians are also home to over 6,530 trees which are included within the tree care program and monitored by Parks staff. All members of the Parks Division staff are trained to assist the Tree Division with routine tree removals, trimming, and emergency tree mitigation work when needed. This pertains not only to parks trees but also to the 42,184 trees within City easement as well as trees located on various City facilities and parcels.

Program Objectives:

- Provide clean, safe, and attractive open space and parkland areas
- Maintain irrigation systems and facility plumbing systems in all areas of responsibility
- Maintain playgrounds and other facilities in a safe, clean manner
- Maintain historic downtown Redlands
- Maintain City medians
- Support the tree crew with any tree related emergency mitigation within the City parks system
- Support the tree crew with any tree related emergency mitigation within the City's easement areas throughout the City
- Support the tree crew with the weekly palm frond abatement throughout the City, when needed
- Oversee, coordinate, and assist with various park volunteer efforts and other programs
- Support the annual Day of Service volunteer event
- Work cooperatively with various sports groups and special interest organizations
- Work cooperatively with fellow divisions and department with various projects and emergency work

Significant Program Changes and Process Improvements:

- Implementation of an extensive City-wide weed treatment program; established a training program for all applicable staff in accordance with the County of San Bernardino
- Creation of a comprehensive fertilizing program for the Redlands Sports Park soccer fields
- Upon the request of downtown businesses, implemented additional blowing and pressure washing to streets, sidewalks and open spaces

Capital Purchases Greater Than \$50,000:

Not Applicable

Accomplishments for Fiscal Year 2018-19:

- Implementation of a pesticide spraying program at the Sports Park soccer fields
- Completion of the Redlands Skatepark
- Cooperative work on projects with Streets and Building Maintenance Divisions to complete various downtown projects, including the completion of the Downtown Music system (phase II), Heritage Park Amphitheatre, two additional Service Club Monument Signs, an enhanced Holiday décor and lighting, along East and West State Streets
- Cooperative work with the Streets Division to install the Sisters Cities Clock Monument

Strategic Plan Accomplishments:

Objective D7.1: Parks Capital Improvement Plan–A Parks facility assessment was conducted to rate park conditions and needs.

**DEPARTMENT/DIVISION
PARKS**

FUND

GENERAL FUND

ORGKEY

101303

	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SALARIES AND BENEFITS				
4000 Full Time Salaries	539,370	627,875	592,696	661,503
4005 Salaries: Part Time	23,384	33,600	21,379	51,930
4010 Overtime Salaries	44,746	35,000	35,000	35,000
4012 Stand By	7,586	9,000	11,033	11,033
4015 Banked Leave Buy Back	10,312	16,718	16,718	18,257
4050 Pension Contributions	114,444	146,029	136,989	168,468
4051 Fica/Medicare	46,007	52,371	50,961	56,443
4053 Deferred Compensation	6	9	9	869
4055 Health/Dental Insurance	166,361	209,631	182,356	204,407
4056 Worker's Comp Insurance	36,787	32,699	32,699	28,938
4057 Disability Insurance	4,788	6,479	6,119	6,076
4058 Unemployment Insurance	1,139	1,229	13,609	1,948
4059 Life Insurance	779	889	860	889
4081 Eyecare Reimbursement	784	3,175	3,175	3,175
4082 Clothing Allowance	3,983	4,230	4,230	3,930
4083 Uniform Rental	4,534	5,952	9,436	12,000
4084 Clothing Cash Payment	20	-	-	-
4085 Other Taxable Benefits	2,228	2,172	422	572
TOTAL SALARIES AND BENEFITS	1,007,258	1,187,058	1,117,691	1,265,438
SERVICES				
5180 Medical/Physicals	275	500	275	1,000
5190 Other Professional Services	8,114	-	407	1,000
5240 Meeting & Professional Devlpmt	-	-	44	-
5255 Travel Expense/Reimbursement	505	250	400	500
5270 Printing and Binding	-	50	-	50
5280 Advertising	940	-	2,826	3,000
5300 Water, Sewer, Disposal	36,654	45,000	44,904	45,000
5303 Telephone	5,122	5,000	8,000	8,000
5310 Electricity & Gas	57,208	55,000	56,000	56,000
5312 Electric Svc: Facility Ops	-	50	-	-
5350 Building/Grounds Maintenance	8,062	20,300	20,000	20,000
5360 Machinery & Equip Maint	2,576	5,000	1,200	2,000
5395 Info Technology Service Chgs	34,241	28,756	28,756	28,590
5396 City Garage Charges	148,073	161,046	161,871	120,764
5590 Other Rentals	2,001	-	-	-
5722 Penalties and Interest	20	-	-	-
5800 Subscriptions & Memberships	73	400	-	400
5840 Training	2,895	7,000	4,800	7,000
5880 Special Contractual Services	279,511	162,000	244,575	182,500
5890 Landfill Tipping Charges	15,647	15,000	26,000	20,000
TOTAL SERVICES	601,916	505,352	600,058	495,804
SUPPLIES				
6140 Office Supplies	16	800	800	1,500
6160 Medical Supplies	-	300	300	300
6180 Turnouts/Uniform/Sfty Clothing	2,881	3,000	3,000	3,000
6210 Repair/Maintenance Supplies	106,134	95,000	95,000	100,000

**DEPARTMENT/DIVISION
PARKS**

FUND

GENERAL FUND

ORGKEY

101303

	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SUPPLIES (CONT.)				
6310 Janitorial Supplies	16,197	18,000	15,500	18,000
6350 Building Supplies	4,138	5,000	5,800	6,000
6440 Compressed Natural Gas (LCNG)	2,320	-	-	-
6510 Small Tools & Equipment	5,564	5,500	10,500	12,000
6560 Food	794	300	315	300
6570 Water Meters & Fittings	1,990	-	-	-
6590 Special Departmental Supplies	15,091	13,500	13,500	13,500
6640 Non-Capital Expenditures	46,395	130,606	70,000	86,000
TOTAL SUPPLIES	201,519	272,006	214,715	240,600
FIXED ASSETS				
7100 Motor Vehicles	-	108,270	123,270	-
7150 Other Betterments/Improvement	23,751	271,596	408,189	-
7300 Capital Lease	-	-	105,146	-
TOTAL FIXED ASSETS	23,751	379,866	636,605	-
DIVISION TOTAL	1,834,444	2,344,282	2,569,069	2,001,842

Facilities and Community Services Trees

Program Description:

The Facilities and Community Services Street Tree Division oversees the maintenance of approximately 53,875 tree sites located within the City's right-of-way, City facilities, City-owned parking lots, City-owned parcels, and parks and trails. Of these sites, approximately 42,369 are home to living trees. This includes approximately 6,530 trees within City parks system and some 9,920 palm trees of various species citywide. The City's urban forest is an amazing asset of the City of Redlands, valued at nearly \$160,500,540. The Trees Division, in partnership with the Redlands Street Tree Committee, is dedicated to the continued enhancement, maintenance, and care of this living asset.

Program Objectives:

- Provide trimming (based on safety, tree health, and aesthetics) and maintenance of City trees with a primary focus on individual specimens within the City right-of-way
- Provide safe and efficient removals of dead, diseased and hazardous trees, either on a pre-approved or emergency basis
- Provide efficient response to mitigate and resolve tree emergency calls
- Work cooperatively with various volunteer groups, special interest organizations, and City departments to promote urban forest health and preservation
- Provide continual updates to maintain accurate records and reports

Significant Program Changes and Process Improvements:

This year, the Tree Crew has continued to further diminish the inventory of approved tree removals and emergency response and clean up times. The crew has fine-tuned various field procedures and has helped cross-train support staff to improve efficiency and implement industry best management practice to execute routine tasks.

Accomplishments for Fiscal Year 2018-19:

- Approximately 245 trees removed
- Approximately 2460 trees trimmed
- Dead tree population down to .015% of our total tree inventory
- Trees monitored for health and/or recommended for removal have been reduced to 0.084% of total tree inventory
- Approximately 185 trees planted
- A new aerial bucket was ordered and delivery is expected early summer 2019

Strategic Plan Accomplishments:

None

**DEPARTMENT/DIVISION
TREES**

FUND				ORGKEY
GENERAL FUND				101305
	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SALARIES AND BENEFITS				
4000 Full Time Salaries	225,209	275,515	221,652	202,447
4010 Overtime Salaries	18,789	10,000	10,813	15,000
4015 Banked Leave Buy Back	3,796	6,374	6,374	3,645
4050 Pension Contributions	48,102	64,088	47,908	51,583
4051 Fica/Medicare	19,279	22,137	17,223	15,952
4053 Deferred Compensation	12	17	17	17
4055 Health/Dental Insurance	29,953	64,407	33,741	50,534
4056 Worker's Comp Insurance	-	12,470	12,470	99,482
4057 Disability Insurance	1,322	2,820	2,551	2,055
4058 Unemployment Insurance	637	(191)	4,721	23
4059 Life Insurance	332	392	305	266
4081 Eyecare Reimbursement	624	1,400	1,400	950
4082 Clothing Allowance	433	1,860	1,860	1,435
4084 Clothing Cash Payment	42	-	-	-
4085 Other Taxable Benefits	4,172	5,622	1,522	1,422
TOTAL SALARIES AND BENEFITS	352,700	466,911	362,557	444,811
SERVICES				
5180 Medical/Physicals	40	1,000	1,000	2,000
5190 Other Professional Services	-	-	610	-
5240 Meeting & Professional Devlpmt	-	-	-	9,000
5255 Travel Expense/Reimbursement	-	-	612	-
5270 Printing and Binding	-	2,500	2,000	1,500
5396 City Garage Charges	6,977	6,979	-	-
5800 Subscriptions & Memberships	-	-	185	-
5840 Training	385	5,000	2,500	3,000
5880 Special Contractual Services	8,949	10,000	50,000	124,191
TOTAL SERVICES	16,351	25,479	56,907	139,691
SUPPLIES				
6140 Office Supplies	-	-	-	2,000
6210 Repair/Maintenance Supplies	-	20,000	10,000	10,000
TOTAL SUPPLIES	-	20,000	10,000	12,000
FIXED ASSETS				
7100 Motor Vehicles	-	70,000	70,000	-
7140 All Other Equipment	-	-	70,000	-
TOTAL FIXED ASSETS	-	70,000	140,000	-
 DIVISION TOTAL	 369,052	 582,390	 569,464	 596,502

Facilities and Community Services Code Enforcement Division

Program Description:

The Code Enforcement Division is responsible for improving the quality of life, protecting property values, and ensuring the health and safety of our community by fair and consistent enforcement of the Redlands Municipal Code. Such enforcement activities include, but are not limited to, enforcement of codes related to property maintenance, graffiti, inoperative vehicles, unsafe conditions, unsafe buildings, unpermitted (unsafe) construction, and the eradication of neighborhood blight. This division consists of one full-time senior code officer, two full-time code officers, one part-time officer, and one full-time administrative technician who administers the Rental Property Inspection Program. The Code Enforcement Division provides a balance of providing customer service to residents concerned with municipal code violations while working to educate and gain voluntary compliance increasing the quality of life and serving the entire community.

Program Objectives:

- Provide excellent customer service to the residents and businesses of the City of Redlands
- Increase the quality of life in the City of Redlands by improving the visual appearance of our neighborhoods through the fair and consistent enforcement of the property maintenance ordinance
- Respond to citizen concerns pertaining to Municipal Code violations. Educate property owners and responsible parties of code requirements and work with stakeholders to solve problems in the city to resolve issues raised by residents and businesses through voluntary compliance
- When voluntary compliance is not gained through education and attempts to work with property owners and responsible parties, enforcement action is initiated to gain compliance to provide the appropriate customer service to the overall community to correct detrimental code violations affecting the quality of life, property values, and the health and safety of the community

Significant Program Changes and Process Improvements:

This year, the Code Enforcement Division added a part-time position, this new position assisted with increasing the efficiency of code enforcement activities such as enforcement of property maintenance and unpermitted construction that relate to unsafe or blighted areas. The addition of this staff also enhanced the administration of the City's rental program by providing customer services specifically for code enforcement actions.

Other enhancements or significant program changes for this year include the performance of property abatements for properties determined to be a public nuisance and a health and safety concern to the community. The City underwent litigation for three properties and obtained warrants for access. The properties were cleaned and secured to ensure that the nuisance was abated for the surrounding neighborhoods. Abatement actions were performed to correct outstanding municipal code violations and included contractors for the removal of several tons of trash and debris, board-ups to secure property and structures, and the removal of overgrown vegetation to ensure visibility of properties.

Accomplishments for Fiscal Year 2018-19:

- Opened 891 cases
- Closed 850 cases
- Inspected 3,195 rental units within the Residential Rental Dwelling Unit Program
- The Code Enforcement Division participates in a monthly meeting with the City's Police Department, Building and Safety Department, and Fire Department to discuss current public safety issues, code cases, and municipal code violations. This partnership assists in improving interdepartmental communications and the success of closing of cases and providing health and safety to the community

**DEPARTMENT/DIVISION
CODE ENFORCEMENT**

FUND
GENERAL FUND

ORGKEY
101306

	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SALARIES AND BENEFITS				
4000 Full Time Salaries	177,831	171,124	165,695	234,254
4005 Salaries: Part Time	2,915	19,000	19,277	-
4010 Overtime Salaries	(76)	1,000	1,000	1,000
4015 Banked Leave Buy Back	14,458	4,067	4,067	3,186
4050 Pension Contributions	38,061	40,101	39,903	59,950
4051 Fica/Medicare	15,509	15,718	15,560	18,727
4053 Deferred Compensation	3,297	369	369	377
4055 Health/Dental Insurance	17,716	16,052	9,322	38,302
4056 Worker's Comp Insurance	4,173	4,157	4,157	4,134
4057 Disability Insurance	1,342	1,650	1,645	2,269
4058 Unemployment Insurance	377	202	3,139	76
4059 Life Insurance	208	196	205	246
4081 Eyecare Reimbursement	75	700	700	880
4082 Clothing Allowance	10	900	900	1,140
4084 Clothing Cash Payment	400	-	-	-
4085 Other Taxable Benefits	7,826	10,377	8,791	6,221
TOTAL SALARIES AND BENEFITS	284,122	285,613	274,730	370,762
SERVICES				
5103 Software Support & Development	-	-	-	5,000
5140 Legal Services	3,101	500	500	1,000
5190 Other Professional Services	49	1,200	1,200	1,500
5270 Printing and Binding	-	7,000	7,000	7,000
5275 Postage	23	3,000	3,000	3,000
5280 Advertising	-	1,500	1,500	1,500
5303 Telephone	2,939	2,010	2,500	2,500
5396 City Garage Charges	5,033	4,630	3,494	2,647
5800 Subscriptions & Memberships	-	500	500	500
5840 Training	-	3,000	3,000	2,000
5880 Special Contractual Services	18,918	17,000	54,000	30,000
5890 Landfill Tipping Charges	-	-	11,000	15,000
TOTAL SERVICES	30,063	40,340	87,694	71,647
SUPPLIES				
6140 Office Supplies	1,743	2,000	2,000	1,000
6180 Turnouts/Uniform/Sfty Clothing	-	300	300	3,000
6375 Computer Components	3,007	-	-	-
6560 Food	72	100	100	100
6590 Special Departmental Supplies	3,962	500	500	2,000
TOTAL SUPPLIES	8,784	2,900	2,900	6,100
FIXED ASSETS				
7250 Land Acquisitions	-	-	600	-
TOTAL FIXED ASSETS	-	-	600	-
DIVISION TOTAL	322,969	328,853	365,924	448,509
DEPARTMENT TOTAL	8,828,502	9,383,809	9,725,595	8,867,827

Facilities and Community Services Downtown Redlands

Program Description:

The Downtown Redlands Division is dedicated to ensuring the downtown is considered the heart of the community; to stimulate shopping and dining while making the downtown a true destination. The division concentrates efforts on promotion, enhanced maintenance efforts and customer service outreach for the downtown businesses. Promotional events include Market Night, Saturday Farmers' Market, Downtown Art Walk, Movies in the Park, Orange Street Alley Park rotating art installations, annual Holiday Décor and Entertainment Program, and other popular downtown events.

Program Objectives:

- Preserve the integrity of historic downtown and cultivate prosperity for the local businesses
- Help stimulate downtown's economic vitality
- Provide information to and address service requests from the local business community
- Enrich the downtown area with activities such as Market Night and promotions that are conducive to family participation
- Enrich the downtown with enhanced streetscape, furnishings, and decorations

Smart Redlands Initiative/Strategic Plan Objectives:

- The following accomplishments meet or support the City of Redlands 2017-2020 Strategic Plan - Objective B-2 Tourism: Increase tourism by marketing Redlands as a destination and expand/enhance downtown area and related events as identified in the Economic Development Action Plan
- Rotating art installations within Orange Street Alley began with the highly popular umbrella installations.
- Oversaw and managed weekly Market Night, Saturday Farmers' Market, Movies in the Park series, Spring Egg Hunt, Downtown Redlands Art Walks, Surfin' State Street, Safe Trick-or-Treat, Holiday Lighting Ceremony, Holiday Kickoff, Holiday Décor and Entertainment Program; acted as a liaison for the Holiday Parade, and held the first annual Redlands Citrus Festival

DEPARTMENT/DIVISION
DOWNTOWN REDLANDS BUSINESS AREA

FUND				ORGKEY
DOWNTOWN REDLANDS BUSINESS AREA FUND				236166
	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SALARIES AND BENEFITS				
4000 Full Time Salaries	61,598	91,638	105,048	45,277
4005 Salaries: Part Time	6,159	20,900	12,581	20,500
4010 Overtime Salaries	6,081	3,000	3,018	3,000
4015 Banked Leave Buy Back	339	2,782	2,782	1,480
4050 Pension Contributions	12,983	19,658	23,297	11,463
4051 Fica/Medicare	5,204	8,333	8,697	5,151
4053 Deferred Compensation	860	860	860	430
4055 Health/Dental Insurance	12,048	12,328	14,239	6,164
4056 Worker's Comp Insurance	5,217	5,196	5,196	5,168
4057 Disability Insurance	7	-	338	-
4058 Unemployment Insurance	135	631	1,512	(470)
4059 Life Insurance	71	63	116	32
4081 Eyecare Reimbursement	-	225	225	113
4082 Clothing Allowance	7	-	-	-
4084 Clothing Cash Payment	30	-	-	-
4085 Other Taxable Benefits	261	150	737	75
TOTAL SALARIES AND BENEFITS	110,999	165,764	178,646	98,383
SERVICES				
5034 Collection Agent/Bank Fees	5,892	6,000	6,000	6,000
5103 Software Support & Development	1,500	1,500	1,500	3,200
5255 Travel Expense/Reimbursement	718	1,533	449	1,533
5270 Printing and Binding	300	-	-	-
5275 Postage	-	50	-	50
5300 Water, Sewer, Disposal	14,975	11,000	15,867	16,000
5303 Telephone	959	4,500	974	1,000
5310 Electricity & Gas	2,625	2,500	2,907	3,000
5392 License & Permits	2,792	3,200	14,194	15,000
5395 Info Technology Service Chgs	20,617	20,927	20,927	20,317
5396 City Garage Charges	467	467	469	470
5570 Office Equip & Furn Rent	-	2,000	-	2,000
5722 Penalties and Interest	60	-	-	-
5760 Special Program Expenditures	35,642	20,000	5,200	7,000
5800 Subscriptions & Memberships	2,838	-	-	-
5870 General Govt Service Charge	34,731	35,988	35,988	37,086
5880 Special Contractual Services	78,402	40,000	77,760	69,980
5990 Reimbursed Expenditures	-	750	-	750
TOTAL SERVICES	202,520	150,415	182,235	183,386
SUPPLIES				
6140 Office Supplies	961	700	700	700
6180 Turnouts/Uniform/Sfty Clothing	42	-	435	450
6190 Photo & Copying Supplies	-	500	3	500
6210 Repair/Maintenance Supplies	29,735	1,000	13,350	13,500
6510 Small Tools & Equipment	295	-	-	295
6520 Promotional Supplies	3,354	3,000	1,104	3,000
6560 Food	3,398	13,760	6,545	13,760
6590 Special Departmental Supplies	2,565	2,241	3,077	3,077

DEPARTMENT/DIVISION
DOWNTOWN REDLANDS BUSINESS AREA

FUND				ORGKEY
DOWNTOWN REDLANDS BUSINESS AREA FUND				236166
	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SUPPLIES (CONT.)				
6640 Non-Capital Expenditures	9,738	10,000	-	-
TOTAL SUPPLIES	50,088	31,201	25,214	35,282
FUND TOTAL	363,607	347,381	386,095	317,051

DEPARTMENT/DIVISION
DOWNTOWN REDLANDS BUSINESS AREA

JOB LEDGER BUDGET

FUND		ORGKEY	
DOWNTOWN REDLANDS BUSINESS AREA FUND		236166	
JOB LEDGER NO.	PROJECT/PROGRAM DESCRIPTION	FY 2018-19 12 MONTH ESTIMATE	2019-20 COUNCIL ADOPTED
15000	General Administration (66)	225,323	165,256
15001	Events	28,159	53,308
15006	Market Night	77,077	43,230
15009	Saturday Morning Farmer's Market	18,773	35,539
15013	Kaiser Grant	5,000	5,000
15014	CMM In-Kind Match	17,045	-
15015	California Market Match Food Assistance	14,718	14,718
TOTALS		386,095	317,051

**Facilities and Community Services
Community Facility, Land Maintenance and Street Lighting Districts**

Land Maintenance and Street Lighting Districts

Program Description:

The City established Landscape District No. 1 and Street Lighting District No. 1 in accordance with the "Landscaping and Lighting Act of 1972."

The San Bernardino County Assessor's Office collects annual assessments from affected district property owners to provide for the district's management, administration, maintenance, and operational expenses. Maintenance costs associated with the Landscape District No. 1 include the cost of water and labor, materials and equipment to maintain/replace trees, bushes, groundcover and turf, and repairs for irrigation lines and irrigation control systems. Maintenance costs associated with the Street Lighting District include the cost of power to illuminate the street lights and the labor, materials, and equipment to replace burnt out or broken street light bulbs.

The revenues collected through the assessments in both districts have not been adequate to cover the cost of providing these services. As a result, General Fund revenues have been used to subsidize the cost of providing these services. The district should adequately fund the cost of providing the district services. In consideration of General Fund revenues used to subsidize these services, the services being provided will be curtailed to a level commensurate with the revenues generated by the annual assessments. Additionally, Landscape Maintenance District reductions will include reduced irrigation period, reductions to the frequency of the landscape maintenance activities, and only minor repair work. Landscaping and irrigation will be systematically removed and replaced with drought-tolerant plant material and drip irrigation that will require fewer maintenance hours. For the Street Light Maintenance, only reactionary maintenance will be provided. Furthermore, staff review and inspections, as well as general City administrative overhead, will not be included in the cost of service for these Districts.

Program Objectives:

- Comply with the requirements of the "Landscaping and Lighting Act of 1972"
- Implement adjustments to assessments to ensure there is adequate cost recovery for the services provided
- Provide satisfactory landscape maintenance to meet the City's desire for well maintained, attractive, and aesthetically landscaped areas to improve community quality of life.
- Provide satisfactory street light maintenance to provide well lighted and safe pedestrian and vehicular travel ways

Significant Program Changes and Process Improvements:

Reduction in service levels to reflect total revenue collected by assessments. Staff is closely monitoring irrigation and maintenance costs associated with Landscaping Maintenance District operations. Staff created water budgets for each landscape area, in accordance with AB1881 and the University of California maximum water allowance calculation, to properly manage district irrigation practices to lower irrigation expenses and maximize landscape maintenance services.

Community Facility Districts

Program Description:

The City established Community Facility District No. 2004-1 in July of 2004 in accordance with the "Mello-Roos Community Facilities Act of 1982."

In 1978, Proposition 13 was enacted by Californians, which limited the ability of many public agencies to finance new projects. In 1982, Senator Henry Mello and Assemblyman Mike Roos affected the passage of the "Mello-Roos Community Facilities Act of 1982" (the Act) authorizing local governments and developers to create Community Facilities Districts (CFDs) for the purpose of selling tax-exempt bonds to fund public improvements. The Act allows any county, city, special district, school district or joint powers of authority to establish a CFD, which allows for the financing of public services and facilities. Basically, it allows communities to raise funds for improvements to infrastructure (streets, sewers, and storm drains) even though Proposition 13 limits their ability to tax property. The revenues collected through the assessments are used to support maintenance of parks, parkways, and open space as well as flood and storm protection services, including, but not limited to, the operation and maintenance of storm drainage systems and on-site retention basins.

Program Objectives:

- Comply with the requirements of the "Mello-Roos Community Facilities Act of 1982"
- Provide satisfactory maintenance to CFD common areas, park areas, open spaces, and retention basins
- Provide satisfactory landscape maintenance to meet the City's desire for well maintained, attractive, and aesthetically landscaped areas to improve community quality of life.

Significant Program Changes and Process Improvements:

This year one CFD parks was completed and three four more are currently under construction, all are still under the developers' landscaper until inspection is cleared and the one year maintenance/warranty period is satisfied. Once the one year period is completed, these areas will fall under the direct purview of Facilities and Community Services staff.

DEPARTMENT/DIVISION
STREET LIGHTING DISTRICT #1

FUND
STREET LIGHTING DISTRICT #1 FUND

ORGKEY
260300

	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SALARIES AND BENEFITS				
4000 Full Time Salaries	7,330	9,316	9,307	11,495
4015 Banked Leave Buy Back	327	596	596	671
4050 Pension Contributions	1,557	2,160	2,150	2,921
4051 Fica/Medicare	539	695	669	858
4053 Deferred Compensation	101	138	138	143
4055 Health/Dental Insurance	933	1,206	1,272	1,704
4057 Disability Insurance	7	-	-	17
4058 Unemployment Insurance	2	26	7	24
4059 Life Insurance	4	6	6	8
4080 Vehicle Allowance	16	-	18	-
4081 Eyecare Reimbursement	6	18	18	27
4085 Other Taxable Benefits	63	67	11	113
TOTAL SALARIES AND BENEFITS	10,887	14,228	14,192	17,981
SERVICES				
5370 City Street Lighting Power	13,039	16,482	16,482	12,000
5870 General Govt Service Charge	1,101	1,141	1,141	1,176
TOTAL SERVICES	14,140	17,623	17,623	13,176
FUND TOTAL	25,027	31,851	31,815	31,157

DEPARTMENT/DIVISION
COMMUNITY FACILITIES DISTRICT 2004-1

FUND

CFD 2004-1 ASSESSMENTS FUND

ORGKEY

261300

	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SALARIES AND BENEFITS				
4000 Full Time Salaries	43,012	48,713	48,724	51,386
4010 Overtime Salaries	4	-	3	5
4015 Banked Leave Buy Back	1,000	2,650	2,650	2,741
4050 Pension Contributions	9,278	11,306	11,256	13,024
4051 Fica/Medicare	3,201	3,715	3,577	3,868
4053 Deferred Compensation	370	662	662	681
4055 Health/Dental Insurance	6,816	8,470	8,097	8,784
4057 Disability Insurance	88	108	102	113
4058 Unemployment Insurance	19	171	277	34
4059 Life Insurance	33	38	38	36
4080 Vehicle Allowance	65	-	72	-
4081 Eyecare Reimbursement	34	133	133	128
4082 Clothing Allowance	-	-	66	60
4084 Clothing Cash Payment	64	66	-	-
4085 Other Taxable Benefits	392	500	270	288
TOTAL SALARIES AND BENEFITS	64,377	76,532	75,927	81,148
SERVICES				
5140 Legal Services	5,296	5,000	3,500	5,000
5190 Other Professional Services	14,894	-	4,000	-
5300 Water, Sewer, Disposal	33,725	38,000	38,000	38,000
5310 Electricity & Gas	1,711	1,500	1,500	1,500
5312 Electric Srvc: Facility Ops	-	50	50	50
5870 General Govt Service Charge	6,486	6,720	6,720	6,925
5880 Special Contractual Services	64,962	74,000	74,000	75,536
TOTAL SERVICES	127,074	125,270	127,770	127,011
SUPPLIES				
6210 Repair/Maintenance Supplies	-	5,000	5,000	-
TOTAL SUPPLIES	-	5,000	5,000	-
FUND TOTAL	191,451	206,802	208,697	208,159

DEPARTMENT/DIVISION
LANDSCAPE MAINTENANCE DISTRICT

FUND
LANDSCAPE MAINTENANCE DISTRICT FUND

ORGKEY
263300

	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SALARIES AND BENEFITS				
4000 Full Time Salaries	9,628	12,205	12,160	12,919
4015 Banked Leave Buy Back	327	685	685	713
4050 Pension Contributions	2,048	2,828	2,809	3,271
4051 Fica/Medicare	718	926	896	968
4053 Deferred Compensation	119	164	164	169
4055 Health/Dental Insurance	1,337	1,720	1,771	1,831
4057 Disability Insurance	11	5	5	6
4058 Unemployment Insurance	3	38	23	10
4059 Life Insurance	6	8	8	8
4080 Vehicle Allowance	16	-	18	-
4081 Eyecare Reimbursement	7	27	27	27
4082 Clothing Allowance	-	-	3	3
4084 Clothing Cash Payment	3	3	-	-
4085 Other Taxable Benefits	99	114	58	75
TOTAL SALARIES AND BENEFITS	14,323	18,723	18,627	20,000
SERVICES				
5280 Advertising	-	-	497	497
5300 Water, Sewer, Disposal	27,513	25,000	25,000	25,000
5310 Electricity & Gas	2,067	1,800	1,800	1,800
5350 Building/Grounds Maintenance	11,560	14,116	14,116	5,000
5870 General Govt Service Charge	2,481	2,571	2,571	2,649
5880 Special Contractual Services	-	9,964	-	10,000
TOTAL SERVICES	43,621	53,451	43,984	44,946
FUND TOTAL	57,943	72,174	62,611	64,946

Facilities and Community Services Solid Waste

Program Description:

The Solid Waste Division operates automated refuse, recycling, and green waste collection for approximately 19,000 single-family residential units. Commercial bin service is provided one to six days per week to 900 customers and commercial recycling service is provided to approximately 300 businesses. New commercial organic waste recycling is provided to 35 customers and a total of approximately 216 tons were recycled in 2018. Roll-off bin service is provided using 160 roll-off bins, which are rented by customers on a weekly basis. An un-staffed drop-off center is provided at the City Yard for residents and businesses that don't otherwise have an opportunity to recycle. As a community service, the Solid Waste Division provides cleanup of illegal dumping, educational activities with schools, and other solid waste education including recycling and waste reduction for residents and businesses in Redlands.

Program Objectives:

- Comply with all local, state, and federal regulatory requirements such as AB939, AB341, AB1826, SCAQMD Clean Air Acts, and landfill operating requirements
- Provide cost-effective, high-quality service to all solid waste customers
- Operate the landfill in an efficient and fiscally responsible manner
- Ensure landfill regulatory requirements are met or exceeded
- Ensure continued compliance with increasing State diversion/recycling requirements

Significant Program Changes and Process Improvements:

- Staff has begun ordering organic collection dumpsters and automated organic containers to supplement the current organic recycling program
- Three new automated side loaders were ordered with expected delivery dates of spring and summer 2019. The Division also added a rear loading semi-automated unit for the collection of organic material
- A new Recycling coordinator was hired to ensure the City remains in compliance with CalRecycle and state mandates and regulations
- To address mandatory recycling requirements of AB341 and AB1826, the City's Solid Waste Division has introduced several recycling outreach programs and has developed an organics collection route to provide service to approximately 35 commercial customers
- On May 9, 2018, the Solid Waste Division implemented a new No Charge Bulky Item Collection program to residential customers. The program allows customers to request two bulky item pick-ups per calendar year at no charge up to three items per collection
- On January 2, 2018, the Solid Waste Division began participating in a mattress recycling program offered through the State of California. This program allows staff to recycle mattresses collected through the City's bulky item program. This program enables Landfill staff to extract mattresses from the waste stream and recycle them
- Improvements were made to the entrance/exit of the California Street Landfill to promote storm water drainage, water run-off, and reduce sediment to meet regulatory requirements of Industrial Storm Water Pollution Prevention Plan

Capital Purchases Greater Than \$50,000:

- The Solid Waste Division purchased three collection vehicles as part of the ongoing fleet replacement program
- The Landfill purchased a new refuse compactor to replace a 29-year-old unit

Accomplishments for Fiscal Year 2018-19:

- Solid Waste collected approximately 46,777 tons of refuse, 9,610 tons of recyclables, 13,909 tons of green waste, and 216 tons of organic waste
- On May 1, 2018, the California Street Landfill began grinding the stockpile of recycled concrete and asphalt material. The project produced approximately 34,000 tons of base material. The grindings are being recycled as road base and wet weather base at the California Street Landfill and other locations within the City
- CalRecycle certified that the City of Redlands is meeting the requirements of AB 939 and has adequately implemented a diversion program achieving diversion requirements
- Staff began outreach meetings and public speaking engagements to inform residents and business owners of the new assembly bills and recycling requirements of AB1826 and AB341

**DEPARTMENT/DIVISION
SOLID WASTE**

FUND
SOLID WASTE FUND

ORGKEY
511401

	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SALARIES AND BENEFITS				
4000 Full Time Salaries	2,276,512	2,698,861	2,518,640	2,820,631
4005 Salaries: Part Time	198,811	169,960	159,266	52,810
4010 Overtime Salaries	172,051	150,000	296,178	250,000
4012 Stand By	-	5,000	5,000	-
4015 Banked Leave Buy Back	119,108	103,459	103,459	107,544
4016 Compensated Absence	29,876	-	-	-
4050 Pension Contributions	920,527	627,196	582,320	719,615
4051 Fica/Medicare	210,546	225,246	228,985	225,782
4053 Deferred Compensation	9,961	15,988	14,031	14,664
4055 Health/Dental Insurance	439,331	573,350	510,207	625,444
4056 Worker's Comp Insurance	148,768	133,036	133,036	211,130
4057 Disability Insurance	17,056	19,342	21,229	21,626
4058 Unemployment Insurance	3,972	4,978	32,300	1,992
4059 Life Insurance	2,495	2,888	2,758	3,044
4080 Vehicle Allowance	1,238	-	1,516	-
4081 Eyecare Reimbursement	2,853	10,314	10,314	10,870
4082 Clothing Allowance	8,343	11,355	11,355	12,480
4083 Uniform Rental	15,616	17,600	19,935	19,935
4084 Clothing Cash Payment	727	727	700	700
4085 Other Taxable Benefits	43,737	45,897	34,469	38,700
4087 Employee Wellness Program	33	-	17	33
TOTAL SALARIES AND BENEFITS	4,621,559	4,815,197	4,685,715	5,136,999
SERVICES				
5103 Software Support & Development	140	30,000	30,000	150
5110 Architect & Engineer	-	15,000	17,856	5,000
5140 Legal Services	-	15,000	5,000	5,000
5142 City Attorney Legal Service	26,000	26,000	26,000	26,000
5180 Medical/Physicals	2,740	2,500	2,500	2,500
5190 Other Professional Services	625,207	484,902	491,000	491,236
5240 Meeting & Professional Devlpmt	1,409	5,000	3,000	5,000
5255 Travel Expense/Reimbursement	3,803	3,500	3,256	3,500
5270 Printing and Binding	9,134	5,000	4,312	5,000
5275 Postage	-	6,500	1,000	3,000
5280 Advertising	1,359	2,000	1,000	2,000
5300 Water, Sewer, Disposal	4,960	15,000	6,500	8,000
5301 City Water	13	-	-	-
5302 City Disposal	135,572	120,000	120,000	120,000
5303 Telephone	4,950	8,000	6,000	6,000
5310 Electricity & Gas	8,712	13,000	13,000	13,000
5320 Janitorial Services	-	35,000	4,000	33,000
5360 Machinery & Equip Maint	29,951	35,000	35,000	35,000
5392 License & Permits	61,509	65,000	65,000	65,000
5395 Info Technology Service Chgs	258,777	292,667	292,667	292,377
5396 City Garage Charges	2,082,278	2,082,927	2,868,305	2,601,613
5451 Retiree Health Insurance	514,556	190,000	190,000	190,000
5510 Land and Building Rent	4,358	3,600	3,600	3,600
5530 Clothing and Linen Rent	-	5,000	5,000	-
5580 Communications Svs & Rental	-	500	500	500

**DEPARTMENT/DIVISION
SOLID WASTE**

FUND
SOLID WASTE FUND

ORGKEY
511401

	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SERVICES (CONT.)				
5590 Other Rentals	899	700	1,091	700
5720 Taxes	179	7,000	7,000	1,000
5722 Penalties and Interest	1,285	75	75	500
5800 Subscriptions & Memberships	937	2,000	2,000	2,000
5840 Training	8,993	12,000	12,000	5,400
5870 General Govt Service Charge	600,896	622,649	785,982	844,141
5880 Special Contractual Services	637,979	550,000	1,005,686	936,000
5890 Landfill Tipping Charges	157,231	240,000	120,000	120,000
5898 State Mandated Fees	74,894	70,000	68,064	70,000
5950 Bad Debt Expense	24,901	100	100	100
5980 Billing Services	310,887	432,000	432,000	350,000
5995 Depreciation Expense	1,249,520	-	-	-
5996 Landfill Closure/PC Expense	262,527	-	-	-
TOTAL SERVICES	7,106,555	5,397,620	6,628,494	6,246,317
SUPPLIES				
6140 Office Supplies	2,832	6,000	7,500	6,000
6160 Medical Supplies	-	500	500	500
6180 Turnouts/Uniform/Sfty Clothing	21,179	35,000	30,000	30,000
6190 Photo & Copying Supplies	-	500	500	500
6210 Repair/Maintenance Supplies	26,404	28,000	35,000	28,000
6310 Janitorial Supplies	29,676	15,000	27,658	3,000
6350 Building Supplies	-	500	500	500
6375 Computer Components	4,501	4,500	4,500	4,500
6410 Motor Vehicle Supplies	754	800	754	800
6500 Office Equipment & Furniture	7,242	3,500	3,500	3,500
6510 Small Tools & Equipment	14,300	12,000	15,000	12,000
6560 Food	1,081	1,200	1,700	1,200
6590 Special Departmental Supplies	422,340	336,466	406,178	400,000
TOTAL SUPPLIES	530,309	443,966	533,290	490,500
FIXED ASSETS				
7100 Motor Vehicles	342,844	50,000	50,000	50,000
7300 Capital Lease	-	-	-	40,892
TOTAL FIXED ASSETS	342,844	50,000	50,000	90,892
DEBT SERVICE				
8300 Capitalized Expenditures	(342,844)	-	-	-
TOTAL DEBT SERVICE	(342,844)	-	-	-
FUND TOTAL	12,258,423	10,706,783	11,897,499	11,964,708

**DEPARTMENT/DIVISION
SOLID WASTE**

JOB LEDGER BUDGET

FUND		ORGKEY	
SOLID WASTE FUND		511401	
JOB LEDGER NO.	PROJECT/PROGRAM DESCRIPTION	FY 2018-19 12 MONTH ESTIMATE	2019-20 COUNCIL ADOPTED
72001	Solid Waste General Administration	2,097,786	2,252,462
72020	Solid Waste Landfill - General	1,665,936	1,349,548
72032	Solid Waste Landfill - Maint. and Operations	1,106,572	1,065,493
72040	Solid Waste Landfill - Quality Control	809,410	734,844
72060	Solid Waste Collection - General	1,050,212	968,104
72061	Solid Waste Green Waste Collection	878,990	830,998
72062	Solid Waste Residential Collection - Auto	1,057,086	1,011,089
72063	Solid Waste Residential Collection - Non-Auto	205,901	438,324
72066	Solid Waste Commercial Collection	1,825,380	1,674,662
72068	Solid Waste Special Collection	111,507	291,620
72090	Solid Waste Commercial Recycle Collection	1,060,720	1,021,563
72100	Cal Recycle City/County Annual Grant	28,000	26,000
72104	Solid Waste Recycling Processing CR&R	-	300,000
TOTALS		11,897,499	11,964,708

**DEPARTMENT/DIVISION
SOLID WASTE PROJECTS**

FUND				ORGKEY
SOLID WASTE PROJECTS FUND				513401
	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SERVICES				
5190 Other Professional Services	30,424	79,686	79,686	108,500
5280 Advertising	340	1,000	500	1,000
5392 License & Permits	-	5,000	5,000	5,000
5880 Special Contractual Services	-	370,900	225,000	246,601
TOTAL SERVICES	<u>30,764</u>	<u>456,586</u>	<u>310,186</u>	<u>361,101</u>
FIXED ASSETS				
7100 Motor Vehicles	214,640	2,303,826	2,311,410	830,474
7140 All Other Equipment	-	70,000	70,000	-
7650 Solid Waste/Landfill	-	4,000,000	-	4,000,000
TOTAL FIXED ASSETS	<u>214,640</u>	<u>6,373,826</u>	<u>2,381,410</u>	<u>4,830,474</u>
DEBT SERVICE				
8300 Capitalized Expenditures	(214,640)	-	-	-
TOTAL DEBT SERVICE	<u>(214,640)</u>	<u>-</u>	<u>-</u>	<u>-</u>
FUND TOTAL	30,764	6,830,413	2,691,596	5,191,575

**DEPARTMENT/DIVISION
SOLID WASTE PROJECTS**

JOB LEDGER BUDGET

FUND		ORGKEY	
SOLID WASTE PROJECTS FUND		513401	
JOB LEDGER NO.	PROJECT/PROGRAM DESCRIPTION	FY 2018-19 12 MONTH ESTIMATE	2019-20 COUNCIL ADOPTED
72311	Landfill Site Work	310,186	4,000,000
72318	Gas Collection System	-	218,601
72332	Landfill Equipment	70,000	-
72333	Solid Waste Collection Containers	-	142,500
72334	Solid Waste Collection Vehicles	2,311,410	830,474
TOTALS		2,691,596	5,191,575

**DEPARTMENT/DIVISION
SOLID WASTE DEBT SERVICE**

FUND
SOLID WASTE DEBT SERVICE FUND

ORGKEY
516401

	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SERVICES				
5030 Fiscal Agent Fees	2,013	2,013	2,214	2,500
5034 Collection Agent/Bank Fees	17,550	16,836	16,836	16,099
5190 Other Professional Services	817	4,000	-	-
TOTAL SERVICES	<u>20,379</u>	<u>22,849</u>	<u>19,050</u>	<u>18,599</u>
DEBT SERVICE				
8100 Principal	-	1,535,658	1,535,658	1,613,333
8200 Interest	568,133	580,529	555,832	480,521
TOTAL DEBT SERVICE	<u>568,133</u>	<u>2,116,187</u>	<u>2,091,490</u>	<u>2,093,853</u>
FUND TOTAL	588,512	2,139,036	2,110,540	2,112,452

Facilities and Community Services Citrus Groves

Program Descriptions:

The City currently farms, through a local farming company, 17 separate citrus groves totaling approximately 164 acres. Several citrus varieties, including Navel orange, Valencia orange, Ruby Star grapefruit, and Rio grapefruit, are farmed within these groves. Department staff provides oversight of the farming contract and maintenance activities.

The Citrus Preservation Commission has been appointed by the City Council to advise staff and the City Council on both the technical and business matters relative to citrus grove management. Seventy acres of the City-owned groves are designated as Citrus Heritage Groves to be protected for future generations. The groves were primarily purchased with funds from Measure "O" and Park Acquisition Funds.

The Citrus Grove budget is presented in seventeen separate job ledgers/programs as an Enterprise Fund, with the goal of being supported by revenue received from the sale of citrus products from these groves. The groves currently owned and maintained by the City are known as the Texas/Webster, Fifth Avenue, Judson, Prospect, I-10 California, Nevada/Palmetto No. 2 (Ramirez), Nevada/Palmetto No. 3 (Daniels), Olive, Granite, Lugonia, Mullin Memorial, Jacinto Memorial, Riverview, University, Mt. View, West Riverview, and West Redlands Gateway Grove.

Program Objectives:

- Staff support for the Citrus Preservation Commission on matters of acquisition, improvement, preservation, operation, and retention of citrus properties within the City
- Efficiently, effectively, and economically manage the day-to-day operation of the groves, and market the crops to recover all costs of operation
- Preserve acreage in citrus production consistent with the City's historical and cultural heritage as a citrus growing community while providing an economic basis for supporting private citrus development and processing facilities

Significant Program Changes and Process Improvements:

- Monitored the impact of the Asian citrus psyllid on California citrus industry and implementing prevention methods

Accomplishments for Fiscal Year 2018-19:

- Fencing installed around West Riverview and I-10 Gateway groves
- Coordinated with Edison on installation of new transmission line towers in Mt View Grove. Land sale proceeds related to the tower installation directly benefited the citrus fund.

**DEPARTMENT/DIVISION
GROVES**

FUND
GROVES FUND

ORGKEY
538404

	2017-18 ACTUAL (AUDITED)	2017-18 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SALARIES AND BENEFITS				
4050 Pension Contributions	2,317	-	-	-
4056 Worker's Comp Insurance	-	1,039	1,039	-
TOTAL SALARIES AND BENEFITS	2,317	1,039	1,039	-
SERVICES				
5275 Postage	15	-	-	-
5280 Advertising	488	1,000	446	1,000
5300 Water, Sewer, Disposal	35,735	30,000	36,860	38,000
5310 Electricity & Gas	13,632	7,000	15,000	15,000
5312 Electric Srvc: Facility Ops	25,278	30,000	30,000	30,000
5395 Info Technology Service Chgs	465	472	472	445
5490 Other Insurance	3,170	5,000	3,424	5,000
5720 Taxes	1,610	2,000	2,000	2,000
5870 General Govt Service Charge	21,355	22,128	22,128	22,803
5880 Special Contractual Services	662,349	700,000	680,000	700,000
5890 Landfill Tipping Charges	1,187	560	-	-
5995 Depreciation Expense	15,953	-	-	-
TOTAL SERVICES	781,236	798,160	790,330	814,248
SUPPLIES				
6640 Non Capital Expenditures	5,000	-	-	-
TOTAL SUPPLIES	5,000	-	-	-
FIXED ASSETS				
7150 Other Betterments/Improvement	-	42,939	52,872	-
TOTAL CAPITAL EXPENDITURE	-	42,939	52,872	-
FUND TOTAL	788,553	842,138	844,241	814,248

**DEPARTMENT/DIVISION
GROVES**

JOB LEDGER BUDGET

FUND		ORGKEY	
GROVES FUND		538404	
JOB LEDGER NO.	PROJECT/PROGRAM DESCRIPTION	FY 2018-19 12 MONTH ESTIMATE	2019-20 COUNCIL ADOPTED
76600	Groves General Administration	31,639	30,586
76610	Texas/Webster Grove	70,652	68,136
76616	Fifth Avenue Grove	53,696	51,783
76617	Judson Grove	46,782	45,116
76618	Prospect Grove	115,567	111,451
76622	I-10/California Grove	26,999	26,038
76623	Nevada/Palmetto Grove #1,2,&3	45,419	43,802
76624	Olive Avenue Grove	18,723	18,056
76626	San Bernardino/Granite Grove	13,121	12,654
76629	Lugonia Avenue Groves	92,100	88,820
76630	Mullin Grove	44,410	42,828
76631	Jacinto Memorial Grove	21,398	20,635
76632	University Grove	105,474	101,717
76633	Riverview Grove East	29,977	28,909
76634	Mountain View Grove	70,249	67,747
76635	Riverview Grove West	22,710	21,901
76636	Best Grove	35,326	34,068
TOTALS		844,241	814,248

Facilities and Community Services Cemetery Division

Program Description:

Hillside Memorial Park is a historical cemetery consisting of more than fifty acres of land. There are 12.5 acres of undeveloped land for future developments. The cemetery has performed and recorded over 32,207 interments since it was established in 1886. Hillside Memorial Park provides a place of reflection and remembrance to those that visit. Families that select Hillside Memorial Park as a final resting place are presented with an array of products to choose from which span from ground burials to mausoleum entombments. There are multiple options for families that prefer cremation services as their final wish. Hillside staff works diligently with public and private organizations to provide the best possible service to the families served. The cemetery conducts an average of 200 interments per year.

The cemetery is an Enterprise Fund organized to produce revenue to offset expenditures. Portions of the cemetery revenues are placed into an Endowment Fund to provide for future maintenance and upkeep of the cemetery grounds.

Program Objectives:

- Continue to modernize record keeping systems to include digital information storage and retrieval
- Digitize archived records to an electronic format for research
- Implement capital improvement projects that will allow the cemetery to remain modern and competitive
- Continuously revisit and revise the resolutions which govern the Cemetery's activities and fee structure

Significant Program Changes:

- Community outreach continue with staff holding lunch and learn presentations at the City's Senior Centers to educate the community of City resources
- Cemetery staff continues to digitize current year Cemetery files and will continue to digitize records from prior years in order to update and modernize the Cemetery permanent records
- A property inventory database was created to track available inventory spaces more effectively

Capital Improvement Projects Greater Than \$50,000:

Block 11 construction began which introduces Semi-Private Estates as well as additional cremation options in an effort to maintain Hillside Memorial Park as a modern competitive cemetery.

Accomplishments for Fiscal Year 2018-19:

- Maintained permanent records for 32,207 recorded interments
- Performed 173 new interments, 44.51% of which were cremation related services
- Cemetery staff coordinated an Eagle Scout service project. The volunteer group captured data to properly identify 1,171 veteran interments
- Cemetery Staff began an ongoing project to digitize cemetery interment records with the help of the Redlands Area Historical Society. Since the project began, over 5,706 records have been digitized
- The Redlands Mausoleum Glass Front Niches were dedicated January 2018. Revenue generated from the Glass Front Niches to date is \$28,123.47 in revenue from this project and bringing our cost recovery to 148.52%.
- Sunset Lawn was also dedicated in January 2018. The total construction cost for this project was approximately \$16,750. Since the dedication service total revenue generated from this project to date is approximately \$73,633 bringing our cost recovery to 439.60%

Strategic Plan Accomplishments:

- Objective D8.1- Cemetery Staff has started an ongoing property inventory verification project in an effort to identify useable spaces located on the historic north end of the cemetery. Staff has identified an additional 13 usable spaces located on the north end of the cemetery. The sales of those newly identified spaces are projected to generate over \$48,000 in additional revenue.
- Objective D8.2- Conduct inventory assessment and evaluation of the Cemetery: GIS inventory of 32,207 internments is on-going. Capital replacement and improvement projects are outlined in the Council adopted Business Plan and presented to Council as an annual update.

**DEPARTMENT/DIVISION
CEMETERY**

FUND
CEMETERY FUND

ORGKEY
562430

	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SALARIES AND BENEFITS				
4000 Full Time Salaries	264,666	280,997	278,801	298,103
4005 Salaries: Part Time	16,421	31,440	13,247	17,310
4010 Overtime Salaries	10,333	7,000	7,000	7,000
4015 Banked Leave Buy Back	5,943	9,039	5,133	9,597
4016 Compensated Absence	3,474	-	-	-
4050 Pension Contributions	85,981	65,168	64,366	76,317
4051 Fica/Medicare	22,479	24,509	23,003	24,916
4053 Deferred Compensation	1,189	1,361	1,342	1,380
4055 Health/Dental Insurance	50,617	60,223	50,676	60,984
4056 Worker's Comp Insurance	10,329	9,353	9,353	9,394
4057 Disability Insurance	1,514	1,751	1,726	1,850
4058 Unemployment Insurance	359	1,060	3,366	364
4059 Life Insurance	271	271	281	273
4080 Vehicle Allowance	60	-	54	-
4081 Eyecare Reimbursement	373	966	966	974
4082 Clothing Allowance	613	923	923	933
4083 Uniform Rental	727	-	850	250
4084 Clothing Cash Payment	325	-	-	-
4085 Other Taxable Benefits	8,219	740	8,947	2,767
TOTAL SALARIES AND BENEFITS	483,892	494,801	470,034	512,412
SERVICES				
5180 Medical/Physicals	144	-	-	-
5190 Other Professional Services	-	710	1,250	710
5240 Meeting & Professional Devlpmt	-	5,200	-	-
5255 Travel Expense/Reimbursement	234	1,200	-	1,200
5270 Printing and Binding	216	3,200	1,500	3,500
5275 Postage	127	2,500	500	2,500
5280 Advertising	5,921	6,500	6,500	6,700
5300 Water, Sewer, Disposal	26,117	28,500	28,500	28,750
5303 Telephone	2,959	6,200	5,500	5,750
5310 Electricity & Gas	2,618	3,200	2,700	2,850
5320 Janitorial Services	5,000	8,200	6,500	7,000
5350 Building/Grounds Maintenance	13,100	25,000	25,000	16,000
5360 Machinery & Equip Maint	-	1,200	1,200	1,200
5392 License & Permits	-	770	770	770
5395 Info Technology Service Chgs	5,864	5,952	5,952	5,609
5396 City Garage Charges	34,055	34,066	20,924	19,244
5451 Retiree Health Insurance	51,219	21,000	15,000	15,500
5570 Office Equip & Furn Rent	2,107	2,500	2,500	2,500
5740 Resale Materials	45,054	65,000	55,000	62,000
5800 Subscriptions & Memberships	660	1,525	700	1,200
5840 Training	234	3,800	-	-
5870 General Govt Service Charge	59,348	61,496	61,496	63,372
5880 Special Contractual Services	55,194	109,134	85,000	59,020
5890 Landfill Tipping Charges	-	350	350	400
5950 Bad Debt Expense	682	5,000	5,000	5,000
5995 Depreciation Expense	14,620	-	-	-
TOTAL SERVICES	325,472	402,203	331,842	310,775

**DEPARTMENT/DIVISION
CEMETERY**

FUND
CEMETERY FUND

ORGKEY
562430

	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SUPPLIES				
6140 Office Supplies	1,154	800	800	950
6180 Turnouts/Uniform/Sfty Clothing	1,408	900	900	900
6210 Repair/Maintenance Supplies	9,786	15,000	15,000	13,000
6310 Janitorial Supplies	172	200	150	200
6500 Office Equipment & Furniture	1,993	5,000	6,300	5,000
6510 Small Tools & Equipment	4,499	5,000	8,609	6,000
6520 Promotional Supplies	1,088	1,200	1,200	1,500
6560 Food	740	900	350	500
6590 Special Departmental Supplies	14,160	5,000	5,331	5,700
TOTAL SUPPLIES	34,999	34,000	38,640	33,750
FIXED ASSETS				
7140 All Other Equipment	7,892	14,500	7,500	19,500
7150 Other Betterments/Improvement	22,822	357,695	355,346	-
7300 Capital Lease	-	-	-	44,496
TOTAL FIXED ASSETS	30,714	372,195	362,846	63,996
DEBT SERVICE				
8100 Principal	-	40,000	40,000	42,000
8200 Interest	16,743	10,200	10,200	10,400
8300 Capitalized Expenditures	(30,714)	-	-	-
TOTAL DEBT SERVICE	(13,970)	50,200	50,200	52,400
FUND TOTAL	861,108	1,353,399	1,253,562	973,334

**DEPARTMENT/DIVISION
CEMETERY**

JOB LEDGER BUDGET

FUND		ORGKEY	
CEMETERY FUND		562430	
JOB LEDGER NO.	PROJECT/PROGRAM DESCRIPTION	FY 2018-19 12 MONTH ESTIMATE	2019-20 COUNCIL ADOPTED
49000	Cemetery Maintenance	174,124	96,064
49001	Cemetery Interment	55,000	62,000
49002	Cemetery Administration	681,592	731,273
49006	Endowment Improvements	342,846	83,996
TOTALS		1,253,562	973,334

**Facilities and Community Services
Redlands Municipal Airport
(Aviation Division)**

Program Description:

The Aviation Division manages operations and administration of airport land leases, tie downs, and airport public facilities and equipment. Further, the Division ensures compliance with the Federal Aviation Administration and the California Department of Transportation Aeronautics Division requirements for General Aviation airport facilities. The airport budget is an Enterprise Fund with the goal of sustaining the program through airport revenue. The Airport Advisory Board has been appointed by City Council to advise the City Council on matters relating to airport management. Oversight is provided by department staff that coordinates airport maintenance activities and grant acquisition and administration through various divisions within the department.

The airport encompasses 177 acres, with 199 hangars, 307 tie downs, and approximately 200 based aircraft. There are currently 9 businesses based at the airport.

Program Objectives:

- Maintain a safe aviation environment
- Operate the airport as a self-sustaining Enterprise Fund
- Provide regular inspection of airport public facilities and equipment and provide maintenance as required
- Leverage FAA and Caltrans entitlements to maximize capital improvements through FAA and Caltrans grant programs
- Administer the City-owned west ramp tie downs
- Administer three land leases
- Administer the airport storm water pollution prevention program
- Provide staff support to the Airport Advisory Board
- Provide routine maintenance and repair of runway lighting, security gates, and other airport common use facilities

Significant Program Changes and Process Improvements:

- Re-established an on-site presence at the airport by City staff as recommended in the Airport Business Plan approved by the City Council. A staff member is designated as the airport supervisor and an office has been established in the airport lobby. This has enabled more engagement with the airport community and has enabled staff to better assess the operational environment at the airport.
- Municipal hangar and tie-down leases were revised to meet new minimum standards for airport security and risk management as outlined in the Business Plan.
- Regular meetings are held with the Fixed Base Operators (FBOs) located at the airport in order to better assess their operational needs and provide timely resolution to any concerns.

Accomplishments for Fiscal Year 2018-19:

- Met FAA and Caltrans regulations for the use and operation of the facilities
- Hosted the 2018 Hangar 24-Charities sponsored air show event
- Completed an FAA Airport Capital Improvement (ACIP) Grant to construct a second and final phase of upgraded lighting and signage at the airport
- Updated the airport's General Industrial Permit, as required by the California State Water Resources Control Board
- Published a new Pilot's Guide

Strategic Plan Accomplishments:

- Objective D-8: Conduct Asset Inventory - Airport Business Plan was adopted by Council in 2016
 - Staff continues the implementation process of the recommendations outlined in the plan with input from the Airport Advisory Board
 - Grant acceptance and contract awards for the Lighting and Signage Phase 2 ACIP Project were completed

DEPARTMENT/DIVISION
AIRPORT

FUND

AVIATION OPERATING FUND

ORGKEY

564450

	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SALARIES AND BENEFITS				
4000 Full Time Salaries	57,007	62,542	61,355	63,645
4010 Overtime Salaries	137	-	1,600	1,000
4015 Banked Leave Buy Back	1,290	2,827	2,827	2,164
4016 Compensated Absence	748	-	-	-
4050 Pension Contributions	22,178	14,202	14,067	16,138
4051 Fica/Medicare	4,611	4,918	4,788	4,842
4053 Deferred Compensation	562	925	934	943
4055 Health/Dental Insurance	3,108	3,476	3,762	10,436
4056 Worker's Comp Insurance	2,191	2,078	2,078	3,166
4057 Disability Insurance	70	52	75	69
4058 Unemployment Insurance	33	197	340	63
4059 Life Insurance	50	51	53	52
4080 Vehicle Allowance	38	-	54	-
4081 Eyecare Reimbursement	21	181	9	187
4082 Clothing Allowance	-	-	35	42
4084 Clothing Cash Payment	27	35	-	-
4085 Other Taxable Benefits	2,652	2,798	2,634	543
TOTAL SALARIES AND BENEFITS	94,723	94,282	94,611	103,290
SERVICES				
5140 Legal Services	3,023	4,000	3,200	4,000
5190 Other Professional Services	2,242	6,600	8,840	173,750
5240 Meeting & Professional Devlpmt	665	2,000	500	2,000
5255 Travel Expense/Reimbursement	1,670	4,000	2,000	2,000
5270 Printing and Binding	101	500	500	500
5275 Postage	1	500	100	500
5280 Advertising	495	1,000	500	1,000
5300 Water, Sewer, Disposal	7,102	5,500	5,831	5,500
5303 Telephone	5,871	5,000	3,939	4,550
5310 Electricity & Gas	16,616	26,000	12,996	26,000
5320 Janitorial Services	10,556	7,200	7,000	5,000
5340 Office Equipment Maintenance	-	500	150	500
5350 Building/Grounds Maintenance	16,333	36,400	18,000	36,400
5395 Info Technology Service Chgs	1,868	1,896	1,896	1,785
5451 Retiree Health Insurance	9,157	-	27	-
5490 Other Insurance	4,108	7,000	7,042	7,000
5722 Penalties and Interest	6	-	-	-
5800 Subscriptions & Memberships	880	1,350	600	1,350
5840 Training	654	2,500	1,500	500
5870 General Govt Service Charge	59,646	61,805	61,805	63,690
5880 Special Contractual Services	19,104	31,000	58,262	40,000
5890 Landfill Tipping Charges	1,591	-	500	-
5898 State Mandated Fees	1,773	1,800	1,800	1,800
5950 Bad Debt Expense	4,409	2,000	1,000	3,000
5990 Reimbursed Expenditures	-	500	-	500
5995 Depreciation Expense	175,312	-	-	-
TOTAL SERVICES	343,180	209,051	197,988	381,325

**DEPARTMENT/DIVISION
AIRPORT**

FUND
AVIATION OPERATING FUND

ORGKEY
564450

	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SUPPLIES				
6140 Office Supplies	789	800	600	800
6180 Turnouts/Uniform/Sfty Clothing	121	200	-	200
6210 Repair/Maintenance Supplies	3,371	5,000	8,326	5,500
6350 Building Supplies	4,843	5,000	5,177	5,500
6500 Office Equipment & Furniture	-	500	-	1,000
6510 Small Tools & Equipment	827	500	-	500
6560 Food	-	-	32	789
6640 Non-Capital Expenditures	6,038	500	-	-
TOTAL SUPPLIES	15,990	12,500	14,135	14,289
FIXED ASSETS				
7150 Other Betterments/Improvement	317,798	-	69,916	-
TOTAL FIXED ASSETS	317,798	-	69,916	-
DEBT SERVICE				
8100 Principal	-	45,000	45,000	45,000
8200 Interest	13,077	3,000	3,000	3,000
8300 Capitalized Expenditures	(317,798)	-	-	-
TOTAL DEBT SERVICE	(304,720)	48,000	48,000	48,000
FUND TOTAL	466,970	363,833	424,649	546,904

**DEPARTMENT/DIVISION
AIRPORT**

JOB LEDGER BUDGET

FUND		ORGKEY	
AVIATION OPERATING FUND		564450	
JOB LEDGER NO.	PROJECT/PROGRAM DESCRIPTION	FY 2018-19 12 MONTH ESTIMATE	2019-20 COUNCIL ADOPTED
64001	Airport Admin & General	390,142	381,904
64002	Cal Trans CAAP	10,000	-
64003	State Match for Airport Impv. Program	874	-
64084	Airfield Runway Lighting Design	9,639	-
64085	Airport Construction Lighting and Signage	7,857	-
64088	FFA ACIP Grant 3-05-0195-016-2017	1,138	-
64089	Airport Monument-Pedestal Sign	5,000	-
64092	Airport Master Plan Update (FAA Grant)	-	150,000
64093	Airport Master Plan Update (City Match)	-	15,000
TOTALS		424,649	546,904

Facilities and Community Services Equipment Maintenance Division

Program Description:

The Equipment Maintenance Division provides service, maintenance, repairs, and safety inspections for the City of Redlands vehicles and equipment. Emphasis is placed on safety, preventive maintenance, and compliance with air quality regulations. Equipment Maintenance functions with a fleet services coordinator, four technicians and a project assistant who provide the support necessary to address fleet concerns and manage the LCNG Fuel Station. The Equipment Maintenance Division is an Internal Service Fund.

Program Objectives:

- Provide effective and reliable customer service
- Identify possibilities for increases in electric / hybrid vehicles and charge stations to support City and public needs
- Implement gasoline and diesel fuel sales for City Staff and outside commercial customers and provide revenue for the City
- Maintain up to date quarterly and yearly LCNG tax reporting in order to receive tax rebates awarded to the City in the approximate amount of \$350,000
- Quarterly planning to refurbish fleet paint and body, including safety lighting when applicable
- Implement and maintain programs required by the State of California and other regulatory agencies
- Increase training for mechanics to update skills and knowledge pertaining to the computer and electronic technology on newer model vehicles, electric vehicles, and alternative fuel converted vehicles

Significant Program Changes:

- Restructuring of the organization to include a shop lead to assist with the division assignments and workflow
- Created a business partnership with a local parts supplier through the NJPA program for the supply of repair parts. Repairs conducted within the partnership allow the City to get reimbursed for its labor costs in replacing any failed parts when utilizing NJPA purchased parts that fall within the manufacturer's warranty period

Accomplishments for Fiscal Year 2018-19

- Replacement of old fuel pump dispensers with new technology high flow fuel pumps
- Refurbish of Fuel Island canopy, LCNG tank and main entrance of City Yard with new blacktop
- Assisted the Solid Waste Division with the specifications and build out of Automated and Commercial collection trucks with Amrep Corporation. First automated vehicle delivered in March 2019
- Updated the City Replacement Policy to include the addition of electric, hybrid, and alternative fuel vehicles to be used as the next generation replacement vehicles
- Started Fleet analysis with Enterprise Fleet Leasing for replacement of 1 ton and lower city-owned vehicles.
- Continuing updates to L/CNG station reducing downtime and increasing potential revenue. Current usage is approximately 15,625 gallons of L/CNG used weekly for City-owned vehicles and outside sales generating approximate revenue of 1.1 Million this fiscal year
- Continued efforts in reducing the inventory of parts for equipment that are underutilized. Parts returned to vendors and credits issued towards current purchase orders resulting in a substantial decreased inventory overhead
- Contracted supplemental fleet services to aid in off-site and after-hours maintenance demand for all City-owned vehicles resulting in a higher fleet availability rate
- Established a multi-year agreement with sub-contractor to provide maintenance to all City-owned generators including quarterly load banks

**DEPARTMENT/DIVISION
EQUIPMENT MAINTENANCE**

FUND
EQUIPMENT MAINTENANCE FUND

ORGKEY
607500

	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SALARIES AND BENEFITS				
4000 Full Time Salaries	437,024	467,983	408,410	429,598
4010 Overtime Salaries	14,982	15,000	21,000	15,000
4012 Stand By	552	1,000	700	1,000
4015 Banked Leave Buy Back	11,096	18,343	21,591	18,154
4016 Compensated Absence	5,736	-	-	-
4050 Pension Contributions	168,678	108,639	94,694	109,169
4051 Fica/Medicare	34,772	36,773	34,622	33,665
4053 Deferred Compensation	1,693	2,130	2,110	2,184
4055 Health/Dental Insurance	88,027	100,627	76,044	72,858
4056 Worker's Comp Insurance	21,662	24,785	24,785	14,659
4057 Disability Insurance	2,944	3,432	3,146	2,971
4058 Unemployment Insurance	465	1,031	(38)	501
4059 Life Insurance	445	456	428	394
4080 Vehicle Allowance	163	-	181	-
4081 Eyecare Reimbursement	340	1,629	1,629	1,409
4082 Clothing Allowance	1,215	1,716	1,716	1,422
4083 Uniform Rental	9,852	10,378	10,378	10,378
4084 Clothing Cash Payment	214	-	-	-
4085 Other Taxable Benefits	3,508	1,674	246	995
TOTAL SALARIES AND BENEFITS	803,367	795,596	701,642	714,357
SERVICES				
5034 Collection Agent/Bank Fees	29,256	13,080	19,500	20,000
5103 Software Support & Development	9,869	15,765	11,355	40,250
5104 Hardware Maint/Replace	-	-	2,161	-
5140 Legal Services	7,298	7,500	-	7,500
5180 Medical/Physicals	265	250	-	250
5190 Other Professional Services	3,690	500	-	500
5240 Meeting & Professional Devlpmt	-	500	-	2,000
5255 Travel Expense/Reimbursement	349	500	-	500
5270 Printing and Binding	350	300	-	300
5275 Postage	501	156	94	156
5280 Advertising	1,229	1,000	1,000	1,000
5303 Telephone	3,812	4,000	4,000	4,000
5310 Electricity & Gas	-	125	125	125
5350 Building/Grounds Maintenance	17,275	33,526	101,548	25,000
5360 Machinery & Equip Maint	136,035	72,375	118,202	75,000
5365 Vehicle Maintenance	874,140	565,836	800,000	665,766
5392 License & Permits	1,466	9,500	7,000	9,500
5395 Info Technology Service Chgs	20,850	31,163	31,163	19,945
5451 Retiree Health Insurance	118,143	120,000	65,000	120,000
5530 Clothing and Linen Rent	-	-	139	-
5570 Office Equip & Furn Rent	3,088	3,275	6,000	3,275
5590 Other Rentals	16,836	10,000	12,000	10,000
5720 Taxes	36,234	67,256	6,845	25,000
5722 Penalties and Interest	4,959	2,100	245	2,100
5800 Subscriptions & Memberships	-	4,000	250	-
5840 Training	1,742	16,785	16,785	9,000
5870 General Govt Service Charge	269,070	278,810	278,810	287,314

**DEPARTMENT/DIVISION
EQUIPMENT MAINTENANCE**

FUND				ORGKEY
EQUIPMENT MAINTENANCE FUND				607500
	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SERVICES (CONT.)				
5880 Special Contractual Services	27,428	40,000	45,000	260,000
5890 Landfill Tipping Charges	-	250	250	250
5950 Bad Debt Expense	-	350	2,798	1,632
5995 Depreciation Expense	32,031	-	-	-
TOTAL SERVICES	1,615,916	1,298,902	1,530,270	1,590,363
SUPPLIES				
6120 Chemical & Lab Supplies	-	500	500	500
6140 Office Supplies	1,871	2,856	2,500	2,500
6160 Medical Supplies	-	50	-	50
6180 Turnouts/Uniform/Sfty Clothing	793	500	2,311	500
6210 Repair/Maintenance Supplies	2,142	2,500	7,100	3,500
6310 Janitorial Supplies	895	750	750	750
6350 Building Supplies	-	2,500	1,250	2,500
6375 Computer Components	6,546	12,000	2,080	7,000
6400 Equipment Parts	-	75	75	75
6410 Motor Vehicle Supplies	1,032,523	775,000	1,307,851	740,414
6420 Tires & Tubes	212,782	185,000	185,083	175,000
6430 Gasoline	415,530	375,000	390,000	415,000
6440 Compressed Natural Gas (LCNG)	486,914	600,000	450,000	500,000
6450 Oil and Lubricants	2,543	15,000	3,000	15,000
6460 Diesel Fuel	217,079	160,000	220,000	250,000
6500 Office Equipment & Furniture	-	2,500	3,200	2,500
6510 Small Tools & Equipment	10,870	8,750	9,500	15,000
6560 Food	682	750	1,010	750
6590 Special Departmental Supplies	1,404	2,500	1,750	2,500
6640 Non-Capital Expenditures	-	-	2,542	-
TOTAL SUPPLIES	2,392,572	2,146,231	2,590,502	2,133,539
FIXED ASSETS				
7100 Motor Vehicles	-	-	-	50,000
7140 All Other Equipment	-	50,000	-	-
7150 Other Betterments/Improvements	-	-	36,346	-
7300 Capital Lease	-	-	-	19,049
TOTAL FIXED ASSETS	-	50,000	36,346	69,049
FUND TOTAL	4,811,855	4,290,729	4,858,759	4,507,308

(This page intentionally left blank)

Municipal Utilities and Engineering

Mission:

The Municipal Utilities & Engineering Department (MUED) is responsible for providing the following major services to the City and its residents:

- Utility Operations:
 - Water production and distribution
 - Non-potable water distribution
 - Wastewater collection, treatment, and disposal
- Engineering review and inspection of development proposals for compliance with City codes, standards, and other governmental requirements relating to land subdivisions, grading, drainage, public improvements within the City right-of-way and transportation matters
- Management, rehabilitation, and replacement of public improvements such as water mains, sewer mains, storm drains, streets, and traffic signals in order to provide continued reliable service to the community
- Development and construction of new public facilities to protect and enhance community quality of life
- Maximize the value of public infrastructure
- Ensure regulatory compliance

MUED is organized into several divisions which include land development and capital improvement engineering services, water and wastewater operations and maintenance, utility administration, and customer service/utility billing.

The administrative and general budget programs support each department's functions. All engineering and utilities operations are coordinated for efficient use of City resources. Municipal Utilities & Engineering has a total of 103 full-time and 10 part-time authorized positions.

Measure "I" is a half-cent sales tax levy approved by the voters to fund local transportation improvements including street expansion and rehabilitation and related capital improvements. A portion of the Measure "I" allocation is provided to the City for the improvement of local roadways. Continued for fiscal year 19-20, the Road Maintenance and Rehabilitation Account established through Senate Bill 1 provides much needed additional funding to Redlands for local transportation improvements.

Development Impact Fees (DIF) are collected for arterial streets, freeway interchanges, traffic signals, governmental public facilities, park development, and storm drain facilities. In addition, DIF is also collected for wastewater, solid waste, and water facilities. These revenues provide some of the necessary funds for construction of master planned facilities to accommodate impacts associated with new development projects. The resulting capital improvement programs provide for the construction of public improvements such as street widening, resurfacing and reconstruction, traffic signals, storm drain pipelines, and other related public infrastructure.

Departmental Goals:

- Preservation of City's Assets
 - Provide leadership, management, and long-term preservation of City's physical assets and resources
 - Optimize the total cost of ownership of City's physical assets
 - Maximize sustainability by ensuring City facilities support the City's mission while mitigating negative environmental impact
 - Provide water, non-potable water, and wastewater service at prices that are economical and recover the cost of providing those services
 - Provide a safe, maintained, and efficient transportation roadway system
 - Provide storm drain facilities that protect public and private property from flooding
 - Effectively manage regulatory compliance by ensuring MUED and vendor practices are consistent with all related codes and regulations

- Maintain effective business continuity and crisis management planning that can be implemented by appropriate staff in the event of a crisis
- Pursue and secure grants or low interest loans to fund public improvements
- Quality Customer Service
 - Promptly and cost-effectively complete all service delivery with the highest quality of workmanship and to the satisfaction of our customers
 - Consistently and effectively communicate with customers
 - Improve overall customer service ratings through effective communication (according to customer satisfaction feedback)
 - Expand online self-service opportunities
- Employee Effectiveness and Satisfaction
 - Recruit and retain the highest quality employees
 - Ensure all employees have the resources needed to perform their jobs safely and efficiently
 - Maintain an environment that is diverse and conducive to staff engagement, sense of ownership, high performance, and professional satisfaction
 - Encourage employee development to allow for promotion within the department
 - Foster accountability of MUED leadership and employees by ensuring staff ethically and cost-effectively use City resources while maintaining the highest quality standards
- Partnership
 - Promote respectful, productive, and ethical work relationships with all customers throughout all levels of MUED and with all other City stakeholders
 - Continue to improve the effectiveness and transparency of external communication
 - Expand collaboration with Education and Industry partners on technology projects
- Innovation
 - Leverage new ideas and technology to solve problems and accomplish City's mission
 - Create and sustain an organizational culture that encourages and supports innovation
 - Optimize the use of existing and appropriate new technology
 - Improve data collection and promote data driven decision making
- Integrated and Unified Organization
 - Operate MUED as a single, integrated, and unified organization that maximizes resources, talent and technology to provide high quality services

Program Objectives:

- Leverage state and federal grant funds to implement significant capital improvement projects
- Effectively use the financial resources to preserve and extend the useful service life of the public facilities
- Provide a safe, maintained, and efficient transportation roadway system
- Provide storm drain facilities that protect public and private property from flooding
- Effectively notify the public regarding ongoing projects
- Create robust opportunities for public engagement regarding department work

Sustainability Efforts:

- Participate in Demand Response program designed for load shedding
- Rehabilitate well and booster pumps with energy efficient units
- Review building energy consumption and collaborate on efficiency improvements
- Reduce pollutants and greenhouse gases by reducing traffic congestion
- Support sustainable transportation such as biking and walking
- Continually seek grant opportunities and sustainable technologies
- Promote the use of LED street lights and seek funding to replace existing HPS street lights

Significant Programs:

PARIS

In 2012-13, the City completed the PARIS funding strategy for the pavement condition assessment and pavement management platform to strategically prioritize the investment of funds for road improvements. The initial stage of this program will result in the resurfacing of over 400 lane miles or two-thirds of all City streets. The program took considerable effort to implement and was unanimously approved by Council. This initial stage of the program is nearing completion with plans being developed to resurface the remaining 200 lane miles or one-third of city streets, while providing continued maintenance through the PARIS program.

Traffic Signals

The City of Redlands is exploring an innovative traffic signal control technology to reduce traffic congestion at intersections and improve traffic flow for pedestrians, cyclists and drivers.

Accomplishments for Fiscal Year 2018-19:

Capital Projects implemented:

- Pavement Accelerated Repair Implementation Strategy (PARIS)
- Completed construction of PARIS Street Resurfacing Project (1491-1740), 57 lane-miles
- Completed construction of PARIS Street Resurfacing Project (1029-1490), 115 lane-miles
- Completed construction of major bike lane grid system
- Construction of street pavements, sidewalks, ADA ramps, and street signs
- Planning for over \$12.5 million water & wastewater projects
- Construction management of over \$14.5 million infrastructure improvement projects
- Completed design of Orange Blossom Trail Phase 3
- Numerous City-owned building renovations
- Implementing more than \$7.9 million in grant funded projects
- Planning for the citywide intelligent traffic signal system
- Planning for Emergency Vehicle Signal Preemption system

Development Activity:

- Public records and information related to properties and development
- Improvement plan, map, building, and dining permit reviews
- Encroachment permits and street closures
- Grading and wide load permits
- National Pollutant Discharge Elimination System (NPDES) residential inspections, investigations, and business inspections
- Commission review and approval
- Conditional use permits
- Historic conditions of approval and demolition Permits
- Lot line adjustments

**DEPARTMENT/DIVISION
ENGINEERING**

FUND
GENERAL FUND

ORGKEY
101400

	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SALARIES AND BENEFITS				
4000 Full Time Salaries	245,659	506,232	459,890	710,884
4005 Salaries: Part Time	6,661	9,888	6,180	20,364
4010 Overtime Salaries	11,004	-	5,329	-
4012 Stand By	37	-	-	-
4015 Banked Leave Buy Back	17,592	15,662	15,662	23,656
4050 Pension Contributions	52,386	117,186	104,808	182,039
4051 Fica/Medicare	20,597	38,798	35,058	55,957
4053 Deferred Compensation	3,082	6,420	5,644	8,243
4055 Health/Dental Insurance	31,325	62,843	57,046	90,346
4056 Worker's Comp Insurance	41,735	33,253	33,253	34,492
4057 Disability Insurance	50	1,444	1,395	2,040
4058 Unemployment Insurance	782	1,208	1,493	1,924
4059 Life Insurance	293	333	303	450
4080 Vehicle Allowance	-	-	980	-
4081 Eyecare Reimbursement	1,232	1,188	1,188	1,609
4082 Clothing Allowance	-	-	423	825
4084 Clothing Cash Payment	408	597	-	-
4085 Other Taxable Benefits	7,767	1,808	1,658	3,247
4087 Employee Wellness Program	4	-	40	-
4999 Vacancies	-	(32,952)	-	(12,378)
TOTAL SALARIES AND BENEFITS	440,613	763,908	730,350	1,123,698
SERVICES				
5103 Software Support & Development	-	10,000	-	-
5190 Other Professional Services	45,168	506,006	506,006	35,000
5240 Meeting & Professional Devlpmt	-	-	-	1,000
5255 Travel Expense/Reimbursement	43	1,000	1,000	1,000
5270 Printing and Binding	2	1,500	-	-
5275 Postage	145	50	50	50
5280 Advertising	1,126	500	500	500
5392 License & Permits	84,499	121,069	109,413	25,000
5395 Info Technology Service Chgs	16,769	15,621	15,621	15,599
5396 City Garage Charges	11,472	10,554	17,640	22,952
5570 Office Equip & Furn Rent	9,148	-	4,014	-
5760 Special Program Expenditures	17,800	-	-	-
5800 Subscriptions & Memberships	156	-	231	250
5840 Training	-	5,000	310	13,500
5880 Special Contractual Services	15,079	22,921	25,000	120,000
5950 Bad Debt Expense	987	-	-	-
5990 Reimbursed Expenditures	-	100,000	100,000	-
TOTAL SERVICES	202,395	794,221	779,785	234,851
SUPPLIES				
6140 Office Supplies	-	2,500	-	-
6210 Repairs/Maintenance Supplies	62	-	-	-
6310 Janitorial Supplies	14	-	-	-
6510 Small Tools & Equipment	25	-	-	-

**DEPARTMENT/DIVISION
ENGINEERING**

FUND				ORGKEY
GENERAL FUND				101400
	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SUPPLIES (CONT.)				
6640 Non-Capital Expenditures	12,630	-	13,830	-
TOTAL SUPPLIES	12,732	2,500	13,830	-
FIXED ASSETS				
7150 Other Betterments/Improvement	83,004	132,823	132,823	-
7230 Street Construction	-	100,000	125,000	-
7240 Storm Drain Construction	-	108,040	108,040	-
TOTAL FIXED ASSETS	83,004	340,863	365,863	-
DEPARTMENT TOTAL	738,744	1,901,492	1,889,828	1,358,549

DEPARTMENT/DIVISION
LOCAL TRANSPORTATION

FUND

LOCAL TRANSPORTATION FUND

ORGKEY

209400

	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SALARIES AND BENEFITS				
4000 Full Time Salaries	153,404	-	-	-
4005 Salaries: Part Time	2,037	-	-	-
4010 Overtime Salaries	500	-	-	-
4015 Banked Leave Buy Back	3,150	-	-	-
4050 Pension Contributions	35,511	-	-	-
4051 Fica/Medicare	11,923	-	-	-
4053 Deferred Compensation	457	-	-	-
4055 Health/Dental Insurance	15,642	-	-	-
4057 Disability Insurance	371	-	-	-
4058 Unemployment Insurance	63	-	-	-
4059 Life Insurance	100	-	-	-
4081 Eyecare Reimbursement	7	-	-	-
4084 Clothing Cash Payment	396	-	-	-
4085 Other Taxable Benefits	2,754	-	-	-
4087 Employee Wellness Program	3	-	-	-
TOTAL SALARIES AND BENEFITS	226,319	-	-	-
SERVICES				
5103 Software Support & Development	21,285	-	-	-
5190 Other Professional Services	-	5,335	4,490	-
5270 Printing and Binding	434	-	-	-
5275 Postage	2	-	-	-
5280 Advertising	5,572	425	425	-
5303 Telephone	(312)	-	(163)	-
5304 Data Service	421	-	450	-
5392 License & Permits	50	-	-	-
5395 Info Technology Service Chgs	7,338	-	7,448	6,826
5760 Special Program Expenditures	1,200	-	-	-
5800 Subscriptions & Memberships	-	-	-	-
5840 Training	3,096	-	-	-
5870 General Govt Service Charge	20,989	-	21,749	22,412
5880 Special Contractual Services	600	-	-	-
5990 Reimbursed Expenditures	34,777	654,659	347,468	-
TOTAL SERVICES	95,452	660,419	381,867	29,238
SUPPLIES				
6140 Office Supplies	1,000	-	-	-
6375 Computer Components	125	-	-	-
6590 Special Departmental Supplies	5,012	8,683	8,683	-
6640 Non-Capital Expenditures	4,702	-	-	-
TOTAL SUPPLIES	10,839	8,683	8,683	-
FIXED ASSETS				
7150 Other Betterments/Improvement	158,582	300,300	300,300	-
TOTAL FIXED ASSETS	158,582	300,300	300,300	-

DEPARTMENT/DIVISION
LOCAL TRANSPORTATION

FUND
 LOCAL TRANSPORTATION FUND

ORGKEY
 209400

	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
DEBT SERVICE				
8300 Capitalized Expenditures	(71,708)	-	-	-
TOTAL DEBT SERVICE	(71,708)	-	-	-
FUND TOTAL	419,482	969,402	690,850	29,238

DEPARTMENT/DIVISION
LOCAL TRANSPORTATION

JOB LEDGER BUDGET

FUND
 LOCAL TRANSPORTATION FUND

ORGKEY
 209400

JOB LEDGER NO.	PROJECT/PROGRAM DESCRIPTION	FY 2018-19 12 MONTH ESTIMATE	FY 2019-20 COUNCIL ADOPTED
41004	Administration	43,082	29,238
41065	HSIP CY7 Crosswalk Beacons	270,270	-
41081	HSIPL Cycle 7 - City Match	30,030	-
41082	Highland Redlands Regional Connector - Orange St. - City Match	47,670	-
41083	East Valley Corridor - Alabama St. Bike Route - City Match	265,000	-
41084	SSARPL - City Match	26,056	-
41086	TDA Bus Stop Upgrades - City Match	8,742	-
TOTALS		690,850	29,238

DEPARTMENT/DIVISION
MEASURE I (2010)

FUND				ORGKEY
MEASURE I FUND (2010)				210400
	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SERVICES				
5395 Info Technology Service Chgs	1,838	1,865	1,865	1,709
5800 Subscriptions & Memberships	12,877	-	-	-
5870 General Govt Service Charge	-	13,344	13,344	13,751
TOTAL SERVICES	<u>14,715</u>	<u>15,209</u>	<u>15,209</u>	<u>15,460</u>
SUPPLIES				
6640 Non Capital Expenditures	697,515	-	-	-
TOTAL SUPPLIES	<u>697,515</u>	<u>-</u>	<u>-</u>	<u>-</u>
FIXED ASSETS				
7230 Street Construction	1,195,526	3,100,000	-	-
TOTAL FIXED ASSETS	<u>1,195,526</u>	<u>3,100,000</u>	<u>-</u>	<u>-</u>
FUND TOTAL	1,907,756	3,115,209	15,209	15,460

DEPARTMENT/DIVISION
MEASURE I (2010)

JOB LEDGER BUDGET

FUND
 MEASURE I (2010)

ORGKEY
 210400

JOB LEDGER NO.	PROJECT/PROGRAM DESCRIPTION	FY 2018-19 12 MONTH ESTIMATE	FY 2019-20 COUNCIL ADOPTED
41800	General Administration	15,209	15,460
TOTALS		15,209	15,460

DEPARTMENT/DIVISION
PAVEMENT ACCELERATED REPAIR IMPLEMENTATION STRATEGY (PARIS)

FUND				ORGKEY
PARIS				211400
	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SALARIES AND BENEFITS				
4000 Full Time Salaries	338,049	233,881	223,081	262,779
4005 Salaries: Part Time	2,078	2,637	3,304	5,940
4010 Overtime Salaries	2,899	-	963	-
4015 Banked Leave Buy Back	43,675	11,087	11,087	10,793
4050 Pension Contributions	69,434	54,187	50,868	64,438
4051 Fica/Medicare	27,925	17,409	16,877	19,502
4053 Deferred Compensation	2,231	3,350	3,542	2,512
4055 Health/Dental Insurance	31,272	23,031	21,680	28,472
4057 Disability Insurance	1,033	599	523	628
4058 Unemployment Insurance	290	977	635	393
4059 Life Insurance	207	132	125	150
4080 Vehicle Allowance	-	-	616	-
4081 Eyecare Reimbursement	247	470	470	536
4082 Clothing Allowance	-	-	510	225
4084 Clothing Cash Payment	255	210	-	-
4085 Other Taxable Benefits	23,042	2,351	1,959	2,663
4087 Employee Wellness Program	12	-	80	-
TOTAL SALARIES AND BENEFITS	542,648	350,321	336,320	399,031
SERVICES				
5190 Other Professional Services	1,904	45,000	45,000	100,000
5255 Travel Expense/Reimbursement	480	-	-	-
5270 Printing and Binding	270	-	-	-
5280 Advertising	422	-	-	-
5395 Info Technology Service Chgs	-	7,448	-	-
5870 General Govt Service Charge	-	21,749	-	-
5880 Special Contractual Services	-	-	2,657	-
TOTAL SERVICES	3,076	74,197	47,657	100,000
FIXED ASSETS				
7230 Street Construction	-	10,332,301	13,432,301	3,420,731
TOTAL FIXED ASSETS	-	10,332,301	13,432,301	3,420,731
FUND TOTAL	545,724	10,756,819	13,816,278	3,919,762

DEPARTMENT/DIVISION
PAVEMENT ACCELERATED REPAIR IMPLEMENTATION STRATEGY (PARIS)

JOB LEDGER BUDGET

FUND		ORGKEY	
PARIS		211400	
JOB LEDGER NO.	PROJECT/PROGRAM DESCRIPTION	FY 2018-19 12 MONTH ESTIMATE	FY 2019-20 COUNCIL ADOPTED
41501	Paris 1491-1740	7,520,957	
41503	211 Paris (1741-1988) Resurfacing Project	6,295,321	1,303,359
41505	211 Paris (1989-XXXX) Resurfacing Project		2,616,403
TOTALS		13,816,278	3,919,762

DEPARTMENT/DIVISION
GENERAL CAPITAL IMPROVEMENT

FUND				ORGKEY
GENERAL CAPITAL IMPROVEMENT FUND				240400
	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SALARIES AND BENEFITS				
4000 Full Time Salaries	53,080	-	12,923	-
4050 Pension Contributions	11,068	-	2,927	-
4051 Fica/Medicare	4,048	-	998	-
4053 Deferred Compensation	171	-	-	-
4055 Health/Dental Insurance	5,353	-	1,416	-
4057 Disability Insurance	81	-	34	-
4058 Unemployment Insurance	10	-	35	-
4059 Life Insurance	38	-	11	-
4085 Other Taxable Benefits	961	-	168	-
TOTAL SALARIES AND BENEFITS	<u>74,809</u>	<u>-</u>	<u>18,512</u>	<u>-</u>
SERVICES				
5190 Other Professional Services	167,434	338,293	330,045	-
5280 Advertising	965	-	-	-
5990 Reimbursed Expenditures	22,045	(73,726)	(73,726)	-
TOTAL SERVICES	<u>190,443</u>	<u>264,568</u>	<u>256,319</u>	<u>-</u>
SUPPLIES				
6375 Computer Components	3,197	-	-	-
TOTAL SUPPLIES	<u>3,197</u>	<u>-</u>	<u>-</u>	<u>-</u>
FIXED ASSETS				
7150 Other Betterments/Improvement	271,971	5,376,875	5,576,005	-
TOTAL FIXED ASSETS	<u>271,971</u>	<u>5,376,875</u>	<u>5,576,005</u>	<u>-</u>
FUND TOTAL	540,421	5,641,443	5,850,836	-

**DEPARTMENT/DIVISION
GENERAL CAPITAL IMPROVEMENT**

JOB LEDGER BUDGET

FUND		ORGKEY	
GENERAL CAPITAL IMPROVEMENT FUND		240400	
JOB LEDGER NO.	PROJECT/PROGRAM DESCRIPTION	FY 2018-19 12 MONTH ESTIMATE	FY 2019-20 COUNCIL ADOPTED
47021	HSIP 6 Orange Street Signal	305,309	-
47025	ATP Cycle 2/TDA 2015 - Highland/Redlands Connector - Orange S	1,532,843	-
47026	HSIP 8 EVP	1,173,791	-
47027	HSIP 8 Ped Heads	242,393	-
47029	ATP 3 - East Valley Corridor - Alabama St.	2,112,000	-
47030	SSARP	234,500	-
47033	HSIP Cycle 9 Pedestrian Crossings (Alabama and Tennessee)	250,000	-
TOTALS		5,850,836	-

DEPARTMENT/DIVISION
TRANSPORTATION DEVELOPMENT ACT

FUND				ORGKEY
TRANSPORTATION DEVELOPMENT ACT FUND				241400
	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SERVICES				
5190 Other Professional Services	10,000	479,000	479,000	-
5270 Printing and Binding	121	-	-	-
5280 Advertising	419	-	-	-
5392 License & Permits	16,704	-	-	-
5990 Reimbursed Expenditures	(9,496)	(825,743)	(504,751)	-
TOTAL SERVICES	<u>17,749</u>	<u>(346,743)</u>	<u>(25,751)</u>	-
FIXED ASSETS				
7150 Other Betterments/Improvement	-	1,773,089	1,295,768	-
TOTAL FIXED ASSETS	<u>-</u>	<u>1,773,089</u>	<u>1,295,768</u>	-
FUND TOTAL	17,749	1,426,346	1,270,017	-

DEPARTMENT/DIVISION
TRANSPORTATION DEVELOPMENT ACT

JOB LEDGER BUDGET

FUND		ORGKEY	
TRANSPORTATION DEVELOPMENT ACT FUND		241400	
JOB LEDGER NO.	PROJECT/PROGRAM DESCRIPTION	FY 2018-19 12 MONTH ESTIMATE	FY 2019-20 COUNCIL ADOPTED
41066	TDA Bus Pads 2013	34,950	-
47019	OBT 3	820,581	-
47028	TDA 2016 East Valley Corridor Bike Route (Alabama)	264,401	-
47114	TDA 2017 Sidewalk Repair/Maintenance	100,000	-
47115	TDA Bus Stop Upgrades	50,085	-
TOTALS		1,270,017	-

DEPARTMENT/DIVISION
PARK & OPEN SPACE DEVELOPMENT

FUND				ORGKEY
PARK & OPEN SPACE DEVELOPMENT FUND				250400
	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SALARIES AND BENEFITS				
4000 Full Time Salaries	9,921	12,302	12,142	-
4015 Banked Leave Buy Back	1,034	901	901	-
4050 Pension Contributions	2,110	2,851	2,755	-
4051 Fica/Medicare	753	875	863	-
4053 Deferred Compensation	104	275	271	-
4055 Health/Dental Insurance	1,024	1,339	1,688	-
4058 Unemployment Insurance	5	19	7	-
4059 Life Insurance	5	6	6	-
4080 Vehicle Allowance	-	-	28	-
4081 Eyecare Reimbursement	5	20	20	-
4085 Other Taxable Benefits	940	52	8	-
4087 Employee Wellness Program	1	-	7	-
TOTAL SALARIES AND BENEFITS	15,901	18,640	18,696	-
SERVICES				
5034 Collection Agent/Bank Fees	4,545	4,378	4,378	4,206
5190 Other Professional Services	3,993	75,503	63,503	-
5270 Printing and Binding	502	-	-	-
5280 Advertising	416	-	-	-
5870 General Govt Service Charge	4,488	-	-	-
TOTAL SERVICES	13,943	79,881	67,881	4,206
SUPPLIES				
6640 Non Capital Expenditures	7,290	-	-	-
TOTAL SUPPLIES	7,290	-	-	-
FIXED ASSETS				
7150 Other Betterments/Improvement	57,593	1,126,672	1,126,672	-
TOTAL FIXED ASSETS	57,593	1,126,672	1,126,672	-
DEBT SERVICE				
8100 Principal	55,525	57,274	57,274	59,079
8200 Interest	46,847	45,070	45,070	43,238
8300 Capitalized Expenditures	(100,307)	-	-	-
TOTAL DEBT SERVICE	2,065	102,344	102,344	102,316
FUND TOTAL	96,792	1,327,538	1,315,593	106,523

DEPARTMENT/DIVISION
PARK & OPEN SPACE DEVELOPMENT

JOB LEDGER BUDGET

FUND		ORGKEY	
PARK & OPEN SPACE DEVELOPMENT FUND		250400	
JOB LEDGER NO.	PROJECT/PROGRAM DESCRIPTION	FY 2018-19 12 MONTH ESTIMATE	FY 2019-20 COUNCIL ADOPTED
41210	Administration	57,133	-
41200	Sports Park	106,722	106,523
41202	Skate Park	1,151,738	-
TOTALS		1,315,593	106,523

DEPARTMENT/DIVISION
PUBLIC FACILITY DEVELOPMENT

FUND				ORGKEY
PUBLIC FACILITY DEVELOPMENT FUND				251400
	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SALARIES AND BENEFITS				
4000 Full Time Salaries	2,142	1,932	1,889	-
4015 Banked Leave Buy Back	795	364	364	-
4050 Pension Contributions	456	455	418	-
4051 Fica/Medicare	141	113	113	-
4053 Deferred Compensation	28	50	47	-
4055 Health/Dental Insurance	155	164	169	-
4058 Unemployment Insurance	1	-	-	-
4059 Life Insurance	1	1	1	-
4081 Eyecare Reimbursement	-	2	2	-
4085 Other Taxable Benefits	940	41	2	-
4087 Employee Wellness Program	1	-	7	-
TOTAL SALARIES AND BENEFITS	4,660	3,122	3,012	-
SERVICES				
5190 Other Professional Services	-	20,000	-	-
5870 General Govt Service Charge	4,085	-	-	-
TOTAL SERVICES	4,085	20,000	-	-
DEBT SERVICE				
8200 Interest	11,256	-	-	-
TOTAL DEBT SERVICE	11,256	-	-	-
FUND TOTAL	20,002	23,122	3,012	-

DEPARTMENT/DIVISION
ARTERIAL STREET CONSTRUCTION

FUND				ORGKEY
ARTERIAL STREET CONSTRUCTION FUND				252400
	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SALARIES AND BENEFITS				
4000 Full Time Salaries	2,142	1,932	1,889	-
4015 Banked Leave Buy Back	795	364	364	-
4050 Pension Contributions	456	455	418	-
4051 Fica/Medicare	141	113	113	-
4053 Deferred Compensation	28	50	47	-
4055 Health/Dental Insurance	155	164	169	-
4058 Unemployment Insurance	1	-	-	-
4059 Life Insurance	1	1	1	-
4081 Eyecare Reimbursement	-	2	2	-
4085 Other Taxable Benefits	940	41	2	-
4087 Employee Wellness Program	1	-	7	-
TOTAL SALARIES AND BENEFITS	4,660	3,122	3,012	-
SERVICES				
5190 Other Professional Services	-	12,000	-	-
5870 General Govt Service Charge	2,079	-	-	-
TOTAL SERVICES	2,079	12,000	-	-
FIXED ASSETS				
7150 Other Betterment/Improvement	-	1,000,000	1,000,000	-
TOTAL FIXED ASSETS	-	1,000,000	1,000,000	-
FUND TOTAL	6,739	1,015,122	1,003,012	-

DEPARTMENT/DIVISION
TRAFFIC SIGNALS

FUND				ORGKEY
TRAFFIC SIGNALS FUND				253400
	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SERVICES				
5190 Other Professional Services	-	12,000	-	200,000
5760 Special Program Expenditures	5,512	-	-	-
5870 General Govt Service Charge	188	-	-	-
TOTAL SERVICES	<u>5,700</u>	<u>12,000</u>	<u>-</u>	<u>200,000</u>
FIXED ASSETS				
7150 Other Betterments/Improvement	-	160,000	160,000	-
TOTAL FIXED ASSETS	<u>-</u>	<u>160,000</u>	<u>160,000</u>	<u>-</u>
FUND TOTAL	5,700	172,000	160,000	200,000

DEPARTMENT/DIVISION
FREEWAY INTERCHANGES

FUND
FREEWAY INTERCHANGES FUND

ORGKEY
254400

	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SALARIES AND BENEFITS				
4000 Full Time Salaries	13,060	15,860	16,160	-
4015 Banked Leave Buy Back	1,757	1,007	1,007	-
4050 Pension Contributions	2,697	3,682	3,550	-
4051 Fica/Medicare	963	1,110	1,110	-
4053 Deferred Compensation	109	261	252	-
4055 Health/Dental Insurance	1,089	1,250	2,108	-
4058 Unemployment Insurance	5	29	9	-
4059 Life Insurance	7	8	8	-
4080 Vehicle Allowance	-	-	56	-
4081 Eyecare Reimbursement	3	27	27	-
4085 Other Taxable Benefits	1,890	94	3	-
4087 Employee Wellness Program	1	-	13	-
TOTAL SALARIES AND BENEFITS	21,582	23,328	24,303	-
SERVICES				
5190 Other Professional Services	279,251	2,377,511	2,365,511	-
5870 General Govt Service Charge	1,388	-	-	-
TOTAL SERVICES	280,639	2,377,511	2,365,511	-
FIXED ASSETS				
7150 Other Betterments/Improvement	-	-	71,293	-
TOTAL FIXED ASSETS	-	-	71,293	-
FUND TOTAL	302,221	2,400,839	2,461,107	-

**DEPARTMENT/DIVISION
FREEWAY INTERCHANGES**

JOB LEDGER BUDGET

FUND		ORGKEY	
FREEWAY INTERCHANGES FUND		254400	
JOB LEDGER NO.	PROJECT/PROGRAM DESCRIPTION	FY 2018-19 12 MONTH ESTIMATE	FY 2019-20 COUNCIL ADOPTED
41400	University Off Ramps	762,132	-
41401	I -10 Alabama Ramp Improvements	1,698,975	-
TOTALS		2,461,107	-

DEPARTMENT/DIVISION
STORM DRAIN CONSTRUCTION

FUND
STORM DRAIN CONSTRUCTION FUND

ORGKEY
405400

	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SALARIES AND BENEFITS				
4000 Full Time Salaries	15,479	37,475	25,134	-
4005 Salaries Part Time	-	-	235	-
4015 Banked Leave Buy Back	596	1,443	1,443	-
4050 Pension Contributions	3,202	8,529	5,804	-
4051 Fica/Medicare	1,188	2,721	1,854	-
4053 Deferred Compensation	38	533	392	-
4055 Health/Dental Insurance	1,939	5,288	4,160	-
4057 Disability Insurance	-	69	59	-
4058 Unemployment Insurance	2	169	59	-
4059 Life Insurance	9	23	15	-
4080 Vehicle Allowance	-	-	112	-
4081 Eyecare Reimbursement	-	83	83	-
4082 Clothing Allowance	-	27	27	-
4085 Other Taxable Benefits	53	119	11	-
4087 Employee Wellness Program	-	-	13	-
TOTAL SALARIES AND BENEFITS	22,505	56,479	39,401	-
SERVICES				
5190 Other Professional Services	-	709,600	675,000	-
5275 Postage	23	-	-	-
5280 Advertising	431	-	-	-
5760 Special Program Expenditures	1,552	2,400	2,400	-
5870 General Govt Service Charge	6,607	4,693	4,693	4,836
5880 Special Contractual Services	-	-	-	-
TOTAL SERVICES	8,613	716,693	682,093	4,836
SUPPLIES				
6640 Non Capital Expenditures	85,567	-	-	-
TOTAL SUPPLIES	85,567	-	-	-
FIXED ASSETS				
7240 Storm Drain Construction	-	4,683	-	-
TOTAL FIXED ASSETS	-	4,683	-	-
FUND TOTAL	116,685	777,855	721,494	4,836

**DEPARTMENT/DIVISION
STORM DRAIN CONSTRUCTION**

JOB LEDGER BUDGET

FUND		ORGKEY	
STORM DRAIN CONSTRUCTION FUND		405400	
JOB LEDGER NO.	PROJECT/PROGRAM DESCRIPTION	FY 2018-19 12 MONTH ESTIMATE	FY 2019-20 COUNCIL ADOPTED
48040	Storm Drain Construction Administration	721,494	4,836
TOTALS		721,494	4,836

Municipal Utilities and Engineering Water

Program Description:

The water utility produces and distributes water to over 22,500 water services, or to approximately 77,500 customers, within its service area. In general, the service area includes the city of Redlands, a small portion of Loma Linda, and unincorporated areas of the county (Mentone and Crafton areas), as well as the San Bernardino County Donut Hole area. The water utility operates and maintains over 400 miles of potable and non-potable pipelines, over 3,400 potable and non-potable fire hydrants, 18 reservoirs, two surface water treatment plants, one perchlorate treatment plant, 22 active potable and 12 non-potable groundwater production wells, and 14 booster station facilities.

The water budget includes all related operations, including production, treatment and distribution, regulatory compliance, non-potable water operations, utility billing services, and water conservation.

Program Objectives:

- Provide adequate drinking water supply that conforms to all water quality requirements
- Provide aesthetically pleasing drinking water
- Deliver water at an economical rate that is sufficient to recover the cost associated with providing the service
- Publish an annual consumer confidence report to customers to educate the public on the drinking water quality and water sources
- Increase public water conservation awareness and practice
- Provide excellent customer service

Significant Program Changes:

In 2012-13, the City Council adopted a water conservation rebate program aimed at assisting customers to reduce their water consumption. This program includes rebates for high efficiency toilets and clothes washers, smart irrigation timers, and turf replacements to name a few. With the passage of the 2009 Water Conservation Act, the City is required to reduce its water consumption by 20 percent by 2020. This rebate program is intended to assist the City in meeting that goal.

Accomplishments for Fiscal Year 2018-19:

- Replaced approximately 6.9 miles of aged water distribution main
- Completed over \$16,000 worth of inspections for the Water Efficiency Rebate Program, finalized rebates for nearly 6,000 square feet of turf converted, saving over 350,000 of water per year, and finalized rebates for high efficiency sprinklers, toilets, washers, and weather-based irrigation controllers
- The Henry Tate Water Treatment Plant Chlorine Gas Risk Management Plan (RMP) revision, nearing completion
- Staff evaluated and selected a design consultant for the SCADA expansion project
- Staff evaluated and selected a vendor for participation in SCE energy demand response incentive program
- Rehabilitated Mill Creek 2 Well, overhauled boosters 1553 & 1724
- Installed new anionic and cationic chemical feed systems at Tate WTP
- Performed annual reservoir maintenance at Margarita Reservoir
- Hosted annual hazardous chemical release training with local emergency response teams

DEPARTMENT/DIVISION
WATER

FUND
WATER FUND

ORGKEY
501403

	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SALARIES AND BENEFITS				
4000 Full Time Salaries	3,529,589	3,962,141	3,515,657	4,246,647
4005 Salaries: Part Time	69,627	77,600	58,751	123,715
4010 Overtime Salaries	196,243	190,550	187,637	190,550
4012 Stand By	69,769	78,396	71,160	68,070
4015 Banked Leave Buy Back	114,997	141,068	157,333	134,289
4016 Compensated Absence	46,352	-	-	-
4050 Pension Contributions	1,412,198	929,827	784,951	1,075,545
4051 Fica/Medicare	301,783	321,127	291,044	342,310
4053 Deferred Compensation	12,116	16,615	10,973	16,549
4055 Health/Dental Insurance	640,185	781,410	613,812	796,555
4056 Worker's Comp Insurance	294,356	197,448	197,448	131,844
4057 Disability Insurance	28,344	30,896	28,319	31,979
4058 Unemployment Insurance	4,166	8,896	30,387	10,440
4059 Life Insurance	3,393	3,835	3,241	3,899
4080 Vehicle Allowance	-	-	784	-
4081 Eyecare Reimbursement	5,482	13,698	13,698	13,927
4082 Clothing Allowance	11,783	15,312	15,312	15,375
4084 Clothing Cash Payment	1,530	6,808	-	-
4085 Other Taxable Benefits	62,531	27,508	27,815	33,943
4087 Employee Wellness Program	69	-	232	-
TOTAL SALARIES AND BENEFITS	6,804,512	6,803,135	6,008,554	7,235,637
SERVICES				
5103 Software Support & Development	10,301	30,000	19,571	111,000
5104 Hardware Maint/Replace	816	2,000	2,000	2,000
5140 Legal Services	6,035	-	-	-
5141 Settlements/Judgements	-	1,350	-	-
5142 City Attorney Legal Service	33,500	35,000	35,000	35,000
5180 Medical/Physicals	1,365	1,750	1,750	3,675
5190 Other Professional Services	274,779	245,000	239,100	209,000
5240 Meeting & Professional Devlpmt	960	2,750	2,750	4,650
5255 Travel Expense/Reimbursement	6,064	11,900	6,500	10,000
5270 Printing and Binding	2,740	30,000	14,174	15,700
5275 Postage	7,929	14,900	5,000	12,000
5280 Advertising	18,086	7,500	7,500	11,000
5300 Water, Sewer, Disposal	6,191	10,000	7,075	9,000
5301 City Water	495,836	500,000	645,400	650,000
5303 Telephone	42,282	42,000	39,933	45,000
5305 Water Recharge	-	150,000	170,000	200,000
5310 Electricity & Gas	295,627	400,000	316,842	375,000
5312 Electric Svc: Facility Ops	1,354,288	1,940,000	1,692,000	1,850,000
5314 Gas Service: Facility Ops	705	1,000	1,000	1,000
5317 Service for Facility Ops	21,385	50,000	25,553	40,000
5318 Energy for Treatment	48,617	60,000	54,000	66,000
5320 Janitorial Services	33,642	32,000	32,000	37,000
5340 Office Equipment Maintenance	-	-	51	-
5350 Building/Grounds Maintenance	-	5,000	5,000	83,000

DEPARTMENT/DIVISION
WATER

FUND
WATER FUND

ORGKEY
501403

	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SERVICES (CONT.)				
5360 Machinery & Equip Maint	22,392	25,000	22,769	25,000
5392 License & Permits	208,743	250,000	210,000	210,000
5395 Info Technology Service Chgs	481,060	523,990	523,990	519,990
5396 City Garage Charges	897,769	898,046	495,987	600,450
5451 Retiree Health Insurance	856,981	400,000	354,546	850,000
5510 Land and Building Rent	2,237	4,000	2,830	5,000
5530 Clothing and Linen Rent	22,579	25,000	24,861	29,000
5570 Office Equip & Furn Rent	6,053	6,500	6,500	11,000
5590 Other Rentals	6,890	30,000	4,818	30,000
5710 Street Repairs	105,294	576,524	560,000	500,000
5720 Taxes	9,924	15,000	13,500	15,000
5722 Penalties and Interest	-	1,000	4,500	-
5730 Stock Assessment	940,276	1,000,000	1,000,000	1,000,000
5760 Special Program Expenditures	34,728	105,150	66,375	100,000
5765 Conservation Rebate	20,584	100,000	25,000	100,000
5800 Subscriptions & Memberships	9,369	10,120	10,120	25,500
5840 Training	27,132	48,500	32,422	56,000
5870 General Govt Service Charge	1,159,594	1,201,571	1,364,904	1,440,721
5880 Special Contractual Services	139,003	220,000	105,499	944,800
5890 Landfill Tipping Charges	-	1,000	1,000	1,000
5898 State Mandated Fees	-	5,000	1,000	5,000
5950 Bad Debt Expense	44,552	-	-	-
5980 Billing Services	444,125	625,000	625,000	625,000
5995 Depreciation Expense	3,427,956	-	-	-
TOTAL SERVICES	11,528,389	9,643,551	8,777,820	10,863,486
SUPPLIES				
6100 Purchased Water	-	100,000	200,000	200,000
6120 Chemical & Lab Supplies	271,140	350,000	263,309	374,500
6130 Books & Supplies	1,000	1,500	1,500	1,500
6140 Office Supplies	32,424	35,000	25,193	30,000
6145 Awards/Recognition Program	-	10,000	5,000	2,000
6160 Medical Supplies	-	250	250	300
6180 Turnouts/Uniform/Sfty Clothing	75,228	40,000	16,177	35,000
6190 Photo & Copying Supplies	246	1,000	500	1,000
6210 Repair/Maintenance Supplies	1,097,521	1,500,000	809,832	1,500,000
6310 Janitorial Supplies	6,010	6,000	3,072	6,000
6375 Computer Components	9,348	20,000	3,382	20,000
6410 Motor Vehicle Supplies	7,407	47,500	18,000	82,500
6500 Office Equipment & Furniture	495	6,000	6,000	20,000
6510 Small Tools & Equipment	33,614	75,000	43,616	51,000
6560 Food	1,278	3,500	288	3,500
6570 Water Meters & Fittings	42,667	400,000	209,729	385,000
6590 Special Departmental Supplies	103,767	90,000	57,448	90,000
6640 Non-Capital Expenditures	48,608	-	-	-
TOTAL SUPPLIES	1,730,752	2,685,750	1,663,296	2,802,300

**DEPARTMENT/DIVISION
WATER**

FUND
WATER FUND

ORGKEY
501403

	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
FIXED ASSETS				
7060 Office Furniture	-	41,000	41,000	10,000
7100 Motor Vehicles	17,309	1,047,691	1,047,691	557,500
7140 All Other Equipment	40,822	190,000	18,067	30,000
7150 Other Betterments/Improvement	-	30,000	30,000	30,000
7700 Water Facilities	235,112	514,888	-	-
TOTAL FIXED ASSETS	293,244	1,823,579	1,136,758	627,500
DEBT SERVICE				
8300 Capitalized Expenditures	(206,207)	-	-	-
TOTAL DEBT SERVICE	(206,207)	-	-	-
FUND TOTAL	20,150,690	20,956,014	17,586,428	21,528,923

**DEPARTMENT/DIVISION
WATER**

JOB LEDGER BUDGET

FUND		ORGKEY	
WATER FUND		501403	
JOB LEDGER NO.	PROJECT/PROGRAM DESCRIPTION	FY 2018-19 12 MONTH ESTIMATE	FY 2019-20 COUNCIL ADOPTED
71001	Water Admin & General	2,852,023	6,826,119
71010	Water Engineering	1,101,198	966,156
71020	Water Production & Operations - General	4,173,304	4,172,392
71024	Water Production Maintenance	2,531,638	2,568,858
71032	Water Treatment - HTWTP	733,810	682,234
71034	Water Treatment - HHWTP	950,718	942,234
71040	Water Quality - General	256,764	391,452
71060	Water Distribution - General	4,817,241	4,517,534
71090	Water Conservation Program	163,190	367,561
71114	B' Contract (Reimbursable)	-	80,000
71115	B' Contract (City)	3,721	10,603
71116	South Mountain Water (Reimbursable)	2,821	3,780
TOTALS		17,586,428	21,528,923

**DEPARTMENT/DIVISION
WATER PROJECTS**

FUND
WATER PROJECTS FUND

ORGKEY
503403

	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SALARIES AND BENEFITS				
4000 Full Time Salaries	2,020	-	999	-
4010 Overtime Salaries	108	-	-	-
4050 Pension Contributions	430	-	223	-
4051 Fica/Medicare	163	-	76	-
4055 Health/Dental Insurance	306	-	187	-
4057 Disability Insurance	19	-	10	-
4059 Life Insurance	1	-	1	-
4082 Clothing Allowance	1	-	-	-
TOTAL SALARIES AND BENEFITS	3,048	-	1,496	-
SERVICES				
5190 Other Professional Services	-	45,000	448,559	620,000
5270 Printing and Binding	1,618	-	276	-
5280 Advertising	1,530	-	-	-
5360 Machinery & Equip Maint	-	-	19,282	-
5392 License & Permits	1,650	-	-	-
5880 Special Contractual Services	-	-	475	-
TOTAL SERVICES	4,797	45,000	468,592	620,000
SUPPLIES				
6210 Repair/Maintenance Supplies	684	-	-	-
TOTAL SUPPLIES	684	-	-	-
FIXED ASSETS				
7140 All Other Equipment	83,375	85,000	85,000	15,000
7150 Other Betterments/Improvement	113,006	1,523,466	1,644,707	3,100,000
7700 Water Facilities	2,012,645	12,648,574	11,948,884	7,975,000
TOTAL FIXED ASSETS	2,209,026	14,257,040	13,678,591	11,090,000
DEBT SERVICE				
8300 Capitalized Expenditures	(2,209,026)	-	-	-
TOTAL DEBT SERVICE	(2,209,026)	-	-	-
FUND TOTAL	8,530	14,302,040	14,148,678	11,710,000

**DEPARTMENT/DIVISION
WATER PROJECTS**

JOB LEDGER BUDGET

FUND		ORGKEY	
WATER PROJECTS FUND		503403	
JOB LEDGER NO.	PROJECT/PROGRAM DESCRIPTION	FY 2018-19 12 MONTH ESTIMATE	FY 2019-20 COUNCIL ADOPTED
71210	Rees Treatment Plant Operations	1,495	-
71276	Redlands Rail Utility Crossings	692,321	-
71281	2017 Water CIP	3,530,893	-
71283	Highline and Crafton	692,824	-
71286	Brookside Median Landscaping	250,000	-
71345	Lugonia Avenue Water Pipeline	318,004	-
71346	Sunset Reservoir Recoating	1,250,000	850,000
71347	Hinckley Generator Replacement	85,000	25,000
71348	2018 Well Rehabilitation	350,000	300,000
71349	SCADA System Upgrade	1,690,000	800,000
71350	DBP Removal System at Agate	150,000	350,000
71351	HAWC Manifold	100,000	-
71352	Hinckley Sludge Press	300,000	-
71353	2019 Water CIP	4,000,000	5,000,000
71355	2017 CIP Water Paving	720,000	-
71400	Tate WTP Security Cameras	8,141	-
71401	Architectural Services	10,000	10,000
71402	2019 CIP Water Paving	-	1,200,000
71403	Water Master Plan Update	-	150,000
71404	Sanitary Survey Updates	-	50,000
71405	Vulnerability Assessment & Emergency Response Plan	-	50,000
71406	Tate WTP Clarifier Recoating	-	500,000
71407	Tate WTP Filter Rehabilitation	-	50,000
71408	Tate WTP Static Mixer	-	150,000
71409	HAWC Booster Pump Rehabilitation	-	600,000
71410	Crafton Well Rehabilitation & Blend Plan	-	100,000
71411	AMI/AMR	-	250,000
71412	Roof Repairs	-	500,000
71413	Meter Replacement	-	600,000
71414	Water Treatment Plant Operations Plan Update	-	175,000
TOTALS		14,148,678	11,710,000

**DEPARTMENT/DIVISION
WATER DEBT SERVICE**

FUND
WATER DEBT SERVICE FUND

ORGKEY
506403

	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SERVICES				
5030 Fiscal Agent Fees	180	-	90	90
TOTAL SERVICES	<u>180</u>	<u>-</u>	<u>90</u>	<u>90</u>
DEBT SERVICE				
8100 Principal	-	758,223	758,223	776,792
8200 Interest	296,736	278,612	278,612	260,043
TOTAL DEBT SERVICE	<u>296,736</u>	<u>1,036,835</u>	<u>1,036,835</u>	<u>1,036,835</u>
FUND TOTAL	296,916	1,036,835	1,036,925	1,036,925

DEPARTMENT/DIVISION
WATER CAPITAL IMPROVEMENT

FUND				ORGKEY
WATER CAPITAL IMPROVEMENT FUND				509403
	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
	_____	_____	_____	_____
SERVICES				
5190 Other Professional Services	-	25,000	-	-
TOTAL SERVICES	_____	_____	_____	_____
	-	25,000	-	-
FUND TOTAL	-	25,000	-	-

Municipal Utilities and Engineering Wastewater

Program Description:

The wastewater utility collects sewage from approximately 18,000 customers within the service area. In general, the service area includes the city of Redlands, unincorporated areas of the county (Mentone and Crafton areas), as well as the San Bernardino County Donut Hole area. The wastewater utility includes the operation and maintenance of approximately 240 miles of sewer main, a sewer lift station, and a wastewater treatment plant. The wastewater treatment plant includes a water quality laboratory where routine regulatory compliance tests are performed.

The wastewater budget includes all wastewater related operations, including sewer collection system maintenance, sewage treatment and disposal, recycled water system operation and maintenance, laboratory operations, and wastewater regulatory compliance.

Program Objectives:

- Provide adequate wastewater collection and treatment facilities that provide reliable service
- Provide wastewater collection and treatment services at an economical rate that is sufficient to recover the cost associated with providing the service
- Perform field inspection of collection system facilities to proactively identify and program sewer system facility rehabilitation or replacement capital projects
- Clean and maintain sewer collection system mains annually with the entire system completed within a three year period
- Reduce the potential for Sanitary Sewer System Overflows and provide a 24/7 Emergency Response Team
- Educate residents and businesses on the problems associated with fats, oils and grease (FOG) sewage disposal and implement FOG reduction program
- Provide a regulatory compliance program and pretreatment program for significant industrial dischargers
- Meet sewage treatment, discharge requirements, and recycled water service regulatory requirements
- Provide excellent customer service

Accomplishments for Fiscal Year 2018-19:

- Pretreatment Program gap analysis for the wastewater treatment plant has been completed and program is under review
- Upgraded and rehabilitated Chlorine Contact Tank booster pumps
- Relocated and upgraded permeate chlorine disinfection system
- Rehabilitated Effluent Pump Stations booster pump motors
- Upgraded wastewater treatment plant supervisor control and data acquisition (SCADA) system's operations software and computer hardware
- Completed laboratory expansion for bacterial analysis
- Rehabilitated Peak Pond Pump
- Relocated and installed effluent pump station flow meter
- Replaced Digester No. 1 horizontal recirculation pump
- Approved wastewater treatment plant assessment and design project
- The Collection System Overflow Emergency Response Plan was completed and implemented.
- Revision of the Collections System Sanitary Sewer Overflow Plan nearing completion
- Developed and implemented a new Sanitary Systems Overflow maintenance program
- Revised the WWTP Storm Water Pollution Prevention Plan (SWPPP) and implemented best management practices
- Developed and implemented a manhole assessment program with over 25 manholes identified and exposed allowing access for cleaning, inspection, and preventative maintenance

- Conducted a sewer line assessment on various portions of the system throughout the PARIS projects to identify and prioritize areas of deficiencies to be included in the capital improvement projects
- Inspected and cleaned the 24" trunk sewer main that runs beneath the 10 freeway
- Over five miles of sewer lines located in high traffic areas were inspected and cleaned
- Collections crew started utilizing Collector App in ARC-GIS mapping system to document cleanings, inspections, call-outs, manhole assessment, and other related issues
- A public outreach program was developed and implemented to educate residents, businesses, and contractors in regards to illegal dumping; effects of fats, oils, & grease (FOG) in the collection system; and what not to flush down the toilet
- Improvements being made to the pretreatment program
- An Industrial User Survey was conducted

**DEPARTMENT/DIVISION
WASTEWATER SERVICE**

FUND

WASTEWATER SERVICE FUND

ORGKEY

521402

	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SALARIES AND BENEFITS				
4000 Full Time Salaries	1,862,896	2,255,002	2,074,376	2,465,342
4005 Salaries: Part Time	18,044	13,513	10,209	40,800
4010 Overtime Salaries	142,657	115,000	114,470	120,000
4012 Stand By	37,443	45,000	51,255	55,000
4015 Banked Leave Buy Back	59,187	85,984	85,984	86,585
4016 Compensated Absence	24,514	-	-	-
4050 Pension Contributions	746,540	524,537	475,385	630,165
4051 Fica/Medicare	159,144	178,815	174,202	198,465
4053 Deferred Compensation	10,065	11,874	6,696	11,500
4055 Health/Dental Insurance	322,326	465,787	398,258	458,264
4056 Worker's Comp Insurance	68,862	74,820	74,820	72,345
4057 Disability Insurance	13,053	17,288	17,525	18,346
4058 Unemployment Insurance	2,112	4,459	15,230	4,232
4059 Life Insurance	1,647	2,086	1,886	2,165
4080 Vehicle Allowance	-	-	84	-
4081 Eyecare Reimbursement	3,258	7,448	7,448	7,676
4082 Clothing Allowance	6,300	8,208	8,208	8,415
4083 Uniform Rental	18,987	18,000	18,000	18,000
4084 Clothing Cash Payment	769	1,000	-	-
4085 Other Taxable Benefits	41,654	13,093	17,652	21,056
4087 Employee Wellness Program	31	-	221	-
TOTAL SALARIES AND BENEFITS	3,539,489	3,841,914	3,551,909	4,218,356
SERVICES				
5103 Software Support & Development	5,981	142,000	75,000	225,500
5104 Hardware Maint/Replace	816	4,500	-	4,500
5140 Legal Services	4,023	-	-	-
5142 City Attorney Legal Service	11,000	15,000	11,784	11,000
5180 Medical/Physicals	370	800	800	1,345
5190 Other Professional Services	28,613	55,000	100,000	67,500
5240 Meeting & Professional Devlpmt	-	8,000	8,000	13,200
5255 Travel Expense/Reimbursement	2,164	5,000	5,000	6,250
5270 Printing and Binding	519	3,500	3,500	14,450
5275 Postage	151	1,000	1,000	9,500
5280 Advertising	6,454	5,500	5,500	3,965
5300 Water, Wastewater, Disposal	6,744	12,000	6,800	10,813
5303 Telephone	19,280	28,300	28,300	19,033
5312 Electric Srvc: Facility Ops	844,254	775,000	850,687	857,697
5313 Heating/AC Service Contract	-	1,000	-	1,000
5314 Gas Service Facility Ops	68	-	-	-
5317 Service for Facility Ops	-	1,500	-	-
5320 Janitorial Services	21,152	31,000	25,000	28,578
5340 Office Equipment Maintenance	-	500	500	625
5350 Building/Grounds Maintenance	1,041	5,000	5,000	20,000
5360 Machinery & Equip Maint	51,594	125,000	125,000	165,800
5392 License & Permits	35,721	125,000	125,000	125,000
5395 Info Technology Service Chgs	271,832	321,918	321,918	316,918
5396 City Garage Charges	105,691	105,724	162,642	163,053
5451 Retiree Health Insurance	294,247	400,000	67,822	400,000
5530 Clothing and Linen Rent	-	5,000	6,398	5,000

**DEPARTMENT/DIVISION
WASTEWATER SERVICE**

FUND

WASTEWATER SERVICE FUND

ORGKEY

521402

	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SERVICES (CONT.)				
5570 Office Equip & Furn Rent	3,345	4,500	3,782	1,600
5580 Communications Svs & Rental	-	5,000	7,073	9,073
5590 Other Rentals	18,951	32,000	32,000	45,000
5720 Taxes	7,448	7,500	6,720	8,000
5760 Special Program Expenditures	273	2,500	-	11,000
5800 Subscriptions & Memberships	4,489	14,800	16,039	18,425
5840 Training	10,336	33,750	33,750	35,150
5870 General Govt Service Charge	507,964	526,352	689,685	744,908
5880 Special Contractual Services	367,272	400,100	400,100	770,500
5890 Landfill Tipping Charges	-	7,000	-	-
5898 State Mandated Fees	36,124	-	-	-
5950 Bad Debt Expense	17,145	-	-	-
5980 Billing Services	133,238	193,000	187,500	187,715
5995 Depreciation Expense	1,609,079	-	-	-
TOTAL SERVICES	4,427,378	3,403,744	3,312,300	4,302,098
SUPPLIES				
6120 Chemical & Lab Supplies	440,196	765,000	600,000	619,700
6130 Books & Supplies	1,055	2,500	2,594	3,500
6140 Office Supplies	37,204	30,000	30,000	25,000
6160 Medical Supplies	-	500	-	500
6170 Weapons & Ammunitions	-	-	-	-
6180 Turnouts/Uniform/Sfty Clothing	19,687	12,500	12,500	8,357
6210 Repair/Maintenance Supplies	264,457	490,000	490,000	533,000
6310 Janitorial Supplies	4,375	5,700	4,000	2,612
6375 Computer Components	5,399	6,500	6,500	10,850
6410 Motor Vehicle Supplies	250	2,000	2,000	2,000
6500 Office Equipment & Furniture	1,247	-	-	5,000
6510 Small Tools & Equipment	4,770	29,000	29,000	58,350
6560 Food	114	1,450	1,450	3,900
6590 Special Departmental Supplies	7,437	12,000	12,000	40,500
6640 Non-Capital Expenditures	8,477	10,000	1,163	17,075
TOTAL SUPPLIES	794,668	1,367,150	1,191,207	1,330,344
FIXED ASSETS				
7100 Motor Vehicles	-	164,000	164,000	660,000
7140 All Other Equipment	5,187	161,753	161,753	155,000
7150 Other Betterments/Improvement	-	240,529	240,529	30,000
7745 Laboratory Equipment	7,529	422,471	204,000	110,000
TOTAL FIXED ASSETS	12,716	988,753	770,282	955,000
DEBT SERVICE				
8300 Capitalized Expenditures	(12,716)	-	-	-
TOTAL DEBT SERVICE	(12,716)	-	-	-
FUND TOTAL	8,761,536	9,601,561	8,825,698	10,805,798

**DEPARTMENT/DIVISION
WASTEWATER SERVICE**

JOB LEDGER BUDGET

FUND		ORGKEY	
WASTEWATER SERVICE FUND		521402	
JOB LEDGER NO.	PROJECT/PROGRAM DESCRIPTION	FY 2018-19 12 MONTH ESTIMATE	2019-20 COUNCIL ADOPTED
73001	Wastewater Administration	1,157,627	2,592,857
73010	Wastewater Engineering	558,271	565,558
73020	Treatment & Operations	3,199,034	3,655,983
73034	Treatment Plant Maintenance	1,409,894	931,508
73040	Quality Control	545,022	556,204
73041	Industrial Waste Monitoring	645,258	717,042
73060	Collection System	1,002,084	1,533,245
73072	Joint Lab - Water	302,042	246,674
73074	Joint Lab - Solid Waste	6,466	6,727
TOTALS		8,825,698	10,805,798

**DEPARTMENT/DIVISION
WASTEWATER PROJECTS**

FUND				ORGKEY
WASTEWATER PROJECTS FUND				523402
	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SALARIES & BENEFITS				
4000 Full Time Salaries	4,050	-	2,002	-
4050 Pension Contributions	872	-	463	-
4051 Fica/ Medicare	311	-	159	-
4055 Health/Dental Insurance	195	-	43	-
4059 Life Insurance	2	-	1	-
4085 Other Taxable Benefits	79	-	83	-
TOTAL SALARIES & BENEFITS	5,510	-	2,751	-
SERVICES				
5190 Other Professional Services	-	799,492	1,647,249	260,000
5270 Printing and Binding	103	-	-	-
5280 Advertising	222	-	-	-
5880 Special Contractual Services	-	177,000	160,000	-
TOTAL SERVICES	325	976,492	1,807,249	260,000
SUPPLIES				
6640 Non-Capital Expenditures	50,614	136,510	128,148	-
TOTAL SUPPLIES	50,614	136,510	128,148	-
FIXED ASSETS				
7140 All Other Equipment	19,234	-	1,388	-
7150 Other Betterments/Improvement	18,584	1,256,037	1,448,303	30,000
7600 Wastewater Facilities	-	4,423,020	62,770	4,225,000
7700 Water Facilities	-	-	-	-
TOTAL FIXED ASSETS	37,818	5,679,057	1,512,461	4,255,000
DEBT SERVICE				
8300 Capitalized Expenditures	(37,818)	-	-	-
TOTAL DEBT SERVICE	(37,818)	-	-	-
FUND TOTAL	56,448	6,792,059	3,450,609	4,515,000

**DEPARTMENT/DIVISION
WASTEWATER PROJECTS**

JOB LEDGER BUDGET

FUND		ORGKEY	
WASTEWATER PROJECTS FUND		523402	
JOB LEDGER NO.	PROJECT/PROGRAM DESCRIPTION	FY 2018-19 12 MONTH ESTIMATE	FY 2019-20 COUNCIL ADOPTED
73416	Redlands Rail Utility Crossings	23,020	-
73417	Lab Remodel	3,553	-
73342	Collection Office Remodel	70,000	30,000
73422	2019 Wastewater Pipeline Replacement Project	1,000,000	500,000
73343	2018 Wastewater Pipeline Inspection	127,036	-
73344	Wastewater Collection System Analysis	150,000	-
73345	Alabama Pond Analysis	512,250	-
73346	WWTP Assessment	400,000	-
73347	Centerifuge + SCADA	125,000	-
73348	WWTP Modifications	1,000,000	3,000,000
73357	WWTP Secondary Effluent Flowmeter	39,750	-
73424	Architectural Services	-	10,000
73425	Wastewater Master Plan Update	-	200,000
73426	Vulnerability Assessment & Emergency Response Plan	-	50,000
73427	Manhole Adjustment	-	275,000
73428	Brine Cap Rehabilitation	-	60,000
73429	On-Call Wastewater System Improvements	-	100,000
73430	WWTP Chemical Storage Tank Replacement	-	150,000
73431	WWTP Slug Load Intervention Project	-	140,000
TOTALS		3,450,609	4,515,000

**DEPARTMENT/DIVISION
WASTEWATER DEBT SERVICE**

FUND				ORGKEY
WASTEWATER DEBT SERVICE FUND				526402
	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SERVICES				
5034 Collection Agent/Bank Fees	65,434	57,944	57,944	50,267
TOTAL SERVICES	<u>65,434</u>	<u>57,944</u>	<u>57,944</u>	<u>50,267</u>
DEBT SERVICE				
8100 Principal	-	307,095	307,095	314,772
8200 Interest	(31,570)	-	-	-
TOTAL DEBT SERVICE	<u>(31,570)</u>	<u>307,095</u>	<u>307,095</u>	<u>314,772</u>
FUND TOTAL	33,864	365,039	365,039	365,039

Municipal Utilities and Engineering Non-potable Water

Program Description:

The non-potable water utility produces and distributes water to an increasing number of customers in an effort to preserve our precious water resources. The City is always looking to increase the use of non-potable water and requires new developments to install non-potable water facilities when non-potable water is or will become available.

The non-potable water budget includes all water related operations, including water production and distribution and regulatory compliance.

Program Objectives:

- Provide adequate non-potable water supply that conforms with all water quality requirements and customer needs
- Deliver non-potable water at an economical rate that is sufficient to recover the cost associated with providing the service
- Increase public water conservation awareness
- Provide excellent customer service

Accomplishments for Fiscal Year 2018-19:

- Continued the conversion of the Crafton Hills College to non-potable water for all their facility landscaping.
- Upgraded booster pump and communication at 2330 Booster Station
- Rebuilt Texas Street irrigation booster pump station

**DEPARTMENT/DIVISION
NONPOTABLE WATER**

FUND
NONPOTABLE WATER FUND

ORGKEY
541403

	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SALARIES AND BENEFITS				
4000 Full Time Salaries	50,422	47,969	44,535	43,908
4010 Overtime Salaries	1,311	-	649	-
4012 Stand By	29	-	114	-
4015 Banked Leave Buy Back	5,697	3,806	5,849	2,930
4016 Compensated Absence	662	-	700	700
4050 Pension Contributions	14,374	11,152	9,762	11,131
4051 Fica/Medicare	5,836	3,566	3,517	3,245
4053 Deferred Compensation	486	555	404	545
4055 Health/Dental Insurance	4,858	6,430	5,568	4,110
4057 Disability Insurance	206	192	185	184
4058 Unemployment Insurance	19	113	97	18
4059 Life Insurance	26	29	26	25
4081 Eyecare Reimbursement	22	104	104	90
4082 Clothing Allowance	7	72	132	85
4085 Other Taxable Benefits	6,967	647	351	439
4087 Employee Wellness Program	5	-	40	-
TOTAL SALARIES AND BENEFITS	90,929	74,635	72,033	67,410
SERVICES				
5312 Electric Svc: Facility Ops	16,314	16,195	16,195	16,195
5396 City Garage Charges	11,431	11,434	-	11,505
5870 General Govt Service Charge	6,651	6,892	6,892	7,102
TOTAL SERVICES	34,396	34,521	23,087	34,802
FUND TOTAL	125,324	109,156	95,120	102,212

**DEPARTMENT/DIVISION
NONPOTABLE WATER**

JOB LEDGER BUDGET

FUND		ORGKEY	
NONPOTABLE WATER FUND		541403	
JOB LEDGER NO.	PROJECT/PROGRAM DESCRIPTION	FY 2018-19 12 MONTH ESTIMATE	FY 2019-20 COUNCIL ADOPTED
74001	Nonpotable Admin & General	43,528	51,565
74020	Nonpotable Production & Operation	6,958	-
74030	Nonpotable Maintenance	11,500	12,675
74040	Nonpotable Distribution	33,134	37,972
TOTALS		95,120	102,212

**DEPARTMENT/DIVISION
NONPOTABLE WATER PROJECTS**

FUND				ORGKEY
NONPOTABLE WATER PROJECTS FUND				543403
	2017-18 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2018-19 12 MONTH ESTIMATED	2019-20 COUNCIL ADOPTED
SERVICES				
5190 Other Professional Services	-	-	-	200,000
TOTAL SERVICES	-	-	-	200,000
FIXED ASSETS				
7700 Water Facilities	-	1,800,000	1,800,000	300,000
TOTAL FIXED ASSETS	-	1,800,000	1,800,000	300,000
FUND TOTAL	-	1,800,000	1,800,000	500,000

**DEPARTMENT/DIVISION
NONPOTABLE WATER PROJECTS**

JOB LEDGER BUDGET

FUND		ORGKEY	
NONPOTABLE WATER PROJECTS FUND		543403	
JOB LEDGER NO.	PROJECT/PROGRAM DESCRIPTION	FY 2018-19 12 MONTH ESTIMATE	FY 2019-20 COUNCIL ADOPTED
71242	Texas Nonpotable Reservoir	1,800,000	-
74104	Nonpotable/Recycled Water Master Plan Update	-	100,000
74105	2019 Well Rehabilitation	-	300,000
74106	Recycled Water Regulatory Compliance Plan	-	100,000
TOTALS		1,800,000	500,000

