

ADOPTED BUDGET Fiscal Year 2020-2021



**City of Redlands
California**

**CITY OF REDLANDS
FISCAL YEAR 2020-21
ADOPTED ANNUAL BUDGET**

CITY COUNCIL

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

Paul T. Barich
Council Member

Toni Momberger
Council Member

Eddie Tejeda
Council Member

ELECTED OFFICIALS

Jeanne Donaldson, City Clerk
Robert Dawes, City Treasurer

APPOINTED OFFICIALS

Charles M. Duggan, Jr, City Manager
Dan McHugh, City Attorney

MANAGEMENT TEAM

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

BUDGET PREPARATION STAFF

Farrah Jenner, Assistant Finance Director
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*Special thanks
to the
Budget Committee
and
Budget Preparation Team*

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CHARLES M. DUGGAN, JR.
City Manager

City of
REDLANDS

Incorporated 1888

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CITY MANAGER'S BUDGET MESSAGE FY 2020-21

The City of Redlands, along with other local jurisdictions, states, and the federal government are facing an exceptionally challenging economic environment as a result of the COVID-19 Pandemic. Financial market volatility, record-setting increases in the unemployment rate, and eroding consumer confidence from this unprecedented halt in economic activity have led to deteriorating revenue streams for all forms of government. So too has it had devastating impacts on private businesses and members of our community. For the City, sharp declines in sales tax, transient occupancy tax, user fees, and business license revenues serve as the unfortunate backdrop for the Adopted Budget for Fiscal Year 2020-21.

Significant uncertainty remains concerning the economic impacts of this pandemic and the unique nature of this emerging recession. Unfortunately, the life safety measures necessary to combat the pandemic are at odds with the economic health of our community and the broader world economy. The full reopening of the economy and the timeline for recovery is contingent on medical breakthroughs like testing and other procedures as well as the potential for recurrent waves of infections.

FY 2019-20 SUMMARY

Without question, the economic impacts of COVID-19 will profoundly change the structure of municipal government and the way the City of Redlands delivers services to its residents for many years to come. For Fiscal Year 2019-20, this means an immediate and significant decline in several revenue streams: sales tax, transient occupancy tax (hotel tax), franchise fee revenue and department charges for service are projected to decrease by roughly \$6 million. These projections include estimates for the impacts on sale tax receipts resulting from the Governor's executive order (N-40-20) that allows small businesses to defer up to \$50,000 of their sales tax liability for 12 months and extends the due date for first quarter sales tax remittance by 90 days to July 1, 2020.

While it is anticipated that FY 2019-20 revenues and transfers into the General Fund will be down roughly \$6 million, initial estimates for expenditures, transfers out and additional appropriations increased by a net amount of roughly \$2 million. This was mainly a result of 2019-20 mid-year appropriations of 2018-19 fiscal year surplus of roughly the same amount. To address this \$8 million current year projected deficit, under City Manager direction the management team took corrective actions to provide at least \$2.7 million in expenditure reductions from department budgets for the remainder of the fiscal year. As well, the appropriation of the prior year's budgetary surplus, totaling \$2.3 million, has been reversed. These measures serve as a "bridge" solution to reduce the revenue shortfall by approximately \$5 million. The remaining shortfall of roughly \$3 million is recommended to be drawn down from the General Fund's unassigned ending fund balance of \$13.37 million.

FISCAL YEAR 2020-21 SUMMARY

As the world regroups and tries to determine when and how economic activity will resume, there are varying speculative timelines of the possible duration of this contraction in the economy. By most standards, the consensus is that the full range of normal economic and social activities will likely be delayed until mid-2021, when a potential vaccine may be developed and manufactured on a national scale. Between that time and now, it is assumed that social distancing will remain necessary to a certain extent to protect public health, but at a cost of dampening economic activity. The Adopted Budget for FY 2020-21 considers adjustments to the General

Fund to compensate for lower revenues as a result. These adjustments are highly sensitive to the duration of social distancing restrictions and consumer behavior for the term of the upcoming fiscal year.

Total General Fund revenues (all Financial Sources) were initially forecasted to be approximately \$69.5 million, indicating a further net reduction of \$3.1 million in General Fund resources for FY 2020-21, as compared to current projections for FY 2019-20. This reduction is mainly due to decreases in secondary, but still fiscally significant, revenue streams: user fees and charges for service, business license revenue and franchise fees.

On the expenditures side, initial department requests for appropriations in the amount of \$77.8 million were cumulatively \$5.9 million higher when compared to the department’s current 12-month estimates for expenditures for FY 2019-20, after excluding carryover amounts and additional capital appropriations at mid-year. Some of this variance is due to increases in the amounts budgeted for services and supplies, but the vast majority of this increase is attributed to higher personnel costs in the form higher pension costs, a 3% across-the-broad increase to non-safety employees, and natural growth in compensation levels that takes place over time (merit increases, reclassifications, etc.). Additionally, transfers out of the General Fund were first estimated at \$7.3 million, an increase of \$1.1 million over the current year. The total amount of expenditures was initially estimated at \$85.2 million.

With revenues estimated at \$69.5 million and expenditures planned initially for \$85.2 million, a staggering shortfall of \$15.7 million was identified. In meeting this challenge, the City Manager and executive staff have been left with little choice but to address the City’s structural budget issues head on and consider how the City can continue to deliver those essential services that residents and local businesses require. Despite cuts of roughly 12%, including the elimination of 38 full-time positions and 42 part-time positions (21 filled fulltime and 31 filled part time), and the assumption that additional revenues of \$1.5 million more could be achieved as a result of a stronger-than-projected economic recovery, a \$5.6 million estimated shortfall remains for June 30, 2021.

This estimated shortfall of \$5.6 million dollars represents a significant challenge to the City’s resources and ability to deliver all but the most critical services. It also foreshadows a looming budgetary crisis in fiscal year 2021-22, as expectations for revenue do not approach the 7-10% growth needed to keep pace with the FY 2020-21 increases in personnel costs let alone those anticipated in FY 2021-22. However as an immediate measure, the following sources of funds have been identified to address the \$5.6 million budget deficit projected for FY 2020-21:

Funding Source	Fund	Balance Estimated as of 7/1/2020	Council Authorized Amount to fund FY 2020-21 Budget Deficit	Balance Estimated as of 6/30/2021
Unassigned Fund Balance	101	\$ 10,409,807	\$ 4,000,583	\$ 6,409,224
Safety Hall Replacement	406	1,436,199	717,000	719,199
Mullin Grove Sale Proceeds	227	785,000	785,000	-
Mullin Grove Sale Proceeds	538	100,000	100,000	-
Total		\$ 12,731,006	\$ 5,602,583	\$ 7,128,423

These emergency mitigation measures, using reserve funds, would not be possible in the absence of City Council leadership and discipline in maintaining and building these resources throughout the last decade. It is with no

doubt that the use of such funds will be made with discipline and with a focus on retrenchment efforts to mitigate the impact of the present economic circumstances.

Along with the estimated \$6.4 million in General Fund unassigned fund balance, the City would maintain the following other General Fund Reserves:

Fund Balance Category	Audited Balance 6/30/2019	Projected Balance 6/30/2021
Committed / Contingency / Rainy Day	\$ 8,285,676	\$ 8,285,676
Assigned/Capital Projects	3,894,566	3,522,556
Unassigned Fund Balance	13,370,190	6,409,224
Combined All Categories Total	\$ 25,550,432	\$ 18,217,456

FISCAL YEAR 2019-20 DETAIL

The City's top three revenue sources (Property Tax, Sales Tax, and Charges for Service) account for more than 75% of revenue in the City's General Fund. As the economic impacts of the COVID-19 pandemic were precipitous, so too was a drop in estimates for revenue and transfers in during fiscal year 2019-20. A total decrease of \$6 million was initially anticipated, mainly due to a drop in sales tax of \$4.2 million and a \$707,000 drop in hotel occupancy tax. Along with these projections, staff estimates a \$582,000 decline in charges for service as requests for permits, inspections, code enforcement, recreation activities and facility rentals have sharply decreased or ended altogether. In addition to these factors, other revenue streams have been similarly affected: franchise fees are expected to decrease by \$200,000, miscellaneous general government revenue will decline by \$253,000, and property tax is expected to decline by roughly \$66,000. Additionally, estimates for transfers into the General Fund from sources like the gas tax were lowered by roughly \$109,000.

	FY 2019-20 Adjusted Budget	FY 2019-20 Department Requested	Difference	FY 2019-20 Adopted
Sources of Funds (\$)				
Revenue	75,127,158	69,105,479	(6,021,680)	69,232,794
Transfers In	2,862,096	2,752,850	(109,246)	2,389,648
Use of Capital Reserves	757,123	757,123	-	664,266
<i>TOTAL</i>	<u>78,746,377</u>	<u>72,615,452</u>	<u>(6,130,926)</u>	<u>72,536,973</u>
Use of Funds (\$)				
Department Budgets	73,380,051	71,933,369	(1,446,682)	69,478,043
Transfers Out	5,198,087	6,209,265	1,011,178	5,856,691
New Reserve Set-Asides	168,239	162,661	5,578	162,661
Add'l Appropriations Mid-Year	-	2,309,530	2,309,530	-
<i>TOTAL</i>	<u>78,746,377</u>	<u>80,614,825</u>	<u>1,868,448</u>	<u>75,479,356</u>
<i>Sources Over/(Under) Uses</i>	-	<i>(7,999,373)</i>		<i>(2,960,383)</i>

Department budgets for the remaining months of fiscal year 2019-20 were initially projected to save approximately \$1.4 million. Most of this was due to salary saving and delays of several large projects. However, counteracting this savings, transfers out of the General Fund were adjusted to reflect an increase of roughly \$1

million. The majority of this increase was to provide funding to the City's General Liability fund for higher than anticipated legal costs. Other increases were due to higher amounts needed in the Emergency Medical Services (paramedics) fund to cover some anticipated shortfall in parcel taxes. As well, appropriations made during the City's Mid-Year 2019-20 review of the General Fund designated roughly \$1.5 million in required additions to the City's capital reserves and \$1 million in additional current year appropriations.

In all, revised revenue reflecting the economic impact of COVID-19 together with revised estimates of General Fund requirements through the end of the fiscal year, an \$8 million budget deficit developed.

In response to this significant revenue shortfall, the appropriation of the FY 18-19 prior year fiscal surplus of \$2.3 million was immediately reversed. In addition, \$450,000 was reduced from the General Fund's transfer to the Liability Fund. Towards closing the budget gap further and in recognition of the extraordinary financial circumstances brought about by the pandemic and historic Shelter-in-Place orders, the City Manager designated that \$3 million in reserves to be drawn upon. Another \$2.3 million was cut from department budgets for the remainder of the fiscal year based on their original share of General Fund expenditures, representing impacts on operations, specifically:

- Library – elimination of five part time positions. Assuming that the Library remains closed through June 30, 2020, this will have minimal operational impacts for the current fiscal year.
- Police – the reductions have included partial year funding to fill five (5) police officer vacancies before June 30, 2020. As well, reductions include defunding 4 vacant part time positions currently in recruitment including 2 customer service representatives, 1 community service officer and 1 background investigator.
- Fire – reversal of mid-year appropriations reduced the department's budget for the purchase of a Type 1 engine to replace 1 of 2 existing engines both of which are approximately 20 years old.
- Municipal Utilities and Engineering - reversal of mid-year appropriations eliminated the department's budget for critical repairs to various storm drain facilities throughout the City.

FISCAL YEAR 2020-21 DETAIL

In comparison to the current fiscal year, the initial FY 2020-21 revenue projections include a modest amount of recovery in sales tax revenue of \$2 million and continued but slowed growth in property tax revenue of \$1.5 million, for a cumulative increase of \$3.5 million. Unfortunately this growth is entirely counteracted by significant declines in user fees of \$3.8 million estimated for charges for service related to decreased permit and land development activity, reductions in recreation classes and facility rentals, code enforcement activity, and other miscellaneous revenue streams including one-time donations and grant revenue. Declines are also predicted for franchise fees, property tax transfers, and mining taxes in the amount of \$300,000. Lastly, a sharp decrease in business license tax revenue was initially anticipated of \$820,000, reflecting a similar decline during the Great Recession more than a decade ago. Along with this, the absence of one-time donation and grant revenue accounts for \$580,000 in decreased revenue, along with another \$100,000 in lower initial projection for miscellaneous revenues such as investment income.

This resulted in an initial net decline in revenue available in the General Fund over the prior year of approximately \$2.1 million. Additionally, the use of reserves is lower by roughly \$400,000 as a result of fewer capital projects proposed during FY 2020-21 and transfers into the General fund are projected to be \$360,000 less due to forecasted declines in other fund revenues, like gas tax. Cumulatively, \$3.1 million less is available for General Fund operations as compared to the 12-Month Estimated Budget for FY 2019-20.

	FY 2019-20 Department Requested	FY 2019-20 12-Month Estimate	FY 2020-21 Department Requested	FY 2020-21 Adopted	Difference
Sources of Funds (\$)					
Revenue	69,105,479	69,232,794	67,009,303	68,516,847	1,507,544
Transfers In	2,752,850	2,389,648	2,389,648	2,639,913	(104,940)
Use of Capital Reserves	757,123	664,266	60,000	60,000	-
<i>TOTAL</i>	<u>72,615,452</u>	<u>72,536,973</u>	<u>69,458,951</u>	<u>70,958,951</u>	<u>1,402,604</u>
Use of Funds (\$)					
Department Budgets	71,933,369	69,478,043	77,824,019	69,757,163	(8,066,856)
Transfers Out	6,209,265	5,856,691	7,347,848	6,667,431	(705,990)
New Reserve Set-Asides	162,661	162,661	39,543	39,543	-
Add'l Appropriations Mid-Year	2,309,530	-	-	-	-
<i>TOTAL</i>	<u>80,614,825</u>	<u>75,479,356</u>	<u>85,211,411</u>	<u>76,464,137</u>	<u>8,747,274</u>
<i>Sources Over/(Under) Uses</i>	<i>(7,999,373)</i>	<i>(2,960,383)</i>	<i>(15,752,459)</i>	<i>(5,602,583)</i>	

This decline in revenue is compounded by the simple fact that expenses in the General Fund rise over time due to the increases in the costs for goods and services as well as by general payroll growth and rising costs of public employee pensions. For the purposes of further discussion regarding the difference between Fiscal Years 2019-20 and 2020-21, comparisons will be made between the Department Requested Budget for FY 2019-20 and the Department Requested Budget for FY 2020-21. This allows a comparison prior to cuts made to close the \$8 million budget shortfall for FY 2019-20.

Overall department requests for appropriations were \$5.9 million higher for FY 2020-21. The vast majority of these increases are attributed to higher personnel costs: roughly \$1.6 million in pension cost increases, \$2 million in normal payroll growth attributed to merit increases and occasional reclassifications, and increased accrued leave payouts expected of \$1.5 million, the majority of which is paid out to public safety units. Lastly there are increases of \$520,000 for across-the-board increases for non-public safety staff (the third year of three consecutive 3% increases for non-public safety staff, whereas FY 2018-19 and 2019-20 saw two 4.5% increases for public safety staff).

Transfers out of the General Fund are expected to increase by \$1.1 million due to higher expenses projected for the City's Liability Fund (mainly in the form of higher premium expenses). There are roughly \$120,000 fewer additions to reserves. The net effect of these uses of General Fund resources amounts to a year-over-year increase of roughly \$7 million, as compared to the original requests for FY 2019-20.

With the decreases in revenue described above, a total of \$69.5 million was estimated to be available for FY 2020-21. Total department requests for appropriations were submitted to the City Manager in the amount of \$77.8 million and a total of \$7.3 million was allocated for required transfers out of the General Fund for a total estimated use of funds in the amount of \$85.2 million – an unprecedented gap of approximately \$15.7 million.

Confronting this challenge, departments were asked initially to reduce their budget requests understanding the monumental task that lay ahead in addressing a \$15.7 million shortfall. Suggestions were provided for retrenchment strategies and the departments returned with \$4.2 million in spending reductions. In addition, as

a mitigation effort, Finance staff have increased revenue projections above presently forecasted levels by \$1.5 million in the hope that the economy will rebound at a stronger and much faster rate. Additionally, transfers to the City's Liability fund from the General Fund were reduced by \$450,000. Further reductions to transfers out of the General Fund were sought in an amount of \$800,000. These modifications resulted in reducing the deficit to \$8.8 million. Departments were then tasked with the objective of establishing a budget floor based on \$8.8 million in reductions requested as a percent share of their payroll. Each department performed tremendous work to reimagine their operations and service capacities. Collectively, and at great cost, departments reduced their budgets even further by an additional \$7.2 million toward the \$8.8 million gap. These reductions saw severe, deep cuts in the form of position elimination of public safety & sworn staffing positions and other positions – and brought the projected deficit to \$1.6 million.

At that time, and in assessing the municipal overburden such drastic and deep reductions would cause, the City Manager sought to restore the most critical, essential positions throughout each department with the partial use of reserves. As a result, departments were able to restore roughly \$3 million in funding to their operations. It was at this time as well that the reductions to transfers out of the General Fund in the amount of \$800,000 were not able to be made and were added back into budgeted expenditures. As well, the cumulative reductions will make layoffs unavoidable and will result in leave payouts to separated employees so at this time, another \$200,000 was added back into budgeted expenditures to accommodate these expenses. These cumulative adjustments have brought the projected budget shortfall to \$5.6 million.

Although still a significant shortfall, it represents the efforts of executive staff and the City Manager to reduce operational expenses in the General Fund by approximately \$8.4 million. These reductions will weigh heavily on departments' capacity to provide service. Departments have been impacted in substantial ways:

- Police – An overall budget reduction of roughly \$2.6 million in FY 2020-21 will have the following major impacts to the department's operation, including holding open five (5) police officer vacancies, reductions to service levels in animal control and records, as well as reductions in staffing resources to respond to non-emergency calls.
- Fire – An overall budget reduction of roughly \$1.5 million impacts the department's operations in the following ways:
 - Significant staffing reductions in the Community Risk Reduction division will result in potential inspection and enforcement delays
 - The most significant savings is represented by the holding of four (4) potentially vacant firefighter/paramedic positions. As of the writing of this budget message, it was unknown if the City was required to meet and confer with the Redlands Professional Firefighters Association (RPFA) to implement this cost savings measure. It has been left in as a savings, but will be noted as a future unknown variable with an ability to adversely affect the budget presented for FY 2020-21.
- Facilities and Community Services – an overall budget reduction of \$1.7 million required the elimination of funding for the Parks Division and Trees Division contractual services. This will have a highly visible impact to maintenance within parks, trails and medians. Additionally, cuts in part time staff for Recreation and Senior Services will lead to reduced service levels.
- Library – The Library's budget is overwhelmingly comprised of staffing costs (98.5%). Reductions in the amount of \$535,000 have heavily impacted its staff resources. A total of 4 full time and 11 part time positions will be eliminated. Programs and hours will be significantly affected.

- Development Services – An overall budget reduction of roughly \$485,000 will result in the elimination of 2 full time positions. This may result in longer turn-around times for building plan checks when building activity starts to increase from the re-opening of the economy.
- City Manager’s Office – An overall budget reduction of \$532,000 will significantly impact staffing resources throughout the department, including the elimination of 3 full time and 2 part time positions. The reassignment of significant portions of administrative workload will cause reductions in current service levels.

Recommendations from staff and decisions made as part of the Fiscal Year 2020-21 budget process have been painful ones, with difficult decisions still left to be made. While City staff at every level work to provide the highest quality service to the public despite severe constraints, changes, such as those included in the Fiscal Year 2020-21 Adopted Budget and those that may be required beyond, will not be achieved without profound reductions in the level of service to which residents and local businesses have been accustomed.

This year, instead of efforts to present a budget balanced on recurring revenues, the City Manager’s Office is presenting a budget that strives to minimize service reductions to the community while making use of measured amounts of the General Fund’s unassigned fund balance to counteract the immediate and devastating impacts on revenue from the COVID-19 crisis. There remain many unknowns, some of which are summarized below for consideration:

- Potential restriction from being able to hold vacant four (4) firefighter / paramedic positions in the Fire Department
 - If the RPFA and the City are not able to reach an understanding, there is a potential that the City will be required to fill those positions at an additional cost of approximately \$600,000.
- Unbudgeted retirements can present significant costs, especially among tenured employees and those within public safety unions. To an extent, where practical, staff have included known planned retirements in their budget projections.
- Pending outcomes to outstanding grievances with public safety bargaining units may have a cascading effect on personnel expenses over the coming months.
- Outstanding claims against the City may cause unforeseen legal expenses
- Federal and/or State aid in the form of funding to replace lost City revenues caused by the COVID-19 pandemic is a possible source of relief for the General Fund
- A protracted period of high unemployment and potential worldwide recession lingers as a possibility that would cause taxes and user charges to languish beyond the period in which a vaccine is estimated to be available.

As we consider the financial outlook for Fiscal Year 2021-22 and 2022-23, we are left with little choice but to address the City’s structural budget issues head on and consider how the City can continue to deliver those essential services that residents and local businesses require. Despite cuts of more than 12% to each department, including the elimination of more than 38 full-time positions and 42 part-time positions (21 filled fulltime and 31 filled part time), and the assumption that additional revenues of \$1.5 million could be achieved as a result of a stronger-than-projected economic recovery, a \$5.6 million estimated shortfall remains at June 30, 2021. It is recommended that immediate steps be taken to engage the City’s labor partners to pursue creative and impactful ways of shouldering the economic burden of COVID-19 crisis as well as enhancing the value we deliver to our community. It is further recommended that the City engage in efforts to pursue new sources of revenue in the form of a one-cent sales tax.

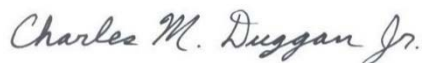
In addition to these efforts to address the structural deficit in the City's General Fund, the following considerations will be key to long-term financial planning:

- Enhancements to current revenues
- Extent of impacts resulting from the anticipated reduction in property taxes expected in Fiscal Year 2022-2023 as a result of reduced property values
- Effects that CalPERS investment earnings/losses and potential policy changes would have on future pension costs
- Projects identified as a result of a capital needs assessment and/or Capital Improvement Plan for general infrastructure

The City Manager and staff are committed to continuing to look at service methodologies and cost-effective restructuring of City staff to maintain sufficient levels of service to the citizens of Redlands. However, failure to secure an additional on-going source of revenue will result in additional cuts so deep that maintenance of adequate service levels will be greatly compromised.

I wish to express my pride in the professional executive and support staff who have been instrumental in maintaining the high level of City services and increasing the City's reserves since 2007 and who continue to keep service to the residents of Redlands their highest priority despite an overwhelmingly difficult economic climate on the horizon.

Sincerely,



Charles M. Duggan, Jr.
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.

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

SUMMARY OF THE BUDGET PROCESS (cont.)

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 16 - 17
Complete department budget packets due to Finance	April 3
Finance review of department submissions	April 6 - 21
Departments to meet with City Manager	April 22-23
Proposed budget distribution to City Council (no presentation, distribution only)	May 6
Budget Subcommittee Meeting	May 12
Regular City Council Meeting Budget Presentation & Discussion	May 19
Regular City Council Meeting Budget Discussion / Adoption	June 2

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.

- Governmental Grants (200) – To account for the receipt and expenditure of grant monies received from various agencies for general government projects.
- 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. Closed during FY 2020-21, related future activity will be recorded in Fund 200 – Governmental Grants.

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. Closed during FY 2020-21, related future activity will be recorded in Fund 200 – Governmental Grants.
- 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. Closed during FY 2020-21, related future activity will be recorded in Fund 200 – Governmental Grants.
- 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. Closed during FY 2020-21, related future activity will be recorded in Fund 820 – 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.

FUND DESCRIPTIONS (cont.)

- 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. Closed during FY 2020-21, related future activity will be recorded in Fund 820 – Successor Agency to the Former Redevelopment Agency.

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. Closed during FY 2020-21, related future activity will be recorded in Fund 820 – Successor Agency to the Former 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.

- Non Potable Water Funds (531-539) – To account for non potable water 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.

- Cemetery Fund (562) – To account for the operations of Hillside Memorial Park Cemetery.

- Redlands Municipal 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.

FUND DESCRIPTIONS (cont.)

- 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.
- Utility Billing Fund (608) – To account for billing services costs provided for water, sewer, and solid waste.
- Payroll Clearing Fund (609) – To account for the City's reoccurring payroll obligations.

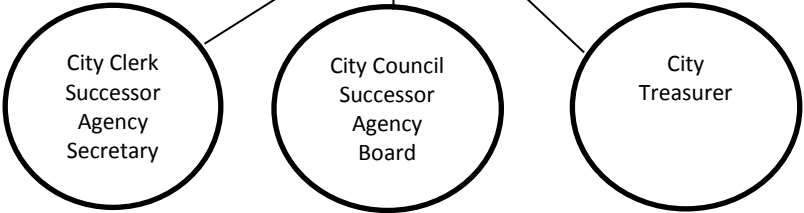
FIDUCIARY FUNDS account for assets held in a trustee or agency capacity for outside parties, including individuals, private organizations and other government.

- Simonds Parkway Endowment Fund (705) – To account for the monies endowed by Priscilla Alden Simonds to the City for the Simonds Parkway.
- Pauline Stancliff Memorial Trust Fund (706) – To account for the monies gifted by Pauline Stancliff to the City for benefit of the Joslyn Senior Center.
- Special Deposit Fund (801) – To account for the collection and disposition of deposits retained for specific purposes or subsequent refunding.
- Community Facility District Fund (810) – To account for the collection and subsequent expenditure retained for various community facility districts.
- Successor Agency to the Former Redevelopment Agency Fund (820) – To account for the collection and subsequent expenditure of successor agency monies.

City of Redlands, CA
Organizational Chart
Approved By:
Charles M. Duggan Jr.

Charles M. Duggan, Jr.
City Manager
Effective July, 2020

VOTERS



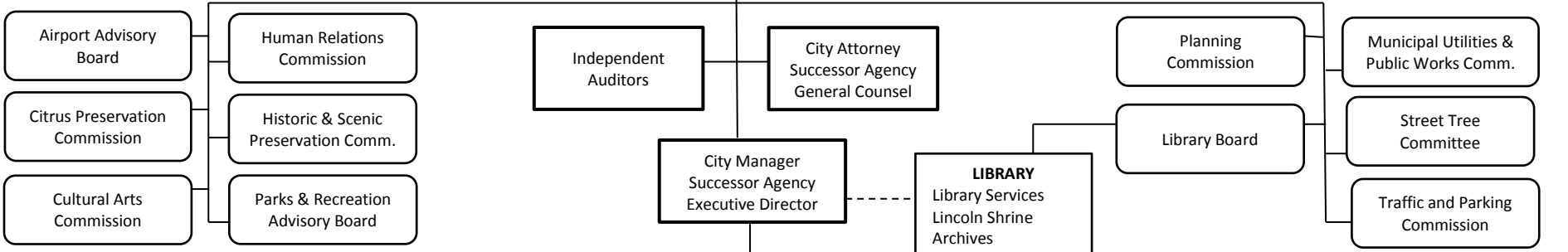
LEGEND

Elective ○

Appointive □

Boards, Commission & Committees □

Advisory to: -----



OFFICE OF THE CITY MANAGER

Administration

- Budget

Public Information Office

- Media Unit / Redlands TV
- Public Information

Purchasing / Stores

Human Resources/Risk Management

- Benefits Administration
- Employee & Labor Relations
- Employee Services
- Liability & Claims Administration
- Recruitment & Selection
- Safety Administration
- Training
- Volunteer & Intern Resources
- Worker's Compensation Admin.

DEVELOPMENT SERVICES

Building & Safety
CDBG
Economic Development
Environmental Review
One Stop Permit Center
Planning (current and long range)

MANAGEMENT SERVICES

Finance

- Accounting
- Budget
- Business License
- Customer Service
- Debt Management
- Internal Audit
- Payroll
- Receivables
- Revenue Collection

Division of Innovation & Technology

- Information Management Systems
- GIS, Client Services, Operations
- Organizational Efficiency (PATH)

MUNICIPAL UTILITIES & ENGINEERING

Construction
Engineering
One Stop Permit Center
Water
Wastewater

FIRE

Emergency Medical Services
Fire/Arson Investigations
Community Risk Reduction
Fire Suppression
Household Hazardous / E-Waste
Emergency Operations Mgmt.

- Disaster Preparedness

FACILITIES AND COMMUNITY SERVICES

Airport	Parks
Building Maintenance	Recreation & Senior Services
Cemetery	Solid Waste
Citrus Groves	Streets
Code Enforcement	Street Maintenance
Electrical	Street Trees
Equipment Maintenance	Sustainability

POLICE

Animal Control
Community Policing Bureau
Investigations Bureau
Patrol Services Bureau
Professional Standards
Special Operations Bureau
Support Services
Traffic and Special Events



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 2018-19 with estimates for the current year and two subsequent years (2019-20 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.

SCHEDULE 1

General Fund Budget Summary

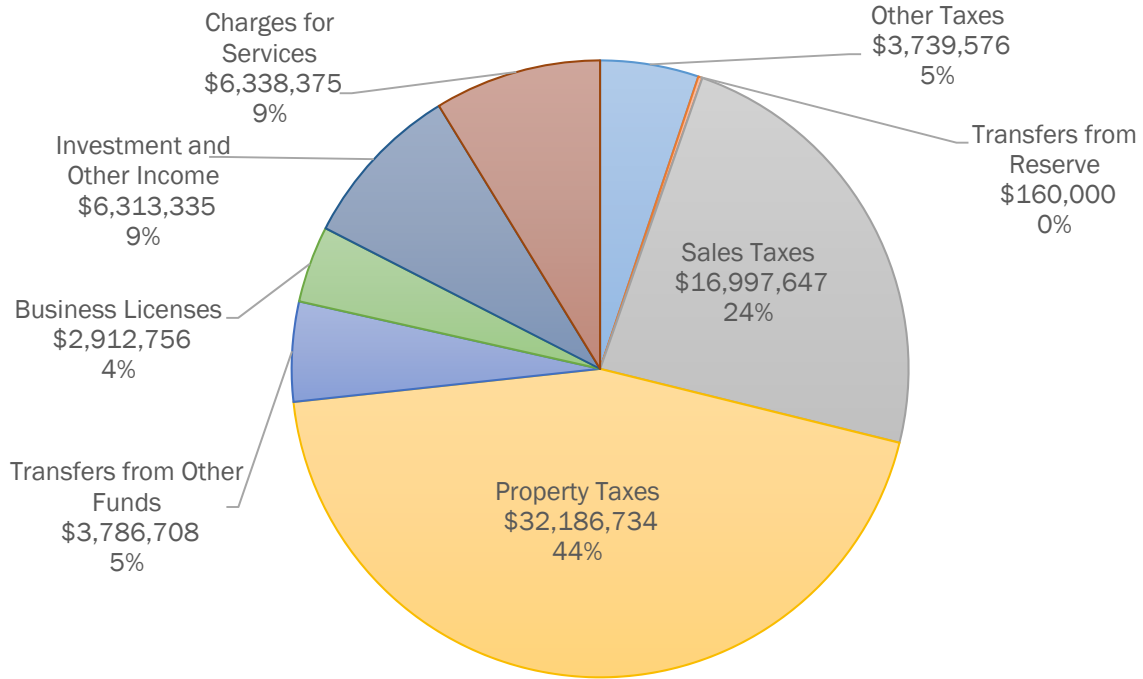
	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED
AVAILABLE FINANCIAL SOURCES:				
BEGINNING FUND BALANCE-UNRESERVED	\$ 10,860,661	\$ 13,370,190	\$ 13,370,190	\$ 10,409,807
Revenues				
Taxes:				
Property	30,174,703	30,314,052	30,247,940	32,186,734
Sales	18,838,445	18,481,980	14,265,886	16,997,647
Franchise	2,221,789	2,610,000	2,412,788	2,319,576
Other-(TOT, Property Transfer, Mining)	2,234,498	2,177,984	1,470,000	1,420,000
Total Taxes	53,469,435	53,584,016	48,396,614	52,923,957
General Government:				
Business Licenses	3,815,435	3,623,305	3,620,000	2,912,756
Motor Vehicle Fees	34,267	35,000	56,857	31,525
Interfund Charges	4,125,524	4,188,749	4,201,494	4,430,715
Investment Income	868,889	285,000	377,315	200,000
Other	1,322,601	2,824,662	2,575,488	1,651,095
Total General Government	10,166,715	10,956,716	10,831,153	9,226,091
Charges For Services:				
Development Services	3,362,490	3,734,148	3,626,772	1,954,658
Library	131,338	137,140	122,690	132,500
Police and Animal Control	1,020,584	1,281,144	1,140,484	830,226
Community Services	345,749	723,717	557,334	372,016
Fire	1,656,065	1,953,357	1,171,190	1,023,040
Facilities	1,633,027	2,074,420	2,492,056	1,320,935
Engineering	1,085,066	682,500	894,500	705,000
Total Charges For Services	9,234,318	10,586,426	10,005,026	6,338,375
Total Revenues	72,870,469	75,127,158	69,232,794	68,488,423
Interfund Transfers from Other Funds:				
Gas Tax (207)	1,378,541	1,736,890	1,590,380	1,691,615
Traffic Safety (223)	274,475	200,000	205,506	200,000
Public Facilities (251)	-	187,495	187,495	-
Water (501)	972,522	299,282	272,282	295,489
Solid Waste (511)	64,689	82,497	58,172	68,323
Sewer (521)	21,114	36,785	24,931	29,281
Citrus (538)	2,557	319,147	301,147	-
Information Technology (604)	50,381	-	-	-
Equipment Maintenance (607)	38,259	-	-	-
Total Interfund Transfers From Other Funds	2,802,538	2,862,096	2,639,913	2,284,708
Decreases to Reserves and Other Sources:				
Encumbrances	2,732,083	4,284,577	4,284,577	-
Donations	11,854	100,123	100,123	-
Prepays	192,259	-	-	-
General Fund Vehicles	50,000	-	-	-
Maintenance	11,030	-	178,970	60,000
Capital	108,040	-	75,000	-
Unfunded Mandates	-	-	100,000	-
Advances Receivable	44,913	-	210,173	-
Total Cancellations or Decreases to Reserves	3,150,178	4,384,700	4,948,843	60,000
TOTAL AVAILABLE FINANCIAL SOURCES	\$ 89,683,846	\$ 95,744,144	\$ 90,191,739	\$ 81,242,938

SCHEDULE 1

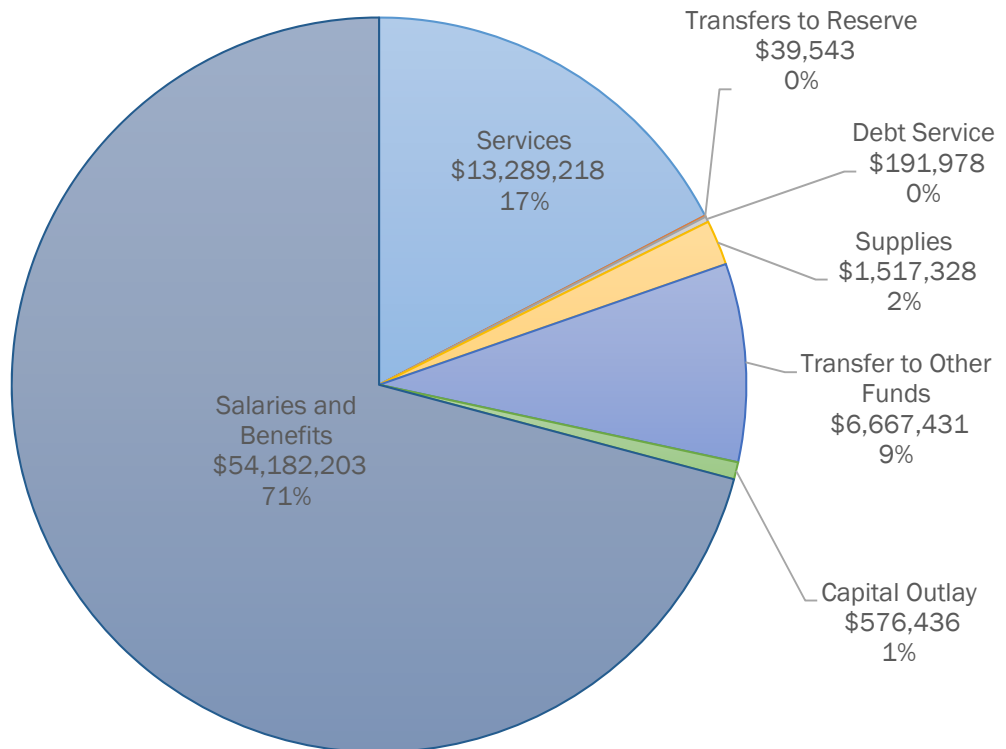
General Fund Budget Summary (cont.)

	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED
FINANCIAL REQUIREMENTS:				
Appropriations/Expenditures				
City Council	\$ 374,149	\$ 382,034	\$ 343,779	\$ 318,122
City Manager (incl. HR)	5,425,118	6,527,729	6,431,228	5,695,464
City Clerk	253,347	380,081	376,560	404,226
City Attorney	850,791	681,891	837,859	652,244
Management Services	2,448,071	2,195,236	2,162,787	1,900,944
Development Services	3,306,811	3,901,833	3,594,562	2,838,421
Facilities	7,970,952	9,107,008	9,264,747	7,319,065
Community Services	1,083,514	1,700,466	1,367,730	1,123,912
Engineering	1,161,735	2,779,541	1,349,622	1,535,906
Library	2,158,580	2,649,178	2,521,757	2,135,189
Police	27,282,601	31,593,213	30,762,322	31,167,162
Fire	13,198,095	15,766,416	14,749,666	14,666,510
Total Appropriations	65,513,765	77,664,628	73,762,620	69,757,163
Interfund Transfers to Other Funds:				
Paramedic Fund (205)	3,781,012	4,022,924	4,209,273	3,971,083
Downtown Redlands Business Association (236)	-	-	55,161	-
Parking Authority (237)	3,686	-	6,688	8,518
Public Art Fund (238)	16,329	-	-	-
Capital Improvement (240)	120,764	-	15,942	-
Street Lighting District #1 (260)	-	3,700	-	-
Landscape Maintenance District (263)	29,985	34,946	34,684	31,434
Disaster Recovery (270)	59,110	-	-	-
Water (501, 503)	4,296	-	-	-
Liability Self-Insurance (602)	1,040,000	1,158,000	1,534,943	2,656,396
Special Deposits (701)	5	-	-	-
Payroll Clearing Fund (702)	368,730	-	-	-
Total Interfund Transfers To Other Funds	5,423,918	5,219,570	5,856,691	6,667,431
New or Increases to Reserves				
Encumbrances	4,284,577	-	-	-
Prepays	210,180	-	-	-
Fixed Asset Adjustments	822,432	-	-	-
Animal Shelter Agreement - capital imprvmts	-	35,159	14,543	14,543
Capital	-	108,080	108,040	-
Reserve for PEG Fees	58,784	25,000	40,038	25,000
Total New or Increases to Reserves	5,375,973	168,239	162,621	39,543
TOTAL FINANCIAL REQUIREMENTS	\$ 76,313,656	\$ 83,052,437	\$ 79,781,933	\$ 76,464,137
SOURCES OVER/(UNDER) REQUIREMENTS	2,509,529	(678,483)	(2,960,383)	(5,631,006)
ADDITIONAL FUNDING SOURCES AS AUTHORIZED BY CITY COUNCIL				
Redesignate Mullin Grove Land Sale Proceeds from Fund 227			-	785,000
Reassign Reserve - Freeway Entrance Impvmts. Fund 538			-	100,000
Transfer Unassigned Fund Balance Fund 406			-	717,000
				<u>1,602,000</u>
ENDING FUND BALANCE-UNRESERVED	\$ 13,370,190	\$ 12,691,707	\$ 10,409,807	\$ 6,380,800

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
2018-19 THROUGH 2021-22**

<u>FINANCIAL SOURCES:</u>	<u>AUDITED 2018-2019</u>	<u>REVISED 2019-2020</u>	<u>ADOPTED 2020-2021</u>	<u>ESTIMATED 2021-2022</u>
BEGINNING FUND BALANCE - UNRESERVED/UNASSIGNED ⁽¹⁾	\$ 10,860,661	\$ 13,370,190	\$ 10,409,807	\$ 6,380,800
Revenues	\$ 72,870,469	\$ 69,232,794	\$ 68,488,423	\$ 69,856,254
Interfund Transfers In	2,802,538	2,639,913	2,284,708	2,715,232
Decrease in Other Reserves and Other Financing Sources ⁽²⁾	3,150,178	4,948,843	60,000	-
TOTAL CURRENT SOURCES	\$ 78,823,185	\$ 76,821,550	\$ 70,833,131	\$ 72,571,486
 <u>FINANCIAL REQUIREMENTS:</u>				
Expenditures ⁽³⁾	\$ 65,513,765	\$ 73,762,620	\$ 69,757,163	\$ 74,327,473
Interfund Transfers Out	5,423,918	5,856,691	6,667,431	5,761,142
Increase in Other Reserves and Set-asides ⁽³⁾	5,375,973	162,621	39,543	-
TOTAL CURRENT REQUIREMENTS	\$ 76,313,656	\$ 79,781,933	\$ 76,464,137	\$ 80,088,615
Authorized Use of Additional Funding Sources ⁽⁴⁾	\$ -	\$ -	\$ 1,602,000	\$ -
CURRENT SOURCES OVER(UNDER) REQUIREMENTS	\$ 2,509,529	\$ (2,960,383)	\$ (4,029,006)	\$ (7,517,130)
ENDING FUND BALANCE - UNRESERVED⁽¹⁾	\$ 13,370,190	\$ 10,409,807	\$ 6,380,800	\$ (1,136,329)

Notes:

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

(2) Reserves are detailed in the 2020-21 Adopted Budget Summary (Schedule 4). Other Financing Sources are listed in the General Fund Budget Summary (Schedule 1).

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

(4) Reflects Council authorization to transfer cash from other governmental funds to stabilize the projected General Fund deficit.

SCHEDULE 3

Loans Outstanding

	Unaudited Balance 6/30/2020	Estimated New Loans 2020-21	Estimated Repayments 2020-21	Estimated Balance 6/30/2021
General Fund (101) Loan Outstanding to: Public Facilities (251)	\$ 8,345,197	5,427 *	-	\$ 8,350,624
Open Space (227) Loan Outstanding to: ⁽¹⁾ Public Facilities (251)	\$ -	-	-	\$ -
Park & Open Space Facilities (250) Loan Outstanding to: ⁽²⁾ Public Facilities (251)	\$ -	-	-	\$ -
Storm Drain (405) Loan Outstanding to: Public Facilities (251)	\$ 70,048	1,422 *	-	\$ 71,470
Water (501) Loan Outstanding to: Public Facilities (251)	\$ 141,915	2,881 *	-	\$ 144,796
Cemetery (562)	1,024,052	20,788 *	110,500	934,341
Total	<u>\$ 1,165,968</u>	<u>23,669</u>	<u>110,500</u>	<u>\$ 1,079,137</u>
Solid Waste (511) Loan Outstanding to: Aviation (564)	\$ 879,055	17,845 *	48,000	\$ 848,900

* Due to timing of budget adoption, interest rates applicable to these loan balances are not known and are therefore included as "new loans" at an estimated LAIF rate (for Q1 FY 19-20 - 2.03%)

(1) This loan was repaid in full with interest during Fiscal Year 2019-20.

(2) This loan was repaid in full with interest during Fiscal Year 2019-20.

Schedule of Adopted Reserves
FY 2020-21

Governmental Funds	Reserve	Unaudited Balance 6/30/2020	Net Proposed Increase (Decrease) 2020-21	Proposed Total Reserve 6/30/2021
General Fund (101)	Advances Receivable	\$ 8,287,301	\$ -	\$ 8,287,301
	Contingency	8,285,676	-	8,285,676
	Set-asides:			
	Reserve for Parking Imprv.	1,944,001	-	1,944,001
	Maint: Park Facilities	60,000	(60,000)	-
	Maint: Buildings & Imprvs.	619,828	-	619,828
	Unfunded Mandates	419,828	-	419,828
	Capital: HVAC, IT Equip.	200,000	-	200,000
	Capital: over \$50,000	226,393	-	226,393
	General Fund Vehicles	62,506	-	62,506
	Fire Equipment	50,000	-	50,000
Total	\$ 20,155,533	\$ (60,000)	\$ 20,095,533	
Open Space (227)	Advances Receivable	\$ -	\$ -	\$ -
Park & Open Space (250)	Advances Receivable	\$ -	\$ -	\$ -
Storm Drain (405)	Advances Receivable	\$ 70,048	\$ -	\$ 70,048
<u>Enterprise Funds</u>				
Water (501)	Operating	\$ 2,936,131	\$ -	\$ 2,936,131
	Maintenance	2,612,655	-	2,612,655
	Rate Stabilization	200,000	-	200,000
	Capital	8,479,476	-	8,479,476
	Treatment Plant Capital	5,000,000	-	5,000,000
	Total	\$ 19,228,262	\$ -	\$ 19,228,262
Solid Waste (511)	Operating	\$ 171,601	\$ -	\$ 171,601
	Capital	-	-	-
	Equipment Replacement	-	-	-
	Landfill Closure	9,217,190	155,000	9,372,190
	Total	\$ 9,388,791	\$ 155,000	\$ 9,543,791
Wastewater (521)	Operating	\$ 2,775,727	\$ (1,485,000)	\$ 1,290,727
	Capital Contingency	3,118,081	(2,000,000)	1,118,081
	Capital	548,825	-	548,825
	Xenon Replacement	-	-	-
	Treatment Plant Capital	2,853,325	(2,000,000)	853,325
Total	\$ 9,295,957	\$ (5,485,000)	\$ 3,810,957	
<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)	Source Acquisition (508)	Water Capital Improvement (509)	Total Water Enterprise
Financial Sources:				
Unrestricted Cash Balance, 6/30/20	\$ 9,684,924	929,685	-	\$ 10,614,609
Revenues	29,589,000	175,000	841,500	30,605,500
Interfund Transfers From:				
Water Capital Improvement (509)	841,500	-	-	841,500
Loan Payment from Cemetery (562)	110,500	-	-	110,500
Total Financial Sources	40,225,924	1,104,685	841,500	42,172,109
Financial Requirements:				
Appropriations	33,366,970	300,000	-	33,666,970
Interfund Transfers To:				
General Fund (101)	418,989	-	-	418,989
PARIS (211)	102,412	-	-	102,412
Water Service (501)	-	-	841,500	841,500
Risk Management (602)	200,000	-	-	200,000
Total Financial Requirements	34,088,371	300,000	841,500	35,229,871
 Unrestricted Cash Balance, 6/30/21	 \$ 6,137,553	 \$ 804,685	 \$ -	 \$ 6,942,238

2020-21 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. As a result of the implementation of more advanced accounting software, Funds 501, 503 and 506 were collapsed into Fund 501. The fund now accounts for amounts previously budgeted in the Water Projects and Debt Service Funds.

The Cemetery Fund (562) will make a loan payment to repay the Water Fund (501).

Source Acquisition (508) and Water Capital Improvement (509) account for separate development impact fee funds. Source Acquisition fees are implemented to finance acquisition of approved water stock and water rights to assist the City in maintaining an adequate supply of water to meet the needs of development requiring water service from the city. Water Capital Improvement fees are implemented to finance the construction of water capital facilities and improvements that provide new capacity required to serve new development.

Financial Sources and Requirements by Fund

Solid Waste Fund Group

	Solid Waste Service (511)	Calif Street Landfill Closure (517)	SW Capital Improvement (519)	Total Solid Waste Enterprise
Financial Sources:				
Unrestricted Cash Balance, 6/30/20	\$ 1,744,703	\$ -	\$ 4,293,933	\$ 6,038,635
Revenues	18,139,601	112,551	235,000	18,487,152
Loan Repayment from Aviation (564)	48,000	-	-	48,000
Total Financial Sources	19,932,304	112,551	4,528,933	24,573,787
Financial Requirements:				
Appropriations	16,748,867	-	-	16,748,867
Interfund Transfers To:				
General Fund (101)	139,523	-	-	139,523
PARIS (211)	2,229,440	-	-	2,229,440
Additions to Reserves:				
Landfill Closure Reserve	112,551	112,551	-	225,102
Risk Management (602)	50,000	-	-	50,000
Total Financial Requirements	19,280,381	112,551	-	19,392,932
 Unrestricted Cash Balance, 6/30/21	 \$ 651,923	 \$ -	 \$ 4,528,933	 \$ 5,180,855

2020-21 Funding Plan Highlights:

In addition to the annual operating appropriations, the major uses of Solid Waste Service Fund (511) are capital projects, debt service and contributions to reserves. As a result of the implementation of more advanced accounting software, Funds 511, 513 and 516 were collapsed into Fund 511. The fund now accounts for amounts previously budgeted in the Solid Waste Projects and Debt Service Funds.

The balance of the annual impact of collection vehicles on City streets is transferred to the PARIS Fund (211) 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) accounts for reserves accumulated for closure and post closure maintenance expenses after the landfill has ceased operations. The Solid Waste Capital Improvement Fund (519) accounts for separate development impact fees that are collected to finance the cost of solid waste capital facilities and equipment that provide new capacity required to serve development.

Financial Sources and Requirements by Fund

Wastewater Fund Group

	Wastewater Service (521)	Capital Improvements (529)	Total Wastewater Enterprise
Financial Sources:			
Unrestricted Cash Balance, 6/30/20	\$ 3,022,267	\$ 5,871,007	\$ 8,893,274
Revenues	9,824,024	261,000	10,085,024
Interfund Transfers From:			
Capital Improvements (529)	200,771	-	200,771
Cancellation of Reserves:			
Reserve-Operating Contingency	1,485,000	-	1,485,000
Reserve-Capital Contingency	2,000,000	-	2,000,000
Reserve-Treatment Plant	2,000,000	-	2,000,000
Total Financial Sources	18,532,062	6,132,007	24,664,069
Financial Requirements:			
Appropriations	16,373,334	-	16,373,334
Interfund Transfers To:			
General Fund (101)	64,581	-	64,581
PARIS (211)	17,088	-	17,088
Wastewater Service (521)	-	200,771	200,771
Risk Management (602)	200,000	-	200,000
Total Financial Requirements	16,655,003	200,771	16,855,774
 Unrestricted Cash Balance, 6/30/21	 \$ 1,877,059	 \$ 5,931,236	 \$ 7,808,295

2020-21 Funding Plan Highlights:

In addition to the annual appropriations, the Wastewater Fund's (521) major uses of funds are for (1) capital projects, (2) debt service, and (3) contributions to reserves. As a result of the implementation of more advanced accounting software, Funds 521, 523 and 526 were collapsed into Fund 521. The fund now accounts for amounts previously budgeted in the Wastewater Projects and Debt Service Funds.

Wastewater Capital Improvement (529) accounts for a separate development impact fee fund. These fees are implemented to finance the construction of wastewater capital facilities that provide new capacity required to serve development.

Financial Sources and Requirements by Fund

Non Potable Water Fund Group

	NP Water Service (531)	NP Capital Improvement (532)	Total NP Water Enterprise
Financial Sources:			
Unrestricted Cash Balance, 6/30/20	\$ 117,988	\$ 1,312,127	\$ 1,430,116
Revenues	<u>820,000</u>	<u>55,000</u>	<u>875,000</u>
Total Financial Sources	937,988	1,367,127	2,305,116
Financial Requirements:			
Appropriations	<u>892,845</u>	<u>-</u>	<u>892,845</u>
Total Financial Requirements	892,845	-	892,845
Unrestricted Cash Balance, 6/30/21	\$ 45,143	\$ 1,367,127	\$ 1,412,271

2020-21 Funding Plan Highlights:

In addition to the annual appropriations, the Non Potable Water Fund's (531) major uses of funds are for (1) capital projects, (2) debt service, and (3) contributions to reserves. As a result of the implementation of more advanced accounting software, Funds 541 and 543 were collapsed and re-numbered to Fund 531. The fund now accounts for amounts previously budgeted in the Non Potable Projects Fund.

The Non Potable Capital Improvement has been renumbered to Fund 532 (formerly 549) and accounts for a separate development impact fee fund. These fees are implemented to finance the construction of nonpotable capital facilities that provide new capacity required to serve development.

Financial Sources and Requirements by Fund

Other Enterprise Funds

	Groves (538)	Cemetery (562)	Aviation (564)
Financial Sources:			
Unrestricted Cash Balance, 6/30/20	\$ 159,011	\$ 1,131,140	\$ 192,008
Estimated Revenues	<u>820,641</u>	<u>1,219,311</u>	<u>392,530</u>
Total Financial Sources	979,652	2,350,451	584,538
Financial Requirements:			
Appropriations	836,682	1,188,566	370,372
Council Authorized Release of Funds			
General Fund (101)	100,000		
Loan Payment to Water Fund (501)	-	110,500	-
Loan Payment to Solid Waste (511)	<u>-</u>	<u>-</u>	<u>48,000</u>
Total Financial Requirements	936,682	1,299,066	418,372
 Unrestricted Cash Balance, 6/30/21	 \$ 42,970	 \$ 1,051,385	 \$ 166,166

2020-21 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 administration of the Groves has been under the purview of the Facilities and Communities Services Department (formerly the Quality of Life Department) since November 2007.

Cemetery - In 2015, Council approved a business plan which includes capital improvements to make the Cemetery more marketable and competitive. Repayment of an existing debt to the Water Fund (501) is included in the Cemetery Division's annual budget and shown above as loan payments.

Aviation - Repayment of the debt to the Solid Waste Service Fund (511) is included in the Aviation Division's annual budget annual budget and shown above as a loan payment.

SCHEDULE 5

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)	Payroll Clearing (609)
Financial Sources:						
Unrestricted Cash as of 7/1/2020	\$ 300,925	\$ 600,710	\$ 1,478,687	\$ 1,449,558	\$ 1,518,883	\$ (0)
Estimated Revenues	15,000	4,069,714	2,399,448	5,971,420	1,750,200	1,754,476
Transfers In From						
General Fund (101)	2,656,396				-	-
Water Fund (501)	200,000					
Solid Waste Fund (511)	50,000					
Wastewater Fund (521)	200,000					
Total Financial Sources	3,422,321	4,670,424	3,878,135	7,420,978	3,269,083	1,754,476
Financial Requirements:						
Appropriations	3,023,355	4,030,820	2,415,525	4,661,420	1,687,810	1,754,476
Interfund Transfers to General Fund (101)				1,000,000		
Total Financial Requirements	3,023,355	4,030,820	2,415,525	5,661,420	1,687,810	1,754,476
Unrestricted Cash Balance, 6/30/21	\$ 398,966	\$ 639,604	\$ 1,462,610	\$ 1,759,558	\$ 1,581,273	\$ -

2020-21 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 and expenditures.

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

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

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

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

Payroll Clearing - (Previously Fund 720) This fund accounts for city wide payroll benefit contributions and employee deductions. The \$1,754,476 represents the amount generated to make the principal and interest payment for the 2007 Pension Obligation Bonds.

Financial Sources and Requirements by Fund

Special Revenue, Debt Service and Capital Projects Funds

	General Government Grants (200)	Emergency Service (205)	Household Hazardous Waste (206)	Gas Tax (207)	Local Transportation (209)
Financial Sources:					
Unrestricted Cash as of 7/1/2020	\$ 98,281	\$ 0	\$ 91,839	\$ 0	\$ 28,275
Estimated Revenues	570,501	1,005,300	115,500	2,882,405	-
Interfund Transfers From:					
General Fund (101)	-	3,971,083	-	-	-
Total Financial Sources	668,782	4,976,383	207,339	2,882,405	28,275
Financial Requirements:					
Appropriations	523,762	4,976,383	127,459	-	753
Interfund Transfers To:					
General Fund (101)	-	-	-	1,691,615	-
PARIS (211)	-	-	-	1,190,790	-
General Capital Improv. (240)	-	-	-	-	-
Total Financial Requirements	523,762	4,976,383	127,459	2,882,405	753
Unrestricted Cash Balance, 6/30/21	\$ 145,020	\$ 0	\$ 79,880	\$ 0	\$ 27,522

2020-21 Funding Plan Highlights:

General Government Grants - This fund was initiated to account for grants received and expended by departments within the General Fund rather than accounting for these funds alongside the general tax revenue and non-grant expenditures.

Emergency Service - This fund accounts for the full cost of all firefighter paramedics 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.

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 as of 7/1/2020	\$ 438,195	\$ 1,476,635	\$ 33,126	\$ (0)
Estimated Revenues	1,057,347	56,095	89,000	200,000
Interfund Transfers From:				
Gas Tax (207)	-	1,190,790	-	-
Measure I (210)	-	1,297,695	-	-
Water Service (501)	-	102,412	-	-
Solid Waste Service (511)	-	2,229,440	-	-
Waste Water Service (521)	-	17,088	-	-
Total Financial Sources	1,495,542	6,370,155	122,126	200,000
Financial Requirements:				
Appropriations	14,168	5,961,487	0	-
Interfund Transfers To:				
General Fund (101)	-	-	-	200,000
PARIS (211)	1,297,695	-	-	-
Total Financial Requirements	1,311,863	5,961,487	-	200,000
Unrestricted Cash Balance, 6/30/21	\$ 183,679	\$ 408,668	\$ 122,126	\$ (0)

2020-21 Funding Plan Highlights:

Measure "I" 2010 - This fund accounts for Measure I Sales Tax 2010 and forward activities. Current appropriations are for various resurfacing and striping 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.

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.

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)	General Capital Improvements (240)
Financial Sources:				
Unrestricted Cash as of 7/1/2020	\$ 1,579,973	\$ 541	\$ -	\$ -
Estimated Revenues	50,000	273,087	11,000	-
Other Financial Source	-	-	8,518	-
Interfund Transfers From:				
Gas Tax Fund (207)	-	-	-	-
Total Financial Sources	1,629,973	273,628	19,518	-
Financial Requirements:				
Appropriations	-	235,731	19,518	-
Council Authorized Release of Funds				
General Fund (101)	785,000	-	-	-
Total Financial Requirements	785,000	235,731	19,518	-
 Unrestricted Cash Balance, 6/30/21	 \$ 844,973	 \$ 37,896	 \$ -	 \$ -

2020-21 Funding Plan Highlights:

Open Space - Estimated revenues represent a portion of Park & Open Space Development Impact Fees dedicated to the acquisition of open space.

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.

General Capital Improvements - **There are no new projects budgeted for FY 2020-21.** 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.

SCHEDULE 5

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)
	<u> </u>	<u> </u>	<u> </u>
Financial Sources:			
Unrestricted Cash as of 7/1/2020	\$ 93	\$ (0)	\$ 1,101,065
Estimated Revenues	-	-	-
	<u> </u>	<u> </u>	<u> </u>
Total Financial Sources	93	(0)	1,101,065
Financial Requirements:			
Appropriations	-	0	208,853
	<u> </u>	<u> </u>	<u> </u>
Total Financial Requirements	-	-	208,853
Unrestricted Cash Balance, 6/30/21	\$ 93	\$ (0)	\$ 892,212

2020-21 Funding Plan Highlights:

Transportation Development Act (TDA) - This fund accounts for the development and support of public transportation needs. [There are no current projects budgeted for FY 2020-21.](#)

Community Development Block Grant - These funds will be accounted for in the General Government Grants Fund (200) from FY20-21 forward.

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

SCHEDULE 5

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 as of 7/1/2020	\$ 114,761	\$ 515,489	\$ 862,705	\$ 2,844,233
Estimated Revenues	236,441	99,158	186,000	262,308
Loan Payment from Public Facilities (251)	-	-	-	-
Total Financial Sources	351,202	614,647	1,048,705	3,106,541
Financial Requirements:				
Appropriations	351,202	106,316	-	-
Total Financial Requirements	351,202	106,316	-	-
 Unrestricted Cash Balance, 6/30/21	 \$ (0)	 \$ 508,330	 \$ 1,048,705	 \$ 3,106,541

2020-21 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.

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 mature 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.

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

SCHEDULE 5

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:				
Unrestricted Cash as of 7/1/2020	\$ 768,325	\$ 1,204,263	\$ 13,053	\$ 302,656
Estimated Revenues	25,954	173,475	24,300	355,000
Interfund Transfers From: General Fund (101)	-	-	-	-
Total Financial Sources	794,279	1,377,738	37,353	657,656
Financial Requirements:				
Appropriations	-	-	21,202	435,436
Total Financial Requirements	-	-	21,202	435,436
 Unrestricted Cash Balance, 6/30/21	 \$ 794,279	 \$ 1,377,738	 \$ 16,151	 \$ 222,220

2020-21 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)	City/Safety Hall Replcmt (406)
Financial Sources:				
Unrestricted Cash as of 7/1/2020	\$ 0	\$ 1,357,708	\$ 1,170,193	\$ 1,444,677
Estimated Revenues	29,000	42,000	90,561	
Interfund Transfers From:				
General Fund (101)	31,434	-	-	-
Payroll Clearing Fund (720)		1,754,476		
Loan Repayment Public Facilities (251)	-		-	-
Total Financial Sources	60,434	3,154,184	1,260,754	1,444,677
Financial Requirements:				
Appropriations	60,435	1,755,476	204,982	
Council Authorized Release of Funds				
General Fund (101)		-		717,000
Total Financial Requirements	60,435	1,755,476	204,982	717,000
 Unrestricted Cash Balance, 6/30/21	 \$ (0)	 \$ 1,398,708	 \$ 1,055,772	 \$ 727,677

2020-21 Funding Plan Highlights:

Landscape Maintenance District - This fund is now limited to expenditure activity only up to anticipated revenues in areas covered by the district.

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

Storm Drain Construction - 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.

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.

SCHEDULE 5

Financial Sources and Requirements by Fund

	Trust Funds		
	Cemetery Endowment (702)	Simonds Endowment (705)	Pauline Stancliff Memorial Trust (706)
Financial Sources:			
Unrestricted Cash as of 7/1/2020	\$ -	\$ 27,450	\$ 1,937
Estimated Revenues	-	-	-
Total Financial Sources	-	27,450	1,937
Financial Requirements:			
Appropriations	-	-	-
Total Financial Requirements	-	-	-
Unrestricted Cash Balance, 6/30/21	\$ -	\$ 27,450	\$ 1,937

2020-21 Funding Plan Highlights:

Cemetery Endowment (702) – These funds will be accounted for in the Cemetery Operating Fund (562) from FY20-21 forward.

Simonds Endowment (705) – To account for the principal and interest generated from an endowment provided to the City from Priscilla Alden Simonds for the purpose of providing maintenance, materials and equipment solely for use at Simonds Parkway.

Pauline Stancliff Memorial Trust (706) – To account for the principal and interest generated from an endowment provided to the City from Pauline Stancliff for the purpose of establishing programs that focus on improving the quality of life for seniors at the Joslyn Senior Center.

Financial Sources and Requirements by Fund

Agency Funds

	CFD Trust (810)	Successor Agency to the RDA (820)
	<hr/>	<hr/>
Financial Sources:		
Unrestricted Cash as of 7/1/2020	\$ 2,904,770	\$ 1,610,150
Estimated Revenues	1,493,400	2,670,239
Total Financial Sources	<hr/> 4,398,170	<hr/> 4,280,389
Financial Requirements:		
Appropriations	<hr/> 1,528,142	<hr/> 2,546,926
Total Financial Requirements	1,528,142	2,546,926
Unrestricted Cash Balance, 6/30/21	\$ 2,870,028	\$ 1,733,463

2020-21 Funding Plan Highlights:

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.

Successor Agency to RDA - This fund consolidates the former funds of the Redevelopment Agency of the City of Redlands into one fund. It reflects activity from funds previously numbered 288, 380, 480 and 488. Activity in this fund reflects the wind-down of former RDA obligations.

SCHEDULE 6

City of Redlands
 Adopted Budget Summary
 Summary of 2020-21 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	\$ 10,409,807	68,488,423	\$ 2,284,708	\$ 1,662,000	\$ 82,844,938	\$ 69,757,163	\$ 6,667,431	39,543	\$ 76,464,137	6,380,800
200 General Govt. Grants	\$ 98,281	570,501	-	-	\$ 668,782	\$ 523,762	-	-	\$ 523,762	145,020
205 Emergency Services	\$ 0	1,005,300	3,971,083	-	4,976,383	4,976,383	-	-	4,976,383	-
206 Household Haz. Waste	\$ 91,839	115,500	-	-	207,339	127,459	-	-	127,459	79,880
207 Gas Tax	\$ 0	2,882,405	-	-	2,882,405	-	2,882,405	-	2,882,405	-
209 Local Transportation	\$ 28,275	-	-	-	28,275	753	-	-	753	27,522
210 Measure I 2010	\$ 438,195	1,057,347	-	-	1,495,542	14,168	1,297,695	-	1,311,863	183,679
211 PARIS	\$ 1,476,635	56,095	4,837,425	-	6,370,155	5,961,487	-	-	5,961,487	408,668
221 Air Quality Improv.	\$ 33,126	89,000	-	-	122,126	-	-	-	-	122,126
223 Traffic Safety	\$ (0)	200,000	-	-	200,000	-	200,000	-	200,000	-
227 Open Space	\$ 1,579,973	50,000	-	-	1,629,973	-	-	785,000	785,000	844,973
236 Downtown Business Area	\$ 541	273,087	-	-	273,628	235,731	-	-	235,731	37,896
237 Parking Authority	\$ 2,282	11,000	8,518	-	21,800	19,518	-	-	19,518	-
240 General Capital Improv.	\$ -	-	-	-	-	-	-	-	-	-
241 Trans. Dev. Act Grant	\$ 93	-	-	-	93	-	-	-	-	93
246 Asset Forfeiture	\$ 1,101,065	-	-	-	1,101,065	208,853	-	-	208,853	892,213
247 Police Grants	\$ -	-	-	-	-	-	-	-	-	-
249 Supp. Law Enforcement	\$ 114,761	236,441	-	-	351,202	351,202	-	-	351,202	-
250 Park & Open Space Dvlp.	\$ 515,489	99,158	-	-	614,647	106,316	-	-	106,316	508,330
251 Public Facilities Develop.	\$ 862,705	186,000	-	-	1,048,705	-	-	-	-	1,048,705
252 Arterial Street Construction	\$ 2,844,233	262,308	-	-	3,106,541	-	-	-	-	3,106,541
253 Traffic Signals	\$ 768,325	25,954	-	-	794,279	-	-	-	-	794,279
254 Freeway Interchanges	\$ 1,204,263	173,475	-	-	1,377,738	-	-	-	-	1,377,738
260 Street Lighting Dist. #1	\$ 13,053	24,300	-	-	37,353	21,202	-	-	21,202	16,151
261 CFD 2004-1	\$ 302,656	355,000	-	-	657,656	435,436	-	-	435,436	222,220
263 Landscape Maint. Dist.	\$ (0)	29,000	31,434	-	60,434	60,435	-	-	60,435	-
305 General Debt Service	\$ 1,357,708	42,000	1,754,476	-	3,154,184	1,755,476	-	-	1,755,476	1,398,708
405 Storm Drain Construction	\$ 1,170,193	90,561	-	-	1,260,754	204,982	-	-	204,982	1,055,772
406 Safety/City Hall Replacement	\$ 1,444,677	-	-	-	1,444,677	-	717,000	-	717,000	727,677
501 Water Service	\$ 9,684,924	29,589,000	841,500	110,500	40,225,924	33,366,970	597,901	123,500	34,088,371	6,137,553
508 Source Acquisition	\$ 929,685	175,000	-	-	1,104,685	300,000	-	-	300,000	804,685
509 Water Capital Improvement	\$ -	841,500	-	-	841,500	-	841,500	-	841,500	-
511 Solid Waste Service	\$ 1,744,703	18,139,601	-	48,000	19,932,304	16,748,867	2,347,763	183,751	19,280,381	651,923
517 Calif St Landfill Closure	\$ -	112,551	-	-	112,551	-	-	112,551	112,551	-
519 Solid Waste Cap. Improv.	\$ 4,293,933	235,000	-	-	4,528,933	-	-	-	-	4,528,933
521 Wastewater Service	\$ 3,022,267	9,824,024	200,771	5,485,000	18,532,062	16,373,334	246,369	35,300	16,655,003	1,877,059
529 WW Capital Improvement	\$ 5,871,007	261,000	-	-	6,132,007	-	200,771	-	200,771	5,931,236
538 Groves	\$ 159,011	820,641	-	-	979,652	836,682	-	100,000	936,682	42,970
531 Non-Potable Water Service	\$ 117,988	820,000	-	-	937,988	892,845	-	-	892,845	45,143
532 Non-Potable Capital Imprv	\$ 1,312,127	55,000	-	-	1,367,127	-	-	-	-	1,367,127
562 Cemetery	\$ 1,131,140	1,219,311	-	-	2,350,451	1,188,566	-	110,500	1,299,066	1,051,385
564 Aviation	\$ 192,008	392,530	-	-	584,538	370,372	-	48,000	418,372	166,166
602 Liability Self-Insurance	\$ 300,925	15,000	3,106,396	-	3,422,321	3,023,355	-	-	3,023,355	398,966
604 Dept of Innovation & Tech	\$ 600,710	4,069,714	-	-	4,670,424	4,030,820	-	-	4,030,820	639,604
606 Workers' Compensation	\$ 1,478,687	2,399,448	-	-	3,878,135	2,415,525	-	-	2,415,525	1,462,610
607 Equipment Maintenance	\$ 1,449,558	5,971,420	-	-	7,420,978	4,661,420	-	1,000,000	5,661,420	1,759,558
608 Utility Billing	\$ 1,518,883	1,750,200	-	-	3,269,083	1,687,810	-	-	1,687,810	1,581,273
609 Payroll Clearing Fund	\$ (0)	1,754,476	-	-	1,754,476	-	1,754,476	-	1,754,476	-
705 Simonds Endowment	\$ 27,450	-	-	-	27,450	-	-	-	-	27,450
706 Pauline Stancliff Mem. Trust	\$ 1,937	-	-	-	1,937	-	-	-	-	1,937
810 CFD Trust	\$ 2,904,770	1,493,400	-	-	4,398,170	1,528,142	-	-	1,528,142	2,870,028
820 Successor Agency to RDA	\$ 1,610,150	2,670,239	-	-	4,280,389	2,546,926	-	-	2,546,926	1,733,463
TOTAL (MEMO ONLY)	\$ 62,599,885	\$ 156,261,671	\$ 17,036,311	\$ 7,305,500	\$ 243,203,367	\$ 172,185,036	\$ 17,036,310	\$ 3,255,145	\$ 192,476,491	50,726,877

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

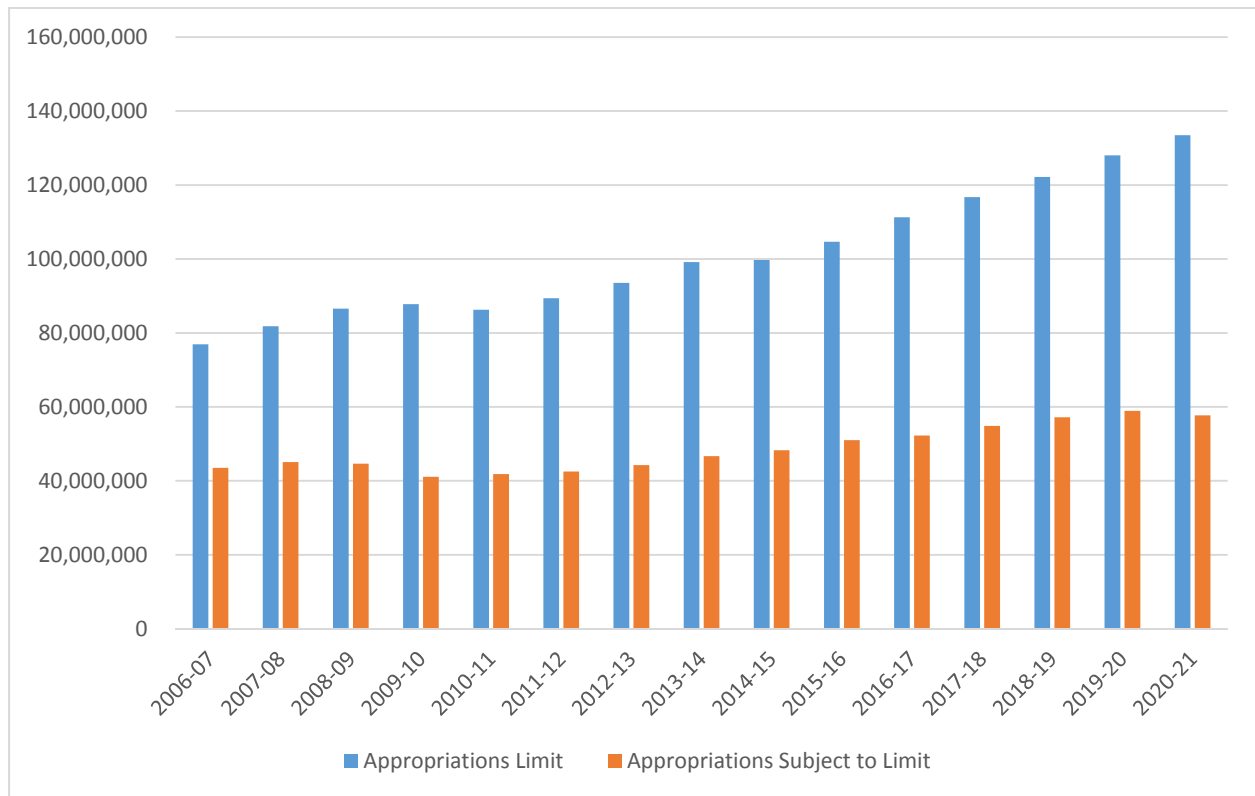
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GANN APPROPRIATIONS LIMIT

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 2020-21 is estimated to be \$133,478,947, an increase of approximately 4.26% from the Appropriations Limit for Fiscal Year 2019-20. Estimated tax proceeds subject to the Limit based upon the Fiscal Year 2020-21 Budget are not expected to exceed \$54 million, an amount approximately \$79 million less than the appropriations limit for Fiscal Year 2020-21.





"A City That Works"

City Council/Successor Agency Meeting

AGENDA ITEM NO. K. 2.

DATE: 07/07/2020

TO: Honorable Mayor and City Council Members

SUBJECT: Consideration of Resolution No. 8116 establishing an Appropriations Limit for Fiscal Year 2020-2021 (Management Services / Finance Director Garcia)

MOTION(S):

If the City Council determines that staff's recommendation is appropriate, the following motion is provided:

I move to approve Resolution No. 8116.

RECOMMENDATION:

Staff recommends City Council approve Resolution No. 8116 establishing a \$133,478,947 appropriations limit for Fiscal Year 2020-2021 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 appropriations limit 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, both of which are combined for a growth factor that is in significant excess of the increases in proceeds of taxes received each year.

ALTERNATIVES:

None. This is a State constitutional requirement.

STRATEGIC PLAN:

Not applicable.

SUBMITTED BY:

Danielle Garcia, Management Services / Finance Director

RECOMMENDED BY:

Charles M. Duggan, Jr., City Manager

REVIEWED BY:

Daniel J. McHugh, City Attorney
Janice McConnell, Assistant City Manager

Fiscal Impact

Fiscal Year: 2020-2021

Discussion:

None. Approval of the resolution, however, establishes a legal limit on the amount of tax proceeds that can be appropriated in Fiscal Year 2020-2021. The difference between the City's GANN limit of \$133 million and the budgeted proceeds of taxes for FY 2020-2021, roughly \$57.7 million, is approximately \$75.3 million. The City is thus \$75.3 million dollars below its GANN limit.

Attachments

- A. Resolution No. 8116 Appropriations Limit (GANN 20-21)
 - B. Schedule of Appropriations Subject to Limit FY 20-21 (GANN)
 - C. Appropriation Limit Calculation FY 20-21 (GANN)
-

RESOLUTION NO. 8116

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDLANDS
ESTABLISHING AN APPROPRIATION LIMIT FOR THE FISCAL YEAR
2020-2021 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 this city, 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 of Redlands 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 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 2020-2021 shall be and is hereby set in the amount of \$133,478,947.

ADOPTED, SIGNED AND APPROVED this 7th day of July, 2020.



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 7th of July, 2020 by the following vote:

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



Jeanne Donaldson, City Clerk

City of Redlands
 APPROPRIATIONS SUBJECT TO THE GANN (PROP 4) LIMIT
 FOR FISCAL YEAR 2020-2021

Revenue Source	Proceeds from Taxes	Non-Proceeds from Taxes	Total
General Fund:			
Property Tax	\$ 32,186,734		\$ 32,186,734
Sales Tax	16,098,154		16,098,154
Public Safety Sales Tax	899,493		899,493
Transient Occupancy Tax	800,000		800,000
Mining Tax	270,000		270,000
Franchise Fees		\$ 2,319,576	2,319,576
Business Licenses	2,912,756		2,912,756
Property Transfer Tax	350,000		350,000
Other Licenses		58,991	58,991
Building Permit Fees		1,954,658	1,954,658
City Ordinance Violation		25,632	25,632
Motor Vehicle Fees		31,525	31,525
State and Federal		4,200	4,200
City Attorney Fees		88,400	88,400
Engineering Services		705,000	705,000
Facilities & Community Svcs.		1,105,935	1,105,935
Fire Services		1,023,040	1,023,040
Recreation & Senior Svcs.		18,500	18,500
Library Services		43,500	43,500
Police		634,572	634,572
Animal Control		191,454	191,454
Interfund Charges		4,430,715	4,430,715
Donations/Contributions		89,500	89,500
Other Revenue		2,046,088	2,046,088
Sub-Total	<u>\$ 53,517,137</u>	<u>\$ 14,771,286</u>	<u>\$ 68,288,423</u>
Percent of Total	78.37%	21.63%	100.00%
Allocation of Investment Income	<u>156,739</u>	<u>43,261</u>	<u>200,000</u>
Sub-Total	<u>\$ 53,673,876</u>	<u>\$ 14,814,547</u>	<u>\$ 68,488,423</u>
Other Applicable Funds:			
Gas Tax	2,882,405		
Measure I	1,057,347		
Air Quality Improvement	89,000		
Sub-Total	<u>\$ 4,028,752</u>		
Total Appropriations Subject to Limit:	<u><u>\$ 57,702,628</u></u>		

City of Redlands Annual Appropriations (Gann) Limit Calculation

<u>Fiscal Year</u>	<u>Per Capita Personal Income</u>	<u>Greater of County/City Population Growth</u>	<u>CPI Converted to Ratio</u>	<u>Population Change Ratio</u>	<u>Growth Factor</u>	<u>Prior Year Limit</u>	<u>New Year Limit</u>	<u>Annual Appropriations</u>
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
2020-21	3.73%	0.51%	1.0373	1.0051	1.0426	128,026,278	133,478,947	57,702,628

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REVENUES

BITECH ORGKEY	BITECH OBJECT	MUNIS ORG	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED
PROPERTY TAXES							
101130	3000	101501	4101	28,301,046	28,554,000	28,338,022	30,186,942
101130	3001	101501	4102	637,100	601,100	763,683	837,223
101130	3002	101501	4103	396,533	245,000	257,565	283,546
101130	3003	101501	4104	27,213	32,000	30,000	31,255
101130	3004	101501	4105	405,737	448,000	424,718	436,998
101130	3005	101501	4106	8,226	18,000	18,000	14,187
101130	3006	101501	4107	157,955	145,000	145,000	131,773
101130	3007	101501	4108	240,893	270,952	270,952	264,810
TOTAL PROPERTY TAXES				30,174,703	30,314,052	30,247,940	32,186,734
OTHER TAXES							
101130	3020	101501	4003	17,842,581	17,491,324	13,385,871	16,098,154
101130	3023	101501	4005	995,864	990,656	880,015	899,493
101130	3030	101501	4207	413,717	452,000	400,000	350,000
101140	3040	101502	4208	1,459,321	1,360,984	800,000	800,000
101140	3050	101502	4209	2,221,789	2,610,000	2,412,788	2,319,576
101140	3060	101502	4210	361,460	365,000	270,000	270,000
TOTAL OTHER TAXES				23,294,732	23,269,964	18,148,674	20,737,223
TOTAL TAXES				53,469,435	53,584,016	48,396,614	52,923,957
OTHER REVENUES							
101140	3100	101502	4301	3,815,435	3,623,305	3,620,000	2,912,756
101140	3101	101502	4302	64,120	65,000	53,000	58,991
101140	3113	101502	4305	1,134	-	285	-
101120	3195	101120	4329	3,488	-	2,200	1,000
101122	3200	101122	4401	-	30,000	30,000	-
101123	3200	101122	4401	22,688	577,312	577,312	-
101130	3210	101501	4403	34,267	35,000	56,857	31,525
101130	3215	101501	4405	60,974	35,000	25,000	25,000
101122	3250	101122	4407	16,743	112,500	112,500	-
101100	3305	101100	4415	287	-	-	-
101122	3305	101122	4415	500	500	-	-
101130	3305	101501	4415	-	500	-	-
101140	3305	101502	4415	316	500	122	100
101150	3305	101150	4415	129,259	45,000	568	-
101170	3305	101125	4415	35,323	2,500	-	-
101140	3309	101502	4701	182,361	185,000	135,000	167,772
101150	3315	101150	4521	78,564	80,500	90,356	88,400
101130	3400	101501	4604	27,862	35,000	8,500	25,632
101130	3410	101501	4804	-	150	4	-
101130	3412	101501	4805	4,125,524	4,188,749	4,201,494	4,430,715
101123	3510	101122	4808	-	-	601	-
101130	3510	101501	4808	7,556	-	-	-
101140	3510	101502	4808	868,889	285,000	377,315	200,000
101140	3512	101502	4810	547	1,200	800	1,200
101130	3516	101501	4812	-	5,000	-	-
101130	3530	101501	4814	599,696	1,560,000	1,434,131	1,230,000
101140	3530	101502	4814	1,006	2,500	(82)	-
101110	3533	101110	4817	-	-	153	-
101122	3540	101122	4410	-	52,500	51,000	-
101140	3593	101502	4711	75,946	25,000	50,038	50,000
101130	3760	101501	4820	14,231	9,000	4,000	3,000
TOTAL OTHER REVENUE				10,166,715	10,956,716	10,831,153	9,226,091
TOTAL GENERAL GOVERNMENT				63,636,151	64,540,732	59,227,767	62,150,048

REVENUES

BITECH ORGKEY	BITECH OBJECT	MUNIS ORG	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED
DEVELOPMENT SERVICES							
101162	3111	101162	4501	33,740	26,000	60,041	21,775
101162	3113	101162	4305	1,009,810	1,155,000	1,211,997	837,375
101164	3113	101164	4305	58,780	65,000	80,000	47,125
101162	3114	101162	4306	118,025	105,000	120,395	76,125
101162	3115	101162	4307	56,466	60,000	69,117	43,500
101162	3117	101162	4309	105,435	90,000	106,840	65,250
101162	3119	101162	4310	23,216	30,000	7,500	21,750
101162	3120	101162	4311	46,363	45,000	35,825	32,625
101164	3121	101164	4312	24,191	30,000	22,000	21,750
101164	3122	101164	4313	13,417	12,600	10,000	9,135
101162	3123	101162	4314	115,035	140,000	94,662	101,500
101162	3124	101162	4503	395,648	395,000	334,321	286,375
101164	3124	101164	4503	55,024	55,000	49,000	39,875
101164	3125	101164	4504	8,929	15,750	4,000	11,419
101164	3126	101164	4315	5,999	7,350	4,500	5,329
101164	3138	101164	4320	-	-	10,122	-
101164	3140	101164	4321	26,524	23,100	24,000	16,748
101164	3142	101164	4322	146,701	130,000	45,000	94,250
101164	3144	101164	4323	32,914	35,000	17,000	25,375
101164	3148	101164	4505	40,922	42,000	60,000	30,450
101164	3152	101164	4506	51,996	52,500	65,000	38,063
101164	3153	101164	4507	5,015	3,150	12,726	2,284
101164	3154	101164	4508	10,987	10,500	10,000	7,613
101164	3158	101164	4509	7,434	12,600	3,752	9,135
101164	3160	101164	4510	4,386	2,625	-	1,903
101164	3162	101164	4324	6,248	6,500	3,500	4,713
101164	3164	101164	4511	5,110	5,250	3,694	3,806
101164	3175	101164	4512	1,000	2,100	14,050	1,523
101164	3176	101164	4513	2,495	-	11,937	-
101164	3180	101164	4515	31,956	35,000	40,000	25,375
101165	3200	101164	4401	245,198	1,035,701	664,802	-
101164	3305	101164	4415	389,206	-	325,066	-
101162	3323	101162	4528	6,788	7,350	7,404	5,329
101162	3512	101162	4810	1	-	85	-
101161	3515	101161	4811	171,300	-	-	-
101161	3520	101161	4813	16,500	-	3,000	-
101161	3530	101161	4814	24,897	24,897	21,067	13,406
101164	3530	101164	4814	10,668	14,175	15,000	10,277
101164	3607	101164	4717	54,167	60,000	59,369	43,500
TOTAL DEVELOPMENT SERVICES				3,362,490	3,734,148	3,626,772	1,954,658
LIBRARY							
101190	3327	101190	4532	9,120	10,000	7,000	8,500
101193	3328	101191	4801	89,640	89,640	89,640	89,000
101190	3456	101190	4733	32,494	37,500	26,000	35,000
101190	3512	101190	4810	84	-	50	-
TOTAL LIBRARY				131,338	137,140	122,690	132,500
POLICE DEPARTMENT							
101202	3170	101202	4602	900	-	-	-
101202	3171	101202	4325	3,446	3,500	2,800	2,000
101202	3172	101202	4326	720	-	-	-
101202	3255	101202	4408	6,838	4,200	4,200	4,200
101200	3305	101200	4415	24,688	20,000	33,438	20,000
101204	3305	101204	4415	262,157	360,000	457,843	360,000
101202	3309	101202	4701	550	-	-	-
101202	3320	101202	4525	5,115	5,000	3,725	5,000
101202	3321	101202	4526	7,723	8,000	6,040	8,000
101202	3324	101202	4529	3,620	3,500	3,500	3,500
101202	3397	101202	4577	114	-	-	-
101202	3430	101202	4579	39,519	35,000	35,000	35,000
101202	3431	101202	4580	39,999	40,000	32,500	32,500
101200	3432	101200	4606	140,519	135,000	100,926	135,000
101202	3512	101202	4810	-	-	128	-
101202	3516	101202	4812	6,978	-	717	-
101202	3530	101202	4814	7,803	4,000	6,730	4,000
101200	3590	101200	4819	195	-	-	-
101202	3590	101202	4819	139,113	345,121	150,076	-
101204	3590	101204	4819	19,500	-	-	-
101205	3590	101205	4819	-	19,500	-	-
101202	3730	101202	4412	31,388	15,000	26,300	15,000
101200	3732	101200	4413	69,206	79,299	50,573	-
101200	3734	101200	4584	5,120	4,800	3,972	3,840
101202	3734	101202	4584	2,232	2,046	2,232	2,232
101202	3735	101202	4414	51,266	6,500	5,620	8,500
TOTAL POLICE DEPARTMENT				868,708	1,090,466	926,320	638,772

REVENUES

BITECH ORGKEY	BITECH OBJECT	MUNIS ORG	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED	
<u>POLICE - ANIMAL CONTROL</u>								
101203	3170	101203	4602	Code Enforcement Abatement	1,400	500	2,625	1,500
101203	3305	101203	4415	Cost Recovery/Reimbursed Exp	13,700	96,954	96,954	96,954
101203	3332	101203	4534	Animal Adoptions	41,995	40,000	35,000	40,000
101203	3333	101203	4535	Boarding Fees	4,810	5,000	5,500	5,000
101203	3334	101203	4536	Owner Release for Adoption	6,175	5,500	5,500	5,500
101203	3335	101203	4537	Shelter Apprehension Fees	10,015	10,500	6,500	10,500
101203	3336	101203	4538	Shelter Deposit Fees	21,630	20,000	20,000	20,000
101203	3512	101203	4810	Returned Check Fee	-	-	85	-
101203	3516	101203	4812	Sale of Surplus Property	3,100	-	-	-
101203	3530	101203	4814	Miscellaneous Receipts	552	-	-	-
101203	3570	101203	4583	Trap Rentals	396	224	-	-
101203	3590	101203	4819	Donations	33,309	-	30,000	-
101203	3737	101203	4585	Animal Pick-Up Reimb (NPDES)	14,795	12,000	12,000	12,000
TOTAL POLICE - ANIMAL CONTROL				151,876	190,678	214,164	191,454	
<u>FIRE DEPARTMENT</u>								
101251	3119	101251	4310	Cert of Occupancy	28,277	45,000	10,000	20,000
101251	3124	101251	4503	Plan Check	80,696	100,000	45,000	75,000
101251	3170	101251	4602	Code Enforcement Abatement	1,190	5,500	1,000	1,000
101251	3185	101251	4327	Special Fire Permits	116,758	126,500	126,500	100,000
101251	3186	101251	4328	Fire Permits	47,909	100,000	75,000	100,000
101256	3250	101253	4407	Federal Grants	21,195	37,219	37,219	-
101250	3300	101250	4603	Fire Alarms	5,995	3,000	2,500	2,000
101250	3301	101250	4516	Fire Department Reports	-	200	-	200
101251	3302	101251	4517	Inspections	164,084	200,000	200,000	175,000
101250	3303	101250	4518	Fire Prevention Services	618	300	300	300
101250	3304	101250	4409	Mutual Aid Reimbursement	1,114,274	1,210,344	540,171	500,000
101250	3305	101250	4415	Cost Recovery/Reimbursed Exp	7,485	20,000	10,000	10,000
101251	3306	101251	4519	Weed Abatement	8,536	20,000	30,000	20,000
101251	3308	101251	4520	State Mandated Inspect.	13,500	15,000	20,000	15,000
101250	3326	101250	4531	City Classes/Programs	520	2,500	3,200	2,500
101256	3510	101253	4808	Investment Income	29	-	-	-
101250	3512	101250	4810	Returned Check Fee	-	40	43	40
101251	3512	101251	4810	Returned Check Fee	42	-	-	-
101250	3516	101250	4812	Sale of Surplus Property	9,567	2,000	2,257	2,000
101256	3540	101253	4410	Other Grants	8,253	15,000	15,000	-
101250	3590	101250	4819	Donations	1,437	50,754	26,000	-
101251	3590	101251	4819	Donations	25,700	-	27,000	-
TOTAL FIRE DEPARTMENT				1,656,065	1,953,357	1,171,190	1,023,040	
<u>RECREATION & SENIOR SERVICES</u>								
101230	3325	101309	4530	Contract Classes	173,632	195,000	110,000	274,286
101230	3330	101309	4802	Concessions (Payphone)	100	-	125	125
101230	3331	101309	4533	Lighting Fees	5,450	10,000	7,037	10,000
101230	3512	101309	4810	Returned Check Fee	42	-	-	-
101230	3516	101309	4812	Sale of Surplus Property	-	-	59	-
101230	3520	101309	4813	Rental Income	34,933	40,000	30,000	60,000
101230	3530	101309	4814	Miscellaneous Receipts	-	213,742	193,742	-
101230	3531	101309	4815	Game Income	1,044	1,500	2,197	2,000
101230	3535	101309	4545	Program Income	19,472	27,000	102	10,105
101230	3590	101309	4819	Donations	6,791	3,400	3,806	-
101230	3734	101309	4584	Contract Services	-	-	4,000	8,500
101232	3325	101309	4530	Contract Classes	11,339	24,500	10,517	4,000
101232	3365	101309	4544	Tours/Excursions	3,325	3,000	3,371	3,000
101232	3520	101309	4813	Rental Income	24,948	20,000	17,643	-
101232	3530	101309	4814	Miscellaneous Receipts	1,058	-	-	-
101232	3535	101308	4545	Program Income	11,134	6,500	10,000	-
101232	3540	101308	4410	Other Grants	47,628	176,575	139,262	-
101232	3590	101308	4819	Donations	4,853	2,500	25,473	-
TOTAL RECREATION & SENIOR SERVICES				345,749	723,717	557,334	372,016	
<u>FACILITIES AND COMMUNITY SERVICES DEPARTMENT</u>								
101303	3121	101303	4312	Sign Permits	2,658	2,600	3,000	2,585
101300	3170	101300	4602	Code Enforcement Abatement	224,274	300,000	250,000	250,000
101306	3170	101306	4602	Code Enforcement Abatement	120	-	-	-
101300	3305	101300	4415	Cost Recovery/Reimbursed Exp	106,971	30,000	84,465	30,000
101301	3305	101301	4415	Cost Recovery/Reimbursed Exp	28	-	-	-
101302	3305	101302	4415	Cost Recovery/Reimbursed Exp	436	200	332	350
101303	3305	101303	4415	Cost Recovery/Reimbursed Exp	226,745	16,128	46,000	-
101304	3305	101304	4415	Cost Recovery/Reimbursed Exp	(37,454)	-	(6,319)	-
101305	3305	101305	4415	Cost Recovery/Reimbursed Exp	-	-	(1,798)	-
101306	3305	101306	4415	Cost Recovery/Reimbursed Exp	306	-	-	-
101300	3310	101300	4702	Litter Control Fees	6,188	7,000	5,000	-
101304	3311	101304	4703	Street Cleaning Fees	338,513	338,000	338,000	338,000
101300	3317	101300	4523	Abandoned Prop Inspections	1,445	1,500	2,000	10,000
101306	3318	101306	4524	Rental Property Inspections	239,590	250,000	200,000	200,000

REVENUES

BITECH ORGKEY	BITECH OBJECT	MUNIS ORG	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED	
<u>FACILITIES AND COMMUNITY SERVICES DEPARTMENT (CONT.)</u>								
101303	3331	101303	4533	Lighting Fees	8,434	8,000	8,000	
101303	3511	101303	4809	Finance Charges	550	2,000	2,000	
101300	3515	101300	4811	Land Sale Proceeds	11,200	-	-	
101300	3516	101300	4812	Sale of Surplus Property	-	350,851	130,000	
101303	3516	101303	4812	Sale of Surplus Property	10,000	10,000	-	
101304	3516	101304	4812	Sale of Surplus Property	1,268	1,268	-	
101305	3516	101305	4812	Sale of Surplus Property	12,000	-	-	
101300	3520	101300	4813	Rental Income	(400)	-	-	
101303	3520	101303	4813	Rental Income	85,283	50,000	70,000	
101300	3530	101300	4814	Miscellaneous Receipts	210	-	-	
101303	3530	101303	4814	Miscellaneous Receipts	2,081	419,955	419,955	
101304	3530	101304	4814	Miscellaneous Receipts	-	-	(1,393)	
101300	3533	101300	4817	Misc. Taxable Sales	105	-	-	
101303	3540	101303	4410	Other Grants	2,932	8,918	77,428	
101300	3590	101300	4819	Donations	67,000	-	642,198	
101303	3590	101303	4819	Donations	61,325	13,000	-	
101300	3640	101300	4725	Landfill Mitigation Fees	258,266	265,000	265,000	
101303	3734	101303	4584	Contract Services	2,955	-	2,955	
TOTAL FACILITIES & COMM SERVICES DEPARTMENT					1,633,027	2,074,420	2,492,056	1,320,935
<u>ENGINEERING</u>								
101400	3113	101400	4305	Building Permits	8,862	6,000	10,000	
101400	3116	101400	4308	Grading/Paving Permits	59,324	40,000	28,000	
101400	3124	101400	4503	Plan Check	136,343	90,000	150,000	
101400	3130	101400	4316	Street Permits	476,325	275,000	375,000	
101400	3135	101400	4319	NPDES Permits	141,540	155,000	140,000	
101400	3142	101400	4322	Conditional Use Permit	27,806	10,000	15,000	
101400	3148	101400	4505	CRA Review	6,184	3,000	10,000	
101400	3152	101400	4506	Map Review	49,299	30,000	43,000	
101400	3153	101400	4507	Street Vacation	4,065	-	8,500	
101400	3154	101400	4508	Environmental Impact	2,429	1,000	-	
101400	3170	101400	4602	Code Enforcement Abatement	80	-	3,000	
101400	3175	101400	4512	Development Agreements	7,766	2,500	6,000	
101400	3305	101400	4415	Cost Recovery/Reimbursed Exp	66,248	-	33,000	
101400	3316	101400	4522	WQMP Review Admin	55,840	50,000	35,000	
101400	3416	101400	4578	Street Trench Cut Fee	42,734	20,000	38,000	
101400	3510	101400	4808	Investment Income	(164)	-	-	
101400	3530	101400	4814	Miscellaneous Receipts	385	-	-	
TOTAL ENGINEERING DEPARTMENT					1,085,066	682,500	894,500	705,000
TOTAL GENERAL FUND (101)					72,870,469	75,127,158	69,232,794	68,488,423
<u>GENERAL GOVT GRANTS (200)</u>								
243164	3250	200164	4407	Federal Grants	-	-	403,878	
247200	3200	200202	4401	State Grants	-	-	66,125	
247200	3250	200202	4407	Federal Grants	-	-	57,032	
236166	3200	200300	4401	State Grants	-	-	8,182	
236166	3250	200300	4407	Federal Grants	-	-	6,860	
101232	3540	200309	4410	Other Grants	-	-	28,424	
TOTAL GENERAL GOVT GRANTS					-	-	570,501	
<u>EMERGENCY SERVICES (205)</u>								
205254	3000	205250	4101	Current Secured Taxes	1,106,131	1,100,000	1,100,000	
205254	3305	205250	4415	Cost Recovery/Reimbursed Exp	30	-	3,000	
205254	3590	205250	4819	Donations	300	-	2,800	
TOTAL EMERGENCY SERVICES					1,106,461	1,100,000	1,105,800	1,005,300
<u>HOUSEHOLD HAZARDOUS WASTE (206)</u>								
206250	3200	206250	4401	State Grants	-	-	-	
206250	3205	206250	4402	State Reimbursement	7,985	5,009	2,800	
206250	3376	206250	4555	Recycled Material	5,558	6,000	2,900	
206250	3535	206250	4545	Program Income	135,490	107,000	107,000	
TOTAL HOUSEHOLD HAZARDOUS WASTE					149,033	118,009	112,700	115,500
<u>GAS TAX (207)</u>								
207300	3024	207300	4201	Road Maint. Rehab (Sec 2030)	1,385,894	1,258,698	1,404,260	
207300	3025	207300	4202	Gas Tax (Prop 111) 2105	390,626	396,079	366,752	
207300	3026	207300	4203	Gas Tax 2107	491,255	520,109	458,090	
207300	3027	207300	4204	Gas Tax Engineering Rpts.	7,500	7,500	7,500	
207300	3028	207300	4205	Gas Tax 2106	251,313	248,462	229,468	
207300	3029	207300	4206	Gas Tax 2103 & Tax 7360	237,847	607,210	528,570	
TOTAL GAS TAX					2,764,435	3,038,058	2,994,640	2,882,405
<u>LOCAL TRANSPORTATION (209)</u>								
209400	3200	209400	4401	State Grants	-	-	8,742	
209400	3205	209400	4402	State Reimbursement	80	-	-	
209400	3250	209400	4407	Federal Grants	-	270,270	270,270	

REVENUES

BITECH ORGKEY	BITECH OBJECT	MUNIS ORG	MUNIS OBJECT		2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED
LOCAL TRANSPORTATION (209) (CONT.)								
209400	3305	209400	4415	Cost Recovery/Reimbursed Exp	25,712	44,000	58	-
209400	3415	209400	4330	Street Rep Fee-Truck Haul Prmt	1,474	-	2,100	-
209400	3510	209400	4808	Investment Income	18,701	-	2,335	-
TOTAL LOCAL TRANSPORTATION					45,967	314,270	283,505	-
MEASURE "I" 2010 (210)								
210400	3021	210400	4004	Measure I Sales Tax	1,233,303	1,228,300	1,104,336	1,048,200
210400	3510	210400	4808	Investment Income	85,324	-	9,147	9,147
TOTAL MEASURE "I" 2010					1,318,627	1,228,300	1,113,483	1,057,347
PARIS STREET RECONSTRUCTION (211)								
211400	3510	211400	4808	Investment Income	179,901	-	56,095	56,095
TOTAL PARIS STREET RECONSTRUCTION					179,901	-	56,095	56,095
AIR QUALITY IMPROVEMENT (221)								
221130	3305	221400	4415	Cost Recovery/Reimbursed Exp				
221130	3510	221400	4808	Investment Income	16,032	2,532	4,000	-
221130	3710	221400	4411	AB2766 Subvention AQMD	92,345	89,000	89,000	89,000
TOTAL AIR QUALITY IMPROVEMENT					108,377	91,532	93,000	89,000
TRAFFIC SAFETY (223)								
223130	3450	223200	4608	Traffic Fines	42,372	-	-	-
223130	3453	223200	4609	Red Light Traffic Fines	2,581	-	-	-
223130	3455	223200	4610	Parking Fines	221,685	200,000	186,642	200,000
TOTAL TRAFFIC SAFETY					266,638	200,000	186,642	200,000
OPEN SPACE (227)								
227130	3510	227501	4808	Investment Income	31,654	5,000	-	-
227130	3627	227501	4720	Open Spc Acq Fee	71,195	50,000	140,366	50,000
TOTAL OPEN SPACE					102,849	55,000	140,366	50,000
DOWNTOWN BUSINESS AREA (236)								
236166	3200	236300	4401	State Grants	10,563	10,182	2,982	-
236166	3250	236300	4407	Federal Grants	4,081	14,540	3,029	-
236166	3510	236300	4808	Investment Income	3,110	1,000	417	500
236166	3530	236300	4814	Miscellaneous Receipts	16,538	15,000	13,711	15,000
236166	3535	236300	4545	Program Income	257,253	310,000	170,000	257,587
236166	3540	236300	4410	Other Grants	-	1,000	-	-
TOTAL DOWNTOWN BUSINESS AREA					291,545	351,722	190,139	273,087
PARKING AUTHORITY (237)								
237140	3420	237502	4807	Parking In-Lieu Fees				
237140	3520	237502	4813	Rental Income	11,091	12,480	12,000	11,000
TOTAL PARKING AUTHORITY					11,091	12,480	12,000	11,000
PUBLIC ART FUND (238)								
238100	3510	238100	4808	Investment Income	232	-	-	-
238100	3590	238100	4819	Donations	100	-	-	-
TOTAL PUBLIC ART FUND					332	-	-	-
GENERAL CAPITAL IMPROVEMENT (240)								
240400	3200	240400	4401	State Grants	101,727	2,291,439	2,300,175	-
240400	3250	240400	4407	Federal Grants	199,556	1,927,371	1,927,371	-
240400	3540	240400	4410	Other Grants	-	1,530,995	1,520,994	-
TOTAL GENERAL CAPITAL IMPROVEMENT					301,283	5,749,805	5,748,539	-
TRANSPORTATION DEVELOPMENT ACT (241)								
241400	3200	241400	4401	State Grants	2,269	1,429,029	1,575,749	-
TOTAL TRANSPORTATION DEVELOPMENT ACT					2,269	1,429,029	1,575,749	-
COMMUNITY DEV BLOCK GRANT (243)								
243164	3250	243164	4407	Federal Grants	315,782	900,377	1,180,408	-
TOTAL COMMUNITY DEV BLOCK GRANT					315,782	900,377	1,180,408	-
ASSET FORFEITURE (246)								
246200	3460	246200	4611	Drug Confiscation - State	24,211	-	11,367	-
246200	3461	246200	4612	Drug Confiscation - Federal	57,315	-	118,598	-
246200	3462	246200	4613	Drug Confiscation-Fed Treas	120,141	-	45,683	-
246200	3463	246200	4614	15% Drug/Gang Prevention-CA	4,273	-	2,006	-
246200	3510	246200	4808	Investment Income	39,065	-	8,938	-
246200	3516	246200	4812	Sale of Surplus Property	30,300	-	4,818	-
TOTAL ASSET FORFEITURE					275,304	-	191,409	-

REVENUES

BITECH ORGKEY	BITECH OBJECT	MUNIS ORG	MUNIS OBJECT		2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED
<u>POLICE GRANTS (247)</u>								
247200	3200	247200	4401	State Grants	9,336	11,800	62,545	-
247200	3250	247200	4407	Federal Grants	128,971	328,436	219,725	-
247200	3540	247200	4410	Other Grants	28,000	28,000	28,000	-
TOTAL POLICE GRANTS					166,307	368,236	310,270	-
<u>SUPPLEMENTAL LAW ENFORCEMENT (249)</u>								
249200	3200	249200	4401	State Grants	157,059	135,000	169,413	233,441
249200	3510	249200	4808	Investment Income	12,136	6,000	2,932	3,000
TOTAL SUPPLEMENTAL LAW ENFORCEMENT					169,195	141,000	172,345	236,441
<u>PARK & OPEN SPACE DEV (250)</u>								
250400	3510	250400	4808	Investment Income	21,096	-	4,158	4,158
250400	3530	250400	4814	Miscellaneous Receipts	635,613	-	-	-
250400	3590	250400	4819	Donations	38,723	-	-	-
250300	3625	250300	4719	Park & Open Space Facilities	208,997	150,000	367,548	95,000
TOTAL PARK & OPEN SPACE DEV					904,428	150,000	371,706	99,158
<u>PUBLIC FACILITIES DEV (251)</u>								
251300	3600	251300	4712	Police Facilities	12,641	10,000	25,000	4,000
251300	3601	251300	4713	Fire Facilities	251,379	100,000	185,000	80,000
251300	3603	251300	4714	Library Facilities	26,890	40,000	38,000	6,000
251300	3604	251300	4715	General Government Facilities	299,193	120,000	220,000	96,000
TOTAL PUBLIC FACILITIES DEV					590,103	270,000	468,000	186,000
<u>ARTERIAL STREET CONSTRUCTION (252)</u>								
252400	3510	252400	4808	Investment Income	109,818	-	53,000	29,308
252400	3631	252400	4722	Regional Arterial Fee	345,349	200,000	325,000	170,000
252400	3632	252400	4723	Railroad Crossings Fee	5,982	5,000	5,500	3,000
252400	3633	252400	4724	Local Arterial Fee	131,094	60,000	122,000	60,000
TOTAL ARTERIAL STREET CONSTRUCTION					592,243	265,000	505,500	262,308
<u>TRAFFIC SIGNALS (253)</u>								
253400	3510	253400	4808	Investment Income	41,045	-	17,500	9,954
253302	3630	253302	4721	Transportation Facilities	31,321	35,000	27,300	16,000
TOTAL TRAFFIC SIGNALS					72,366	35,000	44,800	25,954
<u>FREEWAY INTERCHANGES (254)</u>								
254400	3305	254400	4415	Cost Recovery/Reimbursed Exp	138,755	-	278,857	-
254400	3510	254400	4808	Investment Income	93,574	-	42,000	23,475
254304	3630	254304	4721	Transportation Facilities	293,789	175,000	270,000	150,000
TOTAL FREEWAY INTERCHANGES					526,118	175,000	590,857	173,475
<u>STREET LIGHTING DISTRICT #1 (260)</u>								
260300	3650	260300	4727	Assessment District	24,283	27,500	24,300	24,300
TOTAL STREET LIGHTING DISTRICT #1					24,283	27,500	24,300	24,300
<u>COMMUNITY FACILITY DISTRICT 2004-1 (261)</u>								
261300	3305	261300	4415	Cost Recovery/Reimbursed Exp				
261300	3510	261300	4808	Investment Income	9,218	5,365	4,137	5,000
261300	3650	261300	4727	Assessment District	279,873	200,000	292,000	350,000
TOTAL COMMUNITY FACILITY DISTRICT					289,091	205,365	296,137	355,000
<u>LANDSCAPE MAINTENANCE DISTRICT (263)</u>								
263300	3650	263300	4727	Assessment District	29,024	30,000	29,000	29,000
TOTAL LANDSCAPE MAINTENANCE DISTRICT					29,024	30,000	29,000	29,000
<u>OBLIGATION PAYMENT (288)</u>								
288180	3000	820166	4101	Current Secured Taxes	2,590,023	1,009,043	1,009,043	2,665,239
288180	3510	820166	4808	Investment Income	80,520	3,000	16,000	5,000
288180	3515	820166	4811	Land Sale Proceeds	84,391	-	-	-
TOTAL OBLIGATION PAYMENT					2,754,934	1,012,043	1,025,043	2,670,239
<u>GENERAL DEBT SERVICE (305)</u>								
305130	3006	305501	4107	Supplemental PY Taxes	224	-	200	200
305130	3009	305501	4110	Supplemental - Voter Approved	46,570	-	40,000	40,000
305130	3510	305501	4808	Investment Income	2,970	-	1,800	1,800
TOTAL GENERAL DEBT SERVICE					49,764	-	42,000	42,000
<u>SUCCESSOR TO RDA DEBT SVC (380)</u>								
380182	3510	820169	4808	Investment Income	192,230	-	138	-
TOTAL SUCCESSOR TO RDA DEBT SVC					192,230	-	138	-
<u>STORM DRAIN CONSTRUCTION (405)</u>								
405300	3510	405300	4808	Investment Income	658	-	-	-
405400	3510	405400	4808	Investment Income	64,715	-	27,000	15,561
405300	3620	405300	4718	Storm Drain Fees	128,584	100,000	136,000	75,000
TOTAL STORM DRAIN CONSTRUCTION					193,957	100,000	163,000	90,561

REVENUES

BITECH ORGKEY	BITECH OBJECT	MUNIS ORG	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED
<u>SAFETY/CITY HALL REPLACEMENT (406)</u>							
406130	3305	406501	4415	Cost Recovery/Reimbursed Exp	19	-	-
406130	3510	406501	4808	Investment Income	43,597	20,000	-
406130	3520	406501	4813	Rental Income	24	-	-
TOTAL SAFETY/CITY HALL REPLACEMENT				43,640	-	20,000	-
<u>SUCCESSOR TO RDA CAP PROJECT (488)</u>							
488182	3510	820168	4808	Investment Income	924	5,550	-
TOTAL SUCCESSOR TO RDA CAP PROJECT				924	-	5,550	-
<u>WATER (501)</u>							
501403	3124	501900	4503	Plan Check	9,864	10,000	10,000
501403	3305	501900	4415	Cost Recovery/Reimbursed Exp	15,420	10,000	10,000
501403	3380	501900	4556	Water Usage	24,123,415	24,800,000	23,914,750
501403	3382	501900	4564	Irrigation Water Usage	2,596,529	2,865,237	3,029,014
501403	3383	501900	4566	Fire Hydrant Water Usage	191,777	150,000	131,911
501403	3384	501900	4560	Water Meter Install	24,105	25,000	28,145
501403	3387	501900	4704	Frontage Charge	436,891	50,000	186,883
501403	3388	501900	4558	B Contract Water Usage	81,195	100,000	49,838
501403	3389	501900	4568	Fire Protection Water Usage	568,849	450,000	366,499
501403	3405	501900	4605	Conservation Violation Penalty	5,944	10,000	10,000
501403	3510	501900	4808	Investment Income	1,305,988	765,000	765,000
501403	3516	501900	4812	Sale of Surplus Property	146	-	2,377
501403	3520	501900	4813	Rental Income	147,482	170,000	170,000
501403	3530	501900	4814	Miscellaneous Receipts	53,885	110,000	110,000
501403	3555	501900	4557	Fire Flow Testing	3,792	2,500	2,500
501000	3815	501900	4825	Capital Contribution	48,560	-	-
TOTAL WATER				29,613,842	29,517,737	28,786,917	29,587,500
<u>WATER DEBT SERVICE (506)</u>							
506403	3305	501930	4415	Cost Recovery/Reimbursed Exp	-	-	-
506403	3510	501930	4808	Investment Income	551	1,500	1,500
TOTAL WATER DEBT SERVICE				551	1,500	1,500	1,500
<u>SOURCE ACQUISITION (508)</u>							
508403	3510	508900	4808	Investment Income	15,117	4,000	5,917
508403	3551	508900	4562	Water Source Acq Residential	480,531	130,000	130,000
508403	3552	508900	4563	Water Source Acq Non-Res	-	40,000	40,000
TOTAL SOURCE ACQUISITION				495,648	174,000	175,917	175,000
<u>WATER CAPITAL IMPROVEMENT (509)</u>							
509403	3369	509920	4575	Cap Improv Chrg Non-Res	620,876	240,000	240,000
509403	3370	509920	4576	Cap Improv Chrg Residential	1,571,030	600,000	794,164
509403	3510	509920	4808	Investment Income	-	1,500	1,500
TOTAL WATER CAPITAL IMPROVEMENT				2,191,906	841,500	1,035,664	841,500
<u>SOLID WASTE (511)</u>							
511401	3200	511900	4401	State Grants	40,008	22,269	18,000
511401	3200	511910	4401	State Grants	-	-	18,000
511401	3305	511900	4415	Cost Recovery/Reimbursed Exp	-	1,000,000	6,000
511401	3372	511900	4554	Special Hauls & Rolls-Offs	2,264,988	2,232,322	2,003,626
511401	3373	511900	4551	SW Service - Residential	7,836,749	7,695,484	7,578,231
511401	3374	511900	4552	SW Service - Non-Residential	7,005,588	6,917,248	6,900,000
511401	3376	511900	4555	Recycled Material	52,144	5,000	26,000
511401	3510	511900	4808	Investment Income	239,179	8,656	41,564
511401	3511	511900	4809	Finance Charges	442	-	-
511401	3516	511900	4812	Sale of Surplus Property	5,150	-	-
511401	3533	511900	4817	Misc. Taxable Sales	-	-	1,335
TOTAL SOLID WASTE				17,444,248	17,880,979	16,574,756	18,137,879
<u>SOLID WASTE PROJECT (513)</u>							
513401	3520	511900	4813	Rental Income	891	-	-
TOTAL SOLID WASTE PROJECT				891	-	-	-
<u>SOLID WASTE DEBT SERVICE (516)</u>							
516401	3510	511930	4808	Investment Income	186,445	1,722	1,722
TOTAL SOLID WASTE DEBT SVC				186,445	-	1,722	1,722
<u>CALIF ST LANDFILL CLOSURE (517)</u>							
517401	3510	511981	4808	Investment Income	219,522	109,273	109,273
TOTAL CALIF ST LANDFILL CLOSURE				219,522	109,273	109,273	112,551
<u>SOLID WASTE CAP IMPROVEMENT (519)</u>							
519401	3369	519920	4575	Cap Improv Chrg Non-Res	280,093	201,545	274,339
519401	3370	519920	4576	Cap Improv Chrg Residential	21,390	2,000	27,300
519401	3510	519920	4808	Investment Income	145,413	15,000	35,735
TOTAL SOLID WASTE CAP IMPROVEMENT				446,896	218,545	337,374	235,000

REVENUES

BITECH ORGKEY	BITECH OBJECT	MUNIS ORG	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED
WASTEWATER SERVICE (521)							
521402	3305	521900	4415	74,292	-	6,374	6,374
521402	3366	521900	4546	6,995,326	6,481,750	6,294,706	6,481,750
521402	3367	521900	4547	2,548,446	2,380,900	2,233,150	2,380,900
521402	3368	521900	4550	42,986	40,000	34,760	40,000
521402	3379	521900	4548	126,024	200,000	407,832	400,000
521402	3387	521900	4704	303,709	75,000	80,000	80,000
521402	3391	521900	4570	206,447	-	-	-
521402	3392	521900	4571	6,511	-	-	-
521402	3510	521900	4808	831,552	510,000	211,889	360,000
521402	3516	521900	4812	1	-	-	-
521402	3530	521900	4814	2,324	-	75,387	75,000
521000	3815	521900	4825	97,135	-	-	-
TOTAL WASTEWATER SERVICE				11,234,754	9,687,650	9,344,098	9,824,024
WASTEWATER PROJECTS (523)							
523402	3516	521900	4812	14	-	-	-
TOTAL WASTEWATER PROJECTS				14	-	-	-
WASTEWATER DEBT SERVICE (526)							
526402	3510	521930	4808	-	500	-	-
TOTAL WASTEWATER DEBT SERVICE				-	500	-	-
WASTEWATER CAPITAL IMPROVEMENT (529)							
529402	3369	529920	4575	655,911	400,000	-	120,000
529402	3370	529920	4576	1,610,660	500,000	959,633	70,000
529402	3510	529920	4808	128,470	71,000	71,000	71,000
TOTAL WASTEWATER CAPITAL IMPROVEMENT				2,395,041	971,000	1,030,633	261,000
GROVES (538)							
538404	3510	538900	4808	19,618	-	5,641	5,641
538404	3515	538900	4811	884,815	-	-	-
538404	3530	538900	4814	173,816	-	30,000	-
538404	3550	538900	4818	930,738	815,000	530,000	815,000
TOTAL GROVES				2,008,987	815,000	565,641	820,641
NON-POTABLE WATER (541)							
541403	3313	531900	4572	494,244	600,000	240,384	600,000
541403	3314	531900	4573	30,619	-	198,560	150,000
541403	3387	531900	4704	3,433	-	23,894	20,000
541403	3510	531900	4808	82,595	50,000	37,944	50,000
TOTAL NON-POTABLE WATER				610,890	650,000	500,782	820,000
NON-POTABLE CAPITAL IMPROVEMENT FUND (549)							
549403	3369	532920	4575	64,631	30,000	32,701	30,000
549403	3510	532920	4808	39,771	25,000	25,000	25,000
TOTAL NON POT CAP IMPROVEMENT FUND				104,402	55,000	57,701	55,000
CEMETERY (562)							
562430	3305	562900	4415	-	-	77	80
562430	3360	562900	4540	147,001	195,000	124,647	136,647
562430	3361	562900	4541	310,560	495,000	567,795	730,650
562430	3362	562900	4542	76,815	45,000	85,585	87,590
562430	3364	562900	4543	20,880	-	12,960	21,763
562430	3510	562900	4808	88,191	39,520	29,954	39,520
562430	3511	562900	4809	7,974	5,000	5,155	5,500
562430	3512	562900	4810	-	75	75	82
562430	3516	562900	4812	1,100	-	-	-
562430	3520	562900	4813	25,789	23,250	23,250	23,250
562430	3530	562900	4814	98,254	100,000	88,727	97,627
562430	3533	562900	4817	74,835	80,000	69,202	76,102
562430	3590	562900	4819	1,650	1,500	500	500
TOTAL CEMETERY				853,049	984,345	1,007,927	1,219,311
AVIATION OPERATING (564)							
564450	3001	564900	4102	85,928	70,000	79,095	70,000
564450	3200	564900	4401	275	61,372	51,372	10,000
564450	3250	564900	4407	16,272	152,363	32,363	-
564450	3510	564900	4808	346	500	1,335	1,335
564450	3511	564900	4809	1,045	500	195	195
564450	3520	564900	4813	218,600	170,000	175,000	190,000
564450	3530	564900	4814	2,821	3,000	30,000	-
564450	3533	564900	4817	30	-	-	-
564450	3545	564900	4707	7,528	6,500	7,500	6,200
564450	3546	564900	4708	7,370	6,500	7,200	7,200
564450	3591	564900	4709	1,921	1,600	1,100	1,600
564450	3592	564900	4710	103,238	130,000	106,000	106,000
TOTAL AVIATION OPERATING				445,373	602,335	491,160	392,530

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BITECH ORGKEY	BITECH OBJECT	MUNIS ORG	MUNIS OBJECT		2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED
				LIABILITY SELF-INSURANCE (602)				
602133	3305	602900	4415	Cost Recovery/Reimbursed Exp	2,511	-	17,593	10,000
602133	3510	602900	4808	Investment Income	7,915	3,500	-	-
602133	3530	602900	4814	Miscellaneous Receipts	11,505	8,000	7,041	5,000
				TOTAL LIABILITY SELF-INSURANCE	21,931	11,500	24,634	15,000
				INFORMATION TECHNOLOGY (604)				
604520	3305	604900	4415	Cost Recovery/Reimbursed Exp				
604520	3393	604900	4705	Int Serv Rcpts: General Fund	1,746,513	1,760,502	1,760,502	1,673,301
604520	3394	604900	4706	Int Serv Rcpts: Non-Gen Fund	1,904,761	1,881,392	1,881,392	2,387,913
604520	3510	604900	4808	Investment Income	54,612	10,000	-	8,000
604520	3516	604900	4812	Sale of Surplus Property	1,077	500	-	500
				TOTAL INFORMATION TECHNOLOGY	3,706,963	3,652,394	3,641,894	4,069,714
				WORKERS COMP SELF-INSURANCE (606)				
606175	3305	606951	4415	Cost Recovery/Reimbursed Exp	113,106	20,000	-	-
606175	3510	606951	4808	Investment Income	54,689	10,000	-	-
606175	3750	606951	4586	Worker's Comp Receipts	2,306,951	2,305,911	2,253,034	2,399,448
				TOTAL WORKERS COMP SELF-INSURANCE	2,474,746	2,335,911	2,253,034	2,399,448
				EQUIPMENT MAINTENANCE (607)				
607500	3305	607900	4415	Cost Recovery/Reimbursed Exp	677	310,000	370,866	300,000
607500	3393	607900	4705	Int Serv Rcpts: General Fund	1,230,276	1,109,766	1,166,681	1,228,911
607500	3394	607900	4706	Int Serv Rcpts: Non-Gen Fund	3,476,055	3,181,736	3,571,787	3,432,509
607500	3398	607900	4803	L/CNG Outside Fuel Sales	803,900	1,000,000	1,029,131	1,000,000
607500	3510	607900	4808	Investment Income	34,261	5,000	10,304	10,000
607500	3530	607900	4814	Miscellaneous Receipts	-	100,000	-	-
				TOTAL EQUIP MAINTENANCE	5,545,169	5,706,502	6,148,769	5,971,420
				UTILITY BILLING (608)				
608405	3385	608900	4561	Water Turn-On	57,293	45,000	45,000	45,000
608405	3390	608900	4574	Utility Billing Service	1,250,000	1,250,000	1,250,000	1,250,000
608405	3510	608900	4808	Investment Income	56,567	37,000	37,000	37,000
608405	3511	608900	4809	Finance Charges	512,025	375,000	375,000	375,000
608405	3512	608900	4810	Returned Check Fee	17,570	12,000	12,000	12,000
608405	3530	608900	4814	Miscellaneous Receipts	38,588	30,000	30,000	30,000
608405	3760	608900	4820	Bad Debt Recoveries	2,302	1,200	1,200	1,200
				TOTAL UTILITY BILLING	1,934,346	1,750,200	1,750,200	1,750,200
				CEMETERY ENDOWMENT (702)				
702430	3364	702900	4543	Cemetery Perpetual Care	-	30,000	-	-
				TOTAL CEMETERY ENDOWMENT	-	30,000	-	-
				SIMONDS ENDOWMENT (705)				
705232	3510	705900	4808	Investment Income	1,199	1,000	491	-
				TOTAL SIMONDS ENDOWMENT	1,199	1,000	491	-
				PAULINE STANCLIFF MEMORIAL TRUST (706)				
706232	3510	706900	4808	Investment Income	709	500	291	-
				TOTAL PAULINE STANCLIFF MEMORIAL TRUST	709	500	291	-
				COMMUNITY FACILITY DISTRICT TRUST (710)				
710130	3305	810962	4415	Cost Recovery/Reimbursed Exp	734,874	730,000	757,481	730,000
710300	3305	810961	4415	Cost Recovery/Reimbursed Exp	756,023	760,000	760,000	760,000
710130	3510	810962	4808	Investment Income	3,803	1,800	1,800	1,800
710300	3510	810961	4808	Investment Income	3,449	1,600	1,600	1,600
				TOTAL COMMUNITY FACILITY DISTRICT TRUST	1,498,149	1,493,400	1,520,881	1,493,400
				PAYROLL CLEARING ADMIN (720)				
720000	3806	609	4823	Pension Bond Allocation	1,852,680	1,693,488	1,623,996	1,754,476
				TOTAL PAYROLL CLEARING ADMIN	1,852,680	1,693,488	1,623,996	1,754,476
				TOTAL NON-GENERAL FUNDS	99,126,852	96,521,985	96,038,376	90,443,487

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CAPITAL OUTLAY

Fund						2019-20	2020-21
Job Ledger						12 MONTH	CITY COUNCIL
Description						ESTIMATED	ADOPTED
BITECH ORGKEY	BITECH OBJECT	MUNIS ORG	MUNIS OBJECT				
GENERAL FUND (101)							
City Manager's Office							
101123	7100	200120	8704	S12001A	Grant Funded Vehicle	\$ 3,139	\$ -
Development Services							
101162	7300	101162	8801	---	Motor Vehicle - Lease	3,593	7,185
101164	7300	101164	8801	---	Motor Vehicle - Lease	3,270	6,245
Police							
101202	7100	101202	8704	---	Motor Vehicle (donated)	233,906	-
101202	7140	101202	8706	---	Advanced Camera System Deployment	91,625	-
101202	7300	101202	8801	---	Motor Vehicle - Lease	259,709	259,709
101204	7140	101204	8706	---	Equipment	14,976	-
Fire							
101250	7100	101250	8704	---	Type 3 Brush Engine (lease)	97,327	34,000
101250	7100	101250	8704	---	Reserve Ladder Truck (used)	158,250	-
101250	7150	101250	8501	---	Lockers and Storage	40,000	-
Facilities & Community Services							
101300	7250	101300	8001	---	Land Acquisition	642,198	-
101300	7300	101300	8801	---	Motor Vehicle - Lease	14,370	14,370
101230	7100			---	Motor Vehicle	18,723	-
101230	7150			---	Kitchen Upgrade	93,942	-
101232	7100			---	Motor Vehicles	174,000	-
101232	7150			30024	Senior Center Cameras, Fencing, HV/AC Repair	59,000	-
101301	7150	101301	8501	---	Redlands Bowl Exterior Plaster and Roof Rehabilitation	120,000	-
101301	7150	101301	8501	---	Civic Center HV/AC	-	60,000
101302	7100	101302	8704	---	Bucket Truck	30,000	23,500
101302	7150	101302	8501	---	Bore and Rewire Streetlights	75,000	-
101302	7150	101302	8501	---	Traffic Signal Camera Repair	82,787	-
101302	7150	101302	8501	---	Traffic Cabinets	136,800	-
101303	7100	101303	8704	---	Bucket Truck	110,687	-
101303	7140	101303	8706	---	Pressure Washer	6,735	-
101303	7150	101303	8501	---	Skate park Fencing	147,796	-
101303	7150	101303	8501	---	Park Lighting	223,159	-
101303	7150	101303	8501	---	Ford Park Upper Pond Construction	68,428	-
101303	7150	101303	8501	---	Redlands Bowl Improvements	49,000	-
101303	7300	101303	8801	---	Motor Vehicle - Lease	105,146	105,146
101304	7300	101304	8801	---	Motor Vehicle - Lease	66,281	66,281
101305	7300	101305	8801	---	Bucket Truck	21,597	-
Municipal Utilities and Engineering							
101400	7150	101400	8501	---	Traffic & Parking Improvements	13,382	-
101400	7230	101400	8403	---	Traffic & Parking Improvements	25,000	-
TOTAL GENERAL FUND (101)						\$ 3,189,826	\$ 576,436
GOVERNMENTAL GRANTS FUND (200)							
Development Services							
		200164	8403	F164011	Senior/Community Center Parking Lot Project	\$ -	\$ 64,635
		200164	8503	F164010	Joslyn Senior Center Rehab Project	-	193,378
Police							
		200202	8706	F202005	Handheld Radar Devices	-	9,488
TOTAL GOVERNMENTAL GRANTS FUND (200)						\$ -	\$ 267,501

CAPITAL OUTLAY

Fund					Job Ledger	Description	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED
BITECH ORGKEY	BITECH OBJECT	MUNIS ORG	MUNIS OBJECT					
EMERGENCY MEDICAL SERVICES (205)								
205254	7100	205250	8704		Ford F-450 (rescue truck)	\$ 160,000	\$ -	
205254	7140	205250	8706		Ucapit Controlled Access pharmaceutical Dispensing Machines	63,847	-	
205254	7140	205250	8706	---	Zoll Monitor	34,153	-	
TOTAL EMERGENCY MEDICAL SERVICES FUND (205)							\$ 258,000	\$ -
LOCAL TRANSPORTATION FUND (209)								
209400	7150	209400	8501	41065	HSIP Cycle 7 Crosswalk Beacons (Grant Received)	\$ 300,300	\$ -	
TOTAL LOCAL TRANSPORTATION FUND (209)							\$ 300,300	\$ -
PAVEMENT ACCELERATED REPAIR IMPLEMENTATION STRATEGY (PARIS) FUND (211)								
211400	7230	211400	8403	---	PARIS Project Funding	\$ 10,030,449	\$ 5,509,331	
TOTAL PARIS FUND (211)							\$ 10,030,449	\$ 5,509,331
AIR QUALITY IMPROVEMENT FUND (221)								
221130	7140	221400	8706	---	Traffic Safety Message Sign and Mobile Radar Detection	\$ 50,000	\$ -	
221130	7150	221400	8501	---	SBCTA Redlands Passenger Rail	500,000	-	
TOTAL AIR QUALITY IMPROVEMENT FUND (221)							\$ 550,000	\$ -
GENERAL CAPITAL IMPROVMENT FUND (240)								
240400	7150	240400	8501	47025	ATP Cycle 2 - Highland/Redlands Connector - Orange St	\$ 1,509,411	\$ -	
240400	7150	240400	8501	47026	HSIP Cycle 8 - EVP	1,157,855	-	
240400	7150	240400	8501	47027	HSIP Cycle 8 - Ped Head	233,300	-	
240400	7150	240400	8501	47029	ATP Cycle 3 - East Valley Corridor - Alabama St. Bike Route	2,112,000	-	
240400	7150	240400	8501	47030	2016 TDA Bus Stop Improvement	8,736	-	
240400	7150	240400	8501	47033	HSIP Cycle 9 - OTB Crossing at Alabama/Tennessee	250,000	-	
TOTAL GENERAL CAPITAL IMPROVEMENT FUND (240)							\$ 5,271,302	\$ -
TRANSPORTATION DEVELOPMENT ACT (241)								
241400	7150	241400	8501	47019	OBT 3	\$ 948,251	\$ -	
241400	7150	241400	8501	47028	TDA 2016	50,401	-	
241400	7150	241400	8501	47115	TDA 2017 Bus Stop Upgrade	84,577	-	
241400	7150	241400	8501	47117	Install Rectangular Rapid Flashing Beacons	150,000	-	
241400	7150	241400	8501	47118	Highland/Redlands Regional Connector Project	175,482	-	
TOTAL TRANSPORTATION DEVELOPMENT ACT (241)							\$ 1,408,711	\$ -
CDBG PROGRAM FUND (243)								
243164	7140			43069	FCS - CV Senior Meals Program	\$ 12,000	\$ -	
243164	7150			43064	Civic Center - ADA Improvements	125,020	-	
243164	7230			43066	Alley/Street Improvements	432,452	-	
TOTAL CDBG PROGRAM FUND (243)							\$ 569,472	\$ -
ASSET FORFEITURE FUND (246)								
246200	7100	246200	8704	F246001	Motor Vehicle	\$ 35,000	\$ 35,000	
246200	7140	246200	8706	F246001	Other Equipment	47,624	15,000	
246200	7150	246200	8501	F246001	Other Betterments/Improv	11,210	-	
TOTAL ASSET FORFEITURE FUND (246)							\$ 11,210	\$ -

CAPITAL OUTLAY

Fund					Job Ledger	Description	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED
BITECH ORGKEY	BITECH OBJECT	MUNIS ORG	MUNIS OBJECT					
POLICE GRANTS FUND (247)								
247200	7140			25168	ALPR Camera Equipment	\$ 65,800	\$ -	
TOTAL POLICE GRANTS FUND (247)						\$ 65,800	\$ -	
SUPPLEMENTAL LAW ENFORCEMENT FUND (249)								
249200	7100	249200	8704	S249001	Motor Vehicles/Motorcycles	\$ 49,999	\$ -	
249200	7140	249200	8706	S249001	DJI Mavic Drone	-	7,225	
249200	7140	249200	8706	S249001	Virtual Training Simulator	-	75,000	
TOTAL SUPPLEMENTAL LAW ENFORCEMENT FUND (249)						\$ 49,999	\$ 82,225	
ARTERIAL STREET CONSTRUCTION FUND (252)								
252400	7150	252400	8501	---	Infrastructure	\$ 1,000,000	\$ -	
TOTAL ARTERIAL STREET CONSTRUCTION FUND (252)						\$ 1,000,000	\$ -	
TRAFFIC SIGNALS FUND (253)								
253400	7150	253400	8501	---	Traffic Signals	\$ 160,000	\$ -	
TOTAL TRAFFIC SIGNALS FUND (253)						\$ 160,000	\$ -	
COMMUNITY FACILITIES DISTRICT 2004-1 (261)								
261300	7100	261300	8704	---	Motor Vehicles	\$ -	\$ 45,000	
TOTAL COMMUNITY FACILITIES DISTRICT 2004-1 (261)						\$ -	\$ 45,000	
STORM DRAIN CONSTRUCTION (405)								
405400	7240	405400	8404	---	Storm Drain Construction	\$ -	\$ 200,000	
TOTAL STORM DRAIN CONSTRUCTION (405)						\$ -	\$ 200,000	
SAFTETY/CITY HALL REPLACEMENT FUND (406)								
406130	7250	406501	8405	---	Land Assessment	\$ 14,309	\$ -	
TOTAL FREEWAY INTERCHANGES FUND (253)						\$ 14,309	\$ -	
WATER FUND (501)								
501403	7060	501900	8701	---	Office Furniture	\$ 51,000	\$ 20,000	
501403	7100	501900	8701	---	Motor Vehicles	1,392,390	-	
501403	7100	501900	8704	---	Portable Generator	-	200,000	
501403	7100	501900	8704	---	Forklift	48,067	25,000	
501403	7100	501900	8704	71020	HVAC Repair	-	30,000	
501403	7100	501900	8704	71347	Hinckley Generator Replacement	-	40,000	
501403	7100	501900	8704	---	John Deere Articulating Mower	-	20,000	
501403	7100	501900	8704	---	All Other Capital Equipment	-	50,000	
501403	7150	501900	8501	---	Other Betterments and Improvements	63,674	-	
501403	7150	501900	8501	---	Hinckley WTP Washwater & sludge pond fencing	-	40,000	
501403	7150	501900	8501	---	Well Site Security Fencing	-	75,000	
501403	7150	501900	8501	---	Smart Irrigation Controller Project for City Facilities	-	50,000	
501403	7150	501900	8501	71286	Brookside Median Landscaping	-	250,000	
501403	7150	501900	8501	71413	Meter Replacement	-	500,000	
501403	7150	501900	8501	71349	SCADA System Upgrade	-	1,800,000	
501403	7700	501900	8402		Fixed Generators and Water Facilities	-	750,000	
501403	7700	501900	8402		Tate ACH Tank Replacement	-	25,000	

CAPITAL OUTLAY

Fund				Job Ledger	Description	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED
BITECH ORGKEY	BITECH OBJECT	MUNIS ORG	MUNIS OBJECT				
WATER PROJECTS FUND (503) (CONT.)							
501403	7700	501900	8402		2020 Water CIP	-	2,500,000
501403	7700	501900	8402		Sunset Reservoir Recoating	-	2,500,000
503403	7140	501900	8706	71347	Hinckley Generator Replacement	100,000	-
503403	7150	501900	8501	71349	SCADA System Upgrade	2,186,566	-
503403	7150	501900	8501	71402	2019 CIP Water Paving	1,200,000	-
503403	7150	501900	8501	71412	Roof Repairs	500,000	-
501403	7150	501900	8501	71413	Meter Replacement	600,000	-
503403	7700	501900	8402	71346	Sunset Reservoir	2,000,000	-
503403	7700	501900	8402	71348	Well Rehabilitation	493,028	-
503403	7700	501900	8402	71350	DBP Removal System at Agate	500,000	-
503403	7700	501900	8402	71351	Manifold Replacement	100,000	-
503403	7700	501900	8402	71352	Sludge Press	300,000	-
503403	7700	501900	8402	71353	2019 Water Capital Improvements	9,499,000	-
503403	7700	501900	8402	71406	Tate WTP Clarifier	450,000	-
503403	7700	501900	8402	71407	Tate WTP Clarifier Recoating	45,000	-
503403	7700	501900	8402	71408	Tate WTP Static Mixer	150,000	-
503403	7700	501900	8402	71409	Booster Pump Rehab	600,000	-
503403	7700	501900	8402	71410	Crafton Well Rehabilitation	80,000	-
503403	7700	501900	8402	71411	AM/AMR	250,000	-
508403	7340	508900	8101	---	Water Shares	-	300,000
TOTAL WATER PROJECTS FUND (503)						\$ 20,608,725	\$ 9,175,000
SOLID WASTE FUND (511)							
511401	7100	511900	8704		Arms	\$ 100,000	\$ 82,800
511401	7100	511900	8704	72334	Automated Side Loaders (3)	-	1,095,000
511401	7100	511900	8704	---	Bulldozer	-	150,000
511401	7140	511900	8706	---	Arms	-	82,800
511401	7150	511900	8501	72318	Flare Installation	-	38,000
511401	7300	511900	8801	---	Motor Vehicle - Lease	40,892	40,892
513401	7100			72334	Automated Front Loaders (2)	730,000	-
513401	7140			72332	Arms	70,000	-
513401	7150			72318	Flare Installation	519,033	-
513401	7650			72311	Landfill Cell Expansion	4,000,000	-
TOTAL SOLID WASTE FUND (511)						\$ 5,459,925	\$ 1,489,492
SEWER SERVICE FUND (521)							
521402	7080	521900	8703	---	Computer Equipment	\$ 6,400	\$ 10,000
521402	7100	521900	8704	---	Motor vehicles	742,042	-
521402	7150	521900	8501	---	Forklift	-	27,000
521402	7150	521900	8501	---	Collection System Retrofit	97,000	-
521402	7150	521900	8501	---	Other Betterments and Improvements	234,359	-
521400	7150	521900	8501	---	Hillside Stabilization and Parking Lot Rehab/Expansion	-	50,000
521400	7600	521900	8401	73348	WWTP Facility Modifications	-	4,000,000
521400	7600	521900	8401	73428	Brine Cap Rehab	-	120,000
521402	7745	521900	8705	---	Lab Construction	103,150	110,000
523402	7150	521900	8501	73342	Office Remodel	135,000	-
523402	7150	521900	8501	73345	Alabama Rehab	377,250	-
523402	7150	521900	8501	73422	2019 Pipeline Replacement Project	1,000,000	-
523402	7600	521900	8402	73348	WWTP Facility Modifications	9,142,192	-
523402	7600	521900	8402	73357	WWTP Secondary Effluent Flowmeter	39,750	-
523402	7600	521900	8401	73422	2019 Pipeline Replacement Project	500,000	-
523402	7600	521900	8401	73427	Manhole Adjustment	275,000	-
523402	7600	521900	8401	73428	Brine Cap Rehab	60,000	-
523402	7600	521900	8401	73429	On-Call Sewer	100,000	-
523402	7600	521900	8401	73430	WWTP Storage Tank	150,000	-
523402	7600	521900	8401	73431	Slug Load Intervention	105,000	-
TOTAL SEWER PROJECTS FUND (523)						\$ 13,067,143	\$ 4,317,000

CAPITAL OUTLAY

Fund				Job Ledger	Description	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED
BITECH ORGKEY	BITECH OBJECT	MUNIS ORG	MUNIS OBJECT				
NONPOTABLE WATER FUND (541)							
541403	7700	531900	8402	----	South Mountain Water Board Project	\$ 238,500	\$ -
541403	7700	531900	8402	74105	Well Rehabilitation	50,000	-
543403	7700	531900	8402	71242	Texas Nonpotable Reservoir	1,800,000	
543403	7700	531900	8402	74105	2019 Well Rehabilitation	300,000	
TOTAL NONPOTABLE WATER FUND (543)						\$ 2,388,500	\$ -
CEMETERY FUND (562)							
562430	7100	562900	8704	----	Motor Vehicles	\$ -	\$ 28,000
562430	7140	562900	8706	----	Canopy	-	5,500
562430	7150	562900	8501	----	Improvements	-	35,125
562430	7300	562900	8801	----	Motor Vehicle - Lease	44,496	44,496
TOTAL CEMETERY FUND (562)						\$ 44,496	\$ 113,121
AIRPORT FUND (564)							
564900	7140	564900	8706	----	Sign	\$ 7,754	\$ -
TOTAL AIRPORT FUND (564)						\$ 7,754	\$ -
INFORMATION TECHNOLOGY FUND (604)							
604520	7080	604900	8780	----	Enterprise Resource Planning Software	\$ 1,004,034	\$ -
604520	7080	604900	8780	----	Police Department Equipment & Upgrades	-	215,000
TOTAL INFORMATION TECHNOLOGY FUND (604)						\$ 1,004,034	\$ 215,000
EQUIPMENT MAINTENANCE FUND (607)							
607500	7300	607900	8801	----	Motor Vehicle - Lease	19,049	19,049
TOTAL EQUIPMENT MAINTENANCE (607)						\$ 19,049	\$ 19,049
CUSTOMER SERVICE FUND (608)							
608405	7150	608900	8501	----	Counter Remodel	\$ 52,500	\$ -
TOTAL CUSTOMER SERVICE FUND (607)						\$ 52,500	\$ -

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RESOLUTION NO. 8090

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. 8034.

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 13, 2020.

Section 2. Salary schedule and Compensation Plan.

Department/Division	PT	FT	Unit	Range				
<i>City Clerk's Office</i>								

Part Time Positions

Administrative Assistant	2		PT					
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Total City Clerk's Office	2							
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<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							

Human Resources/Risk Management

Assistant Director, HR/Risk Management		1	M	90				
HR/Risk Manager		1	MM	80				
HR Analyst/Volunteer Coordinator		1	MM	65				
Risk Management Specialist		1	MM	41				
HR Specialist		1	MM	30				
HR Technician		1	T	37				
Administrative Assistant I/II		1	T	15	30			

Public Information

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

Purchasing

Procurement Manager		1	M	74				
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Purchasing Clerk		1	T	22				
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Total City Manager's Office	1	16						
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Management Services								
Director, Management Services*		1	DD	4				

Information Technology

Network Engineer II		1	MM	77				
GIS Supervisor		1	MM	76				
IT Operations Manager		1	MM	74				
IT Systems Supervisor		1	MM	64				
Database Administrator		1	MM	61				
System Administrator		1	MM	50				
GIS Administrator		1	MM	46				
Network Specialist		1	MM	44				
GIS Technician		1	T	57				
Help Desk Technician		2	T	54				
Administrative Assistant I/II		1	T	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	T	40				
Accounting Technician I/II		1	T	23	33			

Revenue Division

Utilities Customer Service Supervisor		1	MM	45				
Accountant		1	MM	35				
Utilities Billing Specialist		1	T	40				
Senior Accounting Technician		1	T	40				
Utilities Billing Technician		1	T	35				
Customer Account Specialist		5	T	33				
Customer Service Technician I/II		4	T	17	27			

Payroll

Payroll Coordinator		1	MM	30				
Payroll Assistant		1	T	35				

Part Time Position

Intern		1	PT					
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Total Management Services	1	36						
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*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				

Building Division

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

Economic Development Division

Economic Development Manager		1	M	80				
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Planning Division

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

Part Time Positions

Planning Intern	1		PT					
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Total Development Services Department	1	17						
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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				
Emergency Operations Specialist		1	MM	25				
Fire Prevention Inspector		1	CS	55				
Administrative Assistant I/II		1	T	15	30			

Total Fire Department	62							
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Library

Library Director		1	N/A					
Archivist Curator		1	M	78				

Principal Librarian		1	MM	53				
Systems Administrator		1	MM	50				
Management Analyst		1	MM	45				
Senior Librarian		1	MM	37				
Associate Archivist		1	MM	32				
Adult Literacy Coordinator		1	MM	32				
Technical Services Coordinator		1	MM	30				
Sr. Administrative Assistant		1	T	45				
Building Maintenance Worker		1	T	38				
Library Specialist I/II		5	T	22	32			
Technical Services Clerk		1	T	12				
Library Clerk		1	T	5				

Part Time Positions

Administrative Assistant		1		PT				
Library Specialist		2		PT				
Library Clerk		4		PT				
Library Page		4		PT				
Technical Services Clerk		1		PT				
Building Maintenance Worker		1		PT				
Museum Attendant		1		PT				

Total Library | 14 | 18 |

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				
Water Resources 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	T	49				
Senior Administrative Assistant		2	T	45				
Administrative Assistant I/II		1	T	15	30			

Engineering Services

Asst/Assoc/Civil/Sr. Civil Engineer		9	T/MM	74	51	61	73	
Senior Construction Inspector		1	T	90				
Senior Environmental Compliance Inspector		1	T	79				
Construction Inspector I/II		3	T	69	79			

NPDES Inspector I/II		1	T	59	64			
Counter Services Technician		1	T	30				

Water Division

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

Wastewater Division

Wastewater Operations Superintendent		1	MM	76				
Wastewater Operations Supervisor		1	T	97				
Regulatory Compliance Officer		1	T	90				
Laboratory Supervisor		1	T	87				
Wastewater Collection System Supervisor		1	T	72				
Wastewater Facilities Operator I/II/III/IV		6	T	51	61	66	71	
Plant Mechanic I/II		3	T	43	53			
Laboratory Technician I/II/III/IV		4	T	33	43	53	58	
Line Maintenance Worker I/II/III/IV		3	T	34	44	49	54	
Maintenance Worker I/II		2	T	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 | 101

Police Department

Chief of Police		1	DD	07				
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Deputy Police Chief		2	P	85				
Police Commander		2	P	81				
Police Sergeant		12	P	70				
Police Corporal/Investigator		20	P	64				
Police Officer/Police Recruit		47	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				
Forensic Specialist		1	CS	47				
Dispatcher I/II/III		13	CS	40	50	55		
Property and Evidence Technician		1	CS	43				
Community Service Officer I/II		4	CS	33	43			
Animal Control Officer		3	CS	30				
Police Customer Service Representative I/II		3	CS	17	27			

Part Time Positions

Community Services Officer	1		PT					
Background Investigator	2		PT					

Total Police Department | 3 | 117 |

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				
Sr. Administrative Assistant		3	T	45				
Code Enforcement Officer I/II		2	T	40	55			
Counter Services Technician		1	T	30				
Administrative Assistant I/II		2	T	15	30			

Airport

Airport Supervisor		1	MM	40				
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Building Maintenance

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

Electrical

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

Solid Waste Division

Solid Waste Manager		1	MM	64				
Solid Waste Collections Coordinator		1	T	59				
Senior Equipment Operator		1	T	44				
Senior Solid Waste Truck Driver		1	T	44				
Recycling Coordinator		1	T	44				
Welder		1	T	43				
Solid Waste Truck Driver		25	T	34				
Equipment Operator OIT/I/II		2	T	19	34	39		
Maintenance Worker I/II		6	T	14	20			

Fleet Services Division

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

Parks and Trees Division

Field Services Coordinator		1	MM	40				
Senior Grounds Maintenance Worker I/II		4	T	30	40			
Tree Trimmer I/II		4	T	30	40			
Grounds Maintenance Worker I/II		12	T	12	20			

Street Division

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

Cemetery Division:

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

Recreation/Senior Services

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

Part Time Positions

Program Assistant	2		PT					
Program Aide	3		PT					
Cemetery Aid	1		PT					
Event Assistant	1		PT					
Equipment Operator OIT	1		PT					
Maintenance Worker	2		PT					

Total Quality of Life Department | 10 | 110 |

Total Full Time Positions	477
Total Part Time Positions	43
Total Authorized Positions	520

GRANT & DONATION FUNDED POSITIONS

Quality of Life

Van Driver		1	G	5				
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Total Grant Funded Positions

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

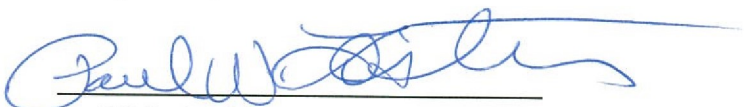
Total Authorized Positions 520
Total Grant Funded Positions 1

TOTAL POSITIONS 521

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.8034 of the City of Redlands is hereby rescinded effective July 12, 2020.

Adopted, approved and signed this 16th day of June, 2020.


 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 16th day of June, 2020, by the following vote:

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



Jeanne Donaldson, City Clerk

Range	FLSA Status	Rate Type	0 (Minimum)	1	2	3	4	5 (Longevity Only)
T3	NE	HOURLY	14.372	15.091	15.846	16.638	17.470	18.343
		MONTHLY	2491	2616	2747	2884	3028.10	3180
		ANNUAL	29895	31389	32959	34607	36337	38154
T4	NE	HOURLY	15.091	15.846	16.638	17.470	18.343	19.260
		MONTHLY	2616	2747	2884	3028	3179.51	3338
		ANNUAL	31389	32959	34607	36337	38154	40062
T5	NE	HOURLY	16.303	17.118	17.974	18.873	19.817	20.808
		MONTHLY	2826	2967	3116	3271	3434.89	3607
		ANNUAL	33911	35606	37387	39256	41219	43280
T6	NE	HOURLY	16.466	17.290	18.154	19.062	20.015	21.016
		MONTHLY	2854	2997	3147	3304	3469	3643
		ANNUAL	34250	35962	37760	39648	41631	43712
T7	NE	HOURLY	16.631	17.462	18.336	19.252	20.215	21.226
		MONTHLY	2883	3027	3178	3337	3504	3679
		ANNUAL	34592	36322	38138	40045	42047	44150
T8	NE	HOURLY	16.797	17.637	18.519	19.445	20.417	21.438
		MONTHLY	2912	3057	3210	3370	3539	3716
		ANNUAL	34938	36685	38519	40445	42468	44591
T9	NE	HOURLY	16.965	17.813	18.704	19.639	20.621	21.652
		MONTHLY	2941	3088	3242	3404	3574	3753
		ANNUAL	35288	37052	38905	40850	42892	45037
T10	NE	HOURLY	17.135	17.992	18.891	19.836	20.828	21.869
		MONTHLY	2970	3119	3274	3438	3610	3791
		ANNUAL	35640	37423	39294	41258	43321	45487
T11	NE	HOURLY	17.306	18.172	19.080	20.034	21.036	22.088
		MONTHLY	3000	3150	3307	3473	3646	3829
		ANNUAL	35997	37797	39687	41671	43754	45942
T12	NE	HOURLY	17.479	18.353	19.271	20.234	21.246	22.308
		MONTHLY	3030	3181	3340	3507	3683	3867
		ANNUAL	36357	38175	40083	42088	44192	46402
T13	NE	HOURLY	17.654	18.537	19.464	20.437	21.459	22.532
		MONTHLY	3060	3213	3374	3542	3719	3905
		ANNUAL	36720	38556	40484	42508	44634	46866
T14	NE	HOURLY	17.831	18.722	19.658	20.641	21.673	22.757
		MONTHLY	3091	3245	3407	3578	3757	3945
		ANNUAL	37088	38942	40889	42934	45080	47334
T15	NE	HOURLY	18.009	18.909	19.855	20.848	21.890	22.984
		MONTHLY	3122	3278	3442	3614	3794	3984
		ANNUAL	37459	39331	41298	43363	45531	47808

Range	FLSA Status	Rate Type	0 (Minimum)	1	2	3	4	5 (Longevity Only)
T16	NE	HOURLY	18.189	19.098	20.053	21.056	22.109	23.214
		MONTHLY	3153	3310	3476	3650	3832	4024
		ANNUAL	37833	39725	41711	43797	45986	48286
T17	NE	HOURLY	18.371	19.289	20.254	21.267	22.330	23.446
		MONTHLY	3184	3344	3511	3686	3871	4064
		ANNUAL	38211	40122	42128	44235	46446	48769
T18	NE	HOURLY	18.555	19.482	20.456	21.479	22.553	23.681
		MONTHLY	3216	3377	3546	3723	3909	4105
		ANNUAL	38594	40523	42549	44677	46911	49256
T19	NE	HOURLY	18.740	19.677	20.661	21.694	22.779	23.918
		MONTHLY	3248	3411	3581	3760	3948	4146
		ANNUAL	38979	40928	42975	45124	47380	49749
T20	NE	HOURLY	18.928	19.874	20.868	21.911	23.007	24.157
		MONTHLY	3281	3445	3617	3798	3988	4187
		ANNUAL	39369	41338	43405	45575	47854	50246
T21	NE	HOURLY	19.117	20.073	21.076	22.130	23.237	24.398
		MONTHLY	3314	3479	3653	3836	4028	4229
		ANNUAL	39763	41751	43839	46031	48332	50749
T22	NE	HOURLY	19.308	20.273	21.287	22.351	23.469	24.642
		MONTHLY	3347	3514	3690	3874	4068	4271
		ANNUAL	40161	42169	44277	46491	48815	51256
T23	NE	HOURLY	19.501	20.476	21.500	22.575	23.704	24.889
		MONTHLY	3380	3549	3727	3913	4109	4314
		ANNUAL	40562	42590	44720	46956	49304	51769
T24	NE	HOURLY	19.696	20.681	21.715	22.801	23.941	25.138
		MONTHLY	3414	3585	3764	3952	4150	4357
		ANNUAL	40968	43016	45167	47425	49797	52286
T25	NE	HOURLY	19.893	20.888	21.932	23.029	24.180	25.389
		MONTHLY	3448	3621	3802	3992	4191	4401
		ANNUAL	41378	43446	45619	47900	50295	52809
T26	NE	HOURLY	20.092	21.097	22.151	23.259	24.422	25.643
		MONTHLY	3483	3657	3840	4032	4233	4445
		ANNUAL	41791	43881	46075	48379	50798	53337
T27	NE	HOURLY	20.293	21.308	22.373	23.492	24.666	25.899
		MONTHLY	3517	3693	3878	4072	4275	4489
		ANNUAL	42209	44320	46536	48862	51306	53871
T28	NE	HOURLY	20.496	21.521	22.597	23.726	24.913	26.158
		MONTHLY	3553	3730	3917	4113	4318	4534
		ANNUAL	42631	44763	47001	49351	51819	54410

Range	FLSA Status	Rate Type	0 (Minimum)	1	2	3	4	5 (Longevity Only)
T29	NE	HOURLY	20.701	21.736	22.823	23.964	25.162	26.420
		MONTHLY	3588	3768	3956	4154	4361	4579
		ANNUAL	43058	45210	47471	49845	52337	54954
T30	NE	HOURLY	20.908	21.953	23.051	24.203	25.414	26.684
		MONTHLY	3624	3805	3995	4195	4405	4625
		ANNUAL	43488	45663	47946	50343	52860	55503
T31	NE	HOURLY	21.117	22.173	23.281	24.445	25.668	26.951
		MONTHLY	3660	3843	4035	4237	4449	4672
		ANNUAL	43923	46119	48425	50846	53389	56058
T32	NE	HOURLY	21.328	22.394	23.514	24.690	25.924	27.221
		MONTHLY	3697	3882	4076	4280	4494	4718
		ANNUAL	44362	46580	48909	51355	53923	56619
T33	NE	HOURLY	21.541	22.618	23.749	24.937	26.184	27.493
		MONTHLY	3734	3921	4117	4322	4538	4765
		ANNUAL	44806	47046	49399	51868	54462	57185
T34	NE	HOURLY	21.757	22.845	23.987	25.186	26.445	27.768
		MONTHLY	3771	3960	4158	4366	4584	4813
		ANNUAL	45254	47517	49893	52387	55006	57757
T35	NE	HOURLY	21.974	23.073	24.227	25.438	26.710	28.045
		MONTHLY	3809	3999	4199	4409	4630	4861
		ANNUAL	45707	47992	50391	52911	55557	58334
T36	NE	HOURLY	22.194	23.304	24.469	25.692	26.977	28.326
		MONTHLY	3847	4039	4241	4453	4676	4910
		ANNUAL	46164	48472	50895	53440	56112	58918
T37	NE	HOURLY	22.416	23.537	24.714	25.949	27.247	28.609
		MONTHLY	3885	4080	4284	4498	4723	4959
		ANNUAL	46625	48956	51404	53975	56673	59507
T38	NE	HOURLY	22.640	23.772	24.961	26.209	27.519	28.895
		MONTHLY	3924	4121	4327	4543	4770	5008
		ANNUAL	47091	49446	51918	54514	57240	60102
T39	NE	HOURLY	22.867	24.010	25.210	26.471	27.794	29.184
		MONTHLY	3964	4162	4370	4588	4818	5059
		ANNUAL	47562	49941	52438	55059	57812	60703
T40	NE	HOURLY	23.095	24.250	25.462	26.736	28.072	29.476
		MONTHLY	4003	4203	4413	4634	4866	5109
		ANNUAL	48038	50440	52962	55610	58390	61310
T41	NE	HOURLY	23.326	24.492	25.717	27.003	28.353	29.771
		MONTHLY	4043	4245	4458	4681	4915	5160
		ANNUAL	48518	50944	53492	56166	58974	61923

Range	FLSA Status	Rate Type	0 (Minimum)	1	2	3	4	5 (Longevity Only)
T42	NE	HOURLY	23.559	24.737	25.974	27.273	28.637	30.068
		MONTHLY	4084	4288	4502	4727	4964	5212
		ANNUAL	49004	51454	54026	56728	59564	62542
T43	NE	HOURLY	23.795	24.985	26.234	27.546	28.923	30.369
		MONTHLY	4124	4331	4547	4775	5013	5264
		ANNUAL	49494	51968	54567	57295	60160	63168
T44	NE	HOURLY	24.033	25.235	26.496	27.821	29.212	30.673
		MONTHLY	4166	4374	4593	4822	5063	5317
		ANNUAL	49989	52488	55112	57868	60761	63799
T45	NE	HOURLY	24.273	25.487	26.761	28.099	29.504	30.980
		MONTHLY	4207	4418	4639	4871	5114	5370
		ANNUAL	50488	53013	55663	58447	61369	64437
T46	NE	HOURLY	24.516	25.742	27.029	28.380	29.799	31.289
		MONTHLY	4249	4462	4685	4919	5165	5423
		ANNUAL	50993	53543	56220	59031	61983	65082
T47	NE	HOURLY	24.761	25.999	27.299	28.664	30.097	31.602
		MONTHLY	4292	4507	4732	4968	5217	5478
		ANNUAL	51503	54078	56782	59621	62603	65733
T48	NE	HOURLY	25.009	26.259	27.572	28.951	30.398	31.918
		MONTHLY	4335	4552	4779	5018	5269	5532
		ANNUAL	52018	54619	57350	60218	63229	66390
T49	NE	HOURLY	25.259	26.522	27.848	29.240	30.702	32.237
		MONTHLY	4378	4597	4827	5068	5322	5588
		ANNUAL	52538	55165	57924	60820	63861	67054
T50	NE	HOURLY	25.511	26.787	28.126	29.533	31.009	32.560
		MONTHLY	4422	4643	4875	5119	5375	5644
		ANNUAL	53064	55717	58503	61428	64499	67724
T51	NE	HOURLY	25.767	27.055	28.408	29.828	31.319	32.885
		MONTHLY	4466	4690	4924	5170	5429	5700
		ANNUAL	53594	56274	59088	62042	65144	68402
T52	NE	HOURLY	26.024	27.325	28.692	30.126	31.633	33.214
		MONTHLY	4511	4736	4973	5222	5483	5757
		ANNUAL	54130	56837	59679	62663	65796	69086
T53	NE	HOURLY	26.284	27.599	28.979	30.428	31.949	33.546
		MONTHLY	4556	4784	5023	5274	5538	5815
		ANNUAL	54672	57405	60276	63289	66454	69777
T54	NE	HOURLY	26.547	27.875	29.268	30.732	32.268	33.882
		MONTHLY	4602	4832	5073	5327	5593	5873
		ANNUAL	55218	57979	60878	63922	67118	70474

Range	FLSA Status	Rate Type	0 (Minimum)	1	2	3	4	5 (Longevity Only)
T55	NE	HOURLY	26.813	28.153	29.561	31.039	32.591	34.221
		MONTHLY	4648	4880	5124	5380	5649	5932
		ANNUAL	55771	58559	61487	64561	67790	71179
T56	NE	HOURLY	27.081	28.435	29.857	31.350	32.917	34.563
		MONTHLY	4694	4929	5175	5434	5706	5991
		ANNUAL	56328	59145	62102	65207	68467	71891
T57	NE	HOURLY	27.352	28.719	30.155	31.663	33.246	34.909
		MONTHLY	4741	4978	5227	5488	5763	6051
		ANNUAL	56892	59736	62723	65859	69152	72610
T58	NE	HOURLY	27.625	29.007	30.457	31.980	33.579	35.258
		MONTHLY	4788	5028	5279	5543	5820	6111
		ANNUAL	57461	60334	63350	66518	69844	73336
T59	NE	HOURLY	27.902	29.297	30.761	32.299	33.914	35.610
		MONTHLY	4836	5078	5332	5599	5879	6172
		ANNUAL	58035	60937	63984	67183	70542	74069
T60	NE	HOURLY	28.181	29.590	31.069	32.622	34.254	35.966
		MONTHLY	4885	5129	5385	5655	5937	6234
		ANNUAL	58615	61546	64624	67855	71248	74810
T61	NE	HOURLY	28.462	29.885	31.380	32.949	34.596	36.326
		MONTHLY	4933	5180	5439	5711	5997	6296
		ANNUAL	59202	62162	65270	68533	71960	75558
T62	NE	HOURLY	28.747	30.184	31.694	33.278	34.942	36.689
		MONTHLY	4983	5232	5494	5768	6057	6359
		ANNUAL	59794	62783	65923	69219	72680	76314
T63	NE	HOURLY	29.034	30.486	32.010	33.611	35.292	37.056
		MONTHLY	5033	5284	5548	5826	6117	6423
		ANNUAL	60392	63411	66582	69911	73406	77077
T64	NE	HOURLY	29.325	30.791	32.331	33.947	35.644	37.427
		MONTHLY	5083	5337	5604	5884	6178	6487
		ANNUAL	61605	64686	67920	71316	74882	78626
T65	NE	HOURLY	29.618	31.099	32.654	34.287	36.001	37.801
		MONTHLY	5134	5390	5660	5943	6240	6552
		ANNUAL	61605	64686	67920	71316	74882	78626
T66	NE	HOURLY	29.914	31.410	32.980	34.629	36.361	38.179
		MONTHLY	5185	5444	5717	6002	6303	6618
		ANNUAL	62222	65333	68599	72029	75631	79412
T67	NE	HOURLY	30.213	31.724	33.310	34.976	36.725	38.561
		MONTHLY	5237	5499	5774	6062	6366	6684
		ANNUAL	62844	65986	69285	72749	76387	80206

Range	FLSA Status	Rate Type	0 (Minimum)	1	2	3	4	5 (Longevity Only)
T68	NE	HOURLY	30.515	32.041	33.643	35.325	37.092	38.946
		MONTHLY	5289	5554	5832	6123	6429	6751
		ANNUAL	63472	66646	69978	73477	77151	81008
T69	NE	HOURLY	30.821	32.362	33.980	35.679	37.463	39.336
		MONTHLY	5342	5609	5890	6184	6494	6818
		ANNUAL	64107	67312	70678	74212	77922	81818
T70	NE	HOURLY	31.129	32.685	34.320	36.036	37.837	39.729
		MONTHLY	5396	5665	5949	6246	6558	6886
		ANNUAL	64748	67985	71385	74954	78702	82637
T71	NE	HOURLY	31.440	33.012	34.663	36.396	38.216	40.126
		MONTHLY	5450	5722	6008	6309	6624	6955
		ANNUAL	65395	68665	72098	75703	79489	83463
T72	NE	HOURLY	31.755	33.342	35.009	36.760	38.598	40.528
		MONTHLY	5504	5779	6068	6372	6690	7025
		ANNUAL	66049	69352	72819	76460	80283	84298
T73	NE	HOURLY	32.072	33.676	35.359	37.127	38.984	40.933
		MONTHLY	5559	5837	6129	6435	6757	7095
		ANNUAL	66710	70045	73548	77225	81086	85141
T74	NE	HOURLY	32.393	34.012	35.713	37.499	39.374	41.342
		MONTHLY	5615	5895	6190	6500	6825	7166
		ANNUAL	67377	70746	74283	77997	81897	85992
T75	NE	HOURLY	32.717	34.353	36.070	37.874	39.767	41.756
		MONTHLY	5671	5954	6252	6565	6893	7238
		ANNUAL	68051	71453	75026	78777	82716	86852
T76	NE	HOURLY	33.044	34.696	36.431	38.252	40.165	42.173
		MONTHLY	5728	6014	6315	6630	6962	7310
		ANNUAL	68731	72168	75776	79565	83543	87720
T77	NE	HOURLY	33.374	35.043	36.795	38.635	40.567	42.595
		MONTHLY	5785	6074	6378	6697	7032	7383
		ANNUAL	69419	72890	76534	80361	84379	88598
T78	NE	HOURLY	33.708	35.393	37.163	39.021	40.972	43.021
		MONTHLY	5843	6135	6442	6764	7102	7457
		ANNUAL	70113	73618	77299	81164	85223	89484
T79	NE	HOURLY	34.045	35.747	37.535	39.412	41.382	43.451
		MONTHLY	5901	6196	6506	6831	7173	7532
		ANNUAL	70814	74355	78072	81976	86075	90378
T80	NE	HOURLY	34.386	36.105	37.910	39.806	41.796	43.886
		MONTHLY	5960	6258	6571	6900	7245	7607
		ANNUAL	71522	75098	78853	82796	86935	91282

Range	FLSA Status	Rate Type	0 (Minimum)	1	2	3	4	5 (Longevity Only)
T81	NE	HOURLY	34.729	36.466	38.289	40.204	42.214	44.325
		MONTHLY	6020	6321	6637	6969	7317	7683
		ANNUAL	72237	75849	79642	83624	87805	92195
T82	NE	HOURLY	35.077	36.831	38.672	40.606	42.636	44.768
		MONTHLY	6080	6384	6703	7038	7390	7760
		ANNUAL	72960	76608	80438	84460	88683	93117
T83	NE	HOURLY	35.428	37.199	39.059	41.012	43.062	45.215
		MONTHLY	6141	6448	6770	7109	7464	7837
		ANNUAL	73689	77374	81242	85304	89570	94048
T84	NE	HOURLY	35.782	37.571	39.449	41.422	43.493	45.668
		MONTHLY	6202	6512	6838	7180	7539	7916
		ANNUAL	74426	78147	82055	86158	90465	94989
T85	NE	HOURLY	36.140	37.947	39.844	41.836	43.928	46.124
		MONTHLY	6264	6577	6906	7252	7614	7995
		ANNUAL	75170	78929	82875	87019	91370	95939
T86	NE	HOURLY	36.501	38.326	40.242	42.254	44.367	46.586
		MONTHLY	6327	6643	6975	7324	7690	8075
		ANNUAL	75922	79718	83704	87889	92284	96898
T87	NE	HOURLY	36.866	38.709	40.645	42.677	44.811	47.051
		MONTHLY	6390	6710	7045	7397	7767	8156
		ANNUAL	76681	80515	84541	88768	93207	97867
T88	NE	HOURLY	37.235	39.096	41.051	43.104	45.259	47.522
		MONTHLY	6454	6777	7116	7471	7845	8237
		ANNUAL	77448	81321	85387	89656	94139	98846
T89	NE	HOURLY	37.607	39.487	41.462	43.535	45.712	47.997
		MONTHLY	6519	6844	7187	7546	7923	8320
		ANNUAL	78223	82134	86240	90552	95080	99834
T90	NE	HOURLY	37.983	39.882	41.876	43.970	46.169	48.477
		MONTHLY	6584	6913	7259	7621	8003	8403
		ANNUAL	79005	82955	87103	91458	96031	100832
T91	NE	HOURLY	38.363	40.281	42.295	44.410	46.630	48.962
		MONTHLY	6650	6982	7331	7698	8083	8487
		ANNUAL	79795	83785	87974	92373	96991	101841
T92	NE	HOURLY	38.747	40.684	42.718	44.854	47.097	49.452
		MONTHLY	6716	7052	7404	7775	8163	8572
		ANNUAL	80593	84622	88854	93296	97961	102859
T93	NE	HOURLY	39.134	41.091	43.145	45.303	47.568	49.946
		MONTHLY	6783	7122	7479	7852	8245	8657
		ANNUAL	81399	85469	89742	94229	98941	103888

Range	FLSA Status	Rate Type	0 (Minimum)	1	2	3	4	5 (Longevity Only)
T94	NE	HOURLY	39.525	41.502	43.577	45.756	48.043	50.445
		MONTHLY	6851	7194	7553	7931	8328	8744
		ANNUAL	82213	86323	90640	95172	99930	104927
T95	NE	HOURLY	39.921	41.917	44.012	46.213	48.524	50.950
		MONTHLY	6920	7266	7629	8010	8411	8831
		ANNUAL	83035	87187	91546	96123	100929	105976
T96	NE	HOURLY	40.320	42.336	44.453	46.675	49.009	51.459
		MONTHLY	6989	7338	7705	8090	8495	8920
		ANNUAL	83865	88058	92461	97084	101939	107036
T97	NE	HOURLY	40.723	42.759	44.897	47.142	49.499	51.974
		MONTHLY	7059	7412	7782	8171	8580	9009
		ANNUAL	84704	88939	93386	98055	102958	108106

*Due to rounding, salary schedules are a close approximation of actual salary

Range	FLSA Status	Rate Type	0 (Minimum)	1	2	3	4 (Maximum)	5 (Longevity Only)
CS10	NE	HOURLY	16.265	17.078	17.932	18.829	19.770	20.759
		MONTHLY	2819	2960	3108	3264	3426.83	3598
		ANNUAL	33831	35523	37299	39164	41122	43178
CS11	NE	HOURLY	16.428	17.249	18.111	19.017	19.968	20.966
		MONTHLY	2847	2990	3139	3296	3461	3634
		ANNUAL	34169	35878	37672	39555	41533	43610
CS12	NE	HOURLY	16.592	17.421	18.293	19.207	20.168	21.176
		MONTHLY	2876	3020	3171	3329	3496	3670
		ANNUAL	34511	36237	38049	39951	41949	44046
CS13	NE	HOURLY	16.758	17.596	18.475	19.399	20.369	21.388
		MONTHLY	2905	3050	3202	3363	3531	3707
		ANNUAL	34856	36599	38429	40350	42368	44486
CS14	NE	HOURLY	16.925	17.772	18.660	19.593	20.573	21.602
		MONTHLY	2934	3080	3234	3396	3566	3744
		ANNUAL	35205	36965	38813	40754	42792	44931
CS15	NE	HOURLY	17.095	17.949	18.847	19.789	20.779	21.818
		MONTHLY	2963	3111	3267	3430	3602	3782
		ANNUAL	35557	37335	39201	41162	43220	45381
CS16	NE	HOURLY	17.266	18.129	19.035	19.987	20.986	22.036
		MONTHLY	2993	3142	3299	3464	3638	3820
		ANNUAL	35912	37708	39593	41573	43652	45834
CS17	NE	HOURLY	17.438	18.310	19.226	20.187	21.196	22.256
		MONTHLY	3023	3174	3332	3499	3674	3858
		ANNUAL	36272	38085	39989	41989	44088	46293
CS18	NE	HOURLY	17.613	18.493	19.418	20.389	21.408	22.479
		MONTHLY	3053	3205	3366	3534	3711	3896
		ANNUAL	36634	38466	40389	42409	44529	46756
CS19	NE	HOURLY	17.789	18.678	19.612	20.593	21.622	22.703
		MONTHLY	3083	3238	3399	3569	3748	3935
		ANNUAL	37001	38851	40793	42833	44974	47223
CS20	NE	HOURLY	17.967	18.865	19.808	20.799	21.839	22.930
		MONTHLY	3114	3270	3433	3605	3785	3975
		ANNUAL	37371	39239	41201	43261	45424	47695
CS21	NE	HOURLY	18.146	19.054	20.006	21.007	22.057	23.160
		MONTHLY	3145	3303	3468	3641	3823	4014
		ANNUAL	37744	39632	41613	43694	45878	48172
CS22	NE	HOURLY	18.328	19.244	20.206	21.217	22.278	23.391
		MONTHLY	3177	3336	3502	3678	3861	4055
		ANNUAL	38122	40028	42029	44131	46337	48654

Range	FLSA Status	Rate Type	0 (Minimum)	1	2	3	4 (Maximum)	5 (Longevity Only)
CS23	NE	HOURLY	18.511	19.437	20.408	21.429	22.500	23.625
		MONTHLY	3209	3369	3537	3714	3900	4095
		ANNUAL	38503	40428	42450	44572	46801	49141
CS24	NE	HOURLY	18.696	19.631	20.613	21.643	22.725	23.862
		MONTHLY	3241	3403	3573	3751	3939	4136
		ANNUAL	38888	40832	42874	45018	47269	49632
CS25	NE	HOURLY	18.883	19.827	20.819	21.860	22.953	24.100
		MONTHLY	3273	3437	3609	3789	3978	4177
		ANNUAL	39277	41241	43303	45468	47741	50128
CS26	NE	HOURLY	19.072	20.026	21.027	22.078	23.182	24.341
		MONTHLY	3306	3471	3645	3827	4018	4219
		ANNUAL	39670	41653	43736	45923	48219	50630
CS27	NE	HOURLY	19.263	20.226	21.237	22.299	23.414	24.585
		MONTHLY	3339	3506	3681	3865	4058	4261
		ANNUAL	40066	42070	44173	46382	48701	51136
CS28	NE	HOURLY	19.455	20.428	21.449	22.522	23.648	24.830
		MONTHLY	3372	3541	3718	3904	4099	4304
		ANNUAL	40467	42490	44615	46846	49188	51647
CS29	NE	HOURLY	19.650	20.632	21.664	22.747	23.885	25.079
		MONTHLY	3406	3576	3755	3943	4140	4347
		ANNUAL	40872	42915	45061	47314	49680	52164
CS30	NE	HOURLY	19.846	20.839	21.881	22.975	24.123	25.330
		MONTHLY	3440	3612	3793	3982	4181	4390
		ANNUAL	41280	43344	45512	47787	50177	52685
CS31	NE	HOURLY	20.045	21.047	22.099	23.204	24.365	25.583
		MONTHLY	3474	3648	3831	4022	4223	4434
		ANNUAL	41693	43778	45967	48265	50678	53212
CS32	NE	HOURLY	20.245	21.258	22.320	23.436	24.608	25.839
		MONTHLY	3509	3685	3869	4062	4265	4479
		ANNUAL	42110	44216	46426	48748	51185	53744
CS33	NE	HOURLY	20.448	21.470	22.544	23.671	24.854	26.097
		MONTHLY	3544	3721	3908	4103	4308	4523
		ANNUAL	42531	44658	46891	49235	51697	54282
CS34	NE	HOURLY	20.652	21.685	22.769	23.907	25.103	26.358
		MONTHLY	3580	3759	3947	4144	4351	4569
		ANNUAL	42957	45104	47360	49728	52214	54825
CS35	NE	HOURLY	20.859	21.902	22.997	24.147	25.354	26.622
		MONTHLY	3616	3796	3986	4185	4395	4614
		ANNUAL	43386	45555	47833	50225	52736	55373

Range	FLSA Status	Rate Type	0 (Minimum)	1	2	3	4 (Maximum)	5 (Longevity Only)
CS36	NE	HOURLY	21.067	22.121	23.227	24.388	25.607	26.888
		MONTHLY	3652	3834	4026	4227	4439	4661
		ANNUAL	43820	46011	48312	50727	53263	55927
CS37	NE	HOURLY	21.278	22.342	23.459	24.632	25.864	27.157
		MONTHLY	3688	3873	4066	4270	4483	4707
		ANNUAL	44258	46471	48795	51234	53796	56486
CS38	NE	HOURLY	21.491	22.565	23.694	24.878	26.122	27.428
		MONTHLY	3725	3911	4107	4312	4528	4754
		ANNUAL	44701	46936	49283	51747	54334	57051
CS39	NE	HOURLY	21.706	22.791	23.930	25.127	26.383	27.703
		MONTHLY	3762	3950	4148	4355	4573	4802
		ANNUAL	45148	47405	49775	52264	54877	57621
CS40	NE	HOURLY	21.923	23.019	24.170	25.378	26.647	27.980
		MONTHLY	3800	3990	4189	4399	4619	4850
		ANNUAL	45599	47879	50273	52787	55426	58197
CS41	NE	HOURLY	22.142	23.249	24.411	25.632	26.914	28.259
		MONTHLY	3838	4030	4231	4443	4665	4898
		ANNUAL	46055	48358	50776	53315	55980	58779
CS42	NE	HOURLY	22.363	23.482	24.656	25.888	27.183	28.542
		MONTHLY	3876	4070	4274	4487	4712	4947
		ANNUAL	46516	48842	51284	53848	56540	59367
CS43	NE	HOURLY	22.587	23.716	24.902	26.147	27.455	28.827
		MONTHLY	3915	4111	4316	4532	4759	4997
		ANNUAL	46981	49330	51797	54386	57106	59961
CS44	NE	HOURLY	22.813	23.954	25.151	26.409	27.729	29.116
		MONTHLY	3954	4152	4360	4578	4806	5047
		ANNUAL	47451	49823	52314	54930	57677	60561
CS45	NE	HOURLY	23.041	24.193	25.403	26.673	28.006	29.407
		MONTHLY	3994	4193	4403	4623	4854	5097
		ANNUAL	47925	50322	52838	55480	58253	61166
CS46	NE	HOURLY	23.271	24.435	25.657	26.940	28.287	29.701
		MONTHLY	4034	4235	4447	4670	4903	5148
		ANNUAL	48405	50825	53366	56034	58836	61778
CS47	NE	HOURLY	23.504	24.679	25.913	27.209	28.569	29.998
		MONTHLY	4074	4278	4492	4716	4952	5200
		ANNUAL	48889	51333	53900	56595	59424	62396
CS48	NE	HOURLY	23.739	24.926	26.172	27.481	28.855	30.298
		MONTHLY	4115	4321	4537	4763	5002	5252
		ANNUAL	49377	51846	54439	57161	60019	63020

Range	FLSA Status	Rate Type	0 (Minimum)	1	2	3	4 (Maximum)	5 (Longevity Only)
CS49	NE	HOURLY	23.977	25.175	26.434	27.756	29.144	30.601
		MONTHLY	4156	4364	4582	4811	5052	5304
		ANNUAL	49871	52365	54983	57732	60619	63650
CS50	NE	HOURLY	24.216	25.427	26.698	28.033	29.435	30.907
		MONTHLY	4197	4407	4628	4859	5102	5357
		ANNUAL	50370	52888	55533	58310	61225	64286
CS51	NE	HOURLY	24.458	25.681	26.965	28.314	29.729	31.216
		MONTHLY	4239	4451	4674	4908	5153	5411
		ANNUAL	50874	53417	56088	58893	61837	64929
CS52	NE	HOURLY	24.703	25.938	27.235	28.597	30.027	31.528
		MONTHLY	4282	4496	4721	4957	5205	5465
		ANNUAL	51382	53952	56649	59482	62456	65578
CS53	NE	HOURLY	24.950	26.198	27.507	28.883	30.327	31.843
		MONTHLY	4325	4541	4768	5006	5257	5520
		ANNUAL	51896	54491	57216	60076	63080	66234
CS54	NE	HOURLY	25.200	26.460	27.783	29.172	30.630	32.162
		MONTHLY	4368	4586	4816	5056	5309	5575
		ANNUAL	52415	55036	57788	60677	63711	66897
CS55	NE	HOURLY	25.452	26.724	28.060	29.463	30.937	32.483
		MONTHLY	4412	4632	4864	5107	5362	5630
		ANNUAL	52939	55586	58366	61284	64348	67565
CS56	NE	HOURLY	25.706	26.991	28.341	29.758	31.246	32.808
		MONTHLY	4456	4679	4912	5158	5416	5687
		ANNUAL	53469	56142	58949	61897	64992	68241
CS57	NE	HOURLY	25.963	27.261	28.624	30.056	31.558	33.136
		MONTHLY	4500	4725	4962	5210	5470	5744
		ANNUAL	54003	56704	59539	62516	65641	68924
CS58	NE	HOURLY	26.223	27.534	28.911	30.356	31.874	33.468
		MONTHLY	4545	4773	5011	5262	5525	5801
		ANNUAL	54543	57271	60134	63141	66298	69613
CS59	NE	HOURLY	26.485	27.809	29.200	30.660	32.193	33.802
		MONTHLY	4591	4820	5061	5314	5580	5859
		ANNUAL	55089	57843	60735	63772	66961	70309
CS60	NE	HOURLY	26.750	28.087	29.492	30.966	32.515	34.140
		MONTHLY	4637	4868	5112	5367	5636	5918
		ANNUAL	55640	58422	61343	64410	67630	71012
CS61	NE	HOURLY	27.017	28.368	29.787	31.276	32.840	34.482
		MONTHLY	4683	4917	5163	5421	5692	5977
		ANNUAL	56196	59006	61956	65054	68307	71722

Range	FLSA Status	Rate Type	0 (Minimum)	1	2	3	4 (Maximum)	5 (Longevity Only)
CS62	NE	HOURLY	27.288	28.652	30.085	31.589	33.168	34.827
		MONTHLY	4730	4966	5215	5475	5749	6037
		ANNUAL	56758	59596	62576	65705	68990	72439
CS63	NE	HOURLY	27.560	28.938	30.385	31.905	33.500	35.175
		MONTHLY	4777	5016	5267	5530	5807	6097
		ANNUAL	57326	60192	63202	66362	69680	73164
CS64	NE	HOURLY	27.836	29.228	30.689	32.224	33.835	35.527
		MONTHLY	4825	5066	5319	5585	5865	6158
		ANNUAL	57899	60794	63834	67025	70377	73895
CS65	NE	HOURLY	28.114	29.520	30.996	32.546	34.173	35.882
		MONTHLY	4873	5117	5373	5641	5923	6220
		ANNUAL	58478	61402	64472	67696	71080	74634
CS66	NE	HOURLY	28.396	29.815	31.306	32.871	34.515	36.241
		MONTHLY	4922	5168	5426	5698	5983	6282
		ANNUAL	59063	62016	65117	68372	71791	75381
CS67	NE	HOURLY	28.680	30.113	31.619	33.200	34.860	36.603
		MONTHLY	4971	5220	5481	5755	6042	6345
		ANNUAL	59653	62636	65768	69056	72509	76134
CS68	NE	HOURLY	28.966	30.415	31.935	33.532	35.209	36.969
		MONTHLY	5021	5272	5535	5812	6103	6408
		ANNUAL	60250	63262	66426	69747	73234	76896
CS69	NE	HOURLY	29.256	30.719	32.255	33.867	35.561	37.339
		MONTHLY	5071	5325	5591	5870	6164	6472
		ANNUAL	60852	63895	67090	70444	73966	77665
CS70	NE	HOURLY	29.549	31.026	32.577	34.206	35.916	37.712
		MONTHLY	5122	5378	5647	5929	6226	6537
		ANNUAL	61461	64534	67761	71149	74706	78441
CS71	NE	HOURLY	29.844	31.336	32.903	34.548	36.276	38.089
		MONTHLY	5173	5432	5703	5988	6288	6602
		ANNUAL	62076	65179	68438	71860	75453	79226
CS72	NE	HOURLY	30.142	31.650	33.232	34.894	36.638	38.470
		MONTHLY	5225	5486	5760	6048	6351	6668
		ANNUAL	62696	65831	69123	72579	76208	80018
CS73	NE	HOURLY	30.444	31.966	33.564	35.243	37.005	38.855
		MONTHLY	5277	5541	5818	6109	6414	6735
		ANNUAL	63323	66489	69814	73305	76970	80818
CS74	NE	HOURLY	30.748	32.286	33.900	35.595	37.375	39.243
		MONTHLY	5330	5596	5876	6170	6478	6802
		ANNUAL	63956	67154	70512	74038	77739	81626

Range	FLSA Status	Rate Type	0 (Minimum)	1	2	3	4 (Maximum)	5 (Longevity Only)
CS75	NE	HOURLY	31.056	32.609	34.239	35.951	37.749	39.636
		MONTHLY	5383	5652	5935	6231	6543	6870
		ANNUAL	64596	67826	71217	74778	78517	82443
CS76	NE	HOURLY	31.366	32.935	34.581	36.310	38.126	40.032
		MONTHLY	5437	5709	5994	6294	6609	6939
		ANNUAL	65242	68504	71929	75526	79302	83267
CS77	NE	HOURLY	31.680	33.264	34.927	36.674	38.507	40.433
		MONTHLY	5491	5766	6054	6357	6675	7008
		ANNUAL	65894	69189	72649	76281	80095	84100
CS78	NE	HOURLY	31.997	33.597	35.276	37.040	38.892	40.837
		MONTHLY	5546	5823	6115	6420	6741	7078
		ANNUAL	66553	69881	73375	77044	80896	84941
CS79	NE	HOURLY	32.317	33.933	35.629	37.411	39.281	41.245
		MONTHLY	5602	5882	6176	6485	6809	7149
		ANNUAL	67219	70580	74109	77814	81705	85790
CS80	NE	HOURLY	32.640	34.272	35.986	37.785	39.674	41.658
		MONTHLY	5658	5940	6237	6549	6877	7221
		ANNUAL	67891	71286	74850	78592	82522	86648
CS81	NE	HOURLY	32.966	34.615	36.345	38.163	40.071	42.074
		MONTHLY	5714	6000	6300	6615	6946	7293
		ANNUAL	68570	71998	75598	79378	83347	87515
CS82	NE	HOURLY	33.296	34.961	36.709	38.544	40.472	42.495
		MONTHLY	5771	6060	6363	6681	7015	7366
		ANNUAL	69256	72718	76354	80172	84181	88390
CS83	NE	HOURLY	33.629	35.310	37.076	38.930	40.876	42.920
		MONTHLY	5829	6120	6426	6748	7085	7439
		ANNUAL	69948	73446	77118	80974	85023	89274
CS84	NE	HOURLY	33.965	35.664	37.447	39.319	41.285	43.349
		MONTHLY	5887	6182	6491	6815	7156	7514
		ANNUAL	70648	74180	77889	81784	85873	90166
CS85	NE	HOURLY	34.305	36.020	37.821	39.712	41.698	43.783
		MONTHLY	5946	6243	6556	6883	7228	7589
		ANNUAL	71354	74922	78668	82601	86731	91068
CS86	NE	HOURLY	34.648	36.380	38.199	40.109	42.115	44.221
		MONTHLY	6006	6306	6621	6952	7300	7665
		ANNUAL	72068	75671	79455	83427	87599	91979

Range	FLSA Status	Rate Type	0 (Minimum)	1	2	3	4 (Maximum)	5 (Longevity Only)
MM21	E	HOURLY	26.620	27.951	29.349	30.816	32.357	33.975
		MONTHLY	4614	4845	5087	5341	5608.57	5889
		ANNUAL	55370	58139	61046	64098	67303	70668
MM22	E	HOURLY	26.886	28.231	29.642	31.124	32.681	34.315
		MONTHLY	4660	4893	5138	5395	5665	5948
		ANNUAL	55924	58720	61656	64739	67976	71375
MM23	E	HOURLY	27.155	28.513	29.939	31.436	33.008	34.658
		MONTHLY	4707	4942	5189	5449	5721	6007
		ANNUAL	56483	59307	62273	65386	68656	72088
MM24	E	HOURLY	27.427	28.798	30.238	31.750	33.338	35.004
		MONTHLY	4754	4992	5241	5503	5779	6067
		ANNUAL	57048	59900	62895	66040	69342	72809
MM25	E	HOURLY	27.701	29.086	30.541	32.068	33.671	35.355
		MONTHLY	4802	5042	5294	5558	5836	6128
		ANNUAL	57618	60499	63524	66701	70036	73537
MM26	E	HOURLY	27.978	29.377	30.846	32.388	34.008	35.708
		MONTHLY	4850	5092	5347	5614	5895	6189
		ANNUAL	58195	61104	64160	67368	70736	74273
MM27	E	HOURLY	28.258	29.671	31.154	32.712	34.348	36.065
		MONTHLY	4898	5143	5400	5670	5954	6251
		ANNUAL	58777	61715	64801	68041	71443	75015
MM28	E	HOURLY	28.541	29.968	31.466	33.039	34.691	36.426
		MONTHLY	4947	5194	5454	5727	6013	6314
		ANNUAL	59364	62333	65449	68722	72158	75766
MM29	E	HOURLY	28.826	30.267	31.781	33.370	35.038	36.790
		MONTHLY	4997	5246	5509	5784	6073	6377
		ANNUAL	59958	62956	66104	69409	72879	76523
MM30	E	HOURLY	29.114	30.570	32.098	33.703	35.389	37.158
		MONTHLY	5046	5299	5564	5842	6134	6441
		ANNUAL	60558	63585	66765	70103	73608	77289
MM31	E	HOURLY	29.405	30.876	32.419	34.040	35.742	37.530
		MONTHLY	5097	5352	5619	5900	6195	6505
		ANNUAL	61163	64221	67432	70804	74344	78061
MM32	E	HOURLY	29.699	31.184	32.744	34.381	36.100	37.905
		MONTHLY	5148	5405	5676	5959	6257	6570
		ANNUAL	61775	64864	68107	71512	75088	78842
MM33	E	HOURLY	29.996	31.496	33.071	34.725	36.461	38.284
		MONTHLY	5199	5459	5732	6019	6320	6636
		ANNUAL	62393	65512	68788	72227	75839	79630
MM34	E	HOURLY	30.296	31.811	33.402	35.072	36.825	38.667
		MONTHLY	5251	5514	5790	6079	6383	6702
		ANNUAL	63016	66167	69476	72949	76597	80427
MM35	E	HOURLY	30.599	32.129	33.736	35.423	37.194	39.053
		MONTHLY	5304	5569	5848	6140	6447	6769
		ANNUAL	63647	66829	70170	73679	77363	81231
MM36	E	HOURLY	30.905	32.451	34.073	35.777	37.566	39.444
		MONTHLY	5357	5625	5906	6201	6511	6837
		ANNUAL	64283	67497	70872	74416	78137	82043
MM37	E	HOURLY	31.214	32.775	34.414	36.135	37.941	39.838
		MONTHLY	5410	5681	5965	6263	6576	6905
		ANNUAL	64926	68172	71581	75160	78918	82864

Range	FLSA Status	Rate Type	0 (Minimum)	1	2	3	4 (Maximum)	5 (Longevity Only)
MM38	E	HOURLY	31.527	33.103	34.758	36.496	38.321	40.237
		MONTHLY	5465	5738	6025	6326	6642	6974
		ANNUAL	65575	68854	72297	75911	79707	83692
MM39	E	HOURLY	31.842	33.434	35.106	36.861	38.704	40.639
		MONTHLY	5519	5795	6085	6389	6709	7044
		ANNUAL	66231	69542	73020	76671	80504	84529
MM40	E	HOURLY	32.160	33.768	35.457	37.229	39.091	41.045
		MONTHLY	5574	5853	6146	6453	6776	7115
		ANNUAL	66893	70238	73750	77437	81309	85375
MM41	E	HOURLY	32.482	34.106	35.811	37.602	39.482	41.456
		MONTHLY	5630	5912	6207	6518	6844	7186
		ANNUAL	67562	70940	74487	78212	82122	86228
MM42	E	HOURLY	32.807	34.447	36.169	37.978	39.877	41.871
		MONTHLY	5686	5971	6269	6583	6912	7258
		ANNUAL	68238	71650	75232	78994	82943	87091
MM43	E	HOURLY	33.135	34.791	36.531	38.358	40.275	42.289
		MONTHLY	5743	6031	6332	6649	6981	7330
		ANNUAL	68920	72366	75985	79784	83773	87962
MM44	E	HOURLY	33.466	35.139	36.896	38.741	40.678	42.712
		MONTHLY	5801	6091	6395	6715	7051	7403
		ANNUAL	69609	73090	76744	80582	84611	88841
MM45	E	HOURLY	33.801	35.491	37.265	39.129	41.085	43.139
		MONTHLY	5859	6152	6459	6782	7121	7477
		ANNUAL	70305	73821	77512	81387	85457	89730
MM46	E	HOURLY	34.139	35.846	37.638	39.520	41.496	43.571
		MONTHLY	5917	6213	6524	6850	7193	7552
		ANNUAL	71009	74559	78287	82201	86311	90627
MM47	E	HOURLY	34.480	36.204	38.014	39.915	41.911	44.006
		MONTHLY	5977	6275	6589	6919	7265	7628
		ANNUAL	71719	75305	79070	83023	87174	91533
MM48	E	HOURLY	34.825	36.566	38.394	40.314	42.330	44.446
		MONTHLY	6036	6338	6655	6988	7337	7704
		ANNUAL	72436	76058	79860	83853	88046	92448
MM49	E	HOURLY	35.173	36.932	38.778	40.717	42.753	44.891
		MONTHLY	6097	6402	6722	7058	7411	7781
		ANNUAL	73160	76818	80659	84692	88927	93373
MM50	E	HOURLY	35.525	37.301	39.166	41.124	43.181	45.340
		MONTHLY	6158	6466	6789	7128	7485	7859
		ANNUAL	73892	77586	81466	85539	89816	94307
MM51	E	HOURLY	35.880	37.674	39.558	41.536	43.613	45.793
		MONTHLY	6219	6530	6857	7200	7560	7937
		ANNUAL	74631	78362	82280	86394	90714	95250
MM52	E	HOURLY	36.239	38.051	39.953	41.951	44.049	46.251
		MONTHLY	6281	6595	6925	7272	7635	8017
		ANNUAL	75377	79146	83103	87258	91621	96202
MM53	E	HOURLY	36.601	38.431	40.353	42.371	44.489	46.714
		MONTHLY	6344	6661	6995	7344	7711	8097
		ANNUAL	76131	79937	83934	88131	92537	97164
MM54	E	HOURLY	36.967	38.816	40.756	42.794	44.934	47.181
		MONTHLY	6408	6728	7064	7418	7789	8178
		ANNUAL	76892	80737	84774	89012	93463	98136
MM55	E	HOURLY	37.337	39.204	41.164	43.222	45.383	47.653
		MONTHLY	6472	6795	7135	7492	7866	8260
		ANNUAL	77661	81544	85621	89902	94397	99117

Range	FLSA Status	Rate Type	0 (Minimum)	1	2	3	4 (Maximum)	5 (Longevity Only)
MM56	E	HOURLY	37.710	39.596	41.576	43.654	45.837	48.129
		MONTHLY	6536	6863	7206	7567	7945	8342
		ANNUAL	78438	82359	86477	90801	95341	100108
MM57	E	HOURLY	38.087	39.992	41.991	44.091	46.296	48.610
		MONTHLY	6602	6932	7279	7642	8025	8426
		ANNUAL	79222	83183	87342	91709	96295	101110
MM58	E	HOURLY	38.468	40.392	42.411	44.532	46.759	49.096
		MONTHLY	6668	7001	7351	7719	8105	8510
		ANNUAL	80014	84015	88216	92626	97258	102121
MM59	E	HOURLY	38.853	40.796	42.835	44.977	47.226	49.587
		MONTHLY	6735	7071	7425	7796	8186	8595
		ANNUAL	80814	84855	89098	93553	98230	103142
MM60	E	HOURLY	39.242	41.204	43.264	45.427	47.698	50.083
		MONTHLY	6802	7142	7499	7874	8268	8681
		ANNUAL	81622	85704	89989	94488	99213	104173
MM61	E	HOURLY	39.634	41.616	43.696	45.881	48.175	50.584
		MONTHLY	6870	7213	7574	7953	8350	8768
		ANNUAL	82439	86561	90889	95433	100205	105215
MM62	E	HOURLY	40.030	42.032	44.133	46.340	48.657	51.090
		MONTHLY	6939	7286	7650	8032	8434	8856
		ANNUAL	83263	87426	91798	96387	101207	106267
MM63	E	HOURLY	40.431	42.452	44.575	46.804	49.144	51.601
		MONTHLY	7008	7358	7726	8113	8518	8944
		ANNUAL	84096	88301	92716	97351	102219	107330
MM64	E	HOURLY	40.835	42.877	45.021	47.272	49.635	52.117
		MONTHLY	7078	7432	7804	8194	8603	9034
		ANNUAL	84937	89184	93643	98325	103241	108403
MM65	E	HOURLY	41.243	43.305	45.471	47.744	50.131	52.638
		MONTHLY	7149	7506	7882	8276	8689	9124
		ANNUAL	85786	90075	94579	99308	104273	109487
MM66	E	HOURLY	41.656	43.739	45.925	48.222	50.633	53.164
		MONTHLY	7220	7581	7960	8358	8776	9215
		ANNUAL	86644	90976	95525	100301	105316	110582
MM67	E	HOURLY	42.072	44.176	46.385	48.704	51.139	53.696
		MONTHLY	7293	7657	8040	8442	8864	9307
		ANNUAL	87510	91886	96480	101304	106369	111688
MM68	E	HOURLY	42.493	44.618	46.849	49.191	51.651	54.233
		MONTHLY	7365	7734	8120	8526	8953	9400
		ANNUAL	88385	92805	97445	102317	107433	112805
MM69	E	HOURLY	42.918	45.064	47.317	49.683	52.167	54.775
		MONTHLY	7439	7811	8202	8612	9042	9494
		ANNUAL	89269	93733	98419	103340	108507	113933
MM70	E	HOURLY	43.347	45.514	47.790	50.180	52.689	55.323
		MONTHLY	7513	7889	8284	8698	9133	9589
		ANNUAL	90162	94670	99404	104374	109592	115072
MM71	E	HOURLY	43.781	45.970	48.268	50.681	53.216	55.876
		MONTHLY	7589	7968	8366	8785	9224	9685
		ANNUAL	91064	95617	100398	105418	110688	116223
MM72	E	HOURLY	44.218	46.429	48.751	51.188	53.748	56.435
		MONTHLY	7665	8048	8450	8873	9316	9782
		ANNUAL	91974	96573	101402	106472	111795	117385
MM73	E	HOURLY	44.661	46.894	49.238	51.700	54.285	56.999
		MONTHLY	7741	8128	8535	8961	9409	9880
		ANNUAL	92894	97539	102416	107536	112913	118559

Range	FLSA Status	Rate Type	0 (Minimum)	1	2	3	4 (Maximum)	5 (Longevity Only)
MM74	E	HOURLY	45.107	47.363	49.731	52.217	54.828	57.569
		MONTHLY	7819	8210	8620	9051	9504	9979
		ANNUAL	93823	98514	103440	108612	114042	119744
MM75	E	HOURLY	45.558	47.836	50.228	52.739	55.376	58.145
		MONTHLY	7897	8292	8706	9141	9599	10078
		ANNUAL	94761	99499	104474	109698	115183	120942
MM76	E	HOURLY	46.014	48.315	50.730	53.267	55.930	58.727
		MONTHLY	7976	8375	8793	9233	9695	10179
		ANNUAL	95709	100494	105519	110795	116335	122151
MM77	E	HOURLY	46.474	48.798	51.238	53.799	56.489	59.314
		MONTHLY	8055	8458	8881	9325	9791	10281
		ANNUAL	96666	101499	106574	111903	117498	123373
MM78	E	HOURLY	46.939	49.286	51.750	54.337	57.054	59.907
		MONTHLY	8136	8543	8970	9418	9889	10384
		ANNUAL	97633	102514	107640	113022	118673	124607
MM79	E	HOURLY	47.408	49.779	52.267	54.881	57.625	60.506
		MONTHLY	8217	8628	9060	9513	9988	10488
		ANNUAL	98609	103539	108716	114152	119860	125853
MM80	E	HOURLY	47.882	50.276	52.790	55.430	58.201	61.111
		MONTHLY	8300	8715	9150	9608	10088	10593
		ANNUAL	99595	104575	109803	115294	121058	127111
MM81	E	HOURLY	48.361	50.779	53.318	55.984	58.783	61.722
		MONTHLY	8383	8802	9242	9704	10189	10699
		ANNUAL	100591	105620	110901	116447	122269	128382
MM82	E	HOURLY	48.845	51.287	53.851	56.544	59.371	62.339
		MONTHLY	8466	8890	9334	9801	10291	10806
		ANNUAL	101597	106677	112010	117611	123492	129666
MM83	E	HOURLY	49.333	51.800	54.390	57.109	59.965	62.963
		MONTHLY	8551	8979	9428	9899	10394	10914
		ANNUAL	102613	107743	113131	118787	124726	130963
MM84	E	HOURLY	49.826	52.318	54.934	57.680	60.564	63.593
		MONTHLY	8637	9068	9522	9998	10498	11023
		ANNUAL	103639	108821	114262	119975	125974	132272
MM85	E	HOURLY	50.325	52.841	55.483	58.257	61.170	64.228
		MONTHLY	8723	9159	9617	10098	10603	11133
		ANNUAL	104675	109909	115404	121175	127233	133595

*Due to rounding, salary schedules are a close approximation of actual salary.

Employee Units Included:
Redlands Professional Firefighters Association
Redlands Association of Fire Management Employees

City of Redlands
SALARY SCHEDULE

Title	Range	FLSA Status	Rate Type	0 (Minimum)	1	2	3	4	5 (Maximum-Available July 1, 2013)	6 (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

*Due to rounding, salary schedules are close approximations of actual salary

Employee Units Included:

Redlands Professional Police Officers Association

Redlands Association of Safety Management Employees

**City of Redlands
SALARY SCHEDULE**

Title	Range	Rate Type	0 (Minimum)	1	2	3	4	5 (Longevity)	6 (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 Commander	P81	HOURLY	64.986	68.235	71.647	75.230	78.991	82.941	
		MONTHLY	11264	11827	12419	13040	13692	14376	
		ANNUAL	135171	141930	149026	156478	164301	172517	
Deputy Chief	P85	HOURLY	73.629	77.311	81.177	85.235	89.497	93.972	
		MONTHLY	12762	13401	14071	14774	15513	16288	
		ANNUAL	153149	160807	168847	177289	186154	195462	

*Due to rounding, salary schedules are close approximations of actual salary

Range	FLSA Status	Rate Type	0 (Minimum)	1	2	3	4 (Maximum)	5 (Longevity Only)
M65		HOURLY	36.584	38.414	40.334	42.351	44.469	46.692
		MONTHLY	6341	6658	6991	7341	7707.88	8093
		ANNUAL	76096	79900	83895	88090	92495	97119
M66		HOURLY	37.499	39.374	41.343	43.410	45.580	47.859
		MONTHLY	6500	6825	7166	7524	7901	8296
		ANNUAL	77998	81898	85993	90292	94807	99547
M67		HOURLY	38.436	40.358	42.376	44.495	46.720	49.056
		MONTHLY	6662	6995	7345	7712	8098	8503
		ANNUAL	79948	83945	88142	92550	97177	102036
M68		HOURLY	39.397	41.367	43.436	45.607	47.888	50.282
		MONTHLY	6829	7170	7529	7905	8301	8716
		ANNUAL	81947	86044	90346	94863	99607	104587
M69		HOURLY	40.382	42.401	44.521	46.748	49.085	51.539
		MONTHLY	7000	7350	7717	8103	8508	8933
		ANNUAL	83995	88195	92605	97235	102097	107202
M70		HOURLY	41.392	43.461	45.635	47.916	50.312	52.828
		MONTHLY	7175	7533	7910	8305	8721	9157
		ANNUAL	86095	90400	94920	99666	104649	109882
M71		HOURLY	42.427	44.548	46.775	49.114	51.570	54.148
		MONTHLY	7354	7722	8108	8513	8939	9386
		ANNUAL	88247	92660	97293	102157	107265	112629
M72		HOURLY	43.487	45.662	47.945	50.342	52.859	55.502
		MONTHLY	7538	7915	8310	8726	9162	9620
		ANNUAL	90454	94976	99725	104711	109947	115444
M73		HOURLY	44.575	46.803	49.143	51.601	54.181	56.890
		MONTHLY	7726	8113	8518	8944	9391	9861
		ANNUAL	92715	97351	102218	107329	112696	118330
M74		HOURLY	45.689	47.973	50.372	52.891	55.535	58.312
		MONTHLY	7919	8315	8731	9168	9626	10107
		ANNUAL	95033	99784	104774	110012	115513	121289
M75		HOURLY	46.831	49.173	51.631	54.213	56.923	59.770
		MONTHLY	8117	8523	8949	9397	9867	10360
		ANNUAL	97409	102279	107393	112763	118401	124321
M76		HOURLY	48.002	50.402	52.922	55.568	58.347	61.264
		MONTHLY	8320	8736	9173	9632	10113	10619
		ANNUAL	99844	104836	110078	115582	121361	127429

Range	FLSA Status	Rate Type	0 (Minimum)	1	2	3	4 (Maximum)	5 (Longevity Only)
M77		HOURLY	49.202	51.662	54.245	56.957	59.805	62.796
		MONTHLY	8528	8955	9402	9873	10366	10885
		ANNUAL	102340	107457	112830	118471	124395	130615
M78		HOURLY	50.432	52.954	55.601	58.381	61.300	64.365
		MONTHLY	8742	9179	9638	10119	10625	11157
		ANNUAL	104898	110143	115651	121433	127505	133880
M79		HOURLY	51.693	54.277	56.991	59.841	62.833	65.975
		MONTHLY	8960	9408	9878	10372	10891	11436
		ANNUAL	107521	112897	118542	124469	130692	137227
M80		HOURLY	52.985	55.634	58.416	61.337	64.404	67.624
		MONTHLY	9184	9643	10125	10632	11163	11721
		ANNUAL	110209	115719	121505	127581	133960	140658
M81		HOURLY	54.310	57.025	59.876	62.870	66.014	69.314
		MONTHLY	9414	9884	10379	10898	11442	12015
		ANNUAL	112964	118612	124543	130770	137309	144174
M82		HOURLY	55.667	58.451	61.373	64.442	67.664	71.047
		MONTHLY	9649	10131	10638	11170	11728	12315
		ANNUAL	115788	121578	127657	134039	140741	147778
M83		HOURLY	57.059	59.912	62.908	66.053	69.356	72.824
		MONTHLY	9890	10385	10904	11449	12022	12623
		ANNUAL	118683	124617	130848	137390	144260	151473
M84		HOURLY	58.486	61.410	64.480	67.704	71.090	74.644
		MONTHLY	10138	10644	11177	11735	12322	12938
		ANNUAL	121650	127733	134119	140825	147866	155260
M85		HOURLY	59.948	62.945	66.092	69.397	72.867	76.510
		MONTHLY	10391	10910	11456	12029	12630	13262
		ANNUAL	124691	130926	137472	144346	151563	159141
M86		HOURLY	61.446	64.519	67.745	71.132	74.689	78.423
		MONTHLY	10651	11183	11742	12330	12946	13593
		ANNUAL	127809	134199	140909	147954	155352	163120
M87		HOURLY	62.983	66.132	69.438	72.910	76.556	80.384
		MONTHLY	10917	11463	12036	12638	13270	13933
		ANNUAL	131004	137554	144432	151653	159236	167198
M88		HOURLY	64.557	67.785	71.174	74.733	78.470	82.393
		MONTHLY	11190	11749	12337	12954	13601	14281
		ANNUAL	134279	140993	148043	155445	163217	171378

Range	FLSA Status	Rate Type	0 (Minimum)	1	2	3	4 (Maximum)	5 (Longevity Only)
M89		HOURLY	66.171	69.480	72.954	76.601	80.431	84.453
		MONTHLY	11470	12043	12645	13278	13941	14639
		ANNUAL	137636	144518	151744	159331	167297	175662
M90		HOURLY	67.825	71.217	74.777	78.516	82.442	86.564
		MONTHLY	11756	12344	12961	13610	14290	15004
		ANNUAL	141077	148131	155537	163314	171480	180054
M91		HOURLY	69.521	72.997	76.647	80.479	84.503	88.728
		MONTHLY	12050	12653	13285	13950	14647	15380
		ANNUAL	144604	151834	159426	167397	175767	184555
M92		HOURLY	71.259	74.822	78.563	82.491	86.616	90.947
		MONTHLY	12352	12969	13618	14298	15013	15764
		ANNUAL	148219	155630	163411	171582	180161	189169
M93		HOURLY	73.041	76.693	80.527	84.554	88.781	93.220
		MONTHLY	12660	13293	13958	14656	15389	16158
		ANNUAL	151924	159521	167497	175871	184665	193898
M94		HOURLY	74.867	78.610	82.540	86.667	91.001	95.551
		MONTHLY	12977	13626	14307	15022	15773	16562
		ANNUAL	155722	163509	171684	180268	189282	198746
M95		HOURLY	76.738	80.575	84.604	88.834	93.276	97.940
		MONTHLY	13301	13966	14665	15398	16168	16976
		ANNUAL	159615	167596	175976	184775	194014	203714
M96		HOURLY	78.657	82.589	86.719	91.055	95.608	100.388
		MONTHLY	13634	14316	15031	15783	16572	17401
		ANNUAL	163606	171786	180375	189394	198864	208807
M97		HOURLY	80.623	84.654	88.887	93.331	97.998	102.898
		MONTHLY	13975	14673	15407	16177	16986	17836
		ANNUAL	167696	176081	184885	194129	203836	214027
M98		HOURLY	82.639	86.771	91.109	95.665	100.448	105.470
		MONTHLY	14324	15040	15792	16582	17411	18281
		ANNUAL	171888	180483	189507	198982	208931	219378
M99		HOURLY	84.705	88.940	93.387	98.056	102.959	108.107
		MONTHLY	14682	15416	16187	16996	17846	18739
		ANNUAL	176186	184995	194245	203957	214155	224862
M100		HOURLY	86.822	91.163	95.722	100.508	105.533	110.810
		MONTHLY	15049	15802	16592	17421	18292	19207
		ANNUAL	180590	189620	199101	209056	219509	230484

*Due to rounding, salary schedules are close approximations of actual salary

Department Director Salary Table (DD)

Range	Minimum Monthly Salary	Maximum Monthly Salary
01	12,896	15,678
02	13,889	16,881
03 - Director, Development Services	13,966	16,957
04 - Assistant City Manager	14,593	17,738
04 - Director, Management Services	14,593	17,738
04 - Director, Quality of Life	14,593	17,738
05 - Director Municipal Utilities and Engineering	15,332	18,637
06 - Fire Chief	16,018	19,467
07 - Police Chief	16,034	21,693

Salary Schedule (C)

Range	Minimum Monthly Salary	Maximum Monthly Salary
C1 - City Attorney	19,449	24,131
C2 - City Manager	21,707	26,862



City of
REDLANDS

EMPLOYEES INCLUDED:
Part-time Classifications
Effective July 2020

CLASSIFICATION TITLE	HOURLY RATE/RANGE	
Administrative Assistant		18.01
Sr. Administrative Assistant		24.27
Background Investigator I/II	30.00	35.00
Building Maintenance Worker		22.64
Cemetery Aide		14.64
Community Service Officer I/II	20.45	22.59
IT Intern		15.00
Equipment Operator OIT		18.74
Event Assistant		14.11
Grounds Maintenance Worker		17.48
Library Page		14.00
Library Clerk		16.30
Library Specialist		19.31
Maintenance Worker		17.83
Museum Attendant		14.00
Planning Intern		14.00
Program Aide		14.37
Program Assistant		14.92
Technical Services Clerk		17.48
Wastewater/Water Operations Apprentice		15.00
Water Waste Investigator		19.00

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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				BITECH ORGKEY	MUNIS ORG	
GENERAL FUND				101100	101100	
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED	
SALARIES AND BENEFITS						
4000	5001	Salaries: Full-Time	95,069	115,712	101,462	69,019
4005	5002	Salaries: Part-Time	20,804	-	25,140	48,010
4010	5101	Overtime Salaries	166	100	-	-
4015	5301	Banked Leave Buy Back	14,239	7,905	7,905	3,134
4050	5401	Pension Contributions	23,662	29,497	30,462	19,197
4051	5501	FICA/Medicare	9,077	8,624	8,215	8,433
4053	5601	Deferred Compensation	1,477	1,292	1,570	1,291
4055	5701	Health/Dental Insurance	33,822	67,584	32,531	25,083
4056	5702	Workers' Comp Insurance	2,078	2,067	2,067	2,274
4057	5703	Disability Insurance	218	207	190	-
4058	5704	Unemployment Insurance	454	1,150	697	2,567
4059	5705	Life Insurance	75	66	73	40
4081	5802	Eyecare Reimbursement	56	236	236	142
4082	5803	Clothing Allowance	120	120	120	-
4085	5903	Other Taxable Benefits	98	778	105	95
		TOTAL SALARIES AND BENEFITS	201,415	235,338	210,773	179,285
SERVICES						
5103	6703	Software Support/Development	-	-	20	-
5140	6102	Legal Services	1,054	-	-	-
5240	6401	Meeting & Prof Development	680	2,500	1,000	-
5255	6402	Travel Expense/Reimbursement	1,521	-	1,000	-
5270	6901	Printing and Binding	3,629	3,000	500	2,000
5275	6601	Postage	5,729	300	300	300
5280	6902	Advertising	-	1,500	-	-
5395	6802	Info Tech Service Charges	17,064	15,886	15,886	9,837
5490	6510	Other Insurance	3,223	3,500	3,300	3,500
5570	6906	Office Equip & Furn Rent	7,077	7,500	11,500	11,500
5760	6708	Special Program Expenditures	28,899	35,100	25,000	35,000
5800	6909	Subscriptions & Memberships	73,593	73,910	73,000	74,200
5840	6403	Training	775	-	-	-
		TOTAL SERVICES	143,243	143,196	131,506	136,337
SUPPLIES						
6140	7002	Office Supplies	2,278	2,500	1,500	2,500
6590	7810	Special Departmental Supplies	21,878	1,000	-	-
		TOTAL SUPPLIES	24,156	3,500	1,500	2,500
FIXED ASSETS						
7150	8501	Other Betterments/Improv	5,334	-	-	-
		TOTAL CAPITAL EXPENDITURES	5,334	-	-	-
		DEPARTMENT TOTAL	374,149	382,034	343,779	318,122

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 on-line records research capability to the public
- Provide training to at least one staff member per department to effectively utilize the City's automated records system
- Document proceedings associated with all City Council, Successor Agency and Redlands Financing Authority meetings and make them accessible to the public in a timely manner

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. The department provides service to the public, City Council, City Manager, and all administrative departments.

Program Objectives:

- Maintain an open door policy to the public
- Conduct general municipal elections and special municipal elections in accordance with the California Elections Code and coordinate ballot measures, arguments, and impartial analysis documents
- Coordinate actions with the County Registrar of Voters during primary, general and special elections
- Fulfill duties as filing officer for campaign statements for officeholders, candidates, and political action committees
- Maintain an accurate record of City Council proceedings through a comprehensive general index of all minutes, resolutions, contracts, agreements, and deeds
- Act as secretary to the Successor Agency to the Redevelopment Agency and 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
- 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 149 positions, including elected officials, designated staff 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 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
- Administer and file oaths of office

Department Innovations

The public can now access City Council documents through the City's website. Documents include minutes, resolutions, ordinances, contracts and agreements and deeds and easements. The Innovation and Technology Department staff established an easy to use WebLink, directing users to the City's archiving system, known as Laserfiche. Users can browse, search, retrieve, download and print documents. This enhances citizen awareness and promotes accountability and trust in government.

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

Strategic Goals –

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

Accomplishments for Fiscal Year 2019-2020:

- Enhanced public accessibility to City Council documents, including minutes, resolutions, ordinances, contracts and deeds and easements directly through the City's website
- Digitized City Council documents to storage system, known as Laserfiche
- Coordinated the submission of economic interest statements from one hundred forty-nine elected officials, appointed commissioners and designated staff members
- Managed the Special Municipal Election, placing Measure G on the Presidential Primary ballot held March 3, 2020
- Managed finance reporting documents for two committees associated with Measure G
- Managed the biannual campaign finance reporting of seven elected officials and seven committees
- Documented proceedings and decisions associated with all City Council regular and special meetings establishing the historical record
- Documented proceeding and decisions associated with all regular and special meetings for Successor Agency to the Redevelopment Agency and for the Redlands Financing Authority
- Tracked Council Member Ethics Training requirements
- Attended multiple training sessions hosted by the City Clerks Association of California

**DEPARTMENT/DIVISION
CITY CLERK**

FUND GENERAL FUND				BITECH ORGKEY 101110	MUNIS ORG 101110	
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED	
SALARIES AND BENEFITS						
4000	5001	Salaries: Full-Time	112,225	114,750	116,682	72,000
4005	5002	Salaries: Part-Time	14,820	16,980	15,826	36,020
4015	5301	Banked Leave Buy Back	-	987	987	-
4050	5401	Pension Contributions	25,211	29,127	29,540	20,026
4051	5501	FICA/Medicare	9,508	10,175	10,075	8,585
4053	5601	Deferred Compensation	1,845	1,845	1,845	1,845
4055	5701	Health/Dental Insurance	21,338	23,590	17,933	-
4056	5702	Workers' Comp Insurance	3,117	3,101	3,101	3,411
4057	5703	Disability Insurance	1,045	440	1,015	-
4058	5704	Unemployment Insurance	413	100	646	1,302
4059	5705	Life Insurance	136	126	132	63
4081	5802	Eyecare Reimbursement	225	225	225	-
4082	5803	Clothing Allowance	300	300	300	-
4085	5903	Other Taxable Benefits	-	-	2,475	4,200
		TOTAL SALARIES AND BENEFITS	190,182	201,746	200,782	147,452
SERVICES						
5196	6201	Elections	15,787	125,000	125,000	221,000
5240	6401	Meeting & Prof Development	12	2,750	604	500
5255	6402	Travel Expense/Reimbursement	-	200	679	100
5270	6901	Printing and Binding	606	1,000	700	700
5275	6601	Postage	267	700	400	500
5280	6902	Advertising	11,417	16,000	16,000	16,000
5395	6802	Info Tech Service Charges	24,422	23,500	23,500	7,984
5570	6906	Office Equip & Furn Rent	1,972	2,250	2,250	2,250
5580	6907	Comms Service & Rental	934	925	925	925
5800	6909	Subscriptions & Memberships	299	510	220	315
5880	6710	Special Contractual Services	5,883	4,000	4,000	5,000
		TOTAL SERVICES	61,598	176,835	174,278	255,274
SUPPLIES						
6140	7002	Office Supplies	1,067	1,400	1,400	1,000
6500	7101	Office Equipment & Furniture	500	100	100	500
		TOTAL SUPPLIES	1,567	1,500	1,500	1,500
		DEPARTMENT TOTAL	253,347	380,081	376,560	404,226

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

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 and the Public Information Officer. 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 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.

The HR/Risk Management office is also a division of the City Manager's office. The division description can be found after the City Manager's office portion of the budget.

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.

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 through software implementations such as PlanetBids (eProcurement) and Tyler Munis (ERP system), and assure procurement compliance, accountability and cost savings

Accomplishments for Fiscal Year 2019-20:

- Provided leadership, management and direction to all City departments
- Successfully hired a City Manager who can provide effective, efficient leadership and will guide the city staff in the opportunities and challenges that are ahead for the City.
- Maintained continuity of operations throughout the COVID-19 Pandemic
- Promoted transparency in government through:
 - Web-streaming of live City Council meetings and archived meeting videos
 - Live broadcasting of 24 City meetings and 16 Planning Commission meetings on Redlands TV
 - Web posting of City Council meeting agenda reports
 - Promoted open, clear and frequent communication through:
 - Publication of a quarterly City newsletter delivered to all households within the City.
 - Monitored community social networking sites, kept staff apprised of public reactions to City issues and responded when appropriate
 - 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
- Assisted in planning and coordinating the Mayor's 2019 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.
- Participated in 23 community meetings, presenting City Needs and Services to multiple organizations and service clubs
- Produced and presented videos promoting City services and activities including: State of the City 2019 video for broadcasting, State of the City video with Work & Play, Hillside Cemetery Block 11 Ribbon cutting video, Preserving the Quality of life and City Services video with the Police Chief and Interim Fire Chief, Veterans Day Parade video 2019, 2019 Redlands Holiday video, Daughters of American Revolution video, Sisters Cities Clock Unveiling video, Joslyn Senior Center Fashion Show video, Making a Place for Art video Quality of Life, Redlands Fire Department COVID-19 Preparedness, Redlands Mayor, addresses the city on the current situation regarding COVID-19 and the City's extra steps being taken, COVID-19 Fire & Police PSA, Mayor speaking to residents about Masks/Safety
- (In-house training videos) Human Resources office Safety video, Redlands Fire Inspection Video
- Set-up for Live broadcasting of Redlands Annual Christmas Parade, which was cancelled due to rain, this was only the 2nd time the broadcast has been cancelled since the evening parade started in 1998.
- (Social Media Videos Only) Mariposa Elementary "Sprinkle Kindness", Redlands Community Senior centers along with FSA feeding seniors
- Produced and presented 28 Pet of the Week videos for Redlands television and Social media
- Provided support to all City departments taking video/photos of city services.
- Assisted Human Resources in planning and coordinating the Annual Employee Appreciation/Volunteer Luncheon.
- Monitored and created all Public Service Announcements for Redlands television Bulletin Board.
- 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 21 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 130 resident service requests.
- Continuation of the City's Automated Inventory System
- Establishment and further development of an eProcurement system
- Development and implementation of the new ERP system
- Recipient of the 2019 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				BITECH ORGKEY	MUNIS ORG	
GENERAL FUND				101120	101120	
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED	
SALARIES AND BENEFITS						
4000	5001	Salaries: Full-Time	174,568	208,362	203,590	320,129
4001	5002	Salaries: Part-Time	-	-	-	18,010
4010	5101	Overtime Salaries	166	100	-	500
4015	5301	Banked Leave Buy Back	208,008	31,020	31,020	3,134
4050	5401	Pension Contributions	39,079	52,953	51,543	89,041
4051	5501	FICA/Medicare	16,530	11,986	14,851	17,197
4053	5601	Deferred Compensation	1,477	4,229	1,570	7,281
4055	5701	Health/Dental Insurance	17,946	22,770	22,150	28,960
4056	5702	Workers' Comp Insurance	11,776	8,857	8,857	9,743
4057	5703	Disability Insurance	217	207	190	-
4058	5704	Unemployment Insurance	82	252	(892)	1,081
4059	5705	Life Insurance	96	93	100	94
4080	5801	Vehicle Allowance	-	-	4,790	5,160
4081	5802	Eyecare Reimbursement	56	333	333	335
4082	5803	Clothing Allowance	120	120	120	-
4085	5903	Other Taxable Benefits	364,416	842	105	223
4087	5905	Employee Wellness Program	292	292	-	-
		TOTAL SALARIES AND BENEFITS	834,831	342,416	338,327	500,888
SERVICES						
5190	6106	Other Professional Services	5,000	-	125	-
5240	6401	Meeting & Prof Development	888	4,250	1,000	-
5255	6402	Travel Expense/Reimbursement	1,738	5,500	14,950	500
5270	6901	Printing and Binding	116	1,000	200	1,000
5275	6601	Postage	28	300	50	300
5303	6304	Telephone	2,744	2,400	1,200	2,400
5392	6005	License & Permits	1,400	2,000	1,759	2,000
5395	6802	Info Tech Service Charges	54,603	55,270	55,270	10,768
5480	6509	Worker's Comp Claims	281	-	-	-
5580	6907	Comms Service & Rental	1,606	1,200	1,400	1,200
5800	6909	Subscriptions & Memberships	242	3,500	3,300	4,000
5840	6403	Training	70	-	-	500
		TOTAL SERVICES	68,714	75,420	79,254	22,668
SUPPLIES						
6100	7802	Purchased Water	291	300	300	300
6130	7001	Books & Supplies	-	250	-	250
6140	7002	Office Supplies	2,032	2,500	2,500	2,500
6190	7005	Photo & Copying Supplies	-	500	100	500
6500	7101	Office Equipment & Furniture	-	1,000	-	1,000
6560	7807	Food	-	300	600	500
6590	7810	Special Departmental Supplies	-	500	-	500
		TOTAL SUPPLIES	2,323	5,350	3,500	5,550
		DIVISION TOTAL	905,869	423,186	421,081	529,106

DEPARTMENT/DIVISION
COMMUNICATIONS AND COMMUNITY RELATIONS

FUND GENERAL FUND				BITECH ORGKEY 101121	MUNIS ORG 101121
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED
SALARIES AND BENEFITS					
4000	5001	185,375	249,997	219,221	223,048
4010	5101	860		-	-
4015	5301	21,414	27,931	27,931	21,670
4050	5401	41,647	63,395	55,501	62,039
4051	5501	15,830	20,685	17,053	18,015
4053	5601	4,217	5,257	4,703	5,186
4055	5701	16,802	24,516	22,251	19,664
4056	5702	4,157	4,134	4,134	4,547
4058	5704	219	1,846	186	933
4059	5705	140	165	156	135
4081	5802	-	590	590	484
4085	5903	4,663	5,001	4,775	4,523
TOTAL SALARIES AND BENEFITS		295,325	403,517	356,501	360,244
SERVICES					
5103	6703	-	1,000	50	1,000
5190	6106	4,999	6,500	6,400	7,500
5240	6401	-	100	100	-
5255	6402	360	1,000	600	500
5270	6901	-	-	6,200	-
5275	6601	-	-	16,000	-
5395	6802	3,316	2,600	2,600	12,638
5760	6708	-	40,000	-	-
5800	6909	2,342	6,600	6,600	6,600
5840	6403	-	2,000	-	500
TOTAL SERVICES		11,016	59,800	38,550	28,738
SUPPLIES					
6140	7002	459	1,000	600	1,000
6500	7101	-	500	-	500
6590	7810	-	1,000	500	1,000
6640	7901	17,162	25,000	10,000	25,000
TOTAL SUPPLIES		17,621	27,500	11,100	27,500
DIVISION TOTAL		323,962	490,817	406,151	416,482

DEPARTMENT/DIVISION
EMERGENCY PREPAREDNESS

FUND		BITECH ORGKEY			MUNIS ORG
GENERAL FUND		101122			
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED
SALARIES AND BENEFITS					
4000	5001	Salaries: Full-Time	86,811	162,417	82,070
4005	5002	Salaries: Part-Time	2,894	150,750	150,384
4010	5101	Overtime Salaries	-	-	-
4015	5301	Banked Leave Buy Back	2,435	13,128	13,128
4050	5401	Pension Contributions	19,501	30,886	24,109
4051	5501	FICA/Medicare	6,750	12,732	8,002
4053	5601	Deferred Compensation	1,979	1,985	2,001
4055	5701	Health/Dental Insurance	13,145	22,821	13,828
4056	5702	Workers' Comp Insurance	4,157	4,134	4,134
4058	5704	Unemployment Insurance	193	1,539	213
4059	5705	Life Insurance	83	52	78
4081	5802	Eyecare Reimbursement	-	185	185
4085	5903	Other Taxable Benefits	96	804	203
		TOTAL SALARIES AND BENEFITS	138,044	401,432	298,335
SERVICES					
5050	6702	Fingerprinting	-	1,890	1,890
5190	6106	Other Professional Services	1,269	1,000	294
5255	6402	Travel Expense/Reimbursement	1,208	1,000	1,000
5270	6901	Printing and Binding	1,854	1,500	361
5275	6601	Postage	311	500	180
5303	6304	Telephone	8,555	4,000	5,044
5340	7203	Office Equipment Maintenance	390	3,000	3,000
5395	6802	Info Tech Service Charges	19,347	21,500	21,500
5396	6803	City Garage Charges	3,015	2,959	3,110
5760	6708	Special Program Expenditures	1,975	2,000	2,241
5800	6909	Subscriptions & Memberships	860	2,145	731
5840	6403	Training	336	2,000	3,128
5880	6710	Special Contractual Services	-	2,000	40
		TOTAL SERVICES	39,120	45,494	42,519
SUPPLIES					
6140	7002	Office Supplies	2,501	9,396	9,205
6180	7004	Uniform/Safety Clothing	1,667	2,000	1,601
6190	7005	Photo & Copying Supplies	-	1,000	200
6210	7208	Repair/Maintenance Supplies	622	2,000	2,000
6375	7211	Computer Components	1,919	8,000	5,800
6500	7101	Office Equipment & Furniture	-	1,500	1,500
6510	7102	Small Tools & Equipment	967	-	-
6560	7807	Food	3,690	3,000	4,500
6590	7810	Special Departmental Supplies	1,930	31,610	31,610
		TOTAL SUPPLIES	13,296	58,506	56,416
FIXED ASSETS					
7100	8704	Motor Vehicles	5,747	-	-
		TOTAL FIXED ASSETS	5,747	-	-
DIVISION TOTAL			196,207	505,432	397,270

**DEPARTMENT/DIVISION
CITY MANAGER GRANTS**

FUND					BITECH ORGKEY	MUNIS ORG
GENERAL FUND					101123	
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED	
SALARIES AND BENEFITS						
4005	5002	Salaries: Part-Time	838	106,664	106,664	
4051	5501	FICA/Medicare	64	-	-	
4058	5704	Unemployment Insurance	52	-	-	
		TOTAL SALARIES AND BENEFITS	954	106,664	106,664	-
SERVICES						
5190	6106	Other Professional Services	-	20,000	20,000	
5880	6710	Special Contractual Services	-	436,883	436,883	
		TOTAL SERVICES	-	456,883	456,883	-
SUPPLIES						
6410	7213	Motor Vehicle Supplies	-	8,127	8,127	
6590	7810	Special Departmental Supplies	-	2,500	2,500	
		TOTAL SUPPLIES	-	10,627	10,627	-
FIXED ASSETS						
7100	8704	Motor Vehicles	21,735	3,139	3,139	
		TOTAL FIXED ASSETS	21,735	3,139	3,139	-
		DIVISION TOTAL	22,688	577,312	577,312	-

**DEPARTMENT/DIVISION
PRINT SHOP**

FUND				BITECH ORGKEY	MUNIS ORG
GENERAL FUND				101125	101124
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED
SERVICES					
5340	7203	Office Equipment Maintenance	1,318	2,500	2,500
5570	6906	Office Equip & Furn Rent	21,722	24,000	24,000
5580	6907	Comms Service & Rental	4,650	2,500	2,500
5880	6710	Special Contractual Services	9,260	11,000	11,000
5990	6912	Reimbursed Expenditures	(11,944)	(40,000)	(20,000)
		TOTAL SERVICES	<u>25,007</u>	<u>20,000</u>	<u>20,000</u>
SUPPLIES					
6140	7002	Office Supplies	134	100	100
6190	7005	Photo & Copying Supplies	720	1,100	1,100
6590	7810	Special Departmental Supplies	420	4,500	4,500
		TOTAL SUPPLIES	<u>1,273</u>	<u>5,600</u>	<u>5,700</u>
		DIVISION TOTAL	26,280	25,600	25,700

**DEPARTMENT/DIVISION
PURCHASING**

FUND				BITECH ORGKEY	MUNIS ORG	
GENERAL FUND				101137	101123	
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED	
SALARIES AND BENEFITS						
4000	5001	Salaries: Full-Time	176,732	179,440	187,603	183,833
4010	5101	Overtime Salaries	591	500	-	-
4015	5301	Banked Leave Buy Back	10,995	8,605	8,605	4,902
4050	5401	Pension Contributions	39,703	45,736	47,495	51,131
4051	5501	FICA/Medicare	13,724	14,271	13,429	14,369
4053	5601	Deferred Compensation	3,904	3,911	4,078	3,938
4055	5701	Health/Dental Insurance	15,821	15,720	16,482	15,545
4056	5702	Workers' Comp Insurance	4,157	4,134	4,134	4,547
4057	5703	Disability Insurance	397	488	380	491
4058	5704	Unemployment Insurance	236	157	178	912
4059	5705	Life Insurance	146	134	142	132
4081	5802	Eyecare Reimbursement	34	477	477	473
4082	5803	Clothing Allowance	300	300	300	300
4085	5903	Other Taxable Benefits	4,691	4,776	4,572	4,365
		TOTAL SALARIES AND BENEFITS	271,429	278,649	287,875	284,938
SERVICES						
5103	6703	Software Support/Development	359	300	300	300
5190	6106	Other Professional Services	-	4,000	9,200	4,800
5240	6401	Meeting & Prof Development	-	500	550	300
5255	6402	Travel Expense/Reimbursement	2,116	1,850	2,000	600
5270	6901	Printing and Binding	3,573	4,000	4,000	4,400
5275	6601	Postage	51	300	150	300
5280	6902	Advertising	-	100	100	100
5303	6304	Telephone	539	600	600	600
5340	7203	Office Equipment Maintenance	-	300	300	300
5395	6802	Info Tech Service Charges	35,945	31,690	31,690	8,492
5570	6906	Office Equip & Furn Rent	2,349	2,443	2,443	2,443
5800	6909	Subscriptions & Memberships	940	850	700	820
5840	6403	Training	-	175	500	500
5880	6710	Special Contractual Services	130	-	200	200
		TOTAL SERVICES	46,003	47,108	52,733	24,155
SUPPLIES						
6100	7802	Purchased Water	58	120	130	130
6140	7002	Office Supplies	1,976	1,500	1,650	1,650
6145	7003	Awards/Recognition Prgm	400	500	550	550
6180	7004	Uniform/Safety Clothing	-	25	25	25
6210	7208	Repair/Maintenance Supplies	5	100	100	100
6310	7209	Janitorial Supplies	-	100	100	100
6500	7101	Office Equipment & Furniture	-	4,800	5,500	4,800
6510	7102	Small Tools & Equipment	-	200	200	200
6520	7806	Promotional Supplies	-	100	100	100
6560	7807	Food	69	200	200	200
6590	7810	Special Departmental Supplies	13	200	220	220
6640	7901	Non-Capital Expenditures	-	1,200	1,000	1,000
		TOTAL SUPPLIES	2,521	9,045	9,775	9,075
		DIVISION TOTAL	319,953	334,802	350,383	318,168

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 and increasing community awareness and involvement through enhanced outreach

Accomplishments for Fiscal Year 2019-20:

Fiscal Year-to-date:

- Recruited and filled 114 positions
- Placed 90 new volunteers in various city departments
- Provided customer service to 3,341 employees and residents
- Provided training to employees on sexual harassment, trench excavation, confined space, driving safety, supervisory skills, bullying, controlling absenteeism, discipline & documentation, accountability, reasonable suspicion, employment law, forklift, backhoe/loader, diversity & inclusion, and back safety.
- Implemented new training platform for increased training opportunities, tracking, and compliance
- Implemented new HRIS system allowing electronic processing of personnel actions
- Maintained compliance with the Affordable Care Act
- Revised the Personnel Rules and Regulations to maintain compliance and add new travel and credit card policies
- Coordinated city-wide employee appreciation event
- Completed negotiations with eight bargaining units to comply with various tax laws
- Held full benefit and wellness education event for employees
- Held lunch and learn educational meetings for safety
- Managed inaugural year of the City wide Wellness Program
- Increased retention efforts through exit surveys and new hire luncheons
- Continued expansion of new hire orientation program

**DEPARTMENT/DIVISION
HUMAN RESOURCES**

FUND				BITECH ORGKEY	MUNIS ORG	
GENERAL FUND				101170	101125	
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED	
SALARIES AND BENEFITS						
4000	5001	Salaries: Full-Time	224,331	213,142	260,614	168,772
4005	5002	Salaries: Part-Time	19,467	26,000	18,715	-
4010	5101	Overtime Salaries	-	1,444	-	-
4015	5301	Banked Leave Buy Back	11,548	5,261	7,387	4,516
4050	5401	Pension Contributions	50,105	54,155	65,386	46,985
4051	5501	FICA/Medicare	18,632	18,047	20,638	11,765
4053	5601	Deferred Compensation	2,721	2,831	3,618	2,914
4055	5701	Health/Dental Insurance	20,714	22,212	25,271	17,938
4056	5702	Workers' Comp Insurance	18,678	17,396	17,396	19,136
4057	5703	Disability Insurance	413	439	361	373
4058	5704	Unemployment Insurance	636	289	1,400	760
4059	5705	Life Insurance	172	170	192	110
4080	5801	Vehicle Allowance	120	-	171	-
4081	5802	Eyecare Reimbursement	1,027	608	608	394
4082	5803	Clothing Allowance	360	300	240	240
4085	5903	Other Taxable Benefits	3,383	2,403	2,022	1,978
4999	5005	Vacancies	-	(5,276)	-	-
		TOTAL SALARIES AND BENEFITS	372,307	359,421	424,019	275,881
SERVICES						
5103	6703	Software Support/Development	360	1,875	734	1,875
5140	6102	Legal Services	16,116	15,500	14,058	15,500
5180	6105	Medical/Physicals	15,883	18,000	12,058	15,000
5190	6106	Other Professional Services	-	35,096	29,838	-
5240	6401	Meeting & Prof Development	3,185	3,000	975	2,000
5255	6402	Travel Expense/Reimbursement	2,064	5,404	4,471	3,000
5270	6901	Printing and Binding	696	1,500	1,827	1,800
5275	6601	Postage	854	1,250	560	1,000
5280	6902	Advertising	-	500	-	500
5303	6304	Telephone	1,529	2,200	1,272	1,600
5392	6005	License & Permits	-	-	50	-
5395	6802	Info Tech Service Charges	92,732	87,352	87,352	106,999
5396	6803	City Garage Charges	4,878	4,505	4,767	4,449
5451	6505	Retiree Health Insurance	3,100,068	3,624,107	3,646,532	3,946,254
5570	6906	Office Equip & Furn Rent	1,633	2,500	2,175	2,300
5720	6006	Taxes	100	-	-	-
5800	6909	Subscriptions & Memberships	981	4,869	5,812	5,500
5880	6710	Special Contractual Services	-	1,100	20	1,000
5950	6911	Bad Debt Expense	220	-	-	-
		TOTAL SERVICES	3,241,300	3,808,758	3,812,501	4,108,777
SUPPLIES						
6130	7001	Books & Supplies	221	500	-	550
6140	7002	Office Supplies	1,690	2,300	2,300	2,300
6145	7003	Awards/Recognition Prgm	10,291	10,500	11,311	10,500
6375	7211	Computer Components	24	1,500	-	1,000
6500	7101	Office Equipment & Furniture	226	1,500	-	2,000
6520	7806	Promotional Supplies	556	800	800	800
6560	7807	Food	1,145	1,200	-	1,200
6590	7810	Special Departmental Supplies	2,398	4,000	2,500	3,000
		TOTAL SUPPLIES	16,552	22,300	16,911	21,350
		DIVISION TOTAL	3,630,159	4,190,479	4,253,431	4,406,008
		DEPARTMENT TOTAL	5,425,118	6,527,729	6,431,228	5,695,464

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, 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				BITECH ORGKEY	MUNIS ORG
LIABILITY SELF INSURANCE FUND				602133	602900
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED
SALARIES AND BENEFITS					
4000	5001	109,937	119,220	126,490	93,383
4010	5101	-	662	-	-
4015	5301	3,626	3,122	3,219	2,186
4050	5401	43,794	30,237	31,983	25,973
4051	5501	8,034	9,023	8,982	6,887
4053	5601	1,188	1,588	1,809	1,338
4055	5701	12,123	13,562	13,792	11,401
4056	5702	4,157	4,344	4,344	4,789
4057	5703	176	196	179	186
4058	5704	236	(67)	422	477
4059	5705	91	95	95	70
4080	5801	60	-	86	-
4081	5802	302	338	338	248
4082	5803	180	135	135	120
4085	5903	1,179	1,076	1,022	945
TOTAL SALARIES AND BENEFITS		185,083	183,531	192,896	148,003
SERVICES					
5140	6102	98,914	225,000	340,289	50,000
5141	6501	-	10,000	-	10,000
5240	6401	574	1,100	140	800
5255	6402	271	500	100	800
5270	6901	-	100	100	100
5275	6601	-	200	200	200
5303	6304	36	50	50	50
5395	6802	3,595	3,337	3,337	78,005
5410	6502	480,242	530,230	600,099	729,047
5455	6506	635,335	970,000	915,363	1,174,000
5460	6507	879,149	1,025,000	132,311	150,000
5490	6510	8,208	8,200	13,000	10,000
5570	6906	1,633	1,540	1,540	1,700
5800	6909	150	150	150	150
5880	6710	64,588	70,000	70,000	70,000
TOTAL SERVICES		2,172,696	2,845,407	2,076,679	2,274,852
SUPPLIES					
6140	7002	32	500	300	500
TOTAL SUPPLIES		32	500	300	500
FUND TOTAL		2,357,811	3,029,438	2,269,875	2,423,355

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			BITECH ORGKEY	MUNIS ORG		
WORKERS' COMPENSATION FUND			606175	606951		
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED	
SALARIES AND BENEFITS						
4000	5001	Salaries: Full-Time	78,780	111,979	94,643	98,195
4010	5101	Overtime Salaries	-	662	-	-
4015	5301	Banked Leave Buy Back	3,882	2,560	2,560	2,344
4050	5401	Pension Contributions	43,496	28,423	23,920	27,355
4051	5501	FICA/Medicare	6,117	8,431	7,022	7,268
4053	5601	Deferred Compensation	1,069	1,459	1,289	1,338
4055	5701	Health/Dental Insurance	7,328	11,003	9,418	11,401
4057	5703	Disability Insurance	169	196	179	186
4058	5704	Unemployment Insurance	144	168	393	478
4059	5705	Life Insurance	62	85	72	69
4081	5802	Eyecare Reimbursement	214	304	304	248
4082	5803	Clothing Allowance	180	135	135	120
4085	5903	Other Taxable Benefits	1,386	1,131	976	1,101
		TOTAL SALARIES AND BENEFITS	142,829	166,536	140,911	150,103
SERVICES						
5140	6102	Legal Services	165,262	165,000	140,000	165,000
5190	6106	Other Professional Services	23,631	23,100	22,898	21,808
5255	6402	Travel Expense/Reimbursement	421	1,000	350	1,000
5275	6601	Postage	-	50	50	50
5395	6802	Info Tech Service Charges	3,815	3,540	3,540	59,970
5451	6505	Retiree Health Insurance	13,159	15,000	11,890	15,000
5455	6506	Premiums for Excess Coverage	160,652	200,815	155,031	215,868
5480	6509	Worker's Comp Claims	1,229,114	1,100,000	765,096	1,100,000
5570	6906	Office Equip & Furn Rent	1,633	3,435	3,435	2,300
5870	6804	General Govt Service Charge	41,496	42,762	42,762	44,057
5880	6710	Special Contractual Services	163,407	177,195	168,558	179,336
		TOTAL SERVICES	1,802,589	1,731,897	1,313,610	1,804,389
SUPPLIES						
6140	7002	Office Supplies	236	300	200	300
6500	7101	Office Equipment & Furniture	23	1,500	-	1,500
		TOTAL SUPPLIES	260	1,800	200	1,800
		DIVISION TOTAL	1,945,677	1,900,233	1,454,721	1,956,292

Safety Division

Program Description:

Employee safety is an organizational responsibility first and foremost, but also a personal responsibility. 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				BITECH ORGKEY	MUNIS ORG	
WORKERS' COMPENSATION FUND				606176	606952	
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED	
SALARIES AND BENEFITS						
4000	5001	Salaries: Full-Time	74,571	74,157	86,254	98,049
4010	5101	Overtime Salaries	-	331	-	-
4015	5301	Banked Leave Buy Back	2,719	1,974	2,591	2,772
4050	5401	Pension Contributions	16,684	18,797	21,816	27,293
4051	5501	FICA/Medicare	5,392	5,656	6,093	7,507
4053	5601	Deferred Compensation	740	901	1,207	1,142
4055	5701	Health/Dental Insurance	8,531	9,257	9,496	12,481
4057	5703	Disability Insurance	93	134	89	93
4058	5704	Unemployment Insurance	159	(80)	229	477
4059	5705	Life Insurance	61	60	62	69
4080	5801	Vehicle Allowance	60	-	86	-
4081	5802	Eyecare Reimbursement	207	214	214	248
4082	5803	Clothing Allowance	90	90	90	60
4085	5903	Other Taxable Benefits	460	518	539	633
		TOTAL SALARIES AND BENEFITS	109,766	112,009	128,766	150,824
SERVICES						
5103	6703	Software Support/Development	3,949	4,200	-	4,200
5180	6105	Medical/Physicals	-	2,500	500	2,500
5240	6401	Meeting & Prof Development	189	1,000	125	1,000
5255	6402	Travel Expense/Reimbursement	-	500	-	500
5270	6901	Printing and Binding	-	200	-	200
5800	6909	Subscriptions & Memberships	75	150	-	150
5840	6403	Training	35	5,000	-	5,000
5870	6804	General Govt Service Charge	5,491	5,659	5,659	5,830
5880	6710	Special Contractual Services	1,000	1,000	-	1,000
		TOTAL SERVICES	10,739	20,209	6,284	20,380
SUPPLIES						
6130	7001	Books & Supplies	174	1,000	500	1,000
6140	7002	Office Supplies	204	500	400	500
6180	7004	Uniform/Safety Clothing	-	425	-	425
6510	7102	Small Tools & Equipment	-	500	-	500
6520	7806	Promotional Supplies	1,021	30,000	4,091	20,000
6590	7810	Special Departmental Supplies	257	500	500	500
		TOTAL SUPPLIES	1,656	32,925	5,491	22,925
		DIVISION TOTAL	122,162	165,143	140,541	194,129

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				BITECH ORGKEY	MUNIS ORG	
WORKERS' COMPENSATION FUND				606177	606953	
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED	
SALARIES AND BENEFITS						
4000	5001	Salaries: Full-Time	57,630	84,418	69,670	83,647
4010	5101	Overtime Salaries	-	331	-	-
4015	5301	Banked Leave Buy Back	3,043	1,907	1,907	2,301
4050	5401	Pension Contributions	18,226	21,418	27,708	23,287
4051	5501	FICA/Medicare	4,478	6,444	5,177	6,367
4053	5601	Deferred Compensation	1,298	944	2,356	970
4055	5701	Health/Dental Insurance	9,145	9,533	14,788	10,016
4057	5703	Disability Insurance	91	158	62	93
4058	5704	Unemployment Insurance	110	123	218	391
4059	5705	Life Insurance	60	66	82	57
4081	5802	Eyecare Reimbursement	163	236	236	203
4082	5803	Clothing Allowance	90	105	105	60
4085	5903	Other Taxable Benefits	810	603	802	603
4086	5904	Tuition Reimbursement	35,793	80,000	48,411	80,000
		TOTAL SALARIES AND BENEFITS	130,937	206,286	171,522	207,995
SERVICES						
5103	6703	Software Support/Development	2,109	2,200	1,750	19,991
5240	6401	Meeting & Prof Development	349	2,000	-	2,000
5255	6402	Travel Expense/Reimbursement	424	3,000	-	3,000
5270	6901	Printing and Binding	-	500	100	500
5840	6403	Training	10,107	30,000	25,000	12,000
5870	6804	General Govt Service Charge	13,768	14,188	14,188	14,618
5880	6710	Special Contractual Services	1,500	1,500	-	1,500
		TOTAL SERVICES	28,257	53,388	41,038	53,609
SUPPLIES						
6130	7001	Books & Supplies	903	1,000	900	1,000
6140	7002	Office Supplies	21	500	500	500
6375	7211	Computer Components	-	2,500	-	2,000
		TOTAL SUPPLIES	924	4,000	1,400	3,500
		DIVISION TOTAL	160,118	263,674	213,960	265,104
		FUND TOTAL	2,227,958	2,329,050	1,809,222	2,395,647

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 practical 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, City Departments, and appointive boards and commissions, to assist the City Council and City Departments' achieve their goals and objectives.
- Resolve all legal disputes in an efficient and cost-effective manner as possible, while protecting the City's legal interests.

Sustainability Efforts:

- Inclusion of sustainable measures in public project contracts and procurement documents.
- Continued progress towards "paperless" processes and operations where possible, practical, and effective.
- Purchase and use of recycled paper for copying and printing, and other available recycled products.
- 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 2019-20:

- Assist the Mayor and Interim City Manager, as a member of a three-person year-long "management" team, to transition City to permanent City Manager.
- Assist City staff and provide legal options for new two-phase emergency design and improvement project for wastewater treatment plant.
- Provide legal guidance and assistance on fast-tracking EIR preparation and Measure G ballot measure for 2020 special election.
- Receipt and processing (with City Attorney oversight) of approximately 540 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 during transition period for City Manager.

Smart Redlands Initiative:

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

DEPARTMENT/DIVISION
CITY ATTORNEY

FUND				BITECH ORGKEY	MUNIS ORG
GENERAL FUND				101150	101150
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED
SALARIES AND BENEFITS					
4000	5001	356,952	370,816	380,296	377,238
4010	5101	83	-	473	-
4015	5301	14,134	56,990	56,990	24,815
4050	5401	80,158	93,981	96,280	104,925
4051	5501	20,825	20,546	25,343	20,226
4053	5601	26,862	26,399	26,399	27,449
4055	5701	26,817	38,942	31,006	38,708
4056	5702	3,117	3,101	3,101	3,256
4057	5703	98	103	95	-
4058	5704	275	1,932	208	955
4059	5705	170	151	165	139
4081	5802	47	540	540	495
4082	5803	60	60	60	-
4085	5903	317	670	347	330
4087	5905	726	900	496	-
TOTAL SALARIES AND BENEFITS		530,642	615,131	621,799	598,536
SERVICES					
5140	6102	276,943	25,000	175,000	25,000
5240	6401	955	1,500	700	-
5255	6402	1,279	200	1,000	-
5270	6901	208	200	100	200
5275	6601	194	300	300	300
5303	6304	1,857	1,200	2,000	2,000
5395	6802	24,044	23,510	23,510	17,558
5800	6909	12,668	13,650	11,450	8,000
5840	6403	430	200	200	150
TOTAL SERVICES		318,579	65,760	214,260	53,208
SUPPLIES					
6130	7001	1,219	500	1,300	-
6140	7002	350	500	500	500
TOTAL SUPPLIES		1,569	1,000	1,800	500
DEPARTMENT TOTAL		850,791	681,891	837,859	652,244

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 2019-20:

- Completed the City's Comprehensive Annual Financial Report (CAFR) for the Year Ended June 30, 2019 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 sixteen 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 2020-21.

**DEPARTMENT/DIVISION
FINANCE**

FUND				BITECH ORGKEY	MUNIS ORG	
GENERAL FUND				101130	101501	
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED	
SALARIES AND BENEFITS						
4000	5001	Salaries: Full-Time	605,302	703,078	607,678	661,428
4005	5002	Salaries: Part-Time	40,240	-	-	-
4010	5101	Overtime Salaries	13,132	25,000	32,000	-
4015	5301	Banked Leave Buy Back	22,377	33,744	45,937	29,054
4050	5401	Pension Contributions	145,175	185,001	163,173	184,712
4051	5501	FICA/Medicare	50,568	55,772	53,189	50,312
4053	5601	Deferred Compensation	7,598	8,837	8,466	7,950
4055	5701	Health/Dental Insurance	114,080	105,293	121,825	96,362
4056	5702	Workers' Comp Insurance	30,311	25,874	25,874	28,461
4057	5703	Disability Insurance	1,676	2,226	2,205	1,694
4058	5704	Unemployment Insurance	1,003	770	1,246	3,472
4059	5705	Life Insurance	554	583	569	504
4080	5801	Vehicle Allowance	241	-	343	300
4081	5802	Eyecare Reimbursement	1,602	2,025	2,025	1,800
4082	5803	Clothing Allowance	1,200	1,200	1,200	900
4085	5903	Other Taxable Benefits	5,260	8,132	5,172	6,705
		TOTAL SALARIES AND BENEFITS	1,040,319	1,157,535	1,070,902	1,073,654
SERVICES						
5034	6004	Bank/Collection Agent Fees	-	-	29,006	-
5103	6703	Software Support/Development	9,115	9,418	11,500	12,000
5160	6104	Auditing and Accounting	54,589	54,560	54,560	54,560
5190	6106	Other Professional Services	208,997	257,893	219,893	130,270
5240	6401	Meeting & Prof Development	3,676	7,220	1,251	5,000
5255	6402	Travel Expense/Reimbursement	2,915	3,000	451	1,000
5270	6901	Printing and Binding	1,165	1,200	1,000	1,200
5275	6601	Postage	6,700	7,000	7,000	7,000
5280	6902	Advertising	11,190	600	1,500	1,500
5303	6304	Telephone	655	700	700	700
5340	7203	Office Equipment Maintenance	570	570	-	-
5395	6802	Info Tech Service Charges	73,688	71,400	71,400	40,928
5570	6906	Office Equip & Furn Rent	2,450	2,718	2,718	2,718
5722	6007	Penalties and Interest	16,752	-	479	-
5800	6909	Subscriptions & Memberships	1,712	2,389	1,855	2,389
5840	6403	Training	2,802	3,808	1,469	1,000
5880	6710	Special Contractual Services	1,602	2,271	2,271	2,300
5898	6008	State Mandated Fees	328,181	-	-	-
		TOTAL SERVICES	726,758	424,747	407,053	262,565
SUPPLIES						
6140	7002	Office Supplies	17,589	20,000	15,000	18,000
6180	7004	Uniform/Safety Clothing	684	-	-	-
6375	7211	Computer Components	-	-	3,000	-
6590	7810	Special Departmental Supplies	-	-	2,395	4,200
6640	7901	Non-Capital Expenditures	1,495	-	4,266	-
		TOTAL SUPPLIES	19,768	20,000	24,661	22,200
		DIVISION TOTAL	1,786,845	1,602,281	1,502,616	1,358,419

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 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 2019-20:

- Held Annual Dog Licensing and Low Cost Vaccination clinic in August 2019
- Contracted with HdL to provide all business licensing processes effective October 2019
- Completed input of all investments and reporting into Treasury Management Software
- Combined Revenue and Customer Service counters to enhance customer service and provide payment collection at one counter

**DEPARTMENT/DIVISION
REVENUE**

FUND				BITECH ORGKEY	MUNIS ORG	
GENERAL FUND				101140	101502	
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED	
SALARIES AND BENEFITS						
4000	5001	Salaries: Full-Time	331,588	255,852	280,299	206,622
4005	5002	Salaries: Part-Time	17,654	12,930	6,285	6,000
4010	5101	Overtime Salaries	5,671	5,000	3,650	1,000
4015	5301	Banked Leave Buy Back	9,432	10,148	19,863	8,826
4050	5401	Pension Contributions	75,833	65,196	72,511	57,749
4051	5501	FICA/Medicare	27,256	21,121	28,795	16,183
4053	5601	Deferred Compensation	2,222	2,028	2,271	2,030
4055	5701	Health/Dental Insurance	50,600	29,657	34,531	31,148
4056	5702	Workers' Comp Insurance	13,509	13,699	13,699	15,069
4057	5703	Disability Insurance	1,781	1,085	1,968	936
4058	5704	Unemployment Insurance	679	104	526	1,566
4059	5705	Life Insurance	358	233	281	173
4080	5801	Vehicle Allowance	121	-	171	60
4081	5802	Eyecare Reimbursement	698	821	821	619
4082	5803	Clothing Allowance	1,200	600	1,050	450
4085	5903	Other Taxable Benefits	2,548	3,662	2,683	968
		TOTAL SALARIES AND BENEFITS	541,150	422,136	469,404	349,399
SERVICES						
5034	6004	Bank/Collection Agent Fees	1	-	-	-
5103	6703	Software Support/Development	7,969	21,770	9,270	9,548
5140	6102	Legal Services	-	100	-	100
5190	6106	Other Professional Services	3,205	80,000	123,567	136,200
5240	6401	Meeting & Prof Development	110	800	60	350
5255	6402	Travel Expense/Reimbursement	241	630	110	200
5270	6901	Printing and Binding	824	3,000	700	1,000
5275	6601	Postage	9,548	6,000	5,900	6,000
5280	6902	Advertising	670	1,000	926	1,000
5303	6304	Telephone	1,866	2,200	1,400	1,560
5340	7203	Office Equipment Maintenance	51	570	400	500
5395	6802	Info Tech Service Charges	40,166	29,520	29,520	15,268
5396	6803	City Garage Charges	1,000	979	1,030	-
5570	6906	Office Equip & Furn Rent	2,380	2,600	2,270	2,600
5800	6909	Subscriptions & Memberships	563	750	709	750
5840	6403	Training	482	1,250	250	450
5880	6710	Special Contractual Services	4,723	5,950	5,200	7,000
5950	6911	Bad Debt Expense	6,604	1,000	500	1,000
		TOTAL SERVICES	80,403	158,119	181,812	183,526
SUPPLIES						
6140	7002	Office Supplies	8,019	9,500	7,000	7,500
6375	7211	Computer Components	-	1,100	456	-
6500	7101	Office Equipment & Furniture	-	1,500	1,500	1,500
6590	7810	Special Departmental Supplies	454	600	-	600
		TOTAL SUPPLIES	8,473	12,700	8,956	9,600
FIXED ASSETS						
7080	8703	Computer Equipment	31,200	-	-	-
		TOTAL FIXED ASSETS	31,200	-	-	-
		DIVISION TOTAL	661,226	592,955	660,172	542,525

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.

Division Goals for 2020-21:

- Complete full implementation of the Enterprise Resource Planning system to replace legacy financial, accounting and HR software. Main objectives include:
 - Final user acceptance and cut over as of 7/1/2020
 - Merging financial records from the legacy system into the new system
 - Producing audit records for FY 2019-20 across the two systems
 - Research and recommend a paperless timekeeping solution
 - Exploring the feasibility of new cashiering systems, transitioning to online payments for customer convenience beyond just utility bill payment
- Replace approximately 110 computer workstations using an innovative approach that preserves capital but optimizes performance.
- Address deferred maintenance needs within the Police Department Camera Network, including upgrades to its existing radio mesh and older camera fleet.
- Replace and upgrade the Police Department's core network infrastructure, including replacement of its traditional networking environment with a scalable and secure platform for proactive network management.
- Implement a virtual storage area solution to provide network-wide managed storage connectivity and also optimize data storage and recovery within the Police Department's digital infrastructure.

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 2019-20:

- In May 2019, staff citywide engaged in a series of project kick-off meetings with Tyler Technologies for replacement of the City's financial accounting and human resource management software, marking the culmination of a 10-month procurement process. Major accomplishments towards this effort included:
 - Provisioned and installed RAM for Tyler Munis server hosts, provisioned 6 server environments, coordinated and assisted the vendor in conducting user trainings
 - Design and development of workflows, user roles, and data conversion for the three main system modules – Human Capital Management, Timekeeping & Payroll, and Financials
 - Participated in in-depth software training and configuration sessions, performed 4 days per week for roughly 20 weeks, involving predominantly HR and Finance staff with support and assistance from the IT Division.
 - Participated in system testing, developed training manuals for staff for the three main modules and conducted training with staff for Human Capital Management.
 - Launched the production version of the Human Capital Management module on 4/1/2020.
 - Next steps include system testing for Timekeeping/Payroll and Financials, followed by development of training materials and conducting staff training with an anticipated “go-live” date of 7/1/2020.
- Completion of major firmware and software upgrades to the PD Camera Network, including upgrades to network video recorders.
- Completed implementation of the City's Treasury Management and Portfolio Accounting software.

Program Description:

The Division of Innovation and Technology is comprised of three divisions – Enterprise Systems & Networks, GIS and Client Services. These divisions service both the City's central network and remotely connected sites as well as the Police Department's network and its remote sites. 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				BITECH ORGKEY	MUNIS ORG	
INFORMATION TECHNOLOGY SERVICES FUND				604520	604900	
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED	
SALARIES AND BENEFITS						
4000	5001	Salaries: Full-Time	837,768	1,069,697	992,719	1,101,481
4005	5002	Salaries: Part-Time	16,554	15,000	5,740	15,000
4010	5101	Overtime Salaries	220	-	2,200	-
4015	5301	Banked Leave Buy Back	26,527	45,323	45,323	49,244
4050	5401	Pension Contributions	293,976	271,195	251,077	307,142
4051	5501	FICA/Medicare	67,099	84,082	76,653	86,256
4053	5601	Deferred Compensation	6,825	8,980	7,463	9,457
4055	5701	Health/Dental Insurance	56,158	97,368	105,793	119,289
4056	5702	Workers' Comp Insurance	28,058	25,838	25,838	28,422
4057	5703	Disability Insurance	1,762	2,882	2,300	2,341
4058	5704	Unemployment Insurance	1,569	1,192	1,666	5,659
4059	5705	Life Insurance	602	790	737	759
4080	5801	Vehicle Allowance	423	-	600	649
4081	5802	Eyecare Reimbursement	1,520	2,700	2,700	2,709
4082	5803	Clothing Allowance	-	1,500	1,500	1,200
4085	5903	Other Taxable Benefits	21,523	25,552	16,950	14,616
4999	5005	Vacancies	-	(32,128)	-	-
TOTAL SALARIES AND BENEFITS		1,360,584	1,619,971	1,539,259	1,744,224	
SERVICES						
5103	6703	Software Support/Development	946,808	983,700	961,200	887,000
5104	7201	Hardware Maint/Replace	221,290	194,000	204,000	351,600
5190	6106	Other Professional Services	191,796	233,214	233,500	115,500
5240	6401	Meeting & Prof Development	2,385	4,000	1,200	4,000
5255	6402	Travel Expense/Reimbursement	2,373	2,900	5,500	2,900
5270	6901	Printing and Binding	60	200	100	100
5275	6601	Postage	109	260	100	150
5280	6902	Advertising	158	300	-	-
5303	6304	Telephone	299,503	275,100	287,500	285,100
5396	6803	City Garage Charges	3,234	1,208	1,270	1,556
5451	6505	Retiree Health Insurance	-	90,000	90,000	90,000
5570	6906	Office Equip & Furn Rent	4,715	8,700	7,000	7,500
5580	6907	Comms Service & Rental	18,710	20,300	18,000	20,000
5800	6909	Subscriptions & Memberships	1,885	2,000	2,500	2,800
5840	6403	Training	4,878	8,900	2,500	2,500
5870	6804	General Govt Service Charge	227,517	234,456	234,456	241,560
5880	6710	Special Contractual Services	32,989	30,500	25,000	27,430
TOTAL SERVICES		2,059,429	2,089,738	2,073,826	2,039,696	
SUPPLIES						
6140	7002	Office Supplies	3,432	4,400	4,400	4,400
6375	7211	Computer Components	32,939	62,000	62,000	25,000
6510	7102	Small Tools & Equipment	-	100	-	-
6560	7807	Food	556	200	-	-
6590	7810	Special Departmental Supplies	1,518	2,500	200	2,500
TOTAL SUPPLIES		39,595	69,200	66,600	31,900	
FIXED ASSETS						
7080	8703	Computer Equipment	83,024	1,004,034	1,004,034	215,000
TOTAL FIXED ASSETS		405,966	1,004,034	1,004,034	215,000	
FUND TOTAL		3,865,575	4,782,943	4,683,719	4,030,820	

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 over 22,000 utility customers for water, wastewater, solid waste, household hazardous waste and street cleaning services totaling 77,023 services billed every two months. Utility bills are produced and mailed on a bi-monthly basis to keep operational costs to a minimum.

In January 2020, the Customer Service Division joined forces with the Revenue Office to provide walk-in customers with one, centralized location for payments and service. The newly structured operation is responsible for assisting customers with their all payment needs, in addition to 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.

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 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 providing 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 2019-20:

- Implemented automated outbound notification calls for accounts flagged for disconnection-of-service. This time savings process improvement has eliminated the manual effort of staff by calling customers individually. Additionally, customers are very responsive to the automated call, making every effort to pay their bill before disconnection, reducing the number of disconnections for field staff.
- Solid Waste Rate Increase
- Streamlined Sewer Winter Month process by extracting meter reads from the enQuesta system, in lieu of meter readers acquiring a special read. This time-saver reduced the needed 183 additional reads to 9 reads.

- SB 998 – New legislation went into effect 2/1/2020, requiring the city to comply with new mandates for the collection of delinquent residential accounts. Modification of customer notifications, along with a written policy in prescribed languages, current processes and procedures, and system software changes were required to meet the new requirements of this legislation. Additionally, new process and procedures were established for the provisions of payment arrangements, which were non-existent. Also, in order to ensure compliance at all levels, the consolidation of billing frequency (monthly to bi-monthly) was necessary.

DEPARTMENT/DIVISION
CUSTOMER SERVICE

FUND				BITECH ORGKEY	MUNIS ORG	
UTILITY BILLING FUND				608405	608900	
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED	
SALARIES AND BENEFITS						
4000	5001	Salaries: Full-Time	574,543	681,019	619,843	682,596
4010	5101	Overtime Salaries	13,125	35,000	15,000	15,000
4015	5301	Banked Leave Buy Back	37,585	26,550	26,550	23,722
4050	5401	Pension Contributions	212,908	173,568	158,557	190,260
4051	5501	FICA/Medicare	47,600	53,653	49,364	52,623
4053	5601	Deferred Compensation	1,987	2,745	2,185	2,810
4055	5701	Health/Dental Insurance	77,226	97,443	95,559	133,081
4056	5702	Workers' Comp Insurance	18,705	18,866	18,866	20,753
4057	5703	Disability Insurance	4,425	5,133	4,486	5,400
4058	5704	Unemployment Insurance	1,388	772	1,868	5,165
4059	5705	Life Insurance	712	740	721	750
4080	5801	Vehicle Allowance	121	-	171	180
4081	5802	Eyecare Reimbursement	922	2,610	2,610	2,678
4082	5803	Clothing Allowance	2,700	3,000	3,000	3,150
4085	5903	Other Taxable Benefits	10,632	13,262	8,010	1,107
4087	5905	Employee Wellness Program	35	-	-	-
		TOTAL SALARIES AND BENEFITS	1,004,616	1,114,361	1,006,790	1,139,275
SERVICES						
5034	6004	Bank/Collection Agent Fees	-	250	-	250
5103	6703	Software Support/Development	-	-	10,000	-
5140	6102	Legal Services	-	250	-	250
5190	6106	Other Professional Services	-	10,000	-	10,000
5240	6401	Meeting & Prof Development	-	1,500	140	1,500
5255	6402	Travel Expense/Reimbursement	152	1,000	67	1,000
5270	6901	Printing and Binding	16,525	28,000	25,000	28,000
5275	6601	Postage	72,839	84,500	80,000	84,500
5340	7203	Office Equipment Maintenance	450	500	-	-
5395	6802	Info Tech Service Charges	680,086	679,565	679,565	59,995
5451	6505	Retiree Health Insurance	-	230,650	-	230,650
5570	6906	Office Equip & Furn Rent	3,921	2,400	2,460	2,400
5590	6908	Other Rentals	1,390	1,550	1,550	1,550
5800	6909	Subscriptions & Memberships	725	750	225	750
5840	6403	Training	255	4,500	1,534	4,500
5870	6804	General Govt Service Charge	94,648	97,534	97,534	100,490
5880	6710	Special Contractual Services	7,827	10,000	9,300	10,000
		TOTAL SERVICES	878,818	1,152,949	907,375	535,835
SUPPLIES						
6140	7002	Office Supplies	8,291	8,700	8,300	8,700
6375	7211	Computer Components	-	2,500	617	2,500
6510	7102	Small Tools & Equipment	-	-	435	-
6560	7807	Food	96	-	136	-
6590	7810	Special Departmental Supplies	36	1,500	559	1,500
6640	7901	Non-Capital Expenditures	14,182	-	4,722	-
		TOTAL SUPPLIES	22,605	12,700	14,769	12,700
FIXED ASSETS						
7140	8706	All Other Equipment	-	-	-	-
7150	8501	Other Betterments/Improv	-	50,000	52,500	-
		TOTAL FIXED ASSETS	-	50,000	52,500	-
FUND TOTAL			1,906,038	2,330,010	1,981,434	1,687,810

DEPARTMENT/DIVISION
AIR QUALITY IMPROVEMENT

FUND				BITECH ORGKEY	MUNIS ORG	
AIR QUALITY IMPROVEMENT FUND				221130	221400	
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED	
SALARIES AND BENEFITS						
4000	5001	Salaries: Full-Time	578	-	262	-
4050	5401	Pension Contributions	134	-	66	-
4051	5501	FICA/Medicare	44	-	20	-
4055	5701	Health/Dental Insurance	70	-	30	-
4058	5704	Unemployment Insurance	3	-	2	-
4059	5705	Life Insurance	1	-	-	-
		TOTAL SALARIES AND BENEFITS	829	-	380	-
SERVICES						
5990	6912	Reimbursed Expenditures	-	87,000	87,000	-
		TOTAL SERVICES	-	87,000	87,000	-
FIXED ASSETS						
7140	8706	All Other Equipment	-	50,000	50,000	-
7150	8501	Other Betterments/Improv	-	500,000	500,000	-
		TOTAL FIXED ASSETS	-	550,000	550,000	-
		FUND TOTAL	829	637,000	637,380	-

DEPARTMENT/DIVISION
OPEN SPACE

FUND			BITECH ORGKEY	MUNIS ORG	
OPEN SPACE FUND			227130	227501	
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	
				2020-21 CITY COUNCIL ADOPTED	
SERVICES					
5140	6102	Legal Services	-	68,480	-
5190	6106	Other Professional Services	-	-	-
5870	6804	General Govt Service Charge	1,424	-	-
		TOTAL SERVICES	1,424	68,480	-
FUND TOTAL		1,424	-	68,480	-

DEPARTMENT/DIVISION
PARKING AUTHORITY

FUND
PARKING AUTHORITY FUND

BITECH ORGKEY
237140

MUNIS ORG
237502

BITECH OBJECT	MUNIS OBJECT		2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED
		SERVICES				
5310	6307	Electricity & Gas	11,440	15,700	15,700	15,700
5870	6804	General Govt Service Charge	3,596	3,706	3,706	3,818
		TOTAL SERVICES	15,036	19,406	19,406	19,518
		FUND TOTAL	15,036	19,406	19,406	19,518

**DEPARTMENT/DIVISION
GENERAL DEBT SERVICE**

FUND					BITECH ORGKEY	MUNIS ORG
GENERAL DEBT SERVICE FUND					305130	305501
BITECH OBJECT	MUNIS OBJECT		2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED
SERVICES						
5030	6001	Fiscal Agent Fees	3,163	3,350	3,165	3,165
5190	6106	Other Professional Services	566	2,000	530	1,000
5870	6804	General Govt Service Charge	238	245	245	253
TOTAL SERVICES			3,966	5,595	3,940	4,418
DEBT SERVICE						
8100	9001	Principal	2,515,000	1,151,405	1,220,000	1,345,000
8200	9101	Interest	576,183	473,488	473,488	406,058
TOTAL DEBT SERVICE			3,091,183	1,624,893	1,693,488	1,751,058
FUND TOTAL			3,095,149	1,630,488	1,697,428	1,755,476

DEPARTMENT/DIVISION
SAFETY/CITY HALL REPLACEMENT FUND

FUND					BITECH ORGKEY	MUNIS ORG
SAFETY/CITY HALL REPLACEMENT FUND					406130	406501
BITECH OBJECT	MUNIS OBJECT		2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED
SERVICES						
5190	6106	Other Professional Services	3,500			-
5275	6601	Postage	179		204	-
5392	6005	License & Permits			850	-
TOTAL SERVICES			<u>3,679</u>	<u>-</u>	<u>1,054</u>	<u>-</u>
SUPPLIES						
6640	7901	Non-Capital Expenditures	4,779		11,767	-
TOTAL SUPPLIES			<u>4,779</u>	<u>-</u>	<u>11,767</u>	<u>-</u>
FIXED ASSETS						
7250	8001	Land Acquisitions	-	28,229	-	-
7520	8405	Other Infrastructure		-	14,309	-
TOTAL FIXED ASSETS			<u>-</u>	<u>28,229</u>	<u>14,309</u>	<u>-</u>
FUND TOTAL			8,458	28,229	27,130	-

DEPARTMENT/DIVISION
COMMUNITY FACILITIES DISTRICT 2003-1

FUND			BITECH ORGKEY	MUNIS ORG		
COMMUNITY FACILITIES DISTRICT FUND			710130	810962		
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED	
SERVICES						
5030	6001	Fiscal Agent Fees	10,601	20,000	20,000	20,000
5870	6804	General Govt Service Charge	452	465	465	479
TOTAL SERVICES		<u>11,053</u>	<u>20,465</u>	<u>20,465</u>	<u>20,479</u>	
DEBT SERVICE						
8100	9001	Principal	235,000	255,000	255,000	290,000
8200	9101	Interest	473,426	467,225	467,225	453,470
TOTAL DEBT SERVICE		<u>708,426</u>	<u>722,225</u>	<u>722,225</u>	<u>743,470</u>	
DIVISION TOTAL		719,479	742,690	742,690	763,949	

DEPARTMENT/DIVISION
COMMUNITY FACILITIES DISTRICT 2001-1

FUND			BITECH ORGKEY	MUNIS ORG		
COMMUNITY FACILITIES DISTRICT FUND			710300	810961		
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED	
SERVICES						
5030	6001	Fiscal Agent Fees	11,761	20,500	20,500	20,500
5870	6804	General Govt Service Charge	2,133	2,198	2,198	2,265
		TOTAL SERVICES	13,894	22,698	22,698	22,765
DEBT SERVICE						
8100	9001	Principal	425,000	450,000	450,000	480,000
8200	9101	Interest	303,828	290,228	290,228	261,428
		TOTAL DEBT SERVICE	728,828	740,228	740,228	741,428
		DIVISION TOTAL	742,722	762,926	762,926	764,193
		FUND TOTAL	1,462,200	1,505,616	1,505,616	1,528,142

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 the physical environment and 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
- Economic Development Division: Business attraction and retention, business assistance, 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
- 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

Performance Measures:

- 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 3 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 2020-21:

- Assist local businesses in accessing financial assistance available during the COVID-19 crisis
- 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.
- Increase ads in local theater's advertising opportunities, highlighting the city's shopping and downtown activities

Accomplishments for Fiscal Year 2019-20:

- Over 400 new business licenses issued in 2019, maintaining an average of over 400 new business licenses issued for the past five years
- 8.8 % increase in point-of-sale compared to the same period one year ago (2017-18)
- 3.0% unemployment rate in 2019, compared to the County-wide average of 3.8% in the same year, and 6th lowest unemployment rate in the County
- Added local theater advertising highlighting the City's shopping opportunities and downtown activities
- Garner Holt Productions, a world-wide leader in animatronics, began operations of their new headquarters and manufacturing operations. GHP was a product of the City's Red Team services, providing site location assistance and other valuable assistance from several partnering agencies, to assist GHP to select Redlands as their new business location. GHP was considering several other location out of state and in the region.
- Industrial vacancy rate finished the year at 1.3% for 4th QTR 2019, compared to a 5-year average of 9.1%
- Notable Industrial activity: Construction completions: 1675 Park Ave., 156,694 sq. ft; (leased): Gateway Logistics Center Almond Bldg. 1, 360,800 sq. ft., Abbyson Living tenant;
- Notable 2019 retail openings include in Downtown Redlands: *Don Orange*, *Redlands Oyster Cult & Fish Bar*, *Theron's Marketplace*, *Burger Im*, *Mountain Mike's Pizza*, *Cal West Bank*; and citywide: *Machete Taqueria*,

EOS Fitness, Share Tea, Sephora and Aldi.

- 2019 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 and responded to over 6 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. This year the City partnered with the Redlands Chamber of Commerce on the day's activities, and cross promoted with the new Redlands Visitor Center*
- Conducted business information meetings with real estate brokers and retail tenant representatives*
- Hosted two small business assistance workshops, averaging over 50 participants per workshop*
- Participated and supported two 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, including the addition of Mayoral editorial of ongoing development in the City*
- Supported the city's new website, converting and updating the economic development information and services

* Supports the City of Redlands Strategic Plan Objectives.

**DEPARTMENT/DIVISION
ECONOMIC DEVELOPMENT**

FUND				BITECH ORGKEY		MUNIS ORG	
GENERAL FUND				101161		101161	
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED		
SALARIES AND BENEFITS							
4000	5001	Salaries: Full-Time	150,098	240,618	246,688	241,902	
4005	5002	Salaries: Part-Time	195	-	-	-	
4010	5101	Overtime Salaries	-	-	250	-	
4015	5301	Banked Leave Buy Back	5,813	8,006	8,006	12,063	
4050	5401	Pension Contributions	48,452	60,955	62,497	67,315	
4051	5501	FICA/Medicare	16,650	17,569	18,122	17,920	
4053	5601	Deferred Compensation	3,944	5,522	5,309	5,627	
4055	5701	Health/Dental Insurance	17,603	11,057	16,745	14,693	
4056	5702	Workers' Comp Insurance	5,196	5,168	5,168	5,685	
4057	5703	Disability Insurance	183	63	56	-	
4058	5704	Unemployment Insurance	211	142	163	781	
4059	5705	Life Insurance	128	120	130	113	
4080	5801	Vehicle Allowance	120	-	422	300	
4081	5802	Eyecare Reimbursement	410	371	371	405	
4082	5803	Clothing Allowance	-	30	30	-	
4084	5805	Clothing Cash Payment	45	-	-	-	
4085	5903	Other Taxable Benefits	3,683	6,978	4,971	4,587	
4087	5905	Employee Wellness Program	73	79	79	-	
		TOTAL SALARIES AND BENEFITS	252,802	356,678	369,007	371,391	
SERVICES							
5190	6106	Other Professional Services	-	-	-	10,000	
5240	6401	Meeting & Prof Development	2,680	3,805	1,840	2,580	
5255	6402	Travel Expense/Reimbursement	3,420	4,000	1,182	1,200	
5270	6901	Printing and Binding	1,974	4,000	1,922	4,000	
5275	6601	Postage	2	200	30	50	
5280	6902	Advertising	14,485	17,400	16,268	17,400	
5303	6304	Telephone	703	700	400	400	
5395	6802	Info Tech Service Charges	4,168	4,047	4,047	10,636	
5570	6906	Office Equip & Furn Rent	970	-	-	-	
5800	6909	Subscriptions & Memberships	3,942	4,440	4,312	4,420	
5880	6710	Special Contractual Services	11,974	12,980	11,558	12,750	
		TOTAL SERVICES	44,319	51,572	41,559	63,436	
SUPPLIES							
6140	7002	Office Supplies	5,219	1,500	1,500	900	
6590	7810	Special Departmental Supplies	962	3,300	-	1,500	
		TOTAL SUPPLIES	6,181	4,800	1,500	2,400	
		DIVISION TOTAL	303,302	413,050	412,066	437,227	

**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 employing a Certified Access Specialist
- Perform business license inspections to ensure compliance with city regulations for business use and safety of the public

Significant Program Changes for Fiscal Year 2020-21:

- Implement the new editions of the 2019 California Building Standards Codes. A significant code change provides stricter energy compliance measures for residential and commercial projects. New homes will use 53% less energy and non-residential buildings will use 30% less energy.
- Implement the use of signature pads at the permit counter to reduce the amount of paperwork generated, thus decreasing printing costs.

Accomplishments for Fiscal Year 2019-20:

- Issued over 2,000 permits for building, electrical, mechanical, plumbing, or combinations thereof
- Performed plan review for 952 plan submittals
- Performed 11,249 inspections within the next business day of the request
- Responded to 4,548 public counter contacts at the One Stop Permit Center for customer assistance
- Adopted the 2019 California Building Standards Codes
- 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, Minor Exception Committee and special reviews with applicants
- Interviewed and hired new staff (Sr. Building Inspector and Plans Examiner)

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

**DEPARTMENT/DIVISION
BUILDING & SAFETY**

FUND				BITECH ORGKEY	MUNIS ORG
GENERAL FUND				101162	101162
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED
SALARIES AND BENEFITS					
4000	5001	511,530	649,889	639,390	541,154
4005	5002	779	-	-	-
4010	5101	-	1,000	896	1,000
4015	5301	6,104	11,356	24,856	8,265
4050	5401	114,885	165,178	161,775	150,983
4051	5501	39,183	50,633	48,175	41,492
4053	5601	2,099	5,746	5,534	4,717
4055	5701	41,725	65,765	59,625	70,924
4056	5702	36,998	15,503	15,503	17,053
4057	5703	3,051	3,737	3,330	3,581
4058	5704	1,152	219	1,423	2,821
4059	5705	408	504	456	410
4080	5801	121	-	161	180
4081	5802	374	1,766	766	1,463
4082	5803	1,350	1,650	1,650	1,725
4085	5903	12,724	15,307	13,843	5,877
4087	5905	143	150	150	-
TOTAL SALARIES AND BENEFITS		772,627	988,403	977,534	851,645
SERVICES					
5103	6703	1,448	-	-	-
5190	6106	21,000	25,000	6,600	25,000
5240	6401	3,919	5,510	3,665	3,310
5255	6402	1,446	2,200	1,550	2,100
5270	6901	4,070	3,500	3,610	3,000
5275	6601	3	25	10	25
5280	6902	431	250	1,100	300
5290	6705	6,181	10,819	6,852	6,000
5303	6304	2,468	2,900	2,393	2,500
5395	6802	75,511	38,975	38,975	27,688
5396	6803	5,348	10,256	10,782	10,582
5570	6906	4,316	3,000	5,104	3,000
5800	6909	2,934	2,000	1,539	2,500
5950	6911	865	-	-	-
TOTAL SERVICES		129,939	104,435	82,180	86,005
SUPPLIES					
6130	7001	551	7,000	4,222	800
6140	7002	3,473	3,500	3,500	3,000
6375	7211	824	-	1,200	-
6500	7101	-	-	4,600	-
6590	7810	364	1,800	-	1,000
TOTAL SUPPLIES		5,211	12,300	13,522	4,800
FIXED ASSETS					
7100	8704	27,226	-	-	-
7300	8801	-	7,185	3,593	7,185
TOTAL FIXED ASSETS		27,226	7,185	3,593	7,185
DIVISION TOTAL		935,003	1,112,323	1,076,828	949,635

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 inquiries for customer assistance at the One Stop Permit Center and 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 meeting minutes. This includes up to 20 Planning Commission meetings and up to 12 Historic & Scenic Preservation Commission meetings per fiscal year.
- Provide staff support to the Minor Exception Committee, in the form of agendas, legal advertising and notices, and project reviews, for up to 12 Minor Exception Committee meetings per fiscal year.
- Provide staff support to the Preliminary/Development Review Committee, in the form of agendas and project review, for up to 18 Preliminary/Development Review Committee meetings.
- Process City-initiated General Plan amendments, Zoning Map and Zoning Code amendments, and Specific Plan Amendments as directed by the City Council.
- Prepare and submit an Annual Housing Report as mandated by the State of California.
- Maintain and expand the Historic Preservation program, including issuing permits, maintaining restoration/rehabilitation agreements (Mills Act Contracts) with private property owners, and adoption of the updated Historic Architectural Design Guidelines.
- Process annexations as required for surrounding 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.
- Seek and apply for State or regional grant funding in support of Planning work programs and activities.
- Coordinate Planning activities with other agencies, such as the County of San Bernardino, the San Bernardino County Transportation Authority (SBCTA), Omnitrans, Caltrans, and Southern California Associated Governments (SCAG).

Significant Program Changes for Fiscal Year 2020-21:

- Continue work on various updates following the adoption of the 2035 General Plan, including: Zoning Map update, Housing Element Update, and Zoning Code (RMC Title 18) amendments.
- Continue moving the Transit Villages Specific Plan toward adoption (anticipated by mid-2021).ⁱ
- Prepare the Environmental Impact Report for the Transit Villages Specific Plan, and fully utilize the State grant in the amount of \$310,000 to prepare the EIR.

Accomplishments for Fiscal Year 2019-20:

- Fully utilized a Caltrans grant in the amount of \$610,000 to prepare and complete the draft Transit Villages Specific Plan document, within budget and schedule.
- Applied and obtained a grant for \$310,000 from the California Department of Housing & Community Development to prepare an Environmental Impact Report for the Transit Villages Specific Plan.
- Approval for a new parking structure in Downtown Redlands that will include 200 public parking spaces to serve the downtown train station at the historic Santa Fe Depot.
- Issued permits for the restoration and seismic retrofit for the historic Santa Fe Depot, in preparation for the return of passenger rail service to Redlands in 2022.
- Approval for several new commercial/retail buildings in Downtown Redlands that is spurring additional new development around the historic Santa Fe Depot train station.
- Approval for a new three-story office building on the Esri Campus that is supporting employment growth.
- Over 100 development applications accepted and processed.
- Over 105 staff reports written for the City Council, Planning Commission, and Historic & Scenic Preservation Commission.
- Preparation and noticing responsibilities for approximately 42 meeting agendas consisting of: 13 Planning Commission agendas, 8 Historic & Scenic Preservation Commission agendas, 16 Development Review Committee agendas, and 5 Minor Exception Committee agendas
- Completed Residential Development Allocation requests awarding a total of 328 residential units.
- Processed the Local Historic Resource designation and adaptive reuse 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 the San Bernardino County Transportation Authority, as well as a countywide Vehicle Miles Travelled ('VMT') study by SBCTA.
- Adopted a new City of Redlands local threshold of significance for Vehicle Miles Travelled ('VMT') in compliance with updates to the California Environmental Quality Act.
- Worked with a consultant and prepared the draft Historic Architectural Design Guidelines document.

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

**DEPARTMENT/DIVISION
PLANNING**

FUND				BITECH ORGKEY	MUNIS ORG	
GENERAL FUND				101164	101164	
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED	
SALARIES AND BENEFITS						
4000	5001	Salaries: Full-Time	657,962	805,661	778,511	820,781
4005	5002	Salaries: Part-Time	13,755	14,000	10,216	14,000
4010	5101	Overtime Salaries	2,085	1,200	2,900	1,500
4015	5301	Banked Leave Buy Back	35,254	27,470	27,470	26,629
4050	5401	Pension Contributions	147,603	200,324	197,068	228,444
4051	5501	FICA/Medicare	51,448	60,743	57,991	62,685
4053	5601	Deferred Compensation	7,579	9,486	9,515	10,615
4055	5701	Health/Dental Insurance	46,223	72,029	61,981	77,869
4056	5702	Workers' Comp Insurance	23,901	23,807	23,807	26,188
4057	5703	Disability Insurance	2,262	2,434	1,386	1,376
4058	5704	Unemployment Insurance	999	1,164	815	3,776
4059	5705	Life Insurance	481	510	521	485
4080	5801	Vehicle Allowance	668	-	670	720
4081	5802	Eyecare Reimbursement	1,005	1,688	800	1,733
4082	5803	Clothing Allowance	915	1,020	930	600
4085	5903	Other Taxable Benefits	13,344	15,391	14,615	9,801
4087	5905	Employee Wellness Program	311	345	409	-
4999	5005	Vacancies	-	(35,424)	-	-
		TOTAL SALARIES AND BENEFITS	1,005,795	1,201,848	1,189,606	1,287,202
SERVICES						
5103	6703	Software Support/Development	419	-	67	-
5190	6106	Other Professional Services	204,780	541,326	308,926	63,353
5191	6107	Reimb Professional Services	267,229	-	-	-
5240	6401	Meeting & Prof Development	4,122	6,728	3,411	5,310
5255	6402	Travel Expense/Reimbursement	3,106	9,300	3,796	2,350
5270	6901	Printing and Binding	4,451	8,000	5,100	7,500
5275	6601	Postage	3,716	3,400	1,700	3,000
5280	6902	Advertising	15,670	14,000	7,500	10,000
5290	6705	Filming and Microfilming	9,263	6,000	4,500	5,000
5303	6304	Telephone	1,553	1,800	900	1,100
5340	7203	Office Equipment Maintenance	51	-	-	-
5392	6005	License & Permits	100	1,500	150	600
5395	6802	Info Tech Service Charges	80,742	95,421	95,421	41,511
5396	6803	City Garage Charges	578	565	594	565
5570	6906	Office Equip & Furn Rent	3,696	3,000	5,076	3,000
5800	6909	Subscriptions & Memberships	3,566	5,037	4,359	5,173
5880	6710	Special Contractual Services	3,708	2,700	-	-
		TOTAL SERVICES	606,749	698,777	441,500	148,462
SUPPLIES						
6130	7001	Books & Supplies	841	1,000	443	1,000
6140	7002	Office Supplies	5,113	6,500	6,560	5,750
6375	7211	Computer Components	3,461	2,000	4,100	1,200
6500	7101	Office Equipment & Furniture	6,983	2,000	2,700	1,000
6560	7807	Food	612	800	200	200
6590	7810	Special Departmental Supplies	837	1,500	1,500	500
		TOTAL SUPPLIES	17,847	13,800	15,503	9,650
FIXED ASSETS						
7300	8801	Capital Lease	-	6,245	3,270	6,245
		TOTAL FIXED ASSETS	-	6,245	3,270	6,245
		DIVISION TOTAL	1,630,391	1,920,670	1,649,879	1,451,559
		DEPARTMENT TOTAL	2,868,696	3,446,043	3,138,773	2,838,421

**DEPARTMENT/DIVISION
PLANNING GRANTS**

FUND				BITECH ORGKEY	MUNIS ORG	
GENERAL FUND				101165	200164	
BITECH OBJECT	MUNIS OBJECT		2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED
		SERVICES				
5190	6106	Other Professional Services	438,114	455,789	455,789	-
		TOTAL SERVICES	438,114	455,789	455,789	-
		 DIVISION TOTAL	 438,114	 455,789	 455,789	 -
		 DEPARTMENT TOTAL	 3,306,811	 3,901,833	 3,594,562	 2,838,421

**DEPARTMENT/DIVISION
PLANNING GRANTS**

FUND				BITECH ORGKEY	MUNIS ORG
GOVERNMENTAL GRANT FUND				101165	200164
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED
SALARIES AND BENEFITS					
4000	5001				27,057
4005	5002				-
4010	5101				-
4011	5102				-
4050	5401				6,856
4051	5501				2,069
4055	5701				3,842
4057	5703				129
4058	5704				113
4059	5705				16
4082	5803				-
4085	5903				-
TOTAL SALARIES AND BENEFITS		-	-	-	40,083
SERVICES					
5103	6703				-
5104	7201				-
5110	6101				38,000
5180	6105				-
5190	6106				-
5240	6401				-
5255	6402				-
5270	6901				400
5280	6902				1,300
5303	6304				-
5320	6903				-
5360	7205				-
5392	6005				5,500
5410	6502				-
5760	6708				-
5840	6403				-
5880	6710				60,582
5990	6912				-
TOTAL SERVICES		-	-	-	105,782
SUPPLIES					
6180	7004				-
6190	7005				-
6510	7102				-
6560	7807				-
6590	7810				-
TOTAL SUPPLIES		-	-	-	-
FIXED ASSETS					
7100	8704				-
7140	8706				-
7150	8501				-
7230	8403				64,635
7270	8503				193,378
TOTAL FIXED ASSETS		-	-	-	258,013
DIVISION TOTAL					403,878

**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 2020-21:

- Funded the Joslyn Senior Center Kitchen Rehabilitation Project.
- Funded the Redlands Senior/Community Center Parking Lot Rehabilitation Project.
- Complete the construction of the FY 2019-20 Alley/Street Improvement Capital Improvement Project in low-to moderate-income neighborhoods.
- Complete the construction of the FY 2018-19 ADA Improvement Project at various City Hall locations.
- Implemented three new public service programs for seniors and low- to moderate-income residents to help mitigate negative impacts of the coronavirus using CDBG-CV funds.

Accomplishments for Fiscal Year 2019-20:

- Provided contract administration to five public services agencies.
- Completed the FY 2017-18 Alley/Street Improvement Capital Improvement Project.
- Started the FY 2018-2019 ADA Improvement Capital Improvement Project (Civic Center Parking Lot).

**DEPARTMENT/DIVISION
CDBG PROGRAM**

FUND					BITECH ORGKEY	MUNIS ORG
COMMUNITY DEVELOPMENT BLOCK GRANT FUND					243164	200164
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED	
SALARIES AND BENEFITS						
4000	5001	Salaries: Full-Time	12,904	48,150	78,877	
4050	5401	Pension Contributions	2,917	7,099	20,809	
4051	5501	FICA/Medicare	982	2,200	6,085	
4055	5701	Health/Dental Insurance	1,566	2,440	12,101	
4057	5703	Disability Insurance	65	76	540	
4058	5704	Unemployment Insurance	9	112	596	
4059	5705	Life Insurance	10	16	66	
4085	5903	Other Taxable Benefits	37	462	462	
		TOTAL SALARIES AND BENEFITS	18,491	60,555	119,537	-
SERVICES						
5110	6101	Architect & Engineer	-	37,000	19,340	
5190	6106	Other Professional Services	-	-	22,600	
5280	6902	Advertising	1,180	1,292	1,950	
5392	6005	License & Permits	-	-	660	
5880	6710	Special Contractual Services	50,562	59,192	254,192	
		TOTAL SERVICES	51,742	97,484	298,742	-
SUPPLIES						
6350	7210	Building Supplies	-	2,400	2,400	
6590	7810	Special Departmental Supplies	-	-	5,000	
		TOTAL SUPPLIES	-	2,400	7,400	-
FIXED ASSETS						
7140	8706	All Other Equipment	-	-	12,000	
7150	8501	Other Betterments/Improv	-	127,020	125,020	
7230	8403	Street Construction	378,217	427,660	432,452	
		TOTAL FIXED ASSETS	378,217	554,680	569,472	-
		FUND TOTAL	448,451	715,120	995,150	

**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.

Accomplishments for Fiscal Year 2019-20:

- Entered into escrow with Redlands Railway District, LLC, for the transfer of 31 and 205 West Stuart Avenue. 31 and 205 West Stuart Avenue are Properties #7 and #8 respectively, in the Long Range Property Management Plan (LRPMP). These properties will be combined with adjacent properties owned by Redlands Railway District, LLC for the future construction of an over 380-space public parking structure*
- 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				BITECH ORGKEY	MUNIS ORG
SUCCESSOR TO RDA DEBT SERVICE FUND				380182	820169
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED
SERVICES					
5030	6001	Fiscal Agent Fees	5,405	5,405	5,405
5190	6106	Other Professional Services	566	2,200	2,200
5993	6913	Amortization Expense	90,499	90,499	-
		TOTAL SERVICES	96,470	7,605	7,605
DEBT SERVICE					
8100	9001	Principal	-	2,240,000	2,330,000
8200	9101	Interest	356,615	275,867	190,738
		TOTAL DEBT SERVICE	356,615	2,515,867	2,520,738
		FUND TOTAL	453,084	2,523,472	2,528,343

DEPARTMENT/DIVISION
SUCCESSOR AGENCY ADMINISTRATION

FUND		BITECH ORGKEY	MUNIS ORG			
SUCCESSOR TO RDA GENERAL FUND		480180	820167			
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED	
SALARIES AND BENEFITS						
4000	5001	4000 Full Time Salaries	189,804	12,776	12,776	10,558
4015	5301	4015 Banked Leave Buy Back	7,428	588	588	646
4050	5401	4050 Pension Contributions	27,890	2,503	2,503	2,949
4051	5501	4051 Fica/Medicare	8,611	647	647	675
4053	5601	4053 Deferred Compensation	2,975	265	265	279
4055	5701	4055 Health/Dental Insurance	4,800	703	703	720
4057	5703	4057 Disability Insurance	200	-	-	-
4058	5704	4058 Unemployment Insurance	104	26	26	26
4059	5705	4059 Life Insurance	67	4	4	4
4080	5801	4080 Vehicle Allowance	360	-	-	12
4081	5802	4081 Eyecare Reimbursement	90	11	11	14
4082	5803	4082 Clothing Allowance	90	-	-	-
4085	5903	4085 Other Taxable Benefits	2,388	29	29	-
4087	5905	4087 Employee Wellness Program	199	-	-	-
TOTAL SALARIES AND BENEFITS			245,006	17,552	17,552	15,883
SERVICES						
5190	6106	5190 Other Professional Services	4,994	-	-	-
5240	6401	5240 Meeting & Professional Devlpmt	-	-	-	-
5255	6402	5255 Travel Expense/Reimbursement	-	-	-	-
5270	6901	5270 Printing and Binding	-	-	-	-
5275	6601	5275 Postage	-	-	-	-
5280	6902	5280 Advertising	-	-	-	-
5303	6304	5303 Telephone	-	-	-	-
5320	6903	5320 Janitorial Services	-	-	-	-
5570	6906	5570 Office Equip & Furn Rent	-	-	-	-
5800	6909	5800 Subscriptions &	-	-	-	-
5840	6403	5840 Training	-	-	-	-
5880	6710	5880 Special Contractual Services	-	-	-	-
5995	6914	5995 Depreciation Expense	-	952	-	-
TOTAL SERVICES			4,994	952	-	-
FUND TOTAL			250,000	18,504	17,552	15,883

DEPARTMENT/DIVISION
SUCCESSOR AGENCY OBLIGATIONS (OTHER)

FUND				BITECH ORGKEY	MUNIS ORG
SUCCESSOR TO RDA PROJECTS FUND				488182	820168
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED
SERVICES					
5160	6104	Auditing and Accounting	2,700	2,700	2,700
		TOTAL SERVICES	<u>2,700</u>	<u>2,700</u>	<u>2,700</u>
FUND TOTAL			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:

- Maintain as much service to our patrons as possible in light of the elimination of 21 hours of library operation necessitated by the layoff of 16 employees
- 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
- 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:

Reorganized reference section to emphasize digital resources.

Accomplishments for Fiscal Year 2019-20:

- Continued to offer diverse educational and informative adult programming
- Continued to offer multi-week computer training classes
- Continued to grow our Adult Literacy program, now featuring more 110 tutor/learner teams
- Our tutors and learners staged a volunteer performance of Paul Fleischman's play *Seedfolks* in a demonstration of how literacy changes lives
- Using endowment funds, revitalized our circulating art collection
- Through February 2020 circulated over 173,500 items to over 40,000 library cardholders
- Celebrated our eighth 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
- Staged our first Día de Muertos event in November featuring community ofrenda, food and entertainment
- Thanks to an additional full-time Library Specialist, the Young Readers Room was able to increase outreach to schools, programs & story time events
- Through February 2020, our Smiley Heritage Tours committee conducted 44 tours for 1,540 Redlands Unified School District fourth grade students
- The Lincoln Shrine offered a diverse range of programming and exhibits, including the 48th annual Open House and 88th 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. Two major donations were secured at the end of December
- Thanks to the generosity of a donor, Special Collections acquired the equipment needed to digitize patron 8mm, 16mm, and Super 8 films in high definition. Publicity about the program resulted in more than 200 submissions
- Provided historical research services to more than 500 patrons ranging from photo reproduction to property inquiries
- A Southern California in Film series was inaugurated to examine the unique ways in which our region is featured in film

DEPARTMENT/DIVISION
LIBRARY ADMINISTRATION

FUND GENERAL FUND			BITECH ORGKEY 101190	MUNIS ORG 101190		
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED	
SALARIES AND BENEFITS						
4000	5001	Salaries: Full-Time	1,225,085	1,353,500	1,311,435	1,205,049
4005	5002	Salaries: Part-Time	146,070	255,130	184,777	88,230
4010	5101	Overtime Salaries	2,570	-	3,000	-
4015	5301	Banked Leave Buy Back	84,147	212,918	212,918	49,970
4050	5401	Pension Contributions	274,190	343,552	332,033	335,389
4051	5501	FICA/Medicare	110,189	135,134	123,114	100,793
4053	5601	Deferred Compensation	13,145	14,329	13,389	14,355
4055	5701	Health/Dental Insurance	173,330	210,234	199,100	179,991
4056	5702	Workers' Comp Insurance	54,037	53,742	53,742	59,116
4057	5703	Disability Insurance	4,199	5,339	4,668	3,650
4058	5704	Unemployment Insurance	3,681	6,606	7,537	9,114
4059	5705	Life Insurance	1,259	1,260	1,296	1,008
4080	5801	Vehicle Allowance	4,829	4,800	4,800	4,800
4081	5802	Eyecare Reimbursement	1,375	4,500	4,500	3,600
4082	5803	Clothing Allowance	2,550	3,500	3,500	2,250
4085	5903	Other Taxable Benefits	17,975	21,734	18,798	14,730
4087	5905	Employee Wellness Program	608	670	670	-
4999	5005	Vacancies	-	(21,150)	-	-
TOTAL SALARIES AND BENEFITS		2,119,239	2,605,798	2,479,277	2,072,045	
SERVICES						
5240	6401	Meeting & Prof Development	12	-	-	-
5270	6901	Printing and Binding	334	1,300	1,300	1,300
5275	6601	Postage	2,566	3,000	3,000	3,000
5303	6304	Telephone	1,059	1,200	1,200	1,200
5395	6802	Info Tech Service Charges	20,118	18,420	18,420	38,184
5570	6906	Office Equip & Furn Rent	5,458	7,750	7,750	7,750
5800	6909	Subscriptions & Memberships	510	-	-	-
5950	6911	Bad Debt Expense	120	120	120	120
TOTAL SERVICES		30,177	31,790	31,790	51,554	
SUPPLIES						
6140	7002	Office Supplies	5,230	5,700	5,700	5,700
6210	7208	Repair/Maintenance Supplies	1,595	2,500	2,500	2,500
6350	7210	Building Supplies	1,412	1,500	1,500	1,500
6510	7102	Small Tools & Equipment	241	250	250	250
6590	7810	Special Departmental Supplies	-	500	500	500
TOTAL SUPPLIES		8,479	10,450	10,450	10,450	
DIVISION TOTAL		2,157,895	2,648,038	2,521,517	2,134,049	

DEPARTMENT/DIVISION
LINCOLN SHRINE

FUND
GENERAL FUND

BITECH ORGKEY
101193

MUNIS ORG
101191

BITECH OBJECT	MUNIS OBJECT		2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED
		SERVICES				
5275	6601	Postage	158	165	165	165
		TOTAL SERVICES	158	165	165	165
		SUPPLIES				
6610	7811	Books	528	975	75	975
		TOTAL SUPPLIES	528	975	75	975
		DIVISION TOTAL	686	1,140	240	1,140
		DEPARTMENT TOTAL	2,158,580	2,649,178	2,521,757	2,135,189

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 2020
- Reduce Part 1 Crimes in 2020
 - 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 to provide the maximum amount of coverage possible with the resources available. 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:

- Purchased and equipped two shipping container boxes to serve as storage for employees' equipment.
- Obtained and implemented new recorder management software.
- In addition to maintaining an Alcohol Beverage Control (ABC) Grant, the Department obtained a Tobacco Grant this year to enforce violations regarding tobacco sales.
- Elimination of all four of the field Community Service Officer program due to budget cuts.
- Significant reductions in overtime that may affect all areas of police operations.
- Elimination of five police officer positions due to budget cuts.

Accomplishments for Fiscal Year 2019-2020:

- Three (3) new police officers were successfully trained and completed the Field Training and Evaluation Program, while two (2) other officers continue to progress well in the Field Training and Evaluation Program. One (1) additional officer has been hired and will be starting the training at the San Bernardino County Sheriff's Department. These officers fill vacancies created through attrition.
- This year, we hired an additional Reserve Officer who is currently in the Field Training and Evaluation Program.
- One of our corporals was recognized by the Chamber of Commerce as the Police Officer of the Year.
- Quarterly Alcohol Beverage Control (ABC) operations were conducted, and we submitted a grant for the next fiscal year.
- Received a Tobacco Grant and have conducted the first quarter operation.

DEPARTMENT/DIVISION
PATROL SERVICES

FUND				BITECH ORGKEY	MUNIS ORG	
GENERAL FUND				101200	101200	
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED	
SALARIES AND BENEFITS						
4000	5001	Salaries: Full-Time	5,351,624	6,043,714	5,466,535	5,366,328
4002	5003	Labor Code Sec 4850	143,349	-	151,764	-
4010	5101	Overtime Salaries	491,859	578,334	525,000	462,667
4011	5102	O.T. Reimbursable	63,332	74,904	45,000	44,000
4014	5104	Major Crime OT	24,066	38,045	1,500	12,000
4015	5301	Banked Leave Buy Back	858,636	907,895	919,663	1,529,172
4035	5105	Overtime: Court/Other	63,551	69,626	59,626	56,000
4050	5401	Pension Contributions	3,276,915	3,765,146	3,653,932	3,705,844
4051	5501	FICA/Medicare	119,603	134,358	120,795	113,446
4053	5601	Deferred Compensation	7,154	8,110	6,116	4,396
4055	5701	Health/Dental Insurance	907,391	936,037	872,569	855,927
4056	5702	Workers' Comp Insurance	502,683	643,550	643,550	675,728
4057	5703	Disability Insurance	2,416	2,338	2,281	350
4058	5704	Unemployment Insurance	4,826	2,688	8,014	20,760
4059	5705	Life Insurance	3,729	3,591	3,491	3,014
4081	5802	Eyecare Reimbursement	-	900	900	-
4082	5803	Clothing Allowance	208,389	174,900	160,259	151,818
4085	5903	Other Taxable Benefits	73,494	61,800	71,060	52,181
4099	5905	Vacancies	-	(205,115)	-	-
		TOTAL SALARIES AND BENEFITS	12,103,018	13,240,821	12,712,055	13,053,629
SERVICES						
5395	6802	Info Tech Service Charges	86,488	74,255	74,255	378,204
5880	6710	Special Contractual Services	176,985	183,000	183,000	192,421
5950	6911	Bad Debt Expense	17,698	25,000	25,000	25,000
		TOTAL SERVICES	281,170	282,255	282,255	595,625
FIXED ASSETS						
7140	8706	All Other Equipment	29	-	-	-
		TOTAL FIXED ASSETS	29	-	-	-
		DIVISION TOTAL	12,384,217	13,523,076	12,994,310	13,649,254

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 utilize 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.

Program Objectives:

- 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
- Reduction of staffing by two full-time dispatchers, one part-time dispatcher and all six part-time camera operators

Accomplishments for Fiscal Year 2020-2021:

- Continued Quality Assurance and Review Program in which supervisors randomly review calls to ensure Police Department customer service expectations, departmental protocols, and guidelines are met.
- Dispatchers answered 43,546 9-1-1 calls, a 4.9% increase from the previous year.
- Dispatchers answered 106,070 business and alternate emergency lines, an 11.5% decrease from last year.
- There were 53,891 calls for service, a 1.8% increase from last year.
- Began early phases of implementing Next Generation 9-1-1 Technology.

**DEPARTMENT/DIVISION
COMMUNICATIONS**

FUND				BITECH ORGKEY	MUNIS ORG	
GENERAL FUND				101201	101201	
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED	
SALARIES AND BENEFITS						
4000	5001	Salaries: Full-Time	830,068	975,596	943,492	917,118
4005	5002	Salaries: Part-Time	16,675	24,711	21,641	-
4010	5101	Overtime Salaries	86,737	110,605	79,750	88,484
4012	5201	Stand By	1,352	13,200	1,350	13,200
4015	5301	Banked Leave Buy Back	17,486	30,608	14,959	29,929
4050	5401	Pension Contributions	190,832	254,668	244,916	255,087
4051	5501	FICA/Medicare	75,150	89,468	82,320	75,874
4053	5601	Deferred Compensation	8,958	13,760	10,320	12,040
4055	5701	Health/Dental Insurance	186,499	241,035	208,760	215,650
4056	5702	Workers' Comp Insurance	40,461	42,466	42,466	44,589
4057	5703	Disability Insurance	9,351	11,448	10,279	10,594
4058	5704	Unemployment Insurance	2,077	790	1,859	6,076
4059	5705	Life Insurance	920	1,008	966	882
4081	5802	Eyecare Reimbursement	802	3,600	3,600	3,150
4082	5803	Clothing Allowance	23,800	27,200	24,650	23,800
4085	5903	Other Taxable Benefits	13,694	3,120	17,952	4,200
		TOTAL SALARIES AND BENEFITS	1,504,864	1,843,283	1,709,279	1,700,673
SERVICES						
5340	7203	Office Equipment Maintenance	-	2,500	1,349	2,500
5395	6802	Info Tech Service Charges	14,509	79,870	79,870	57,862
5580	6907	Comms Service & Rental	296,544	302,000	318,000	318,000
		TOTAL SERVICES	311,053	384,370	399,219	378,362
SUPPLIES						
6500	7101	Office Equipment & Furniture	-	10,500	-	10,500
6510	7102	Small Tools & Equipment	489	4,000	4,000	4,000
6590	7810	Special Departmental Supplies	2,146	5,000	3,500	5,000
		TOTAL SUPPLIES	2,635	19,500	7,500	19,500
		DIVISION TOTAL	1,818,552	2,247,153	2,115,998	2,098,535

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 and Fleet.

The Office of the Chief of Police is comprised of the Chief, two Deputy Chiefs, one Executive Assistant, one Management Analyst, one Operations Coordinator, and a Sergeant assigned to Professional Standards. The Deputy Chiefs oversee 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 staff 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 and fleet operations. 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 (CSRs) 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 CSRs 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, Department of Children & Family Services, Department of Motor Vehicles, Parole, Probation and the Department of Justice. The Unit also acts as the court liaison and is responsible for the delivery of all reports to the District Attorney and courts. They are also responsible for the acceptance and service of subpoenas to officers and provide any additional investigative evidence collection, such as audio recordings, 911 tapes, photos, and videos to requesting law enforcement agencies. Additional duties include registering and keeping current accurate information on all narcotics, arson, and sex registrants who reside in the City of Redlands.

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, residents, and the press when records information has been requested
- 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:

- The Records Supervisor attended the annual California CLETS Users Group (CCUG) conference in Sacramento.

- The Records Supervisor attended trainings regarding the new SB 384 (Sex Registrant Tier Program).
- Three (3) new Xybix stand/sit workstations were purchased and installed in the Records Unit following ADA compliance.
- Elimination of four part-time CSRs and two part-time CSOs will severely impact our service delivery model.
- Elimination of all General Fund supported background investigators.

Accomplishments for Fiscal Year 2019-2020:

- The Records Supervisor attended the annual California CLETS Users Group (CCUG) conference in Sacramento.
- The Records Supervisor attended trainings regarding the new SB 384 (Sex Registrant Tier Program).
- Three (3) new Xybix stand/sit workstations were purchased and installed in the Records Unit following ADA compliance.
- Part-time CSR attended Public Records Act (PRA) training.
Two (2) CSRs attended California Sex and Arson Registrants CSAR and Livescan training.

**DEPARTMENT/DIVISION
SUPPORT SERVICES**

FUND				BITECH ORGKEY	MUNIS ORG	
GENERAL FUND				101202	101202	
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED	
SALARIES AND BENEFITS						
4000	5001	Salaries: Full-Time	1,285,844	1,318,955	1,274,134	1,411,406
4005	5002	Salaries: Part-Time	149,192	246,248	143,167	-
4010	5101	Overtime Salaries	56,507	63,224	55,000	50,579
4011	5102	O.T. Reimbursable	8,445	12,610	3,500	4,000
4015	5301	Banked Leave Buy Back	123,695	161,859	157,856	223,602
4035	5105	Overtime: Court/Other	-	-	1,065	880
4050	5401	Pension Contributions	515,269	586,119	634,906	713,405
4051	5501	FICA/Medicare	75,232	101,895	83,060	68,395
4053	5601	Deferred Compensation	26,194	22,522	36,621	22,347
4055	5701	Health/Dental Insurance	203,904	205,208	216,371	219,911
4056	5702	Workers' Comp Insurance	49,880	47,541	47,541	49,918
4057	5703	Disability Insurance	3,970	4,956	4,161	4,377
4058	5704	Unemployment Insurance	2,720	4,171	3,631	5,642
4059	5705	Life Insurance	901	819	808	819
4081	5802	Eyecare Reimbursement	701	2,250	2,250	2,250
4082	5803	Clothing Allowance	10,350	10,875	9,375	13,725
4085	5903	Other Taxable Benefits	11,083	14,415	8,329	12,586
4087	5905	Employee Wellness Program	828	900	900	900
		TOTAL SALARIES AND BENEFITS	2,524,716	2,804,566	2,682,675	2,804,742
SERVICES						
5050	6702	Fingerprinting	11,178	16,000	9,750	16,000
5140	6102	Legal Services	7,259	15,000	50,000	50,000
5153	6103	Veterinary Services	535	-	-	-
5180	6105	Medical/Physicals	69,306	81,225	74,225	81,225
5190	6106	Other Professional Services	11,493	-	-	-
5255	6402	Travel Expense/Reimbursement	72,190	98,075	62,750	90,000
5270	6901	Printing and Binding	9,000	15,000	7,500	12,000
5275	6601	Postage	3,962	7,200	3,500	7,200
5280	6902	Advertising	188	-	-	-
5303	6304	Telephone	139,121	120,000	120,000	120,000
5310	6307	Electricity & Gas	3,149	4,200	3,500	4,200
5360	7205	Machinery & Equip. Maint.	4,261	12,350	7,350	12,350
5365	7206	Vehicle Maintenance	3,518	8,500	6,750	8,500
5395	6802	Info Tech Service Charges	874,571	547,800	547,800	118,340
5396	6803	City Garage Charges	425,130	370,200	389,186	443,007
5510	6904	Land and Building Rent	5,400	5,400	5,400	5,400
5570	6906	Office Equip & Furn Rent	20,720	24,190	24,190	24,190
5760	6708	Special Program Expenditures	122,139	5,000	5,000	-
5800	6909	Subscriptions & Memberships	6,609	7,150	7,150	7,150
5840	6403	Training	106,940	177,050	153,050	150,000
5880	6710	Special Contractual Services	49,167	84,506	70,400	70,400
5890	6712	Landfill Tipping Charges	-	-	93	-
5950	6911	Bad Debt Expense	335	500	-	-
		TOTAL SERVICES	1,946,170	1,599,346	1,547,594	1,219,962
SUPPLIES						
6130	7001	Books & Supplies	370	650	650	650
6140	7002	Office Supplies	23,876	39,000	39,000	34,500
6160	7804	Medical Supplies	548	8,500	8,400	8,500
6170	7805	Weapons & Ammunitions	68,618	79,843	64,043	69,843
6180	7004	Uniform/Safety Clothing	69,225	105,775	65,025	100,775
6190	7005	Photo & Copying Supplies	6,708	8,250	4,316	5,250
6210	7208	Repair/Maintenance Supplies	61	500	-	500
6500	7101	Office Equipment & Furniture	5,791	31,620	29,907	16,620
6510	7102	Small Tools & Equipment	6,385	58,100	56,225	10,000
6560	7807	Food	13,997	10,250	6,250	10,250
6590	7810	Special Departmental Supplies	73,648	71,245	71,245	61,245
6640	7901	Non-Capital Expenditures	11,030	27,611	100,857	-
		TOTAL SUPPLIES	280,257	441,344	445,918	318,133

**DEPARTMENT/DIVISION
SUPPORT SERVICES**

FUND				BITECH ORGKEY	MUNIS ORG	
GENERAL FUND				101202	101202	
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED	
FIXED ASSETS						
7100	8704	Motor Vehicles	112,602	244,115	233,906	-
7140	8706	All Other Equipment	-	100,000	91,625	-
7150	8501	Other Betterments/Improv	-	170,000	-	-
7300	8801	Capital Lease	-	259,709	259,709	259,709
		TOTAL FIXED ASSETS	112,602	773,824	585,240	259,709
		DIVISION TOTAL	4,863,745	5,619,080	5,261,427	4,602,546

Police Animal Services

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.

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 all animals 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:

- Elimination of two full-time Kennel Attendants will severely impact the availability of field and front counter services.

Accomplishments for Fiscal Year 2019-2020:

- The Shelter created a partnership with Rancho Cucamonga Animal Shelter. We transfer dogs to their shelter and they transfer cats to our shelter depending on the number of impaction. This partnership has created a “second chance” at adoption of the animals at each shelter and decreased the euthanasia rate.
- The Shelter has a working contract with the City of Loma Linda for animal housing. The Redlands Animal Shelter now houses all animals for the City of Loma Linda.
- The Shelter now has work experience partnerships with the Yucaipa Regional Occupational Program (ROP) and American Career College.
- An additional Animal Control Officer position was added in lieu of the full-time Customer Service Representative previously assigned to the Animal Shelter. The addition of the full-time Animal Control Officer position enabled the Shelter to expand field services to 6 days a week. Additionally, the position provides a backing officer to assist when dealing with dangerous animal situations or incidents involving multiple animals, increased the City’s ability to enforce current animal control ordinances, allowed officers to attend monthly training at the San Bernardino County Humane Society, and transport animals to and from veterinary appointments and adoption events. This position also assisted in training volunteers and conducting Shelter tours. Finally, this full-time position allows the supervisor of the shelter to focus on supervisory issues, ensuring the shelter is ran in an efficient and effective manner. With the addition of this position, the Shelter has not had to close its doors to the community due to lack of staffing.
- The Animal Control Officers are now on a 4/10 schedule. Hours of services provided to the community have been extended. The Animal Control Officers operate off of a rotating schedule and opposite shifts to ensure there is coverage at all times.
- The Redlands Animal Shelter hours of operation increased to 6 days a week. The shelter was open Monday through Saturday, but that will be reduced due to this year’s budget cuts.

Goals for Fiscal Year 2019-2020:

- Remodeling and updating the dog kennels and cattery

DEPARTMENT/DIVISION
ANIMAL CONTROL

FUND				BITECH ORGKEY	MUNIS ORG
GENERAL FUND				101203	101203
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED
SALARIES AND BENEFITS					
4000	5001	163,550	274,917	274,481	203,957
4005	5002	12,875	15,790	10,295	-
4010	5101	17,657	17,478	27,365	24,000
4015	5301	895	5,397	5,968	4,129
4050	5401	37,354	72,353	69,928	57,163
4051	5501	14,708	24,692	23,685	16,787
4053	5601	3,638	5,160	2,420	3,440
4055	5701	52,192	80,953	59,175	49,314
4056	5702	9,353	9,302	9,302	9,767
4057	5703	1,727	3,070	2,887	2,404
4058	5704	763	1,032	2,758	1,736
4059	5705	252	378	362	252
4081	5802	225	1,350	1,350	900
4082	5803	4,725	7,750	7,275	6,800
4085	5903	-	3,120	-	1,560
TOTAL SALARIES AND BENEFITS		319,914	522,742	497,251	382,209
SERVICES					
5153	6103	86,915	136,500	100,750	136,500
5360	7205	-	1,000	500	1,000
5395	6802	4,700	4,811	4,811	19,616
5396	6803	18,429	17,576	18,478	27,094
5570	6906	1,972	2,431	2,431	2,431
5800	6909	-	100	100	100
5880	6710	17,910	17,400	19,140	21,000
5950	6911	996	1,500	1,000	1,500
TOTAL SERVICES		130,922	181,318	147,210	209,241
SUPPLIES					
6120	7803	2,873	3,200	2,900	3,200
6140	7002	271	500	500	-
6160	7804	15,360	31,500	15,500	31,500
6170	7805	-	600	-	600
6180	7004	403	675	1,850	675
6510	7102	-	300	-	-
6560	7807	2,860	13,000	5,000	10,000
6590	7810	11,013	8,000	14,000	10,000
6640	7901	1,467	-	-	-
TOTAL SUPPLIES		34,246	57,775	39,750	55,975
DIVISION TOTAL		485,082	761,835	684,211	647,425

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 Community Service Officers assigned to Parking Control who enforce parking standards throughout the city. The Sergeant also manages all the Office of Traffic Safety (OTS) grants which encompass sobriety checkpoints, Click It or Ticket operations, 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 Sergeant also supervises, all Citizen Volunteers, the Community Policing Unit and the two School Resource Officers.
- **Community Policing Unit:** Two Officers and one part-time Community Outreach Coordinator are assigned to the Community Policing Unit. These officers are committed to addressing issues such as homelessness, ongoing crime problems, and long-term interactions with community members and local businesses. These officers work closely with community and faith-based community organizations. Both officers participate in youth programs, deploy the mobile book plane, and assist in special events.
- **School Resource Officers:** Two officers have been assigned to work as School Resource Officers (SRO). The SROs work with the Redlands Unified School District to improve the safety of students and staff at the selected schools and to reduce crime committed by juveniles and young adults. Moreover, the SROs establish a trusting channel of communication with students, parents, and teachers. The SROs serve as a positive role model to instill in students good moral standards, good judgment and discretion, respect for other students, and a sincere concern for the school community. One officer is assigned to Redlands High School, while the other officer is assigned to Citrus Valley High School. Both positions are funded by the Redlands Unified School District.
- **Triage, Engagement and Support Teams (TEST):** One San Bernardino County Department of Behavioral Health TEST team member is assigned to work in the Redlands Police Department to assist both community policing officers and patrol officers in providing services to residents. Triage teams specialize in crisis intervention, continuum of care, and intensive case management for individuals experiencing an urgent psychiatric health condition with up to 59 days of individualized linkage and follow up services. The goal is to improve consumer experience by improving access to mental health services with local staff and rapid response times, allowing the consumer to possibly stay within their own community by strengthening their opportunity for recovery and wellness while reducing involvement with the criminal justice system, reducing frequencies of emergency room visits and/or unnecessary hospitalization.
- **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
- Work with the Redlands Unified School District to improve the safety of students and staff at the selected schools and to reduce crime committed by juveniles and young adults.
- Work with the Department of Behavioral Health to improve consumer experience.
- Maintain a strong, viable volunteer program that assists department members in their efforts to provide a safe and sustainable community

Accomplishments for Fiscal Year 2019-2020:

- Members of the Citizen Volunteer Unit donated 8,176 hours in 2019/2020. 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 community youth leadership events, 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 resources. This past year, the police department hired a part-time Community Outreach Coordinator, via the HEAP grant. This employee continues to organize and collaborate with all resource and outreach efforts for the homeless, allowing the officers to be more proactive on ensuring compliance with laws.
- The Traffic Unit, in addition to their regular enforcement duties, conducted the following operations with the assistance of the OTS grant: Five sobriety checkpoints, fourteen DUI saturation patrols, eight traffic enforcement details targeting primary causes of traffic collisions, three distracted driver details, seven motorcycle enforcement details, one night time click it or ticket seatbelt detail, and one pedestrian crosswalk detail. They also investigated one fatal collision and successfully investigated and arrested a suspect in a major injury felony hit and run.

**DEPARTMENT/DIVISION
COMMUNITY SERVICES**

FUND GENERAL FUND				BITECH ORGKEY 101204	MUNIS ORG 101204	
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED	
SALARIES AND BENEFITS						
4000	5001	Salaries: Full-Time	813,747	1,081,069	1,125,665	1,108,462
4010	5101	Overtime Salaries	109,682	106,397	150,000	124,000
4011	5102	O.T. Reimbursable	34,400	52,030	30,000	36,000
4012	5201	Stand By	332	-	-	-
4014	5104	Homicide OT	5,871	8,606	3,000	4,000
4015	5301	Banked Leave Buy Back	111,080	175,575	188,242	361,922
4035	5105	Overtime: Court/Other	-	3,850	1,500	3,200
4050	5401	Pension Contributions	430,446	643,921	672,073	712,208
4051	5501	FICA/Medicare	14,767	29,895	32,824	32,441
4053	5601	Deferred Compensation	6,834	6,276	6,970	6,110
4055	5701	Health/Dental Insurance	129,434	181,108	180,113	164,764
4056	5702	Workers' Comp Insurance	18,705	18,603	18,603	19,533
4057	5703	Disability Insurance	1,971	1,295	1,585	1,303
4058	5704	Unemployment Insurance	978	1,174	880	4,268
4059	5705	Life Insurance	585	630	685	619
4081	5802	Eyecare Reimbursement	675	450	450	450
4082	5803	Clothing Allowance	9,050	27,500	29,058	27,216
4085	5903	Other Taxable Benefits	9,705	12,180	15,002	15,280
		TOTAL SALARIES AND BENEFITS	<u>1,698,263</u>	<u>2,350,560</u>	<u>2,456,650</u>	<u>2,621,776</u>
SERVICES						
5395	6802	Info Tech Service Charges	-	87,650	87,650	67,766
5880	6710	Special Contractual Services	167,067	188,600	142,625	35,000
		TOTAL SERVICES	<u>167,067</u>	<u>276,250</u>	<u>230,275</u>	<u>102,766</u>
SUPPLIES						
6520	7806	Promotional Supplies	4,935	5,000	5,000	3,000
		TOTAL SUPPLIES	<u>4,935</u>	<u>5,000</u>	<u>5,000</u>	<u>3,000</u>
FIXED ASSETS						
7140	8706	All Other Equipment	-	19,500	14,976	-
		TOTAL FIXED ASSETS	<u>-</u>	<u>19,500</u>	<u>14,976</u>	<u>-</u>
		DIVISION TOTAL	<u>1,870,264</u>	<u>2,651,310</u>	<u>2,706,901</u>	<u>2,727,542</u>

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.
- **Human Trafficking:** The Redlands Police Department has partnered with the San Bernardino County Sheriff's Department in an effort to address the nationwide issue plaguing cities, schools, families and homes. The primary responsibility of the task force is to monitor massage parlors located in the city and escort ads offering sex acts on various websites listing the City of Redlands as their home city.
- **Internet Crime against Children (ICAC):** This sub-unit is associated with LAPD's ICAC Task Force and is responsible for investigating internet crimes against children. Reports are generated through the National Center of Missing and Exploited Children (NCMEC). NCMEC receives the reports from electronic service providers and persons who report directly on their website.
- **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 and Internet Crime against Children (ICAC).
- Significant reductions in overtime will impact criminal investigations.

Accomplishments for Fiscal Year 2019-2020:

- Detectives investigated a homicide that occurred in the 1200 block of Heath St. The suspect was quickly identified and a \$1 million dollar arrest warrant for murder was obtained. Members of the Investigative Services Bureau, the Special Enforcement Team, the Multiple Enforcement Team, and the Crime Analysis Unit worked to identify all parties involved before, during, and after the crime. Multiple search warrants were served in several cities where additional evidence was recovered. Intelligence on the suspect's location was obtained and members of ISB, SET, and MET responded to the area of the San Ysidro Port of Entry in San Diego County. With the assistance of U.S. Customs and Border Protection, the suspect was taken into custody for murder.
- Detectives and Crime Analysis solved a robbery series involving 17 robberies throughout San Bernardino County, Riverside County, and Los Angeles County. Through agency collaboration, detectives compiled a photo line-up for victims to identify the suspect. Several victims were able to identify the suspect. The suspect was later apprehended by law enforcement. The suspect was interviewed by detectives and obtained a full confession for the Redlands robbery.
- Detectives worked a mail theft case stemming from a patrol call in the 700 block of Mariposa. The victim provided patrol with a vehicle description which detectives used to locate a matching vehicle on a Flock camera (ALPR) near the area. Detectives flagged the involved vehicle's plate and were notified the next time it came into town. Patrol officers conducted a traffic stop on the suspect vehicle and located a plethora of stolen mail from Redlands and the surrounding areas. Detectives did a work up and found that the vehicle being used by the suspects was used in additional package theft crimes. Detectives coordinated with the U.S. Postal Inspector's Office, who was currently investigating all three vehicle occupants for multiple crimes in the Inland Empire. In the end, the U.S. Postal Inspectors Office obtained federal indictments on the three suspects for over 20 federal crimes.
- In conjunction with National Human Trafficking Awareness Month, the San Bernardino County Human Trafficking Task Force participated in the 6th annual 'Operation Reclaim and Rebuild' enforcement operation organized by the Los Angeles Regional Human Trafficking Task Force. More than 70 federal, state, and local law enforcement agencies along with 10 task forces from across California participated. The seven-day, statewide effort aimed at combatting human trafficking, took place between Sunday, January 26 and Saturday, February 1, 2020.

Over a four-day period, the San Bernardino County Human Trafficking Task Force conducted enforcement. Operations were conducted throughout the county and specifically within the cities of San Bernardino, Loma Linda, Ontario, Rancho Cucamonga, Redlands, Hesperia and Victorville. Specific areas were selected for enforcement by investigators, due to the high volume of activity and advertisements directly related to the commercial sex trafficking industry. The operations consisted of street level enforcement, on-line advertisement enforcement, and offender enforcement by state parole and county probation officers. Over the course of the operation, 106 suspects were arrested for violations associated with prostitution and other crimes. Twenty victims of human trafficking were located and rescued, including a 16-year-old female.

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 has one officer 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.

Accomplishments for Fiscal Year 2019-2020:

- MET officers conducted a proactive occupied vehicle check and contacted three suspected gang members. During a search inside the vehicle, officers located an un-serialized Glock type handgun loaded with 15 rounds in a 15 round magazine. The suspects were documented gang members out of Murrieta. One of the suspects was arrested for being a convicted felon in possession of a loaded firearm.
- MET officers developed information that a local VRLS gang member and his girlfriend had burglarized a garage in Redlands and stole two dirt bikes and two quads. Officers later located the two suspects and searched the male suspect's residence. Officers recovered one of the stolen dirt bikes and later learned, through interviews, they sold the other motorcycles/quads on an Offer-Up account created by the male suspect. Both suspects were arrested for burglary and possession of stolen property. Officers later recovered the stolen motorcycles/quads sold on Offer-Up and returned the property back to the victim.

- SET received information on a Redlands residence being a gang pad for Ontario gangsters. SET conducted surveillance for a couple days and had MET conduct a vehicle check which led to the consensual search of a residence. At the conclusion of the investigation, SET and MET arrested 7 people (3 of whom were gang members from other cities and on active parole) and recovered 3 guns and 11 grams of methamphetamine.
- SET received information regarding a wanted murder suspect vehicle out of Banning. The wanted vehicle was captured on a city ALPR camera. SET conducted a search of the city. SET located the vehicle at the Good Nite Inn. SET coordinated with Riverside County Regional Gang Task Force and conducted surveillance on the vehicle. Ultimately, both named suspects exited the room and SET assisted in taking the suspects into custody.
- IRNET seized 105 lbs. of methamphetamine, 20 lbs. of heroin, 10 lbs. of fentanyl pills, 57 kilos of cocaine, 2 AR-15's, 3 additional firearms and \$1,312,000 in cash.
- IRNET participated in a multi-agency state case involving 50 search warrants being served simultaneously.

**DEPARTMENT/DIVISION
SPECIAL SERVICES**

FUND			BITECH ORGKEY	MUNIS ORG		
GENERAL FUND			101205	101205		
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED	
SALARIES AND BENEFITS						
4000	5001	Salaries: Full-Time	2,766,813	3,114,380	3,088,621	3,133,543
4002	5003	Labor Code Sec 4850	73,004	-	49,213	-
4010	5101	Overtime Salaries	224,550	232,653	241,376	207,277
4011	5102	O.T. Reimbursable	85,281	102,654	55,000	48,000
4012	5201	Stand By	798	1,000	3,500	4,500
4014	5104	Homicide OT	48,591	74,813	40,000	76,000
4015	5301	Banked Leave Buy Back	391,859	343,570	539,749	915,187
4035	5105	Overtime: Court/Other	13,995	15,530	10,000	8,000
4050	5401	Pension Contributions	1,613,286	1,902,785	1,985,939	2,118,843
4051	5501	FICA/Medicare	57,818	79,541	75,450	74,969
4053	5601	Deferred Compensation	7,167	8,393	8,293	8,453
4055	5701	Health/Dental Insurance	427,090	468,567	465,816	461,494
4056	5702	Workers' Comp Insurance	51,958	51,675	51,675	54,259
4057	5703	Disability Insurance	2,027	2,685	2,483	1,494
4058	5704	Unemployment Insurance	2,836	3,099	2,630	11,429
4059	5705	Life Insurance	1,656	1,764	1,735	1,659
4081	5802	Eyecare Reimbursement	185	900	900	450
4082	5803	Clothing Allowance	37,750	80,725	80,158	77,891
4085	5903	Other Taxable Benefits	43,380	44,520	46,006	47,560
		TOTAL SALARIES AND BENEFITS	5,850,041	6,529,254	6,748,544	7,251,007
SERVICES						
5040	6701	Undercover Investigations	5,000	15,000	5,000	10,000
5395	6802	Info Tech Service Charges	-	240,506	240,506	174,854
5880	6710	Special Contractual Services	2,699	3,000	2,424	3,000
		TOTAL SERVICES	7,699	258,506	247,930	187,854
SUPPLIES						
6120	7803	Chemical & Lab Supplies	3,000	3,000	3,000	3,000
		TOTAL SUPPLIES	3,000	3,000	3,000	3,000
		DIVISION TOTAL	5,860,740	6,790,760	6,999,474	7,441,861
		DEPARTMENT TOTAL	27,282,601	31,593,213	30,762,322	31,167,162

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 2019-2020 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 Automated License Plate Recognition (ALPR) camera.
- The Department of Alcoholic Beverage Control (ABC) grant program offers selected local law enforcement agencies to expend their efforts in addressing alcohol-related problems through a comprehensive ABC program that will encompass a wide range of strategies. The grant funds will be used to increase the hours officers have to enforce alcohol related crimes, raise public awareness regarding underage drinking, conduct minor decoy operations, conduct shoulder tap operations, conduct IMPACT inspections at "on-sale" and "off-sale" licensed locations, host "LEADS" classes for the community, train law enforcement personnel on ABC laws, and provide alcohol and drug abuse prevention programs in the community. The grant funds will be for overtime expenses necessary to conduct the enforcement and educational programs.
- State of California Department of Justice Tobacco Grant funds will be used to conduct decoy operations, shoulder tap operations, inspections and education efforts, much like the efforts that have been implemented around alcohol related issues.
- 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 one full-time CSO for discovery matters, one part-time CSO for fleet maintenance and one part-time background investigator.

DEPARTMENT/DIVISION
ASSET FORFEITURE

FUND				BITECH ORGKEY	MUNIS ORG
ASSET FORFEITURE FUND				246200	246200
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED
SALARIES AND BENEFITS					
4010	5101	-	35,000	-	35,000
4051	5501	-	508	-	508
		TOTAL SALARIES AND BENEFITS	35,508	-	35,508
SERVICES					
5040	6701	-	10,000	-	10,000
5103	6703	-	-	4,995	4,995
5275	6601	1,647	-	-	-
5280	6902	-	150	150	150
5285	6704	7,000	4,500	4,750	2,200
5303	6304	1,985	-	8,800	-
5365	7206	162	-	-	-
5410	6502	-	-	625	-
5510	6904	16,200	-	-	-
5880	6710	5,400	5,400	38,180	11,000
5990	6912	5,632	-	-	-
		TOTAL SERVICES	20,050	57,500	28,345
SUPPLIES					
6170	7805	10,148	15,000	15,000	15,000
6500	7101	8,340	-	5,000	5,000
6590	7810	78,873	75,000	71,849	75,000
6640	7901	12,623	-	-	-
		TOTAL SUPPLIES	90,000	91,849	95,000
FIXED ASSETS					
7100	8704	136,041	35,000	35,000	35,000
7140	8706	20,158	62,624	47,624	15,000
7150	8501	-	-	11,210	-
		TOTAL FIXED ASSETS	97,624	93,833	50,000
		FUND TOTAL	304,208	243,182	208,853

**DEPARTMENT/DIVISION
POLICE GRANTS**

FUND		BITECH ORGKEY			MUNIS ORG
POLICE GRANT FUND		247200			247200
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED
SALARIES AND BENEFITS					
4005	5002	-	-	3,000	
4010	5101	29,916	167,946	28,000	
4011	5102	78,756	120,603	136,872	
4051	5501	-	330	603	
TOTAL SALARIES AND BENEFITS		108,673	288,879	168,475	-
SERVICES					
5103	6703	-	11,538	-	
5104	7201	2,283	-	-	
5255	6402	158	7,684	4,150	
5303	6304	292	-	-	
5320	6903	542	-	-	
5410	6502	4,375	-	-	
5840	6403	358	650	650	
5880	6710	8,338	44,050	15,801	
5990	6912	(5,632)	-	-	
TOTAL SERVICES		10,714	63,922	20,601	-
SUPPLIES					
6180	7004	17,197	1,655	-	
6510	7102	-	2,288	-	
6560	7807	469	624	893	
6590	7810	952	13,829	57,774	
TOTAL SUPPLIES		18,618	18,396	58,667	-
FIXED ASSETS					
7140	8706	28,302	9,488	65,800	
7150	8501	-	20,800	-	
TOTAL FIXED ASSETS		28,302	30,288	65,800	-
FUND TOTAL		166,307	401,486	313,543	

DEPARTMENT/DIVISION
GOV'T GRANTS - POLICE

FUND				BITECH ORGKEY	MUNIS ORG	
POLICE GRANT FUND				247200	200202	
BITECH OBJECT	MUNIS OBJECT		2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED
		SALARIES AND BENEFITS				
4011	5102	O.T. Reimbursable				44,696
		TOTAL SALARIES AND BENEFITS	-	-	-	44,696
		SERVICES				
5103	6703	Software Support/Development				11,538
5880	6710	Special Contractual Services				46,000
		TOTAL SERVICES	-	-	-	57,538
		SUPPLIES				
6510	7102	Small Tools & Equipment				2,288
6590	7810	Special Departmental Supplies				5,874
		TOTAL SUPPLIES	-	-	-	8,162
		FIXED ASSETS				
7140	8706	All Other Equipment				9,488
		TOTAL FIXED ASSETS	-	-	-	9,488
		FUND TOTAL				119,884

DEPARTMENT/DIVISION
SUPPLEMENTAL LAW ENFORCEMENT

FUND				BITECH ORGKEY	MUNIS ORG
SUPPLEMENTAL LAW ENFORCEMENT FUND				249200	249200
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED
SALARIES AND BENEFITS					
4000	5001	441	-	-	105,615
4005	5002	79,775	120,370	89,567	50,450
4015	5301	-	-	-	1,135
4050	5401	-	-	-	29,593
4051	5501	6,182	9,208	6,852	12,286
4053	5601	-	-	-	1,720
4055	5701	-	-	-	24,657
4057	5703	-	-	-	1,109
4058	5704	2,784	1,444	1,738	1,736
4059	5705	-	-	-	126
4081	5802	-	-	-	450
4082	5803	-	-	-	3,400
TOTAL SALARIES AND BENEFITS		89,182	131,022	98,158	232,277
SERVICES					
5103	6703	-	-	-	11,700
5190	6106	9,945	-	-	-
5880	6710	-	-	-	12,000
TOTAL SERVICES		9,945	-	-	23,700
SUPPLIES					
6170	7805	-	-	-	5,000
6590	7810	-	-	-	8,000
TOTAL SUPPLIES		-	-	-	13,000
FIXED ASSETS					
7100	8704	57,932	60,000	49,999	-
7140	8706	-	-	-	82,225
TOTAL FIXED ASSETS		57,932	60,000	49,999	82,225
FUND TOTAL		157,059	191,022	148,157	351,202

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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.
- 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.
- Development, implementation, and sustenance of a successful community-based education Fireworks Enforcement Program.
- Complete Fire Defense Planning to identify long term fire station requirements.

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 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.
- Administer and track grant contracts, budgets, and grant projects/programs.
- Seek funding for different capital improvement projects.

Fire Suppression Division

Program Description:

This division operates under the direction of the Deputy Chief, is supported by one Sr. Administrative Assistant and consists of the 50 personnel assigned to line or operational responsibilities. The department staffs four 3 person engines, one 3 person ladder truck, one 2 person peak call staffing model (4/10) paramedic squad and one Battalion Chief per 24 hour shift. Fire Department units responded to approximately 11,000 individual emergencies in 2019.

*Due to budgetary considerations, the Department is recommending that the two-person medic squad be reduced to a peak call staffing model. This will result in a structural change in response capacity and MOU terms that must first go through the meet and confer process prior to implementation.

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
- Provide emergency medical services to the ill and injured
- 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				BITECH ORGKEY 101250	MUNIS ORG 101250	
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED	
SALARIES AND BENEFITS						
4000	5001	Salaries: Full-Time	4,580,951	4,723,223	4,723,223	4,518,662
4002	5003	Labor Code Sec 4850	43,143	30,000	264,367	150,000
4005	5002	Salaries: Part-Time	49,911	-	-	-
4010	5101	Overtime Salaries	476,791	400,000	431,120	318,519
4011	5102	O.T. Reimbursable	388,330	618,737	540,171	618,737
4013	5103	Constant Staffing	1,027,269	1,100,000	1,100,000	1,100,000
4015	5301	Banked Leave Buy Back	447,345	467,023	410,755	372,799
4018	5202	Holiday Pay	63,284	70,000	58,630	70,000
4050	5401	Pension Contributions	2,484,462	3,303,337	3,331,759	3,629,179
4051	5501	FICA/Medicare	110,075	95,333	106,100	85,566
4053	5601	Deferred Compensation	133,047	196,959	7,304	128,393
4055	5701	Health/Dental Insurance	779,458	763,441	801,250	728,977
4056	5702	Workers' Comp Insurance	377,749	235,767	157,178	259,344
4057	5703	Disability Insurance	40,623	41,937	35,547	40,820
4058	5704	Unemployment Insurance	4,914	591	15,245	15,429
4059	5705	Life Insurance	2,605	2,394	2,320	2,240
4081	5802	Eyecare Reimbursement	4,313	675	1,878	450
4082	5803	Clothing Allowance	41,750	42,900	25,300	41,035
4085	5903	Other Taxable Benefits	4,538	9,820	4,662	5,760
4999	5005	Vacancies	-	(27,340)	-	-
TOTAL SALARIES AND BENEFITS		11,060,557	12,074,797	12,016,809	12,085,910	
SERVICES						
5050	6702	Fingerprinting	1,029	1,500	99	500
5103	6703	Software Support/Development	4,836	6,000	3,711	5,000
5104	7201	Hardware Maint/Replace	1,324	4,200	3,200	2,000
5140	6102	Legal Services	5,053	-	300	500
5180	6105	Medical/Physicals	2,255	40,000	4,500	10,000
5190	6106	Other Professional Services	27,604	13,000	6,800	8,000
5240	6401	Meeting & Prof Development	24	2,500	2,500	1,500
5255	6402	Travel Expense/Reimbursement	3,819	5,000	1,354	3,000
5270	6901	Printing and Binding	2,226	2,000	1,500	1,000
5275	6601	Postage	796	1,150	1,150	500
5280	6902	Advertising	2,500	2,500	2,500	1,500
5303	6304	Telephone	19,867	27,000	24,187	25,000
5340	7203	Office Equipment Maintenance	32	500	500	500
5350	7204	Building/Grounds Maintenance	24,113	33,000	33,000	35,000
5360	7205	Machinery & Equip. Maint.	10,596	13,800	9,905	20,800
5392	6005	License & Permits	2,115	2,000	2,000	2,000
5395	6802	Info Tech Service Charges	37,411	38,950	38,950	229,708
5396	6803	City Garage Charges	312,061	352,274	370,341	420,158
5530	6905	Clothing and Linen Rent	3,852	5,500	4,500	5,000
5570	6906	Office Equip & Furn Rent	2,450	1,000	170	3,000
5580	6907	Comms Service & Rental	321,805	401,707	381,707	392,367
5590	6908	Other Rentals	3,746	6,000	1,500	3,000
5722	6007	Penalties and Interest	52	-	-	-
5760	6708	Special Program Expenditures	740	-	-	-
5800	6909	Subscriptions & Memberships	6,878	7,470	5,063	9,550
5840	6403	Training	-	5,200	3,152	1,200
5880	6710	Special Contractual Services	111,534	244,390	244,390	151,937
5950	6911	Bad Debt Expense	270	-	-	-
TOTAL SERVICES		908,988	1,216,641	1,146,979	1,332,720	
SUPPLIES						
6130	7001	Books & Supplies	97	500	500	500
6140	7002	Office Supplies	9,340	10,000	7,000	8,500
6145	7003	Awards/Recognition Prgm	2,591	4,000	2,000	2,000
6160	7804	Medical Supplies	418	3,000	3,000	1,500
6180	7004	Uniform/Safety Clothing	80,407	91,500	91,500	49,000
6190	7005	Photo & Copying Supplies	1,224	2,000	1,000	2,000
6210	7208	Repair/Maintenance Supplies	10,272	8,150	8,150	4,000
6310	7209	Janitorial Supplies	17,349	18,000	18,000	16,000
6375	7211	Computer Components	7,106	9,800	9,800	5,300

**DEPARTMENT/DIVISION
FIRE SUPPRESSION**

FUND GENERAL				BITECH ORGKEY 101250	MUNIS ORG 101250	
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED	
SUPPLIES (CONT.)						
6410	7213	Motor Vehicle Supplies	2,622	3,000	-	2,000
6500	7101	Office Equipment & Furniture	12,436	15,000	15,000	7,000
6510	7102	Small Tools & Equipment	31,756	43,300	43,300	38,300
6560	7807	Food	1,920	3,000	3,000	2,000
6590	7810	Special Departmental Supplies	52,258	141,054	179,054	106,250
6640	7901	Non-Capital Expenditures	-	-	4,156	-
		TOTAL SUPPLIES	229,794	352,304	385,460	244,350
FIXED ASSETS						
7100	8704	Motor Vehicles	65,470	889,387	255,577	-
7150	8501	Other Betterments/Improv	59,451	190,000	40,000	-
7300	8801	Capital Lease	-	-	-	34,000
		TOTAL FIXED ASSETS	124,921	1,079,387	295,577	34,000
DEBT SERVICE						
8100	9001	Principal	116,356	119,555	119,555	122,843
8200	9101	Interest	20,568	17,368	17,368	14,080
		TOTAL DEBT SERVICE	136,924	136,924	136,924	136,924
		DIVISION TOTAL	12,461,184	14,860,052	13,981,749	13,833,903

Fire Community Risk Reduction Division

Program Description:

This division operates under the direction of the Fire Chief and consists of the Fire Marshal, one Fire Inspector, an one Administrative Assistant II. 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 (CRR) 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:* CRR 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, alarms, fixed fire protection systems, and fire department access, 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, fixed fire protection systems, and fire department access (CFC, CBC, CRC, 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, CBC, CRC, 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, with emphasis on customer service
- 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:

- Transitioned from Fire Prevention Bureau to Community Risk Reduction Division in July.
- Established geographic based inspection districts throughout city to increase area specialty knowledge for CRR personnel.
- Restructured Engine Company inspection program to provide a more manageable monthly workload.
- Cross trained CRR personnel in Emergency Management and Emergency Operations Center functionality.
- Reactivated Reserve Volunteer Fire Inspector program.

Accomplishments for Calendar Year 2019:

- Completed local adoption of statewide 2019 California Fire Code, and updated Redlands Municipal Code.
- Completed Fee Schedule Update for fire prevention services to better align cost recovery efforts.
- Investigators logged more than 500 training hours in Fire Investigation, Legal Updates, and Use of Force.
- The origin and cause for 300 fires were investigated by the department.
- Increased participation of the BOSS program.
- Approximately 650 plans were reviewed.
- 800 Engine Company inspections were conducted.
- 112 BOSS inspections were conducted.
- 430 Community Risk Reduction personnel inspections were conducted.
- 250 Certificate of Occupancy inspections were conducted.
- 10 public fireworks displays were inspected and monitored by Fire Prevention personnel.
- Development and review of Prevention guidelines, standards, and handouts is on-going.
- Continued to build relationships with business community via meetings and information.
- Increased attendance and collaboration with allied agencies at our annual Open House (October).

Goals for Calendar Year 2020:

- Structure and operate CRR Division per NFPA 1730: Standard on Organization and Deployment of Fire Prevention Inspection and Code Enforcement, Plan Review, Investigation, and Public Education Operations.
- Focus CRR Division personnel training to increase technical knowledge and skillsets to retain qualified professionals.
- Increase awareness vegetation management programs in the community to provide improved customer service and increase voluntary compliance.
- Develop a formal Community Wildfire Protection Plan.
- Continue cross training personnel in Emergency Management and Emergency Operations Center functionality.

DEPARTMENT/DIVISION
COMMUNITY RISK REDUCTION

FUND
GENERAL FUND

BITECH ORGKEY
101251

MUNIS ORG
101251

BITECH OBJECT	MUNIS OBJECT		2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED
SALARIES AND BENEFITS						
4000	5001	Salaries: Full-Time	184,683	316,281	272,979	249,290
4005	5002	Salaries: Part-Time	53,092	40,000	42,364	-
4010	5101	Overtime Salaries	5,077	4,000	4,000	5,000
4015	5301	Banked Leave Buy Back	13,581	1,184	4,221	1,220
4050	5401	Pension Contributions	41,070	80,238	68,996	69,554
4051	5501	FICA/Medicare	19,458	27,234	24,697	18,937
4053	5601	Deferred Compensation		5,583	5,583	4,828
4055	5701	Health/Dental Insurance	18,547	49,314	26,068	36,985
4056	5702	Workers' Comp Insurance	9,353	9,302	9,302	10,232
4057	5703	Disability Insurance	912	1,823	1,414	1,097
4058	5704	Unemployment Insurance	925	549	1,302	1,302
4059	5705	Life Insurance	139	252	209	189
4081	5802	Eyecare Reimbursement	225	900	900	675
4082	5803	Clothing Allowance	625	950	1,150	625
4085	5903	Other Taxable Benefits	150	930	1,200	930
TOTAL SALARIES AND BENEFITS			347,836	538,540	464,385	400,864
SERVICES						
5103	6703	Software Support/Development	1,598	2,000	2,000	2,000
5190	6106	Other Professional Services	646	5,200	5,200	10,000
5240	6401	Meeting & Prof Development	700	3,550	3,550	3,550
5255	6402	Travel Expense/Reimbursement	3,946	3,500	3,500	6,000
5270	6901	Printing and Binding	7,271	7,000	6,547	5,000
5275	6601	Postage	346	1,000	1,000	2,500
5280	6902	Advertising	6,512	10,000	10,000	10,000
5303	6304	Telephone	3,526	1,200	3,550	4,000
5350	7204	Building/Grounds Maintenance	-	5,000	5,000	10,000
5360	7205	Machinery & Equip. Maint.	1,000	1,000	1,000	1,000
5395	6802	Info Tech Service Charges	2,198	2,215	2,215	18,530
5396	6803	City Garage Charges	19,920	19,920	19,920	19,920
5490	6510	Other Insurance	108	-	108	100
5580	6907	Comms Service & Rental	67,776	43,266	43,266	42,256
5800	6909	Subscriptions & Memberships	3,417	7,025	2,025	6,000
5840	6403	Training	7,826	10,000	10,000	15,000
5880	6710	Special Contractual Services	20,343	32,000	42,000	80,000
5950	6911	Bad Debt Expense	24,582	20,000	20,000	20,000
TOTAL SERVICES			171,714	173,876	180,881	255,856
SUPPLIES						
6130	7001	Books & Supplies	809	3,000	2,000	3,000
6140	7002	Office Supplies	3,422	3,150	1,150	3,150
6145	7003	Awards/Recognition Prgm	1,734	1,300	1,300	1,300
6180	7004	Uniform/Safety Clothing	5,277	6,500	4,500	6,500
6190	7005	Photo & Copying Supplies	-	1,000	-	1,000
6375	7211	Computer Components	3,550	4,200	4,200	4,200
6500	7101	Office Equipment & Furniture	1,071	1,500	1,500	1,500
6510	7102	Small Tools & Equipment	5,413	7,000	7,000	6,500
6560	7807	Food	292	500	500	1,000
6590	7810	Special Departmental Supplies	5,627	6,000	4,650	6,000
6640	7901	Non-Capital Expenditures	-	10,000	10,000	-
TOTAL SUPPLIES			27,194	44,150	36,800	34,150
FIXED ASSETS						
7100	8704	Motor Vehicles	22,633	-	-	-
TOTAL FIXED ASSETS			22,633	-	-	-
DIVISION TOTAL			569,377	756,565	682,066	690,870

Fire Emergency Preparedness

Program Description:

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 the 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.

Program Objectives:

- 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.
- Maintain and operate a viable Emergency Operations Center to ensure the readiness of the City.
- Coordinate with appropriate federal, state, and other local agencies, as well as applicable segments of private sector entities and volunteer agencies.
- 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.
- Standardized Emergency Management Systems (SEMS) and the National Incident management System (NIMS).
- 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 Faith-Based Community for donation management needs.

Accomplishments for Calendar Year 2019:

- Redlands Dental Presentation Event
- Disaster Preparedness Presentation at Holy Name of Jesus Parish
- Highland Health Care Event
- Town Hall Meeting for Wildland Fires
- Plymouth Village Presentation for Disaster Preparedness
- Great Shake Out Event
- Ark of Safety Forum
- Redlands Fire Department Open House
- Civics Day

**DEPARTMENT/DIVISION
EMERGENCY PREPAREDNESS**

FUND GENERAL FUND				BITECH ORGKEY 101234	MUNIS ORG 101254
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED
SALARIES AND BENEFITS					
4000	5001				23,067
4015	5301				754
4050	5401				6,492
4051	5501				1,826
4053	5601				301
4055	5701				4,315
4056	5702				4,547
4058	5704				152
4059	5705				22
4081	5802				79
4085	5903				326
TOTAL SALARIES AND BENEFITS					41,881
SERVICES					
5103	6703				-
5190	6106				1,000
5240	6401				1,000
5255	6402				500
5270	6901				1,000
5275	6601				500
5303	6304				2,600
5340	7203				2,000
5395	6802				8,161
5396	6803				2,131
5580	6907				11,083
5760	6708				500
5800	6909				2,000
5840	6403				500
5880	6710				1,000
TOTAL SERVICES					33,975
SUPPLIES					
6140	7002				1,500
6160	7804				10,000
6180	7004				5,000
6210	7208				1,000
6310	7209				1,000
6375	7211				2,000
6500	7101				1,000
6510	7102				2,500
6560	7807				2,500
6590	7810				5,000
6630	7812				1,000
TOTAL SUPPLIES					32,500
DIVISION TOTAL					108,356

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.
- *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/ Individual 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 textbooks & videos, accident/investigation reports from Firefighter injury or Fatality incidents, etc.)

Accomplishments for Calendar Year 2019:

- 18,843 Total Training hours: Successfully provided department level training, meeting State and Federal requirements for a total of 18,843 training hours. Average training hours per person for 2019 was 355.
- 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.

- Collaboratively worked with the Water Department to provide Fire and Water Department personnel Haz-mat and Confined Space training as required by OSHA.
- 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 local Fire Departments for Engineer and Captain 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 Training (All personnel): 6-hour refresher course covering classroom and hands on training on technical rescue strategies and equipment involving waterways.
- Corona Auto Extrication (2 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 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 Training (All personnel): 3-hour refresher 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 May 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

BITECH ORGKEY
101255

MUNIS ORG
101252

BITECH OBJECT	MUNIS OBJECT		2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED
		SERVICES				
5103	6703	Software Support/Development	-	6,250	-	1,000
5190	6106	Other Professional Services	4,000	12,000	-	2,000
5240	6401	Meeting & Prof Development	2,173	3,525	2,525	525
5255	6402	Travel Expense/Reimbursement	6,742	8,000	8,000	4,000
5270	6901	Printing and Binding	791	1,500	1,500	500
5280	6902	Advertising	2,000	2,000	2,000	500
5580	6907	Comms Service & Rental	70,000		-	-
5800	6909	Subscriptions & Memberships	1,247	1,250	1,250	1,250
5840	6403	Training	24,121	28,355	22,355	3,355
5880	6710	Special Contractual Services	4,800	12,000	5,050	12,000
		TOTAL SERVICES	115,873	74,880	42,680	25,130
		SUPPLIES				
6130	7001	Books & Supplies	-	1,500	355	1,500
6140	7002	Office Supplies	2,000	2,000	-	500
6180	7004	Uniform/Safety Clothing	10,599	20,520	520	1,000
6190	7005	Photo & Copying Supplies	-	3,000	-	500
6375	7211	Computer Components	5,588	3,000	1,364	500
6510	7102	Small Tools & Equipment	3,715	3,500	2,500	1,000
6560	7807	Food	3,446	2,000	2,000	1,000
6590	7810	Special Departmental Supplies	3,592	3,600	2,600	1,100
6630	7812	Audio-Visual Materials	3,150	3,150	1,150	1,150
		TOTAL SUPPLIES	32,091	42,270	10,489	8,250
		DIVISION TOTAL	147,964	117,150	53,169	33,380

**DEPARTMENT/DIVISION
FIRE DEPARTMENT GRANTS**

FUND				BITECH ORGKEY	MUNIS ORG	
GENERAL FUND				101256		
BITECH OBJECT	MUNIS OBJECT		2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED
		SERVICES				
5722	6007	Penalties and Interest	-	-	34	
		TOTAL SERVICES	-	-	34	-
		SUPPLIES				
6590	7810	Special Departmental Supplies	-	32,649	32,649	
		TOTAL SUPPLIES	-	32,649	32,649	-
		FIXED ASSETS				
7100	8704	Motor Vehicles	19,570	-	-	
		TOTAL FIXED ASSETS	19,570	-	-	-
		DIVISION TOTAL	19,570	32,649	32,683	
		DEPARTMENT TOTAL	13,198,095	15,766,416	14,749,666	14,687,794

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 cannula (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% dextrose, adenosine, aerosolized or nebulized beta-2 specific bronchodilators, aspirin, atropine sulfate, calcium chloride, diphenhydramine hydrochloride, epinephrine, fentanyl, glucagon, ipratropium bromide, ketaminemidazolam, lidocaine hydrochloride, magnesium sulfate, naloxone hydrochloride, nitroglycerine preparations, ondansetron, tranexamic acid 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 is 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 continued education of updates of the ICEMA mandated Electronic Patient Care Record System (ICEMA) RFD personnel are heavily involved in the ePCR working group and provide assistance in updates, maintenance and training of the program.

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 and Engineer Brad Byers serve as Infection Control Officers as Ancillary Duties to assist the EMS Coordinator.
- 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.
- Maintain OSHA vaccination records and provide access to obtain titers and vaccinations as needed or requested.
- 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 advance medical equipment to maintain optimal functionality to provide the best and most efficient care to our communities.
- Continue to implement UCapIt vending machines at all fire stations for restock purposes in order to improve inventory tracking and decrease unnecessary replacement budgetary costs.
- Continue to implement PS Trax controlled substance tracking software to improve the system in line with DEA requirements.
- Continue to advance training equipment and programs to align with current AHA and resuscitation academy recommendations for feedback and simulation devices to simulate real-life training scenarios.
- Continue to align with the RUSD to provide Stop the Bleed Training to all RUSD staff and students

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 2019:

- Development of robust QI/QA program monitoring all cardiac arrests (to include CARES registry/Utstein parameters), strokes, STEMIs, TXA administrations, Narcan administrations, advanced procedures/medications, AMAs, controlled substance administrations, aspirin not administered in cardiac cases, epinephrine administrations, intubations and capnography utilizations, pediatric incidents, trauma incidents, submersion incidents, incidents with low (less than 100%) validity
- Implementation of High-performance CPR program
- Implementation of Handtevy program
- Purchase of UCapIt machines for inventory tracking
- Purchase of PS Trax software for controlled substance tracking
- Implementation of Ketamine (controlled substance) for pain management
- Implementation of Blaster communications controlled substance vial tracking bags and updated apparatus lock boxes
- Implementation of OTE International pelican box refrigeration on apparatus
- Minimize vendors for equipment and medication for streamlining purchases/deliveries and improvement of relationships
- Update to Exposure Control Plan and Exposure Packets
- Development and update to OSHA vaccination program, titers and vaccination updates began
- Update ACLS and PALS instructor training
- Replaced fire department administration staff and city AEDs with up-to-date models
- Implemented Ambuman feedback mannequin for BLS and ACLS training
- Development of EMS training program with outside, peer and EMS Coordinator instruction
- Transitioned Emergency Management program to fire department
- Development of EMT skills training in monthly EMS training
- Remodel began on EOC; restructuring of ICS model
- Development of Firefighter Rehab program overseen by EMS Coordinator – procurement of rehab equipment, nutrition and hydration
- Development of Stop the Bleed training program for all RUSD staff members
- Assist in implementation of Face to Face Street Mobile Outreach
- Development of paramedic equipment replacement program (for outdated, damaged equipment)
- Development of waste disposal program

DEPARTMENT/DIVISION
EMERGENCY MEDICAL SERVICES

FUND				BITECH ORGKEY	MUNIS ORG	
EMERGENCY MEDICAL SERVICES FUND				205254	205250	
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED	
SALARIES AND BENEFITS						
4000	5001	Salaries: Full-Time	1,735,723	2,115,400	2,012,781	1,891,740
4002	5003	Labor Code Sec 4850	13,524	50,000	50,000	50,000
4005	5002	Salaries: Part-Time	10,686	-	-	-
4010	5101	Overtime Salaries	200,744	160,000	165,000	170,000
4011	5102	O.T. Reimbursable	186,445	214,688	200,000	214,688
4013	5103	Constant Staffing	568,275	525,000	610,000	525,000
4015	5301	Banked Leave Buy Back	30,382	170,603	170,603	130,602
4018	5202	Holiday Pay	31,244	20,000	20,361	21,000
4050	5401	Pension Contributions	750,621	440,580	453,630	490,934
4051	5501	FICA/Medicare	43,844	41,055	49,747	37,409
4053	5601	Deferred Compensation	51,299	63,270	63,270	55,340
4055	5701	Health/Dental Insurance	330,682	378,027	379,074	343,581
4056	5702	Workers' Comp Insurance	331,230	179,682	179,682	217,415
4057	5703	Disability Insurance	21,802	21,752	22,186	19,152
4058	5704	Unemployment Insurance	2,101	2,315	1,661	7,812
4059	5705	Life Insurance	1,232	1,323	1,317	1,134
4081	5802	Eyecare Reimbursement	-	225	225	225
4082	5803	Clothing Allowance	20,900	22,000	22,000	18,700
4085	5903	Other Taxable Benefits	4,314	5,130	7,214	5,130
		TOTAL SALARIES AND BENEFITS	4,335,047	4,411,050	4,408,751	4,199,862
SERVICES						
5103	6703	Software Support/Development	3,000	16,000	16,000	8,100
5180	6105	Medical/Physicals	2,145	1,500	1,500	1,500
5190	6106	Other Professional Services	16,330	22,300	19,800	24,000
5240	6401	Meeting & Prof Development	1,189	5,800	5,300	5,800
5255	6402	Travel Expense/Reimbursement	2,451	6,500	1,500	6,500
5270	6901	Printing and Binding	78	2,500	2,500	2,500
5280	6902	Advertising	-	2,000	2,000	2,000
5360	7205	Machinery & Equip. Maint.	23,390	5,600	5,600	1,600
5392	6005	License & Permits	3,866	6,500	6,500	6,500
5395	6802	Info Tech Service Charges	8,967	9,030	9,030	131,910
5396	6803	City Garage Charges	48,037	-	-	-
5580	6907	Comms Service & Rental	177,913	237,961	237,961	232,408
5800	6909	Subscriptions & Memberships	4,415	5,885	6,385	7,210
5840	6403	Training	2,130	4,000	-	2,500
5870	6804	General Govt Service Charge	191,992	197,848	197,848	203,843
5880	6710	Special Contractual Services	483	4,500	4,500	2,750
		TOTAL SERVICES	486,386	527,924	516,424	639,121
SUPPLIES						
6130	7001	Books & Supplies	100	750	750	500
6140	7002	Office Supplies	234	1,500	1,500	1,200
6145	7003	Awards/Recognition Prgm	1,160	2,000	2,000	2,000
6160	7804	Medical Supplies	62,180	81,200	92,400	89,700
6180	7004	Uniform/Safety Clothing	11,239	12,000	12,000	12,000
6210	7208	Repair/Maintenance Supplies	902	1,000	1,000	1,000
6310	7209	Janitorial Supplies	350	2,000	2,000	1,000
6375	7211	Computer Components	3,682	3,000	3,000	2,000
6410	7213	Motor Vehicle Supplies	-	1,000	1,000	1,000
6510	7102	Small Tools & Equipment	1,944	6,500	6,500	6,000
6560	7807	Food	835	1,000	1,000	1,000
6590	7810	Special Departmental Supplies	12,218	71,748	8,748	20,000
		TOTAL SUPPLIES	94,844	183,698	131,898	137,400
FIXED ASSETS						
7100	8704	Motor Vehicles	-	-	160,000	-
7140	8706	All Other Equipment	-	35,000	98,000	-
		TOTAL FIXED ASSETS	-	35,000	258,000	-
		FUND TOTAL	4,916,277	5,157,672	5,315,073	4,976,383

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 3278 participants in 2019.

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).
- *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, RCRCA, TSCA, DOT, California Health and Safety Code).

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 when sharps container supplies are available.
- Provide all department personnel with State mandated annual refresher training for Hazardous Materials First Responders in compliance with CFR 1910.
- 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 City of Redlands Household Hazardous Waste collection site has been traditionally staffed by on-duty Fire Department personnel supplemented by recently hired part-time waste technicians. Following recent changes in the partnership with the San Bernardino County Household Hazardous Waste program, staffing will be provided by San Bernardino County HHW. San Bernardino County HHW has also indicated they intend to extend the operating hours of the collection facility.

Accomplishments for Calendar Year 2019:

- Approximately 3278 participants used the program in 2019
- 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:
 - 35,748 lbs. of Latex Paint
 - 16,249 lbs. of Oil Base Paints
 - 9,367 lbs. of Flammable Liquids/ Solids
 - 1,721 lbs. of Bulked Flammable Liquids
 - 2,294 lbs. of Poison
 - 956 lbs. of Corrosive Acids
 - 574 lbs. of Corrosive bases
 - 956 lbs. of Oxidizers
 - 3,059 lbs. of Aerosols
 - 268 lbs. of Home Generated Sharps
 - 4,588 lbs. of Antifreeze
 - 4,206 lbs. of Lead/ Acid batteries
 - 3,441 lbs. of Household Batteries
 - 765 lbs. of NiCad batteries
 - 13,764 lbs. of Motor Oil/ Oil products
 - 765 lbs. of Oil Filters
 - 20,455 lbs. of Cathode Ray Tubes (CRT)
 - 61,977 lbs. of Electronic Waste
 - 1,166 lbs. of Fluorescent Tubes
 - 765 Compressed Gas Cylinders
 - 1,529 lbs. of Cooking Oil
 - 994 lbs. of Pharmaceuticals
 - 3,823 lbs. of Waste Exchanged Materials
 - 1,740 lbs. of other hazardous materials

DEPARTMENT/DIVISION
HOUSEHOLD HAZARDOUS WASTE

FUND				BITECH ORGKEY	MUNIS ORG
HOUSEHOLD HAZARDOUS WASTE FUND				206250	206250
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED
SALARIES AND BENEFITS					
4000	5001	594	-	168	-
4005	5002	6,906	8,400	3,624	-
4010	5101	-	10,000	5,000	-
4051	5501	574	642	290	-
4056	5702	2,078	2,067	2,067	-
4058	5704	117	243	79	-
TOTAL SALARIES AND BENEFITS		10,270	21,352	11,228	-
SERVICES					
5103	6703	3,271	3,000	-	-
5180	6105	6,500	5,000	-	-
5190	6106	-	1,000	583	-
5240	6401	-	2,000	2,000	-
5255	6402	900	1,000	1,000	-
5360	7205	7,881	1,000	1,000	-
5800	6909	235	600	600	-
5840	6403	25	7,000	7,000	-
5870	6804	5,727	5,902	5,902	6,080
5880	6710	99,199	117,775	117,775	120,879
TOTAL SERVICES		123,738	144,277	135,860	126,959
SUPPLIES					
6140	7002	153	2,000	2,000	-
6180	7004	5,390	500	500	-
6350	7210	-	2,000	2,000	-
6510	7102	5,207	12,000	12,000	500
6590	7810	3,923	5,500	5,500	-
TOTAL SUPPLIES		14,674	22,000	22,000	500
FUND TOTAL		148,682	187,629	169,088	127,459

Facilities and Community Services

Mission Statement

The mission of the Facilities and Community Services Department 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, 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)

DEPARTMENT/DIVISION
FACILITIES AND COMMUNITY SERVICES ADMINISTRATION

FUND				BITECH ORGKEY	MUNIS ORG
GENERAL FUND				101300	101300
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED
SALARIES AND BENEFITS					
4000	5001	84,983	102,279	81,414	106,259
4005	5002	31,203	6,500	3,135	-
4010	5101	654	2,000	1,100	2,000
4015	5301	3,292	3,180	1,052	2,906
4050	5401	18,812	26,075	20,640	29,635
4051	5501	9,233	8,601	6,761	8,408
4053	5601	573	674	469	688
4055	5701	8,182	15,469	7,782	12,277
4056	5702	16,599	16,341	16,341	17,159
4057	5703	444	541	394	546
4058	5704	560	(417)	304	677
4059	5705	85	101	66	98
4080	5801	36	-	26	-
4081	5802	161	362	362	351
4082	5803	300	318	318	386
4085	5903	2,968	2,277	2,593	3,019
4999	5005	-	(38,956)	-	-
TOTAL SALARIES AND BENEFITS		178,083	145,345	142,757	184,410
SERVICES					
5103	6703	-	1,549	1,549	549
5140	6102	-	3,000	-	1,000
5190	6106	10,538	6,500	6,894	6,500
5240	6401	3,041	1,500	777	250
5255	6402	405	1,500	2,213	250
5270	6901	2,332	2,400	2,400	2,400
5275	6601	4,039	3,700	2,650	3,000
5280	6902	300	200	581	600
5303	6304	6,353	7,000	6,500	6,500
5395	6802	14,399	9,874	9,874	5,620
5396	6803	8,144	1,097	1,154	1,354
5570	6906	9,726	9,900	9,900	9,900
5800	6909	1,676	5,112	4,100	1,000
5840	6403	1,060	650	650	-
5880	6710	12,505	5,000	5,644	5,000
TOTAL SERVICES		74,519	58,982	54,886	43,923
SUPPLIES					
6140	7002	8,465	8,000	8,000	8,000
6180	7004	211	-	464	400
6210	7208	149	-	1	-
6375	7211	432	500	579	500
6500	7101	571	5,000	2,079	2,000
6560	7807	150	250	47	250
6590	7810	715	200	103	1,700
TOTAL SUPPLIES		10,693	13,950	11,273	12,850
FIXED ASSETS					
7250	8001	65,000	-	642,198	-
7300	8801	-	14,370	14,370	14,370
TOTAL FIXED ASSETS		65,000	14,370	656,568	14,370
DIVISION TOTAL		328,295	232,647	865,484	255,553

Facilities and Community Services Recreation and Senior Services

Program Description:

The City of Redlands Recreation and Senior Services Division is a customer driven service that is responsive to the needs of the public. Recreation and Senior programs promote wellness and human development through leisure pursuits. The Division operates the Redlands Community Center, Senior Center and Joslyn Senior Center which are open to the community for a variety of educational and leisure activities. The centers feature gymnasium, computer labs, classrooms, reading lounges, multi-purpose rooms, and kitchen facilities. In addition to manning the centers the Division also facilitates the rentals of indoor and outdoor recreation sites, including four lighted softball fields, and three lighted mini soccer fields.

Programs and staff are dedicated to enhancing the quality of life for Redlands residents. The Division offers programs focusing on community support and partnerships, nutrition and healthy eating, and active living. The Senior Information and Referral Services Office are located in the Community Center, offering assistance to seniors seeking housing, medical, and financial information. Numerous programs are offered, including the Meals on Wheels program and the Family Service Association Nutrition Program, ensuring the availability of hot meals to seniors for a reasonable price.

Program Objectives:

- Strengthen community image and sense of place
- Provide and support recreation and leisure services offered throughout the community
- Promote health and wellness
- Foster human development
- Increase cultural unity
- Maintain staff liaison support to the Senior Activities Advisory Board
- 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
- Provide the Senior Transportation Program, which provides transportation services to seniors and disabled citizens

Strategic Goal Accomplishments for Fiscal Year 2019-20:

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

The Division partnered with the Redlands Unified School District Nutrition program to enhance and expand the afterschool meal program for youth. The program provides free healthy meals to all youth at the Community Center from Monday through Friday from 5:00 to 6:30 p.m. This program received \$10,000 from the National League of Cities as a result of its success in the community. The \$10,000 was provided from the Cities Combating Hunger through Afterschool and Summer Meal Programs (CHAMPs) Grant.

- **Enhanced Recreation Program Services based on needs in specific areas – E8.3**

The Division has a robust volunteer program that provides assistance in various programs throughout the community. One of the volunteer groups known as “Teens Inspiring Others,” recently partnered with the Common Vision Coalition and the Institute for Public Strategies for a tobacco litter cleanup. As part of their #freeourbackyard campaign they collected tobacco litter around Sylvan Park’s picnic area and the newly built skate park. The cleanup efforts were successful and provided an educational component to the impacts tobacco litter has on the community.

Significant Program Changes to Enhanced Recreation Program Services through grant funding– E8.3

- At the February 18, 2020 meeting the City Council approved \$258,296 for the Joslyn Senior center Rehabilitation project, and \$85,000 for the Redlands Senior Community Center parking lot as part of the

2020-21 Community Development Block Grant Program. The rehabilitation project at Joslyn Senior Center's will replace the existing kitchen facility with a new commercial-grade facility. The residential-type oven and sink will be replaced with commercial models. The kitchen will also receive new cabinets, countertops, flooring, paint, and ADA accessibility. The upgrades will improve the kitchen's rent ability, providing the center with an additional revenue source. Furthermore, the existing parking lot at the Redlands Community Senior Center will be repaved and include additional handicapped parking spaces for the community.

- An 18 passenger all electric ADA compliant shuttle van and a level III Electric Charging Station was recently purchased from Phoenix Electric Bus for use by the Senior Transportation Program. The bus and charging station was purchased through a grant approved by the South Coast Air Quality Management District Governing Board. The all-electric shuttle van replaced a 10-year-old CNG shuttle van. The purchase of this all-electric shuttle van is expected to reduce annual maintenance costs by \$14,141, and result in savings of fuel costs associated with the operation. Additionally included in the the grant is one level III DC Fast Charging Station, which is capable of charging the shuttle van in three hours. This charging station is located at the City Yard and will service other City vehicles. The Shuttle is currently used to support the senior transportation program transporting elderly residents in and around the city. The new bus brings a total of 3 buses to support the day to day operations of the program.

**DEPARTMENT/DIVISION
RECREATION**

FUND		DEPARTMENT/DIVISION RECREATION			BITECH ORGKEY	MUNIS ORG
GENERAL FUND					101230	101307
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED	
SALARIES AND BENEFITS						
4000	5001	122,872	147,570	87,026		
4005	5002	50,279	43,114	66,880		
4010	5101	4,016	5,000	5,000		
4012	5201	-	-	14		
4015	5301	2,330	2,117	2,799		
4050	5401	27,468	37,861	22,000		
4051	5501	13,735	15,222	12,271		
4053	5601	67	68	68		
4055	5701	19,608	38,924	8,952		
4056	5702	13,509	13,436	13,436		
4057	5703	1,214	1,493	852		
4058	5704	1,029	369	2,269		
4059	5705	203	253	123		
4081	5802	455	905	905		
4082	5803	900	1,200	1,200		
4085	5903	685	4,983	3,703		
TOTAL SALARIES AND BENEFITS		258,370	312,515	227,498	-	
SERVICES						
5034	6004	10,513	10,400	8,904		
5103	6703	-	2,000	615		
5190	6106	50,488	42,608	42,608		
5240	6401	-	2,000	2,000		
5270	6901	2,404	3,000	394		
5275	6601	901	1,000	1,000		
5280	6902	1,700	3,000	1,000		
5303	6304	2,630	3,800	2,515		
5310	6307	17,108	17,500	17,500		
5340	7203	51	2,500	-		
5350	7204	700	5,000	-		
5360	7205	1,873	2,000	2,000		
5392	6005	-	600	646		
5395	6802	44,513	63,714	63,714		
5396	6803	6,635	6,704	7,048		
5570	6906	6,430	8,000	8,000		
5722	6007	-	-	-		
5760	6708	12,042	12,000	12,000		
5800	6909	876	400	515		
5840	6403	700	1,000	1,538		
5880	6710	149,109	152,290	95,000		
5890	6712	2,006	2,500	2,500		
5950	6911	383	-	80		
TOTAL SERVICES		311,062	342,016	269,577	-	
SUPPLIES						
6120	7803	-	500	-		
6140	7002	657	2,000	2,000		
6160	7804	-	500	500		
6180	7004	1,307	1,500	1,500		
6210	7208	5,541	4,000	5,158		
6310	7209	24	1,000	1,000		
6410	7213	21	-	-		
6500	7101	2,345	-	-		
6510	7102	3,862	1,000	150		
6560	7807	202	10,000	10,000		
6590	7810	18,368	16,000	16,000		
6640	7901	-	-	105,337		
TOTAL SUPPLIES		32,327	36,500	141,645	-	

**DEPARTMENT/DIVISION
RECREATION**

FUND			BITECH ORGKEY	MUNIS ORG
GENERAL FUND			101230	101307
BITECH OBJECT	MUNIS OBJECT		2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED
		2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	
		FIXED ASSETS		
7100	8704	Motor Vehicles	18,723	
7150	8501	Other Betterments/Improv	193,742	
		TOTAL FIXED ASSETS	112,665	-
		DIVISION TOTAL	751,385	

**DEPARTMENT/DIVISION
SENIOR SERVICES**

FUND		BITECH ORGKEY			MUNIS ORG
GENERAL FUND		101232			101308
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED
SALARIES AND BENEFITS					
4000	5001	Salaries: Full-Time	180,141	223,808	163,939
4005	5002	Salaries: Part-Time	47,992	137,218	38,688
4010	5101	Overtime Salaries	3,735	5,000	5,000
4015	5301	Banked Leave Buy Back	8,085	4,452	1,660
4050	5401	Pension Contributions	40,314	41,270	41,144
4051	5501	FICA/Medicare	18,259	19,196	15,232
4053	5601	Deferred Compensation	67	68	68
4055	5701	Health/Dental Insurance	38,100	45,558	41,238
4056	5702	Workers' Comp Insurance	13,509	13,436	13,436
4057	5703	Disability Insurance	1,790	1,651	1,439
4058	5704	Unemployment Insurance	1,163	737	1,903
4059	5705	Life Insurance	273	190	199
4081	5802	Eyecare Reimbursement	246	680	680
4082	5803	Clothing Allowance	900	900	1,350
4085	5903	Other Taxable Benefits	4,008	3	3
		TOTAL SALARIES AND BENEFITS	358,582	494,167	325,979
SERVICES					
5103	6703	Software Support/Development	-	700	-
5180	6105	Medical/Physicals	50	200	-
5190	6106	Other Professional Services	4,446	5,000	5,100
5240	6401	Meeting & Prof Development	-	1,000	1,000
5255	6402	Travel Expense/Reimbursement	14	500	30
5275	6601	Postage	51	1,000	1,000
5280	6902	Advertising	407	3,000	2,000
5303	6304	Telephone	4,234	3,280	3,280
5360	7205	Machinery & Equip. Maint.	-	1,000	1,000
5365	7206	Vehicle Maintenance	242	-	-
5395	6802	Info Tech Service Charges	15,839	17,450	17,450
5396	6803	City Garage Charges	18,013	33,240	21,943
5570	6906	Office Equip & Furn Rent	4,456	8,000	4,000
5590	6908	Other Rentals	-	500	-
5760	6708	Special Program Expenditures	806	2,000	2,000
5800	6909	Subscriptions & Memberships	999	1,000	1,000
5840	6403	Training	75	1,000	1,130
5880	6710	Special Contractual Services	46,805	35,000	15,000
5990	6912	Reimbursed Expenditures	-	(87,000)	(87,000)
		TOTAL SERVICES	96,438	26,870	(11,067)
SUPPLIES					
6140	7002	Office Supplies	2,158	3,000	3,000
6180	7004	Uniform/Safety Clothing	1,225	-	2,000
6210	7208	Repair/Maintenance Supplies	-	2,000	-
6310	7209	Janitorial Supplies	512	500	1,000
6350	7210	Building Supplies	-	200	200
6440	7302	Compressed Natural Gas (LCNG)	3,047	3,500	3,500
6500	7101	Office Equipment & Furniture	407	1,000	1,000
6510	7102	Small Tools & Equipment	428	500	500
6560	7807	Food	8,842	10,000	10,000
6590	7810	Special Departmental Supplies	10,117	10,000	10,000
6640	7901	Non-Capital Expenditures	-	12,233	37,233
		TOTAL SUPPLIES	26,736	42,933	68,433
FIXED ASSETS					
7150	8501	Other Betterments/Improv	-	59,000	59,000
7100	8704	Motor Vehicles	-	174,000	174,000
		TOTAL FIXED ASSETS	-	233,000	233,000
DIVISION TOTAL		481,755	796,970	616,345	

DEPARTMENT/DIVISION
RECREATION AND SENIOR SERVICES

FUND		BITECH ORGKEY			MUNIS ORG
GENERAL FUND					101309
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED
SALARIES AND BENEFITS					
4000	5001				369,581
4005	5002				90,780
4015	5301				4,877
4050	5401				103,012
4051	5501				35,775
4053	5601				140
4055	5701				108,515
4056	5702				28,214
4057	5703				3,729
4058	5704				6,093
4059	5705				506
4081	5802				1,809
4082	5803				2,400
4085	5903				786
	TOTAL SALARIES AND BENEFITS	-	-	-	756,218
SERVICES					
5034	6004				10,513
5103	6703				4,700
5180	6105				210
5240	6401				3,000
5255	6402				1,000
5270	6901				500
5275	6601				1,000
5280	6902				2,000
5303	6304				7,630
5310	6307				17,108
5340	7203				2,500
5350	7204				5,000
5360	7205				4,500
5392	6005				1,000
5395	6802				32,611
5396	6803				22,322
5570	6906				8,000
5590	6908				500
5760	6708				15,000
5800	6909				1,400
5840	6403				2,000
5880	6710				192,000
5890	6712				5,000
	TOTAL SERVICES	-	-	-	339,494
SUPPLIES					
6140	7002				5,000
6160	7804				1,000
6180	7004				5,000
6210	7208				3,500
6310	7209				3,500
6350	7210				200
6440	7302				3,500
6500	7101				4,000
6510	7102				500
6560	7807				2,000
	TOTAL SUPPLIES	-	-	-	28,200
	DIVISION TOTAL				1,123,912
	DEPARTMENT TOTAL	9,054,466	10,807,475	10,632,476	8,442,976

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, four Fire stations, 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
- Work synergistically with other divisions for various department and city wide projects

Accomplishments for Fiscal Year 2019-20:

- Opened 157 new work orders and closed 174 work orders during the fiscal year
- Facilitated asbestos abatement in EOC and PD work areas
- Facilitated renovations within Fire Admin
- Facilitated renovations within Revenue
- Facilitated renovations within WWTP Collections office
- Facilitated the construction of the Purchasing Division conference room/office
- Facilitated renovations within Code Enforcement office
- Facilitated renovations for employee security within Finance
- Facilitated renovations for employee security within HR
- Facilitated renovations for employee security within MUED lobby area
- Facilitated renovations for employee security within Revenue
- Assisted with the new Block 11 feature at the Cemetery
- Dance floor replacement at The Community Center
- Repaired major leak in Lincoln Shrine fountain
- Installed automatic gates at Fire Station 263
- Replaced umbrellas in Orange Street Alley
- Replaced Civic Center Shade Sails
- Replaced all Civic Center exterior eaves under lights with LED replacements
- Constructed an emergency Plan/Permit Drop Center in MUED for use during COVID-19 pandemic
- Facilitated the In House Cleaning Crew for use during initial stages of COVID-19 pandemic
- Facilitated Civic Center Painting

**DEPARTMENT/DIVISION
BUILDING MAINTENANCE**

FUND				BITECH ORGKEY	MUNIS ORG	
GENERAL FUND				101301	101301	
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED	
SALARIES AND BENEFITS						
4000	5001	Salaries: Full-Time	31,190	98,796	101,398	135,771
4010	5101	Overtime Salaries	2,918	5,000	2,500	5,000
4015	5301	Banked Leave Buy Back	1,030	3,230	3,230	2,427
4050	5401	Pension Contributions	7,404	25,088	25,897	37,763
4051	5501	FICA/Medicare	2,822	7,842	8,169	10,704
4053	5601	Deferred Compensation	353	353	353	181
4055	5701	Health/Dental Insurance	420	20,078	16,904	29,041
4056	5702	Workers' Comp Insurance	21,502	75,255	75,255	79,018
4057	5703	Disability Insurance	74	662	556	1,197
4058	5704	Unemployment Insurance	53	441	389	959
4059	5705	Life Insurance	29	89	94	139
4081	5802	Eyecare Reimbursement	-	317	317	497
4082	5803	Clothing Allowance	-	300	300	600
4083	5804	Uniform Rental	2,362	1,725	1,725	282
4085	5903	Other Taxable Benefits	1,765	62	1,823	840
		TOTAL SALARIES AND BENEFITS	71,923	239,238	238,910	304,419
SERVICES						
5180	6105	Medical/Physicals	11,174	-	-	-
5280	6902	Advertising	359	2,000	500	2,000
5300	6301	Water, Sewer, Disposal	25,904	30,000	25,000	30,000
5303	6304	Telephone	11,085	9,000	9,000	9,000
5310	6307	Electricity & Gas	701,648	584,400	584,389	584,400
5313	6309	Heating/AC Service Contract	79,999	60,000	55,000	60,000
5315	6311	Elec Service-CA Traffic Sgl	-	-	-	-
5320	6903	Janitorial Services	62,085	100,000	75,000	75,000
5350	7204	Building/Grounds Maintenance	79,944	70,000	55,000	50,000
5360	7205	Machinery & Equip. Maint.	10,224	18,000	18,000	10,000
5395	6802	Info Tech Service Charges	5,229	5,398	5,398	38,094
5396	6803	City Garage Charges	10,349	18,117	19,046	14,392
5722	6007	Penalties and Interest	-	-	225	-
5840	6403	Training	51	1,500	-	1,500
5880	6710	Special Contractual Services	243,007	145,240	195,000	95,240
		TOTAL SERVICES	1,241,059	1,043,655	1,041,558	969,626
SUPPLIES						
6140	7002	Office Supplies	2,416	1,000	1,000	1,000
6180	7004	Uniform/Safety Clothing	518	500	1,000	500
6210	7208	Repair/Maintenance Supplies	22,596	25,000	25,000	25,000
6310	7209	Janitorial Supplies	1,158	2,500	2,500	2,500
6350	7210	Building Supplies	26,139	20,000	20,000	20,000
6375	7211	Computer Components	2,245	1,000	1,000	1,000
6500	7101	Office Equipment & Furniture	240	-	-	-
6510	7102	Small Tools & Equipment	4,989	1,500	2,561	1,500
6560	7807	Food	18	50	28	50
6590	7810	Special Departmental Supplies	5,309	5,000	5,000	5,000
6640	7901	Non-Capital Expenditures	26,479	53,521	60,830	28,521
		TOTAL SUPPLIES	92,107	110,071	118,919	85,071
FIXED ASSETS						
7150	8501	Other Betterments/Improv	-	210,000	120,000	60,000
		TOTAL FIXED ASSETS	-	210,000	120,000	60,000
		DIVISION TOTAL	1,405,088	1,602,963	1,519,387	1,419,116

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. 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, clearing 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, restore, 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 staff to fabricate all signs in house.

Accomplishments for Fiscal Year 2019-20:

- Maintained over 300 miles of streets, including potholing and skin patching, and sidewalk ramping, using 218 tons of asphalt in 653 locations
- Swept 12,000 curb miles throughout the City
- Removed and replaced approximately 5548 square feet of sidewalk and 280 linear feet of curb and gutter at 49 locations
- Completed approximately 1,720 underground service alert tickets
- Serviced and/or repaired 576 street lights
- Responded to approximately 44 traffic signal complaints
- Performed 265 traffic signal inspections
- Completed annual cleaning of all storm drain inlets and channels
- Created, replaced or serviced 1088 street signs
- Replaced 7 street lights knocked down in traffic accidents

- Replaced approximately 80% of the City's high-pressure sodium traffic signal safety lighting with energy efficient LEDs
- Completed 409 labor hours eradicating illegal dumps

Projects Completed:

- Installed new Service Club sign on Orange Street
- Installed new video vehicle detection on Alabama Street at Orange Avenue, W. State Street and Park Avenue
- Installed new video vehicle detection on Alabama Street at Orange Tree Lane
- Installed 2 new traffic cabinets at Texas Street & Colton Avenue, and Church Street & Citrus Avenue
- Worked alongside Parks, Building Maintenance, and MUED staff to complete various downtown projects, including:
 - Christmas holiday decorations and lighting
 - Assisted in multiple remodels throughout City offices
- Installed new street light conduit and electrical wire on Ford Street and Serpentine Drive
- Repaired road edge including 1000 ft. of asphalt curb on Lugonia Avenue, east of Tennessee street, after major flood damage

**DEPARTMENT/DIVISION
ELECTRICAL**

FUND GENERAL FUND				BITECH ORGKEY 101302	MUNIS ORG 101302
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED
SALARIES AND BENEFITS					
4000	5001	104,910	114,836	111,202	121,002
4010	5101	758	4,000	500	4,000
4015	5301	16,637	4,251	4,709	3,530
4050	5401	23,549	29,225	28,185	33,655
4051	5501	9,434	9,181	9,131	9,925
4053	5601	9	9	9	9
4055	5701	21,732	28,039	16,930	17,936
4056	5702	4,157	4,134	4,134	4,341
4057	5703	1,187	1,187	1,108	1,241
4058	5704	251	159	227	872
4059	5705	123	127	133	127
4081	5802	225	452	452	452
4082	5803	600	600	600	600
4083	5804	1,691	1,565	1,565	402
4085	5903	2,114	2	4,403	4,200
TOTAL SALARIES AND BENEFITS		187,376	197,767	183,288	202,291
SERVICES					
5240	6401	-	2,000	-	-
5255	6402	-	1,500	-	-
5270	6901	-	100	-	100
5275	6601	-	100	20	100
5280	6902	506	800	-	800
5303	6304	1,866	2,300	2,037	2,400
5310	6307	417	550	415	500
5315	6311	21,097	10,000	16,548	23,000
5316	6312	38,790	40,000	33,900	42,000
5330	6316	35,679	25,000	26,502	30,000
5331	6314	99,333	90,000	89,590	95,000
5360	7205	11,728	12,000	11,000	11,500
5370	6315	261,023	225,000	246,168	248,000
5395	6802	10,723	11,049	11,049	21,153
5396	6803	25,825	18,897	19,866	11,224
5510	6904	6,933	7,280	7,280	7,644
5590	6908	-	500	-	500
5840	6403	-	1,000	-	-
5880	6710	47,421	40,000	65,000	42,000
5898	6008	2,949	-	-	-
TOTAL SERVICES		564,292	488,076	529,375	535,921
SUPPLIES					
6140	7002	844	1,000	750	400
6160	7804	237	200	-	100
6180	7004	232	600	600	600
6210	7208	112,980	105,000	127,500	110,000
6310	7209	44	150	20	100
6350	7210	-	700	807	500
6375	7211	-	2,000	-	1,000
6510	7102	44	2,000	1,000	2,000
6590	7810	4,284	6,000	5,000	7,500
6640	7901	96,612	18,000	28,010	27,000
TOTAL SUPPLIES		215,277	135,650	163,687	149,200
FIXED ASSETS					
7100	8704	-	30,000	30,000	23,500
7150	8501	-	294,587	294,587	-
TOTAL FIXED ASSETS		-	324,587	324,587	23,500
DIVISION TOTAL		966,945	1,146,080	1,200,937	910,912

DEPARTMENT/DIVISION
STREETS

FUND				BITECH ORGKEY	MUNIS ORG	
GENERAL FUND				101304	101304	
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED	
SALARIES AND BENEFITS						
4000	5001	Salaries: Full-Time	678,696	676,279	646,479	723,393
4005	5002	Salaries: Part-Time	20,988	17,310	13,075	-
4010	5101	Overtime Salaries	40,078	32,000	20,576	32,000
4012	5201	Stand By	13,107	15,000	8,960	10,000
4015	5301	Banked Leave Buy Back	39,469	18,584	21,681	19,681
4050	5401	Pension Contributions	152,704	172,125	172,125	201,205
4051	5501	FICA/Medicare	60,104	55,204	52,939	57,568
4053	5601	Deferred Compensation	9	869	869	869
4055	5701	Health/Dental Insurance	169,119	182,961	175,383	187,641
4056	5702	Workers' Comp Insurance	47,783	41,963	41,963	44,061
4057	5703	Disability Insurance	7,372	6,179	6,179	6,575
4058	5704	Unemployment Insurance	1,825	439	799	5,646
4059	5705	Life Insurance	925	820	820	820
4081	5802	Eyecare Reimbursement	426	2,927	1,500	2,927
4082	5803	Clothing Allowance	3,109	3,600	3,600	3,600
4083	5804	Uniform Rental	9,852	9,917	9,917	1,652
4085	5903	Other Taxable Benefits	6,122	4,352	4,383	4,200
		TOTAL SALARIES AND BENEFITS	1,251,686	1,240,529	1,181,248	1,301,837
SERVICES						
5180	6105	Medical/Physicals	-	800	-	-
5190	6106	Other Professional Services	14,579	-	-	-
5275	6601	Postage	-	50	-	-
5280	6902	Advertising	-	1,000	350	-
5300	6301	Water, Sewer, Disposal	13,059	19,818	18,500	19,000
5303	6304	Telephone	4,569	4,314	5,183	5,200
5395	6802	Info Tech Service Charges	25,694	13,680	13,680	52,406
5396	6803	City Garage Charges	179,741	138,372	145,468	145,578
5590	6908	Other Rentals	13,741	15,000	15,000	12,000
5800	6909	Subscriptions & Memberships	-	-	60	60
5840	6403	Training	1,643	4,000	850	-
5880	6710	Special Contractual Services	446,305	393,000	385,000	347,000
5890	6712	Landfill Tipping Charges	11,226	11,300	5,000	6,000
5950	6911	Bad Debt Expense	702	-	-	-
		TOTAL SERVICES	711,259	601,334	589,091	587,244
SUPPLIES						
6140	7002	Office Supplies	4,654	1,500	1,500	1,500
6160	7804	Medical Supplies	-	200	50	200
6180	7004	Uniform/Safety Clothing	7,929	10,000	10,000	12,000
6210	7208	Repair/Maintenance Supplies	157,199	155,000	161,000	150,000
6310	7209	Janitorial Supplies	2,137	1,000	1,200	1,200
6375	7211	Computer Components	622	2,000	150	500
6500	7101	Office Equipment & Furniture	201	-	-	500
6510	7102	Small Tools & Equipment	13,141	10,000	9,827	10,000
6560	7807	Food	858	1,000	1,676	-
6590	7810	Special Departmental Supplies	22,361	20,000	25,000	25,000
6640	7901	Non-Capital Expenditures	8,649	10,000	5,000	7,500
		TOTAL SUPPLIES	217,752	210,700	215,403	208,400
FIXED ASSETS						
7100	8704	Motor Vehicles	-	54,000	-	-
7140	8706	All Other Equipment	16,136	-	-	-
7300	8801	Capital Lease	-	66,281	66,281	66,281
		TOTAL FIXED ASSETS	16,136	120,281	66,281	66,281

**DEPARTMENT/DIVISION
STREETS**

FUND				BITECH ORGKEY	MUNIS ORG	
GENERAL FUND				101304	101304	
BITECH OBJECT	MUNIS OBJECT		2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED
		DEBT SERVICE				
8100	9001	Principal	-	-	55,054	47,381
8200	9101	Interest	-	-	-	7,673
		TOTAL DEBT SERVICE	-	-	55,054	55,054
		 DIVISION TOTAL	2,196,833	2,172,844	2,107,077	2,218,816

Facilities and Community Services Parks Division

Program Description:

The Parks Division is responsible for the maintenance and upkeep of approximately 327 acres consisting of 18 established parks, parking lots, 14.5 acres of median strips and traffic islands throughout the City, the downtown area, and the improved I-10 Gateway. The division is comprised of 14 full-time employees and 4 part-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. City 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 care when needed. These actions are not only performed on trees within the parks system, but also to the approximately 43,500 trees within City easement as well as trees located on various City facilities and parcels. Parks Division staff also helps facilitate the Market Night and Farmers Market events along with maintaining all of the downtown areas within the City's purview.

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:

- Laramie Park and the Zanja Trail were accepted into the City's park system

Accomplishments for Fiscal Year 2019-20:

- Completion of wrought iron fencing surrounding the Redlands Skate Park
- Cooperative work on projects with Streets and Building Maintenance Divisions such as the fabrication and installation of the new State Street Arches and downtown Christmas decorations
- Grading has begun for the construction of a new baseball diamond at Israel Beal Park
- Installation of field lights at Brookside Park
- New concrete block retaining wall installed along the steps of the Heritage Park Amphitheatre. Staff will also be installing irrigation in this area in preparation for turf installation

**DEPARTMENT/DIVISION
PARKS**

FUND				BITECH ORGKEY	MUNIS ORG	
GENERAL FUND				101303	101303	
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED	
SALARIES AND BENEFITS						
4000	5001	Salaries: Full-Time	588,069	661,503	610,760	571,853
4005	5002	Salaries: Part-Time	23,214	51,930	33,255	-
4010	5101	Overtime Salaries	54,192	35,000	44,000	35,000
4012	5201	Stand By	10,465	11,033	8,000	8,000
4015	5301	Banked Leave Buy Back	13,486	18,257	18,257	9,353
4050	5401	Pension Contributions	132,217	168,468	155,187	159,055
4051	5501	FICA/Medicare	50,178	56,443	53,389	45,141
4053	5601	Deferred Compensation	9	869	369	757
4055	5701	Health/Dental Insurance	175,675	204,407	166,750	162,027
4056	5702	Workers' Comp Insurance	32,699	28,938	28,938	30,385
4057	5703	Disability Insurance	6,493	6,076	5,434	5,100
4058	5704	Unemployment Insurance	1,802	1,948	3,540	5,026
4059	5705	Life Insurance	878	889	768	730
4081	5802	Eyecare Reimbursement	796	3,175	3,175	2,606
4082	5803	Clothing Allowance	2,988	3,930	3,930	3,210
4083	5804	Uniform Rental	12,811	12,000	12,000	1,457
4085	5903	Other Taxable Benefits	411	572	3,952	4,200
		TOTAL SALARIES AND BENEFITS	1,106,381	1,265,438	1,151,704	1,043,897
SERVICES						
5180	6105	Medical/Physicals	-	1,000	300	1,000
5190	6106	Other Professional Services	407	1,000	950	1,000
5240	6401	Meeting & Prof Development	44	-	-	-
5255	6402	Travel Expense/Reimbursement	400	500	500	500
5270	6901	Printing and Binding	-	50	50	50
5275	6601	Postage	-	-	63	100
5280	6902	Advertising	3,207	3,000	650	1,000
5300	6301	Water, Sewer, Disposal	42,725	45,000	45,000	45,000
5303	6304	Telephone	6,526	8,000	6,000	8,000
5310	6307	Electricity & Gas	62,655	56,000	52,000	52,000
5350	7204	Building/Grounds Maintenance	3,584	20,000	20,000	20,000
5360	7205	Machinery & Equip. Maint.	1,257	2,000	2,000	2,000
5395	6802	Info Tech Service Charges	28,756	28,590	28,590	66,904
5396	6803	City Garage Charges	174,372	120,764	126,957	103,967
5722	6007	Penalties and Interest	39	-	60	60
5800	6909	Subscriptions & Memberships	-	400	400	400
5840	6403	Training	3,813	7,000	1,000	7,000
5880	6710	Special Contractual Services	343,933	204,418	259,000	65,000
5890	6712	Landfill Tipping Charges	29,869	20,000	9,000	15,000
		TOTAL SERVICES	701,587	517,722	552,520	388,981
SUPPLIES						
6140	7002	Office Supplies	1,838	1,500	1,500	1,500
6160	7804	Medical Supplies	337	300	300	300
6180	7004	Uniform/Safety Clothing	2,281	3,000	3,000	3,000
6210	7208	Repair/Maintenance Supplies	113,848	100,000	100,000	75,000
6310	7209	Janitorial Supplies	16,693	18,000	18,000	18,000
6350	7210	Building Supplies	5,159	6,000	6,000	6,000
6510	7102	Small Tools & Equipment	9,732	12,000	12,000	12,000
6560	7807	Food	315	300	1,200	300
6590	7810	Special Departmental Supplies	15,014	13,500	13,500	22,500
6640	7901	Non-Capital Expenditures	127,983	86,000	86,000	20,000
		TOTAL SUPPLIES	293,200	240,600	241,500	158,600
FIXED ASSETS						
7100	8704	Motor Vehicles	33,635	15,000	110,687	-
7140	8706	All Other Equipment	-	-	6,735	-
7150	8501	Other Betterments/Improv	-	607,955	488,383	-

**DEPARTMENT/DIVISION
PARKS**

FUND			BITECH ORGKEY	MUNIS ORG	
GENERAL FUND			101303	101303	
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED
FIXED ASSETS (CONT.)					
7300	8801	-	105,146	105,146	105,146
7510	8301	149,125	-	-	-
TOTAL FIXED ASSETS		182,761	728,101	710,951	105,146
DIVISION TOTAL		2,283,928	2,751,861	2,656,675	1,696,624

Facilities and Community Services Trees

Program Description:

The Facilities and Community Services Street Tree Division staff oversee 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 43,500 are home to living trees. This count includes about 6,530 trees within the City parks system and some 9,920 palm trees of various species citywide. The City's urban forest is a recognized asset and landmark 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 an active response to mitigate and resolve emergency tree concerns
- 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.

Capital Purchases Greater than \$50,000:

- Purchase and delivery of a new aerial lift truck

Accomplishments for Fiscal Year 2019-20:

- Approximately 245 trees removed
- Approximately 2460 trees trimmed
- Continued our weekly pick up of palm fronds and are on pace to have picked up and dumped approximately 250 tons which is taken to County facilities
- 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 delivered and put into service

**DEPARTMENT/DIVISION
TREES**

FUND				BITECH ORGKEY	MUNIS ORG
GENERAL FUND				101305	101305
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED
SALARIES AND BENEFITS					
4000	5001	208,687	202,447	138,634	194,737
4010	5101	13,120	15,000	15,000	15,000
4015	5301	6,767	3,645	5,079	299
4050	5401	46,838	51,583	35,434	54,175
4051	5501	17,663	15,952	12,126	15,100
4053	5601	17	17	17	17
4055	5701	33,315	50,534	27,518	49,354
4056	5702	12,470	99,482	99,482	104,456
4057	5703	2,608	2,055	1,468	1,943
4058	5704	570	23	266	1,788
4059	5705	320	266	190	260
4081	5802	186	950	950	927
4082	5803	1,107	1,435	1,435	1,721
4085	5903	1,505	1,422	643	669
TOTAL SALARIES AND BENEFITS		345,172	444,811	338,242	440,445
SERVICES					
5180	6105	-	2,000	-	250
5190	6106	610	-	-	-
5240	6401	-	9,000	120	9,000
5255	6402	612	-	512	500
5270	6901	221	1,500	450	500
5800	6909	185	-	15	-
5840	6403	145	3,000	180	3,000
5880	6710	39,668	209,523	184,652	24,000
TOTAL SERVICES		41,441	225,023	185,929	37,250
SUPPLIES					
6140	7002	-	2,000	-	500
6180	7004	-	-	464	500
6210	7208	7,562	10,000	1,000	10,000
6500	7101	201	-	-	-
6640	7901	2,757	-	-	-
TOTAL SUPPLIES		10,520	12,000	1,464	11,000
FIXED ASSETS					
7100	8704	33,461	-	21,597	-
7150	8501	-	70,270	-	-
TOTAL FIXED ASSETS		33,461	70,270	21,597	-
DIVISION TOTAL		430,595	752,104	547,232	488,695

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, and one full-time administrative technician. 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 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

Significant Program Changes and Process Improvements:

This year, the Code Enforcement Division added a Senior Code Enforcement Officer position. This new position provided lead direction and coordination for code activities. The addition of this staff also enhanced public relations within the community and efficiency with administrative documents regarding litigation issues.

Other enhancements or significant program changes for this year included the performance of focusing efforts on property abatements for properties determined to be a public nuisance and a health and safety concern to the community. An increase in homeless activities within the City has a corresponding relation to unauthorized occupation of vacant and abandoned properties. As a result of this activity, the code enforcement division worked in partnership with stakeholder, property owners and other city departments by providing education and direction on abatement and the securing of property. Approximately 20 properties were cleaned and secured by the property owners with the assistance and direction provided by the City.

Accomplishments for Fiscal Year 2019-20:

- Opened 850 cases
- Closed 1200 cases
- Inspected 2,500 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 successful closing of cases and providing health and safety to the community

DEPARTMENT/DIVISION
CODE ENFORCEMENT

FUND				BITECH ORGKEY	MUNIS ORG
GENERAL FUND				101306	101306
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED
SALARIES AND BENEFITS					
4000	5001	164,474	234,254	193,037	185,016
4005	5002	20,749	-	-	-
4010	5101	1,566	1,000	8,000	1,500
4015	5301	2,418	3,186	3,186	125
4050	5401	37,012	59,950	53,859	51,677
4051	5501	15,072	18,727	17,709	14,581
4053	5601	369	377	377	384
4055	5701	10,270	38,302	25,236	26,069
4056	5702	4,157	4,134	4,134	4,341
4057	5703	1,572	2,269	2,046	1,736
4058	5704	609	76	594	1,263
4059	5705	195	246	179	183
4081	5802	25	880	880	655
4082	5803	600	1,140	1,140	840
4085	5903	7,391	6,221	4,416	5,397
TOTAL SALARIES AND BENEFITS		266,478	370,762	314,793	293,768
SERVICES					
5103	6703	-	5,000	4,728	5,800
5140	6102	-	1,000	7,206	3,500
5190	6106	702	1,500	360	1,500
5270	6901	50	7,000	-	2,500
5275	6601	907	3,000	2,000	2,500
5280	6902	-	1,500	-	-
5303	6304	3,013	2,500	2,500	2,500
5396	6803	4,918	2,647	2,783	6,380
5800	6909	-	500	704	500
5840	6403	526	2,000	-	-
5880	6710	58,375	30,000	25,000	5,000
5890	6712	22,550	15,000	5,000	1,000
TOTAL SERVICES		91,041	71,647	50,281	31,180
SUPPLIES					
6140	7002	869	1,000	500	1,000
6180	7004	103	3,000	2,000	2,000
6560	7807	177	100	100	100
6590	7810	-	2,000	281	1,300
TOTAL SUPPLIES		1,149	6,100	2,881	4,400
FIXED ASSETS					
7250	8001	600	-	-	-
TOTAL FIXED ASSETS		600	-	-	-
DIVISION TOTAL		359,268	448,509	367,955	329,348

Facilities and Community Services Downtown Redlands

Program Description:

The Downtown Redlands Division is dedicated to ensuring the downtown is the heart of the community; to stimulate shopping and dining while making it 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, 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 and patrons
- 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

Priority Focus Areas:

- In support of the City's Strategic Plan Focus Area B – Economic Development, the Downtown Division provides support to the local downtown businesses, manages the weekly Market Night, Saturday Certified Farmers Market, Downtown Redlands Art Walks, Holiday Lighting Extravaganza, and acts as a liaison for the Holiday Parade.

DEPARTMENT/DIVISION
DOWNTOWN REDLANDS BUSINESS AREA

FUND				BITECH ORGKEY	MUNIS ORG	
DOWNTOWN REDLANDS BUSINESS AREA FUND				236166	236300	
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED	
SALARIES AND BENEFITS						
4000	5001	Salaries: Full-Time	105,030	55,210	57,526	47,198
4005	5002	Salaries: Part-Time	12,411	20,500	18,245	14,110
4010	5101	Overtime Salaries	3,258	3,000	2,180	3,000
4015	5301	Banked Leave Buy Back	1,363	1,480	1,480	454
4050	5401	Pension Contributions	23,059	11,463	14,988	13,128
4051	5501	FICA/Medicare	8,684	5,151	5,519	4,731
4053	5601	Deferred Compensation	860	430	441	430
4055	5701	Health/Dental Insurance	14,792	6,164	8,597	6,164
4056	5702	Workers' Comp Insurance	5,196	5,168	5,168	5,426
4057	5703	Disability Insurance	278	-	23	-
4058	5704	Unemployment Insurance	450	(470)	472	651
4059	5705	Life Insurance	115	32	45	32
4081	5802	Eyecare Reimbursement	225	113	113	113
4084	5805	Clothing Cash Payment	-	-	-	75
4085	5903	Other Taxable Benefits	737	75	85	-
TOTAL SALARIES AND BENEFITS		176,457	108,316	114,882	95,510	
SERVICES						
5034	6004	Bank/Collection Agent Fees	5,383	6,000	3,073	5,300
5103	6703	Software Support/Development	-	3,200	1,900	3,200
5255	6402	Travel Expense/Reimbursement	449	2,262	2,262	-
5275	6601	Postage	-	50	50	-
5280	6902	Advertising	-	520	520	-
5300	6301	Water Wastewater Refuse	13,649	16,000	16,000	16,000
5303	6304	Telephone	1,094	1,000	647	1,109
5310	6307	Electricity & Gas	2,650	3,000	1,528	2,619
5392	6005	License & Permits	6,952	15,000	15,000	11,779
5395	6802	Info Tech Service Charges	20,927	20,317	20,317	8,164
5396	6803	City Garage Charges	506	470	494	470
5570	6906	Office Equip & Furn Rent	-	2,000	2,000	-
5760	6708	Special Program Expenditures	12,965	7,000	1,765	3,026
5870	6804	General Govt Service Charge	35,988	37,086	37,086	38,210
5880	6710	Special Contractual Services	79,952	69,980	36,366	42,500
5990	6912	Reimbursed Expenditures	-	750	750	-
TOTAL SERVICES		180,515	184,635	139,759	132,377	
SUPPLIES						
6140	7002	Office Supplies	224	700	145	145
6180	7004	Uniform/Safety Clothing	435	450	464	464
6190	7005	Photo & Copying Supplies	146	500	-	-
6210	7208	Repair/Maintenance Supplies	9,788	13,500	388	700
6510	7102	Small Tools & Equipment	-	295	156	245
6520	7806	Promotional Supplies	1,317	3,180	290	290
6560	7807	Food	5,775	23,120	5,997	6,000
6590	7810	Special Departmental Supplies	1,801	3,077	-	-
6640	7901	Non-Capital Expenditures	10,000	-	-	-
TOTAL SUPPLIES		29,485	44,822	7,439	7,844	
FUND TOTAL		386,458	337,773	262,080	235,731	

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 infrastructure within these districts.

The revenues collected through the assessments in both districts have not been adequate to cover the cost of providing high levels of maintenance. As a result, General Fund revenues have been used to subsidize the cost of providing these services. The intent of a maintenance district is to provide adequate funding to support all necessary maintenance services within its boundaries. Services provided will be minimized to a level supported by the annual assessments to reduce the burden on the General Fund. Additionally, Landscape Maintenance District reductions will include reduced irrigation periods, cutbacks to the frequency of the landscape maintenance activities, and 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. 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 services to ensure there is adequate cost recovery
- Provide satisfactory landscape maintenance to meet the City's desire for well maintained, attractive, and aesthetically landscaped areas
- Provide appropriate street light maintenance to provide well lighted and safe pedestrian and vehicular travel ways

Significant Program Changes and Process Improvements:

Eliminated areas of shrubs and turf to prepare for retrofitting with drought-tolerant landscaping to reduce maintenance needs.

Community Facility Districts

Program Description:

The City established Community Facility District No. 2004-1 in July of 2004 under 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. The Act 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 the 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 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:

Two parks were accepted into the CFD.

DEPARTMENT/DIVISION
STREET LIGHTING DISTRICT #1

FUND				BITECH ORGKEY	MUNIS ORG	
STREET LIGHTING DISTRICT #1 FUND				260300	260300	
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED	
SALARIES AND BENEFITS						
4000	5001	Salaries: Full-Time	9,368	11,495	12,230	10,204
4010	5101	Overtime Salaries	2	-	27	-
4015	5301	Banked Leave Buy Back	623	671	671	603
4050	5401	Pension Contributions	2,105	2,921	3,091	2,855
4051	5501	FICA/Medicare	696	858	892	737
4053	5601	Deferred Compensation	138	143	135	141
4055	5701	Health/Dental Insurance	1,223	1,704	1,748	1,300
4057	5703	Disability Insurance	0	17	21	9
4058	5704	Unemployment Insurance	9	24	15	39
4059	5705	Life Insurance	6	8	8	6
4080	5801	Vehicle Allowance	18	-	26	-
4081	5802	Eyecare Reimbursement	9	27	27	20
4085	5903	Other Taxable Benefits	11	113	59	75
		TOTAL SALARIES AND BENEFITS	14,207	17,981	18,950	15,990
SERVICES						
5370	6315	Electric Service-Street Light	-	12,000	-	4,000
5870	6804	General Govt Service Charge	1,141	1,176	1,176	1,212
		TOTAL SERVICES	1,141	13,176	1,176	5,212
FUND TOTAL			15,347	31,157	20,126	21,202

DEPARTMENT/DIVISION
COMMUNITY FACILITIES DISTRICT 2004-1

FUND			BITECH ORGKEY	MUNIS ORG		
CFD 2004-1 ASSESSMENTS FUND			261300	261300		
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED	
SALARIES AND BENEFITS						
4000	5001	Salaries: Full-Time	48,136	51,386	37,123	99,829
4010	5101	Overtime Salaries	6	5	17	10
4015	5301	Banked Leave Buy Back	2,927	2,741	2,741	4,290
4050	5401	Pension Contributions	10,813	13,024	10,553	27,815
4051	5501	FICA/Medicare	3,663	3,868	3,026	7,708
4053	5601	Deferred Compensation	660	681	632	968
4055	5701	Health/Dental Insurance	7,846	8,784	6,653	19,066
4057	5703	Disability Insurance	102	113	21	331
4058	5704	Unemployment Insurance	66	34	38	538
4059	5705	Life Insurance	38	36	25	78
4080	5801	Vehicle Allowance	72	-	103	-
4081	5802	Eyecare Reimbursement	65	128	128	279
4082	5803	Clothing Allowance	66	60	66	180
4085	5903	Other Taxable Benefits	217	288	310	1,159
		TOTAL SALARIES AND BENEFITS	74,678	81,148	61,436	162,251
SERVICES						
5140	6102	Legal Services	4,322	5,000	5,000	5,000
5190	6106	Other Professional Services	8,184	48,316	48,316	10,000
5280	6902	Advertising	1,790	-	1,721	-
5300	6301	Water Wastewater Refuse	39,684	38,000	38,000	50,000
5310	6307	Electricity & Gas	1,492	1,500	1,500	2,000
5312	6308	Elec Service-Facility Ops	6,720	50	50	50
5870	6804	General Govt Service Charge	-	6,925	6,925	7,135
5880	6710	Special Contractual Services	72,171	75,536	94,000	134,000
		TOTAL SERVICES	134,363	175,327	195,512	208,185
SUPPLIES						
6210	7208	Repair/Maintenance Supplies	-	-	7,500	10,000
6640	7901	Non-Capital Expenditures	-	-	-	10,000
		TOTAL SUPPLIES	-	-	7,500	20,000
FIXED ASSETS						
7100	8704	Motor Vehicles	-	-	-	45,000
		TOTAL FIXED ASSETS	-	-	-	45,000
FUND TOTAL			209,041	256,474	264,447	390,436

DEPARTMENT/DIVISION
LANDSCAPE MAINTENANCE DISTRICT

FUND				BITECH ORGKEY	MUNIS ORG	
LANDSCAPE MAINTENANCE DISTRICT FUND				263300	263300	
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED	
SALARIES AND BENEFITS						
4000	5001	Salaries: Full-Time	12,079	12,919	12,688	9,890
4010	5101	Overtime Salaries	2	-	17	-
4015	5301	Banked Leave Buy Back	810	713	713	603
4050	5401	Pension Contributions	2,714	3,271	3,208	2,763
4051	5501	FICA/Medicare	921	968	940	713
4053	5601	Deferred Compensation	164	169	153	141
4055	5701	Health/Dental Insurance	1,709	1,831	1,761	1,177
4057	5703	Disability Insurance	5	6	5	6
4058	5704	Unemployment Insurance	13	10	10	35
4059	5705	Life Insurance	8	8	8	5
4080	5801	Vehicle Allowance	18	-	26	-
4081	5802	Eyecare Reimbursement	11	27	27	18
4082	5803	Clothing Allowance	3	3	3	3
4084	5805	Clothing Cash Payment	-	75	-	-
4085	5903	Other Taxable Benefits	48	-	94	54
		TOTAL SALARIES AND BENEFITS	18,505	20,000	19,653	15,408
SERVICES						
5280	6902	Advertising	497	497	-	497
5300	6301	Water Wastewater Refuse	27,257	25,000	25,623	25,000
5310	6307	Electricity & Gas	1,603	1,800	759	1,800
5350	7204	Building/Grounds Maintenance	7,822	5,000	5,000	5,000
5870	6804	General Govt Service Charge	2,571	2,649	2,649	2,730
5880	6710	Special Contractual Services	787	10,000	10,000	10,000
		TOTAL SERVICES	40,537	44,946	44,030	45,027
		FUND TOTAL	59,042	64,946	63,684	60,435

Facilities and Community Services Solid Waste

Program Description:

The Solid Waste Division operates automated refuse, recycling, and green waste collection for approximately 19,500 single-family residential units. Commercial bin service is provided one to six days per week to 972 customers, and commercial recycling service is provided to approximately 511 businesses. New commercial organic waste recycling is provided to 35 customers, and a total of approximately 231 tons were recycled in 2019. Roll-off bin service is provided using 166 roll-off bins, which are rented by customers on a weekly basis. An un-staffed recycling 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 City's 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
- Two new Front End Loaders were ordered with expected delivery dates of spring and summer 2020. The Division also added a rear loading semi-automated unit for the collection of organic material
- To address mandatory recycling requirements of AB341 and AB1826, the City's Solid Waste Division is continuing the recycling outreach programs and has developed an organics collection route to provide service to approximately 35 commercial customers
- The Solid Waste Division continues to offer Bulky Item Collection program to residential customers. The program allows customers to request two bulky item pick-ups per calendar year
- The Solid Waste Division continues to participate in a no-cost 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. Staff is also working with CalRecycle on the possibility of implementing a used carpet recycling program
- The California Street Landfill began construction of the Phase 4 expansion on January 20, 2020. The completion of the project is expected to be completed by the end of July 2020
- On October 7, 2019, the California Street Landfill submitted a permit package to South Coast Air Quality Management District (SCAQMD) for a permit to construct one Enclosed Flare to accommodate the future needs and growth of the City

Capital Purchases Greater Than \$50,000:

- The Solid Waste Division purchased two collection vehicles as part of the ongoing fleet replacement program

Accomplishments for Fiscal Year 2019-20:

- Solid Waste collected approximately 48,315 tons of refuse, 9,758 tons of recyclables, 15,480 tons of green waste, and 206 tons of organic waste

- CalRecycle certified that the City of Redlands is meeting the requirements of AB 939 and has adequately implemented a diversion program
- 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		BITECH ORGKEY		MUNIS ORG		
SOLID WASTE FUND		511401		511900		
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED	
SALARIES AND BENEFITS						
4000	5001	Salaries: Full-Time	2,531,787	2,820,631	2,712,614	2,946,549
4005	5002	Salaries: Part-Time	139,903	52,810	11,057	18,740
4010	5101	Overtime Salaries	293,991	250,000	345,000	300,000
4012	5201	Stand By	-	-	1,723	1,000
4015	5301	Banked Leave Buy Back	105,575	107,544	107,544	79,122
4050	5401	Pension Contributions	962,282	719,615	691,131	820,157
4051	5501	FICA/Medicare	230,067	225,782	240,031	227,271
4053	5601	Deferred Compensation	14,031	14,664	12,237	15,230
4055	5701	Health/Dental Insurance	502,627	625,444	543,312	591,047
4056	5702	Workers' Comp Insurance	133,036	211,130	211,130	221,686
4057	5703	Disability Insurance	20,892	21,626	22,734	22,237
4058	5704	Unemployment Insurance	6,820	1,992	5,135	21,066
4059	5705	Life Insurance	2,886	3,044	2,906	2,995
4080	5801	Vehicle Allowance	1,392	-	2,001	-
4081	5802	Eyecare Reimbursement	3,352	10,870	10,870	10,663
4082	5803	Clothing Allowance	8,400	12,480	12,480	12,630
4083	5804	Uniform Rental	20,561	19,935	19,935	5,587
4084	5805	Clothing Cash Payment	-	700	700	-
4085	5903	Other Taxable Benefits	33,682	38,700	41,254	41,539
4087	5905	Employee Wellness Program	17	33	33	-
		TOTAL SALARIES AND BENEFITS	5,011,301	5,136,999	4,993,827	5,337,519
SERVICES						
5103	6703	Software Support/Development	-	150	150	-
5110	6101	Architect & Engineer	10,107	5,000	5,100	2,500
5133	9201	Gain/Loss Sale of Fixed Assets	46,157	-	-	-
5140	6102	Legal Services	-	5,000	5,000	-
5142	6801	City Attorney Legal Service	27,497	26,000	28,000	30,940
5180	6105	Medical/Physicals	3,240	2,500	2,500	2,500
5190	6106	Other Professional Services	532,352	491,236	496,000	506,272
5240	6401	Meeting & Prof Development	-	5,000	5,000	3,000
5255	6402	Travel Expense/Reimbursement	1,600	3,500	3,000	2,000
5270	6901	Printing and Binding	149	5,000	5,200	1,000
5275	6601	Postage	24	3,000	3,000	1,000
5280	6902	Advertising	841	2,000	2,000	1,000
5300	6301	Water Wastewater Refuse	5,612	8,000	8,000	6,000
5302	6303	City Disposal	151,815	120,000	151,815	130,000
5303	6304	Telephone	5,847	6,000	7,038	6,000
5310	6307	Electricity & Gas	4,180	13,000	5,803	13,000
5320	6903	Janitorial Services	8,276	33,000	34,000	33,000
5360	7205	Machinery & Equip. Maint.	21,012	35,000	35,000	25,000
5392	6005	License & Permits	34,326	65,000	61,176	65,000
5395	6802	Info Tech Service Charges	292,667	292,377	292,377	537,602
5396	6803	City Garage Charges	2,319,062	2,601,613	2,735,038	2,689,589
5451	6505	Retiree Health Insurance	211,824	190,000	176,281	190,000
5510	6904	Land and Building Rent	4,576	3,600	4,805	3,600
5580	6907	Comms Service & Rental	-	500	500	500
5590	6908	Other Rentals	1,541	700	500	500
5720	6006	Taxes	3,601	1,000	780	1,000
5722	6007	Penalties and Interest	11	500	83	500
5800	6909	Subscriptions & Memberships	881	2,000	5,082	5,000
5840	6403	Training	6,939	5,400	11,500	10,000
5870	6804	General Govt Service Charge	833,294	844,141	844,141	909,736
5880	6710	Special Contractual Services	1,119,574	932,325	964,000	1,163,544
5890	6712	Landfill Tipping Charges	94,566	120,000	120,000	115,000
5898	6008	State Mandated Fees	92,446	70,000	73,000	70,000
5950	6911	Bad Debt Expense	50,236	100	1,080	100
5980	6805	Billing Services	437,500	350,000	437,499	350,000
5995	6914	Depreciation Expense	1,088,370	-	-	-
5996	6713	Landfill Closure/PC Expense	1,927,967	-	-	-
		TOTAL SERVICES	9,338,091	6,242,642	6,524,448	6,874,883

**DEPARTMENT/DIVISION
SOLID WASTE**

FUND				BITECH ORGKEY	MUNIS ORG	
SOLID WASTE FUND				511401	511900	
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED	
SUPPLIES						
6140	7002	Office Supplies	7,641	6,000	6,000	6,000
6160	7804	Medical Supplies	-	500	500	500
6180	7004	Uniform/Safety Clothing	30,977	30,000	28,434	30,000
6190	7005	Photo & Copying Supplies	-	500	500	500
6210	7208	Repair/Maintenance Supplies	43,147	28,000	28,337	28,000
6310	7209	Janitorial Supplies	35,500	3,000	3,600	3,000
6350	7210	Building Supplies	-	500	-	-
6375	7211	Computer Components	4,241	4,500	4,500	4,500
6410	7213	Motor Vehicle Supplies	-	800	500	500
6500	7101	Office Equipment & Furniture	2,599	3,500	2,700	3,000
6510	7102	Small Tools & Equipment	27,949	12,000	11,878	12,000
6560	7807	Food	1,657	1,200	3,269	1,500
6590	7810	Special Departmental Supplies	512,428	400,000	474,747	570,000
		TOTAL SUPPLIES	666,138	490,500	564,965	659,500
FIXED ASSETS						
7100	8704	Motor Vehicles	-	100,000	100,000	1,245,000
7140	8706	All Other Equipment	-	-	-	82,800
7150	8501	Other Betterments/Improv	-	3,675	-	380,000
7300	8801	Capital Lease	-	40,892	40,892	40,892
		TOTAL FIXED ASSETS	-	144,567	140,892	1,748,692
FUND TOTAL		15,015,531	12,014,708	12,224,132	14,620,594	

**DEPARTMENT/DIVISION
SOLID WASTE GRANTS**

FUND				BITECH ORGKEY	MUNIS ORG
SOLID WASTE GRANT FUND				511401	511910
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED
SUPPLIES					
6140	7002				-
6160	7804				-
6180	7004				-
6190	7005				-
6210	7208				-
6310	7209				-
6350	7210				-
6375	7211				-
6410	7213				-
6500	7101				-
6510	7102				-
6560	7807				-
6590	7810				-
					18,000
		-	-	-	18,000
FIXED ASSETS					
7100	8704				-
7140	8706				-
7150	8501				-
7300	8801				-
					-
		-	-	-	-
DEBT SERVICE					
8100	9001				-
8200	9101				-
					-
		-	-	-	-
FUND TOTAL					
					18,000

**DEPARTMENT/DIVISION
SOLID WASTE PROJECTS**

FUND					BITECH ORGKEY	MUNIS ORG
SOLID WASTE PROJECTS FUND					513401	
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED	
SERVICES						
5190	6106	Other Professional Services	6,430	142,400	-	
5280	6902	Advertising	-	1,000	-	
5392	6005	License & Permits	-	5,000	-	
5880	6710	Special Contractual Services	185,900	315,134	120,000	
		TOTAL SERVICES	<u>192,330</u>	<u>463,534</u>	<u>120,000</u>	-
SUPPLIES						
6590	7810	Special Departmental Supplies	-	-	213,991	
6640	7901	Non-Capital Expenditures	77,400	-	-	
		TOTAL SUPPLIES	<u>77,400</u>	<u>-</u>	<u>213,991</u>	-
FIXED ASSETS						
7100	8704	Motor Vehicles	1,818,793	1,245,691	730,000	
7140	8706	All Other Equipment	-	70,000	70,000	
7150	8501	Other Betterments/Improv	15,423	-	519,033	
7650	8601	Solid Waste / Landfill	-	4,000,000	4,000,000	
		TOTAL FIXED ASSETS	<u>1,834,216</u>	<u>5,315,691</u>	<u>5,319,033</u>	-
FUND TOTAL			2,103,946	5,779,225	5,653,024	

DEPARTMENT/DIVISION
SOLID WASTE DEBT SERVICE

FUND					BITECH ORGKEY	MUNIS ORG
SOLID WASTE DEBT SERVICE FUND					516401	511930
BITECH OBJECT	MUNIS OBJECT		2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED
			SERVICES			
5030	6001	Fiscal Agent Fees	2,214	2,500	2,214	2,225
5034	6004	Bank/Collection Agent Fees	16,836	16,099	16,099	15,339
5190	6106	Other Professional Services	566	-	-	-
TOTAL SERVICES			19,615	18,599	18,313	17,564
			DEBT SERVICE			
8100	9001	Principal	-	1,613,333	1,613,333	1,691,247
8200	9101	Interest	555,832	480,521	480,521	401,463
TOTAL DEBT SERVICE			555,832	2,093,853	2,093,854	2,092,710
FUND TOTAL			575,446	2,112,452	2,112,166	2,110,274

Facilities and Community Services Citrus Groves

Program Description:

The City currently farms, through a local farming company, 20 separate citrus groves totaling approximately 181 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, West Redlands Gateway Grove, and new CFD groves Dearborn+Sessums, Judson/Pioneer East and Judson/Pioneer West

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:

- Trees with the citrus greening disease (Huanglongbing or "HLB") were found in in the area leading to a quarantine, which affects Redlands commercial groves and residential citrus trees. In total, four City grove are within the HLB quarantine and City farming contractors must adhere to a strict set of guidelines for continued farming of affected trees
- Staff hosted public outreach meetings regarding the HLB quarantine for residents and commercial growers
- Staff continues to monitor the impact of the Asian citrus psyllid on California citrus industry and implementing prevention methods

Accomplishments for Fiscal Year 2019-20:

- The City worked closely with Edison on the installation of new transmission line towers in Mt View Grove. Land sale proceeds related to the tower installation directly benefited the citrus fund
- City staff worked closely with SBCTA on rail project impacting West Redlands Gateway and I-10 groves. The project included relocating irrigation lines and monitoring tree removals in new right of way
- The City received 3 new groves along Pioneer/Sessums drive associated with an adjacent development project

**DEPARTMENT/DIVISION
GROVES**

FUND				BITECH ORGKEY	MUNIS ORG
GROVES FUND				538404	538900
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2018-19 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED
SALARIES AND BENEFITS					
4050	5401	Pension Contributions	2,167	-	-
4056	5702	Workers' Comp Insurance	1,039	-	-
TOTAL SALARIES AND BENEFITS		3,206	-	-	-
SERVICES					
5280	6902	Advertising	446	1,000	1,000
5300	6301	Water Wastewater Refuse	28,132	38,000	38,000
5310	6307	Electricity & Gas	13,118	15,000	15,000
5312	6308	Elec Service-Facility Ops	13,521	30,000	30,000
5395	6802	Info Tech Service Charges	472	445	23,530
5490	6510	Other Insurance	3,424	5,000	5,000
5720	6006	Taxes	-	2,000	2,000
5870	6804	General Govt Service Charge	22,128	22,803	23,494
5880	6710	Special Contractual Services	746,635	700,000	698,658
5995	6914	Depreciation Expense	18,596	-	-
TOTAL SERVICES		846,471	814,248	674,906	836,682
FIXED ASSETS					
7150	8501	Other Betterments/Improv	52,782	-	-
TOTAL CAPITAL EXPENDITURE		52,782	-	-	-
FUND TOTAL		902,459	814,248	674,906	836,682

Facilities and Community Services Cemetery Division

Program Description:

Hillside Memorial Park is a historic cemetery consisting of more than fifty acres of land. There are 11.75 acres of undeveloped land for future developments. The cemetery has performed and recorded over 32,475 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:

- Conduct community outreach with staff holding lunch and learn presentations at the City's Senior Centers to educate the community of City resources
- A property inventory database was created to track available inventory spaces more effectively

Capital Improvement Projects Greater Than \$50,000:

The Garden of Serenity Estates were completed and dedicated for use in September 2019. This area introduces Semi-Private Estates as well as additional cremation options in an effort to maintain Hillside Memorial Park as a modern competitive cemetery. The revenue generated from sales since September 2019 exceed \$252,000.

Accomplishments for Fiscal Year 2019-20:

- Maintained permanent records for 32,475 recorded interments
- Performed 169 new interments, 47.93% of which were cremation related services
- Cemetery staff coordinated an Eagle Scout service project. The volunteer group restored over 240 curb numbers located in sections within the north end of the cemetery
- The area known as Block "L" Extension was developed. The area was dedicated in September 2019. This added 63 spaces that will accommodate casket interments and an additional 22 cremation specific spaces in the historic north end of the cemetery. The sale of this newly developed area is projected to generate an additional \$547,000 in sales

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 23 usable spaces located on the north end of the cemetery in Block "L". The sales of those newly identified spaces are projected to generate over \$72,000 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				BITECH ORGKEY	MUNIS ORG	
CEMETERY FUND				562430	562900	
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED	
SALARIES AND BENEFITS						
4000	5001	Salaries: Full-Time	279,047	298,103	301,694	371,173
4005	5002	Salaries: Part-Time	14,036	17,310	1,644	32,470
4010	5101	Overtime Salaries	12,646	7,000	15,200	15,000
4015	5301	Banked Leave Buy Back	8,532	9,597	5,181	9,314
4050	5401	Pension Contributions	89,460	76,317	76,126	103,720
4051	5501	FICA/Medicare	23,482	24,916	24,048	31,805
4053	5601	Deferred Compensation	1,342	1,380	1,334	1,445
4055	5701	Health/Dental Insurance	53,726	60,984	49,364	66,478
4056	5702	Workers' Comp Insurance	9,353	9,394	9,394	9,864
4057	5703	Disability Insurance	1,757	1,850	4,474	2,475
4058	5704	Unemployment Insurance	616	364	(88)	3,231
4059	5705	Life Insurance	288	273	281	343
4080	5801	Vehicle Allowance	54	-	77	-
4081	5802	Eyecare Reimbursement	467	974	974	1,225
4082	5803	Clothing Allowance	773	933	933	1,253
4083	5804	Uniform Rental	1,096	250	675	578
4085	5903	Other Taxable Benefits	5,224	2,767	4,205	6,353
		TOTAL SALARIES AND BENEFITS	501,900	512,412	495,516	656,726
SERVICES						
5190	6106	Other Professional Services	1,250	710	710	-
5240	6401	Meeting & Prof Development	-	-	-	6,000
5255	6402	Travel Expense/Reimbursement	-	1,200	150	1,200
5270	6901	Printing and Binding	113	3,500	113	4,200
5275	6601	Postage	-	2,500	-	2,500
5280	6902	Advertising	3,032	6,700	4,736	6,500
5300	6301	Water Wastewater Refuse	23,589	28,750	28,750	28,750
5303	6304	Telephone	4,288	5,750	5,750	6,750
5310	6307	Electricity & Gas	2,226	2,850	2,850	3,400
5320	6903	Janitorial Services	6,951	7,000	7,000	7,250
5350	7204	Building/Grounds Maintenance	6,306	16,000	16,000	21,900
5360	7205	Machinery & Equip. Maint.	15	1,200	2,300	720
5392	6005	License & Permits	-	770	-	710
5395	6802	Info Tech Service Charges	5,952	5,609	5,609	25,062
5396	6803	City Garage Charges	35,789	19,244	20,231	21,285
5451	6505	Retiree Health Insurance	14,879	15,500	15,500	15,750
5570	6906	Office Equip & Furn Rent	1,831	2,500	2,500	6,200
5740	7801	Resale Materials	50,038	62,000	104,043	67,950
5800	6909	Subscriptions & Memberships	360	1,200	1,200	1,500
5840	6403	Training	102	-	-	1,500
5870	6804	General Govt Service Charge	61,496	63,372	63,372	65,292
5880	6710	Special Contractual Services	89,050	59,020	59,020	68,150
5890	6712	Landfill Tipping Charges	151	400	400	350
5950	6911	Bad Debt Expense	521	5,000	3,284	5,000
5995	6914	Depreciation Expense	14,956	-	-	-
		TOTAL SERVICES	322,895	310,775	343,518	367,919
SUPPLIES						
6140	7002	Office Supplies	1,029	950	1,400	1,500
6180	7004	Uniform/Safety Clothing	1,710	900	1,710	1,800
6210	7208	Repair/Maintenance Supplies	9,511	13,000	25,000	15,000
6310	7209	Janitorial Supplies	286	200	200	500
6500	7101	Office Equipment & Furniture	6,487	5,000	4,419	5,000
6510	7102	Small Tools & Equipment	17,349	6,000	6,000	6,000
6520	7806	Promotional Supplies	4,700	1,500	1,500	2,500
6560	7807	Food	695	500	250	500
6590	7810	Special Departmental Supplies	7,594	5,700	13,841	12,800
6640	7901	Non-Capital Expenditures	-	-	3,668	5,200
		TOTAL SUPPLIES	49,360	33,750	57,988	50,800

**DEPARTMENT/DIVISION
CEMETERY**

FUND				BITECH ORGKEY	MUNIS ORG
CEMETERY FUND				562430	562900
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED
FIXED ASSETS					
7100	8704	Motor Vehicles	-	-	28,000
7140	8706	All Other Equipment	-	-	5,500
7150	8501	Other Betterments/Improv	-	27,000	135,422
7230	8403	Street Construction	-	17,982	-
7300	8801	Capital Lease	-	44,496	44,496
7510	8301	Construction In Progress	345,864	-	-
TOTAL FIXED ASSETS		345,864	89,479	179,918	113,121
DEBT SERVICE					
8100	9001	Principal	-	42,000	100,000
8200	9101	Interest	26,115	10,400	10,500
TOTAL DEBT SERVICE		26,115	52,400	52,400	110,500
FUND TOTAL		1,246,134	998,816	1,129,340	1,299,066

**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 197 hangars, 25 offices, 210 tie-downs, and approximately 240 based aircraft. There are currently 14 businesses based at the airport.

Program Objectives:

- Maintain a safe aviation environment
- Operate the airport as a self-sustaining Enterprise Fund
- Provide regular education, inspections of airport facilities and equipment, along with recurring maintenance
- 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 Fixed Base Operators (FBO's) with land leases
- Administer, advise, coordinate and communicate land use and airspace compatibility, aviation easements, and environmental stewardship
- Provide staff support to the Airport Advisory Board

Significant Program Changes and Process Improvements:

- Maintain an on-site presence at the airport by City Airport Supervisor. This enables active daily engagement with the airport community, stakeholders, and partners
- Municipal hangar and tie-down leases revised to meet new minimum standards for airport security and risk management while sustaining FAA hangar use policy
- Daily coordination with the Fixed Base Operators (FBOs), business, and tenants to better assess their operational needs and provide timely resolution to emerging requirements

Accomplishments for Fiscal Year 2019-20:

- Implemented New Airport Fee Schedules
- Hired Full-time on-site Airport Supervisor
- Closed out FAA/Caltrans Grant Airfield lighting and signage project
- Conducted monthly Fixed Based Operators and airport business meetings
- Conducted monthly runway and taxiway sweeping
- SuperAWOS Weather Automation upgrade
- Conducted outreach/partnering with FAA airspace safety regulations, non-towered flight operations (paragliders, drones, gliders, ultralights)
- Coordinated updated lease and rental rate renewals, IAW Department of Commerce regional CPI
- Complied with FAA Hangar Policy through new hangar inspection program
- Updated the Storm Water Pollution Prevention Program with new Best Management Practices
- Conducted an Asset Inventory and facility inspections

Budget description for 2020-21 Airport Operations:

- Priority project improvement (Strategic Plan Objective A-2 and B-7, implementing Airport Business Plan, business operations/expansion)
 - Conduct planning and environmental documentation for apron rehabilitation south of taxiway A2
- Capital projects greater than \$50,000 (Strategic Plan Objective B-7 business operations/expansion)
 - Conduct planning, environmental and design for construction documents RFQ/RFP selection for apron rehabilitation south of taxiway A2, estimate \$108,000
 - Conduct planning and environmental documentation for security and wildlife fencing and rehabilitate/pave over drainage swale south of taxiway A4, 5, 6 & 7, estimate
- Priority Focused Area (Strategic Plan Objectives A-2 B-14, D-14 implementing Airport Business Plan)
 - Update Coyote Aviation lease and other FBO's annual rent to CPI for the region as appropriate
 - Update environmental baseline regarding use of fuels, solvents and other contaminants by business and FBO's; USFWS newly designated critical habitat; and pending FAA Grants 2021 through 2025

Strategic Plan Accomplishments:

- Objective A-2: Build Sustainable Enterprise Funds - Airport Business Plan
 - Attracted two new business, NextGen Aviation Flight School and Blue Raven Aviation Flight School and aircraft maintenance
 - Continue Airport Branding with wayfinding signs at the visitor parking area, Aircraft Transient Parking area, and both gates with all City licensed business and key tenant associations

DEPARTMENT/DIVISION
AIRPORT

FUND				BITECH ORGKEY	MUNIS ORG	
AVIATION OPERATING FUND				564450	564900	
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED	
SALARIES AND BENEFITS						
4000	5001	Salaries: Full-Time	54,563	63,645	52,363	95,865
4005	5002	Salaries: Part-Time	-	-	87	-
4010	5101	Overtime Salaries	1,498	1,000	77	100
4015	5301	Banked Leave Buy Back	8,262	2,164	2,164	2,275
4050	5401	Pension Contributions	21,308	16,138	13,209	26,710
4051	5501	FICA/Medicare	4,783	4,842	2,717	7,588
4053	5601	Deferred Compensation	934	943	943	1,351
4055	5701	Health/Dental Insurance	3,630	10,436	4,499	5,196
4056	5702	Workers' Comp Insurance	2,078	3,166	3,166	3,325
4057	5703	Disability Insurance	72	69	69	62
4058	5704	Unemployment Insurance	92	63	40	545
4059	5705	Life Insurance	47	52	43	79
4080	5801	Vehicle Allowance	54	-	77	-
4081	5802	Eyecare Reimbursement	32	187	187	282
4082	5803	Clothing Allowance	35	42	42	35
4085	5903	Other Taxable Benefits	2,104	543	1,873	4,620
TOTAL SALARIES AND BENEFITS		99,492	103,290	81,555	148,032	
SERVICES						
5103	6703	Software Support/Development	-	-	1,188	-
5140	6102	Legal Services	-	4,000	4,000	1,000
5190	6106	Other Professional Services	11,987	169,431	30,000	16,500
5240	6401	Meeting & Prof Development	110	2,000	-	1,000
5255	6402	Travel Expense/Reimbursement	1,387	2,000	-	500
5270	6901	Printing and Binding	356	500	550	500
5275	6601	Postage	46	500	200	500
5280	6902	Advertising	1,105	1,000	750	500
5300	6301	Water Wastewater Refuse	6,834	5,500	5,500	5,500
5303	6304	Telephone	4,789	4,550	4,600	4,600
5310	6307	Electricity & Gas	15,986	26,000	26,000	16,000
5320	6903	Janitorial Services	10,933	5,000	7,251	8,000
5340	7203	Office Equipment Maintenance	-	500	-	500
5350	7204	Building/Grounds Maintenance	17,027	46,400	103,000	20,000
5395	6802	Info Tech Service Charges	1,896	1,785	1,785	14,082
5396	6803	City Garage Charges	-	-	-	1,238
5451	6505	Retiree Health Insurance	27	-	11	-
5490	6510	Other Insurance	4,108	7,000	7,000	4,500
5580	6907	Comms Service & Rental	1,188	-	-	-
5800	6909	Subscriptions & Memberships	135	1,350	-	-
5840	6403	Training	1,582	500	-	500
5870	6804	General Govt Service Charge	61,805	63,690	63,690	65,620
5880	6710	Special Contractual Services	63,837	40,000	70,000	27,000
5890	6712	Landfill Tipping Charges	2,426	-	-	-
5898	6008	State Mandated Fees	1,400	1,800	1,800	1,800
5950	6911	Bad Debt Expense	6,393	3,000	5,005	5,000
5990	6912	Reimbursed Expenditures	-	500	(145)	-
5995	6914	Depreciation Expense	237,449	-	-	-
TOTAL SERVICES		452,806	387,006	332,186	194,840	
SUPPLIES						
6140	7002	Office Supplies	605	800	800	1,000
6180	7004	Uniform/Safety Clothing	-	200	200	200
6210	7208	Repair/Maintenance Supplies	10,173	5,500	5,500	6,000
6350	7210	Building Supplies	4,067	5,500	5,500	6,000
6500	7101	Office Equipment & Furniture	-	1,000	1,158	3,000
6510	7102	Small Tools & Equipment	98	500	1,000	800
6560	7807	Food	18	789	119	500
6640	7901	Non-Capital Expenditures	18,570	4,319	6,835	-
TOTAL SUPPLIES		33,532	18,608	21,112	17,500	

DEPARTMENT/DIVISION
AIRPORT

FUND				BITECH ORGKEY	MUNIS ORG	
AVIATION OPERATING FUND				564450	564900	
BITECH OBJECT	MUNIS OBJECT		2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED
		FIXED ASSETS				
7140	8706	All Other Equipment	-	7,754	7,754	-
7150	8501	Other Betterments/Improv	16,356	45,000	-	-
7510	8301	Construction In Progress	7,754	-	-	-
		TOTAL FIXED ASSETS	<u>24,110</u>	<u>52,754</u>	<u>7,754</u>	<u>-</u>
		DEBT SERVICE				
8100	9001	Principal	-	45,000	45,000	45,000
8200	9101	Interest	22,603	3,000	3,000	3,000
		TOTAL DEBT SERVICE	<u>22,603</u>	<u>48,000</u>	<u>48,000</u>	<u>48,000</u>
		FUND TOTAL	632,544	609,658	490,607	408,372

DEPARTMENT/DIVISION
AIRPORT GRANTS

FUND

AVIATION OPERATING FUND

BITECH ORGKEY
564450

MUNIS ORG
564910

BITECH OBJECT	MUNIS OBJECT		2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED
		SERVICES				
5350	7204	Building/Grounds Maintenance				10,000
		TOTAL SERVICES	-	-	-	10,000
		FUND TOTAL				10,000

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, three technicians, and a project assistant who provides 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
- Maintain up to date quarterly and yearly LCNG tax reporting to receive tax rebates awarded to the City in the approximate amount of \$300,000
- Implement and maintain programs required by the State of California and other regulatory agencies
- Increase training for mechanics to update skills and knowledge of computer and electronic technology on newer model vehicles, electric vehicles, and alternative fuel vehicles

Significant Program Changes:

- Created a business partnership with local parts and tire supplier's through the Source Well program for the supply of components and tires. Repairs conducted within the partnership allow the City to get reimbursed for its labor costs in replacing any failed parts when utilizing Source Well purchased parts that fall within the manufacturer's warranty period

Accomplishments for Fiscal Year 2019-20

- Staff attended numerous classes with Cummins Cal Pacific for the training of Cummins software and LCNG components to provide support to Collection Services Fleet
- Fleet technicians attended one week of hands-on training at Amrep collection facility to learn the updated repair processes for the new solid waste fleet platform
- Assisted the Solid Waste Division with the specifications and build-out of Automated and Commercial collection trucks with Amrep Corporation. First commercial vehicle delivery is scheduled for July 2020
- Assisted Tree Division with the build-out of new Bucket Truck from Altec Manufacturing
- Initiated creation of metal structures to shelter and protect new Police Department Command Post & S.W.A.T from inclement weather and prolong asset life
- Assisted in the procurement of a used Ladder/Tillar Fire Truck from the city of Glendale as a backup to the current aerial truck. Support of the project consisted of inspection, paint, and outfitting for use
- Collaborated with Enterprise Fleet Management to evaluate City's medium and light-duty vehicles. Entered into an agreement for a vehicle lease replacement program that allows the City to provide safer vehicles, lower emissions with Hybrid and Eco fuel-driven vehicles, and reduce repair & maintenance and fuel costs. The proposed plan includes replacement of 240 City vehicles through a vehicle leasing and replacement program with Enterprise over the next five years. By undertaking this program, the City could save about \$1,900,592 over ten years or an average sustainable amount of about \$136,479 per year long-term
- Continuing updates to LCNG station, reducing downtime, and increasing potential revenue. Current usage is approximately 15,625 gallons of LCNG used weekly for City-owned vehicles and outside sales-generating approximately 1.1 million of revenue per year
- Continued efforts in reducing the inventory of parts that are underutilized. Parts returned to vendors and credits issued towards current purchase orders resulting in a substantially 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 bank testing

**DEPARTMENT/DIVISION
EQUIPMENT MAINTENANCE**

FUND				BITECH ORGKEY	MUNIS ORG	
EQUIPMENT MAINTENANCE FUND				607500	607900	
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED	
SALARIES AND BENEFITS						
4000	5001	Salaries: Full-Time	414,353	429,598	472,407	473,874
4010	5101	Overtime Salaries	31,583	15,000	14,839	15,000
4012	5201	Stand By	907	1,000	581	1,000
4015	5301	Banked Leave Buy Back	24,300	18,154	12,386	15,285
4050	5401	Pension Contributions	161,925	109,169	120,166	131,971
4051	5501	FICA/Medicare	34,962	33,665	37,949	36,690
4053	5601	Deferred Compensation	2,110	2,184	2,100	2,250
4055	5701	Health/Dental Insurance	74,059	72,858	72,461	81,365
4056	5702	Workers' Comp Insurance	24,785	14,659	14,659	16,125
4057	5703	Disability Insurance	3,147	2,971	3,390	3,318
4058	5704	Unemployment Insurance	685	501	532	2,925
4059	5705	Life Insurance	443	394	418	425
4080	5801	Vehicle Allowance	181	-	257	-
4081	5802	Eyecare Reimbursement	281	1,409	1,409	1,517
4082	5803	Clothing Allowance	966	1,422	1,422	1,566
4083	5804	Uniform Rental	10,225	10,378	10,378	728
4085	5903	Other Taxable Benefits	246	995	720	605
		TOTAL SALARIES AND BENEFITS	785,158	714,357	766,074	784,644
SERVICES						
5034	6004	Bank/Collection Agent Fees	32,376	20,000	39,660	20,000
5103	6703	Software Support/Development	8,225	40,250	6,984	40,250
5104	7201	Hardware Maint/Replace	2,161	-	-	-
5140	6102	Legal Services	-	7,500	-	7,500
5180	6105	Medical/Physicals	-	250	-	250
5190	6106	Other Professional Services	-	500	-	500
5240	6401	Meeting & Prof Development	-	2,000	125	2,000
5255	6402	Travel Expense/Reimbursement	-	500	-	500
5270	6901	Printing and Binding	-	300	-	300
5275	6601	Postage	145	156	361	156
5280	6902	Advertising	3,182	1,000	-	1,000
5303	6304	Telephone	3,772	4,000	4,746	4,000
5310	6307	Electricity & Gas	-	125	-	125
5350	7204	Building/Grounds Maintenance	101,818	25,000	5,142	25,000
5360	7205	Machinery & Equip. Maint.	147,067	75,000	3,946	75,000
5365	7206	Vehicle Maintenance	994,439	665,766	719,401	665,766
5392	6005	License & Permits	9,885	9,500	6,805	9,500
5395	6802	Info Tech Service Charges	31,163	19,945	19,945	142,064
5451	6505	Retiree Health Insurance	77,125	120,000	68,533	120,000
5530	6905	Clothing and Linen Rent	81	-	-	-
5570	6906	Office Equip & Furn Rent	6,872	3,275	2,442	3,275
5590	6908	Other Rentals	12,851	10,000	17,941	10,000
5720	6006	Taxes	18,051	25,000	15,000	25,000
5722	6007	Penalties and Interest	222	2,100	19	2,100
5800	6909	Subscriptions & Memberships	25	-	-	-
5840	6403	Training	102	9,000	-	9,000
5870	6804	General Govt Service Charge	278,810	287,314	287,314	296,020
5880	6710	Special Contractual Services	92,838	260,000	144,684	260,000
5890	6712	Landfill Tipping Charges	-	250	-	250
5950	6911	Bad Debt Expense	6,551	1,632	-	1,632
5995	6914	Depreciation Expense	32,030	-	-	-
		TOTAL SERVICES	1,859,788	1,590,363	1,343,048	1,721,188
SUPPLIES						
6120	7803	Chemical & Lab Supplies	-	500	-	500
6140	7002	Office Supplies	3,535	2,500	567	2,500
6160	7804	Medical Supplies	-	50	-	50
6180	7004	Uniform/Safety Clothing	2,560	500	2,180	500
6210	7208	Repair/Maintenance Supplies	11,048	3,500	4,969	3,500

**DEPARTMENT/DIVISION
EQUIPMENT MAINTENANCE**

FUND			BITECH ORGKEY	MUNIS ORG		
EQUIPMENT MAINTENANCE FUND			607500	607900		
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED	
SUPPLIES (CONT.)						
6350	7210	Building Supplies	3,954	2,500	-	2,500
6375	7211	Computer Components	2,080	7,000	13,169	7,000
6310	7209	Janitorial Supplies	911	750	718	750
6400	7212	Equipment Parts	-	75	75	75
6410	7213	Motor Vehicle Supplies	1,224,663	740,414	1,008,358	740,414
6420	7214	Tires & Tubes	223,537	175,000	199,604	175,000
6430	7301	Gasoline	491,046	415,000	550,417	415,000
6440	7302	Compressed Natural Gas (LCNG)	551,727	500,000	554,796	500,000
6450	7303	Oil and Lubricants	5,307	15,000	-	15,000
6460	7304	Diesel Fuel	253,560	250,000	268,940	250,000
6500	7101	Office Equipment & Furniture	10,386	2,500	-	2,500
6510	7102	Small Tools & Equipment	12,842	15,000	3,077	15,000
6560	7807	Food	1,572	750	2,642	750
6590	7810	Special Departmental Supplies	1,324	2,500	785	5,500
6640	7901	Non-Capital Expenditures	2,542	-	-	-
		TOTAL SUPPLIES	2,802,594	2,133,539	2,610,297	2,136,539
FIXED ASSETS						
7100	8704	Motor Vehicles	-	50,000	-	-
7150	8501	Other Betterments/Improv	38,259	-	-	-
7300	8801	Capital Lease	-	19,049	19,049	19,049
		TOTAL FIXED ASSETS	38,259	69,049	19,049	19,049
		FUND TOTAL	5,485,799	4,507,308	4,738,468	4,661,420

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Municipal Utilities and Engineering Department

Mission:

The mission of the Municipal Utilities & Engineering Department (MUED) is to provide reliable service to the community through professionalism, integrity, accountability, quality, transparency, and innovation. MUED plans, designs, constructs, operates and maintains Redlands' physical infrastructure for the residents and businesses in the City, making it a desirable place to live, work, and visit.

MUED is responsible for delivering the following services to the City's residents and businesses:

- Utility Operations:
 - Water production and distribution;
 - Non-potable water distribution; and
 - Wastewater collection, treatment, and disposal;
- Engineering review and inspection of development proposals for compliance with State and City codes, standards, and other governmental requirements relating to land subdivisions, grading, drainage, and improvements within the City right-of-way;
- Management, rehabilitation, and replacement of infrastructure such as water mains, sewer mains, storm drains, streets, and traffic signals to provide reliable service to the community; and
- Development and construction of new public facilities to protect and enhance Redlands' livability.

MUED is organized into several divisions which include capital improvement program engineering services, land development engineering, water and wastewater operations, and maintenance and utility administration. In total, MUED has 103 full-time and 11 part-time positions.

Departmental Goals:

- Preservation of City Assets
 - Provision of leadership, management, and preservation of the City's physical assets and resources;
 - Optimization of City's physical assets for long-term function and viability;
 - Maximization of sustainable practices by ensuring City infrastructure improvements support the City's mission of limiting environmental impact;
 - Provision of water, non-potable water, and wastewater services at prices that are economical and recover the cost of providing those services;
 - Provision of a safe, maintained, and effective transportation system;
 - Provision of storm drain facilities that protect public and private property from flooding;
 - Efficient oversight related to regulatory compliance by mandating MUED and vendor practices are consistent with all related codes and regulations; and
 - Implementation of effective crisis management strategies to ensure continuity in the event of a crisis.
- Provide Quality Customer Service
 - Prompt delivery of requested services with the highest quality of workmanship;
 - Development of staff through training to effectively communicate with customers; and
 - Expansion of online self-service opportunities.
- Ensure Employee Effectiveness and Satisfaction
 - Recruitment and retention of high-performing employees;
 - Provision of necessary resources to employees to perform their jobs safely and efficiently;
 - Creation and maintenance of a workplace environment that is diverse and conducive to staff engagement, high-performance, and professional satisfaction;
 - Encouragement of employee development to enable promotion within the City; and
 - Promotion of accountability of MUED leadership and employees by ensuring staff ethically utilizes City resources.
- Establishment of Effective and Long-term Partnerships
 - Promotion of productive work relationships with City stakeholders, other municipalities and regional partners; and
 - Expansion of collaboration with Education and Industry partners on technology projects.

- Utilization of Innovation
 - Leveraging of new ideas and technology to solve problems and accomplish the City's mission;
 - Creation and sustainment of an organizational culture that encourages and supports innovation;
 - Optimization of the use of emerging technologies; and
 - Improvement of data collection and promotion of analytics-driven decision making.

- Stimulation of the Redlands Economy
 - Presence of a One Stop Permit Center for the prompt processing of development permits in the City;
 - Provision of a One Stop Permit Center to guide developers through Departmental requirements as well as the Redlands Municipal Code, Measure U and State regulations; and
 - Enhancement of Redlands economic curb appeal through smart growth and promotion of growth conducive with the needs of the community.

- Encouragement of Environmental Protection
 - Collaboration with State, Regional and Local agencies for the promotion of environmentally sound policies and procedures;
 - Ongoing assessment of Redlands water sources (Santa Ana River, Mill Creek and Bunker Hill Basin) to determine the health of each source; and
 - Observation and evaluation of the City's National Pollutant Discharge Elimination System (NPDES) to ensure City's stormwater runoff is in compliance with the Municipal Separate Storm Sewer Systems (MS4) permit.

- Social Responsibility
 - Collaboration with local Universities and Colleges to encourage students to consider a career in municipal government;
 - Establishment of an apprenticeship program to mentor young professionals; and
 - Promotion of Departmental programs through community outreach at local events (Market Night, Redlands Bicycle Classic, etc.)

Municipal Utilities and Engineering Department Engineering Division

Program Description:

The City of Redlands Engineering Division provides superior engineering services to the citizens of Redlands and the private development community. Engineering provides review of capital improvement projects, private development, as well as managing the construction of City infrastructure improvement projects such as street rehabilitation, water and sewer main replacement and storm drain construction.

Program Objectives:

- Provision of superior capital project delivery;
- Provision of well-informed guidance to private land development;
- Improvement of the effectiveness of services provided to the community;
- Leverage State and Federal grant funds to implement significant capital improvement projects;
- Effective use of financial resources to preserve and extend the useful service life of the public infrastructure;
- Effective communication with the public regarding ongoing projects; and
- Creation of opportunities for public engagement regarding departmental projects.

Sustainability Efforts:

- Participation in Demand Response program designed for load-shedding;
- Rehabilitation of well and booster pumps with energy-efficient units;
- Review and collaboration of building energy consumption and efficiency improvements;
- Reduction of pollutants and greenhouse gases by reducing traffic congestion;
- Support of sustainable transportation such as biking and walking;
- Identification of grant opportunities and emerging technologies; and
- Promotion of the use of LED street lights and identification of avenues to replace existing HPS street lights.

Significant Programs:

PARIS

In 2012, the City completed the Pavement Accelerated Repair Implementation Strategy (PARIS) funding strategy for the pavement condition assessment and pavement management platform to strategically prioritize the investment of funds for road improvements. The PARIS program, occurring over a span of five phases from 2013-2021, will result in the resurfacing of 440 lane miles or two-thirds of all City streets. The PARIS program will be completed in FY 2020-21 and the City will then shift the road rehabilitation efforts into the Pavement Management Program (PMP). The focus of the PMP program will be to resurface the remaining 210 lane miles of city streets while continuing maintenance of streets paved under the PARIS program.

MEASURE I & SB1

Measure I is the half-cent countywide sales tax levy approved by the voters to fund local transportation improvements. The City's annual Measure I allocation was used in its entirety to fund the PARIS program and is expected to do so with the PMP. Additionally, the Road Maintenance and Rehabilitation Account established through Senate Bill 1 provides additional funding to Redlands for not only PMP improvements, but other local transportation improvements as well.

DIF

Development Impact Fees (DIF) are collected for arterial streets, freeway interchanges, traffic signals, governmental public facilities, park development, and storm drain facilities. Also, DIF is collected for wastewater, solid waste, and water facilities, providing some of the necessary funds for the 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.

Accomplishments in Fiscal Year 2019-20:

Capital Projects:

- Initiation of the final phase of the PARIS program;
- Creation and implementation of the PMP 2020;
- Replacement of 11 miles of water pipeline;
- Replacement of 1.5 mile sewer pipeline;
- Planning for Emergency Vehicle Signal Preemption system;
- Planning for updating water, wastewater and non-potable water master plans;
- Design of SCADA system upgrade for water facilities;
- Transit stop access improvement at 17 locations citywide;
- Construction of approximately 0.75 mile of sidewalk replacement;
- Coordination with San Bernardino County Transportation Authority for the construction of the Redlands Passenger Rail Project;
- Construction inspection for capital projects and for land development activities.

Development Activity:

- Manage One Stop Permit Center for public records and information related to properties and development;
- Review of improvement plans, maps, and building permits;
- Process encroachment permits and street closures;
- Issue grading permits, truck route permits and wide load permits;
- Perform National Pollutant Discharge Elimination System (NPDES) inspections, investigations, and plan reviews;
- Coordination with Development Services Department for entitlements including conditional use permits, Planning Commission Review and Approval, lot line adjustments and other land use activities;
- Provision of assistance to Development Services Department in relation to the initial planning phases needed for development of the Transit Village plans.

**DEPARTMENT/DIVISION
ENGINEERING**

FUND				BITECH ORGKEY	MUNIS ORG	
GENERAL FUND				101400	101400	
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED	
SALARIES AND BENEFITS						
4000	5001	Salaries: Full-Time	454,918	710,884	509,408	573,465
4005	5002	Salaries: Part-Time	5,395	20,364	17,823	15,732
4010	5101	Overtime Salaries	6,302	-	13,950	14,756
4015	5301	Banked Leave Buy Back	33,397	23,656	23,656	23,830
4050	5401	Pension Contributions	101,935	182,039	130,820	159,821
4051	5501	FICA/Medicare	36,512	55,957	42,001	44,994
4053	5601	Deferred Compensation	5,644	8,243	3,923	5,147
4055	5701	Health/Dental Insurance	55,664	90,346	67,511	71,119
4056	5702	Workers' Comp Insurance	33,253	34,492	34,492	36,217
4057	5703	Disability Insurance	1,405	2,040	2,072	2,597
4058	5704	Unemployment Insurance	413	1,924	965	3,103
4059	5705	Life Insurance	319	450	378	394
4080	5801	Vehicle Allowance	112	-	-	-
4081	5802	Eyecare Reimbursement	672	1,609	1,609	1,406
4082	5803	Clothing Allowance	423	825	825	1,745
4085	5903	Other Taxable Benefits	1,906	3,247	2,711	5,342
4087	5905	Employee Wellness Program	35	-	-	-
4999	5005	Vacancies	-	(12,378)	-	-
		TOTAL SALARIES AND BENEFITS	738,307	1,123,698	852,144	959,668
SERVICES						
5103	6703	Software Support/Development	-	-	-	20,000
5190	6106	Other Professional Services	40,282	817,589	175,806	300,000
5240	6401	Meeting & Prof Development	-	1,000	1,000	2,500
5255	6402	Travel Expense/Reimbursement	691	1,000	1,000	1,000
5270	6901	Printing and Binding	124	-	-	-
5275	6601	Postage	241	50	241	250
5280	6902	Advertising	1,495	500	2,806	2,300
5392	6005	License & Permits	109,413	110,000	110,000	112,000
5395	6802	Info Tech Service Charges	15,621	15,599	15,599	34,981
5396	6803	City Garage Charges	12,006	22,952	24,129	15,692
5570	6906	Office Equip & Furn Rent	7,811	-	10,024	12,000
5760	6708	Special Program Expenditures	2,433	-	2,262	1,800
5800	6909	Subscriptions & Memberships	231	250	250	500
5840	6403	Training	1,532	13,500	742	15,000
5880	6710	Special Contractual Services	24,579	35,520	35,520	51,215
5990	6912	Reimbursed Expenditures	40,409	60,652	78,200	-
		TOTAL SERVICES	256,867	1,078,612	457,579	569,238
SUPPLIES						
6375	7211	Computer Components	-	-	-	2,000
6590	7810	Special Departmental Supplies	-	-	-	5,000
6640	7901	Non-Capital Expenditures	20,162	-	1,516	-
		TOTAL SUPPLIES	20,162	-	1,516	7,000
FIXED ASSETS						
7150	8501	Other Betterments/Improv	18,665	93,382	13,382	-
7230	8403	Street Construction	13,150	111,850	25,000	-
7240	8404	Storm Drain Construction	108,040	372,000	-	-
7510	8301	Construction In Progress	6,544	-	-	-
		TOTAL FIXED ASSETS	146,399	577,232	38,382	-
		DEPARTMENT TOTAL	1,161,735	2,779,541	1,349,622	1,535,906

**DEPARTMENT/DIVISION
LOCAL TRANSPORTATION**

FUND				BITECH ORGKEY	MUNIS ORG
LOCAL TRANSPORTATION FUND				209400	209400
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED
SALARIES AND BENEFITS					
4000	5001	Salaries: Full-Time	(336)	-	-
4050	5401	Pension Contributions	19	-	-
4051	5501	FICA/Medicare	10	-	-
4055	5701	Health/Dental Insurance	1	-	-
4057	5703	Disability Insurance	14	-	-
4059	5705	Life Insurance	0	-	-
4085	5903	Other Taxable Benefits	49	-	-
		TOTAL SALARIES AND BENEFITS	(243)	-	-
SERVICES					
5190	6106	Other Professional Services	4,490	-	-
5280	6902	Advertising	248	-	-
5303	6304	Telephone	(301)	(163)	-
5304	6305	Data Service	450	-	-
5395	6802	Info Tech Service Charges	7,448	6,826	753
5870	6804	General Govt Service Charge	21,749	22,412	-
5990	6912	Reimbursed Expenditures	116,782	230,967	-
		TOTAL SERVICES	150,866	237,630	753
SUPPLIES					
6590	7810	Special Departmental Supplies	6,000	18,017	-
		TOTAL SUPPLIES	6,000	18,017	-
FIXED ASSETS					
7150	8501	Other Betterments/Improv	-	300,300	-
		TOTAL FIXED ASSETS	-	300,300	-
FUND TOTAL		156,624	578,522	555,947	753

DEPARTMENT/DIVISION
MEASURE I (2010)

FUND			DEPARTMENT/DIVISION		BITECH ORGKEY	MUNIS ORG
MEASURE I FUND (2010)			MEASURE I (2010)		210400	210400
BITECH OBJECT	MUNIS OBJECT		2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED
BITECH OBJECT	MUNIS OBJECT		2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED
		SALARIES AND BENEFITS				
4000	5001	Salaries: Full-Time	(125)	-	-	-
		TOTAL SALARIES AND BENEFITS	(125)	-	-	-
		SERVICES				
5395	6802	Info Tech Service Charges	1,865	1,709	1,709	-
5870	6804	General Govt Service Charge	13,344	13,751	13,751	14,168
		TOTAL SERVICES	15,209	15,460	15,460	14,168
		FUND TOTAL	15,084	15,460	15,460	14,168

DEPARTMENT/DIVISION
PAVEMENT ACCELERATED REPAIR IMPLEMENTATION STRATEGY (PARIS)

FUND				BITECH ORGKEY	MUNIS ORG
PARIS				211400	211400
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED
SALARIES AND BENEFITS					
4000	5001	221,175	262,779	190,287	274,145
4005	5002	2,826	5,940	3,173	6,118
4010	5101	785	-	1,653	1,500
4015	5301	37,035	10,793	10,793	11,524
4050	5401	49,575	64,438	48,151	76,449
4051	5501	18,738	19,502	15,154	21,079
4053	5601	3,542	2,512	704	3,614
4055	5701	21,228	28,472	16,934	24,161
4057	5703	501	628	573	719
4058	5704	257	393	307	1,280
4059	5705	132	150	120	164
4080	5801	70	536	536	-
4081	5802	234	-	-	585
4082	5803	510	225	225	605
4085	5903	1,969	2,663	3,025	5,123
4087	5905	71	-	-	-
TOTAL SALARIES AND BENEFITS		358,647	399,031	291,635	427,065
SERVICES					
5190	6106	-	144,700	144,700	-
5270	6901	-	300	300	2,000
5870	6804	-	-	22,412	23,091
5880	6710	3,543	-	-	-
TOTAL SERVICES		3,543	145,000	167,412	25,091
FIXED ASSETS					
7230	8403	6,797,394	10,030,449	10,030,449	5,509,331
TOTAL FIXED ASSETS		6,797,394	10,030,449	10,030,449	5,509,331
FUND TOTAL		7,159,584	10,574,480	10,489,496	5,961,487

DEPARTMENT/DIVISION
GENERAL CAPITAL IMPROVEMENT

FUND				BITECH ORGKEY	MUNIS ORG
GENERAL CAPITAL IMPROVEMENT FUND				240400	240400
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED
SALARIES AND BENEFITS					
4000	5001	Salaries: Full-Time	6,620	-	15,200
4050	5401	Pension Contributions	1,520	-	1,883
4051	5501	FICA/Medicare	517	-	569
4055	5701	Health/Dental Insurance	344	-	874
4057	5703	Disability Insurance	6	-	20
4058	5704	Unemployment Insurance	7	-	57
4059	5705	Life Insurance	4	-	6
4085	5903	Other Taxable Benefits	168	-	-
		TOTAL SALARIES AND BENEFITS	9,186	-	18,609
SERVICES					
5190	6106	Other Professional Services	238,913	174,326	167,906
5990	6912	Reimbursed Expenditures	(29,323)	(45,463)	(45,463)
		TOTAL SERVICES	209,590	128,862	122,443
SUPPLIES					
6375	7211	Computer Components	-	-	3,197
		TOTAL SUPPLIES	-	-	3,197
FIXED ASSETS					
7150	8501	Other Betterments/Improv	299,779	5,294,373	5,271,302
		TOTAL FIXED ASSETS	299,779	5,294,373	5,271,302
		FUND TOTAL	518,555	5,423,236	5,415,550

DEPARTMENT/DIVISION
TRANSPORTATION DEVELOPMENT ACT

FUND			BITECH ORGKEY	MUNIS ORG		
TRANSPORTATION DEVELOPMENT ACT FUND			241400	241400		
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED		
				2020-21 CITY COUNCIL ADOPTED		
SERVICES						
5190	6106	Other Professional Services	146,938	334,654	334,654	-
5270	6901	Printing and Binding	147	-	-	-
5280	6902	Advertising	847	-	-	-
5392	6005	License & Permits	748	-	-	-
5990	6912	Reimbursed Expenditures	(128,368)	(390,464)	(385,585)	-
		TOTAL SERVICES	<u>20,312</u>	<u>(55,811)</u>	<u>(50,931)</u>	-
SUPPLIES						
6640	7901	Non-Capital Expenditures	78,696	121,304	121,304	-
		TOTAL SUPPLIES	<u>78,696</u>	<u>121,304</u>	<u>121,304</u>	-
FIXED ASSETS						
7150	8501	Other Betterments/Improv	-	1,266,871	1,408,711	-
		TOTAL FIXED ASSETS	<u>-</u>	<u>1,266,871</u>	<u>1,408,711</u>	-
		FUND TOTAL	99,008	1,332,364	1,479,084	-

DEPARTMENT/DIVISION
PARK & OPEN SPACE DEVELOPMENT

FUND				BITECH ORGKEY	MUNIS ORG
PARK & OPEN SPACE DEVELOPMENT FUND				250400	250400
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED
SALARIES AND BENEFITS					
4000	5001	Salaries: Full-Time	12,173	-	-
4015	5301	Banked Leave Buy Back	4,386	-	-
4050	5401	Pension Contributions	2,762	-	-
4051	5501	FICA/Medicare	1,098	-	1
4053	5601	Deferred Compensation	271	-	-
4055	5701	Health/Dental Insurance	1,618	-	-
4058	5704	Unemployment Insurance	39	-	-
4059	5705	Life Insurance	6	-	-
4080	5801	Vehicle Allowance	3	-	-
4081	5802	Eyecare Reimbursement	21	-	-
4085	5903	Other Taxable Benefits	8	-	14
4087	5905	Employee Wellness Program	6	-	-
		TOTAL SALARIES AND BENEFITS	22,390	-	15
SERVICES					
5034	6004	Bank/Collection Agent Fees	4,378	4,206	4,206
5140	6102	Legal Services	-	-	205,441
5190	6106	Other Professional Services	64,706	19,700	19,700
5280	6902	Advertising	476	-	-
5870	6804	General Govt Service Charge	4,180	-	-
5880	6710	Special Contractual Services	4,500	-	-
		TOTAL SERVICES	78,240	23,906	229,347
FIXED ASSETS					
7150	8501	Other Betterments/Improv	1,038,065	43,991	-
		TOTAL FIXED ASSETS	1,038,065	43,991	-
DEBT SERVICE					
8100	9001	Principal	57,274	59,079	59,079
8200	9101	Interest	45,070	43,238	43,238
		TOTAL DEBT SERVICE	102,345	102,316	102,316
FUND TOTAL			1,241,041	170,214	331,678
					106,316

DEPARTMENT/DIVISION
PUBLIC FACILITY DEVELOPMENT

FUND			BITECH ORGKEY	MUNIS ORG	
PUBLIC FACILITY DEVELOPMENT FUND			251400	251400	
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED
SALARIES AND BENEFITS					
4000	5001	Salaries: Full-Time	1,878	-	-
4015	5301	Banked Leave Buy Back	452	-	-
4050	5401	Pension Contributions	415	-	-
4051	5501	FICA/Medicare	141	-	-
4053	5601	Deferred Compensation	47	-	-
4055	5701	Health/Dental Insurance	162	-	-
4058	5704	Unemployment Insurance	4	-	-
4059	5705	Life Insurance	1	-	-
4085	5903	Other Taxable Benefits	2	-	-
4087	5905	Employee Wellness Program	6	-	-
		TOTAL SALARIES AND BENEFITS	3,108	-	-
SERVICES					
5190	6106	Other Professional Services	11,802	-	-
		TOTAL SERVICES	11,802	-	-
DEBT SERVICE					
8200	9101	Interest	19,453	-	-
		TOTAL DEBT SERVICE	19,453	-	-
		FUND TOTAL	34,363	-	-

DEPARTMENT/DIVISION
ARTERIAL STREET CONSTRUCTION

FUND				BITECH ORGKEY	MUNIS ORG
ARTERIAL STREET CONSTRUCTION FUND				252400	252400
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED
SALARIES AND BENEFITS					
4000	5001	Salaries: Full-Time	1,878	-	-
4015	5301	Banked Leave Buy Back	452	-	-
4050	5401	Pension Contributions	415	-	-
4051	5501	FICA/Medicare	141	-	-
4053	5601	Deferred Compensation	47	-	-
4055	5701	Health/Dental Insurance	162	-	-
4058	5704	Unemployment Insurance	4	-	-
4059	5705	Life Insurance	1	-	-
4085	5903	Other Taxable Benefits	2	-	-
4087	5905	Employee Wellness Program	7	-	-
		TOTAL SALARIES AND BENEFITS	3,110	-	-
SERVICES					
5141	6501	Settlements/Judgments	-	354,187	-
5870	6804	General Govt Service Charge	9,649	-	-
		TOTAL SERVICES	9,649	354,187	-
FIXED ASSETS					
7150	8501	Other Betterments/Improv	-	1,000,000	-
		TOTAL FIXED ASSETS	-	1,000,000	-
FUND TOTAL		12,758	1,000,000	1,354,187	-

DEPARTMENT/DIVISION
TRAFFIC SIGNALS

FUND			BITECH ORGKEY		MUNIS ORG	
TRAFFIC SIGNALS FUND			253400		253400	
BITECH OBJECT	MUNIS OBJECT		2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED
SERVICES						
5190	6106	Other Professional Services	-	200,000	200,000	-
5870	6804	General Govt Service Charge	626	-	-	-
TOTAL SERVICES			<u>626</u>	<u>200,000</u>	<u>200,000</u>	<u>-</u>
FIXED ASSETS						
7150	8501	Other Betterments/Improv	-	160,000	160,000	-
TOTAL FIXED ASSETS			<u>-</u>	<u>160,000</u>	<u>160,000</u>	<u>-</u>
FUND TOTAL			626	360,000	360,000	-

DEPARTMENT/DIVISION
FREEWAY INTERCHANGES

FUND			BITECH ORGKEY	MUNIS ORG	
FREEWAY INTERCHANGES FUND			254400	254400	
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED
SALARIES AND BENEFITS					
4000	5001	Salaries: Full-Time	16,222	-	-
4015	5301	Banked Leave Buy Back	1,296	-	-
4050	5401	Pension Contributions	3,564	-	-
4051	5501	FICA/Medicare	1,188	-	-
4053	5601	Deferred Compensation	252	-	-
4055	5701	Health/Dental Insurance	2,018	-	-
4058	5704	Unemployment Insurance	52	-	-
4059	5705	Life Insurance	8	-	-
4080	5801	Vehicle Allowance	6	-	-
4081	5802	Eyecare Reimbursement	32	-	-
4085	5903	Other Taxable Benefits	3	-	-
4087	5905	Employee Wellness Program	11	-	-
		TOTAL SALARIES AND BENEFITS	24,652	-	-
SERVICES					
5190	6106	Other Professional Services	304,370	2,126,209	2,347,569
5870	6804	General Govt Service Charge	5,876	-	-
		TOTAL SERVICES	310,246	2,126,209	2,347,569
FUND TOTAL		334,898	2,126,209	2,347,569	-

DEPARTMENT/DIVISION
STORM DRAIN CONSTRUCTION

FUND				BITECH ORGKEY	MUNIS ORG
STORM DRAIN CONSTRUCTION FUND				405400	405400
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED
SALARIES AND BENEFITS					
4000	5001	Salaries: Full-Time	25,023	-	-
4005	5002	Salaries: Part-Time	220	-	-
4015	5301	Banked Leave Buy Back	3,718	-	-
4050	5401	Pension Contributions	5,776	-	-
4051	5501	FICA/Medicare	2,030	-	-
4053	5601	Deferred Compensation	392	-	-
4055	5701	Health/Dental Insurance	3,911	-	-
4057	5703	Disability Insurance	57	-	-
4058	5704	Unemployment Insurance	99	-	-
4059	5705	Life Insurance	14	-	-
4080	5801	Vehicle Allowance	13	-	-
4081	5802	Eyecare Reimbursement	25	-	-
4085	5903	Other Taxable Benefits	11	-	-
4087	5905	Employee Wellness Program	12	-	-
		TOTAL SALARIES AND BENEFITS	41,299	-	-
SERVICES					
5141	6501	Settlements/Judgments	-	-	228,502
5190	6106	Other Professional Services	190	672,740	672,740
5870	6804	General Govt Service Charge	7,265	4,836	4,836
		TOTAL SERVICES	7,455	677,576	906,078
FIXED ASSETS					
7240	8404	Storm Drain Construction	-	-	-
		TOTAL FIXED ASSETS	-	-	200,000
FUND TOTAL		48,754	677,576	906,078	204,982

Municipal Utilities and Engineering Department Water Division

Program Description:

The water utility produces and distributes water to approximately 23,500 water services, or approximately 77,800 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 City's average daily water consumption is 27 million gallons per day (mgd) with a max of 50 mgd in the summer. The average consumption per capita is approximately 320 gallons per day. The water utility operates and maintains about 384 miles of potable pipelines, with seven pressure zones and two sub-zones, and a maximum storage capacity of 54.5 million gallons. The water division operates about 3,500 potable fire hydrants, 18 reservoirs, two surface water treatment plants, one perchlorate treatment plant, four engineered blending sites, 22 active potable groundwater production wells, and 14 booster station facilities. The City also has two interconnections established with Loma Linda and Western Heights which allows for water delivery, if needed.

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

Program Objectives:

- Provision of drinking water supply that conforms to all water quality requirements;
- Provision of pleasing drinking water;
- Delivery of water at an economical rate that is sufficient to recover the cost associated with providing the service;
- Publishing of an annual consumer confidence report to customers to educate the public on the drinking water quality and water sources; and
- Promotion of water conservation awareness and practice; and

Significant Program Changes:

In 2012-13, the City Council adopted a water conservation rebate program aimed at incentivizing customers to reduce their water consumption to assist in meeting the goals of the 2009 Water Conservation Act, which required a reduction in water consumption of 20 percent by 2020. The rebate program and successful implementation of additional programs such as irrigation controller scheduling assistance, a water waste investigation program, and a children's educational platform featuring Ira the IrriGATOR and Eva the InvestiGATOR, have assisted the City in reducing its residential gallons per capita daily (R-GPCD) from an average of 208 R-GPCD in 2014-15 to an average of 158 R-GPCD for 2018-19.

Accomplishments in Fiscal Year 2019-20:

- Replacement of approximately 11 miles of aged water distribution main;
- Completion of over \$16,000 worth of inspections for the Water Efficiency Rebate Program and finalized rebates for nearly 5,000 square feet of turf converted, saving over 331,000 gallons of water per year. Rebates for high efficiency sprinklers, toilets, washers, and weather-based irrigation controllers were also given;
- Completion of the SCADA expansion project master plan design update;
- Selection of a contractor for the installation/construction of the SCADA Expansion Project;
- Completion of the Mill Creek & Santa Ana River Watershed Sanitary Regulatory Reports;
- Completion of the Rees Well permit amendment;
- Completion of the Mill Creek 2 Well pump assembly and piping replacement; and
- Completion of the Church Street Motor Control Center (MCC) replacement.

DEPARTMENT/DIVISION
WATER

FUND				BITECH ORGKEY	MUNIS ORG	
WATER FUND				501403	501900	
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED	
SALARIES AND BENEFITS						
4000	5001	Salaries: Full-Time	3,458,251	4,246,647	3,683,364	4,468,664
4005	5002	Salaries: Part-Time	56,763	123,715	49,679	117,732
4010	5101	Overtime Salaries	168,930	190,550	188,439	193,231
4012	5201	Stand By	78,052	68,070	77,615	81,496
4015	5301	Banked Leave Buy Back	206,074	134,289	134,289	124,246
4050	5401	Pension Contributions	1,377,766	1,075,545	963,239	1,243,469
4051	5501	FICA/Medicare	298,161	342,310	313,904	358,003
4053	5601	Deferred Compensation	10,973	16,549	9,625	17,779
4055	5701	Health/Dental Insurance	613,973	796,555	633,824	769,119
4056	5702	Workers' Comp Insurance	197,447	131,844	131,844	138,436
4057	5703	Disability Insurance	28,457	31,979	29,579	34,842
4058	5704	Unemployment Insurance	6,561	10,440	9,822	30,584
4059	5705	Life Insurance	3,426	3,899	3,466	4,005
4080	5801	Vehicle Allowance	89	-	390	-
4081	5802	Eyecare Reimbursement	4,355	13,927	13,927	14,270
4082	5803	Clothing Allowance	12,047	15,375	15,375	23,768
4085	5903	Other Taxable Benefits	26,835	33,943	36,015	40,704
4087	5905	Employee Wellness Program	207	-	-	-
		TOTAL SALARIES AND BENEFITS	6,548,368	7,235,637	6,294,396	7,660,348
SERVICES						
5103	6703	Software Support/Development	5,351	111,000	66,000	218,000
5104	7201	Hardware Maint/Replace	-	2,000	2,000	2,000
5142	6801	City Attorney Legal Service	39,282	35,000	35,000	44,200
5180	6105	Medical/Physicals	1,725	3,675	3,675	35,000
5190	6106	Other Professional Services	392,047	209,000	209,000	1,020,000
5240	6401	Meeting & Prof Development	12	4,650	4,650	7,150
5255	6402	Travel Expense/Reimbursement	567	10,000	5,000	20,000
5270	6901	Printing and Binding	4,498	15,700	15,700	19,000
5275	6601	Postage	7,455	12,000	12,000	39,000
5280	6902	Advertising	4,725	11,000	11,000	11,000
5300	6301	Water Wastewater Refuse	7,311	9,000	9,000	7,500
5301	6302	City Water	486,766	650,000	650,000	682,500
5303	6304	Telephone	41,715	45,000	45,000	65,000
5305	6306	Water Recharge	180,599	200,000	200,000	200,000
5310	6307	Electricity & Gas	310,792	375,000	424,515	435,000
5312	6308	Elec Service-Facility Ops	1,504,522	1,850,000	1,850,000	1,850,000
5314	6310	Gas Service - Facility Ops	777	1,000	1,000	1,000
5317	6313	Service for Facility Ops	23,579	40,000	62,125	65,000
5318	6706	Energy for Treatment	47,334	66,000	66,000	70,000
5320	6903	Janitorial Services	33,948	37,000	70,000	70,000
5340	7203	Office Equipment Maintenance	51	-	-	-
5350	7204	Building/Grounds Maintenance	-	83,000	83,000	155,000
5360	7205	Machinery & Equip. Maint.	41,167	25,000	25,000	47,500
5365	7206	Vehicle Maintenance	35,437	-	-	-
5392	6005	License & Permits	69,130	210,000	210,000	237,300
5395	6802	Info Tech Service Charges	523,990	519,990	519,990	899,296
5396	6803	City Garage Charges	938,879	600,450	631,244	537,299
5451	6505	Retiree Health Insurance	250,755	850,000	850,000	850,000
5510	6904	Land and Building Rent	2,357	5,000	5,000	5,000
5530	6905	Clothing and Linen Rent	25,141	29,000	29,000	35,000
5570	6906	Office Equip & Furn Rent	6,130	11,000	11,000	11,000
5590	6908	Other Rentals	9,134	30,000	30,000	75,000
5710	7207	Street Repairs	285,415	500,000	500,000	500,000
5720	6006	Taxes	3,597	15,000	15,000	15,000
5722	6007	Penalties and Interest	4,500	-	1	-
5730	6707	Stock Assessment	1,018,375	1,000,000	1,000,000	1,000,000
5760	6708	Special Program Expenditures	62,599	100,000	100,000	210,000
5765	6709	Conservation Rebate	8,673	100,000	100,000	100,000
5800	6909	Subscriptions & Memberships	11,719	25,500	25,500	26,000

DEPARTMENT/DIVISION
WATER

FUND				BITECH ORGKEY	MUNIS ORG	
WATER FUND				501403	501900	
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED	
SERVICES (CONT.)						
5840	6403	Training	19,232	56,000	56,000	101,500
5870	6804	General Govt Service Charge	1,412,216	1,440,721	1,440,721	1,524,402
5880	6710	Special Contractual Services	144,379	941,125	2,324,800	597,800
5890	6712	Landfill Tipping Charges	-	1,000	1,000	1,000
5898	6008	State Mandated Fees	4,449	5,000	5,000	8,000
5950	6911	Bad Debt Expense	47,084	-	-	-
5980	6805	Billing Services	625,000	625,000	625,000	659,250
5995	6914	Depreciation Expense	3,423,635	-	-	-
		TOTAL SERVICES	12,066,051	10,859,811	12,328,921	12,456,697
SUPPLIES						
6100	7802	Purchased Water	-	200,000	200,000	200,000
6120	7803	Chemical & Lab Supplies	243,246	374,500	374,500	375,000
6130	7001	Books & Supplies	-	1,500	1,500	1,500
6140	7002	Office Supplies	20,066	30,000	30,000	35,000
6145	7003	Awards/Recognition Prgm	-	2,000	2,000	2,000
6160	7804	Medical Supplies	-	300	300	300
6180	7004	Uniform/Safety Clothing	21,544	35,000	35,000	36,000
6190	7005	Photo & Copying Supplies	-	1,000	1,000	750
6210	7208	Repair/Maintenance Supplies	606,367	1,500,000	1,500,000	1,809,000
6310	7209	Janitorial Supplies	3,666	6,000	6,000	6,000
6375	7211	Computer Components	4,897	20,000	20,000	22,500
6410	7213	Motor Vehicle Supplies	-	82,500	50,000	80,000
6430	7301	Gasoline	20	-	-	-
6500	7101	Office Equipment & Furniture	2,754	20,000	20,000	60,000
6510	7102	Small Tools & Equipment	31,911	51,000	51,000	96,000
6560	7807	Food	202	3,500	3,500	3,500
6570	7808	Water Meters & Fittings	94,526	385,000	385,000	480,000
6590	7810	Special Departmental Supplies	43,413	90,000	90,000	130,450
6640	7901	Non-Capital Expenditures	-	-	822	-
		TOTAL SUPPLIES	1,072,614	2,802,300	2,770,622	3,338,000
FIXED ASSETS						
7060	8701	Office Furniture	-	51,000	51,000	20,000
7100	8704	Motor Vehicles	212,800	1,392,391	1,392,390	225,000
7140	8706	All Other Equipment	-	48,067	48,067	140,000
7150	8501	Other Betterments/Improv	-	63,675	63,674	2,715,000
7700	8402	Water Infrastructure	-	-	-	5,775,000
		TOTAL FIXED ASSETS	212,800	1,555,133	1,555,131	8,875,000
		FUND TOTAL	19,899,833	22,452,881	22,949,070	32,330,045

DEPARTMENT/DIVISION
WATER PROJECTS

FUND		DEPARTMENT/DIVISION			BITECH ORGKEY	MUNIS ORG
WATER PROJECTS FUND		WATER PROJECTS			503403	501900
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED	
SALARIES AND BENEFITS						
4000	5001	Salaries: Full-Time	1,618	-	4,474	
4050	5401	Pension Contributions	354	-	1,025	
4051	5501	FICA/Medicare	123	-	338	
4055	5701	Health/Dental Insurance	281	-	700	
4057	5703	Disability Insurance	15	-	41	
4058	5704	Unemployment Insurance	2	-	7	
4059	5705	Life Insurance	2	-	4	
4085	5903	Other Taxable Benefits	-	-	15	
		TOTAL SALARIES AND BENEFITS	2,395	-	6,604	-
SERVICES						
5190	6106	Other Professional Services	151,386	2,308,940	1,100,754	
5270	6901	Printing and Binding	276	-	-	
5360	7205	Machinery & Equip. Maint.	32,702	-	-	
5880	6710	Special Contractual Services	475	-	-	
		TOTAL SERVICES	184,840	2,308,940	1,100,754	-
SUPPLIES						
6210	7208	Repair/Maintenance Supplies	2,820	-	-	
6640	7901	Non-Capital Expenditures	-	-	156,972	
		TOTAL SUPPLIES	2,820	-	156,972	-
FIXED ASSETS						
7140	8706	All Other Equipment	8,021	100,000	100,000	
7150	8501	Other Betterments/Improv	-	2,750,000	4,486,566	
7700	8402	Water Infrastructure	5,850,234	14,651,428	14,467,028	
		TOTAL FIXED ASSETS	5,858,255	17,501,428	19,053,594	-
		FUND TOTAL	6,048,310	19,810,368	20,317,924	-

**DEPARTMENT/DIVISION
SOURCE ACQUISITION**

FUND				BITECH ORGKEY	MUNIS ORG
SOURCE ACQUISITION FUND				508403	508900
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED
		FIXED ASSETS			
7340	8101	-	-	-	300,000
		-	-	-	300,000
		FUND TOTAL			
		-	-	-	300,000

Municipal Utilities and Engineering Department Wastewater Division

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 250 miles of sewer main, a sewer lift station, and a wastewater treatment plant that treats approximately 5.8 million gallons per day (mgd) of sewage. The wastewater treatment plant, originally constructed in 1962, includes a water quality laboratory where routine regulatory compliance tests are performed. In 2004, the plant became the largest membrane bioreactor facility in the United States to produce high quality tertiary effluent, reclaimed water, and is now producing on average 3.25 mgd.

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:

- Provision of adequate wastewater collection and treatment facilities that provide reliable service;
- Provision of wastewater collection and treatment services at an economical rate that is sufficient to recover the cost associated with providing service;
- Field inspection of collection system facilities to proactively identify and plan sewer system facility rehabilitation and replacement capital projects;
- Cleaning and maintenance of sewer collection system mains with the entire system completed within a three-year period;
- Reduction of potential for Sanitary Sewer System Overflows with the provision of a 24/7 Emergency Response Team;
- Education of residents and businesses on the problems associated with fats, oils and grease (FOG) sewage disposal and implementation of FOG reduction program;
- Establishment of a regulatory compliance program and pretreatment program for significant industrial dischargers; and
- Meet sewage treatment, discharge requirements, and recycled water service regulatory requirements.

Accomplishments in Fiscal Year 2019-20:

Industrial Waste Compliance & Wastewater Collections:

- Began Pretreatment Program sewer use ordinance, and enforcement response plan revisions with completion anticipated by December 2020;
- Began revision of the Recycled Water Master Title 22 Report with completion anticipated by June 2020;
- Began evaluation of recycled water use sites for compliance with the Redlands Municipal Codes and related Federal and State regulations with completion anticipated by June 2020;
- Began revisions to the recycled water program to ensure compliance with regulations with completion anticipated by June 2020;
- Identification of three separate illicit dischargers and aided them in achieving compliance with the Redlands Municipal Code and Federal and State regulations;
- Expansion of the public outreach program to include information for private lateral maintenance, illegal dumping, and What Not 2 Flush;
- Began revisions of the Wastewater Collections System Sanitary Sewer Overflow Plan with completion anticipated by June 2020;
- Revision of the Wastewater Collection System Overflow Response Plan in previous fiscal year has resulted in a noticeable reduction in Sanitary Sewer Over-Flows;
- Televised and documented over 5 miles of sewer main lines in the City to identify repair prioritization;
- Cleaned over 150 miles of sewer main lines throughout the City;
- Creation of a work order system to improve documentation for wastewater collection system staff;

- Creation of a new mapping layer in GIS to improve productivity; and
- Remodeled the wastewater collections system office building for greater efficiency and functionality.

Wastewater Treatment Plant:

- Began assessment and design of Wastewater Treatment Plant rehabilitation;
- Selection of a contractor for the installation of the MBRs, fine screens, blowers, and associated equipment;
- Completion of design for Phase I of the Wastewater Treatment Plant improvements which include MBRs, fine screens, blowers, digester boilers, heat exchangers, gas conditioner, and associated equipment;
- Rehabilitation of the Digester sludge pumps;
- Replacement of Digester 1 & 2 recirculating pumps;
- Rehabilitation of the methane condensate lines from all digesters;
- Replacement of three in-ground pneumatic pumps;
- Conversion to energy efficient LED bulbs throughout the entire plant;
- Re-design and relocation of the ferric chloric injection point to reduce phosphate in reclaimed water effluent resulting in reduced chemical usage, saving the City up to \$110,000 per year;
- Completion of repurposing of the supernatant degasification facility ponds to treat the centrate from the sludge dewatering process;
- Implementation of a paid Operator-In-Training (OIT) program to introduce interns to the wastewater industry;
- Replacement of the chlorine disinfectant pump to optimize dosing;
- Rehabilitation of a secondary clarifier that had been offline for 15 years;
- Rebuilt three motors for the discharge pumps to transfer effluent water to the percolation ponds for groundwater recharge;
- Usage of MBR dip tank for bubble testing of the membranes for verification of membrane efficiency in preparation for the MBR replacement project; and
- Replacement of the digital display/transmitter for the Cla-Valve recycled water flow meter in the recycled water line that provides recycled water to the Mountainview Power Plant.

**DEPARTMENT/DIVISION
WASTEWATER SERVICE**

FUND			BITECH ORGKEY	MUNIS ORG		
WASTEWATER SERVICE FUND			521402	521900		
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED	
SALARIES AND BENEFITS						
4000	5001	Salaries: Full-Time	2,020,043	2,465,342	2,082,288	2,384,903
4005	5002	Salaries: Part-Time	8,771	40,800	18,978	44,858
4010	5101	Overtime Salaries	109,706	120,000	165,942	170,000
4012	5201	Stand By	52,516	55,000	55,268	56,000
4015	5301	Banked Leave Buy Back	126,051	86,585	86,585	73,903
4050	5401	Pension Contributions	771,991	630,165	537,769	663,263
4051	5501	FICA/Medicare	174,316	198,465	183,103	187,503
4053	5601	Deferred Compensation	6,696	11,500	5,608	11,597
4055	5701	Health/Dental Insurance	381,394	458,264	389,146	411,808
4056	5702	Workers' Comp Insurance	74,820	72,345	72,345	75,962
4057	5703	Disability Insurance	17,185	18,346	18,198	17,395
4058	5704	Unemployment Insurance	3,672	4,232	4,459	14,891
4059	5705	Life Insurance	1,928	2,165	1,902	1,982
4080	5801	Vehicle Allowance	10	-	369	-
4081	5802	Eyecare Reimbursement	3,044	7,676	7,676	7,045
4082	5803	Clothing Allowance	6,174	8,415	8,415	7,845
4083	5804	Uniform Rental	13,437	18,000	18,000	3,838
4085	5903	Other Taxable Benefits	16,863	21,056	23,344	24,510
4087	5905	Employee Wellness Program	196	-	-	-
		TOTAL SALARIES AND BENEFITS	3,788,812	4,218,356	3,679,395	4,157,302
SERVICES						
5103	6703	Software Support/Development	1,042	225,500	109,682	30,100
5104	7201	Hardware Maint/Replace	-	4,500	4,500	4,500
5141	6501	Settlements/Judgments	-	-	50,000	100,000
5142	6801	City Attorney Legal Service	11,785	11,000	11,000	13,260
5180	6105	Medical/Physicals	55	1,345	1,345	1,350
5190	6106	Other Professional Services	52,145	67,500	219,800	257,500
5240	6401	Meeting & Prof Development	857	13,200	7,450	23,300
5255	6402	Travel Expense/Reimbursement	539	6,250	5,100	24,500
5270	6901	Printing and Binding	940	14,450	7,450	14,450
5275	6601	Postage	160	9,500	2,500	18,500
5280	6902	Advertising	3,912	3,965	3,115	3,500
5300	6301	Water Wastewater Refuse	6,552	10,813	10,813	11,894
5303	6304	Telephone	19,916	19,033	19,033	21,500
5312	6308	Elec Service-Facility Ops	951,524	857,697	857,697	860,000
5313	6309	Heating/AC Service Contract	-	1,000	1,000	-
5320	6903	Janitorial Services	20,875	28,578	35,217	49,934
5340	7203	Office Equipment Maintenance	51	625	625	700
5350	7204	Building/Grounds Maintenance	-	20,000	26,200	29,000
5360	7205	Machinery & Equip. Maint.	48,973	174,220	174,200	281,500
5392	6005	License & Permits	70,346	125,000	136,194	226,450
5395	6802	Info Tech Service Charges	321,918	316,918	316,918	407,481
5396	6803	City Garage Charges	119,114	163,053	171,415	169,342
5451	6505	Retiree Health Insurance	75,406	400,000	400,000	400,000
5530	6905	Clothing and Linen Rent	6,874	5,000	5,000	33,000
5570	6906	Office Equip & Furn Rent	3,017	1,600	3,534	3,886
5580	6907	Comms Service & Rental	2,376	9,073	-	9,000
5590	6908	Other Rentals	20,156	45,000	45,000	82,000
5720	6006	Taxes	3,920	8,000	8,000	8,000
5722	6007	Penalties and Interest	5	-	-	-
5760	6708	Special Program Expenditures	2,250	11,000	11,000	26,500
5800	6909	Subscriptions & Memberships	11,341	18,425	18,400	23,625
5840	6403	Training	13,495	35,150	35,150	64,350
5870	6804	General Govt Service Charge	736,997	744,908	744,908	807,506
5880	6710	Special Contractual Services	349,293	766,825	1,440,181	1,039,500
5890	6712	Landfill Tipping Charges	-	187,715	-	-
5898	6008	State Mandated Fees	1,400	-	-	-
5950	6911	Bad Debt Expense	21,370	-	4,025	-
5980	6805	Billing Services	187,500	-	187,715	202,715
5995	6914	Depreciation Expense	1,535,298	-	-	-
		TOTAL SERVICES	4,601,402	4,306,843	5,074,167	5,248,843

**DEPARTMENT/DIVISION
WASTEWATER SERVICE**

FUND				BITECH ORGKEY	MUNIS ORG	
WASTEWATER SERVICE FUND				521402	521900	
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED	
SUPPLIES						
6120	7803	Chemical & Lab Supplies	435,765	619,700	619,700	686,200
6130	7001	Books & Supplies	1,513	3,500	3,500	4,000
6140	7002	Office Supplies	17,331	25,000	25,000	25,000
6145	7003	Awards/Recognition Prgm	-	-	-	1,400
6160	7804	Medical Supplies	-	500	-	500
6180	7004	Uniform/Safety Clothing	11,036	8,357	27,020	49,000
6210	7208	Repair/Maintenance Supplies	225,453	534,425	547,006	1,187,000
6310	7209	Janitorial Supplies	2,190	2,612	2,600	8,000
6375	7211	Computer Components	1,624	10,850	17,250	26,600
6410	7213	Motor Vehicle Supplies	100	2,000	-	25,000
6500	7101	Office Equipment & Furniture	-	5,000	8,000	19,000
6510	7102	Small Tools & Equipment	6,381	58,350	58,350	105,300
6560	7807	Food	12	3,900	3,900	4,000
6590	7810	Special Departmental Supplies	12,760	40,500	40,500	127,150
6640	7901	Non-Capital Expenditures	26,376	17,075	-	17,000
		TOTAL SUPPLIES	740,540	1,331,769	1,352,826	2,285,150
FIXED ASSETS						
7080	8703	Computer Equipment	-	-	6,400	10,000
7100	8704	Motor Vehicles	-	824,000	742,042	-
7140	8706	All Other Equipment	110,773	205,980	97,000	27,000
7150	8501	Other Betterments/Improv	-	264,359	234,359	50,000
7600	8401	Wastewater Infrastructure	-	-	-	4,120,000
7745	8705	Laboratory Equipment	11,204	302,796	103,150	110,000
		TOTAL FIXED ASSETS	121,978	1,597,134	1,182,951	4,317,000
FUND TOTAL			9,252,731	11,454,102	11,289,339	16,008,295

**DEPARTMENT/DIVISION
WASTEWATER PROJECTS**

FUND					BITECH ORGKEY	MUNIS ORG
WASTEWATER PROJECTS FUND					523402	521900
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED	
SALARIES & BENEFITS						
4000	5001	Salaries: Full-Time	2,002	-	-	
4050	5401	Pension Contributions	450	-	-	
4051	5501	FICA/Medicare	159	-	-	
4055	5701	Health/Dental Insurance	44	-	-	
4059	5705	Life Insurance	1	-	-	
4085	5903	Other Taxable Benefits	83	-	-	
		TOTAL SALARIES & BENEFITS	2,739	-	-	-
SERVICES						
5190	6106	Other Professional Services	370,087	480,612	796,560	
5270	6901	Printing and Binding	-	-	226	
5280	6902	Advertising	-	-	467	
5880	6710	Special Contractual Services	-	125,000	310,000	
		TOTAL SERVICES	370,087	605,612	1,107,253	-
SUPPLIES						
6510	7102	Small Tools & Equipment	-	-	1,993	
6560	7807	Food	-	-	60	
6640	7901	Non-Capital Expenditures	136,568	-	21,587	
		TOTAL SUPPLIES	136,568	-	23,640	-
FIXED ASSETS						
7140	8706	All Other Equipment	36,177	-	-	
7150	8501	Other Betterments/Improv	-	1,562,833	1,512,250	
7600	8401	Wastewater Infrastructure	23,020	10,370,765	10,371,942	
		TOTAL FIXED ASSETS	59,197	11,933,598	11,884,192	-
		FUND TOTAL	568,591	12,539,210	13,015,085	-

DEPARTMENT/DIVISION
WASTEWATER DEBT SERVICE

FUND			BITECH ORGKEY	MUNIS ORG		
WASTEWATER DEBT SERVICE FUND			526402	521930		
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED	
SERVICES						
5034	6004	Bank/Collection Agent Fees	57,944	50,267	50,267	42,398
		TOTAL SERVICES	<u>57,944</u>	<u>50,267</u>	<u>50,267</u>	<u>42,398</u>
DEBT SERVICE						
8100	9001	Principal	-	314,772	314,772	322,641
		TOTAL DEBT SERVICE	<u>-</u>	<u>314,772</u>	<u>314,772</u>	<u>322,641</u>
FUND TOTAL			57,944	365,039	365,039	365,039

**Municipal Utilities and Engineering Department
Non-Potable Water Division**

Program Description:

The non-potable water utility produces and distributes water to an increasing number of customers in effort to preserve precious water resources. The City prioritizes the increased usage of non-potable water and requires that new developments install non-potable water facilities where non-potable water is or will become available. The City has seven non-potable water systems comprised of 12 non-potable groundwater production wells, with one of the systems supplemented with a blend of recycled water. Additionally, there are 130 non-potable customers, 15 non-potable fire hydrants, and about 38 miles of non-potable pipelines operated and maintained by the water division.

Program Objectives:

- Provision of adequate non-potable water supply that conforms with all water quality requirements and customer needs;
- Delivery of non-potable water at an economical rate that is sufficient to recover the cost associated with providing the service;
- Assurance all customers of the non-potable system are in compliance with State Water Resources Control Board Department of Drinking Water regulations;
- Expansion of the non-potable system infrastructure to meet increasing demands; and
- Increase public water conservation awareness.

Accomplishments in Fiscal Year 2019-20:

- Completion of the redesign of Booster Pump 2330 for provision of non-potable water to Crafton Hills College and Crafton Hills agricultural preserve;
- Completion of the California Street Well rehabilitation; and
- Completion of the Redlands Heights Well rehabilitation.

**DEPARTMENT/DIVISION
NONPOTABLE WATER**

FUND				BITECH ORGKEY	MUNIS ORG	
NONPOTABLE WATER FUND				541403	531900	
BITECH OBJECT	MUNIS OBJECT	2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED	
SALARIES AND BENEFITS						
4000	5001	Salaries: Full-Time	43,146	43,908	34,397	65,072
4010	5101	Overtime Salaries	507	-	726	700
4012	5201	Stand By	188	-	203	-
4015	5301	Banked Leave Buy Back	10,742	2,930	2,930	3,601
4016	5901	Compensated Absences Expense	-	700	-	-
4050	5401	Pension Contributions	13,031	11,131	8,711	18,165
4051	5501	FICA/Medicare	3,894	3,245	2,632	4,824
4053	5601	Deferred Compensation	404	545	203	594
4055	5701	Health/Dental Insurance	5,475	4,110	3,488	5,547
4057	5703	Disability Insurance	185	184	181	390
4058	5704	Unemployment Insurance	59	18	12	269
4059	5705	Life Insurance	28	25	23	39
4080	5801	Vehicle Allowance	-	-	-	-
4081	5802	Eyecare Reimbursement	38	90	90	140
4082	5803	Clothing Allowance	139	85	85	135
4085	5903	Other Taxable Benefits	332	439	245	1,369
4087	5905	Employee Wellness Program	35	-	-	-
		TOTAL SALARIES AND BENEFITS	78,203	67,410	53,926	100,845
SERVICES						
5190	6106	Other Professional Services	-	-	-	466,202
5312	6308	Elec Service-Facility Ops	19,631	16,195	16,195	18,267
5396	6803	City Garage Charges	11,434	11,505	12,095	11,714
5870	6804	General Govt Service Charge	6,892	7,102	7,102	7,317
5880	6710	Special Contractual Services	-	-	440,000	-
		TOTAL SERVICES	37,957	34,802	475,392	503,500
FIXED ASSETS						
7700	8402	Water Infrastructure	-	-	-	288,500
		TOTAL FIXED ASSETS	-	-	-	288,500
		FUND TOTAL	116,160	102,212	529,318	892,845

DEPARTMENT/DIVISION
NONPOTABLE WATER PROJECTS

FUND				BITECH ORGKEY	MUNIS ORG	
NONPOTABLE WATER PROJECTS FUND				543403	531900	
BITECH OBJECT	MUNIS OBJECT		2018-19 ACTUAL (AUDITED)	2019-20 ADJUSTED BUDGET	2019-20 12 MONTH ESTIMATED	2020-21 CITY COUNCIL ADOPTED
SERVICES						
5190	6106	Other Professional Services	-	456,202	556,202	
		TOTAL SERVICES	-	456,202	556,202	-
FIXED ASSETS						
7700	8402	Water Infrastructure	-	2,100,000	2,100,000	
		TOTAL FIXED ASSETS	-	2,100,000	2,100,000	-
FUND TOTAL			-	2,556,202	2,656,202	

