



ADOPTED BUDGET
Fiscal Year 2021-2022



City of Redlands
California

**CITY OF REDLANDS
FISCAL YEAR 2021-22
ADOPTED ANNUAL BUDGET**

CITY COUNCIL

Paul T. Barich, Mayor
Eddie Tejada, Mayor Pro Tempore

Paul W. Foster
Council Member

Denise Davis
Council Member

Jenna Guzman-Lowery
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
John Harris, Municipal Utilities and Engineering Director
Chris Catren, Chief of Police

BUDGET PREPARATION STAFF

James Garland, Assistant Finance Director

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

TABLE OF CONTENTS

| | | | |
|--|------------|--|------------|
| Budget Message | v | | |
| Redlands City Values | xv | POLICE | 155 |
| Budget and Finance Policies | xvii | Patrol Services Bureau | 156 |
| Summary of the Budget Process | xx | Communications | 159 |
| Fund Descriptions | xxiii | Support Services Bureau | 161 |
| Organizational Chart | xxvii | Animal Control | 165 |
| | | Community Services Bureau | 167 |
| | | Special Services Bureau | 170 |
| | | Asset Forfeiture and Grants | 174 |
| | | Supplemental Law Enforcement | 178 |
| FINANCIAL PLANS AND SUMMARIES | 1 | | |
| General Fund Budget Summary | 2 | | |
| Three-Year Budget Estimate | 5 | | |
| Loans Outstanding | 6 | | |
| Schedule of Adopted Reserves | 7 | FIRE | 179 |
| Financial Sources & Requirements by Fund | 8 | Suppression | 181 |
| Summary of Financial Sources | | Community Risk Reduction | 185 |
| & Requirements | 22 | Training | 189 |
| | | Fire Grants | 192 |
| | | Emergency Preparedness | 194 |
| | | Emergency Medical Service | 196 |
| | | Household Hazardous Waste | 204 |
| GANN APPROPRIATIONS LIMIT | 23 | | |
| | | | |
| | | FACILITIES AND COMMUNITY SERVICES | 207 |
| REVENUE | 31 | Administration | 208 |
| | | Building Maintenance | 210 |
| | | Streets & Electrical | 213 |
| | | Parks | 218 |
| CAPITAL OUTLAY | 43 | Trees | 221 |
| | | Code Enforcement | 223 |
| | | Recreation and Senior Services | 226 |
| | | Facilities and Community Services Grants | 230 |
| SALARY SCHEDULE RESOLUTION | 47 | Downtown Redlands Business Area | 233 |
| | | Special Districts | 235 |
| | | Solid Waste | 240 |
| | | Citrus Groves | 246 |
| GENERAL GOVERNMENT | 83 | Cemetery | 250 |
| City Council | 84 | Redlands Municipal Airport | 253 |
| City Clerk | 86 | Equipment Maintenance | 258 |
| City Manager | 89 | | |
| City Attorney | 109 | MUNICIPAL UTILITIES & ENGINEERING | 263 |
| Management Services | 111 | Engineering | 265 |
| | | Local Transportation | 270 |
| DEVELOPMENT SERVICES | 133 | Measure I (2010) | 271 |
| Economic Development | 134 | PARIS | 272 |
| Building and Safety | 137 | General Capital Improvement | 274 |
| Planning | 140 | Transportation Development Act | 275 |
| Development Services Grants | 144 | Park & Open Space Development | 276 |
| Successor Agency to the Former RDA | 147 | Public Facility Development | 277 |
| | | Arterial Street Construction | 278 |
| | | Traffic Signals | 279 |
| | | Freeway Interchanges | 280 |
| LIBRARY | 151 | Storm Drain Construction | 281 |
| | | Water | 282 |
| | | Non-Potable | 289 |
| | | Wastewater | 292 |





CHARLES M. DUGGAN, JR.
City Manager

City of
REDLANDS

Incorporated 1888

35 Cajon Street,
Redlands, CA 92373
909-798-7510
cduggan@cityofredlands.org

**CITY MANAGER’S BUDGET MESSAGE
FISCAL YEAR 2021-22**

The year 2020 has proven to be an incomparable year with the COVID-19 pandemic having an undeniable impact on us all: economic indicators like personal income, real estate, and labor markets saw record fluctuations and have all rebounded, somewhat unevenly, from the challenges of the pandemic. Redlands, in particular, faced reductions in vital services, instituted employee layoffs to remain fiscally viable and gained voter approval for a pivotal revenue measure aimed at preserving the quality of life and unique character of the City.

This letter transmits the City Manager’s Proposed Budget for Fiscal Year (FY) 2021-22. The budget significantly restores the reductions that were made in the prior fiscal year, including the elimination of 80 full and part time positions, as well as other significant cuts in the areas of public safety, parks & recreation, Library services, and general infrastructure maintenance. There are two main themes contained herein: rebuild from the near past and conduct sound planning for the future.

BACKGROUND

Within an extremely short timeframe between the onset of the public health orders issued by San Bernardino County on March 17, 2020, and the budget’s approval on June 2, 2020, the FY 2020-21 budget process was revamped to:

- Responsibly address the significant revenue impacts anticipated due to the pandemic,
- Strategically leverage federal relief funding available to ensure a robust response to the public health crisis,
- Position the City to respond to more severe economic impacts, should they occur.

Significantly reducing department budgets during this time last year was a challenging task performed under circumstances of extreme uncertainty as it pertained to local government finances. According to surveys conducted by the Government Finance Officers Association (GFOA), in mid-2020 about 70 percent of cities expected to experience a shortfall in their budget despite state and/or federal aid.

Following sharp local declines in the second and third quarters of 2020, economic activity and employment have picked up and HDL, the City’s sales tax consultants, predict a full recovery to pre-pandemic levels of sales tax revenue by the end of Fiscal Year 2020-21. Overall, financial conditions have improved, in part, reflecting federal and state policy measures to support the economy and the flow of credit to households and businesses. Though the full impact of the pandemic on the City, our businesses and community members will not be known for some time, the City remains cautiously optimistic about the economic recovery that is underway.

The following sections summarize and expand in detail the City Manager’s General Fund budget for fiscal years 2020-21 and 2021-22. Following these sections, a short discussion of other major funds is presented.

FY 2020-21 SUMMARY

In the spring of 2020, the City’s local economy felt the significant impact of the COVID-19 pandemic resulting in a sudden decline in City revenues to end Fiscal Year 2019-20 and projected revenue shortfalls in Fiscal Year 2020-21 and

beyond. However, as the ensuing months unfolded, many changes occurred that positively affected revenue expectations for Fiscal Year 2020-21:

- In June 2020, the Library Board committed an additional \$319,000 to the City's General Fund in order to forestall significant cuts in Library positions and hours of service
- In September 2020, the City was awarded \$1.7 million in federal Coronavirus Relief Funds
- November 2020, Measure T won voter approval and established a 1-cent sales tax

Beyond these changes to the City's revenue estimates there were also economic recovery related increases to sales & property tax, transient occupancy tax and business license receipts that bolstered revenues even further.

As a result, based on the updated revenue performance through the first half of the fiscal year, the City Manager's Office worked with departments during the 2020-21 Mid-Year review of the General Fund to identify urgent service level needs to restore. Critical spending reinstated during this process included:

- 2 police dispatchers and 1 forensic technician
- 17 passenger and pursuit vehicle leases for the Police Department
- 3 passenger vehicle leases for the Fire Department
- 4 firefighter/paramedic positions
- The set aside of \$358,142 for an initial lease payment on 3 replacement fire engines
- 1 senior code enforcement officer and 1 grounds maintenance worker
- Partial funding for contact services needed to maintain parks, traffic signals, streets & trees

Subsequently, the City's fiscal situation continued to evolve rapidly since the mid-year budget: a corporate restructuring of Amazon's legal entities caused higher estimates for regular sales tax. The City will now receive a direct allocation of local sales tax as the Amazon warehouse located within City limits is now the "point of sale" for taxation purposes. The estimated change will yield an additional \$1.6 million in annual sales tax revenue for the City.

These modifications in revenue projections have enabled the above restorations to the budget at mid-year and the building back up of staff and resources to close out Fiscal Year 2020-21. This additionally includes proposed subsequent funding additions for one-time spending on significantly deferred capital improvements:

- Replacement of 40+ year old boiler (central heating) system at the A. K. Smiley Library
- Acquisition of a specialized armored vehicle for the Police Department
- Enhancement and restoration of various park amenities & recreation areas
- Comprehensive redesign of the City's Emergency Operations Center to accommodate growth in its use by Police and Fire operations
- Fire Station facility retrofits and security enhancements
- Public parking lot and alley improvement projects
- Sidewalk infrastructure replacement
- Paving repairs for the Animal Shelter facilities

Based on the revisions to available financial resources and augmentation of department spending noted above, these plans indicate the City's General Fund operating budget will finish Fiscal Year 2020-21 with revenues exceeding expenditures by \$150,177.

FISCAL YEAR 2021-22 SUMMARY

With more than a year now under our belts of working essentially in emergency-response mode to prevent the spread of COVID-19 while also providing municipal services in pandemic conditions, we are starting to see evidence of

economic recovery as well as new opportunities resulting from the passage of Measure T, the City's one-cent add-on sales tax. As mentioned above, the City drastically reduced its budget in Fiscal Year 2020-21 in response to the impact COVID had on our revenue streams and the impact it had on our taxpayers. While it was not easy to make reductions in our staff and services, it was particularly important to take action against the uncertainty that existed in the economy at the time.

Today, however, the City's fiscal picture is quite different. Under the City Manager's proposed budget, revenues are back to pre-pandemic levels, not counting the Measure T Sales Tax revenue addition. As a result, the budget does include building back up of staff and resources in areas lost due to the pandemic in areas like Police, Fire, Library, and Facilities. After the tough decisions made last year, which included a reduction of 38 full-time and 42 part-time positions (the aforementioned 80 positions), this budget includes the restoration of 33 full-time positions as well as 20 part-time positions. This demonstrates how we are beginning to rebuild back to pre-COVID staffing levels when we averaged approximately 500 full time employees from FY17-20. That number dropped off to 477 last year and with the addition of 33 in this budget, we would be back up to 500 full time positions, before approaching service level enhancements.

The main factor in facilitating these restorations is the establishment of the one-cent sales tax resulting from the voter approval of Measure T in November 2020. Measure T was originally envisioned to enhance public safety response times; address deferred park maintenance; improve streets, trees & sidewalks; and address aging public safety equipment and facilities as well as improve public service in all areas of Redlands. However, the onset of the COVID-19 pandemic gave it a new purpose: to prevent additional cuts to services and to restore cuts made because of the negative economic consequences of the pandemic as quickly as possible. Only after the restoration of these cuts could the City once again look to improve on the services it had been providing.

The Fiscal Year 2021-22 budget proposed herein succeeds in rebuilding city services with the additional funding from Measure T. A complete breakdown of the available funding from Measure T and its proposed uses appears on a separate page following this summary of FY 2021-22. Additionally, this budget not only restores previous cuts made in the prior fiscal year, it also enhances services in the areas of public safety and general infrastructure needs. Some examples of these enhancements include funding for five (5) new full time positions in the Police Department, including a digital forensics examiner and two dispatch supervisors; the addition, at mid-year, of a fire prevention inspector; a streets maintenance worker focused on addressing service inquiries from the public; a grants coordinator to ensure available grant opportunities are maximized; and two program aides to expand program hours of the senior and community centers. All told, approximately 11 new full time positions are slated for addition in the General Fund and proposed in this budget. As well, additions are recommended for areas outside of the General Fund, like Solid Waste, where residential routes have greatly expanded and necessitated the addition of three (3) new pick-up routes and the corresponding drivers required to staff those routes.

With the addition of a full year's worth of Measure T sales tax revenue, total General Fund revenues are forecasted to be approximately \$92.2 million, or \$13.9 million more compared to FY 2020-21. In addition to Measure T, basic sales tax and property tax revenues are expected to increase by 10.4% and 5.1% respectively.

On the expenditures side, department requests for appropriations in the amount of \$83.8 million are cumulatively \$7.9 million higher when compared to the department's current 12-Month Estimates for expenditures for FY 2020-21. These increases are indicative of 1) partial restoration of critical staffing cuts made in the prior fiscal year, 2) expansion of those restorations to previous service levels, and 3) enhancements in staffing noted above as well as funding of one-time projects to address larger capital improvement needs in the General Fund.

MEASURE T SPENDING OVERVIEW:

Fiscal Year 2020-21

Projected Measure T Sales Tax Revenue \$ 2,970,127

Proposed *Spending* included in the 12-Month Budget Estimate

| | |
|--|----------------|
| Mid-Year Additions - | |
| Restoration of 2 Police Dept. positons (partial year costs) | \$ 75,000 |
| Restoration of capital leases for Police vehicles | 323,500 |
| Restoration of 4 firefighter/paramedic positons (partial year costs) | 151,000 |
| Restoration of capital leases for Fire vehicles | 61,000 |
| Restoration of 2 FCS positions (partial year costs) | 28,500 |
| Restoration of most critical contract services for general maintenance | 210,500 |
| Subsequent Additions - | |
| Police Department Specialized Vehicle & Facility Improvements | 570,000 |
| Park Infrastructure Improvements | 390,000 |
| Library Facility Repairs and Capital Improvements | 370,000 |
| Animal Shelter Facility Improvements | 30,000 |
| Fire Station Mechanical & Security Enhancements | <u>760,900</u> |
| Total | \$ 2,970,400 |

Fiscal Year 2021-22

Projected Measure T Sales Tax Revenue \$13,041,679

Proposed *Spending* included in the FY 2021-22 Budget

| | |
|--|---------------------|
| Additional staffing cuts from FY 2020-21 Restored - | |
| 11 full time & 8 part time Police Dept. positons, including 5 police officers | |
| 2 full time & 2 part time positions in the Library, fully restoring prior hours of service | |
| 2 full time positions in the Fire Dept. | |
| 8 full time positions across remaining departments | |
| | <u>\$ 2,234,000</u> |
| Non-staffing cuts from FY 2020-21 Restored – | |
| Police Department: Equipment Leases, IT Equipment & Contract Services | |
| Capital leases & contractual services (Parks, Streets, Trees, etc.) | |
| | <u>\$ 2,238,000</u> |
| Service Level Enhancements - | |
| Addition of Police & Fire Department staff | |
| Addition of staffing in Recreation & Senior Services and Administrative Support | |
| Police Department Body-Worn Camera System | |
| | <u>\$ 1,040,000</u> |
| Capital Improvement / Additions to Reserves - | |
| Tree Trimming for 25% of City Trees | 1,000,000 |
| Purchase of 3 Fire Engines to replace units that have surpassed useful life | 3,000,000 |
| Addition of Reserve for ADA/Sidewalk repairs throughout City | 1,000,000 |
| Addition of Public Safety Capital Facilities Reserve | <u>2,530,000</u> |
| | \$ 7,530,000 |
| Projected Total Measure T <i>Spending</i> | \$ 13,042,000 |

FISCAL YEAR 2020-21 DETAIL

On the General Fund Budget Summary, the 2020-21 Adjusted Budget column reflects estimates made at mid-year for revenues and expenditures. The three categories of General Fund financial sources include: revenues, transfers in from other funds, and the use of (decreases to) existing reserves. Compared to mid-year estimates, revenues are expected to increase by roughly \$3 million. This is attributed to the gradual, steady reopening of the economy, resulting in a rebound for sales tax receipts that affects both Measure T as well as basic sales tax. As well, there were increases in other categories of financial sources, such as the use of project reserves of roughly \$640,000 due to one-time project expenditures approved by Council. In sum, financial sources for the General Fund have increased by \$3.6 million from the mid-year adjusted budget.

For expenditures, there are also three categories: department appropriations, transfer out to other funds, and the creation of or addition to reserves. Department appropriations are \$3 million higher compared to the mid-year adjusted budget. This increase in spending has been detailed in the preceding Fiscal Year 2020-21 Summary, and is outlined in the Measure T spending for FY 2020-21. These increases are mainly in Engineering, Facilities, Library and Fire, with offsetting salary savings in the Police Department. Spending in Engineering was increased to include long-deferred capital maintenance items: storm drains, sidewalks, ADA ramps, public parking lots & alleys as well as a long-overdue bridge preventative maintenance program. (There are 17 bridges within the City limits that the City has responsibility for maintaining.) Spending in Facilities was increased to restore general maintenance contracts as well as to add deferred park infrastructure improvements. Spending in both Police and Fire was increased to restore positions and capital leases as well as additional improvements for facility needs and other capital equipment. Salary savings in the Police Department was mainly attributed to annual costs for overtime, leave buy back and pensions being less than expected. Lastly, transfers out to other funds is higher by roughly \$600,000. This is due mainly to transfers needed to cover negative cash in the Downtown Redlands Business Association fund (Market Night) and higher than anticipated costs in the Paramedics fund for staffing. In sum, expenditures are expected to increase by approximately \$3.6 million.

| | FY 2020-21 Adjusted Budget | FY 2020-21 12-Month Estimates | Difference |
|----------------------------------|----------------------------------|-------------------------------------|------------------|
| Sources of Funds (\$) | | | |
| Revenue | 75,232,441 | 78,236,902 | 3,004,461 |
| Transfers In | 2,284,708 | 2,267,677 | (17,031) |
| Use of Capital Reserves | 60,000 | 701,322 | 641,322 |
| Release Encumbrances | 2,514,952 | 2,514,952 | - |
| <i>TOTAL</i> | <u>80,092,101</u> | <u>83,720,853</u> | <u>3,628,752</u> |
| Use of Funds (\$) | | | |
| Department Budgets | 72,840,352 | 75,888,830 | 3,048,479 |
| Transfers Out | 6,667,431 | 7,261,058 | 593,627 |
| New Reserve Set-Asides | 397,685 | 420,788 | 23,103 |
| <i>TOTAL</i> | <u>79,905,468</u> | <u>83,570,676</u> | <u>3,665,209</u> |
| | | | |
| <i>Sources Over/(Under) Uses</i> | <i>186,634</i> | <i>150,177</i> | <i>(36,457)</i> |

FISCAL YEAR 2021-22 DETAIL

As the economy recovers at a pace faster than anticipated, the City revised major General Fund revenue projections to reflect positive impacts from the acceleration of vaccine distribution, the passing of Measure T, and a gradual lessening of federal and state restrictions on economic activity. The development of the Fiscal Year 2021-22 Budget thus reflects a multi-year analysis to fund critical expenditures today, and responsibly use and plan for the resources from the Measure T sales tax revenue in the future.

Comparing the Fiscal Year 2021-22 Budget with the FY 2020-21 12-Month Estimates for tax revenue, there is a \$14 million increase. This is attributed to several factors. An increase in property tax revenue projected is at 5.1%, based on strong growth in property sale prices and several new commercial and residential developments added to the tax landscape in the prior calendar year. In terms of basic sales tax, there are a variety of influences leading to growth projections of 10.4%. First, an overall reopening of the economy, leveling off of unemployment figures, and price growth in large one-time purchase goods have boosted sales tax figures to their pre-COVID-19 peaks. Secondly, as a result of a massive corporate restructuring, Amazon now holds all company interests in California. This effectively makes each Amazon warehouse a “point of sale” such that taxes on goods sold through this warehouse that were formerly allocated to the County sales tax pools will now shift to a direct allocation to the City. It is estimated that this change will increase the City’s sales tax revenue by \$1.6 million annually.

The City’s add-on sales tax established by voter approval of Measure T went into effect April 1, 2021. Revenue generated from Measure T in April, May and June of 2021 is estimated at approximately \$3 million and is included in the FY 2020-21 12-Month Estimates. Going forward, \$13 million in sales tax revenue is anticipated from Measure T in FY 2021-22, an increase of \$10 million over FY 2020-21, reflecting a full twelve months of the new revenue stream.

In terms of other financial sources in the General Fund, there is a slight decrease in transfers into the General Fund of less than \$2,000. This is due to the year-over-year variation in fund activity. The last category of financial sources, decrease / release of reserves shows the largest difference between FY 2020-21 and FY 2021-22, which is the release of the reserve for encumbrances. For FY 2020-21, this amount was \$2.5 million and for FY 2021-22 it is \$0. This reserve is made in September each year for the preceding fiscal year to “reserve” General Fund monies to cover carryovers for the prior year’s unspent project budgets that “carry over” into the following fiscal year. As such, there is a reserve to release for FY 2020-21, but no corresponding reserve will exist for FY 2021-22 until September 2022 when we estimate unspent monies that need to be carried over. In addition to this \$2.5 million difference, there is another \$671,000 difference between the two years. This \$671,000 represents projects in FY 2020-21 that correspond to planned uses of reserves during the year. Examples include the DMU Rail Platform Design, Park Shade Structure Replacement, Traffic Cabinet Improvements, and the Redlands Bowl Structure Improvements. For FY 2021-22, there are no such plans for the release of reserves. Thus, there is an overall decrease of approximately \$3.2 million in this category of financial sources.

In sum, financial sources in the General Fund are anticipated to increase by approximately \$10.8 million over the prior year.

Turning to expenditures for FY 2021-22, it is important to note that in order to respond to the COVID-19 crisis and prepare the Fiscal Year 2020-21 Budget, department appropriations were cut by roughly \$8 million, in the form of aforementioned 38 full time and 42 part time positions as well as capital leases, contract services and other capital replacement needs. The City Council Adopted Budget for Fiscal Year 2021-22 restores nearly \$7.9 million in funding for departments and establishes a plan upon which to build for future uses of Measure T. Starting with a look at the departments, here are the significant differences for Fiscal Year 2021-22 compared to FY 2020-21:

- Police Department – increase of roughly \$4.3 million-
 - Positions restored – 5 police officers, 2 kennel attendants for the Animal Shelter, 3 community service officers, 6 part time camera operator positions, 1 customer service representative and 2 part time background investigators
 - Service Enhancement – Additional customer service representative, community service officer and dispatch supervisors to improve service levels; and a digital forensics examiner to add technological expertise to evidence examination; acquisition of body-worn camera system
 - Restored cuts to other items – Enterprise fleet leasing costs for 27 vehicles, IT equipment & services, restored custody services agreement
- Fire Department – increase of roughly \$2.5 million
 - Positions restored – restored 2 full time positions in Community Risk & Reduction
 - Service Enhancement – Addition of fire prevention inspector at mid-year (January 2022)
 - Capital – Purchase of 2 type-1 fire engines and 1 tractor-drawn 100-foot aerial engine
- Facilities & Community Services – increase of roughly \$2.3 million
 - Services restored – contractual maintenance services for building maintenance, electrical & streets division, parks and trees
 - Service Enhancement – additional positions to expand community & senior center staffing, additional position for streets division to address Redlands 311 app work orders; funding for tree trimming of 25% of the City’s trees
 - Capital – Enterprise fleet leasing costs for 17 vehicles for parks, streets, trees, recreation, and building maintenance divisions
- Development Services – increase of roughly \$300,000
 - Positions restored - restored 2 full time positions to provide better plan review service levels and administrative support
- Management Services – increase of \$480,000
 - Positions restored – 2 full time positions restored to manage the accounts payable workload and supervise the revenue collection division
 - Service enhancements – positions added to enhance the availability of financial reporting and rate-setting analyses
- City Manager’s Office – increase of \$800,000
 - Positions restored – 2 full time positions restored in Human Resources to manage workload and departmental support services, 1 full time position restored in the City Manager’s Office to provide support for community inquiries and related duties for the CM’s Office
 - Service enhancements – 1 position has been added to coordinate the City’s efforts to obtain grants and funding from various organizations
- Library – decrease of roughly \$200,000 due to capital spending; overall a \$170,000 increase when compared to FY 2019-20
 - Positions & services restored – 2 full time and 2 part time, restoring Sunday hours for a full 56-hour week
 - Capital –Capital projects included in the prior fiscal year increased the Library’s annual budget by \$370,000, so there is a commensurate decrease in these one-time costs for FY 2021-22
- Engineering – decrease of \$2.6 million
 - Staffing has remained relatively flat for the Engineering division
 - This large decrease over the prior year can be attributed to several one-time capital projects which caused an increase in FY 2020-21 -
 - Surveying work for the Mission Channel Zanja culvert and all of its discharging pipes
 - Sidewalk & ADA Ramp Improvement Project

- Citywide Transportation Master Plan
- Bridge Preventative Maintenance Program
- Citywide Stormdrain System Improvement Project
- Public Parking Lot & Alley Improvement Project

Comparison of 12-Month Estimates and Fiscal Year 2021-22 City Council Adopted Budget

| | FY 2020-21 12-Month Estimates | FY 2021-22 City Council Adopted | Difference |
|----------------------------------|-------------------------------------|---------------------------------------|-------------------|
| Sources of Funds (\$) | | | |
| Revenue | 78,236,902 | 92,194,954 | 13,958,052 |
| Transfers In | 2,267,677 | 2,266,057 | (1,620) |
| Use of Capital Reserves | 701,322 | 30,000 | (671,322) |
| Release Encumbrances | 2,514,952 | - | (2,514,952) |
| <i>TOTAL</i> | <u>83,720,853</u> | <u>94,491,011</u> | <u>10,770,158</u> |
| Use of Funds (\$) | | | |
| Department Budgets | 75,888,830 | 83,814,690 | 7,925,860 |
| Transfers Out | 7,261,058 | 7,148,965 | (112,093) |
| New Reserve Set-Asides | 420,788 | 3,527,356 | 3,106,568 |
| <i>TOTAL</i> | <u>83,570,676</u> | <u>94,491,011</u> | <u>10,920,335</u> |
| | | | |
| <i>Sources Over/(Under) Uses</i> | <i>150,177</i> | <i>-</i> | <i>(150,177)</i> |

OTHER MAJOR FUNDS

While emphasis in this message is placed on the challenges and opportunities in the City’s General Fund and its future, the services delivered to the community and its residents through the City’s Enterprise Funds are of major concern as well and warrant discussion here.

In addition to a General Fund Budget of \$94.5 million, the City’s budget includes Enterprise Funds totaling approximately \$72.5 million. In the Water Fund, appropriations for FY 2021-22 total roughly \$39.1 million, with about \$13.3 million dedicated to capital improvement projects (CIP). These projects include plans for a water meter replacement program that will help the City move towards a “smart” metering infrastructure, a “SCADA” system upgrade to improve control of various components of the water distribution system, and four miles of pipeline replacement. In the Wastewater Fund, appropriations total approximately \$14.7 million, with \$1.7 million in CIP budgeted for FY 2021-22. It is worth noting that for the current budget, FY 2020-21, there is approximately \$17.4 million of CIP underway. Major projects include the Wastewater Treatment Plant Capital Modifications (~\$16 million in FY 2020-21) and 2 miles of sewer pipeline replacement (~\$1 million in FY 2021-22). Lastly, in the Solid Waste Fund, annual appropriations for FY 2021-22 total roughly \$18.7 million. Included in these appropriations is approximately \$2.7 million in capital projects, including improvements to the existing landfill gas collection system and the purchase of replacement solid waste collection vehicles. Attention to the details of these Enterprise Funds is a crucial component of our financial stewardship. The addition of a Management Analyst has been proposed in the Finance Department to help provide financial insight during the rate setting process and to periodically monitor the cash position of each operation, in concert with department staff from Municipal Utilities & Engineering and Facilities & Community Services.

BUDGET CONCLUSION

Resulting from the COVID-19 pandemic, last year the City Council faced an unprecedented challenge to adopt a budget facing extraordinary uncertainty. The decisions made during the Fiscal Year 2020-21 Budget process were difficult, yet prudent, ones that significantly reduced vital service-oriented departments like Fire, Police, Library and Facilities & Community Services. Today, however, the City's fiscal picture is quite different. Not only are revenues for sales and property tax expected to fully recover and exceed pre-COVID peaks but, in addition, the residents of Redlands approved the Measure T one-cent sales tax to support public services they consider vital to preserving the character and quality of life in the City.

In accordance with the City Council's Balanced Budget Policy (Resolution No. 7346, Section 5.1), the Fiscal Year 2021-22 General Fund budget matches planned expenses with projected revenues. Critically though, it is important to note that this balance would not have been achieved had Measure T not passed. In the absence of this additional revenue, the City would have been facing another year of fiscal austerity, being unable to restore fully the service levels, public safety staffing and other cuts made due to the negative economic consequences of the pandemic.

Our community's support of Measure T has allowed the City to restore the significant reductions made in the FY 2020-21 Budget. With a revised revenue projection of \$11.5 million of Measure T revenue, in addition to restoring funds lost to the cuts, the City can accomplish much more in terms of enhancing service levels, investing in capital improvement projects and building reserves needed for future strategic goals. The City's financial condition is stronger than most because of community support, shared values, sound financial practices, leadership from the City Council, and commitment throughout the organization.

FUTURE PLANS

The budgeting process is one of the most important activities a City undertakes. The delicate act of allocating resources to specific programs and services is not easy, especially in light of competing priorities. As we consider the financial outlook for Fiscal Year 2022-23, and beyond, there has never been a more important time to align the City's resources with the future vision for the community. Doing so involves the development of a six year Strategic Plan for the City, one that involves all stakeholders: community members, residents, elected leaders, and management. In fact, the Government Finance Officers Association recommends that all governmental entities use some form of strategic planning to provide a long-term perspective for service delivery and budgeting, thus establishing logical links between authorized spending and broad organizational goals.

It is for these reasons that over the remainder of calendar year 2021 and beyond my staff and I will undertake a multifaceted approach towards the development of a strategic vision for Redlands:

Conduct a Citizen Satisfaction Survey – To be completed by November 1, 2021

This approach will enable the City Council and Management Team to measure representative opinions from residents on their satisfaction with City's delivery of services. It will also provide feedback on the priorities of residents for issues facing the community. This data will add value to strategic planning efforts and policy decisions.

Create a Six Year Strategic Plan – To be completed by December 31, 2021

A strategic plan is a vital tool for local governments to guide financial, operational and policy decisions over the duration of the plan. The first step in the development of this document is a process involving the City Council working to develop, refine and establish a vision statement, goals and priority focus areas for the City.

Establish recommendations for City priorities with City Management – To be completed by January 31, 2022

The establishment of the Council’s vision and focus areas will then guide the City’s Management Team in drafting a work plan designed to accomplish those priorities and goals, outlining the resources needed to achieve them and a timeline for turning the vision into reality.

Establish City priorities with City Council – To be completed by February 28, 2022

Utilizing the information contained in the Citizen Survey, the Six Year Strategic Plan and the priority recommendations from the Manager Team, create a consensus list of priorities established by the City Council to use in building the next fiscal budget.

Development of a Biennial Budgeting Process – Spring 2022, to be completed by June 2022

The City Council and staff respond to the community’s needs, in large part, through the budget. Because the City’s budget is intended to link objectives to the resources necessary to accomplish them, biennial (or two-year) budgeting enables the City to better set meaningful objectives with realistic timelines for completing them. Very few goals and objectives fit neatly into one-year increments.

In addition to these efforts to develop a Strategic Plan for future years, the following considerations will be key to long-term financial planning:

- Extent of the economic impacts resulting from the COVID-19 pandemic, including unemployment and inflation
- Effects of CalPERS investment earnings/losses and potential policy changes would have on future pension costs
- Use of American Rescue Program Act (ARPA) Funding

Use of American Rescue Program Act (ARPA) Funding

The American Rescue Plan Act of 2021 signed into law in March 2021 provides over \$350 billion of relief funds to state and local governments. As of the printing of this document, specific guidance for the State and Local Fiscal Recovery Fund component of ARPA, including metrics, requirements, and restrictions, is under development by the U.S. Department of the Treasury. The City expects to receive \$11.5 million under this relief act. Funding is expected to be received in two equal allocations over 24 months. For the first allocation of \$5.75 million, a recommended budget for its use will be developed with input from the various stakeholders in the strategic planning process and will be predicated on the US Treasury’s guidance recently issued on May 10, 2021. Working with the City Council, staff expects to create an expenditure plan by September 30, 2021.

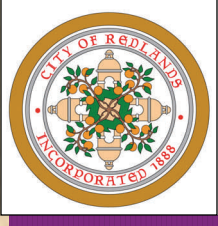
As we move forward, the City is well positioned to rebuild from the cuts it faced in FY 2020-21. The passage of Measure T, the economic recovery that is underway, and a strategic planning process will best position the City to provide those services and programs valued by our community.

Thank you to the City’s Management Team, who helped build the Fiscal Year 2021-22 Budget and who manage their limited resources on a day-to-day basis with the City’s residents in mind. Thanks also to those employees who make these decisions every day -- their commitment to making the most of each taxpayer dollar is the key to a successful budget.

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.



(This page intentionally left blank)

BUDGET AND FINANCE POLICIES

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

I. GENERAL POLICIES

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

BUDGET AND FINANCE POLICIES (cont.)

II. REVENUE POLICIES

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

III. EXPENDITURE POLICIES

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

IV. FUND BALANCE POLICIES

General Fund:

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

BUDGET AND FINANCE POLICIES (cont.)

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

V. CAPITAL IMPROVEMENT PLAN (CIP) POLICIES

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

VI. ANNUAL AUDIT

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

SUMMARY OF THE BUDGET PROCESS

BUDGET ADOPTION

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

BUDGET FORMAT

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

BASIS OF ACCOUNTING

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

Governmental Funds

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

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

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

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

SUMMARY OF THE BUDGET PROCESS (cont.)

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

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

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

Proprietary and Fiduciary Funds

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

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

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

BUDGET AMMENDMENTS

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

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

SUMMARY OF THE BUDGET PROCESS (cont.)

BUDGET CALENDAR

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

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

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

Below is the calendar used for the current Adopted Budget:

| | |
|--|---------------|
| Finance meeting with departments and distribution of budget documents | March 15 - 16 |
| Complete department budget packets due to Finance | April 2 |
| Finance review of department submissions | April 5 - 21 |
| Departments to meet with City Manager | April 22 - 23 |
| Proposed budget distribution to City Council (no presentation, distribution only) | May 5 |
| City Council Budget Workshop with Department Presentations | May 6 |
| Regular City Council Meeting Budget Presentation & Discussion | May 18 |
| Measure T Oversight Committee Presentation & Discussion | May 19 |
| Regular City Council Meeting Budget Presentation & Discussion | June 1 |

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.

FUND DESCRIPTIONS (cont.)

- Transportation Development Act (241) – To account for the receipt and expenditure of Transportation Development Act revenue received by the City.
- Asset Forfeiture Fund (246) – To account for receipt and subsequent expenditure of various asset seizure monies.
- 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.

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.

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.

FUND DESCRIPTIONS (cont.)

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.
- 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.

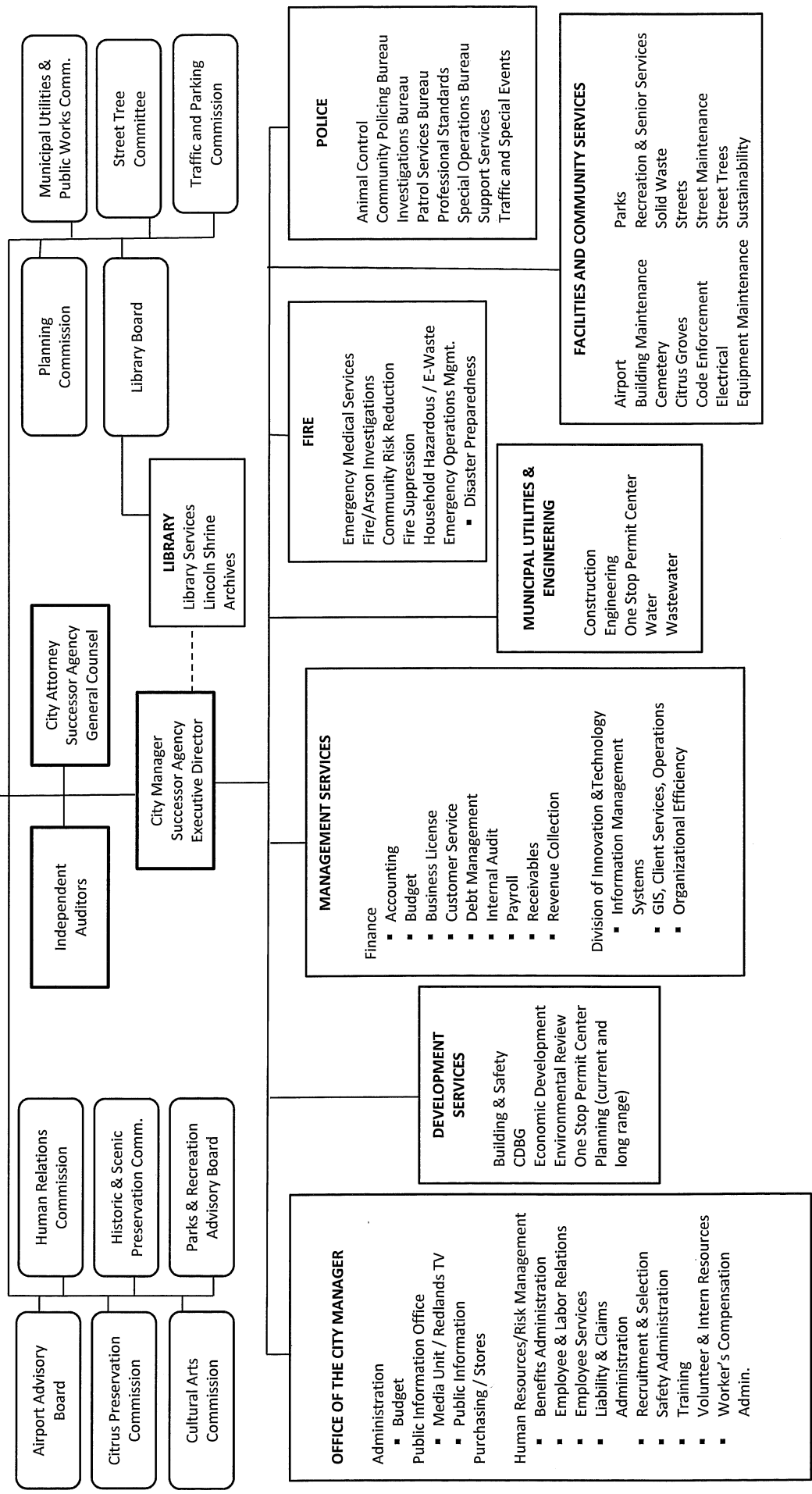
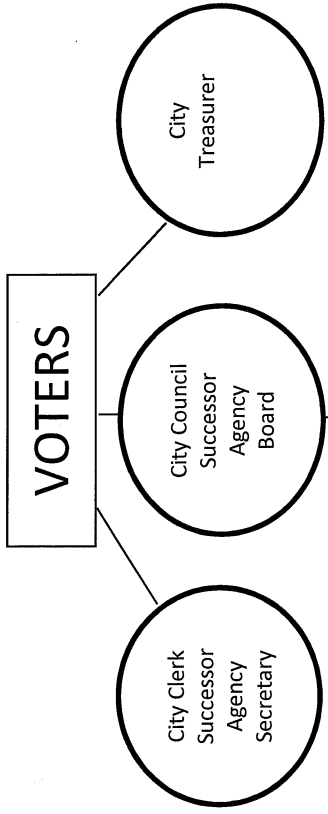
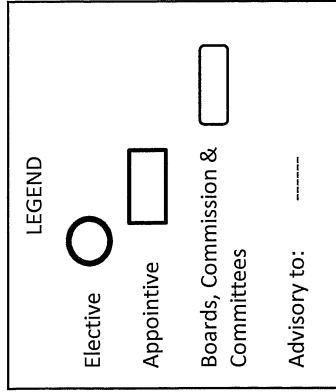
FIDUCIARY FUNDS account for assets held in a trustee or agency capacity for outside parties, including individuals, private organizations and other government.

- 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.

FUND DESCRIPTIONS (cont.)

- 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, 2021





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 2019-20 with estimates for the current year and two subsequent years (2020-21 through 2022-23).
- 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

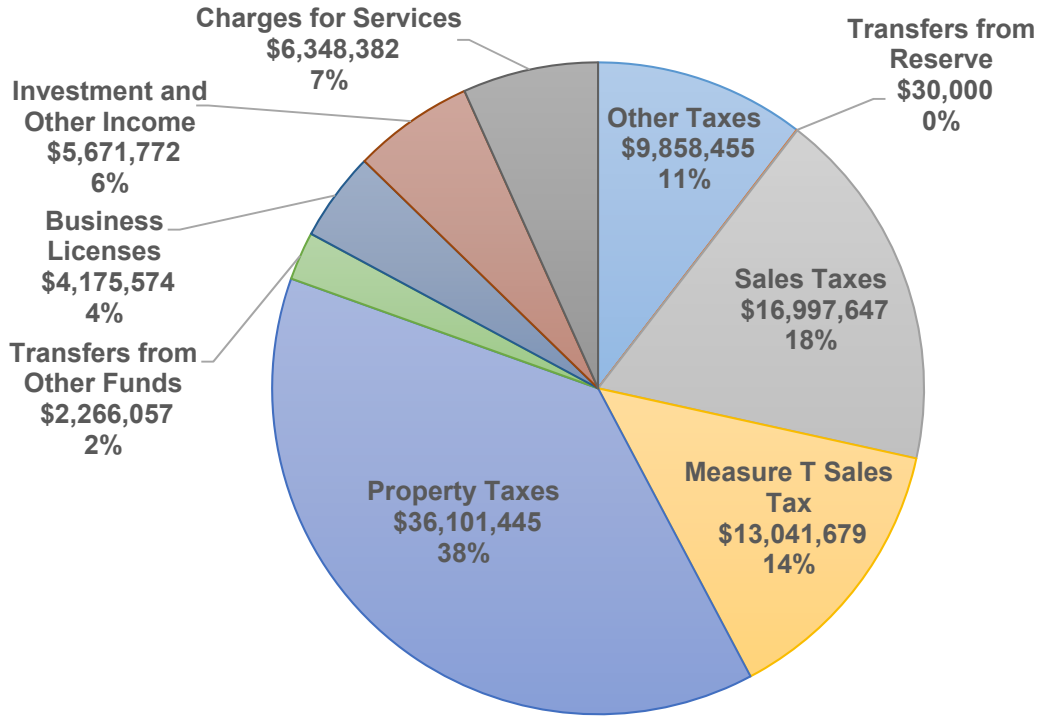
| | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|--|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| AVAILABLE FINANCIAL SOURCES: | | | | |
| BEGINNING FUND BALANCE-UNRESERVED | \$ 13,370,190 | \$ 16,485,772 | \$ 16,485,772 | \$ 16,635,949 |
| Revenues | | | | |
| Taxes: | | | | |
| Property | 31,998,814 | 34,192,072 | 34,277,102 | 36,101,445 |
| Sales | 17,510,274 | 18,400,995 | 20,051,399 | 22,379,237 |
| Measure T Sales Tax | - | 1,870,000 | 2,970,127 | 13,041,679 |
| Franchise | 2,369,348 | 2,319,576 | 2,359,847 | 2,358,585 |
| Other-(TOT, Property Transfer, Mining) | 2,258,564 | 1,992,305 | 1,986,150 | 2,118,280 |
| Total Taxes | 54,137,000 | 58,774,948 | 61,644,625 | 75,999,226 |
| General Government: | | | | |
| Business Licenses | 3,951,739 | 2,912,756 | 4,399,150 | 4,175,574 |
| Motor Vehicle Fees | 56,857 | 31,525 | 52,039 | 40,000 |
| Interfund Charges | 4,208,555 | 4,430,715 | 4,430,715 | 4,647,672 |
| Investment Income | 766,491 | 411,297 | 540,000 | 250,000 |
| Other | 2,058,893 | 1,651,095 | 693,163 | 734,100 |
| Total General Government | 11,042,535 | 9,437,388 | 10,115,067 | 9,847,346 |
| Charges For Services: | | | | |
| Development Services | 3,509,630 | 1,954,658 | 2,952,354 | 2,892,914 |
| Library | 120,622 | 451,500 | 416,500 | 120,000 |
| Police and Animal Control | 1,225,878 | 860,079 | 725,033 | 714,636 |
| Community Services | 360,859 | 465,958 | 91,178 | 347,000 |
| Fire | 822,411 | 1,023,040 | 720,700 | 687,500 |
| Facilities | 2,315,400 | 1,546,071 | 984,750 | 981,332 |
| Engineering | 1,006,859 | 718,800 | 586,695 | 605,000 |
| Total Charges For Services | 9,361,659 | 7,020,105 | 6,477,210 | 6,348,382 |
| Total Revenues | 74,541,195 | 75,232,441 | 78,236,902 | 92,194,954 |
| Interfund Transfers from Other Funds: | | | | |
| Gas Tax (207) | 1,557,448 | 1,691,615 | 1,529,418 | 1,713,511 |
| Traffic Safety (223) | 231,993 | 200,000 | 108,222 | 202,000 |
| Park Development (250) | - | - | 60,000 | - |
| Public Facilities (251) | 108,467 | - | - | - |
| Water (501) | 259,387 | 295,489 | 274,066 | 274,364 |
| Solid Waste (511) | 54,978 | 68,323 | 53,327 | 53,327 |
| Sewer (521) | 23,562 | 29,281 | 22,855 | 22,855 |
| Citrus (538) | 96,472 | - | 219,789 | - |
| Fixed Assets | 236,499 | - | - | - |
| Total Interfund Transfers From Other Funds | 2,568,806 | 2,284,708 | 2,267,677 | 2,266,057 |
| Decreases to Reserves and Other Sources: | | | | |
| Reserve for Advances | 224,208 | - | 134,244 | - |
| Reserve for Prepays | 197,202 | - | - | - |
| Reserve for Donations | 122,465 | - | 77,723 | - |
| Reserve for PEG Fees | - | - | - | 30,000 |
| Reserve for Maintenance: Park Facilities | - | - | 40,000 | - |
| Reserve for Maintenance: Bldgs. & Improv. | 13,464 | 60,000 | 180,000 | - |
| Reserve for Unfunded Mandates | 100,000 | - | - | - |
| Reserve for Capital: >\$50,000 | - | - | 269,355 | - |
| Reserve for Encumbrances | 4,284,577 | 2,514,952 | 2,514,952 | - |
| Total Cancellations or Decreases to Reserves | 4,941,916 | 2,574,952 | 3,216,274 | 30,000 |
| TOTAL AVAILABLE FINANCIAL SOURCES | \$ 95,422,107 | \$ 96,577,873 | \$ 100,206,625 | \$ 111,126,960 |

SCHEDULE 1

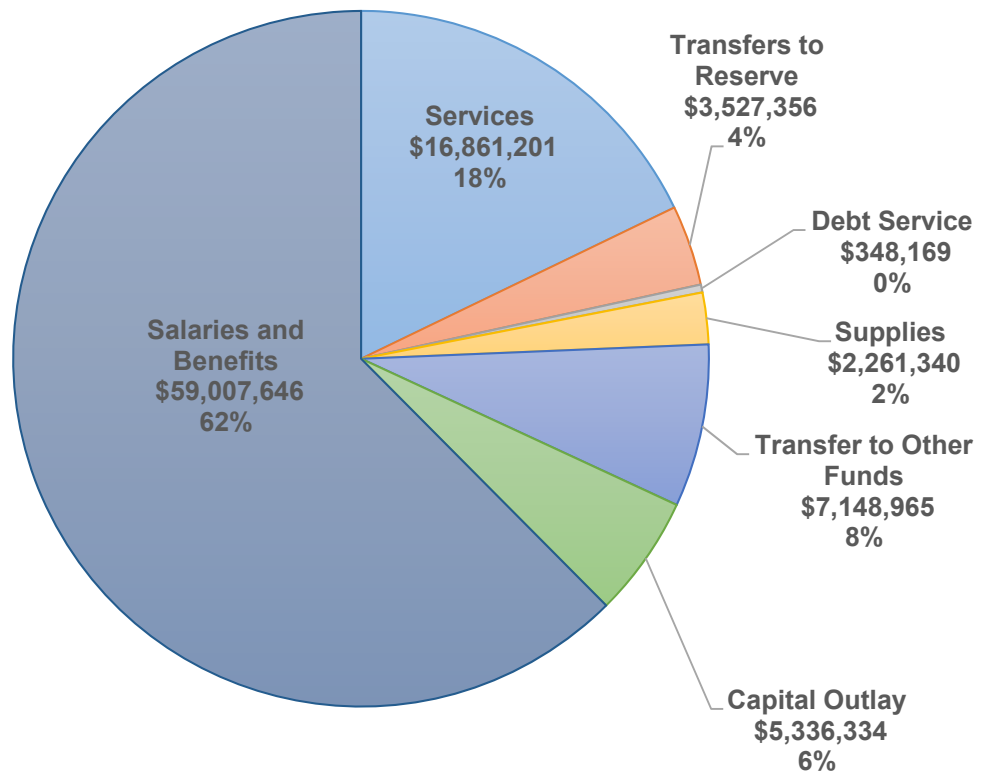
General Fund Budget Summary (cont.)

| | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|--|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| FINANCIAL REQUIREMENTS: | | | | |
| Appropriations/Expenditures | | | | |
| City Council | \$ 316,424 | \$ 335,051 | \$ 347,899 | \$ 464,587 |
| City Manager (incl. HR) | 5,506,077 | 5,713,637 | 5,544,212 | 6,348,247 |
| City Clerk | 330,580 | 449,878 | 444,694 | 400,414 |
| City Attorney | 835,443 | 652,244 | 650,999 | 676,455 |
| Management Services | 2,188,703 | 1,900,944 | 1,901,948 | 2,382,295 |
| Development Services | 3,387,306 | 2,971,808 | 3,060,777 | 3,370,330 |
| Facilities | 9,134,253 | 8,192,871 | 9,052,401 | 11,112,709 |
| Community Services | 1,143,780 | 1,328,143 | 1,241,316 | 1,470,898 |
| Engineering | 1,199,325 | 1,654,878 | 4,349,690 | 1,714,840 |
| Library | 2,464,461 | 2,467,518 | 2,842,097 | 2,642,395 |
| Police | 30,016,112 | 31,730,324 | 29,731,292 | 33,996,434 |
| Fire | 14,043,460 | 15,443,055 | 16,721,504 | 19,235,086 |
| Total Appropriations | 70,565,924 | 72,840,352 | 75,888,830 | 83,814,690 |
| Interfund Transfers to Other Funds: | | | | |
| Paramedic Fund (205) | 3,838,387 | 3,971,083 | 4,440,544 | 4,499,810 |
| Downtown Redlands Business Assoc. (236) | 60,399 | - | 129,773 | 106,557 |
| Parking Authority (237) | 5,634 | 8,518 | 8,519 | 10,800 |
| Capital Improvement (240) | 2,103 | - | - | - |
| Landscape Maintenance District (263) | 33,630 | 31,434 | 25,826 | 31,798 |
| Liability Self-Insurance (602) | 1,534,943 | 2,656,396 | 2,656,396 | 2,500,000 |
| Total Interfund Transfers To Other Funds | 5,475,097 | 6,667,431 | 7,261,058 | 7,148,965 |
| New or Increases to Reserves | | | | |
| Reserve for Prepays | 183,522 | - | - | - |
| Reserve for PEG Fees | 76,156 | 25,000 | 50,000 | - |
| Reserve for Capital: >\$50,000 | 108,040 | - | - | - |
| Reserve for Fire Equipment | - | 358,142 | 358,142 | - |
| Reserve for Encumbrances | 2,514,952 | - | - | - |
| Reserve for Animal Shelter Improv. | 12,646 | 14,543 | 12,646 | - |
| Reserve for Sidewalk Improvements | - | - | - | 1,000,000 |
| Reserve for Public Safety Facility CIP | - | - | - | 2,527,356 |
| Total New or Increases to Reserves | 2,895,316 | 397,685 | 420,788 | 3,527,356 |
| TOTAL FINANCIAL REQUIREMENTS | \$ 78,936,336 | \$ 79,905,468 | \$ 83,570,676 | \$ 94,491,011 |
| SOURCES OVER/(UNDER) REQUIREMENTS | 3,115,581 | 186,634 | 150,177 | (0) |
| ENDING FUND BALANCE-UNRESERVED | \$ 16,485,772 | \$ 16,672,406 | \$ 16,635,949 | \$ 16,635,949 |

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
2019-20 THROUGH 2022-23**

| <u>FINANCIAL SOURCES:</u> | <u>AUDITED 2019-2020</u> | <u>REVISED 2020-21</u> | <u>ADOPTED 2021-22</u> | <u>ESTIMATED 2022-23</u> |
|---|------------------------------|----------------------------|----------------------------|------------------------------|
| BEGINNING FUND BALANCE - UNRESERVED/UNASSIGNED ⁽¹⁾ | \$ 13,370,190 | \$ 16,485,772 | \$ 16,635,949 | \$ 16,635,949 |
| Revenues | | | | |
| Interfund Transfers In | \$ 74,541,195 | \$ 78,236,902 | \$ 92,194,954 | \$ 93,798,639 |
| Decrease in Other Reserves and Other Financing Sources ⁽²⁾ | 2,568,806 | 2,267,677 | 2,266,057 | 2,342,149 |
| | 4,941,916 | 3,216,274 | 30,000 | - |
| TOTAL CURRENT SOURCES | \$ 82,051,917 | \$ 83,720,853 | \$ 94,491,011 | \$ 96,140,788 |
| | | | | |
| <u>FINANCIAL REQUIREMENTS:</u> | | | | |
| Expenditures ⁽³⁾ | | | | |
| Interfund Transfers Out | \$ 70,565,924 | \$ 75,888,830 | \$ 83,814,690 | \$ 85,221,737 |
| Increase in Other Reserves and Set-asides ⁽³⁾ | 5,475,097 | 7,261,058 | 7,148,965 | 7,361,587 |
| | 2,895,316 | 420,788 | 3,527,356 | 2,349,588 |
| TOTAL CURRENT REQUIREMENTS | \$ 78,936,336 | \$ 83,570,676 | \$ 94,491,011 | \$ 94,932,912 |
| | | | | |
| CURRENT SOURCES OVER(UNDER) REQUIREMENTS | \$ 3,115,581 | \$ 150,177 | \$ (0) | \$ 1,207,876 |
| | | | | |
| ENDING FUND BALANCE - UNRESERVED (1) | \$ 16,485,772 | \$ 16,635,949 | \$ 16,635,949 | \$ 17,843,826 |

Notes:

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

(2) Reserves are detailed in the 2021-22 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.

Loans Outstanding
Fiscal Year 2021-22

| | <u>Unaudited Balance 6/30/2021</u> | <u>Estimated New Loans 2021-22</u> | <u>Estimated Repayments 2021-22</u> | <u>Estimated Balance 6/30/2022</u> |
|--|--|--|---|--|
| General Fund (101) Loan Outstanding to: Public Facilities (251) | \$ 8,139,022 | - | - | \$ 8,139,022 |
| Storm Drain (405) Loan Outstanding to: Public Facilities (251) | \$ 58,021 | - | - | \$ 58,021 |
| Water (501) Loan Outstanding to: Public Facilities (251) | \$ 112,283 | - | - | \$ 112,283 |
| Cemetery (562) | 894,218 | - | 82,541 | 811,677 |
| Total | <u>\$ 1,006,502</u> | <u>-</u> | <u>82,541</u> | <u>\$ 923,961</u> |
| Solid Waste (511) Loan Outstanding to: Aviation (564) | \$ 831,055 | - | 48,000 | \$ 783,055 |

SCHEDULE 4

Schedule of Adopted Reserves
FY 2021-22

| Governmental Funds | Reserve | Unaudited Balance 6/30/2021 | Net Proposed Increase (Decrease) 2021-22 | Proposed Total Reserve 6/30/2022 |
|-------------------------------|----------------------------|-----------------------------------|--|--|
| General Fund (101) | Advances Receivable | \$ 8,139,022 | \$ - | \$ 8,139,022 |
| | 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. | 565,334 | - | 565,334 |
| | Unfunded Mandates | 419,828 | - | 419,828 |
| | Capital: HVAC, IT Equip. | 200,000 | - | 200,000 |
| | Capital: over \$50,000 | 98,118 | - | 98,118 |
| | General Fund Vehicles | 62,506 | - | 62,506 |
| | Fire Equipment | 408,142 | - | 408,142 |
| | Animal Shelter Imprv. | 25,292 | - | 25,292 |
| Sidewalk Imprv. | - | 1,000,000 | 1,000,000 | |
| Public Safety / Homelessness | - | 2,527,356 | 2,527,356 | |
| Total | \$ 20,207,919 | \$ 3,527,356 | \$ 23,735,275 | |
| Storm Drain (405) | Advances Receivable | \$ 58,021 | \$ - | \$ 58,021 |
| <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 | 8,597,384 | - | 8,597,384 |
| | Treatment Plant Capital | 5,000,000 | - | 5,000,000 |
| | Total | \$ 19,346,170 | \$ - | \$ 19,346,170 |
| Solid Waste (511) | Operating | \$ 171,601 | \$ - | \$ 171,601 |
| | Landfill Closure | 9,337,860 | 130,000 | 9,467,860 |
| | Total | \$ 9,509,461 | \$ 130,000 | \$ 9,639,461 |
| Wastewater (521) | Operating | \$ 1,290,727 | \$ - | \$ 1,290,727 |
| | Capital Contingency | 1,175,892 | - | 1,175,892 |
| | Capital | 548,825 | - | 548,825 |
| | Treatment Plant Capital | 747,291 | - | 747,291 |
| | Total | \$ 3,762,735 | \$ - | \$ 3,762,735 |
| Non-Potable (531) | Capital Contingency | \$ 17,981 | \$ - | \$ 17,981 |
| Groves (538) | Capital | \$ 215,299 | \$ - | \$ 215,299 |
| <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, 6/30/21 | \$ 24,066,359 | 933,936 | - | \$ 25,000,295 |
| Revenues | 31,235,500 | 130,000 | 751,500 | 32,117,000 |
| Interfund Transfers From: | | | | |
| Water Capital Improvement (509) | 751,500 | - | - | 751,500 |
| Loan Payment from Cemetery (562) | 82,541 | - | - | 82,541 |
| Total Financial Sources | 56,135,900 | 1,063,936 | 751,500 | 57,951,336 |
| Financial Requirements: | | | | |
| Appropriations | 39,105,453 | - | - | 39,105,453 |
| Interfund Transfers To: | | | | |
| General Fund (101) | 274,364 | - | - | 274,364 |
| PARIS (211) | 102,412 | - | - | 102,412 |
| Water Service (501) | - | - | 751,500 | 751,500 |
| Risk Management (602) | 200,000 | - | - | 200,000 |
| Total Financial Requirements | 39,682,229 | - | 751,500 | 40,433,729 |
| Unrestricted Cash Balance, 6/30/22 | \$ 16,453,671 | \$ 1,063,936 | \$ - | \$ 17,517,607 |

2021-22 Funding Plan Highlights:

In addition to the annual appropriations, the Water Fund's (501) major uses of funds are for (1) capital projects, (2) debt service, and (3) contributions to reserves.

The 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, 6/30/21 | \$ 1,604,512 | \$ - | \$ 5,144,169 | \$ 6,748,680 |
| Revenues | 18,723,000 | 130,000 | 225,171 | 19,078,171 |
| Interfund Transfers From: | | | | |
| Solid Waste Capital Improvement (519) | 1,506,800 | - | - | 1,506,800 |
| Loan Repayment from Aviation (564) | 48,000 | - | - | 48,000 |
| Total Financial Sources | 21,882,312 | 130,000 | 5,369,340 | 27,381,651 |
| Financial Requirements: | | | | |
| Appropriations | 18,762,511 | - | - | 18,762,511 |
| Interfund Transfers To: | | | | |
| General Fund (101) | 53,327 | - | - | 53,327 |
| PARIS (211) | 1,884,091 | - | - | 1,884,091 |
| Solid Waste (511) | - | - | 1,506,800 | 1,506,800 |
| Groves (538) | 27,000 | - | - | 27,000 |
| Risk Management (602) | 50,000 | - | - | 50,000 |
| Landfill Closure Reserve (517) | 130,000 | 130,000 | - | 260,000 |
| Total Financial Requirements | 20,906,929 | 130,000 | 1,506,800 | 22,543,729 |
| Unrestricted Cash Balance, 6/30/22 | \$ 975,383 | \$ - | \$ 3,862,540 | \$ 4,837,923 |

2021-22 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.

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 |
|------------------------------------|--------------------------------|----------------------------------|-----------------------------------|
| | <u> </u> | <u> </u> | <u> </u> |
| Financial Sources: | | | |
| Unrestricted Cash Balance, 6/30/21 | \$ 6,592,941 | \$ - | \$ 6,592,941 |
| Revenues | 10,561,000 | 721,000 | 11,282,000 |
| Interfund Transfers From: | | | |
| Capital Improvements (529) | <u>200,771</u> | <u>-</u> | <u>200,771</u> |
| Total Financial Sources | 17,354,712 | 721,000 | 18,075,712 |
| Financial Requirements: | | | |
| Appropriations | 14,718,941 | - | 14,718,941 |
| Interfund Transfers To: | | | |
| General Fund (101) | 22,855 | - | 22,855 |
| PARIS (211) | 17,088 | - | 17,088 |
| Wastewater Service (521) | - | 200,771 | 200,771 |
| Risk Management (602) | <u>200,000</u> | <u>-</u> | <u>200,000</u> |
| Total Financial Requirements | 14,958,884 | 200,771 | 15,159,655 |
| Unrestricted Cash Balance, 6/30/22 | \$ 2,395,828 | \$ 520,229 | \$ 2,916,057 |

2021-22 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.

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, 6/30/21 | \$ 2,399,073 | \$ 1,506,477 | \$ 3,905,550 |
| Revenues | <u>658,000</u> | <u>55,000</u> | <u>713,000</u> |
| Total Financial Sources | 3,057,073 | 1,561,477 | 4,618,550 |
| Financial Requirements: | | | |
| Appropriations | <u>1,551,229</u> | <u>-</u> | <u>1,551,229</u> |
| Total Financial Requirements | 1,551,229 | - | 1,551,229 |
| Unrestricted Cash Balance, 6/30/22 | \$ 1,505,844 | \$ 1,561,477 | \$ 3,067,321 |

2021-22 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.

The Non Potable Capital Improvement 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

| | <u>Groves (538)</u> | <u>Cemetery (562)</u> | <u>Aviation (564)</u> |
|------------------------------------|-------------------------|---------------------------|---------------------------|
| Financial Sources: | | | |
| Unrestricted Cash Balance, 6/30/21 | \$ 163,351 | \$ 1,333,072 | \$ 223,881 |
| Estimated Revenues | 720,000 | 1,192,632 | 417,200 |
| Interfund Transfers From: | | | |
| CFD 2004-1 (261) | 40,000 | - | - |
| Solid Waste (511) | <u>27,000</u> | <u>-</u> | <u>-</u> |
| Total Financial Sources | 950,351 | 2,525,704 | 641,081 |
| Financial Requirements: | | | |
| Appropriations | 870,655 | 1,175,508 | 441,967 |
| Loan Payment to Water Fund (501) | - | 82,541 | - |
| Loan Payment to Solid Waste (511) | <u>-</u> | <u>-</u> | <u>48,000</u> |
| Total Financial Requirements | 870,655 | 1,258,049 | 489,967 |
| Unrestricted Cash Balance, 6/30/22 | \$ 79,696 | \$ 1,267,655 | \$ 151,114 |

2021-22 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 and shown above as a loan payment.

Financial Sources and Requirements by Fund

Internal Service Funds

| | Liability Insurance (602) | Innovation & Technology (604) | Worker's Comp Insurance (606) | Equipment Maintenance (607) | Utility Billing (608) |
|--|---------------------------------|-------------------------------------|-------------------------------------|-----------------------------------|-----------------------------|
| Financial Sources: | | | | | |
| Unrestricted Cash as of 7/1/2021 | \$ 948,439 | \$ 951,883 | \$ 1,860,523 | \$ 3,415,187 | \$ 1,337,694 |
| Estimated Revenues | 11,000 | 4,555,536 | 2,740,976 | 6,968,973 | 1,044,500 |
| Transfers In From | | | | | |
| General Fund (101) | 2,500,000 | - | - | - | - |
| Water Fund (501) | 200,000 | - | - | - | - |
| Solid Waste Fund (511) | 50,000 | - | - | - | - |
| Wastewater Fund (521) | 200,000 | - | - | - | - |
| Total Financial Sources | 3,909,439 | 5,507,419 | 4,601,499 | 10,384,160 | 2,382,194 |
| Financial Requirements: | | | | | |
| Appropriations | 3,289,044 | 4,600,158 | 2,740,978 | 5,640,466 | 1,867,217 |
| Interfund Transfers to General Fund (101) | - | - | - | 150,000 | - |
| Total Financial Requirements | 3,289,044 | 4,600,158 | 2,740,978 | 5,790,466 | 1,867,217 |
| Unrestricted Cash Balance, 6/30/22 | \$ 620,395 | \$ 907,261 | \$ 1,860,521 | \$ 4,593,694 | \$ 514,977 |

2021-22 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.

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 7/1/2021 | \$ - | \$ - | \$ 225,437 | \$ (0) | \$ 61,162 |
| Estimated Revenues | 425,706 | 1,009,300 | 60,000 | 3,076,521 | - |
| Interfund Transfers From: General Fund (101) | - | 4,499,810 | - | - | - |
| Total Financial Sources | 425,706 | 5,509,110 | 285,437 | 3,076,521 | 61,162 |
| Financial Requirements: | | | | | |
| Appropriations | 425,706 | 5,509,111 | 131,208 | - | 10,683 |
| Interfund Transfers To: General Fund (101) | - | - | - | 1,713,512 | - |
| PARIS (211) | - | - | - | 1,363,009 | - |
| Total Financial Requirements | 425,706 | 5,509,111 | 131,208 | 3,076,521 | 10,683 |
| Unrestricted Cash Balance, 6/30/22 | \$ - | \$ (1) | \$ 154,229 | \$ (0) | \$ 50,479 |

2021-22 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 based on the project activity in the fund.

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 7/1/2021 | \$ 1,128,263 | \$ 5,080,253 | \$ 114,623 | \$ - |
| Estimated Revenues | 1,438,742 | 56,095 | 90,000 | 202,000 |
| Interfund Transfers From: | | | | |
| Gas Tax (207) | - | 1,363,009 | - | - |
| Measure I (210) | - | 2,248,805 | - | - |
| Water Service (501) | - | 102,412 | - | - |
| Solid Waste Service (511) | - | 1,884,091 | - | - |
| Waste Water Service (521) | - | 17,088 | - | - |
| Total Financial Sources | 2,567,005 | 10,751,753 | 204,623 | 202,000 |
| Financial Requirements: | | | | |
| Appropriations | 14,495 | 10,145,350 | - | - |
| Interfund Transfers To: | | | | |
| General Fund (101) | - | - | - | 202,000 |
| PARIS (211) | 2,248,805 | - | - | - |
| Total Financial Requirements | 2,263,300 | 10,145,350 | - | 202,000 |
| Unrestricted Cash Balance, 6/30/22 | \$ 303,705 | \$ 606,403 | \$ 204,623 | \$ - |

2021-22 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) |
|------------------------------------|-----------------------------|--|-------------------------------|
| | <u> </u> | <u> </u> | <u> </u> |
| Financial Sources: | | | |
| Unrestricted Cash as of 7/1/2021 | \$ 1,747,321 | \$ 0 | \$ 0 |
| Estimated Revenues | 125,000 | 18,100 | 11,000 |
| Interfund Transfers From: | | | |
| General Fund (101) | <u> -</u> | <u> 106,557</u> | <u> 10,800</u> |
| Total Financial Sources | 1,872,321 | 124,657 | 21,800 |
| Financial Requirements: | | | |
| Appropriations | <u> -</u> | <u> 124,657</u> | <u> 21,800</u> |
| Total Financial Requirements | - | 124,657 | 21,800 |
| Unrestricted Cash Balance, 6/30/22 | \$ 1,872,321 | \$ 0 | \$ 0 |

2021-22 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.

SCHEDULE 5

Financial Sources and Requirements by Fund

Special Revenue, Debt Service and Capital Projects Funds

| | Transportation Development Act (241) | Asset Forfeiture (246) |
|------------------------------------|---|------------------------------|
| | <u> </u> | <u> </u> |
| Financial Sources: | | |
| Unrestricted Cash as of 7/1/2021 | \$ 93 | \$ 1,252,767 |
| Estimated Revenues | <u>-</u> | <u>158,279</u> |
| Total Financial Sources | 93 | 1,411,046 |
| | | |
| Financial Requirements: | | |
| Appropriations | <u>-</u> | <u>158,279</u> |
| Total Financial Requirements | - | 158,279 |
| | | |
| Unrestricted Cash Balance, 6/30/22 | \$ 93 | \$ 1,252,767 |

2021-22 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 2021-22.

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

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 7/1/2021 | \$ 103,165 | \$ 816,468 | \$ 1,058,736 | \$ 3,807,410 |
| Estimated Revenues | 302,259 | 754,158 | 429,000 | 353,308 |
| Total Financial Sources | 405,424 | 1,570,626 | 1,487,736 | 4,160,718 |
| Financial Requirements: | | | | |
| Appropriations | 299,259 | 106,286 | - | 900,000 |
| Total Financial Requirements | 299,259 | 106,286 | - | 900,000 |
| Unrestricted Cash Balance, 6/30/22 | \$ 106,165 | \$ 1,464,340 | \$ 1,487,736 | \$ 3,260,718 |

2021-22 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. Appropriations reflect debt service on an iBank loan that helped fund construction of the City's Sports Park Complex.

Public Facilities Development - Out of the five categories of revenues of impact fees collected within this fund, the Fire (6%), Library (34%) and General Government (60%) impact fees collected are used to repay debt service on 2003 Certificates of Participation that were used to refinance the 1993 Refunding of 1986/87 COPs. The 2003 COPs matured in September 2017. 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. When revenues are sufficient, this fund makes repayment on those loans according to the fee category mentioned above.

Arterial Street Construction - Revenues represent a portion of transportation impact fees to fund specific arterial street projects. The major project planned for this fiscal year is the Citrus Avenue Widening.

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 7/1/2021 | \$ 1,176,226 | \$ 3,153,329 | \$ 17,354 | \$ 106,628 |
| Estimated Revenues | 29,954 | 228,475 | 24,300 | 469,000 |
| Total Financial Sources | 1,206,180 | 3,381,804 | 41,654 | 575,628 |
| Financial Requirements: | | | | |
| Appropriations | 600,000 | 2,171,761 | 21,578 | 390,732 |
| Interfund Transfers To: Groves Fund (538) | - | - | - | 40,000 |
| Total Financial Requirements | 600,000 | 2,171,761 | 21,578 | 430,732 |
| Unrestricted Cash Balance, 6/30/22 | \$ 606,180 | \$ 1,210,043 | \$ 20,076 | \$ 144,896 |

2021-22 Funding Plan Highlights:

Traffic Signals - Revenues represent a portion of transportation impact fees to fund specific traffic signal projects. The major project funded this fiscal year is the construction of a traffic signal at University Street and Brockton Avenue.

Freeway Interchanges - Revenues represent a portion of transportation impact fees to fund specific freeway ramp projects. The major project funded this fiscal year is the Interstate 10 Alabama Street Interchange Improvements.

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. The transfer to the Groves Fund reflects the addition of citrus acreage within the CFD to the City's Citrus Farming operations, accounted for in Fund 538.

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 7/1/2021 | \$ (0) | \$ (0) | \$ 2,119,011 | \$ 2,729,687 |
| Estimated Revenues | 29,000 | 1,815,647 | 180,561 | 5,000 |
| Interfund Transfers From: | | | | |
| General Fund (101) | 31,798 | - | - | - |
| Total Financial Sources | 60,798 | 1,815,647 | 2,299,572 | 2,734,687 |
| Financial Requirements: | | | | |
| Appropriations | 60,798 | 1,815,646 | 916,297 | - |
| Total Financial Requirements | 60,798 | 1,815,646 | 916,297 | - |
| Unrestricted Cash Balance, 6/30/22 | \$ (0) | \$ 0 | \$ 1,383,275 | \$ 2,734,687 |

2021-22 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. The Public Facilities Fund make payments on this loan when sufficient funding exists in the corresponding fee categories.

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.

Financial Sources and Requirements by Fund

Trust and Agency Funds

| | Simonds Endowment (705) | Pauline Stancliff Memorial Trust (706) | CFD Trust (810) | Successor Agency to the RDA (820) |
|-------------------------------------|-------------------------------|--|-----------------------|---|
| Financial Sources: | | | | |
| Unrestricted Cash as of 7/1/2021 | \$ 27,997 | \$ 2,260 | \$ 2,887,746 | \$ 1,576,965 |
| Estimated Revenues | - | - | 1,493,400 | 2,608,288 |
| Total Financial Sources | 27,997 | 2,260 | 4,381,146 | 4,185,253 |
| Financial Requirements: | | | | |
| Appropriations | - | - | 1,549,100 | 2,545,474 |
| Total Financial Requirements | - | - | 1,549,100 | 2,545,474 |
| Unrestricted Cash Balance, 6/30/22 | 27,997 | 2,260 | 2,832,047 | 1,639,779 |

2021-22 Funding Plan Highlights:

Simonds Endowment – 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– 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.

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 - The activity in this fund reflects the wind-down of former RDA obligations.

SCHEDULE 6

City of Redlands
Adopted Budget Summary
Summary of 2021-22 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 | \$ 16,635,949 | 92,194,954 | \$ 2,266,057 | \$ 30,000 | \$ 111,126,960 | \$ 83,814,690 | \$ 7,148,965 | 3,527,356 | \$ 94,491,011 | 16,635,948 |
| 200 General Govt. Grants | - | 425,706 | - | - | \$ 425,706 | \$ 425,706 | - | - | \$ 425,706 | - |
| 205 Emergency Services | - | 1,009,300 | 4,499,810 | - | 5,509,110 | 5,509,110 | - | - | 5,509,110 | - |
| 206 Household Haz. Waste | 225,437 | 60,000 | - | - | 285,437 | 131,208 | - | - | 131,208 | 154,229 |
| 207 Gas Tax | - | 3,076,521 | - | - | 3,076,521 | - | 3,076,520 | - | 3,076,520 | - |
| 209 Local Transportation | 61,162 | - | - | - | 61,162 | 10,683 | - | - | 10,683 | 50,479 |
| 210 Measure 12010 | 1,128,263 | 1,438,742 | - | - | 2,567,005 | 14,495 | 2,248,805 | - | 2,263,300 | 303,705 |
| 211 PARIS | 5,080,254 | 56,095 | 5,615,405 | - | 10,751,754 | 10,145,350 | - | - | 10,145,350 | 606,404 |
| 221 Air Quality Improv. | 114,623 | 90,000 | - | - | 204,623 | - | - | - | 204,623 | 204,623 |
| 223 Traffic Safety | - | 202,000 | - | - | 202,000 | - | 202,000 | - | 202,000 | - |
| 227 Open Space | 1,747,320 | 125,000 | - | - | 1,872,320 | - | - | - | 1,872,320 | - |
| 236 Downtown Business Area | - | 18,100 | 106,557 | - | 124,657 | 124,657 | - | - | 124,657 | - |
| 237 Parking Authority | - | 11,000 | 10,800 | - | 21,800 | 21,800 | - | - | 21,800 | - |
| 241 Trans. Dev. Act Grant | 93 | - | - | - | 93 | - | - | - | 93 | - |
| 246 Asset Forfeiture | 1,252,767 | 158,279 | - | - | 1,411,046 | 158,279 | - | - | 158,279 | 1,252,767 |
| 249 Supp. Law Enforcement | 103,166 | 302,259 | - | - | 405,425 | 299,259 | - | - | 299,259 | 106,166 |
| 250 Park & Open Space Dvlp. | 816,468 | 754,158 | - | - | 1,570,626 | 106,286 | - | - | 106,286 | 1,464,341 |
| 251 Public Facilities Develop. | 1,058,736 | 429,000 | - | - | 1,487,736 | - | - | - | 1,487,736 | - |
| 252 Arterial Street Construction | 3,807,410 | 353,308 | - | - | 4,160,718 | 900,000 | - | - | 900,000 | 3,260,718 |
| 253 Traffic Signals | 1,176,226 | 29,954 | - | - | 1,206,180 | 600,000 | - | - | 600,000 | 606,180 |
| 254 Freeway Interchanges | 3,153,328 | 228,475 | - | - | 3,381,803 | 2,171,761 | - | - | 2,171,761 | 1,210,042 |
| 260 Street Lighting Dist. #1 | 17,354 | 24,300 | - | - | 41,654 | 21,578 | - | - | 21,578 | 20,076 |
| 261 CFD 2004-1 | 106,629 | 469,000 | - | - | 575,629 | 390,732 | 40,000 | - | 430,732 | 144,897 |
| 263 Landscape Maint. Dist. | - | 29,000 | 31,798 | - | 60,798 | 60,798 | - | - | 60,798 | - |
| 305 General Debt Service | - | 1,815,647 | - | - | 1,815,647 | 1,815,646 | - | - | 1,815,646 | - |
| 405 Storm Drain Construction | 2,119,012 | 180,561 | - | - | 2,299,573 | 916,297 | - | - | 916,297 | 1,383,276 |
| 406 Safety/City Hall Replacement | 2,729,687 | 5,000 | - | - | 2,734,687 | - | - | - | 2,734,687 | - |
| 501 Water Service | 24,066,359 | 31,235,500 | 834,041 | - | 56,135,900 | 39,105,453 | 576,776 | - | 39,682,229 | 16,453,671 |
| 508 Source Acquisition | 933,936 | 130,000 | - | - | 1,063,936 | - | - | - | 1,063,936 | - |
| 509 Water Capital Improvement | - | 751,500 | - | - | 751,500 | - | 751,500 | - | 751,500 | - |
| 511 Solid Waste Service | 1,604,512 | 18,723,000 | 1,554,800 | - | 21,882,312 | 18,762,511 | 2,144,418 | - | 20,906,929 | 975,383 |
| 517 Calif St Landfill Closure | - | - | 130,000 | - | 130,000 | - | - | 130,000 | 130,000 | - |
| 519 Solid Waste Cap. Improv. | 5,144,169 | 225,171 | - | - | 5,369,340 | - | 1,506,800 | - | 1,506,800 | 3,862,540 |
| 521 Wastewater Service | 6,592,941 | 10,561,000 | 200,771 | - | 17,354,712 | 14,718,941 | 239,943 | - | 14,958,884 | 2,395,829 |
| 529 WW Capital Improvement | - | 721,000 | - | - | 721,000 | - | 200,771 | - | 200,771 | 520,229 |
| 531 Non-Potable Water Service | 2,399,073 | 688,000 | - | - | 3,057,073 | 1,551,229 | - | - | 1,551,229 | 1,505,844 |
| 532 Non-Potable Capital Imprv | 1,506,477 | 55,000 | - | - | 1,561,477 | - | - | - | 1,561,477 | - |
| 538 Groves | 163,351 | 720,000 | 67,000 | - | 950,351 | 870,655 | - | - | 870,655 | 79,696 |
| 562 Cemetery | 1,333,072 | 1,192,632 | - | - | 2,525,704 | 1,175,508 | 82,541 | - | 1,258,049 | 1,267,655 |
| 564 Aviation | 223,881 | 417,200 | - | - | 641,081 | 441,967 | 48,000 | - | 489,967 | 151,114 |
| 602 Liability Self-Insurance | 948,439 | 11,000 | 2,950,000 | - | 3,909,439 | 3,289,044 | - | - | 3,289,044 | 620,395 |
| 604 Dept of Innovation & Tech | 951,883 | 4,555,536 | - | - | 5,507,419 | 4,600,158 | - | - | 4,600,158 | 907,261 |
| 606 Workers' Compensation | 1,860,523 | 2,740,976 | - | - | 4,601,499 | 2,740,978 | - | - | 2,740,978 | 1,860,521 |
| 607 Equipment Maintenance | 3,415,188 | 6,968,973 | - | - | 10,384,161 | 5,640,466 | - | 150,000 | 5,790,466 | 4,593,695 |
| 608 Utility Billing | 1,337,694 | 1,044,500 | - | - | 2,382,194 | 1,867,217 | - | - | 1,867,217 | 514,977 |
| 705 Simonds Endowment | 27,996 | - | - | - | 27,996 | - | - | - | 27,996 | - |
| 706 Pauline Stancilff Mem. Trust | 2,260 | - | - | - | 2,260 | - | - | - | 2,260 | - |
| 810 CFD Trust | 2,887,747 | 1,493,400 | - | - | 4,381,147 | 1,549,100 | - | - | 1,549,100 | 2,832,047 |
| 820 Successor Agency to RDA | 1,576,965 | 2,608,288 | - | - | 4,185,253 | 2,545,474 | - | - | 2,545,474 | 1,639,779 |
| TOTAL (MEMO ONLY) | \$ 98,327,480 | \$ 188,299,035 | \$ 18,267,039 | \$ 30,000 | \$ 304,923,553 | \$ 206,497,037 | \$ 18,267,039 | \$ 3,807,356 | \$ 228,571,432 | 76,352,121 |

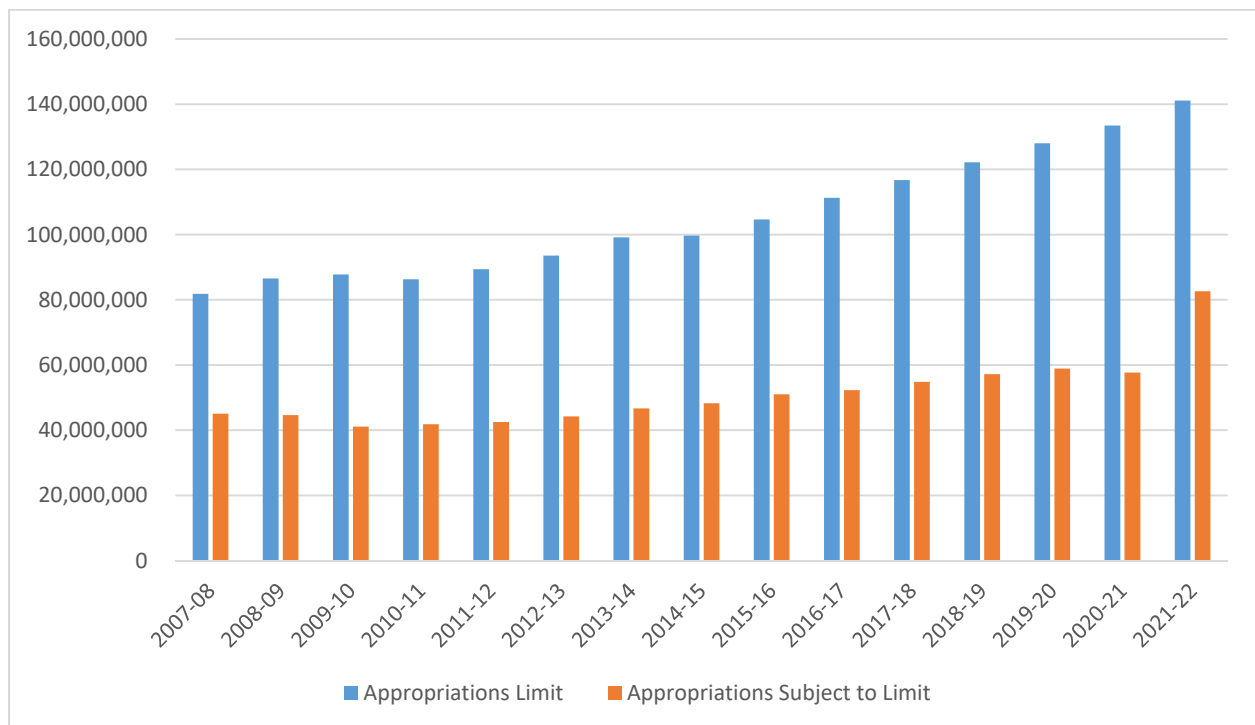
* Other includes Decreases & Increases in Reserves, Loan Repayments From & To, etc. For specific detail, refer to the Financial Plans and Summaries section.

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 2021-22 is estimated to be \$141,141,403, an increase of approximately 5.74% from the Appropriations Limit for Fiscal Year 2020-21. Estimated tax proceeds subject to the Limit based upon the Fiscal Year 2021-22 Budget are not expected to exceed \$82.6 million, an amount approximately \$58.5 million less than the appropriations limit for Fiscal Year 2021-22.





"A City That Works"

City Council/Successor Agency Meeting

AGENDA ITEM NO. K. 3.

DATE: 07/06/2021

TO: Honorable Mayor and City Council Members

SUBJECT: Consideration of Resolution No. 8235 establishing an Appropriations Limit for Fiscal Year 2021-22 (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. 8235.

RECOMMENDATION:

Staff recommends City Council approve Resolution No. 8235 establishing a \$141,141,403 appropriations limit for Fiscal Year 2021-22 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 greater 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: 2021-22

Discussion:

None. Approval of the resolution, however, establishes a legal limit on the amount of tax proceeds that can be appropriated in Fiscal Year 2021-2022. The difference between the City's Appropriations limit of \$141 million and the budgeted proceeds of taxes for FY 2021-22, which are roughly \$82.6 million, is approximately \$58.5 million. The City is thus \$58.5 million dollars below its Appropriations, or "GANN", limit.

Attachments

Resolution No. 8235 Appropriations Limit (GANN 2021-22)
Schedule of Appropriations Subject to Limit FY 2021-22 (GANN)
Appropriation Limit Calculation FY 2021-22 (GANN)

RESOLUTION NO. 8235

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDLANDS
ESTABLISHING AN APPROPRIATIONS LIMIT FOR THE FISCAL YEAR
2021-2022 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 appropriations 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 appropriations limit for each fiscal year; and

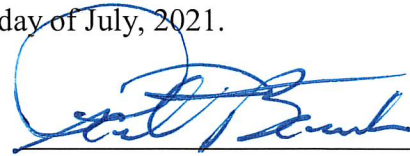
WHEREAS, the Management Services/Finance Director of the City of Redlands has interpreted the technical provisions of said Article XIII B computations and has caused a technical review to be made of the documentation for the City's said appropriations limitation, utilizing the population growth factor for San Bernardino County which is higher than that of the City, and has caused the numbers upon which the City's appropriations 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 appropriations 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 appropriations limit fifteen (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 the City appropriations limits for the Fiscal Year 2021-22 shall be and is hereby set in the amount of one hundred forty one million one hundred forty one thousand four hundred three dollars (\$141,141,403).

ADOPTED, SIGNED AND APPROVED this 6th day of July, 2021.



Paul T. Barich, 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 6th day of July, 2021

AYES: Councilmembers Foster, Tejada, Davis, Guzman-Lowry; Mayor Barich
NOES: None
ABSENT: None
ABSTAINED: None



Jeanne Donaldson, City Clerk

City of Redlands
 APPROPRIATIONS SUBJECT TO THE GANN (PROP 4) LIMIT
 FOR FISCAL YEAR 2021-2022

| Revenue Source | Proceeds from Taxes | Non-Proceeds from Taxes | Total |
|--|-----------------------------|----------------------------|----------------------|
| General Fund: | | | |
| Property Tax | \$ 36,101,445 | | \$ 36,101,445 |
| Sales Tax | 34,229,948 | | 34,229,948 |
| Public Safety Sales Tax | 1,190,967 | | 1,190,967 |
| Transient Occupancy Tax | 1,340,000 | | 1,340,000 |
| Mining Tax | 345,000 | | 345,000 |
| Franchise Fees | | \$ 2,358,585 | 2,358,585 |
| Business Licenses | 4,175,574 | | 4,175,574 |
| Property Transfer Tax | 433,280 | | 433,280 |
| Other Licenses | | 60,000 | 60,000 |
| Building Permit Fees | | 2,892,914 | 2,892,914 |
| City Ordinance Violation | | 8,000 | 8,000 |
| Motor Vehicle Fees | | 40,000 | 40,000 |
| State and Federal | | 489,906 | 489,906 |
| City Attorney Fees | | 90,000 | 90,000 |
| Engineering Services | | 605,000 | 605,000 |
| Facilities & Community Svcs. | | 981,332 | 981,332 |
| Fire Services | | 682,500 | 682,500 |
| Recreation & Senior Svcs. | | 222,000 | 222,000 |
| Library Services | | 31,000 | 31,000 |
| Police | | 527,482 | 527,482 |
| Animal Control | | 182,954 | 182,954 |
| Interfund Charges | | 4,647,672 | 4,647,672 |
| Donations/Contributions | | 94,000 | 94,000 |
| Other Revenue | | 641,100 | 641,100 |
| Sub-Total | <u>\$ 77,816,214</u> | <u>\$ 14,554,445</u> | <u>\$ 92,370,659</u> |
| Percent of Total | 84.24% | 15.76% | 100.00% |
| Allocation of Investment Income | 210,609 | 39,391 | 250,000 |
| Sub-Total | <u>\$ 78,026,823</u> | <u>\$ 14,593,836</u> | <u>\$ 92,620,659</u> |
| Other Applicable Funds: | | | |
| Gas Tax | 3,076,521 | | |
| Measure I | 1,438,742 | | |
| Air Quality Improvement Redevelopment | 90,000 - | | |
| Sub-Total | <u>\$ 4,605,263</u> | | |
| Total Appropriations Subject to Limit | <u><u>\$ 82,632,086</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 |
| 2021-22 | 5.73% | -0.01% | 1.0573 | 1.0001 | 1.0574 | 133,478,947 | 141,141,403 | 82,632,086 |

(This page intentionally left blank)

REVENUES

| ORGKEY | OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------|--------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| <u>PROPERTY TAXES</u> | | | | | |
| 101501 | 4101 | 30,244,647 | 32,588,247 | 32,588,247 | 34,435,345 |
| 101501 | 4102 | 668,989 | 631,000 | 675,000 | 640,700 |
| 101501 | 4103 | 289,307 | 227,460 | 227,460 | 250,000 |
| 101501 | 4104 | 21,642 | 22,065 | 22,065 | 23,900 |
| 101501 | 4105 | 342,084 | 360,130 | 360,130 | 370,000 |
| 101501 | 4106 | 6,380 | 6,770 | 25,000 | 11,500 |
| 101501 | 4107 | 175,879 | 133,000 | 155,800 | 145,000 |
| 101501 | 4108 | 249,886 | 223,400 | 223,400 | 225,000 |
| | TOTAL PROPERTY TAXES | 31,998,814 | 34,192,072 | 34,277,102 | 36,101,445 |
| <u>OTHER TAXES</u> | | | | | |
| 101501 | 4003 | 16,532,128 | 17,417,581 | 19,031,848 | 21,188,270 |
| 101501 | 4005 | 978,146 | 983,414 | 1,019,551 | 1,190,967 |
| 101501 | 4006 | - | 1,870,000 | 2,970,127 | 13,041,679 |
| 101501 | 4207 | 477,435 | 350,000 | 400,000 | 433,280 |
| 101502 | 4208 | 1,416,856 | 1,322,150 | 1,322,150 | 1,340,000 |
| 101502 | 4209 | 2,369,348 | 2,319,576 | 2,359,847 | 2,358,585 |
| 101502 | 4210 | 364,273 | 320,155 | 264,000 | 345,000 |
| | TOTAL OTHER TAXES | 22,138,186 | 24,582,876 | 27,367,523 | 39,897,781 |
| | TOTAL TAXES | 54,137,000 | 58,774,948 | 61,644,625 | 75,999,226 |
| <u>OTHER REVENUES</u> | | | | | |
| 101502 | 4301 | 3,951,739 | 2,912,756 | 4,399,150 | 4,175,574 |
| 101502 | 4302 | 58,397 | 58,991 | 58,991 | 60,000 |
| 101502 | 4305 | 1,041 | - | 1,000 | 1,500 |
| 101120 | 4329 | 2,576 | 1,000 | 2,700 | 2,700 |
| 101129 | 4401 | 258,893 | | | |
| 101501 | 4403 | 56,857 | 31,525 | 52,039 | 40,000 |
| 101501 | 4405 | 41,806 | 25,000 | 25,000 | 60,000 |
| 101254 | 4407 | 29,291 | | | |
| 101100 | 4415 | 560 | - | 500 | 900 |
| 101254 | 4415 | 435 | | | |
| 101502 | 4415 | 122 | 100 | - | - |
| 101150 | 4415 | 568 | - | 30,000 | 30,000 |
| 101502 | 4701 | 150,638 | 167,772 | 167,772 | 170,000 |
| 101150 | 4521 | 90,356 | 88,400 | 88,400 | 90,000 |
| 101501 | 4604 | 14,012 | 25,632 | 8,000 | 8,000 |
| 101501 | 4804 | 4 | - | - | - |
| 101501 | 4805 | 4,208,555 | 4,430,715 | 4,430,715 | 4,647,672 |
| 101129 | 4808 | 421 | - | - | - |
| 101501 | 4808 | 5,507 | - | - | - |
| 101502 | 4808 | 760,563 | 411,297 | 540,000 | 250,000 |
| 101502 | 4810 | 379 | 1,200 | 800 | 1,000 |
| 101124 | 4812 | 35 | - | - | - |
| 101501 | 4812 | 19 | - | - | - |
| 101501 | 4814 | 1,313,651 | 1,230,000 | 250,000 | 250,000 |
| 101502 | 4814 | 1,135 | - | - | - |
| 101110 | 4817 | 153 | - | - | - |
| 101254 | 4410 | 8,211 | | | |
| 101121 | 4711 | 79,868 | - | - | - |
| 101502 | 4711 | - | 50,000 | 50,000 | 50,000 |
| 101501 | 4820 | 6,744 | 3,000 | 10,000 | 10,000 |
| | TOTAL OTHER REVENUE | 11,042,535 | 9,437,388 | 10,115,067 | 9,847,346 |
| | TOTAL GENERAL GOVERNMENT | 65,179,536 | 68,212,336 | 71,759,692 | 85,846,572 |

REVENUES

| ORGKEY | OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|---------------|---|--|---|---|
| <u>DEVELOPMENT SERVICES</u> | | | | | |
| 101162 | 4501 | 67,562 | 21,775 | 103,400 | 80,000 |
| 101162 | 4305 | 1,230,327 | 837,375 | 1,168,204 | 1,250,000 |
| 101164 | 4305 | 81,227 | 47,125 | 67,596 | 85,000 |
| 101162 | 4306 | 132,197 | 76,125 | 121,238 | 135,000 |
| 101162 | 4307 | 77,792 | 43,500 | 64,464 | 80,000 |
| 101162 | 4309 | 116,062 | 65,250 | 91,818 | 120,000 |
| 101162 | 4310 | 8,995 | 21,750 | 15,083 | 17,500 |
| 101162 | 4311 | 50,128 | 32,625 | 65,031 | 60,000 |
| 101164 | 4312 | 22,990 | 21,750 | 10,000 | 22,000 |
| 101164 | 4313 | 7,605 | 9,135 | 5,000 | 7,500 |
| 101162 | 4314 | 109,323 | 101,500 | 125,177 | 125,000 |
| 101162 | 4503 | 407,102 | 286,375 | 510,308 | 500,000 |
| 101164 | 4503 | 56,147 | 39,875 | 77,009 | 75,000 |
| 101164 | 4504 | 4,076 | 11,419 | 5,000 | 6,000 |
| 101164 | 4315 | 6,100 | 5,329 | 10,000 | 6,000 |
| 101164 | 4320 | 10,122 | - | - | 10,000 |
| 101164 | 4321 | 23,612 | 16,748 | 4,427 | 6,000 |
| 101164 | 4322 | 45,962 | 94,250 | 23,000 | 25,000 |
| 101164 | 4323 | 14,313 | 25,375 | 5,056 | 7,500 |
| 101164 | 4505 | 55,961 | 30,450 | 45,000 | 60,000 |
| 101164 | 4506 | 63,137 | 38,063 | 58,301 | 60,000 |
| 101164 | 4507 | 12,726 | 2,284 | 1,561 | 7,500 |
| 101164 | 4508 | 6,331 | 7,613 | - | - |
| 101164 | 4509 | 3,752 | 9,135 | - | - |
| 101164 | 4510 | - | 1,903 | - | - |
| 101164 | 4324 | 3,894 | 4,713 | 5,000 | 5,000 |
| 101164 | 4511 | 3,694 | 3,806 | 7,594 | 3,806 |
| 101164 | 4512 | 14,550 | 1,523 | 8,608 | 6,108 |
| 101164 | 4513 | 11,937 | - | 2,565 | - |
| 101164 | 4515 | 38,379 | 25,375 | 26,000 | 35,000 |
| 101165 | 4401 | 354,802 | | | |
| 101164 | 4415 | 358,937 | - | 259,230 | - |
| 101162 | 4528 | 7,773 | 5,329 | 5,283 | 8,000 |
| 101162 | 4810 | 85 | - | - | - |
| 101162 | 4812 | 2,530 | - | - | - |
| 101164 | 4812 | 560 | - | - | - |
| 101161 | 4813 | 3,000 | - | - | - |
| 101161 | 4814 | 18,180 | 13,406 | 13,403 | - |
| 101164 | 4814 | 18,383 | 10,277 | 13,000 | 20,000 |
| 101164 | 4717 | 59,378 | 43,500 | 35,000 | 70,000 |
| TOTAL DEVELOPMENT SERVICES | | 3,509,630 | 1,954,658 | 2,952,354 | 2,892,914 |
| <u>LIBRARY</u> | | | | | |
| 101190 | 4532 | 7,147 | 8,500 | 3,600 | 6,000 |
| 101190 | 4801 | - | 319,000 | 319,000 | - |
| 101191 | 4801 | 89,640 | 89,000 | 89,000 | 89,000 |
| 101190 | 4733 | 23,794 | 35,000 | 4,900 | 25,000 |
| 101190 | 4810 | 42 | - | - | - |
| TOTAL LIBRARY | | 120,622 | 451,500 | 416,500 | 120,000 |
| <u>POLICE DEPARTMENT</u> | | | | | |
| 101202 | 4325 | 3,848 | 2,000 | 2,298 | 2,500 |
| 101202 | 4326 | 220 | - | - | - |

REVENUES

| ORGKEY | OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|---|-------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| <u>POLICE DEPARTMENT (CONT.)</u> | | | | | |
| 101202 | 4408 | 5,403 | 4,200 | 4,943 | 4,200 |
| 101200 | 4415 | 33,438 | 20,000 | 5,075 | 30,000 |
| 101202 | 4415 | - | - | 819 | - |
| 101204 | 4415 | 464,943 | 360,000 | 357,395 | 360,000 |
| 101205 | 4415 | 8,007 | - | - | - |
| 101202 | 4525 | 4,395 | 5,000 | 3,750 | 4,250 |
| 101202 | 4526 | 6,133 | 8,000 | 1,500 | 1,500 |
| 101202 | 4529 | 3,281 | 3,500 | 2,500 | 3,000 |
| 101202 | 4579 | 40,322 | 35,000 | 42,000 | 40,500 |
| 101202 | 4580 | 31,828 | 32,500 | 35,000 | 35,000 |
| 101200 | 4606 | 135,606 | 135,000 | 19,500 | 19,500 |
| 101202 | 4607 | - | - | 224 | - |
| 101202 | 4810 | 128 | - | - | - |
| 101202 | 4812 | 822 | - | - | - |
| 101202 | 4814 | 7,758 | 4,000 | 7,500 | 7,500 |
| 101202 | 4819 | 150,151 | 29,853 | 21,000 | - |
| 101202 | 4412 | 38,779 | 15,000 | 18,824 | 15,000 |
| 101200 | 4413 | 45,521 | - | - | - |
| 101200 | 4584 | 3,972 | 3,840 | - | - |
| 101202 | 4584 | 2,232 | 2,232 | 2,232 | 2,232 |
| 101202 | 4414 | 20,611 | 8,500 | 6,500 | 6,500 |
| | TOTAL POLICE DEPARTMENT | 1,007,401 | 668,625 | 531,060 | 531,682 |
| <u>POLICE - ANIMAL CONTROL</u> | | | | | |
| 101203 | 4602 | 3,425 | 1,500 | 1,515 | 3,000 |
| 101203 | 4415 | 97,297 | 96,954 | 96,954 | 96,954 |
| 101203 | 4534 | 37,235 | 40,000 | 25,000 | 35,000 |
| 101203 | 4535 | 4,825 | 5,000 | 2,000 | 4,500 |
| 101203 | 4536 | 4,910 | 5,500 | 7,000 | 4,500 |
| 101203 | 4537 | 6,615 | 10,500 | 3,500 | 6,500 |
| 101203 | 4538 | 17,727 | 20,000 | 10,000 | 17,500 |
| 101203 | 4810 | 85 | - | - | - |
| 101203 | 4819 | 31,149 | - | 29,504 | - |
| 101203 | 4585 | 15,209 | 12,000 | 18,500 | 15,000 |
| | TOTAL POLICE - ANIMAL CONTROL | 218,477 | 191,454 | 193,973 | 182,954 |
| <u>FIRE DEPARTMENT</u> | | | | | |
| 101251 | 4310 | 8,301 | 20,000 | 1,200 | 10,000 |
| 101251 | 4503 | 43,562 | 75,000 | 25,000 | 50,000 |
| 101251 | 4602 | - | 1,000 | 1,000 | 500 |
| 101251 | 4327 | 91,451 | 100,000 | 35,000 | 50,000 |
| 101251 | 4328 | 75,017 | 100,000 | 4,500 | 10,000 |
| 101253 | 4407 | 19,570 | - | - | - |
| 101250 | 4603 | 1,254 | 2,000 | - | 1,000 |
| 101250 | 4516 | - | 200 | - | - |
| 101251 | 4517 | 122,073 | 175,000 | 13,000 | 20,000 |
| 101250 | 4518 | 208 | 300 | - | - |
| 101250 | 4409 | 355,812 | 500,000 | 600,000 | 500,000 |
| 101250 | 4415 | 12,991 | 10,000 | 25,000 | 25,000 |
| 101251 | 4415 | 350 | - | - | - |
| 101251 | 4519 | 12,486 | 20,000 | - | 10,000 |
| 101251 | 4520 | 15,723 | 15,000 | 1,000 | 1,000 |
| 101250 | 4531 | 28,534 | 2,500 | 10,000 | 5,000 |
| 101253 | 4808 | 6 | - | - | - |
| 101250 | 4810 | - | 40 | - | - |
| 101251 | 4810 | 43 | - | - | - |
| 101250 | 4812 | 2,291 | 2,000 | - | - |
| 101253 | 4410 | 4,981 | - | - | - |
| 101250 | 4819 | 25,004 | - | 5,000 | 5,000 |
| 101251 | 4819 | 2,753 | - | - | - |
| | TOTAL FIRE DEPARTMENT | 822,411 | 1,023,040 | 720,700 | 687,500 |

REVENUES

| ORGKEY | OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|--|--------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| <u>RECREATION & SENIOR SERVICES</u> | | | | | |
| 101309 | 4530 | 113,037 | 278,286 | 50,000 | 190,000 |
| 101309 | 4531 | - | - | - | 20,000 |
| 101309 | 4802 | 250 | 125 | - | - |
| 101309 | 4533 | 7,451 | 10,000 | 15,000 | 18,000 |
| 101309 | 4810 | 43 | - | - | - |
| 101309 | 4812 | 59 | - | - | - |
| 101309 | 4813 | 50,566 | 60,000 | 19,000 | 100,000 |
| 101309 | 4814 | 99,799 | 93,942 | - | - |
| 101309 | 4815 | 2,325 | 2,000 | 140 | 2,000 |
| 101309 | 4544 | 3,141 | 3,000 | - | - |
| 101309 | 4545 | 9,198 | 10,105 | 4,601 | 12,000 |
| 101309 | 4410 | 40,639 | - | - | - |
| 101309 | 4819 | 30,352 | - | 2,437 | 5,000 |
| 101309 | 4584 | 4,000 | 8,500 | - | - |
| TOTAL RECREATION & SENIOR SERVICES | | 360,859 | 465,958 | 91,178 | 347,000 |
| <u>FACILITIES AND COMMUNITY SERVICES DEPARTMENT</u> | | | | | |
| 101303 | 4312 | 2,838 | 2,585 | - | - |
| 101300 | 4602 | 262,206 | 250,000 | 150,000 | 200,000 |
| 101300 | 4415 | 125,363 | 30,000 | 70,557 | 40,000 |
| 101302 | 4415 | 332 | 350 | 332 | 332 |
| 101303 | 4415 | 46,851 | - | - | - |
| 101304 | 4415 | (6,319) | - | 6,023 | - |
| 101305 | 4415 | (1,798) | - | - | - |
| 101300 | 4702 | 5,310 | - | 708 | 1,000 |
| 101304 | 4703 | 343,787 | 338,000 | 338,000 | 340,000 |
| 101300 | 4523 | 1,104 | 10,000 | 254 | - |
| 101306 | 4524 | 168,308 | 200,000 | 150,000 | 150,000 |
| 101303 | 4533 | 8,133 | 8,000 | - | - |
| 101303 | 4809 | 1,400 | 2,000 | - | - |
| 101306 | 4810 | - | - | - | - |
| 101300 | 4811 | 59,508 | - | 4,264 | - |
| 101300 | 4812 | 6,310 | 130,000 | - | - |
| 101303 | 4812 | 12,145 | - | - | - |
| 101304 | 4812 | 560 | - | - | - |
| 101300 | 4813 | 2 | - | 1,500 | - |
| 101303 | 4813 | 83,581 | 85,000 | - | - |
| 101300 | 4582 | - | - | - | - |
| 101301 | 4814 | 4,950 | - | - | - |
| 101303 | 4814 | 260,162 | 225,136 | 4,500 | - |
| 101304 | 4814 | (1,393) | - | - | - |
| 101303 | 4410 | 13,720 | - | - | - |
| 101300 | 4819 | 642,298 | - | - | - |
| 101303 | 4820 | (36) | - | - | - |
| 101300 | 4725 | 273,124 | 265,000 | 265,000 | 250,000 |
| 101300 | 4584 | - | - | (6,388) | - |
| 101303 | 4584 | 2,955 | - | - | - |
| TOTAL FACILITIES & COMM SERVICES DEPARTMENT | | 2,315,400 | 1,546,071 | 984,750 | 981,332 |
| <u>ENGINEERING</u> | | | | | |
| 101400 | 4305 | 11,330 | 6,000 | 8,000 | 8,000 |
| 101400 | 4308 | 27,960 | 20,000 | 35,000 | 20,000 |
| 101400 | 4503 | 144,597 | 110,000 | 155,000 | 100,000 |
| 101400 | 4316 | 491,528 | 300,000 | 225,000 | 225,000 |
| 101400 | 4319 | 145,119 | 140,000 | 30,000 | 140,000 |
| 101400 | 4322 | 11,494 | 10,000 | 8,000 | 8,000 |
| 101400 | 4505 | 8,383 | 5,000 | 6,500 | 6,000 |
| 101400 | 4506 | 37,024 | 40,000 | 21,000 | 25,000 |
| 101400 | 4507 | 6,788 | 5,000 | - | - |
| 101400 | 4508 | - | 1,000 | - | - |
| 101400 | 4602 | 3,000 | - | - | - |
| 101400 | 4512 | 7,449 | 3,000 | 5,195 | 3,000 |

REVENUES

| ORGKEY | OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED | |
|---|--------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|-------------------|
| <u>ENGINEERING DEPARTMENT (CONT.)</u> | | | | | | |
| 101400 | 4415 | Cost Recovery/Reimbursed Exp | 26,623 | 18,800 | 30,000 | 20,000 |
| 101400 | 4522 | WQMP Review Admin | 49,562 | 30,000 | 40,000 | 30,000 |
| 101400 | 4578 | Street Trench Cut Fee | 36,003 | 30,000 | 23,000 | 20,000 |
| TOTAL ENGINEERING DEPARTMENT | | | 1,006,859 | 718,800 | 586,695 | 605,000 |
| TOTAL GENERAL FUND (101) | | | 74,541,195 | 75,232,441 | 78,236,902 | 92,194,954 |
| <u>GENERAL GOVT GRANTS (200)</u> | | | | | | |
| 200120 | 4401 | State Grants | - | 318,419 | 221,852 | - |
| 200164 | 4401 | State Grants | - | 610,000 | 610,000 | - |
| 200202 | 4401 | State Grants | - | 121,016 | 88,268 | 19,020 |
| 200250 | 4401 | State Grants | - | 274,500 | 270,671 | - |
| 200300 | 4401 | State Grants | - | 6,652 | 4,268 | - |
| 200400 | 4401 | State Grants | - | 3,575,878 | 3,575,878 | - |
| 200164 | 4407 | Federal Grants | - | 1,563,038 | 1,563,038 | 404,776 |
| 200202 | 4407 | Federal Grants | - | 400,517 | 334,667 | 1,910 |
| 200250 | 4407 | Federal Grants | - | 169,611 | 1,921,710 | - |
| 200300 | 4407 | Federal Grants | - | 8,795 | 4,024 | - |
| 200400 | 4407 | Federal Grants | - | 2,002,698 | 1,998,619 | - |
| 200202 | 4410 | Other Grants | - | 28,000 | 28,000 | - |
| 200250 | 4410 | Other Grants | - | 52,809 | 52,809 | - |
| 200303 | 4410 | Other Grants | - | 68,680 | 68,016 | - |
| 200309 | 4410 | Other Grants | - | 286,645.39 | 274,758 | - |
| 200120 | 4808 | Investment Income | - | - | 55 | - |
| TOTAL GENERAL GOVT GRANTS | | | - | 9,487,257 | 11,016,632 | 425,706 |
| <u>EMERGENCY SERVICES (205)</u> | | | | | | |
| 205250 | 4101 | Current Secured Taxes | 1,108,982 | 1,000,000 | 950,000 | 1,000,000 |
| 205250 | 4415 | Cost Recovery/Reimbursed Exp | 2,714 | 2,500 | 2,500 | 2,500 |
| 205250 | 4532 | Non-Resident Fees | - | - | 4,000 | 4,000 |
| 205250 | 4819 | Donations | 2,800 | 2,800 | 2,800 | 2,800 |
| TOTAL EMERGENCY SERVICES | | | 1,114,496 | 1,005,300 | 959,300 | 1,009,300 |
| <u>HOUSEHOLD HAZARDOUS WASTE (206)</u> | | | | | | |
| 206250 | 4402 | State Reimbursement | 66,375 | 3,000 | 17,863 | 10,000 |
| 206250 | 4555 | Recycled Material | 2,896 | 2,500 | - | - |
| 206250 | 4545 | Program Income | 154,048 | 110,000 | 96,000 | 50,000 |
| TOTAL HOUSEHOLD HAZARDOUS WASTE | | | 223,318 | 115,500 | 113,863 | 60,000 |
| <u>GAS TAX (207)</u> | | | | | | |
| 207300 | 4201 | Road Maint. Rehab (Sec 2030) | 1,325,005 | 1,190,790 | 1,216,196 | 1,363,009 |
| 207300 | 4202 | Gas Tax (Prop 111) 2105 | 366,457 | 380,787 | 369,320 | 401,653 |
| 207300 | 4203 | Gas Tax 2107 | 462,722 | 458,090 | 468,347 | 510,827 |
| 207300 | 4204 | Gas Tax Engineering Rcpts. | 7,500 | 7,500 | 7,500 | 7,500 |
| 207300 | 4205 | Gas Tax 2106 | 225,413 | 238,254 | 226,889 | 246,771 |
| 207300 | 4206 | Gas Tax 2103 & Tax 7360 | 495,356 | 606,984 | 457,362 | 546,761 |
| TOTAL GAS TAX | | | 2,882,453 | 2,882,405 | 2,745,614 | 3,076,521 |
| <u>LOCAL TRANSPORTATION (209)</u> | | | | | | |
| 209400 | 4401 | State Grants | 8,742 | - | - | - |
| 209400 | 4415 | Cost Recovery/Reimbursed Exp | 58 | 44,000 | 44,000 | - |
| 209400 | 4330 | Street Rep Fee-Truck Haul Prmt | 2,100 | - | - | - |
| 209400 | 4808 | Investment Income | 9,834 | - | - | - |
| TOTAL LOCAL TRANSPORTATION | | | 20,734 | 44,000 | 44,000 | - |
| <u>MEASURE "I" 2010 (210)</u> | | | | | | |
| 210400 | 4004 | Measure I Sales Tax | 1,426,596 | 1,048,200 | 1,389,527 | 1,429,595 |
| 210400 | 4808 | Investment Income | 40,695 | 9,147 | 9,147 | 9,147 |
| TOTAL MEASURE "I" 2010 | | | 1,467,291 | 1,057,347 | 1,398,674 | 1,438,742 |
| <u>PARIS STREET RECONSTRUCTION (211)</u> | | | | | | |
| 211400 | 4808 | Investment Income | 220,115 | 56,095 | 56,095 | 56,095 |
| TOTAL PARIS STREET RECONSTRUCTION | | | 220,115 | 56,095 | 56,095 | 56,095 |

REVENUES

| ORGKEY | OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED | |
|--|--------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|---------|
| <u>AIR QUALITY IMPROVEMENT (221)</u> | | | | | | |
| 221400 | 4808 | Investment Income | 16,003 | - | 1,000 | 1,000 |
| 221400 | 4411 | AB2766 Subvention AQMD | 68,494 | 89,000 | 89,000 | 89,000 |
| TOTAL AIR QUALITY IMPROVEMENT | | | 84,497 | 89,000 | 90,000 | 90,000 |
| <u>TRAFFIC SAFETY (223)</u> | | | | | | |
| 223200 | 4608 | Traffic Fines | 38,236 | - | 25,000 | 25,000 |
| 223200 | 4609 | Red Light Traffic Fines | 3,132 | - | 2,000 | 2,000 |
| <u>TRAFFIC SAFETY (223) (CONT.)</u> | | | | | | |
| 223200 | 4610 | Parking Fines | 182,983 | 200,000 | 70,000 | 175,000 |
| TOTAL TRAFFIC SAFETY | | | 224,351 | 200,000 | 97,000 | 202,000 |
| <u>OPEN SPACE (227)</u> | | | | | | |
| 227501 | 4719 | Park & Open Space Facilities | 2,970 | - | - | - |
| 227501 | 4808 | Investment Income | 44,083 | - | - | - |
| 227501 | 4720 | Open Spc Acq Fee | 138,430 | 50,000 | 125,000 | 125,000 |
| TOTAL OPEN SPACE | | | 185,483 | 50,000 | 125,000 | 125,000 |
| <u>DOWNTOWN BUSINESS AREA (236)</u> | | | | | | |
| 236300 | 4401 | State Grants | 5,676 | - | - | - |
| 236300 | 4808 | Investment Income | 99 | 500 | 196 | 100 |
| 236300 | 4814 | Miscellaneous Receipts | 12,535 | 15,000 | 19,843 | 15,000 |
| 236300 | 4545 | Program Income | 164,720 | 257,587 | 2,235 | 3,000 |
| TOTAL DOWNTOWN BUSINESS AREA | | | 187,125 | 273,087 | 22,274 | 18,100 |
| <u>PARKING AUTHORITY (237)</u> | | | | | | |
| 237502 | 4813 | Rental Income | 11,091 | 11,000 | 11,000 | 11,000 |
| TOTAL PARKING AUTHORITY | | | 11,091 | 11,000 | 11,000 | 11,000 |
| <u>PUBLIC ART FUND (238)</u> | | | | | | |
| 238100 | 4808 | Investment Income | 468 | - | - | - |
| TOTAL PUBLIC ART FUND | | | 468 | - | - | - |
| <u>GENERAL CAPITAL IMPROVEMENT (240)</u> | | | | | | |
| 240400 | 4401 | State Grants | 209,640 | | | |
| 240400 | 4407 | Federal Grants | 192,839 | | | |
| TOTAL GENERAL CAPITAL IMPROVEMENT | | | 402,479 | | | |
| <u>TRANSPORTATION DEVELOPMENT ACT (241)</u> | | | | | | |
| 241400 | 4401 | State Grants | 185,035 | 1,401,928 | 1,295,075 | - |
| TOTAL TRANSPORTATION DEVELOPMENT ACT | | | 185,035 | 1,401,928 | 1,295,075 | - |
| <u>COMMUNITY DEV BLOCK GRANT (243)</u> | | | | | | |
| 243164 | 4407 | Federal Grants | 312,168 | | | |
| 243300 | 4809 | Finance Charges | 575 | | | |
| TOTAL COMMUNITY DEV BLOCK GRANT | | | 312,743 | | | |
| <u>ASSET FORFEITURE (246)</u> | | | | | | |
| 246200 | 4611 | Drug Confiscation - State | 12,676 | - | 542 | 5,000 |
| 246200 | 4612 | Drug Confiscation - Federal | 124,830 | - | 163,429 | 132,803 |
| 246200 | 4613 | Drug Confiscation-Fed Treas | 45,683 | - | 3,423 | 20,000 |
| 246200 | 4614 | 15% Drug/Gang Prevention-CA | 2,237 | - | 2,200 | 476 |
| 246200 | 4808 | Investment Income | 33,421 | - | 3,380 | - |
| 246200 | 4812 | Sale of Surplus Property | 4,818 | - | - | - |
| TOTAL ASSET FORFEITURE | | | 223,665 | - | 172,974 | 158,279 |
| <u>POLICE GRANTS (247)</u> | | | | | | |
| 247200 | 4401 | State Grants | 33,967 | | | |
| 247200 | 4407 | Federal Grants | 78,268 | | | |
| 247200 | 4410 | Other Grants | 28,000 | | | |
| TOTAL POLICE GRANTS | | | 140,235 | | | |

REVENUES

| ORGKEY | OBJECT | | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|--|--------|-------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| <u>SUPPLEMENTAL LAW ENFORCEMENT (249)</u> | | | | | | |
| 249200 | 4401 | State Grants | 140,286 | 233,441 | 262,412 | 299,259 |
| 249200 | 4808 | Investment Income | 11,414 | 3,000 | 1,179 | 3,000 |
| TOTAL SUPPLEMENTAL LAW ENFORCEMENT | | | 151,700 | 236,441 | 263,591 | 302,259 |
| <u>PARK & OPEN SPACE DEV (250)</u> | | | | | | |
| 250400 | 4808 | Investment Income | 16,284 | 4,158 | 4,158 | 4,158 |
| 250300 | 4719 | Park & Open Space Facilities | 438,311 | 95,000 | 369,313 | 750,000 |
| TOTAL PARK & OPEN SPACE DEV | | | 454,596 | 99,158 | 373,471 | 754,158 |
| <u>PUBLIC FACILITIES DEV (251)</u> | | | | | | |
| 251300 | 4712 | Police Facilities | 24,474 | 4,000 | 6,086 | 9,000 |
| 251300 | 4713 | Fire Facilities | 196,707 | 80,000 | 116,751 | 170,000 |
| 251300 | 4714 | Library Facilities | 42,926 | 6,000 | 32,695 | 50,000 |
| 251300 | 4715 | General Government Facilities | 233,858 | 96,000 | 136,984 | 200,000 |
| TOTAL PUBLIC FACILITIES DEV | | | 497,965 | 186,000 | 292,516 | 429,000 |
| <u>ARTERIAL STREET CONSTRUCTION (252)</u> | | | | | | |
| 252400 | 4808 | Investment Income | 108,076 | 29,308 | 29,308 | 29,308 |
| 252400 | 4722 | Regional Arterial Fee | 351,919 | 170,000 | 194,029 | 240,000 |
| 252400 | 4723 | Railroad Crossings Fee | 5,826 | 3,000 | 3,171 | 4,000 |
| 252400 | 4724 | Local Arterial Fee | 131,494 | 60,000 | 72,483 | 80,000 |
| TOTAL ARTERIAL STREET CONSTRUCTION | | | 597,315 | 262,308 | 298,991 | 353,308 |
| <u>TRAFFIC SIGNALS (253)</u> | | | | | | |
| 253400 | 4808 | Investment Income | 37,285 | 9,954 | 9,954 | 9,954 |
| 253302 | 4721 | Transportation Facilities | 29,549 | 16,000 | 16,504 | 20,000 |
| TOTAL TRAFFIC SIGNALS | | | 66,834 | 25,954 | 26,458 | 29,954 |
| <u>FREEWAY INTERCHANGES (254)</u> | | | | | | |
| 254400 | 4415 | Cost Recovery/Reimbursed Exp | 883,957 | - | - | - |
| 254400 | 4808 | Investment Income | 93,356 | 23,475 | 23,475 | 23,475 |
| 254304 | 4721 | Transportation Facilities | 290,015 | 150,000 | 159,864 | 205,000 |
| TOTAL FREEWAY INTERCHANGES | | | 1,267,328 | 173,475 | 183,339 | 228,475 |
| <u>STREET LIGHTING DISTRICT #1 (260)</u> | | | | | | |
| 260300 | 4727 | Assessment District | 24,580 | 24,300 | 24,300 | 24,300 |
| TOTAL STREET LIGHTING DISTRICT #1 | | | 24,580 | 24,300 | 24,300 | 24,300 |
| <u>COMMUNITY FACILITY DISTRICT 2004-1 (261)</u> | | | | | | |
| 261300 | 4808 | Investment Income | 9,577 | 5,000 | (1,272) | 4,000 |
| 261300 | 4814 | Miscellaneous Receipts | 40,869 | - | - | - |
| 261300 | 4727 | Assessment District | 302,334 | 350,000 | 330,000 | 465,000 |
| TOTAL COMMUNITY FACILITY DISTRICT | | | 352,780 | 355,000 | 328,728 | 469,000 |
| <u>LANDSCAPE MAINTENANCE DISTRICT (263)</u> | | | | | | |
| 263300 | 4727 | Assessment District | 28,663 | 29,000 | 29,000 | 29,000 |
| TOTAL LANDSCAPE MAINTENANCE DISTRICT | | | 28,663 | 29,000 | 29,000 | 29,000 |
| <u>OBLIGATION PAYMENT (288/820)</u> | | | | | | |
| 820166 | 4101 | Current Secured Taxes | 1,066,306 | 2,665,239 | 2,607,976 | 2,603,288 |
| 820166 | 4808 | Investment Income | 41,574 | 5,000 | 5,000 | 5,000 |
| TOTAL OBLIGATION PAYMENT | | | 1,107,880 | 2,670,239 | 2,612,976 | 2,608,288 |
| <u>GENERAL DEBT SERVICE (305)</u> | | | | | | |
| 305501 | 4107 | Supplemental PY Taxes | 98 | 200 | 5 | - |
| 305501 | 4110 | Supplemental - Voter Approved | 52,111 | 40,000 | 35,000 | 30,000 |
| 305501 | 4808 | Investment Income | 2,958 | 1,800 | 1,000 | - |
| TOTAL GENERAL DEBT SERVICE | | | 55,167 | 42,000 | 36,005 | 30,000 |
| <u>SUCCESSOR TO RDA DEBT SVC (380/820)</u> | | | | | | |
| 820169 | 4808 | Investment Income | 192,178 | - | 7 | - |
| TOTAL SUCCESSOR TO RDA DEBT SVC | | | 192,178 | - | 7 | - |

REVENUES

| ORGKEY | OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|--|--------|------------------------------------|-------------------------------|----------------------------------|------------------------------------|
| <u>STORM DRAIN CONSTRUCTION (405)</u> | | | | | |
| 405400 | 4808 | Investment Income | 56,869 | 15,561 | 15,561 |
| 405300 | 4718 | Storm Drain Fees | 151,815 | 75,000 | 118,500 |
| | | TOTAL STORM DRAIN CONSTRUCTION | 208,684 | 90,561 | 134,061 |
| <u>SAFETY/CITY HALL REPLACEMENT (406)</u> | | | | | |
| 406501 | 4808 | Investment Income | 40,847 | - | 3,000 |
| 406501 | 4811 | Land Sale Proceeds | - | - | 1,386,982 |
| | | TOTAL SAFETY/CITY HALL REPLACEMENT | 40,847 | - | 1,389,982 |
| <u>SUCCESSOR TO RDA CAP PROJECT (488/820)</u> | | | | | |
| 820168 | 4415 | Cost Recovery/Reimbursed Exp | 5,550 | - | - |
| | | TOTAL SUCCESSOR TO RDA CAP PROJECT | 5,550 | - | - |
| <u>WATER (501)</u> | | | | | |
| 501900 | 4503 | Plan Check | 9,665 | 10,000 | 31,144 |
| 501900 | 4415 | Cost Recovery/Reimbursed Exp | 421 | 10,000 | - |
| 501900 | 4556 | Water Usage | 24,229,996 | 24,800,000 | 26,278,448 |
| 501900 | 4564 | Irrigation Water Usage | 2,818,857 | 3,030,000 | 3,085,523 |
| 501900 | 4566 | Fire Hydrant Water Usage | 178,427 | 150,000 | 196,302 |
| 501900 | 4560 | Water Meter Install | 48,395 | 30,000 | 36,874 |
| 501900 | 4704 | Frontage Charge | 192,793 | 50,000 | 275,000 |
| 501900 | 4558 | B Contract Water Usage | 38,014 | 50,000 | 105,128 |
| 501900 | 4568 | Fire Protection Water Usage | 497,969 | 400,000 | 426,866 |
| 501900 | 4605 | Conservation Violation Penalty | 186 | 10,000 | 1,000 |
| 501900 | 4808 | Investment Income | 1,350,774 | 765,000 | 765,000 |
| 501900 | 4812 | Sale of Surplus Property | 3,787 | - | - |
| 501900 | 4813 | Rental Income | 151,081 | 170,000 | 172,484 |
| 501900 | 4814 | Miscellaneous Receipts | 117,938 | 110,000 | 110,000 |
| 501900 | 4557 | Fire Flow Testing | 3,160 | 2,500 | 2,709 |
| 501900 | 4825 | Capital Contribution | 2,868,506 | - | - |
| | | TOTAL WATER | 32,509,969 | 29,587,500 | 31,486,478 |
| <u>WATER DEBT SERVICE (501)</u> | | | | | |
| 501930 | 4808 | Investment Income | 522 | 1,500 | 1,500 |
| | | TOTAL WATER DEBT SERVICE | 522 | 1,500 | 1,500 |
| <u>SOURCE ACQUISITION (508)</u> | | | | | |
| 508900 | 4808 | Investment Income | 23,416 | 5,000 | 5,000 |
| 508900 | 4562 | Water Source Acq Residential | 120,917 | 130,000 | 30,834 |
| 508900 | 4563 | Water Source Acq Non-Res | - | 40,000 | - |
| | | TOTAL SOURCE ACQUISITION | 144,333 | 175,000 | 35,834 |
| <u>WATER CAPITAL IMPROVEMENT (509)</u> | | | | | |
| 509920 | 4575 | Cap Improv Chrg Non-Res | - | 240,000 | - |
| 509920 | 4576 | Cap Improv Chrg Residential | 1,132,991 | 600,000 | 703,254 |
| 509920 | 4808 | Investment Income | - | 1,500 | 1,500 |
| | | TOTAL WATER CAPITAL IMPROVEMENT | 1,132,991 | 841,500 | 704,754 |

REVENUES

| ORGKEY | OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|--|--------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| <u>SOLID WASTE (511)</u> | | | | | |
| 511900 | 4401 | 11,595 | - | - | - |
| 511910 | 4401 | - | 18,000 | 28,537 | - |
| 511900 | 4415 | 524,550 | 1,090,992 | 520,922 | 5,000 |
| 511900 | 4554 | 2,527,217 | 2,264,988 | 2,110,569 | 2,500,000 |
| 511900 | 4551 | 8,512,051 | 7,806,000 | 7,895,077 | 8,500,000 |
| 511900 | 4552 | 7,457,533 | 6,900,000 | 6,348,541 | 7,500,000 |
| 511900 | 4555 | 70,164 | 15,000 | 10,000 | 15,000 |
| 511900 | 4808 | 209,174 | 41,564 | 41,564 | 100,000 |
| 511900 | 4810 | - | - | 43 | - |
| 511900 | 4812 | 3,620 | - | 1,500 | 2,000 |
| 511900 | 4817 | 1,335 | 1,335 | - | - |
| | TOTAL SOLID WASTE | 19,317,238 | 18,137,879 | 16,956,753 | 18,622,000 |
| <u>SOLID WASTE DEBT SERVICE (511)</u> | | | | | |
| 511930 | 4808 | 184,961 | 1,722 | 25 | 1,000 |
| | TOTAL SOLID WASTE DEBT SVC | 184,961 | 1,722 | 25 | 1,000 |
| <u>CALIF ST LANDFILL CLOSURE (511)</u> | | | | | |
| 511981 | 4808 | 196,188 | 112,551 | (72,365) | 100,000 |
| | TOTAL CALIF ST LANDFILL CLOSURE | 196,188 | 112,551 | (72,365) | 100,000 |
| <u>SOLID WASTE CAP IMPROVEMENT (519)</u> | | | | | |
| 519920 | 4575 | 289,270 | 210,000 | 175,000 | 168,117 |
| 519920 | 4576 | 29,250 | 5,000 | 18,200 | 37,054 |
| 519920 | 4808 | 134,784 | 20,000 | (12,895) | 20,000 |
| | TOTAL SOLID WASTE CAP IMPROVEMENT | 453,305 | 235,000 | 180,305 | 225,171 |
| <u>WASTEWATER SERVICE (521)</u> | | | | | |
| 521900 | 4415 | 6,374 | 6,374 | 2,059 | 3,000 |
| 521900 | 4546 | 7,101,458 | 6,481,750 | 6,374,179 | 7,331,000 |
| 521900 | 4547 | 2,336,573 | 2,380,900 | 2,183,217 | 2,511,000 |
| 521900 | 4550 | 34,797 | 40,000 | 31,686 | 37,000 |
| 521900 | 4548 | 378,414 | 400,000 | 207,509 | 239,000 |
| 521900 | 4704 | 92,790 | 80,000 | 100,000 | 30,000 |
| 521900 | 4570 | 203,407 | - | - | - |
| 521900 | 4571 | 7,012 | - | - | - |
| 521900 | 4808 | 739,485 | 360,000 | 360,000 | 360,000 |
| 521900 | 4814 | 75,387 | 75,000 | 6,885 | 50,000 |
| 521900 | 4825 | 1,202,090 | - | - | - |
| | TOTAL WASTEWATER SERVICE | 12,177,786 | 9,824,024 | 9,265,536 | 10,561,000 |
| <u>WASTEWATER CAPITAL IMPROVEMENT (529)</u> | | | | | |
| 529920 | 4575 | - | 120,000 | - | 100,000 |
| 529920 | 4576 | 1,115,869 | 70,000 | 704,897 | 550,000 |
| 529920 | 4808 | 159,239 | 71,000 | 71,000 | 71,000 |
| | TOTAL WASTEWATER CAPITAL IMPROVEMENT | 1,275,108 | 261,000 | 775,897 | 721,000 |
| <u>GROVES (538)</u> | | | | | |
| 538900 | 4415 | 9,035 | - | - | - |
| 538900 | 4808 | 16,602 | 5,641 | - | - |
| 538900 | 4814 | 55,478 | - | - | - |
| 538900 | 4818 | 472,597 | 815,000 | 45,000 | - |
| 538910 | 4818 | - | - | 580,000 | 720,000 |
| 538900 | 4825 | 856,610 | - | - | - |
| | TOTAL GROVES | 1,410,322 | 820,641 | 625,000 | 720,000 |
| <u>NON-POTABLE WATER (541)</u> | | | | | |
| 531900 | 4572 | 286,392 | 600,000 | 353,795 | 354,000 |
| 531900 | 4573 | 183,931 | 150,000 | 243,833 | 244,000 |
| 531900 | 4704 | 13,938 | 20,000 | 5,000 | 10,000 |
| 531900 | 4808 | 83,991 | 50,000 | 50,000 | 50,000 |
| | TOTAL NON-POTABLE WATER | 568,252 | 820,000 | 652,629 | 658,000 |

REVENUES

| ORGKEY | OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED | |
|--|--------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|-----------|
| <u>NON-POTABLE CAPITAL IMPROVEMENT FUND (532)</u> | | | | | | |
| 532920 | 4575 | Cap Improv Chrg Non-Res | 41,148 | 30,000 | 150,000 | 30,000 |
| 532920 | 4808 | Investment Income | 35,903 | 25,000 | 25,000 | 25,000 |
| TOTAL NON POT CAP IMPROVEMENT FUND | | 77,051 | 55,000 | 175,000 | 55,000 | |
| <u>CEMETERY (562)</u> | | | | | | |
| 562900 | 4415 | Cost Recovery/Reimbursed Exp | 77 | 80 | - | - |
| 562900 | 4540 | Cemetery Interment | 153,166 | 136,647 | 216,015 | 165,000 |
| 562900 | 4541 | Cemetery Lots | 613,615 | 730,650 | 640,000 | 680,000 |
| 562900 | 4542 | Cemetery Crypts | 130,760 | 87,590 | 75,000 | 75,000 |
| 562900 | 4543 | Cemetery Perpetual Care | 28,780 | 21,763 | 35,400 | 30,000 |
| 562900 | 4808 | Investment Income | 67,085 | 39,520 | (10,878) | 30,000 |
| 562900 | 4809 | Finance Charges | 6,324 | 5,500 | 11,165 | 6,800 |
| 562900 | 4810 | Returned Check Fee | 43 | 82 | - | 82 |
| 562900 | 4813 | Rental Income | 20,393 | 23,250 | 23,250 | 23,250 |
| 562900 | 4814 | Miscellaneous Receipts | 93,996 | 97,627 | 134,700 | 97,000 |
| 562900 | 4817 | Misc. Taxable Sales | 84,216 | 76,102 | 100,845 | 85,000 |
| 562900 | 4819 | Donations | 500 | 500 | 471 | 500 |
| TOTAL CEMETERY | | 1,198,956 | 1,219,311 | 1,225,968 | 1,192,632 | |
| <u>AVIATION OPERATING (564)</u> | | | | | | |
| 564900 | 4102 | Current Unsecured Taxes | 81,098 | 70,000 | 80,000 | 80,000 |
| 564900 | 4401 | State Grants | 11,413 | - | - | - |
| 564910 | 4401 | State Grants | - | 10,000 | 18,705 | - |
| 564900 | 4407 | Federal Grants | 32,363 | - | - | - |
| 564900 | 4415 | Cost Recovery/Reimbursed Exp | - | - | 6,400 | 10,000 |
| 564900 | 4808 | Investment Income | 6,091 | 1,335 | (599) | - |
| 564900 | 4809 | Finance Charges | 362 | 195 | 71 | - |
| 564900 | 4813 | Rental Income | 185,385 | 190,000 | 195,000 | 195,000 |
| 564900 | 4814 | Miscellaneous Receipts | - | - | 4,000 | 4,000 |
| 564900 | 4707 | Tie-Down Fees | 8,266 | 6,200 | 6,000 | 7,000 |
| 564900 | 4708 | Gate Access Fee | 6,604 | 7,200 | 6,500 | 6,500 |
| 564900 | 4709 | Fuel Flowage Fees | 1,131 | 1,600 | 3,250 | 500 |
| 564900 | 4710 | Ground Leases | 117,261 | 106,000 | 114,200 | 114,200 |
| TOTAL AVIATION OPERATING | | 449,974 | 392,530 | 433,527 | 417,200 | |
| <u>LIABILITY SELF-INSURANCE (602)</u> | | | | | | |
| 602900 | 4415 | Cost Recovery/Reimbursed Exp | 17,593 | 10,000 | 4,000 | 5,000 |
| 602900 | 4808 | Investment Income | (23,767) | - | 6,000 | 5,000 |
| 602900 | 4814 | Miscellaneous Receipts | 8,249 | 5,000 | 1,000 | 1,000 |
| TOTAL LIABILITY SELF-INSURANCE | | 2,076 | 15,000 | 11,000 | 11,000 | |
| <u>INFORMATION TECHNOLOGY (604)</u> | | | | | | |
| 604900 | 4415 | Cost Recovery/Reimbursed Exp | 1,667 | - | 500 | 200 |
| 604900 | 4705 | Int Serv Rcpts: General Fund | 1,760,503 | 1,673,301 | 1,673,301 | 2,024,382 |
| 604900 | 4706 | Int Serv Rcpts: Non-Gen Fund | 1,881,391 | 2,387,913 | 2,387,913 | 2,525,954 |
| 604900 | 4808 | Investment Income | 51,383 | 8,000 | 5,000 | 5,000 |
| 604900 | 4812 | Sale of Surplus Property | 392 | 500 | - | - |
| TOTAL INFORMATION TECHNOLOGY | | 3,695,335 | 4,069,714 | 4,066,714 | 4,555,536 | |
| <u>WORKERS COMP SELF-INSURANCE (606)</u> | | | | | | |
| 606951 | 4415 | Cost Recovery/Reimbursed Exp | 33,624 | - | 15,000 | - |
| 606951 | 4808 | Investment Income | 66,150 | - | - | - |
| 606951 | 4586 | Worker's Comp Receipts | 2,314,733 | 2,399,448 | 2,399,448 | 2,740,976 |
| TOTAL WORKERS COMP SELF-INSURANCE | | 2,414,507 | 2,399,448 | 2,414,448 | 2,740,976 | |

REVENUES

| ORGKEY | OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED | |
|---|--------|---|-------------------------------|----------------------------------|------------------------------------|-------------------|
| <u>EQUIPMENT MAINTENANCE (607)</u> | | | | | | |
| 607900 | 4415 | Cost Recovery/Reimbursed Exp | 697,951 | 300,000 | 360,328 | 320,000 |
| 607900 | 4705 | Int Serv Rcpts: General Fund | 1,285,179 | 1,228,911 | 1,380,217 | 1,487,215 |
| 607900 | 4706 | Int Serv Rcpts: Non-Gen Fund | 3,957,813 | 3,432,509 | 3,855,124 | 4,151,758 |
| 607900 | 4803 | L/CNG Outside Fuel Sales | 315,508 | 1,000,000 | 931,391 | 1,000,000 |
| 607900 | 4808 | Investment Income | 44,293 | 10,000 | (774) | 10,000 |
| | | TOTAL EQUIP MAINTENANCE | 6,300,744 | 5,971,420 | 6,526,286 | 6,968,973 |
| <u>UTILITY BILLING (608)</u> | | | | | | |
| 608900 | 4415 | Cost Recovery/Reimbursed Exp | 79 | - | - | - |
| 608900 | 4561 | Water Turn-On | 49,918 | 45,000 | 20,000 | - |
| 608900 | 4574 | Utility Billing Service | 1,250,000 | 1,250,000 | 1,250,000 | 980,500 |
| 608900 | 4808 | Investment Income | 47,441 | 37,000 | 37,000 | 20,000 |
| 608900 | 4809 | Finance Charges | 384,358 | 375,000 | - | - |
| 608900 | 4810 | Returned Check Fee | 18,095 | 12,000 | 12,000 | 12,000 |
| 608900 | 4814 | Miscellaneous Receipts | 41,385 | 30,000 | 30,000 | 30,000 |
| 608900 | 4820 | Bad Debt Recoveries | 4,165 | 1,200 | 1,200 | 2,000 |
| | | TOTAL UTILITY BILLING | 1,795,440 | 1,750,200 | 1,350,200 | 1,044,500 |
| <u>SIMONDS ENDOWMENT (705)</u> | | | | | | |
| 705900 | 4808 | Investment Income | 1,038 | - | - | - |
| | | TOTAL SIMONDS ENDOWMENT | 1,038 | - | - | - |
| <u>PAULINE STANCLIFF MEMORIAL TRUST (706)</u> | | | | | | |
| 706900 | 4808 | Investment Income | 615 | - | - | - |
| | | TOTAL PAULINE STANCLIFF MEMORIAL TRUST | 615 | - | - | - |
| <u>COMMUNITY FACILITY DISTRICT TRUST (810)</u> | | | | | | |
| 810962 | 4415 | Cost Recovery/Reimbursed Exp | 757,481 | 730,000 | 730,000 | 730,000 |
| 810961 | 4415 | Cost Recovery/Reimbursed Exp | 757,620 | 760,000 | 760,000 | 760,000 |
| 810962 | 4808 | Investment Income | 1,528 | 1,800 | 1,800 | 1,800 |
| 810961 | 4808 | Investment Income | 1,358 | 1,600 | 1,600 | 1,600 |
| | | TOTAL COMMUNITY FACILITY DISTRICT TRUST | 1,517,988 | 1,493,400 | 1,493,400 | 1,493,400 |
| <u>PAYROLL CLEARING ADMIN (720/609)</u> | | | | | | |
| 609900 | 4823 | Pension Bond Allocation | 1,779,600 | 1,754,476 | 1,754,476 | 1,755,006 |
| | | TOTAL PAYROLL CLEARING ADMIN | 1,779,600 | 1,754,476 | 1,754,476 | 1,755,006 |
| TOTAL NON-GENERAL FUNDS | | | 101,541,943 | 100,806,171 | 104,204,292 | 96,073,440 |

(This page intentionally left blank)

**CAPITAL OUTLAY
GENERAL FUND**

| DEPARTMENT / DIVISION / PROJECT | ORG | OBJECT | DESCRIPTION | 2020-21 12 MONTH ESTIMATE | 2021-22 CITY COUNCIL ADOPTED |
|--|--------|-----------|---|---------------------------------|------------------------------------|
| GENERAL FUND (101) | | | | | |
| City Manager's Office | | | | | |
| Communications & Community Relations | 101121 | 8706 | Redlands TV Equipment Replacements (PEG-funded) | \$ - | \$ 30,000 |
| Development Services | | | | | |
| Building & Safety | 101162 | 8801 | Motor Vehicle Lease | 5,922 | 5,922 |
| Planning | 101164 | 8801 | Motor Vehicle Lease | 5,200 | 5,200 |
| Facilities & Community Services | | | | | |
| Administration | 101300 | 8801 | Motor Vehicle Leases | 14,370 | 14,370 |
| Building Maintenance | 101301 | 8501 | Exterior Renovations to Redlands Bowl | 120,000 | - |
| | 101301 | 8501 | Civic Center Replacement HVAC System Engineering | 60,184 | - |
| | 101301 | 8501 | Citywide Roofing Assessment | - | 50,000 |
| | 101301 | 8501 | Replacement of Contemporary Club Parapet Wall | - | 40,000 |
| | 101301 | 8501 | Partial Office Space Remodel (Suites 10 & 12) | - | 200,000 |
| | 101301 | 8501 | Retrofit/Upgrade Civic Center Security System | 300,000 | - |
| | 101301 | 8801 | Motor Vehicle Leases | 6,053 | 33,874 |
| Electrical | 101302 | 8706/8501 | Traffic Cabinet Repair, Boring & Rewiring | 169,237 | - |
| | 101302 | 8706 | Traffic Cabinet, Video Detection & Controller Replacement | - | 163,000 |
| | 101302 | 8801 | Motor Vehicle Leases | - | 23,500 |
| Parks | 101303 | 8501 | Various Improvements - Sports Field Policy Implementation | 391,000 | - |
| | 101303 | 8501 | Various Park Capital Improvement Projects | 251,126 | - |
| | 101303 | 8706 | Sports Field Lighting Systems | 44,010 | 30,000 |
| | 101303 | 8801 | Motor Vehicle Leases (includes heavy duty vehicles) | 105,146 | 234,255 |
| Streets | 101304 | 8501 | Sixth Street Improvements | 82,989 | - |
| | 101304 | 8706 | Mower & Trailer Purchases | - | 102,000 |
| | 101304 | 8801 | Motor Vehicle Leases (includes heavy duty vehicles) | 66,821 | 66,821 |
| | 101304 | 8801 | Motor Vehicle Leases (additional heavy duty equipment) | - | 301,996 |
| Trees | 101305 | 8801 | Motor Vehicle Leases (includes heavy duty vehicles) | - | 53,924 |
| Recreation & Senior Services | 101309 | 8501 | Downtown Holiday Celebration | - | 60,000 |
| | 101309 | 8501 | Upgrade Community Center Game room | 168,000 | - |
| | 101309 | 8501 | Repave & Restripe Community center Parking Lot | 70,000 | - |
| | 101309 | 8801 | Motor Vehicle Lease | - | 12,074 |
| Fire | | | | | |
| Suppression | 101250 | 8501 | Exhaust Hose Station 262 | 12,000 | - |
| | 101250 | 8501 | Security Fencing and Automatic Gate for Fire Station 261 | 35,000 | - |
| | 101250 | 8501 | Security Fencing and Automatic Gate for Fire Station 262 | 30,000 | - |
| | 101250 | 8503 | Station 262 ADA Retrofit | 400,000 | - |
| | 101250 | 8503 | Apparatus Bay Doors Fire Station 261 | 195,875 | - |
| | 101250 | 8503 | Station Lockers, Storage and Hose Cabinets | 100,000 | - |
| | 101250 | 8704 | Type III Brush Engine Lease | 225,578 | - |
| | 101250 | 8704 | Two Type 1 Engines and 1 100-foot aerial engine | - | 3,000,000 |
| | 101250 | 8706 | Specialized Departmental Equipment | 17,000 | - |
| | 101250 | 8801 | Motor Vehicle Leases | 94,097 | - |
| Library | | | | | |
| Administration | 101190 | 8501 | Boiler Replacement | 350,000 | - |
| | 101190 | 8503 | Various Library Building Improvements | 20,000 | - |
| Management Services | | | | | |
| Finance | 101501 | 8501 | Office Furniture Replacements | - | 60,000 |
| Engineering | | | | | |
| Operations | 101400 | 6106 | Citywide Transportation Master Plan | 350,000 | - |
| | 101400 | 8403 | Traffic & Parking Commission Projects | 25,000 | - |
| | 101400 | 8403 | Citywide Sidewalk/ADA Replacement Project | 500,000 | - |
| | 101400 | 8403 | Bridge Preventive Maintenance Program | 275,000 | - |
| | 101400 | 8403 | Public Parking Lot & Alley Improvement Project | 800,000 | - |
| | 101400 | 8404 | Citywide Stormdrain System Improvement Project | 500,000 | - |
| | 101400 | 8501 | Traffic & Parking Commission Recommendations | - | 50,000 |
| Police | | | | | |
| Support Services | 101202 | 8501 | EOC Police-Fire Department Remodel | 190,000 | - |
| | 101202 | 8704 | Lenco Bearcat Armored Vehicle | 350,000 | - |
| | 101202 | 8706 | Body-Worn Cameras | - | 107,815 |
| | 101202 | 8801 | Motor Vehicle Leases (additional vehicles added) | 570,030 | 686,106 |
| | 101203 | 8501 | Animal Shelter Fencing Project | 27,500 | - |
| | 101203 | 8501 | Animal Shelter Pavement Improvements | 30,000 | - |
| | 101203 | 8801 | Motor Vehicle Leases | 5,477 | 5,477 |
| Total General Fund (101) | | | | \$ 6,962,615 | \$ 5,336,334 |

**CAPITAL OUTLAY
OTHER FUNDS**

| DEPARTMENT | ORG | OBJECT | DESCRIPTION | 2020-21 12 MONTH ESTIMATE | 2021-22 CITY COUNCIL ADOPTED |
|---|--------|--------|--|---------------------------------|------------------------------------|
| GOVERNMENTAL GRANTS FUND (200) | | | | | |
| Development Services | | | | | |
| F164002 | 200164 | 8403 | Alley/Street Improvement Capital Improvement Project | \$ 394,028 | \$ - |
| F164001 | 200164 | 8501 | FY18/19 Civic Center ADA Improvement | 94,525 | - |
| F164010 | 200164 | 8503 | Joslyn Senior Center Rehab Project | 262,878 | - |
| F164029 | 200164 | 8503 | Sylvan Park Restroom Capital Improvement Project | - | 293,000 |
| F16412A | 200164 | 8706 | CDBG-CV1 FCS Senior Meal Pickup | 10,203 | - |
| Facilities & Community Svcs | | | | | |
| P309003 | 200309 | 8704 | MSRC Electric Senior Transportation Bus | 29,085 | - |
| Fire | | | | | |
| S250019 | 200250 | 8501 | Installation of Steel Canopy to Support HHW Program | 228,292 | - |
| P250004 | 200250 | 8706 | Industrial Fire Gear Washing Machine | 10,019 | - |
| Engineering | | | | | |
| F400001 | 200400 | 8501 | Emergency Vehicle Preemption | 1,039,500 | - |
| F400002 | 200400 | 8501 | Pedestrian Crosswalk Countdown Displays | 233,300 | - |
| C400005 | 200400 | 8501 | Highland/Redlands Regional Connector Project | 1,450,381 | - |
| F400006 | 200400 | 8501 | Orange Blossom Trail Roadway Lighting | 207,000 | - |
| C400007 | 200400 | 8501 | East Valley Corridor Bike Route Project | 2,112,000 | - |
| C400008 | 200400 | 8501 | Pedestrian Crosswalk Enhancement | 294,300 | - |
| Police | | | | | |
| F202007 | 200202 | 8706 | FY18 Homeland Security Grant Program | 20,800 | - |
| F202009 | 200202 | 8706 | FY2019 HSGP-Riverside UASI | 45,000 | - |
| F202018 | 200202 | 8706 | FY19 Homeland Security Grant Program | 20,451 | - |
| Total Governmental Grants Fund (200) | | | | \$ 6,451,762 | \$ 293,000 |
| PARAMEDICS FUND (205) | | | | | |
| Emergency Medical Service | 205250 | 8706 | Controlled Access Pharmaceutical Dispensers | 28,741 | - |
| Total Paramedics Fund (205) | | | | \$ 28,741 | \$ - |
| PAVEMENT ACCELERATED REPAIR IMPLEMENTATION STRATEGY FUND (PARIS) (211) | | | | | |
| 211001 | 211910 | 8403 | PARIS 2019 Resurfacing (1741-1988) | 8,019,427 | - |
| 211002 | 211910 | 8403 | PARIS 2020 Resurfacing (1989-XXXX) | - | 4,901,966 |
| 211003 | 211910 | 8403 | 2021 Pavement Management Plan | - | 4,000,000 |
| Project | 211910 | 8403 | San Bernardino County Cost-Sharing Pavement Project | - | 78,750 |
| Project | 211910 | 8501 | 2021 Alley Paving Project | - | 500,000 |
| Total PARIS Fund (211) | | | | \$ 8,019,427 | \$ 9,480,716 |
| AIR QUALITY IMPROVEMENT FUND (221) | | | | | |
| Project | 221400 | 8501 | SBCTA Redlands Passenger Rail | 500,000 | - |
| Project | 221400 | 8706 | Traffic Safety Message Sign & Mobile Radar Detection | 50,000 | - |
| Total Air Quality Improvement Fund (221) | | | | \$ 550,000 | \$ - |
| TRANSPORTATION DEVELOPMENT ACT FUND (241) | | | | | |
| S241001 | 241400 | 8405 | Orange Blossom Trail Phase III | 952,501 | - |
| C400005 | 241400 | 8501 | Highland/Redlands Regional Connector Project | 175,482 | - |
| C400007 | 241400 | 8501 | East Valley Corridor Bike Route Project | 50,401 | - |
| C400008 | 241400 | 8501 | Pedestrian Crosswalk Enhancement | 54,361 | - |
| Total Transportation Development Act Fund (241) | | | | \$ 1,232,745 | \$ - |
| ASSET FORFEITURE FUND (246) | | | | | |
| F246001 | 246200 | 8704 | Vehicle Purchase & Outfitting | 35,000 | - |
| F246001 | 246200 | 8706 | Specialized Replacement Equipment | 11,210 | - |
| Total Asset Forfeiture Fund (246) | | | | \$ 46,210 | \$ - |
| SUPPLEMENTAL LAW ENFORCEMENT FUND (249) | | | | | |
| S249001 | 249200 | 8704 | Two Motor Units & Outfitting | - | 75,000 |
| S249001 | 249200 | 8706 | Virtual Training Simulator | - | 75,000 |
| Total Supplemental Law Enforcement Fund (249) | | | | \$ - | \$ 150,000 |

**CAPITAL OUTLAY
OTHER FUNDS**

| DEPARTMENT | ORG | OBJECT | DESCRIPTION | 2020-21 12 MONTH ESTIMATE | 2021-22 CITY COUNCIL ADOPTED |
|--|--------|--------|--|---------------------------------|------------------------------------|
| ARTERIAL STREET CONSTRUCTION FUND (252) | | | | | |
| Arterial Street Construction | 252400 | 8501 | Citrus Avenue Widening | - | 900,000 |
| Total Arterial Street Construction Fund (252) | | | | \$ - | \$ 900,000 |
| TRAFFIC SIGNALS FUND (253) | | | | | |
| Traffic Signals | 253400 | 8501 | Traffic Signal Construction at University and Brockton | - | 500,000 |
| Total Traffic Signals Fund (253) | | | | \$ - | \$ 500,000 |
| FREEWAY INTERCHANGES FUND (254) | | | | | |
| 254001 | 254400 | 8501 | I-10 University Off-ramp Improvements | 770,614 | - |
| 254002 | 254400 | 8501 | I-10 Alabama On/Off Ramp Improvements | - | 2,171,761 |
| Total Freeway Interchanges Fund (254) | | | | \$ 770,614 | \$ 2,171,761 |
| STORM DRAIN CONSTRUCTION FUND (405) | | | | | |
| Storm Drain Construction | 405400 | 8404 | Various Projects - Mission Zaja Creek & Oakmont Park | - | 900,000 |
| Total Storm Drain Construction Fund (405) | | | | \$ - | \$ 900,000 |
| SAFETY/CITY HALL REPLACEMENT FUND (406) | | | | | |
| Other Land Improvements | 406501 | 8602 | Land Improvements | 84,290 | - |
| Total Safety/City Hall Replacement Fund (406) | | | | \$ 84,290 | \$ - |
| WATER FUND (501) | | | | | |
| Operations | 501900 | 8501 | AWIA & Security Master Plan Implementation | 184 | 250,000 |
| | 501900 | 8701 | Office Furniture | - | 5,000 |
| | 501900 | 8704 | Motor Vehicle Purchases | 618,720 | - |
| | 501900 | 8706 | Specialized Departmental Equipment | 117,016 | 350,000 |
| | 501900 | 8801 | Motor Vehicle Leases (includes heavy duty vehicles) | - | 743,284 |
| Projects | 501003 | 8402 | Sunset Reservoir Recoating & Imprv | - | 700,000 |
| | 501005 | 8402 | CIP - Well Rehabilitation | 493,028 | 480,000 |
| | 501006 | 8402 | Water SCADA System Upgrade | - | 3,700,000 |
| | 501007 | 8402 | Agate Well #2 Rehabilitation | - | 175,000 |
| | 501009 | 8402 | Hinckley Sludge Press | - | 250,000 |
| | 501012 | 8402 | 2019 CIP Water Paving | 455,658 | - |
| | 501021 | 8402 | Advanced Metering/Automatic Meter Reading | 250,000 | - |
| | 501023 | 8402 | Water Meter Replacement Project | 55,403 | - |
| | 501028 | 8402 | Fixed Generator-5th Ave, Texas St, Country Club | 750,000 | - |
| | 501029 | 8402 | Tate ACH Tank Replacement | 25,000 | - |
| | 501031 | 8402 | 2020 Water CIP | 2,500,000 | - |
| Project | 501910 | 8402 | Tank Mixers | - | 100,000 |
| Project | 501910 | 8402 | 2021 Water CIP | - | 4,500,000 |
| Project | 501910 | 8402 | Meter Replacement Program | - | 1,815,000 |
| Project | 501910 | 8402 | Seismic Study | 1,495,555 | - |
| Project | 501910 | 8402 | Booster #2131 & #2132 Replacement | - | 100,000 |
| | 501002 | 8501 | Drought Tolerant Landscape Imprv | 140,000 | 100,000 |
| | 501006 | 8501 | Water SCADA System Upgrade | 3,457,946 | - |
| | 501022 | 8501 | Roof Repairs | 100,000 | - |
| | 501023 | 8501 | Water Meter Replacement Project | 629,682 | - |
| | 501027 | 8501 | Smart Irrigation Controller for City Facilities | 50,000 | 50,000 |
| | 501030 | 8501 | Hinckley Washwater & Pond Fencing | 40,000 | - |
| | 501004 | 8706 | Hinckley WTP Backup Generator Replacement | 140,000 | - |
| Total Water Fund (501) | | | | \$ 11,318,192 | \$ 13,318,284 |

**CAPITAL OUTLAY
OTHER FUNDS**

| DEPARTMENT | ORG | OBJECT | DESCRIPTION | 2020-21 12 MONTH ESTIMATE | 2021-22 CITY COUNCIL ADOPTED |
|---|--------|-----------|--|---------------------------------|------------------------------------|
| SOLID WASTE FUND (511) | | | | | |
| Operations | 511900 | 8704 | Solid Waste Collection Vehicles | 686,917 | - |
| | 511900 | 8801 | Motor Vehicle Leases | 40,892 | 40,892 |
| 511003 | 511910 | 8501 | Gas Collection System | 70,000 | 909,000 |
| Project | 511910 | 8501 | Landfill Modular Office | 80,000 | - |
| 511002 | 511910 | 8601 | Landfill Expansion-Phase 4 | 1,525,953 | - |
| 511005 | 511910 | 8704 | Solid Waste Collection Vehicles | 726,658 | 1,500,000 |
| 511005 | 511910 | 8706 | Replacement of Specialized Hauling Vehicles | 82,800 | - |
| 511005 | 511910 | 8706 | Specialized Vehicle Equipment | - | 95,200 |
| Project | 511910 | 8801 | Landfill Vehicle Leases | 150,000 | 150,000 |
| Total Solid Waste Fund (511) | | | | \$ 3,363,220 | \$ 2,695,092 |
| WASTEWATER SERVICE FUND (521) | | | | | |
| Operations | 521900 | 8703 | Computer Equipment | 16,400 | 10,000 |
| | 521900 | 8704/8801 | Motor Vehicle Leases (includes heavy duty vehicles) | 769,042 | 577,709 |
| | 521900 | 8705 | Laboratory Instrumentation & Equipment | 60,000 | 75,000 |
| | 521900 | 8706 | Forklift Purchase | - | 30,000 |
| Projects | 521006 | 521910 | 8401 Wastewater Treatment Plant Capital Modifications | 16,101,038 | - |
| | 521013 | 521910 | 8401 Brine Cap Rehabilitation | 70,000 | - |
| | 521014 | 521910 | 8401 On-Call Wastewater System Improvements | 100,000 | - |
| | 521015 | 521910 | 8401 WWTP Chemical Storage Tank Replacement | 150,000 | - |
| | 521016 | 521910 | 8401 WWTP Slug Load Intervention Project | 105,000 | - |
| Project | 521910 | 8401 | Wastewater Infrastructure Capital Improvement | - | 1,000,000 |
| | 521001 | 521910 | 8501 Wastewater Collection Office Remodel | 19,648 | - |
| | 521012 | 521910 | 8501 Citywide Sewer Manhole Adjustment | 28,899 | - |
| | 521018 | 521910 | 8501 Stormwater-Hillside Stabilization & Lot Rehab/Expansion | 50,000 | - |
| Total Wastewater Service Fund (521) | | | | \$ 17,470,027 | \$ 1,692,709 |
| NONPOTABLE WATER SERVICE FUND (531) | | | | | |
| Projects | 531005 | 531910 | 8402 South Mountain Water Board Project | 111,000 | 111,110 |
| Project | 531910 | 8402 | Well #31A Rehabilitation | - | 250,000 |
| Project | 531910 | 8402 | Well #32 Rehabilitation | - | 100,000 |
| Project | 531910 | 8402 | Non-Potable Meter Replacement | - | 93,000 |
| Total Nonpotable Water Service Fund (531) | | | | \$ 111,000 | \$ 554,110 |
| GROVES FUND (538) | | | | | |
| Operations | 538900 | 8801 | Motor Vehicle Lease | - | 6,000 |
| Total Groves Fund (538) | | | | \$ - | \$ 6,000 |
| CEMETERY FUND (562) | | | | | |
| Cemetery | 562900 | 8501 | Sunset Lawn Phase 2- Standard Burial plots | - | 80,000 |
| | 562900 | 8706/8801 | Motor Vehicle Lease & Other Equipment | 8,204 | - |
| | 562900 | 8706 | Operational Equipment | - | 29,600 |
| | 562900 | 8801 | Motor Vehicle Leases (includes heavy duty vehicles) | - | 59,481 |
| Total Cemetery Fund (562) | | | | \$ 8,204 | \$ 169,081 |
| INNOVATION & TECHNOLOGY FUND (604) | | | | | |
| | 604900 | 8703 | Various Computer Hardware Replacements | 555,000 | - |
| | 604900 | 8801 | Motor Vehicle Leases | - | 22,792 |
| Total Innovation & Technology Fund (604) | | | | \$ 555,000 | \$ 22,792 |
| EQUIPMENT MAINTENANCE FUND (607) | | | | | |
| Operations | 607900 | 8501 | Safety Overhead Structure | - | 70,000 |
| | 607900 | 8801 | Motor Vehicle Leases | 15,949 | 19,049 |
| Total Equipment Maintenance Fund (607) | | | | \$ 15,949 | \$ 89,049 |
| UTILITY BILLING FUND (608) | | | | | |
| Customer Service | 608900 | 8503 | Office Rebuild/Reorganization for Front Counter | - | 75,000 |
| Total Utility Billing Fund (608) | | | | \$ - | \$ 75,000 |

RESOLUTION NO. 8199

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. 8154.

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 12, 2021.

Section 2. Salary schedule and Compensation Plan.

| Department/Division | PT | FT | Unit | Range | | | |
|-------------------------------|----|----|------|-------|--|--|--|
| <i>City Clerk's Office</i> | | | | | | | |
| Administrative Assistant I/II | | 1 | T | 15/30 | | | |

Part Time Positions

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

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

| <i>City Manager's Office</i> | | | | | | | |
|---------------------------------|---|---|----|----|--|--|--|
| City Manager | | 1 | C | 2 | | | |
| City Attorney | | 1 | C | 1 | | | |
| Assistant City Manager | | 1 | DD | 4 | | | |
| Grants Coordinator | | 1 | MM | 48 | | | |
| Management Analyst | | 1 | MM | 45 | | | |
| Administrative Analyst | | 1 | MM | 30 | | | |
| Senior Administrative Assistant | | 1 | T | 45 | | | |
| Senior Administrative Assistant | 1 | | PT | | | | |

Human Resources/Risk Management

| | | | | | | | |
|---|--|---|----|-------|----|--|--|
| Assistant Director, HR/Risk Management | | 1 | M | 90 | | | |
| HR/Risk Manager | | 1 | M | 78 | | | |
| Senior HR Analyst/Volunteer Coordinator | | 1 | MM | 65 | | | |
| Human Resource Analyst | | 1 | MM | 53 | | | |
| Risk Management Specialist | | 1 | MM | 41 | | | |
| HR Specialist | | 2 | MM | 30 | | | |
| HR Technician | | 1 | T | 37 | | | |
| Administrative Assistant I/II | | 1 | T | 15 | 30 | | |
| Mid-Management Trainee | | 2 | MM | 26-85 | | | |

Public Information

| | | | | | | | |
|----------------------------|--|---|---|----|--|--|--|
| Public Information Officer | | 1 | M | 75 | | | |
|----------------------------|--|---|---|----|--|--|--|

| | | | | | | | | |
|-----------------------------------|--|---|----|----|--|--|--|--|
| Multimedia Production Coordinator | | 1 | MM | 27 | | | | |
|-----------------------------------|--|---|----|----|--|--|--|--|

Purchasing

| | | | | | | | | |
|---------------------|--|---|---|----|--|--|--|--|
| Procurement Manager | | 1 | M | 74 | | | | |
| Purchasing Clerk | | 1 | T | 22 | | | | |

| | | | | | | | | |
|------------------------------------|--|----------|--|-----------|--|--|--|--|
| Total City Manager's Office | | 1 | | 22 | | | | |
|------------------------------------|--|----------|--|-----------|--|--|--|--|

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 | | | | |
| Finance Manager | | 1 | M | 78 | | | | |
| Senior Accountant | | 2 | MM | 51 | | | | |
| Management Analyst | | 1 | MM | 45 | | | | |
| Accountant | | 1 | MM | 35 | | | | |
| Senior Accounting Technician | | 1 | T | 40 | | | | |
| Accounting Technician I/II | | 2 | T | 23 | 33 | | | |

Revenue Division

| | | | | | | | | |
|---------------------------------------|--|---|----|----|----|--|--|--|
| Revenue Supervisor | | 1 | MM | 58 | | | | |
| Utilities Customer Service Supervisor | | 1 | MM | 45 | | | | |
| Accountant | | 1 | MM | 35 | | | | |
| Senior Customer Account Specialist | | 1 | T | 41 | | | | |
| 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 | | | | | |
|--------|--|---|----|--|--|--|--|--|

| | | | | | | | | |
|----------------------------------|----------|-----------|--|--|--|--|--|--|
| Total Management Services | 1 | 40 | | | | | | |
|----------------------------------|----------|-----------|--|--|--|--|--|--|

*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(Management Analyst eff. 7/26/2021 - MM45) | | 1 | MM | 55 | 65 | | | |
| Administrative Analyst | | 1 | MM | 30 | | | | |
| Administrative Assistant I/II | | 1 | T | 15/30 | | | | |

Building Division

| | | | | | | | | |
|-------------------------|--|---|----|----|----|--|--|--|
| Chief Building Official | | 1 | M | 81 | | | | |
| Sr. Plans Examiner | | 1 | MM | 62 | | | | |
| 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 | | | | |
|------------------------------|--|---|---|----|--|--|--|--|

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 | | | | | |
|-----------------|--|---|----|--|--|--|--|--|

| | | | | | | | | |
|--|----------|-----------|--|--|--|--|--|--|
| Total Development Services Department | 1 | 19 | | | | | | |
|--|----------|-----------|--|--|--|--|--|--|

Fire Department

| | | | | | | | | |
|---------------------|--|----|----|----|--|--|--|--|
| Fire Chief | | 1 | DD | 06 | | | | |
| Fire Marshal | | 1 | M | 88 | | | | |
| Deputy Fire Chief | | 1 | F | 85 | | | | |
| Deputy Fire Marshal | | 1 | MM | 59 | | | | |
| 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 | | 2 | CS | 55 | | | | |
| Sr. Administrative Assistant | | 1 | T | 45 | | | | |
| Administrative Assistant I/II | | 1 | T | 15 | 30 | | | |

| | | | | | | | | |
|------------------------------|--|-----------|--|--|--|--|--|--|
| Total Fire Department | | 65 | | | | | | |
|------------------------------|--|-----------|--|--|--|--|--|--|

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 | | 6 | T | 22 | 32 | | | |
| Technical Services Clerk | | 1 | T | 12 | | | | |
| Library Clerk | | 2 | T | 5 | | | | |

Part Time Positions

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

| | | | | | | | | |
|----------------------|--|-----------|-----------|--|--|--|--|--|
| Total Library | | 15 | 20 | | | | | |
|----------------------|--|-----------|-----------|--|--|--|--|--|

Municipal Utilities & Engineering Department

Administration

| | | | | | | | | |
|--|--|---|----|----|----|--|--|--|
| Director of Municipal Utilities and Public Works Engineering/City Engineer | | 1 | DD | 05 | | | | |
| 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 | | 2 | T | 15 | 30 | | | |

Engineering Services

| | | | | | | | | |
|-------------------------------------|--|---|------|----|----|----|----|--|
| Engineering Manager | | 1 | M | 85 | | | | |
| One Stop Permit Center Manager | | 1 | M | 82 | | | | |
| Construction Manager | | 1 | MM | 78 | | | | |
| Asst/Assoc/Civil/Sr. Civil Engineer | | 9 | T/MM | 74 | 51 | 61 | 73 | |
| Senior Construction Inspector | | 1 | T | 90 | | | | |
| Construction Inspector I/II | | 3 | T | 69 | 79 | | | |
| NPDES Inspector I/II | | 2 | T | 59 | 64 | | | |
| Counter Services Technician | | 1 | T | 30 | | | | |

Utilities

| | | | | | | | | |
|--------------------------------|--|---|----|----|----|----|----|--|
| Utilities Operations Manager | | 1 | M | 85 | | | | |
| Laboratory Manager | | 1 | MM | 58 | | | | |
| Regulatory Compliance Officer | | 1 | T | 90 | | | | |
| Laboratory Analyst I/II/III/IV | | 4 | T | 33 | 43 | 53 | 58 | |

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 Crewleader | | 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 | | | | |
| Wastewater Collection System Supervisor | | 1 | T | 89 | | | | |
| Wastewater Facilities Operator I/II/III/IV | | 6 | T | 51 | 61 | 68 | 78 | |
| Plant Mechanic I/II | | 3 | T | 43 | 53 | | | |

| | | | | | | | | |
|-------------------------------------|--|---|---|----|----|----|----|--|
| 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 | 2 | | PT | | | | | |
| Water/Wastewater Operations Apprentice | 5 | | PT | | | | | |
| Water Waste Investigator | 2 | | PT | | | | | |

| | | |
|------------------------------|-----------|------------|
| Total MUED Department | 11 | 101 |
|------------------------------|-----------|------------|

Police Department

| | | | | | | | |
|---|----|------|-------|----|----|--|--|
| Chief of Police | 1 | DD | 07 | | | | |
| 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 | 52 | P/CS | 60/79 | | | | |
| Police Operations Manager | 1 | M | 74 | | | | |
| Management Analyst | 1 | MM | 45 | | | | |
| Police Operations Coordinator | 1 | MM | 36 | | | | |
| Digital Forensic Examiner | 1 | CS | 85 | | | | |
| Crime Analyst | 1 | CS | 79 | | | | |
| Executive Police Assistant | 1 | CS | 74 | | | | |
| Dispatcher Supervisor | 3 | CS | 72 | | | | |
| Police Customer Service Supervisor | 1 | CS | 64 | | | | |
| Animal Control Supervisor | 1 | CS | 64 | | | | |
| Forensic Specialist | 2 | CS | 47 | | | | |
| Dispatcher I/II/III | 13 | CS | 40 | 50 | 55 | | |
| Property and Evidence Technician | 1 | CS | 43 | | | | |
| Community Service Officer I/II | 8 | CS | 33 | 43 | | | |
| Animal Control Officer | 3 | CS | 30 | | | | |
| Police Customer Service Representative I/II | 5 | CS | 17 | 27 | | | |
| Kennel Attendant | 2 | CS | 10 | | | | |

Part Time Positions

| | | | | | | | |
|----------------------------|---|--|----|--|--|--|--|
| Community Services Officer | 1 | | PT | | | | |
| Administrative Assistant | 1 | | PT | | | | |
| Camera Operator | 6 | | PT | | | | |
| Background Investigator | 4 | | PT | | | | |

| | | |
|--------------------------------|-----------|------------|
| Total Police Department | 12 | 134 |
|--------------------------------|-----------|------------|

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 | 77 | | | | |

| | | | | | | | | |
|-----------------------------------|--|---|----|----|----|--|--|--|
| Manager, Fac & Comm Serv | | 1 | MM | 73 | | | | |
| Field Services Superintendent | | 1 | MM | 65 | | | | |
| Field Services Project Supervisor | | 1 | MM | 48 | | | | |
| Administrative Analyst | | 1 | MM | 30 | | | | |
| Senior Code Enforcement Officer | | 1 | T | 70 | | | | |
| Code Enforcement Officer I/II | | 2 | T | 40 | 55 | | | |
| Sr. Administrative Assistant | | 2 | T | 45 | | | | |
| Administrative Assistant I/II | | 3 | T | 15 | 30 | | | |

Airport

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

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 | | | | |
| Sr. Administrative Assistant | | 1 | T | 45 | | | | |
| 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 | | 27 | 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 | | | | |
| Sr. Administrative Assistant | | 1 | T | 45 | | | | |
| 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 | | | |
| Senior Grove Maintenance Worker | | 1 | T | 40 | | | | |
| Tree Trimmer I/II | | 4 | T | 30 | 40 | | | |
| Grove Maintenance Worker | | 1 | T | 20 | | | | |
| 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 | | 4 | 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 Supervisor | | 1 | MM | 35 | | | | |
| Program Specialist | | 2 | T | 45 | | | | |
| Administrative Assistant I/II | | 1 | T | 15 | 30 | | | |
| Program Aid | | 5 | T | 4 | | | | |

Part Time Positions

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

| | | |
|--|----------|------------|
| Total Facilities and Community Services | 9 | 118 |
|--|----------|------------|

| | |
|-----------------------------------|------------|
| Total Full Time Positions | 520 |
| Total Part Time Positions | 51 |
| Total Authorized Positions | 571 |

GRANT & DONATION FUNDED POSITIONS

Facilities and Community Services

| | | | | | | | | |
|------------|--|---|---|----|--|--|--|--|
| Van Driver | | 1 | T | 10 | | | | |
|------------|--|---|---|----|--|--|--|--|

| | |
|-------------------------------------|----------|
| Total Grant Funded Positions | 1 |
|-------------------------------------|----------|

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

| | |
|-------------------------------------|------------|
| Total Authorized Positions | 569 |
| Total Grant Funded Positions | 1 |

| | |
|------------------------|------------|
| TOTAL POSITIONS | 570 |
|------------------------|------------|

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.8154 of the City of Redlands is hereby rescinded effective July 11, 2021.

Adopted, approved and signed this 15th day of June, 2021.



Paul T. Barich, 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 15th day of June, 2021.

AYES: Council Members Tejada, Davis, Guzman-Lowery; Mayor Barich

NOES: None

ABSENT: Council Member Foster

ABSTAIN: None

| Range | FLSA Status | Rate Type | 0 (Minimum) | 1 | 2 | 3 | 4 | 5 (Longevity Only) |
|-------|-------------|-----------|----------------|--------|--------|--------|----------------|-----------------------|
| 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 |
| 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 |

| Range | FLSA Status | Rate Type | 0 (Minimum) | 1 | 2 | 3 | 4 | 5 (Longevity Only) |
|-------|-------------|-----------|----------------|--------|--------|--------|-------------|-----------------------|
| 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 |
| 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 |

| Range | FLSA Status | Rate Type | 0 (Minimum) | 1 | 2 | 3 | 4 | 5 (Longevity Only) |
|-------|-------------|-----------|----------------|--------|--------|--------|-------------|-----------------------|
| 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 |
| 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 |

| Range | FLSA Status | Rate Type | 0 (Minimum) | 1 | 2 | 3 | 4 | 5 (Longevity Only) |
|-------|-------------|-----------|----------------|--------|--------|--------|-------------|-----------------------|
| 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 |
| 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 |

| Range | FLSA Status | Rate Type | 0 (Minimum) | 1 | 2 | 3 | 4 | 5 (Longevity Only) |
|-------|-------------|-----------|----------------|--------|--------|--------|-------------|-----------------------|
| 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 | 60815 | 63856 | 66920 | 70000 | 73095 | 76195 |
| 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 |
| 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 |

| Range | FLSA Status | Rate Type | 0 (Minimum) | 1 | 2 | 3 | 4 | 5 (Longevity Only) |
|-------|-------------|-----------|----------------|--------|--------|--------|-------------|-----------------------|
| 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 |
| 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 |

| Range | FLSA Status | Rate Type | 0 (Minimum) | 1 | 2 | 3 | 4 | 5 (Longevity Only) |
|-------|-------------|-----------|----------------|--------|--------|--------|-------------|-----------------------|
| 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 |
| 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 |

| Range | FLSA Status | Rate Type | 0 (Minimum) | 1 | 2 | 3 | 4 | 5 (Longevity Only) |
|-------|-------------|-----------|----------------|--------|--------|--------|-------------|-----------------------|
| 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 |

| 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) |
|-------|-------------|-----------|-------------|--------|--------|--------|-------------|--------------------|
| MM25 | E | HOURLY | 27.700 | 29.085 | 30.539 | 32.066 | 33.669 | 35.353 |
| | | MONTHLY | 4801 | 5041 | 5293 | 5558 | 5836 | 6128 |
| | | ANNUAL | 57615 | 60496 | 63521 | 66697 | 70032 | 73534 |
| MM26 | E | HOURLY | 27.977 | 29.376 | 30.844 | 32.387 | 34.006 | 35.706 |
| | | MONTHLY | 4849 | 5092 | 5346 | 5614 | 5894 | 6189 |
| | | ANNUAL | 58192 | 61101 | 64156 | 67364 | 70732 | 74269 |
| MM27 | E | HOURLY | 28.257 | 29.669 | 31.153 | 32.710 | 34.346 | 36.063 |
| | | MONTHLY | 4898 | 5143 | 5400 | 5670 | 5953 | 6251 |
| | | ANNUAL | 58774 | 61712 | 64798 | 68038 | 71440 | 75012 |
| MM28 | E | HOURLY | 28.539 | 29.966 | 31.464 | 33.038 | 34.689 | 36.424 |
| | | MONTHLY | 4947 | 5194 | 5454 | 5727 | 6013 | 6313 |
| | | ANNUAL | 59361 | 62329 | 65446 | 68718 | 72154 | 75762 |
| MM29 | E | HOURLY | 28.824 | 30.266 | 31.779 | 33.368 | 35.036 | 36.788 |
| | | MONTHLY | 4996 | 5246 | 5508 | 5784 | 6073 | 6377 |
| | | ANNUAL | 59955 | 62953 | 66100 | 69405 | 72876 | 76519 |
| MM30 | E | HOURLY | 29.113 | 30.568 | 32.097 | 33.702 | 35.387 | 37.156 |
| | | MONTHLY | 5046 | 5299 | 5563 | 5842 | 6134 | 6440 |
| | | ANNUAL | 60554 | 63582 | 66761 | 70099 | 73604 | 77285 |
| MM31 | E | HOURLY | 29.404 | 30.874 | 32.418 | 34.039 | 35.741 | 37.528 |
| | | MONTHLY | 5097 | 5352 | 5619 | 5900 | 6195 | 6505 |
| | | ANNUAL | 61160 | 64218 | 67429 | 70800 | 74340 | 78057 |
| MM32 | E | HOURLY | 29.698 | 31.183 | 32.742 | 34.379 | 36.098 | 37.903 |
| | | MONTHLY | 5148 | 5405 | 5675 | 5959 | 6257 | 6570 |
| | | ANNUAL | 61772 | 64860 | 68103 | 71508 | 75084 | 78838 |
| MM33 | E | HOURLY | 29.995 | 31.495 | 33.069 | 34.723 | 36.459 | 38.282 |
| | | MONTHLY | 5199 | 5459 | 5732 | 6019 | 6320 | 6636 |
| | | ANNUAL | 62389 | 65509 | 68784 | 72223 | 75835 | 79626 |
| MM34 | E | HOURLY | 30.295 | 31.810 | 33.400 | 35.070 | 36.824 | 38.665 |
| | | MONTHLY | 5251 | 5514 | 5789 | 6079 | 6383 | 6702 |
| | | ANNUAL | 63013 | 66164 | 69472 | 72946 | 76593 | 80423 |
| MM35 | E | HOURLY | 30.598 | 32.128 | 33.734 | 35.421 | 37.192 | 39.051 |
| | | MONTHLY | 5304 | 5569 | 5847 | 6140 | 6447 | 6769 |
| | | ANNUAL | 63643 | 66826 | 70167 | 73675 | 77359 | 81227 |
| MM36 | E | HOURLY | 30.904 | 32.449 | 34.071 | 35.775 | 37.564 | 39.442 |
| | | MONTHLY | 5357 | 5624 | 5906 | 6201 | 6511 | 6837 |
| | | ANNUAL | 64280 | 67494 | 70868 | 74412 | 78132 | 82039 |
| MM37 | E | HOURLY | 31.213 | 32.773 | 34.412 | 36.133 | 37.939 | 39.836 |
| | | MONTHLY | 5410 | 5681 | 5965 | 6263 | 6576 | 6905 |
| | | ANNUAL | 64923 | 68169 | 71577 | 75156 | 78914 | 82860 |

| Range | FLSA Status | Rate Type | 0 (Minimum) | 1 | 2 | 3 | 4 (Maximum) | 5 (Longevity Only) |
|-------|-------------|-----------|-------------|--------|--------|--------|-------------|--------------------|
| MM38 | E | HOURLY | 31.525 | 33.101 | 34.756 | 36.494 | 38.319 | 40.235 |
| | | MONTHLY | 5464 | 5738 | 6024 | 6326 | 6642 | 6974 |
| | | ANNUAL | 65572 | 68850 | 72293 | 75908 | 79703 | 83688 |
| MM39 | E | HOURLY | 31.840 | 33.432 | 35.104 | 36.859 | 38.702 | 40.637 |
| | | MONTHLY | 5519 | 5795 | 6085 | 6389 | 6708 | 7044 |
| | | ANNUAL | 66228 | 69539 | 73016 | 76667 | 80500 | 84525 |
| MM40 | E | HOURLY | 32.159 | 33.766 | 35.455 | 37.228 | 39.089 | 41.043 |
| | | MONTHLY | 5574 | 5853 | 6146 | 6453 | 6775 | 7114 |
| | | ANNUAL | 66890 | 70234 | 73746 | 77433 | 81305 | 85370 |
| MM41 | E | HOURLY | 32.480 | 34.104 | 35.809 | 37.600 | 39.480 | 41.454 |
| | | MONTHLY | 5630 | 5911 | 6207 | 6517 | 6843 | 7185 |
| | | ANNUAL | 67559 | 70937 | 74483 | 78208 | 82118 | 86224 |
| MM42 | E | HOURLY | 32.805 | 34.445 | 36.167 | 37.976 | 39.875 | 41.868 |
| | | MONTHLY | 5686 | 5971 | 6269 | 6582 | 6912 | 7257 |
| | | ANNUAL | 68234 | 71646 | 75228 | 78990 | 82939 | 87086 |
| MM43 | E | HOURLY | 33.133 | 34.790 | 36.529 | 38.356 | 40.273 | 42.287 |
| | | MONTHLY | 5743 | 6030 | 6332 | 6648 | 6981 | 7330 |
| | | ANNUAL | 68917 | 72362 | 75981 | 79780 | 83769 | 87957 |
| MM44 | E | HOURLY | 33.464 | 35.138 | 36.894 | 38.739 | 40.676 | 42.710 |
| | | MONTHLY | 5800 | 6091 | 6395 | 6715 | 7051 | 7403 |
| | | ANNUAL | 69606 | 73086 | 76740 | 80577 | 84606 | 88837 |
| MM45 | E | HOURLY | 33.799 | 35.489 | 37.263 | 39.127 | 41.083 | 43.137 |
| | | MONTHLY | 5858 | 6151 | 6459 | 6782 | 7121 | 7477 |
| | | ANNUAL | 70302 | 73817 | 77508 | 81383 | 85452 | 89725 |
| MM46 | E | HOURLY | 34.137 | 35.844 | 37.636 | 39.518 | 41.494 | 43.568 |
| | | MONTHLY | 5917 | 6213 | 6524 | 6850 | 7192 | 7552 |
| | | ANNUAL | 71005 | 74555 | 78283 | 82197 | 86307 | 90622 |
| MM47 | E | HOURLY | 34.478 | 36.202 | 38.012 | 39.913 | 41.909 | 44.004 |
| | | MONTHLY | 5976 | 6275 | 6589 | 6918 | 7264 | 7627 |
| | | ANNUAL | 71715 | 75301 | 79066 | 83019 | 87170 | 91528 |
| MM48 | E | HOURLY | 34.823 | 36.564 | 38.392 | 40.312 | 42.328 | 44.444 |
| | | MONTHLY | 6036 | 6338 | 6655 | 6987 | 7337 | 7704 |
| | | ANNUAL | 72432 | 76054 | 79856 | 83849 | 88042 | 92444 |
| MM49 | E | HOURLY | 35.171 | 36.930 | 38.776 | 40.715 | 42.751 | 44.889 |
| | | MONTHLY | 6096 | 6401 | 6721 | 7057 | 7410 | 7781 |
| | | ANNUAL | 73156 | 76814 | 80655 | 84688 | 88922 | 93368 |
| MM50 | E | HOURLY | 35.523 | 37.299 | 39.164 | 41.122 | 43.178 | 45.337 |
| | | MONTHLY | 6157 | 6465 | 6788 | 7128 | 7484 | 7858 |
| | | ANNUAL | 73888 | 77582 | 81461 | 85535 | 89811 | 94302 |
| MM51 | E | HOURLY | 35.878 | 37.672 | 39.556 | 41.534 | 43.610 | 45.791 |
| | | MONTHLY | 6219 | 6530 | 6856 | 7199 | 7559 | 7937 |
| | | ANNUAL | 74627 | 78358 | 82276 | 86390 | 90709 | 95245 |
| MM52 | E | HOURLY | 36.237 | 38.049 | 39.951 | 41.949 | 44.046 | 46.249 |
| | | MONTHLY | 6281 | 6595 | 6925 | 7271 | 7635 | 8016 |
| | | ANNUAL | 75373 | 79142 | 83099 | 87254 | 91616 | 96197 |
| MM53 | E | HOURLY | 36.599 | 38.429 | 40.351 | 42.368 | 44.487 | 46.711 |
| | | MONTHLY | 6344 | 6661 | 6994 | 7344 | 7711 | 8097 |
| | | ANNUAL | 76127 | 79933 | 83930 | 88126 | 92533 | 97159 |
| MM54 | E | HOURLY | 36.965 | 38.814 | 40.754 | 42.792 | 44.932 | 47.178 |
| | | MONTHLY | 6407 | 6728 | 7064 | 7417 | 7788 | 8178 |
| | | ANNUAL | 76888 | 80733 | 84769 | 89008 | 93458 | 98131 |
| MM55 | E | HOURLY | 37.335 | 39.202 | 41.162 | 43.220 | 45.381 | 47.650 |
| | | MONTHLY | 6471 | 6795 | 7135 | 7491 | 7866 | 8259 |
| | | ANNUAL | 77657 | 81540 | 85617 | 89898 | 94393 | 99112 |

| Range | FLSA Status | Rate Type | 0 (Minimum) | 1 | 2 | 3 | 4 (Maximum) | 5 (Longevity Only) |
|-------|-------------|-----------|-------------|--------|--------|--------|-------------|--------------------|
| MM56 | E | HOURLY | 37.708 | 39.594 | 41.574 | 43.652 | 45.835 | 48.127 |
| | | MONTHLY | 6536 | 6863 | 7206 | 7566 | 7945 | 8342 |
| | | ANNUAL | 78434 | 82355 | 86473 | 90797 | 95336 | 100103 |
| MM57 | E | HOURLY | 38.086 | 39.990 | 41.989 | 44.089 | 46.293 | 48.608 |
| | | MONTHLY | 6601 | 6932 | 7278 | 7642 | 8024 | 8425 |
| | | ANNUAL | 79218 | 83179 | 87338 | 91705 | 96290 | 101104 |
| MM58 | E | HOURLY | 38.466 | 40.390 | 42.409 | 44.530 | 46.756 | 49.094 |
| | | MONTHLY | 6668 | 7001 | 7351 | 7718 | 8104 | 8510 |
| | | ANNUAL | 80010 | 84011 | 88211 | 92622 | 97253 | 102115 |
| MM59 | E | HOURLY | 38.851 | 40.794 | 42.833 | 44.975 | 47.224 | 49.585 |
| | | MONTHLY | 6734 | 7071 | 7424 | 7796 | 8185 | 8595 |
| | | ANNUAL | 80810 | 84851 | 89093 | 93548 | 98225 | 103137 |
| MM60 | E | HOURLY | 39.240 | 41.202 | 43.262 | 45.425 | 47.696 | 50.081 |
| | | MONTHLY | 6802 | 7142 | 7499 | 7874 | 8267 | 8681 |
| | | ANNUAL | 81618 | 85699 | 89984 | 94483 | 99208 | 104168 |
| MM61 | E | HOURLY | 39.632 | 41.614 | 43.694 | 45.879 | 48.173 | 50.582 |
| | | MONTHLY | 6870 | 7213 | 7574 | 7952 | 8350 | 8767 |
| | | ANNUAL | 82434 | 86556 | 90884 | 95428 | 100200 | 105210 |
| MM62 | E | HOURLY | 40.028 | 42.030 | 44.131 | 46.338 | 48.655 | 51.087 |
| | | MONTHLY | 6938 | 7285 | 7649 | 8032 | 8433 | 8855 |
| | | ANNUAL | 83259 | 87422 | 91793 | 96382 | 101202 | 106262 |
| MM63 | E | HOURLY | 40.429 | 42.450 | 44.572 | 46.801 | 49.141 | 51.598 |
| | | MONTHLY | 7008 | 7358 | 7726 | 8112 | 8518 | 8944 |
| | | ANNUAL | 84091 | 88296 | 92711 | 97346 | 102214 | 107324 |
| MM64 | E | HOURLY | 40.833 | 42.874 | 45.018 | 47.269 | 49.633 | 52.114 |
| | | MONTHLY | 7078 | 7432 | 7803 | 8193 | 8603 | 9033 |
| | | ANNUAL | 84932 | 89179 | 93638 | 98320 | 103236 | 108398 |
| MM65 | E | HOURLY | 41.241 | 43.303 | 45.468 | 47.742 | 50.129 | 52.635 |
| | | MONTHLY | 7148 | 7506 | 7881 | 8275 | 8689 | 9123 |
| | | ANNUAL | 85782 | 90071 | 94574 | 99303 | 104268 | 109482 |
| MM66 | E | HOURLY | 41.654 | 43.736 | 45.923 | 48.219 | 50.630 | 53.162 |
| | | MONTHLY | 7220 | 7581 | 7960 | 8358 | 8776 | 9215 |
| | | ANNUAL | 86639 | 90971 | 95520 | 100296 | 105311 | 110576 |
| MM67 | E | HOURLY | 42.070 | 44.174 | 46.382 | 48.701 | 51.136 | 53.693 |
| | | MONTHLY | 7292 | 7657 | 8040 | 8442 | 8864 | 9307 |
| | | ANNUAL | 87506 | 91881 | 96475 | 101299 | 106364 | 111682 |
| MM68 | E | HOURLY | 42.491 | 44.615 | 46.846 | 49.188 | 51.648 | 54.230 |
| | | MONTHLY | 7365 | 7733 | 8120 | 8526 | 8952 | 9400 |
| | | ANNUAL | 88381 | 92800 | 97440 | 102312 | 107428 | 112799 |
| MM69 | E | HOURLY | 42.916 | 45.062 | 47.315 | 49.680 | 52.164 | 54.773 |
| | | MONTHLY | 7439 | 7811 | 8201 | 8611 | 9042 | 9494 |
| | | ANNUAL | 89265 | 93728 | 98414 | 103335 | 108502 | 113927 |
| MM70 | E | HOURLY | 43.345 | 45.512 | 47.788 | 50.177 | 52.686 | 55.320 |
| | | MONTHLY | 7513 | 7889 | 8283 | 8697 | 9132 | 9589 |
| | | ANNUAL | 90157 | 94665 | 99398 | 104368 | 109587 | 115066 |
| MM71 | E | HOURLY | 43.778 | 45.967 | 48.266 | 50.679 | 53.213 | 55.873 |
| | | MONTHLY | 7588 | 7968 | 8366 | 8784 | 9224 | 9685 |
| | | ANNUAL | 91059 | 95612 | 100392 | 105412 | 110683 | 116217 |
| MM72 | E | HOURLY | 44.216 | 46.427 | 48.748 | 51.186 | 53.745 | 56.432 |
| | | MONTHLY | 7664 | 8047 | 8450 | 8872 | 9316 | 9782 |
| | | ANNUAL | 91970 | 96568 | 101396 | 106466 | 111790 | 117379 |
| MM73 | E | HOURLY | 44.658 | 46.891 | 49.236 | 51.698 | 54.282 | 56.997 |
| | | MONTHLY | 7741 | 8128 | 8534 | 8961 | 9409 | 9879 |
| | | ANNUAL | 92889 | 97534 | 102410 | 107531 | 112907 | 118553 |

| Range | FLSA Status | Rate Type | 0 (Minimum) | 1 | 2 | 3 | 4 (Maximum) | 5 (Longevity Only) |
|-------|-------------|-----------|-------------|--------|--------|--------|--------------|--------------------|
| MM74 | E | HOURLY | 45.105 | 47.360 | 49.728 | 52.215 | 54.825 | 57.566 |
| | | MONTHLY | 7818 | 8209 | 8620 | 9051 | 9503 | 9978 |
| | | ANNUAL | 93818 | 98509 | 103434 | 108606 | 114036 | 119738 |
| MM75 | E | HOURLY | 45.556 | 47.834 | 50.225 | 52.737 | 55.373 | 58.142 |
| | | MONTHLY | 7896 | 8291 | 8706 | 9141 | 9598 | 10078 |
| | | ANNUAL | 94756 | 99494 | 104469 | 109692 | 115177 | 120936 |
| MM76 | E | HOURLY | 46.011 | 48.312 | 50.728 | 53.264 | 55.927 | 58.724 |
| | | MONTHLY | 7975 | 8374 | 8793 | 9232 | 9694 | 10179 |
| | | ANNUAL | 95704 | 100489 | 105513 | 110789 | 116329 | 122145 |
| MM77 | E | HOURLY | 46.472 | 48.795 | 51.235 | 53.797 | 56.486 | 59.311 |
| | | MONTHLY | 8055 | 8458 | 8881 | 9325 | 9791 | 10281 |
| | | ANNUAL | 96661 | 101494 | 106569 | 111897 | 117492 | 123367 |
| MM78 | E | HOURLY | 46.936 | 49.283 | 51.747 | 54.335 | 57.051 | 59.904 |
| | | MONTHLY | 8136 | 8542 | 8970 | 9418 | 9889 | 10383 |
| | | ANNUAL | 97627 | 102509 | 107634 | 113016 | 118667 | 124600 |
| MM79 | E | HOURLY | 47.406 | 49.776 | 52.265 | 54.878 | 57.622 | 60.503 |
| | | MONTHLY | 8217 | 8628 | 9059 | 9512 | 9988 | 10487 |
| | | ANNUAL | 98604 | 103534 | 108711 | 114146 | 119853 | 125846 |
| MM80 | E | HOURLY | 47.880 | 50.274 | 52.787 | 55.427 | 58.198 | 61.108 |
| | | MONTHLY | 8299 | 8714 | 9150 | 9607 | 10088 | 10592 |
| | | ANNUAL | 99590 | 104569 | 109798 | 115288 | 121052 | 127105 |
| MM81 | E | HOURLY | 48.359 | 50.776 | 53.315 | 55.981 | 58.780 | 61.719 |
| | | MONTHLY | 8382 | 8801 | 9241 | 9703 | 10189 | 10698 |
| | | ANNUAL | 100586 | 105615 | 110896 | 116441 | 122263 | 128376 |
| MM82 | E | HOURLY | 48.842 | 51.284 | 53.848 | 56.541 | 59.368 | 62.336 |
| | | MONTHLY | 8466 | 8889 | 9334 | 9800 | 10290 | 10805 |
| | | ANNUAL | 101592 | 106671 | 112005 | 117605 | 123485 | 129659 |
| MM83 | E | HOURLY | 49.331 | 51.797 | 54.387 | 57.106 | 59.962 | 62.960 |
| | | MONTHLY | 8551 | 8978 | 9427 | 9898 | 10393 | 10913 |
| | | ANNUAL | 102607 | 107738 | 113125 | 118781 | 124720 | 130956 |
| MM84 | E | HOURLY | 49.824 | 52.315 | 54.931 | 57.677 | 60.561 | 63.589 |
| | | MONTHLY | 8636 | 9068 | 9521 | 9997 | 10497 | 11022 |
| | | ANNUAL | 103634 | 108815 | 114256 | 119969 | 125967 | 132266 |
| MM85 | E | HOURLY | 50.322 | 52.838 | 55.480 | 58.254 | 61.167 | 64.225 |
| | | MONTHLY | 8722 | 9159 | 9617 | 10097 | 10602 | 11132 |
| | | ANNUAL | 104670 | 109903 | 115399 | 121168 | 127227 | 133588 |

| Title | Range | FLSA Status | Rate Type | 0 (Minimum) | 1 | 2 | 3 | 4 | 5 | 6 (Longevity 14Years Effective July 1, 2021) | 7 (Longevity 19 years) |
|--|-------|-------------|-----------|----------------|--------|--------|--------|----------|--------|---|------------------------------|
| Firefighter (24 hour days) | F50 | NE | HOURLY | 23.475 | 24.649 | 25.882 | 27.176 | 28.535 | 29.391 | 30.860 | 31.786 |
| | | | MONTHLY | 5697 | 5982 | 6281 | 6595 | 6924.39 | 7132 | 7489 | 7713 |
| | | | ANNUAL | 68361 | 71779 | 75368 | 79136 | 83093 | 85585 | 89865 | 92561 |
| Fire Engineer (24 hour days) | F55 | NE | HOURLY | 27.675 | 29.058 | 30.511 | 32.037 | 33.639 | 34.648 | 36.380 | 37.472 |
| | | | MONTHLY | 6716 | 7052 | 7404 | 7774 | 8163.00 | 8408 | 8828 | 9093 |
| | | | ANNUAL | 80589 | 84618 | 88849 | 93291 | 97956 | 100895 | 105939 | 109118 |
| Fire Captain (24 hour days) | F60 | NE | HOURLY | 32.396 | 34.016 | 35.716 | 37.502 | 39.377 | 40.559 | 42.586 | 43.864 |
| | | | MONTHLY | 7861 | 8254 | 8667 | 9101 | 9555.54 | 9842 | 10334 | 10644 |
| | | | ANNUAL | 94336 | 99053 | 104006 | 109206 | 114666 | 118106 | 124012 | 127732 |
| Battalion Chief (40 hour week) | F79 | E | HOURLY | 58.909 | 61.854 | 64.947 | 68.194 | 71.604 | 73.752 | 77.439 | 79.763 |
| | | | MONTHLY | 10211 | 10721 | 11257 | 11820 | 12411.32 | 12784 | 13423 | 13826 |
| | | | ANNUAL | 122530 | 128656 | 135089 | 141844 | 148936 | 153404 | 161074 | 165906 |
| Battalion Chief (56 hour week) | F80 | NE | HOURLY | 42.078 | 44.181 | 46.391 | 48.710 | 51.146 | 52.680 | 55.314 | 56.973 |
| | | | MONTHLY | 10211 | 10721 | 11257 | 11820 | 12411.32 | 12784 | 13423 | 13826 |
| | | | ANNUAL | 122530 | 128656 | 135089 | 141844 | 148936 | 153404 | 161074 | 165906 |
| Deputy Fire Chief (40 hour week) | F85 | E | HOURLY | 73.636 | 77.318 | 81.183 | 85.243 | 89.505 | 92.190 | 96.799 | 99.703 |
| | | | MONTHLY | 12764 | 13402 | 14072 | 14775 | 15514.16 | 15980 | 16779 | 17282 |
| | | | ANNUAL | 153162 | 160821 | 168862 | 177305 | 186170 | 191755 | 201343 | 207383 |

| 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 |

| 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 | |

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, Facilities and Community Services | 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 |

| 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 |
| Camera Operator | | 16.95 |
| Cemetery Aide | | 15.00 |
| Community Service Officer I/II | 20.45 | 22.59 |
| IT Intern | | 15.00 |
| Equipment Operator OIT | | 18.74 |
| Grounds Maintenance Worker | | 17.48 |
| Library Page | | 15.00 |
| Library Clerk | | 16.30 |
| Library Specialist | | 19.31 |
| Maintenance Worker | | 17.83 |
| Museum Attendant | | 15.00 |
| Planning Intern | | 15.00 |
| Program Aide | | 15.09 |
| Program Assistant | | 16.30 |
| Technical Services Clerk | | 17.48 |
| Wastewater/Water Operations Apprentice | | 15.00 |
| Water Waste Investigator | | 19.00 |

(This page intentionally left blank)

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
GENERAL FUND

ORGKEY
101100

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SALARIES AND BENEFITS | | | | |
| 5001 Salaries: Full-Time | 103,010 | 69,019 | 68,438 | 87,504 |
| 5002 Salaries: Part-Time | 23,135 | 48,010 | 31,961 | 24,270 |
| 5006 Elected Official Compensation | - | - | 32,500 | 30,000 |
| 5101 Overtime Salaries | 399 | - | - | - |
| 5202 Holiday Pay | - | - | 543 | - |
| 5204 Accrual Payout | - | - | 1,830 | - |
| 5301 Banked Leave Buy Back | 3,054 | 3,134 | 3,134 | 3,904 |
| 5401 Pension Contributions | 29,679 | 19,197 | 23,777 | 25,731 |
| 5501 FICA/Medicare | 8,403 | 8,433 | 9,383 | 10,244 |
| 5601 Deferred Compensation | 1,570 | 1,291 | 10,700 | 1,327 |
| 5701 Health/Dental Insurance | 31,270 | 25,083 | 32,867 | 30,193 |
| 5702 Workers' Comp Insurance | 2,098 | 2,274 | 2,274 | 2,741 |
| 5703 Disability Insurance | 191 | - | - | 133 |
| 5704 Unemployment Insurance | 409 | 2,567 | 2,383 | 2,676 |
| 5705 Life Insurance | 70 | 40 | 42 | 55 |
| 5802 Eyecare Reimbursement | - | 142 | 142 | 198 |
| 5803 Clothing Allowance | 120 | - | 301 | 75 |
| 5903 Other Taxable Benefits | 176 | 95 | 526 | 832 |
| TOTAL SALARIES AND BENEFITS | 203,583 | 179,285 | 220,801 | 219,883 |
| SERVICES | | | | |
| 6102 Legal Services | - | - | - | 100,000 |
| 6106 Other Professional Services | 20 | - | - | - |
| 6401 Meeting & Prof Development | 780 | - | 350 | 2,500 |
| 6402 Travel Expense/Reimbursement | 686 | - | - | 2,500 |
| 6403 Training | - | - | 356 | 2,500 |
| 6510 Other Insurance | 3,223 | 3,500 | 3,205 | 3,500 |
| 6601 Postage | 414 | 300 | 350 | 300 |
| 6708 Special Program Expenditures | 12,516 | 47,484 | 30,000 | 30,000 |
| 6802 Info Tech Service Charges | 15,886 | 9,837 | 9,837 | 9,259 |
| 6901 Printing and Binding | 410 | 2,000 | 500 | 1,500 |
| 6906 Office Equip & Furn Rent | 11,840 | 11,500 | 11,500 | 11,500 |
| 6909 Subscriptions & Memberships | 68,555 | 78,645 | 70,000 | 78,645 |
| TOTAL SERVICES | 114,330 | 153,266 | 126,098 | 242,204 |
| SUPPLIES | | | | |
| 7002 Office Supplies | 938 | 2,500 | 1,000 | 2,500 |
| 7810 Special Departmental Supplies | (2,427) | - | - | - |
| TOTAL SUPPLIES | (1,488) | 2,500 | 1,000 | 2,500 |
| DEPARTMENT TOTAL | 316,424 | 335,051 | 347,899 | 464,587 |

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 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
- Meet filing deadline for the economic interest statements from elected officials, appointed commissioners, and designated staff members

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

Form 700 Conflict of Interest e-Filing: FY 2021-22 procurement to establish e-Filing and management capability and provide automation of Statement of Economic Interest Forms (Form 700s) for elected officials, appointed commissioners, and designated staff members. Improves office efficiency, streamlines the Form 700 process using an electronic filing system, promotes transparency, and reduces paper.

Real-time Updates: The City's archiving system, known as Laserfiche, allows the public the ability to browse, search, retrieve, download, and print documents. This enhances citizen awareness and promotes accountability and trust in government.

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 2020-2021:

- Assisted the County Registrar of Voters and conducted the November 2020 General Municipal Election for the election of two Council Members, one for District 2 and one for District 4, the at-large election of one City Clerk, the at-large election of one City Treasurer and the at-large initiative, Measure T, in accordance with the California Elections Code
- Managed the nomination, election, and campaign reporting of eight candidates for four offices in a general municipal election.
- Managed finance reporting documents for one committee associated with Measure T
- Hired and trained one new part-time employee due to vacancy
- Coordinated the submission of economic interest statements from one hundred forty-four elected officials, appointed commissioners, and designated staff members
- Managed the biannual campaign finance reporting of seven elected officials and ten 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
- Continued efforts to implement a computerized document management program
- Enhanced 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
- Managed and tracked Council Member Ethics Training requirements
- Attended training sessions hosted by the City Clerks Association of California

**DEPARTMENT/DIVISION
CITY CLERK**

FUND
GENERAL FUND

ORGKEY
101110

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SALARIES AND BENEFITS | | | | |
| 5001 Salaries: Full-Time | 116,560 | 72,000 | 72,197 | 117,663 |
| 5002 Salaries: Part-Time | 17,190 | 36,020 | 29,682 | 18,010 |
| 5204 Accrual Payout | - | - | 648 | - |
| 5401 Pension Contributions | 28,944 | 20,026 | 20,085 | 34,311 |
| 5501 FICA/Medicare | 9,960 | 8,585 | 8,212 | 10,723 |
| 5601 Deferred Compensation | 1,845 | 1,845 | 1,845 | 1,845 |
| 5701 Health/Dental Insurance | 17,630 | - | 4,421 | 12,328 |
| 5702 Workers' Comp Insurance | 3,156 | 3,411 | 3,199 | 3,837 |
| 5703 Disability Insurance | 1,020 | - | 757 | 460 |
| 5704 Unemployment Insurance | 280 | 1,302 | 1,445 | 1,302 |
| 5705 Life Insurance | 123 | 63 | - | 126 |
| 5802 Eyecare Reimbursement | - | - | - | 225 |
| 5803 Clothing Allowance | 300 | - | - | 300 |
| 5903 Other Taxable Benefits | 2,171 | 4,200 | 429 | 4,200 |
| TOTAL SALARIES AND BENEFITS | 199,180 | 147,452 | 142,920 | 205,330 |
| SERVICES | | | | |
| 6201 Elections | 79,348 | 266,652 | 266,000 | 150,000 |
| 6401 Meeting & Prof Development | 604 | 500 | 500 | 500 |
| 6402 Travel Expense/Reimbursement | 679 | 100 | 100 | 100 |
| 6601 Postage | 576 | 500 | 500 | 500 |
| 6710 Special Contractual Services | 7,838 | 5,000 | 5,000 | 13,000 |
| 6802 Info Tech Service Charges | 23,500 | 7,984 | 7,984 | 9,259 |
| 6901 Printing and Binding | 422 | 700 | 700 | 700 |
| 6902 Advertising | 13,892 | 16,000 | 16,000 | 16,000 |
| 6906 Office Equip & Furn Rent | 2,190 | 2,250 | 2,250 | 2,250 |
| 6907 Comms Service & Rental | 880 | 925 | 925 | 925 |
| 6909 Subscriptions & Memberships | 218 | 315 | 315 | 350 |
| TOTAL SERVICES | 130,149 | 300,926 | 300,274 | 193,584 |
| SUPPLIES | | | | |
| 7002 Office Supplies | 1,251 | 1,000 | 1,000 | 1,000 |
| 7101 Office Equipment & Furniture | - | 500 | 500 | 500 |
| TOTAL SUPPLIES | 1,251 | 1,500 | 1,500 | 1,500 |
| DEPARTMENT TOTAL | 330,580 | 449,878 | 444,694 | 400,414 |

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 and responds on behalf of the City to inquiries from the media and the public. The division educates and informs residents, visitors and businesses about City programs, services and events. Using targeted communication strategies in cooperation with other City departments, 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 Spectrum (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 media relations, videos and other information on Redlands TV, the City's social media platforms and other communications avenues.
- 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: 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 2020-21:

- Provided leadership, management and direction to all City departments
- 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 32 City meetings and 25 Planning Commission meetings on Redlands TV
 - Web posting of City Council meeting agenda reports
 - Promoted open, clear and frequent communication through:
 - Monitoring community social networking sites, keeping staff apprised of public reactions to City issues and responding 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
- Provided information and communication to the public specific to public health guidance related to the Coronavirus, including video messages from the Mayor, press updates, social media posts regarding testing, vaccinations and public health restrictions, and timely website updates.
- Assisted all council members with meeting coordination and presentations to various organizations and events throughout the year.
- Produced and presented over 30 videos promoting City services and community activities.
- Produced several videos related to COVID-19 for City Council, Fire, Police, and Redlands Community Hospital.
- Produced 4 Working for you! Making Redlands a Better Place Series videos
- Produced and presented 47 Pet of the Week videos for Redlands television and Social media. Pet of the Week videos were curtailed after March 2020, due to public health restrictions related to the Coronavirus.
- Provided support to all City departments taking video/photos of city services.
- 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 20 City Council Regular Meeting Agenda Packets and 2 City Council Special Meeting Agenda Packets.
- Coordinated City Council Meeting E-Agenda Packets.
- Coordinated and processed approximately 250 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.
- Provided multiple citywide and departmental specific Purchasing trainings
- Managed all Surplus disposal and sale from all City Departments
- Processed all Purchase Requisition requests and ensured compliance with risk and revenue requirements

**DEPARTMENT/DIVISION
CITY MANAGER**

FUND
GENERAL FUND

ORGKEY
101120

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SALARIES AND BENEFITS | | | | |
| 5001 Salaries: Full-Time | 204,270 | 320,129 | 301,260 | 417,960 |
| 5002 Salaries: Part-Time | - | 18,010 | - | - |
| 5101 Overtime Salaries | 399 | 500 | - | - |
| 5202 Holiday Pay | - | - | 543 | - |
| 5204 Accrual Payout | - | - | 1,830 | - |
| 5301 Banked Leave Buy Back | 3,054 | 3,134 | 3,134 | 4,635 |
| 5401 Pension Contributions | 50,743 | 89,041 | 72,116 | 122,092 |
| 5501 FICA/Medicare | 14,936 | 17,197 | 16,911 | 24,020 |
| 5601 Deferred Compensation | 1,570 | 7,281 | 16,311 | 8,030 |
| 5701 Health/Dental Insurance | 20,880 | 28,960 | 29,773 | 46,986 |
| 5702 Workers' Comp Insurance | 9,044 | 9,743 | 9,743 | 10,690 |
| 5703 Disability Insurance | 191 | - | - | 240 |
| 5704 Unemployment Insurance | (842) | 1,081 | 647 | 1,276 |
| 5705 Life Insurance | 95 | 94 | 99 | 185 |
| 5801 Vehicle Allowance | 2,580 | 5,160 | 7,402 | 5,160 |
| 5802 Eyecare Reimbursement | - | 335 | 335 | 662 |
| 5803 Clothing Allowance | 120 | - | 60 | 135 |
| 5903 Other Taxable Benefits | 105 | 223 | 98 | 1,111 |
| TOTAL SALARIES AND BENEFITS | 307,144 | 500,888 | 460,262 | 643,182 |
| SERVICES | | | | |
| 6005 License & Permits | 1,759 | 2,000 | 1,460 | 2,000 |
| 6102 Legal Services | 3,000 | - | - | - |
| 6106 Other Professional Services | 125 | - | - | 70,000 |
| 6304 Telephone | 1,528 | 2,400 | 2,400 | 2,400 |
| 6401 Meeting & Prof Development | 929 | - | - | 4,500 |
| 6402 Travel Expense/Reimbursement | 13,528 | 500 | - | 1,000 |
| 6403 Training | - | 500 | 1,200 | 1,000 |
| 6509 Worker's Comp Claims | 306 | - | - | - |
| 6601 Postage | 29 | 300 | 100 | 300 |
| 6802 Info Tech Service Charges | 55,270 | 10,768 | 10,768 | 23,148 |
| 6901 Printing and Binding | 111 | 1,000 | 200 | 1,000 |
| 6907 Comms Service & Rental | 1,344 | 1,200 | 1,200 | 1,200 |
| 6909 Subscriptions & Memberships | 3,188 | 4,000 | 3,219 | 4,000 |
| TOTAL SERVICES | 81,118 | 22,668 | 20,547 | 110,548 |
| SUPPLIES | | | | |
| 7001 Books & Supplies | - | 250 | - | 250 |
| 7002 Office Supplies | 2,612 | 2,500 | 2,000 | 2,500 |
| 7005 Photo & Copying Supplies | - | 500 | - | 500 |
| 7101 Office Equipment & Furniture | - | 1,000 | 1,000 | 3,000 |
| 7802 Purchased Water | 266 | 300 | 300 | 300 |
| 7807 Food | 544 | 500 | - | 500 |
| 7810 Special Departmental Supplies | - | 1,375 | 1,500 | 1,500 |
| TOTAL SUPPLIES | 3,421 | 6,425 | 4,800 | 8,550 |
| DIVISION TOTAL | 391,684 | 529,981 | 485,609 | 762,280 |

DEPARTMENT/DIVISION
COMMUNICATIONS AND COMMUNITY RELATIONS

FUND
GENERAL FUND

ORGKEY
101121

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SALARIES AND BENEFITS | | | | |
| 5001 Salaries: Full-Time | 216,849 | 223,048 | 234,187 | 239,743 |
| 5101 Overtime Salaries | 333 | - | - | - |
| 5202 Holiday Pay | - | - | 2,359 | - |
| 5204 Accrual Payout | - | - | 6,047 | - |
| 5301 Banked Leave Buy Back | 50,075 | 21,670 | 1,649 | 24,935 |
| 5401 Pension Contributions | 54,051 | 62,039 | 68,838 | 70,088 |
| 5501 FICA/Medicare | 20,550 | 18,015 | 16,261 | 19,840 |
| 5601 Deferred Compensation | 4,703 | 5,186 | 12,947 | 5,136 |
| 5701 Health/Dental Insurance | 21,164 | 19,664 | 27,256 | 23,994 |
| 5702 Workers' Comp Insurance | 4,319 | 4,547 | 4,547 | 4,934 |
| 5704 Unemployment Insurance | 209 | 933 | 933 | 1,063 |
| 5705 Life Insurance | 148 | 135 | 151 | 154 |
| 5802 Eyecare Reimbursement | 338 | 484 | - | 551 |
| 5903 Other Taxable Benefits | 4,400 | 4,523 | 393 | 5,387 |
| TOTAL SALARIES AND BENEFITS | 377,138 | 360,244 | 375,568 | 395,825 |
| SERVICES | | | | |
| 6106 Other Professional Services | 6,400 | 7,500 | 7,500 | 7,500 |
| 6401 Meeting & Prof Development | - | - | - | 1,500 |
| 6402 Travel Expense/Reimbursement | 449 | 500 | 200 | 500 |
| 6403 Training | - | 500 | - | 1,000 |
| 6601 Postage | 15,599 | - | - | - |
| 6703 Software Support/Development | 13 | 1,000 | 700 | 1,600 |
| 6802 Info Tech Service Charges | 2,600 | 12,638 | 12,638 | 18,518 |
| 6901 Printing and Binding | 9,300 | - | - | - |
| 6909 Subscriptions & Memberships | 2,061 | 6,600 | 6,000 | 6,830 |
| TOTAL SERVICES | 36,422 | 28,738 | 27,038 | 37,448 |
| SUPPLIES | | | | |
| 7002 Office Supplies | 424 | 1,000 | 500 | 1,000 |
| 7101 Office Equipment & Furniture | - | 500 | - | 1,000 |
| 7810 Special Departmental Supplies | - | 1,000 | 600 | 1,500 |
| 7812 Audio-Visual Materials | 3,712 | 31,288 | 1,000 | - |
| TOTAL SUPPLIES | 4,137 | 33,788 | 2,100 | 3,500 |
| FIXED ASSETS | | | | |
| 8706 All Other Equipment | - | - | - | 30,000 |
| TOTAL FIXED ASSETS | - | - | - | 30,000 |
| DIVISION TOTAL | 417,696 | 422,770 | 404,706 | 466,773 |

**DEPARTMENT/DIVISION
PURCHASING**

FUND
GENERAL FUND

ORGKEY
101123

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SALARIES AND BENEFITS | | | | |
| 5001 Salaries: Full-Time | 187,379 | 183,833 | 183,305 | 184,808 |
| 5101 Overtime Salaries | 605 | - | - | - |
| 5202 Holiday Pay | - | - | 841 | - |
| 5301 Banked Leave Buy Back | 4,149 | 4,902 | 2,666 | 7,420 |
| 5401 Pension Contributions | 46,651 | 51,131 | 52,867 | 54,010 |
| 5501 FICA/Medicare | 13,584 | 14,369 | 13,361 | 14,555 |
| 5601 Deferred Compensation | 4,078 | 3,938 | 4,969 | 3,957 |
| 5701 Health/Dental Insurance | 16,079 | 15,545 | 20,019 | 14,968 |
| 5702 Workers' Comp Insurance | 4,231 | 4,547 | 4,547 | 4,934 |
| 5703 Disability Insurance | 386 | 491 | 410 | 491 |
| 5704 Unemployment Insurance | 200 | 912 | 1,610 | 911 |
| 5705 Life Insurance | 136 | 132 | 138 | 132 |
| 5802 Eyecare Reimbursement | - | 473 | 225 | 473 |
| 5803 Clothing Allowance | 300 | 300 | 300 | 300 |
| 5903 Other Taxable Benefits | 4,198 | 4,365 | 168 | 4,775 |
| TOTAL SALARIES AND BENEFITS | 281,976 | 284,938 | 285,426 | 291,734 |
| SERVICES | | | | |
| 6106 Other Professional Services | 731 | 13,269 | 13,250 | 10,000 |
| 6304 Telephone | 456 | 600 | 600 | 600 |
| 6401 Meeting & Prof Development | - | 300 | 150 | 800 |
| 6402 Travel Expense/Reimbursement | 1,599 | 600 | - | 2,000 |
| 6403 Training | - | 500 | 200 | 600 |
| 6601 Postage | 58 | 300 | 800 | 800 |
| 6703 Software Support/Development | - | 300 | 300 | 300 |
| 6710 Special Contractual Services | 193 | 200 | 200 | 300 |
| 6802 Info Tech Service Charges | 31,690 | 8,492 | 8,492 | 18,518 |
| 6901 Printing and Binding | 2,129 | 4,400 | 300 | 4,000 |
| 6902 Advertising | - | 100 | 100 | 100 |
| 6906 Office Equip & Furn Rent | 2,195 | 2,443 | 2,443 | 2,443 |
| 6909 Subscriptions & Memberships | 1,427 | 820 | 500 | 900 |
| TOTAL SERVICES | 40,477 | 32,324 | 27,335 | 41,361 |
| SUPPLIES | | | | |
| 7002 Office Supplies | 2,909 | 1,650 | 1,650 | 1,750 |
| 7003 Awards/Recognition Prgm | - | 550 | 550 | 550 |
| 7004 Uniform/Safety Clothing | 67 | 25 | 150 | 150 |
| 7101 Office Equipment & Furniture | 6,413 | 4,800 | 4,800 | 4,800 |
| 7102 Small Tools & Equipment | - | 200 | 100 | 200 |
| 7203 Office Equipment Maintenance | - | 300 | 300 | 300 |
| 7208 Repair/Maintenance Supplies | 9 | 100 | 100 | 100 |
| 7209 Janitorial Supplies | 68 | 100 | 100 | 100 |
| 7802 Purchased Water | 81 | 130 | 130 | 150 |
| 7806 Promotional Supplies | - | 100 | - | 100 |
| 7807 Food | - | 200 | 50 | 200 |
| 7810 Special Departmental Supplies | 158 | 2,761 | 500 | 2,500 |
| 7901 Non-Capital Expenditures | 1,474 | 1,000 | 500 | 900 |
| TOTAL SUPPLIES | 11,179 | 11,916 | 8,930 | 11,800 |
| DIVISION TOTAL | 333,632 | 329,178 | 321,691 | 344,895 |

**DEPARTMENT/DIVISION
PRINT SHOP**

FUND
GENERAL FUND

ORGKEY
101124

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SERVICES | | | | |
| 6710 Special Contractual Services | 10,890 | 11,000 | 11,000 | 12,000 |
| 6906 Office Equip & Furn Rent | 18,944 | 24,000 | 6,000 | 24,000 |
| 6907 Comms Service & Rental | - | 2,500 | 2,500 | 2,500 |
| 6912 Reimbursed Expenditures | (12,628) | (20,000) | (10,000) | (20,000) |
| 7203 Office Equipment Maintenance | 1,185 | 2,500 | 2,500 | 2,500 |
| TOTAL SERVICES | 18,392 | 20,000 | 12,000 | 21,000 |
| SUPPLIES | | | | |
| 7002 Office Supplies | 63 | 100 | 100 | 100 |
| 7005 Photo & Copying Supplies | 695 | 1,100 | 800 | 1,100 |
| 7810 Special Departmental Supplies | 3,907 | 4,500 | 500 | 4,500 |
| TOTAL SUPPLIES | 4,665 | 5,700 | 1,400 | 5,700 |
| DIVISION TOTAL | 23,057 | 25,700 | 13,400 | 26,700 |

**DEPARTMENT/DIVISION
CITY MANAGER GRANTS**

FUND
GENERAL FUND

ORGKEY
101129

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SALARIES AND BENEFITS | | | | |
| 5002 Salaries: Part-Time | 42,302 | | | |
| 5501 FICA/Medicare | 3,236 | | | |
| 5704 Unemployment Insurance | 1,305 | | | |
| TOTAL SALARIES AND BENEFITS | <u>46,843</u> | - | - | - |
| SERVICES | | | | |
| 6710 Special Contractual Services | 205,034 | | | |
| TOTAL SERVICES | <u>205,034</u> | - | - | - |
| SUPPLIES | | | | |
| 7213 Motor Vehicle Supplies | 1,583 | | | |
| 7810 Special Departmental Supplies | 2,294 | | | |
| TOTAL SUPPLIES | <u>3,877</u> | - | - | - |
| FIXED ASSETS | | | | |
| 8704 Motor Vehicles | 3,139 | | | |
| TOTAL FIXED ASSETS | <u>3,139</u> | - | - | - |
| DIVISION TOTAL | 258,893 | - | - | - |
| DEPARTMENT TOTAL | 5,284,951 | 5,713,637 | 5,544,212 | 6,348,247 |

Please note: This division was removed from the General Fund in order to be accounted for in the Governmental Grant Fund 200. This change is reflected in Fiscal Year 2021. Please see following page.

**DEPARTMENT/DIVISION
CITY MANAGER GRANTS**

FUND
GOVERNMENTAL GRANT FUND

ORGKEY
200120

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SALARIES AND BENEFITS | | | | |
| 5002 Salaries: Part-Time | | 59,821 | 50,377 | - |
| TOTAL SALARIES AND BENEFITS | - | 59,821 | 50,377 | - |
| SERVICES | | | | |
| 6106 Other Professional Services | | 20,000 | - | - |
| 6710 Special Contractual Services | | 231,849 | 171,952 | - |
| TOTAL SERVICES | - | 251,849 | 171,952 | - |
| SUPPLIES | | | | |
| 7213 Motor Vehicle Supplies | | 6,544 | - | - |
| 7810 Special Departmental Supplies | | 206 | - | - |
| TOTAL SUPPLIES | - | 6,749 | - | - |
| DEPARTMENT TOTAL | | 318,419 | 222,329 | - |

Human Resources Division

Program Description:

The Human Resources team works collaboratively to develop and administer programs that are designed to increase the effectiveness of staff and the organization. The division 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, wellness, performance management, training, organizational development, personnel data maintenance, volunteer management, state and federal reporting, MOU (Memorandum of Understanding) administration, employee assistance, and labor and employee relations.

Program Objectives:

- Facilitate the recruitment, selection, retention, and promotion of individuals to ensure a talented, diverse workforce
- Market a comprehensive and economical employee compensation and benefits package to attract and retain the highest caliber employees
- Support employee engagement by providing an effective onboarding process and continued training and professional development opportunities
- Ensure compensation and performance management processes are designed to maximize performance and align with the goals of the organization
- 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
- 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 2020-21:

Fiscal Year-to-date:

- Recruited and filled 29 positions
- Provided training to employees on sexual harassment, active shooter, driving safety, safe lifting, communication skills, COVID-19 prevention and pandemic response, customer service, diversity and inclusion, bullying, time management, workplace violence, change management, IIPP, security awareness, ergonomics, ethics, performance evaluations, and employee leaves.
- Managed the pandemic and its impact on employees including creating telework agreements, transitioning staff to work at home, and developing and implementing a COVID-19 prevention program.
- Implemented new online Performance Evaluation management program.
- Maintained compliance with the Affordable Care Act.
- Revised the Personnel Rules and Regulations to maintain compliance with new legislation.
- Coordinated virtual employee recognition event.
- Developed wellness program web page and calendar of events, including 10k a day challenge and webinars through Kaiser Permanente.
- Developed expanded orientation and new employee onboarding program.

**DEPARTMENT/DIVISION
HUMAN RESOURCES**

FUND
GENERAL FUND

ORGKEY
101125

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SALARIES AND BENEFITS | | | | |
| 5001 Salaries: Full-Time | 250,183 | 168,772 | 161,306 | 230,879 |
| 5002 Salaries: Part-Time | 16,462 | - | 100 | - |
| 5202 Holiday Pay | - | - | 286 | - |
| 5204 Accrual Payout | - | - | 1,085 | - |
| 5301 Banked Leave Buy Back | 8,179 | 4,516 | 2,480 | 7,323 |
| 5401 Pension Contributions | 61,885 | 46,985 | 40,508 | 67,549 |
| 5501 FICA/Medicare | 19,734 | 11,765 | 10,597 | 16,665 |
| 5601 Deferred Compensation | 3,618 | 2,914 | 13,618 | 3,918 |
| 5701 Health/Dental Insurance | 24,622 | 17,938 | 14,911 | 26,584 |
| 5702 Workers' Comp Insurance | 17,459 | 19,136 | 19,136 | 21,106 |
| 5703 Disability Insurance | 349 | 373 | 205 | 377 |
| 5704 Unemployment Insurance | 531 | 760 | 884 | 1,107 |
| 5705 Life Insurance | 185 | 110 | 88 | 161 |
| 5801 Vehicle Allowance | 110 | - | - | - |
| 5802 Eyecare Reimbursement | 177 | 394 | 315 | 574 |
| 5803 Clothing Allowance | 240 | 240 | 240 | 240 |
| 5903 Other Taxable Benefits | 1,954 | 1,978 | 1,275 | 2,713 |
| 5904 Tuition Reimbursement | - | - | 2,000 | - |
| TOTAL SALARIES AND BENEFITS | 405,687 | 275,881 | 269,034 | 379,196 |
| SERVICES | | | | |
| 6005 License & Permits | 50 | - | - | - |
| 6102 Legal Services | 18,424 | 15,500 | 35,400 | 20,000 |
| 6105 Medical/Physicals | 10,779 | 15,000 | 10,000 | 15,000 |
| 6106 Other Professional Services | 29,838 | - | - | - |
| 6304 Telephone | 1,376 | 1,600 | 1,500 | 1,500 |
| 6401 Meeting & Prof Development | - | 2,000 | 2,000 | 2,000 |
| 6402 Travel Expense/Reimbursement | 4,513 | 3,000 | 500 | 3,000 |
| 6505 Retiree Health Insurance | 3,270,520 | 3,946,254 | 3,863,032 | 4,230,000 |
| 6601 Postage | 708 | 1,000 | 600 | 1,000 |
| 6702 Fingerprinting | - | - | 850 | - |
| 6703 Software Support/Development | 384 | 1,875 | 1,875 | 1,875 |
| 6710 Special Contractual Services | 20 | 1,000 | 1,000 | 1,000 |
| 6802 Info Tech Service Charges | 87,352 | 106,999 | 106,999 | 46,296 |
| 6803 City Garage Charges | 5,225 | 4,449 | 4,997 | 5,382 |
| 6901 Printing and Binding | 1,091 | 1,800 | 200 | 1,500 |
| 6902 Advertising | - | 500 | 500 | 500 |
| 6906 Office Equip & Furn Rent | 2,039 | 2,300 | 7,500 | 7,500 |
| 6909 Subscriptions & Memberships | 6,181 | 5,500 | 319 | 5,500 |
| 6911 Bad Debt Expense | 90 | - | - | - |
| TOTAL SERVICES | 3,438,590 | 4,108,777 | 4,037,272 | 4,342,053 |
| SUPPLIES | | | | |
| 7001 Books & Supplies | - | 550 | 550 | 550 |
| 7002 Office Supplies | 1,543 | 2,300 | 2,000 | 2,300 |
| 7003 Awards/Recognition Prgm | 11,311 | 10,500 | 6,500 | 10,500 |
| 7101 Office Equipment & Furniture | - | 2,000 | 2,000 | 5,000 |
| 7211 Computer Components | 22 | 1,000 | - | 3,000 |
| 7806 Promotional Supplies | 300 | 800 | - | 800 |

**DEPARTMENT/DIVISION
HUMAN RESOURCES**

FUND
GENERAL FUND

ORGKEY
101125

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SUPPLIES (CONT.) | | | | |
| 7807 Food | 416 | 1,200 | 450 | 1,200 |
| 7810 Special Departmental Supplies | 2,121 | 3,000 | 1,000 | 3,000 |
| TOTAL SUPPLIES | 15,713 | 21,350 | 12,500 | 26,350 |
| | | | | |
| DIVISION TOTAL | 3,859,990 | 4,406,008 | 4,318,806 | 4,747,599 |

Risk Management Division

Program Description:

The Risk Management Division identifies, assesses, and controls risk to the City and ensures a safe and secure work environment. The division manages the processing of all property and general liability claims filed against the City. The division also establishes the City's insurance needs and works with the City's broker to procure appropriate levels of insurance coverage for property and general liability, workers compensation, crime, and various other policies.

The City contracts with a third party administrator (TPA) that ensures compliance with all regulations regarding the administration and investigation of all claims. 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

LIABILITY SELF INSURANCE FUND

ORGKEY

602900

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SALARIES AND BENEFITS | | | | |
| 5001 Salaries: Full-Time | 123,245 | 93,383 | 89,351 | 100,252 |
| 5202 Holiday Pay | - | - | 143 | - |
| 5204 Accrual Payout | - | - | 551 | - |
| 5301 Banked Leave Buy Back | 3,615 | 2,186 | 2,186 | 2,767 |
| 5401 Pension Contributions | 57,931 | 25,973 | 23,192 | 29,233 |
| 5501 FICA/Medicare | 8,775 | 6,887 | 5,980 | 7,482 |
| 5601 Deferred Compensation | 1,809 | 1,338 | 2,770 | 1,427 |
| 5701 Health/Dental Insurance | 13,561 | 11,401 | 9,690 | 12,024 |
| 5702 Workers' Comp Insurance | 4,396 | 4,789 | 4,789 | 5,208 |
| 5703 Disability Insurance | 171 | 186 | 92 | 189 |
| 5704 Unemployment Insurance | 153 | 477 | 539 | 521 |
| 5705 Life Insurance | 93 | 70 | 61 | 76 |
| 5801 Vehicle Allowance | 55 | - | - | - |
| 5802 Eyecare Reimbursement | 67 | 248 | 248 | 270 |
| 5803 Clothing Allowance | 120 | 120 | 120 | 120 |
| 5901 Compensated Absences Expense | 2,355 | - | - | - |
| 5903 Other Taxable Benefits | 910 | 945 | 845 | 960 |
| TOTAL SALARIES AND BENEFITS | 217,255 | 148,003 | 140,557 | 160,529 |
| SERVICES | | | | |
| 6102 Legal Services | 329,622 | 50,000 | 140,000 | 150,000 |
| 6304 Telephone | - | 50 | - | - |
| 6401 Meeting & Prof Development | 140 | 800 | 300 | 800 |
| 6402 Travel Expense/Reimbursement | - | 800 | - | 800 |
| 6501 Settlements/Judgments | - | 10,000 | - | 10,000 |
| 6502 Property Insurance | 602,090 | 729,047 | 735,731 | 1,005,732 |
| 6505 Retiree Health Insurance | 8,081 | - | 8,000 | 8,000 |
| 6506 Premiums for Excess Coverage | 915,363 | 1,174,000 | 1,118,947 | 1,307,000 |
| 6507 Liability Claims | (186,528) | 750,000 | 180,000 | 500,000 |
| 6510 Other Insurance | 13,519 | 10,000 | 4,472 | 7,000 |
| 6601 Postage | - | 200 | 100 | 100 |
| 6710 Special Contractual Services | 73,446 | 70,000 | 70,000 | 70,000 |
| 6802 Info Tech Service Charges | 3,336 | 78,005 | 78,005 | 68,333 |
| 6901 Printing and Binding | - | 100 | - | 100 |
| 6906 Office Equip & Furn Rent | 1,858 | 1,700 | - | - |
| 6909 Subscriptions & Memberships | 150 | 150 | 3,515 | 150 |
| TOTAL SERVICES | 1,761,077 | 2,874,852 | 2,339,070 | 3,128,015 |
| SUPPLIES | | | | |
| 7002 Office Supplies | 279 | 500 | 500 | 500 |
| TOTAL SUPPLIES | 279 | 500 | 500 | 500 |
| FUND TOTAL | 1,978,611 | 3,023,355 | 2,480,127 | 3,289,044 |

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 to reduce time away from work due to injury
- Mitigate potential claims by addressing work/health issues brought forward by employees

**DEPARTMENT/DIVISION
WORKERS' COMPENSATION**

FUND

WORKERS' COMPENSATION FUND

ORGKEY

606951

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SALARIES AND BENEFITS | | | | |
| 5001 Salaries: Full-Time | 92,081 | 98,195 | 93,283 | 102,670 |
| 5202 Holiday Pay | - | - | 143 | - |
| 5204 Accrual Payout | - | - | 604 | - |
| 5301 Banked Leave Buy Back | 2,223 | 2,344 | 1,883 | 2,748 |
| 5401 Pension Contributions | 59,721 | 27,355 | 23,717 | 29,984 |
| 5501 FICA/Medicare | 6,856 | 7,268 | 6,557 | 7,664 |
| 5601 Deferred Compensation | 1,289 | 1,338 | 2,770 | 1,904 |
| 5701 Health/Dental Insurance | 9,368 | 11,401 | 8,925 | 10,086 |
| 5702 Workers' Comp Insurance | 30 | - | - | - |
| 5703 Disability Insurance | 171 | 186 | 92 | 189 |
| 5704 Unemployment Insurance | 121 | 478 | 540 | 477 |
| 5705 Life Insurance | 71 | 69 | 47 | 69 |
| 5802 Eyecare Reimbursement | 89 | 248 | 248 | 248 |
| 5803 Clothing Allowance | 120 | 120 | 120 | 120 |
| 5901 Compensated Absences Expense | 4,676 | - | - | - |
| 5903 Other Taxable Benefits | 868 | 1,101 | 1,101 | 1,101 |
| TOTAL SALARIES AND BENEFITS | 177,684 | 150,103 | 140,030 | 157,260 |
| SERVICES | | | | |
| 6102 Legal Services | 124,124 | 165,000 | 165,000 | 165,000 |
| 6106 Other Professional Services | 23,559 | 21,808 | 22,500 | 23,608 |
| 6401 Meeting & Prof Development | - | - | - | 500 |
| 6402 Travel Expense/Reimbursement | - | 1,000 | - | 1,000 |
| 6505 Retiree Health Insurance | 21,509 | 15,000 | 15,000 | 15,000 |
| 6506 Premiums for Excess Coverage | 155,031 | 215,868 | 163,478 | 210,682 |
| 6509 Worker's Comp Claims | 159,413 | 1,100,000 | 1,130,000 | 1,300,000 |
| 6601 Postage | 2 | 50 | - | - |
| 6710 Special Contractual Services | 177,658 | 179,336 | 109,205 | 171,384 |
| 6802 Info Tech Service Charges | 3,540 | 59,970 | 59,970 | 45,555 |
| 6804 General Govt Service Charge | 42,762 | 44,057 | 44,057 | 45,075 |
| 6901 Printing and Binding | - | - | 13 | 50 |
| 6906 Office Equip & Furn Rent | 1,691 | 2,300 | 800 | - |
| TOTAL SERVICES | 709,289 | 1,804,389 | 1,710,023 | 1,977,854 |
| SUPPLIES | | | | |
| 7002 Office Supplies | 18 | 300 | 300 | 300 |
| 7101 Office Equipment & Furniture | - | 1,500 | - | 1,500 |
| TOTAL SUPPLIES | 18 | 1,800 | 300 | 1,800 |
| DIVISION TOTAL | 886,990 | 1,956,292 | 1,850,353 | 2,136,914 |

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 number of on-the-job injuries
- Comply with OSHA mandates for training and reporting
- Review and update the City's Injury and Illness Prevention Program
- Instill the advantages of safe work behavior in every employee, every day
- Furnish information and resources to departments to develop programs that will help enable them to realize a reduction in the number of preventable injuries
- Coordinate and oversee the City's Safety Committee, develop and implement goals and objectives

**DEPARTMENT/DIVISION
SAFETY PROGRAM**

FUND

WORKERS' COMPENSATION FUND

ORGKEY

606952

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SALARIES AND BENEFITS | | | | |
| 5001 Salaries: Full-Time | 84,152 | 98,049 | 95,811 | 108,507 |
| 5202 Holiday Pay | - | - | 71 | - |
| 5204 Accrual Payout | - | - | 831 | - |
| 5301 Banked Leave Buy Back | 2,789 | 2,772 | 2,772 | 2,974 |
| 5401 Pension Contributions | 20,908 | 27,293 | 26,246 | 31,663 |
| 5501 FICA/Medicare | 5,956 | 7,507 | 6,950 | 8,336 |
| 5601 Deferred Compensation | 1,207 | 1,142 | 1,858 | 1,792 |
| 5701 Health/Dental Insurance | 9,245 | 12,481 | 10,854 | 12,323 |
| 5703 Disability Insurance | 86 | 93 | 52 | 94 |
| 5704 Unemployment Insurance | 98 | 477 | 508 | 521 |
| 5705 Life Insurance | 60 | 69 | 54 | 76 |
| 5801 Vehicle Allowance | 55 | - | - | - |
| 5802 Eyecare Reimbursement | 44 | 248 | 248 | 270 |
| 5803 Clothing Allowance | 60 | 60 | 60 | 60 |
| 5903 Other Taxable Benefits | 481 | 633 | 633 | 648 |
| TOTAL SALARIES AND BENEFITS | 125,141 | 150,824 | 146,948 | 167,264 |
| SERVICES | | | | |
| 6105 Medical/Physicals | - | 2,500 | - | 2,500 |
| 6401 Meeting & Prof Development | 125 | 1,000 | 500 | 1,000 |
| 6402 Travel Expense/Reimbursement | - | 500 | - | 1,000 |
| 6403 Training | - | 5,000 | - | 5,000 |
| 6703 Software Support/Development | - | 4,200 | - | 4,200 |
| 6710 Special Contractual Services | - | 1,000 | - | 1,000 |
| 6804 General Govt Service Charge | 5,659 | 5,830 | 5,830 | 5,965 |
| 6901 Printing and Binding | - | 200 | 50 | 200 |
| 6906 Office Equip & Furn Rent | 167 | - | - | - |
| 6909 Subscriptions & Memberships | - | 150 | 150 | 150 |
| TOTAL SERVICES | 5,951 | 20,380 | 6,530 | 21,015 |
| SUPPLIES | | | | |
| 7001 Books & Supplies | 18 | 1,000 | 1,000 | 1,000 |
| 7002 Office Supplies | - | 500 | 500 | 500 |
| 7004 Uniform/Safety Clothing | - | 425 | - | 425 |
| 7102 Small Tools & Equipment | - | 500 | - | 500 |
| 7806 Promotional Supplies | 2,386 | 20,000 | 9,000 | 20,000 |
| 7810 Special Departmental Supplies | 507 | 500 | 1,393 | 500 |
| TOTAL SUPPLIES | 2,911 | 22,925 | 11,893 | 22,925 |
| DIVISION TOTAL | 134,003 | 194,129 | 165,371 | 211,204 |

Training Division

Program Description:

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

Program Objective:

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

**DEPARTMENT/DIVISION
TRAINING PROGRAM**

FUND

WORKERS' COMPENSATION FUND

ORGKEY

606953

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SALARIES AND BENEFITS | | | | |
| 5001 Salaries: Full-Time | 68,471 | 83,647 | 82,719 | 161,335 |
| 5202 Holiday Pay | - | - | 71 | - |
| 5204 Accrual Payout | - | - | 1,091 | - |
| 5301 Banked Leave Buy Back | 1,529 | 2,301 | 2,301 | 3,154 |
| 5401 Pension Contributions | 24,841 | 23,287 | 22,368 | 47,068 |
| 5501 FICA/Medicare | 5,070 | 6,367 | 6,098 | 12,399 |
| 5601 Deferred Compensation | 2,356 | 970 | 1,686 | 2,394 |
| 5701 Health/Dental Insurance | 11,771 | 10,016 | 8,650 | 20,984 |
| 5702 Workers' Comp Insurance | 56 | - | - | - |
| 5703 Disability Insurance | 80 | 93 | 73 | 94 |
| 5704 Unemployment Insurance | 85 | 391 | 424 | 825 |
| 5705 Life Insurance | 71 | 57 | 43 | 120 |
| 5802 Eyecare Reimbursement | 66 | 203 | 203 | 428 |
| 5803 Clothing Allowance | 60 | 60 | 120 | 60 |
| 5903 Other Taxable Benefits | 762 | 603 | 603 | 753 |
| 5904 Tuition Reimbursement | 49,561 | 80,000 | 57,200 | 80,000 |
| TOTAL SALARIES AND BENEFITS | 164,779 | 207,995 | 183,650 | 329,614 |
| SERVICES | | | | |
| 6401 Meeting & Prof Development | 249 | 2,000 | 1,000 | 2,000 |
| 6402 Travel Expense/Reimbursement | - | 3,000 | 500 | 3,000 |
| 6403 Training | 367 | 12,000 | 2,500 | 12,000 |
| 6703 Software Support/Development | 1,750 | 19,991 | 19,991 | 21,291 |
| 6710 Special Contractual Services | 23,291 | 1,500 | - | 1,500 |
| 6804 General Govt Service Charge | 14,188 | 14,618 | 14,618 | 14,955 |
| 6901 Printing and Binding | - | 500 | 100 | 500 |
| TOTAL SERVICES | 39,845 | 53,609 | 38,709 | 55,246 |
| SUPPLIES | | | | |
| 7001 Books & Supplies | 369 | 1,000 | 1,000 | 1,000 |
| 7002 Office Supplies | - | 500 | 500 | 500 |
| 7101 Office Equipment & Furniture | 1,507 | - | - | 5,000 |
| 7211 Computer Components | - | 2,000 | 1,500 | 1,500 |
| TOTAL SUPPLIES | 1,876 | 3,500 | 3,000 | 8,000 |
| DIVISION TOTAL | 206,500 | 265,104 | 225,359 | 392,860 |
| FUND TOTAL | 1,227,493 | 2,415,525 | 2,241,083 | 2,740,978 |

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, 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 2020-21:

- The City Attorney supported the City Council, City Manager, and all City departments, boards, commissions, and committees in achieving the City Council's goals while limiting risk and costs to the taxpayers.

Smart Redlands Initiative:

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

**DEPARTMENT/DIVISION
CITY ATTORNEY**

FUND
GENERAL FUND

ORGKEY
101150

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SALARIES AND BENEFITS | | | | |
| 5001 Salaries: Full-Time | 379,440 | 377,238 | 363,943 | 382,198 |
| 5101 Overtime Salaries | 475 | - | - | - |
| 5202 Holiday Pay | - | - | 660 | - |
| 5204 Accrual Payout | - | - | 8,550 | - |
| 5301 Banked Leave Buy Back | 33,504 | 24,815 | 24,815 | 25,598 |
| 5401 Pension Contributions | 94,395 | 104,925 | 102,950 | 111,569 |
| 5501 FICA/Medicare | 22,319 | 20,226 | 19,306 | 20,900 |
| 5601 Deferred Compensation | 27,940 | 27,449 | 27,449 | 27,468 |
| 5701 Health/Dental Insurance | 30,179 | 38,708 | 40,057 | 39,440 |
| 5702 Workers' Comp Insurance | 3,290 | 3,256 | 3,411 | 3,837 |
| 5703 Disability Insurance | 91 | - | - | - |
| 5704 Unemployment Insurance | 234 | 955 | 955 | 955 |
| 5705 Life Insurance | 158 | 139 | 145 | 137 |
| 5802 Eyecare Reimbursement | - | 495 | - | 495 |
| 5803 Clothing Allowance | 60 | - | - | - |
| 5903 Other Taxable Benefits | 347 | 330 | 180 | 740 |
| 5905 Employee Wellness Program | 620 | - | - | - |
| TOTAL SALARIES AND BENEFITS | 593,051 | 598,536 | 592,421 | 613,337 |
| SERVICES | | | | |
| 6102 Legal Services | 201,721 | 25,000 | 30,000 | 30,000 |
| 6304 Telephone | 2,101 | 2,000 | 2,000 | 2,000 |
| 6401 Meeting & Prof Development | 25 | - | - | 1,000 |
| 6402 Travel Expense/Reimbursement | - | - | - | 500 |
| 6403 Training | - | 150 | 800 | 800 |
| 6601 Postage | 275 | 300 | 100 | 300 |
| 6710 Special Contractual Services | 4,488 | - | - | - |
| 6802 Info Tech Service Charges | 23,510 | 17,558 | 17,558 | 18,518 |
| 6901 Printing and Binding | 34 | 200 | 20 | 200 |
| 6909 Subscriptions & Memberships | 8,282 | 8,000 | 8,000 | 8,000 |
| TOTAL SERVICES | 240,436 | 53,208 | 58,478 | 61,318 |
| SUPPLIES | | | | |
| 7001 Books & Supplies | 1,735 | - | - | 1,300 |
| 7002 Office Supplies | 222 | 500 | 100 | 500 |
| TOTAL SUPPLIES | 1,957 | 500 | 100 | 1,800 |
| DEPARTMENT TOTAL | 835,443 | 652,244 | 650,999 | 676,455 |

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 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 the City's IT Network Infrastructure and Equipment
- 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 2020-21:

- Completed implementation of a new enterprise resource planning system, Tyler Munis, alongside technical support from the Division of Innovation & Technology
- Supported the administrative implementation of the Measure T one-cent sales tax with the California Department of Tax and Fee Administration
- Completed the City's Annual Financial Report for the Year Ended June 30, 2020 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 seventeen 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 2021-22

DEPARTMENT/DIVISION
FINANCE

FUND
GENERAL FUND

ORGKEY
101501

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SALARIES AND BENEFITS | | | | |
| 5001 Salaries: Full-Time | 670,641 | 661,428 | 617,823 | 685,265 |
| 5101 Overtime Salaries | 35,454 | - | 10,089 | 8,000 |
| 5202 Holiday Pay | - | - | 7,820 | - |
| 5203 Bonus | - | - | 500 | - |
| 5204 Accrual Payout | - | - | 27,413 | - |
| 5301 Banked Leave Buy Back | 45,937 | 29,054 | 29,054 | 25,372 |
| 5401 Pension Contributions | 164,848 | 184,712 | 171,331 | 200,643 |
| 5501 FICA/Medicare | 54,867 | 50,312 | 47,429 | 53,212 |
| 5601 Deferred Compensation | 8,466 | 7,950 | 7,950 | 6,935 |
| 5701 Health/Dental Insurance | 113,014 | 96,362 | 91,149 | 100,778 |
| 5702 Workers' Comp Insurance | 26,059 | 28,461 | 28,461 | 31,521 |
| 5703 Disability Insurance | 2,245 | 1,694 | 1,905 | 2,209 |
| 5704 Unemployment Insurance | 855 | 3,472 | 4,101 | 3,906 |
| 5705 Life Insurance | 548 | 504 | 502 | 567 |
| 5801 Vehicle Allowance | 245 | 300 | 300 | - |
| 5802 Eyecare Reimbursement | 697 | 1,800 | 1,800 | 2,025 |
| 5803 Clothing Allowance | 900 | 900 | 900 | 1,200 |
| 5903 Other Taxable Benefits | 4,872 | 6,705 | 2,417 | 8,063 |
| TOTAL SALARIES AND BENEFITS | 1,129,648 | 1,073,654 | 1,050,944 | 1,129,696 |
| SERVICES | | | | |
| 6004 Bank/Collection Agent Fees | 29,006 | - | 28,000 | 30,000 |
| 6007 Penalties and Interest | 479 | - | 6,813 | - |
| 6104 Auditing and Accounting | 59,418 | 54,560 | 54,560 | 60,000 |
| 6106 Other Professional Services | 228,630 | 130,270 | 130,270 | 264,250 |
| 6304 Telephone | 1,234 | 700 | 700 | 800 |
| 6401 Meeting & Prof Development | 1,251 | 5,000 | 2,500 | 8,750 |
| 6402 Travel Expense/Reimbursement | 1,413 | 1,000 | 100 | 500 |
| 6403 Training | 1,724 | 1,000 | 2,500 | 3,700 |
| 6601 Postage | 6,880 | 7,000 | 7,000 | 8,000 |
| 6703 Software Support/Development | 11,307 | 12,000 | 9,660 | 19,688 |
| 6710 Special Contractual Services | 1,836 | 2,300 | 1,000 | 2,369 |
| 6802 Info Tech Service Charges | 71,400 | 40,928 | 40,928 | 45,100 |
| 6901 Printing and Binding | 1,170 | 1,200 | 1,000 | 1,200 |
| 6902 Advertising | 1,442 | 1,500 | 500 | 1,500 |
| 6906 Office Equip & Furn Rent | 2,746 | 2,718 | 2,600 | 2,800 |
| 6909 Subscriptions & Memberships | 2,030 | 2,389 | 2,389 | 2,389 |
| TOTAL SERVICES | 421,967 | 262,565 | 290,520 | 451,046 |
| SUPPLIES | | | | |
| 7002 Office Supplies | 14,426 | 18,000 | 13,350 | 17,850 |
| 7003 Awards/Recognition Prgm | - | - | 610 | 650 |
| 7004 Uniform/Safety Clothing | 38 | - | 100 | 100 |
| 7211 Computer Components | 2,138 | - | - | - |

DEPARTMENT/DIVISION
FINANCE

FUND
GENERAL FUND

ORGKEY
101501

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SUPPLIES (CONT.) | | | | |
| 7810 Special Departmental Supplies | 2,395 | 4,200 | 1,500 | 1,500 |
| 7901 Non-Capital Expenditures | 4,266 | - | - | - |
| TOTAL SUPPLIES | 23,262 | 22,200 | 15,560 | 20,100 |
| FIXED ASSETS | | | | |
| 8501 Other Betterments/Improv | - | - | - | 60,000 |
| TOTAL FIXED ASSETS | - | - | - | 60,000 |
| DIVISION TOTAL | 1,574,877 | 1,358,419 | 1,357,024 | 1,660,842 |

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.

The Division issues business licenses, dog licenses, transient occupancy tax forms, yard sale permits, and preferential parking permits to the public. Staff provide information service at the front counter, the collection of payments for city utility bills, invoices, fees and permits for all city departments and investment revenue for city funds.

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
- Update internal procedures as required by changes to the Redlands Municipal Code as it impacts permitted activities or other tax and fee requirements
- Maintain proper internal controls over the City's cash and investments
- Implement the City's Preferential Parking Zone program
- Oversee the Business License program, in coordination with HdL Business License division
- Manage the City's Dog Licensing program, in coordination with the Police Department's Animal Services division
- Coordinate the payment for permits with various City departments to ensure all requirements are met before accepting payment
- Manage all incoming and outgoing ACH, wire or other online banking transactions
- Provide administrative support for the City Treasurer

Accomplishments for Fiscal Year 2020-21:

- Implementation of the City's treasury management software, Sympro
- Providing online forms for customers to apply for dog licenses, residential parking permits, and yard sales online in an effort to streamline services for customers
- Continued implementation of the business license program through HdL Business License staff
- Conversion of hard copy records to digital records using Laserfische software
- Training of cash handling procedures for Customer Service / Utility Billing staff using Zoom
- Facilitating customer payments in real-time for permit customers during the COVID-19 closure of City Hall to the public
- Preparation of the City Treasurer's Quarterly Investment Reports
- In coordination with other City departments, delinquent administrative citations and municipal services accounts were enrolled on the County's special assessment tax rolls as liens
- Continued to coordinate with the City's banking providers to ensure account security and best practices were implemented

**DEPARTMENT/DIVISION
REVENUE**

FUND

GENERAL FUND

ORGKEY

101502

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|-------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SALARIES AND BENEFITS | | | | |
| 5001 Salaries: Full-Time | 281,301 | 206,622 | 183,795 | 315,198 |
| 5002 Salaries: Part-Time | 5,750 | 6,000 | - | 6,000 |
| 5006 Elected Official Compensation | - | - | 6,000 | 6,500 |
| 5101 Overtime Salaries | 3,069 | 1,000 | 1,200 | 2,000 |
| 5202 Holiday Pay | - | - | 4,795 | - |
| 5204 Accrual Payout | - | - | 35,371 | - |
| 5301 Banked Leave Buy Back | 19,863 | 8,826 | 8,826 | 8,977 |
| 5401 Pension Contributions | 71,092 | 57,749 | 57,335 | 92,485 |
| 5501 FICA/Medicare | 23,101 | 16,183 | 17,040 | 24,930 |
| 5601 Deferred Compensation | 2,271 | 2,030 | 2,030 | 3,225 |
| 5701 Health/Dental Insurance | 30,960 | 31,148 | 27,201 | 43,848 |
| 5702 Workers' Comp Insurance | 13,753 | 15,069 | 15,069 | 16,720 |
| 5703 Disability Insurance | 1,228 | 936 | 1,027 | 944 |
| 5704 Unemployment Insurance | 497 | 1,566 | 1,497 | 2,130 |
| 5705 Life Insurance | 250 | 173 | 173 | 255 |
| 5801 Vehicle Allowance | 115 | 60 | 60 | - |
| 5802 Eyecare Reimbursement | 465 | 619 | 619 | 911 |
| 5803 Clothing Allowance | 1,050 | 450 | 450 | 450 |
| 5903 Other Taxable Benefits | 2,554 | 968 | 1,223 | 2,409 |
| TOTAL SALARIES AND BENEFITS | 457,319 | 349,399 | 363,711 | 526,982 |
| SERVICES | | | | |
| 6102 Legal Services | - | 100 | - | - |
| 6106 Other Professional Services | 94,231 | 136,200 | 136,200 | 140,286 |
| 6304 Telephone | 2,151 | 1,560 | 1,560 | 1,560 |
| 6401 Meeting & Prof Development | 60 | 350 | (85) | 350 |
| 6402 Travel Expense/Reimbursement | 55 | 200 | - | 200 |
| 6403 Training | 204 | 450 | 250 | 500 |
| 6601 Postage | 5,827 | 6,000 | 5,000 | 6,000 |
| 6703 Software Support/Development | - | 9,548 | 9,270 | 9,270 |
| 6710 Special Contractual Services | 5,481 | 7,000 | 5,000 | 5,000 |
| 6802 Info Tech Service Charges | 29,520 | 15,268 | 15,268 | 16,855 |
| 6901 Printing and Binding | 580 | 1,000 | 200 | 500 |
| 6902 Advertising | 925 | 1,000 | - | 500 |
| 6906 Office Equip & Furn Rent | 2,187 | 2,600 | 2,600 | 3,000 |
| 6909 Subscriptions & Memberships | 708 | 750 | 450 | 450 |
| 6911 Bad Debt Expense | 288 | 1,000 | 500 | 500 |
| 7203 Office Equipment Maintenance | 300 | 500 | - | - |
| TOTAL SERVICES | 142,518 | 183,526 | 176,213 | 184,971 |
| SUPPLIES | | | | |
| 7004 Turnouts/Uniform/Sfty Clothing | 32 | - | - | - |
| 7002 Office Supplies | 7,344 | 7,500 | 5,000 | 8,000 |
| 7101 Office Equipment & Furniture | 810 | 1,500 | - | - |
| 7210 Building Supplies | 161 | - | - | - |
| 7211 Computer Components | 455 | - | - | 1,500 |
| 7810 Special Departmental Supplies | - | 600 | - | - |
| 7901 Non-Capital Expenditures | 5,187 | - | - | - |
| TOTAL SUPPLIES | 13,989 | 9,600 | 5,000 | 9,500 |
| DIVISION TOTAL | 613,826 | 542,525 | 544,924 | 721,453 |
| DEPARTMENT TOTAL | 2,188,703 | 1,900,944 | 1,901,948 | 2,382,295 |

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 2021-22:

- Migrate from Microsoft Exchange Server to Microsoft 365 to streamline email management and security
- Address storage planning and improvements: disaster recovery and data management
- Focus on hardware investments:
 - Replace Police Department mobile data computers with newer, optimized model
 - Continue to replace aging workstations, focus on 5-year replacement cycle
 - Invest in a phased camera network hardware replacement plan
- Focus on application needs:
 - Research cashiering and banking automation software to enable online payments for City receivables other than utility bills
 - Facilitate e-plan check software (electronic plan review) for land management and permitting
 - Replace aging route management software for utility billing operations
- GIS Master Planning
 - Work with Esri to develop and maintain a GIS governance
 - Extend the GIS capabilities of staff Citywide
 - Build business analytics and decision support models as a result of the maturation of the City's GIS infrastructure
- IT Master Planning
 - Develop and maintain an IT governance
 - Define business technology strategies of greatest use to the City
 - Oversee the deployment of new technology

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 2020-21:

- Implementation of the Enterprise Resource Planning system, Tyler Munis, to replace legacy financial accounting and HR systems
- Analyzed and developed a planning tool to address deferred maintenance needs within the Police Department Camera Network, including upgrades to its existing radio mesh and older camera fleet
- Replaced and upgraded the Police Department's core network infrastructure, including replacement of its traditional networking environment with a scalable and secure platform for proactive network management
- Implemented a virtual storage area solution, providing network-wide managed storage connectivity and optimizing data storage and recovery for the Police Department
- Migration of all workstations to Windows 10 for the Police Department, including mobile data computers in each Police Vehicle
- Implementation of CIBRS/NIBRS software upgrades to the Police Department's computer-aided dispatch and records management system

- Supported and maintained reliable and effective work-from-home solutions for majority of City staff during the COVID-19 pandemic safety protocols instituted by the City
- Supported and managed online/remote City Council meetings using Zoom, including plans for conducting live comments during Council meetings
- Supported staff Citywide on the use of Zoom to conduct their meetings with the City's boards, committees, and commissions
- Reconstituted the IT Steering Committee to engage end users and customers in a conversation about strategic IT planning

Program Description:

The Division of Innovation & Technology supports the City's technology infrastructure, data, application services, and Geographic Information System (GIS). This fund is responsible for the maintenance and lifecycle replacements of citywide infrastructure including desktops, laptops, mobile devices, network, and operations equipment. Citywide technology hardware and licensing contracts are also maintained in this fund. The division provides technical support services to successfully implement innovative technology solutions enabling departments to better serve their constituents.

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)

- 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

Operations and Helpdesk

- 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
INFORMATION TECHNOLOGY SERVICES FUND

ORGKEY
604900

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SALARIES AND BENEFITS | | | | |
| 5001 Salaries: Full-Time | 996,994 | 1,101,481 | 1,049,354 | 1,161,552 |
| 5002 Salaries: Part-Time | 6,133 | 15,000 | 9,799 | 15,000 |
| 5101 Overtime Salaries | 2,159 | - | - | 1,000 |
| 5202 Holiday Pay | - | - | 5,480 | - |
| 5204 Accrual Payout | - | - | 23,154 | - |
| 5301 Banked Leave Buy Back | 29,110 | 49,244 | 49,244 | 37,987 |
| 5401 Pension Contributions | 397,923 | 307,142 | 297,020 | 339,659 |
| 5501 FICA/Medicare | 76,968 | 86,256 | 80,076 | 90,748 |
| 5601 Deferred Compensation | 7,463 | 9,457 | 9,457 | 9,988 |
| 5701 Health/Dental Insurance | 103,228 | 119,289 | 121,637 | 118,217 |
| 5702 Workers' Comp Insurance | 26,515 | 28,422 | 28,422 | 31,521 |
| 5703 Disability Insurance | 2,301 | 2,341 | 2,310 | 2,426 |
| 5704 Unemployment Insurance | 1,462 | 5,659 | 7,305 | 5,985 |
| 5705 Life Insurance | 707 | 759 | 761 | 806 |
| 5801 Vehicle Allowance | 439 | 649 | 649 | - |
| 5802 Eyecare Reimbursement | 597 | 2,709 | 2,709 | 2,878 |
| 5803 Clothing Allowance | 900 | 1,200 | 1,200 | 1,200 |
| 5901 Compensated Absences Expense | 19,051 | - | - | - |
| 5903 Other Taxable Benefits | 15,410 | 14,616 | 14,616 | 17,827 |
| 5904 Tuition Reimbursement | 227 | - | 3,773 | - |
| TOTAL SALARIES AND BENEFITS | 1,687,587 | 1,744,224 | 1,706,966 | 1,836,794 |
| SERVICES | | | | |
| 6106 Other Professional Services | 83,384 | 250,763 | 144,380 | 318,500 |
| 6304 Telephone | 302,542 | 285,100 | 222,000 | 225,200 |
| 6401 Meeting & Prof Development | 321 | 4,000 | 1,000 | 4,000 |
| 6402 Travel Expense/Reimbursement | 5,128 | 2,900 | 100 | 1,000 |
| 6403 Training | 1,077 | 2,500 | 2,800 | 6,800 |
| 6505 Retiree Health Insurance | 80,809 | 90,000 | 90,000 | 90,000 |
| 6601 Postage | 95 | 150 | 50 | 50 |
| 6703 Software Support/Development | 940,425 | 907,479 | 1,196,000 | 1,270,000 |
| 6710 Special Contractual Services | 20,378 | 27,430 | 2,000 | 15,800 |
| 6803 City Garage Charges | 1,392 | 1,556 | 1,748 | 1,882 |
| 6804 General Govt Service Charge | 234,456 | 241,560 | 241,560 | 247,140 |
| 6901 Printing and Binding | 136 | 100 | 50 | 50 |
| 6906 Office Equip & Furn Rent | 6,287 | 7,500 | 3,000 | 7,500 |
| 6907 Comms Service & Rental | 16,320 | 20,000 | 18,500 | 20,600 |
| 6909 Subscriptions & Memberships | 2,247 | 2,800 | 1,600 | 2,000 |
| 6914 Depreciation Expense | 59,543 | - | - | - |
| 7201 Hardware Maint/Replace | 48,561 | 490,600 | 190,000 | 245,000 |
| 7202 PC Repair/Replacement | - | - | 181,550 | 277,550 |
| TOTAL SERVICES | 1,803,102 | 2,334,438 | 2,296,338 | 2,733,072 |
| SUPPLIES | | | | |
| 7002 Office Supplies | 3,578 | 4,400 | 1,900 | 2,000 |
| 7211 Computer Components | 476 | 25,000 | 5,000 | 5,000 |
| 7810 Special Departmental Supplies | 45 | 2,500 | 500 | 500 |
| 7901 Non-Capital Expenditures | 95,737 | - | 14,103 | - |
| TOTAL SUPPLIES | 99,836 | 31,900 | 21,503 | 7,500 |

DEPARTMENT/DIVISION
DEPARTMENT OF INNOVATION AND TECHNOLOGY

| FUND | | | | | ORGKEY |
|--------------------------------------|---------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| INFORMATION TECHNOLOGY SERVICES FUND | | | | | 604900 |
| OBJECT | | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
| FIXED ASSETS | | | | | |
| 8301 | Construction In Progress | 582,974 | - | - | - |
| 8703 | Computer Equipment | 12,296 | 636,059 | 555,000 | - |
| 8801 | Capital Lease | - | - | - | 22,792 |
| | TOTAL FIXED ASSETS | <u>595,269</u> | <u>636,059</u> | <u>555,000</u> | <u>22,792</u> |
| FUND TOTAL | | 4,185,794 | 4,746,621 | 4,579,807 | 4,600,158 |

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 78,478 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. Shortly thereafter, on March 17, 2020, the customer service division was closed to the public in light of the COVID-19 pandemic. In adherence with CDC guidelines, modifications were made to the division's work schedule and in-office staffing. Modifications included staff working from home, and at one point, the expansion of operational hours from five to six days a week. Currently, the Customer Service Division is on a 9/80 schedule with 40 percent of staff working from home with scheduled staff rotations occurring daily.

With our modified, temporary structure, the Customer Service Division continues to assist customers with all their 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 inquiries and water rebates. In preparation for re-opening to the public, plexi-glass partitions have been installed at each counter work station to provide service to customers in a socially safe and distanced manner.

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 2020-2021:

- Implemented the software modifications necessary to support a 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.
- Modifications to work environment were made to adhere to CDC safety guidelines. Air purifiers and plexi-glass partitions installed to promote a socially distanced and clean environment.
- Temporary suspension of disconnection of service due to non-payment via Executive Order N-42-20 issued by Governor.
- Temporary suspension of late charge, penalties and establishment of financial hardship criteria for pre-payment deposits via resolution 8066.
- Establishment of COVID-19 Utility Billing Payment Plan Policy.
- Work Schedule and staffing modifications made to adhere to CDC guidelines on social distancing. Modifications included 4/10 work shift, Monday through Saturday, allowing separation of staff, when working in office, and maximize social distancing. Additionally, at a later date, 40 percent staff participation in WFH program.
- Seamless docs added to city website for customers use in starting service, stopping service and enrollment in automatic drafting program. The addition of these documents helps in promoting self-service, and reducing the need for in-office visits.
- Seamless docs added for Customer Service Division's internal use to streamline Roll-off Requests, D&Rs, Credit Vouchers and Pre-payment Deposit Requests. This is a value-added tool for work generated from WFH program.
- Modification of Solid Waste pull-down reports allowing for process improvement on service provided to customers. Reports now produce ahead of scheduled service day and provide staff with information on customers enrolled in the program.
- Modification of Solid Waste Bulky item program. Modified programming to set limit on the number of work orders processed each day, allowing field staff to manage and complete work orders on scheduled days and meet customer expectations. Scheduling is closely monitored by customer service staff to ensure success.
- Speedpay programming to include specialized verbiage disclosing to customers that the confirmation number is for tracking of the transaction and not a guarantee of funds.

“In the Works”

- Tentative implementation of new 3rd party payment processor, Invoice Cloud. Will allow for real-time payment updates to the customer service system, along with allowing customers to pay by text. An additional feature will include timely email reminders to customers regarding payment and late charge due dates.
- Meter reading equipment replacement of Itron meter reading equipment with Neptune 360. This implementation is in preparation for Itron's discontinuance of all production and support of meter reading equipment effective 12/31/2021.
- Meter Replacement program of all existing meters with convertible AMR meters for future automation of reads.
- Implementation of newly formatted GL enQuesta interface file to Munis.
- Sewer Rate increase effective 7/1/2021.

**DEPARTMENT/DIVISION
CUSTOMER SERVICE**

FUND
UTILITY BILLING FUND

ORGKEY
608900

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SALARIES AND BENEFITS | | | | |
| 5001 Salaries: Full-Time | 648,434 | 682,596 | 614,152 | 757,636 |
| 5101 Overtime Salaries | 11,798 | 15,000 | 5,000 | 7,000 |
| 5202 Holiday Pay | - | - | 7,916 | 7,000 |
| 5204 Accrual Payout | - | - | 35,960 | - |
| 5301 Banked Leave Buy Back | 18,445 | 23,722 | 23,722 | 17,362 |
| 5401 Pension Contributions | 283,002 | 190,260 | 182,905 | 221,396 |
| 5501 FICA/Medicare | 51,707 | 52,623 | 49,810 | 58,884 |
| 5601 Deferred Compensation | 2,185 | 2,810 | 2,810 | 2,900 |
| 5701 Health/Dental Insurance | 95,956 | 133,081 | 100,738 | 122,702 |
| 5702 Workers' Comp Insurance | 18,991 | 20,753 | 20,753 | 23,024 |
| 5703 Disability Insurance | 4,687 | 5,400 | 5,150 | 6,010 |
| 5704 Unemployment Insurance | 1,252 | 5,165 | 10,698 | 5,707 |
| 5705 Life Insurance | 729 | 750 | 726 | 828 |
| 5801 Vehicle Allowance | 125 | 180 | 180 | - |
| 5802 Eyecare Reimbursement | 786 | 2,678 | 2,678 | 2,959 |
| 5803 Clothing Allowance | 2,850 | 3,150 | 3,150 | 3,450 |
| 5901 Compensated Absences Expense | 12,390 | - | - | - |
| 5903 Other Taxable Benefits | 7,586 | 1,107 | 1,107 | 6,237 |
| TOTAL SALARIES AND BENEFITS | 1,160,923 | 1,139,275 | 1,067,455 | 1,243,095 |
| SERVICES | | | | |
| 6004 Bank/Collection Agent Fees | - | 250 | - | - |
| 6102 Legal Services | - | 250 | - | - |
| 6106 Other Professional Services | - | 10,000 | 500 | 1,500 |
| 6304 Telephone | - | - | 600 | 600 |
| 6401 Meeting & Prof Development | 140 | 1,500 | 200 | 3,800 |
| 6402 Travel Expense/Reimbursement | 67 | 1,000 | - | 300 |
| 6403 Training | 313 | 4,500 | 1,000 | 500 |
| 6505 Retiree Health Insurance | 72,726 | 230,650 | 230,650 | 80,000 |
| 6601 Postage | 67,839 | 84,500 | 70,000 | 80,000 |
| 6703 Software Support/Development | 5,878 | - | 14,350 | 18,040 |
| 6710 Special Contractual Services | 39,349 | 10,000 | 10,000 | 10,000 |
| 6802 Info Tech Service Charges | 679,565 | 59,995 | 59,995 | 211,171 |
| 6804 General Govt Service Charge | 97,534 | 100,490 | 100,490 | 102,811 |
| 6901 Printing and Binding | 20,219 | 28,000 | 25,000 | 28,000 |
| 6906 Office Equip & Furn Rent | 2,474 | 2,400 | 3,000 | 3,000 |
| 6908 Other Rentals | 1,390 | 1,550 | - | - |
| 6909 Subscriptions & Memberships | 225 | 750 | 750 | 750 |
| TOTAL SERVICES | 987,718 | 535,835 | 516,535 | 540,472 |
| SUPPLIES | | | | |
| 7002 Office Supplies | 6,055 | 8,700 | 6,000 | 6,000 |
| 7101 Office Equipment & Furniture | - | - | - | 800 |
| 7102 Small Tools & Equipment | 435 | - | - | - |
| 7211 Computer Components | 617 | 2,500 | 500 | 800 |
| 7807 Food | 136 | - | - | 250 |
| 7810 Special Departmental Supplies | 737 | 1,500 | 800 | 800 |
| 7901 Non-Capital Expenditures | 17,569 | - | - | - |
| TOTAL SUPPLIES | 25,548 | 12,700 | 7,300 | 8,650 |

**DEPARTMENT/DIVISION
CUSTOMER SERVICE**

FUND
UTILITY BILLING FUND

ORGKEY
608900

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|-----------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| FIXED ASSETS | | | | |
| 8503 Building Construction/Improv | - | - | - | 75,000 |
| TOTAL FIXED ASSETS | - | - | - | 75,000 |
| FUND TOTAL | 2,174,189 | 1,687,810 | 1,591,290 | 1,867,217 |

DEPARTMENT/DIVISION
AIR QUALITY IMPROVEMENT

FUND
AIR QUALITY IMPROVEMENT FUND

ORGKEY
221400

| <u>OBJECT</u> | <u>2019-20 ACTUAL (AUDITED)</u> | <u>2020-21 ADJUSTED BUDGET</u> | <u>2020-21 12 MONTH ESTIMATED</u> | <u>2021-22 CITY COUNCIL ADOPTED</u> |
|------------------------------------|---|--|---|---|
| SALARIES AND BENEFITS | | | | |
| 5001 Salaries: Full-Time | 262 | - | - | - |
| 5401 Pension Contributions | 66 | - | - | - |
| 5501 FICA/Medicare | 20 | - | - | - |
| 5701 Health/Dental Insurance | 30 | - | - | - |
| 5704 Unemployment Insurance | 2 | - | - | - |
| 5705 Life Insurance | 0 | - | - | - |
| TOTAL SALARIES AND BENEFITS | 381 | - | - | - |
| SERVICES | | | | |
| 6912 Reimbursed Expenditures | 72,458 | 14,542 | 14,542 | - |
| TOTAL SERVICES | 72,458 | 14,542 | 14,542 | - |
| FIXED ASSETS | | | | |
| 8501 Other Betterments/Improv | - | 500,000 | 500,000 | - |
| 8706 All Other Equipment | - | 50,000 | 50,000 | - |
| TOTAL FIXED ASSETS | - | 550,000 | 550,000 | - |
| FUND TOTAL | 72,839 | 564,542 | 564,542 | - |

DEPARTMENT/DIVISION
OPEN SPACE

FUND
OPEN SPACE FUND

ORGKEY
227501

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|----------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SERVICES | | | | |
| 6501 Settlements/Judgments | 68,480 | - | - | - |
| 6804 General Govt Service Charge | 2,769 | - | - | - |
| TOTAL SERVICES | 71,249 | - | - | - |
| | | | | |
| FUND TOTAL | 71,249 | - | - | - |

**DEPARTMENT/DIVISION
PARKING AUTHORITY**

FUND
PARKING AUTHORITY FUND

ORGKEY
237502

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|----------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SERVICES | | | | |
| 6307 Electricity & Gas | 13,019 | 15,700 | 15,700 | 18,000 |
| 6804 General Govt Service Charge | 3,706 | 3,818 | 3,818 | 3,800 |
| TOTAL SERVICES | 16,725 | 19,518 | 19,518 | 21,800 |
| | | | | |
| FUND TOTAL | 16,725 | 19,518 | 19,518 | 21,800 |

DEPARTMENT/DIVISION
GENERAL DEBT SERVICE

FUND
GENERAL DEBT SERVICE FUND

ORGKEY
305501

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|----------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SERVICES | | | | |
| 6001 Fiscal Agent Fees | 3,163 | 3,165 | 3,165 | 3,165 |
| 6106 Other Professional Services | 530 | 1,000 | 530 | 530 |
| 6804 General Govt Service Charge | 245 | 253 | 253 | 259 |
| TOTAL SERVICES | <u>3,937</u> | <u>4,418</u> | <u>3,948</u> | <u>3,954</u> |
| DEBT SERVICE | | | | |
| 9001 Principal | 1,220,000 | 1,345,000 | 1,345,000 | 1,480,000 |
| 9101 Interest | 473,488 | 406,058 | 406,058 | 331,692 |
| TOTAL DEBT SERVICE | <u>1,693,488</u> | <u>1,751,058</u> | <u>1,751,058</u> | <u>1,811,692</u> |
| FUND TOTAL | 1,697,425 | 1,755,476 | 1,755,006 | 1,815,646 |

DEPARTMENT/DIVISION
SAFETY/CITY HALL REPLACEMENT FUND

FUND
SAFETY/CITY HALL REPLACEMENT FUND

ORGKEY
406501

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|----------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SERVICES | | | | |
| 6106 Other Professional Services | 431 | - | - | - |
| 6601 Postage | - | - | 76 | - |
| TOTAL SERVICES | 431 | - | 76 | - |
| SUPPLIES | | | | |
| 7901 Non-Capital Expenditures | 3,740 | - | 39,051 | - |
| TOTAL SUPPLIES | 3,740 | - | 39,051 | - |
| FIXED ASSETS | | | | |
| 8001 Land Acquisitions | - | 14,843 | - | - |
| 8301 Construction In Progress | 27,595 | - | - | - |
| 8405 Other Infrastructure | 25,994 | - | - | - |
| 8602 Other Land Improvements | - | - | 84,290 | - |
| TOTAL FIXED ASSETS | 53,589 | 14,843 | 84,290 | - |
| FUND TOTAL | 57,761 | 14,843 | 123,417 | - |

DEPARTMENT/DIVISION
COMMUNITY FACILITIES DISTRICT 2001-1

FUND
COMMUNITY FACILITIES DISTRICT FUND

ORGKEY
810961

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|----------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SERVICES | | | | |
| 6001 Fiscal Agent Fees | 17,271 | 20,500 | 25,000 | 25,000 |
| 6804 General Govt Service Charge | 2,198 | 2,265 | 2,265 | 2,317 |
| TOTAL SERVICES | <u>19,469</u> | <u>22,765</u> | <u>27,265</u> | <u>27,317</u> |
| DEBT SERVICE | | | | |
| 9001 Principal | 450,000 | 480,000 | 480,000 | 510,000 |
| 9101 Interest | 275,828 | 261,428 | 261,428 | 230,708 |
| TOTAL DEBT SERVICE | <u>725,828</u> | <u>741,428</u> | <u>741,428</u> | <u>740,708</u> |
| DIVISION TOTAL | 745,297 | 764,193 | 768,693 | 768,025 |

DEPARTMENT/DIVISION
COMMUNITY FACILITIES DISTRICT 2003-1

FUND
COMMUNITY FACILITIES DISTRICT FUND

ORGKEY
810962

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|----------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SERVICES | | | | |
| 6001 Fiscal Agent Fees | 16,395 | 20,000 | 23,000 | 23,000 |
| 6804 General Govt Service Charge | 465 | 479 | 479 | 490 |
| TOTAL SERVICES | 16,860 | 20,479 | 23,479 | 23,490 |
| DEBT SERVICE | | | | |
| 9001 Principal | 255,000 | 290,000 | 290,000 | 320,000 |
| 9101 Interest | 460,348 | 453,470 | 453,470 | 437,585 |
| TOTAL DEBT SERVICE | 715,348 | 743,470 | 743,470 | 757,585 |
| DIVISION TOTAL | 732,208 | 763,949 | 766,949 | 781,075 |
| FUND TOTAL | 1,477,504 | 1,528,142 | 1,535,642 | 1,549,100 |

(This page intentionally left blank)

Development Services Department

Mission Statement:

The Development Services Department provides quality service to customers through professionalism, integrity, and the efficient use of resources. The Department responds to the changing needs of the community by promoting and implementing policies, goals, procedures, and actions that 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 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 2021-22:

- Assist local businesses in accessing financial and other assistance available during the coronavirus pandemic
- Increase ads in local theaters, highlighting the City's shopping and downtown activities
- 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

Accomplishments for Fiscal Year 2020-21:

- Due to the coronavirus pandemic, many regular ongoing statistics, programs, and activities have been negatively impacted
- Created City's webpage for COVID-19 Financial & Technical Assistance Business Resources as a centralized location information hub for businesses
- Led efforts of the City for temporary outdoor dining for downtown restaurants on State and Fifth Streets due to COVID-19 indoor seating restrictions
- Increased social media presence by providing the City's PIO with monthly updates for COVID-19 information and assistance offered through virtual workshops or other sources offered by local, state, and federal agencies to the business community
- Main point of contact via phone, email, and in-person to the business community for COVID-19 information and assistance
- Part of the City's early effort to create an online interactive map on the City's website, promoting and showing which businesses were open during the first months of the COVID-19 pandemic
- Part of the City's early effort to create and promote an online business survey of how businesses were impacted by COVID-19

- Part of the City's effort with the Redlands Chamber of Commerce to create the *Shop It Forward* marketing campaign to encourage people to shop in Redlands often and begin Christmas Shopping early, to help businesses during the coronavirus pandemic
- 9% decrease in actual point-of-sale compared to the same period one year prior (2018-19)
- 7.5% unemployment rate in 2020, compared to the County-wide average of 9.4% in the same year, and 4th lowest city unemployment rate in the County
- Industrial vacancy rate finished the year 2020 at 4.87%, compared to a 5-year average of 7.15%
- Notable Industrial Activity: *Lease deals* – Redlands Distribution Center, Bldg. 14, 809,338 sq. ft., Geodis Logistics tenant, Prologis bldg. owner; 9180 Alabama St., 1,079,236 sq. ft., GoPlus Logistics tenant, Duke Realty bldg. owner; and Redlands Distribution Center, 600,306 sq. ft., Continental Tire tenant, Prologis bldg. owner
- Continued promotion of clean energy financing programs (HERO and PACE) for local businesses
- Supported and responded to 3 California State Go-Biz business site search efforts
- Worked with the County of San Bernardino to support business attraction efforts by responding to site several 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 350 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 Redlands Visitor Center

**DEPARTMENT/DIVISION
ECONOMIC DEVELOPMENT**

FUND
GENERAL FUND

ORGKEY
101161

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SALARIES AND BENEFITS | | | | |
| 5001 Salaries: Full-Time | 220,998 | 241,902 | 208,576 | 235,395 |
| 5101 Overtime Salaries | 250 | - | - | - |
| 5202 Holiday Pay | - | - | 1,691 | - |
| 5204 Accrual Payout | - | - | 7,716 | - |
| 5301 Banked Leave Buy Back | 2,043 | 12,063 | 12,063 | 44,625 |
| 5401 Pension Contributions | 55,021 | 67,315 | 58,382 | 68,972 |
| 5501 FICA/Medicare | 16,098 | 17,920 | 15,766 | 20,379 |
| 5601 Deferred Compensation | 5,309 | 5,627 | 5,627 | 28,776 |
| 5701 Health/Dental Insurance | 15,328 | 14,693 | 19,700 | 16,395 |
| 5702 Workers' Comp Insurance | 5,261 | 5,685 | 5,685 | 6,304 |
| 5703 Disability Insurance | 52 | - | - | 79 |
| 5704 Unemployment Insurance | 183 | 781 | 812 | 1,042 |
| 5705 Life Insurance | 112 | 113 | 105 | 128 |
| 5801 Vehicle Allowance | 290 | 300 | 300 | 300 |
| 5802 Eyecare Reimbursement | 315 | 405 | 405 | 540 |
| 5803 Clothing Allowance | 30 | - | - | 60 |
| 5903 Other Taxable Benefits | 4,050 | 4,587 | 392 | 5,664 |
| 5905 Employee Wellness Program | 62 | - | 105 | - |
| TOTAL SALARIES AND BENEFITS | 325,400 | 371,391 | 337,325 | 428,659 |
| SERVICES | | | | |
| 6304 Telephone | 565 | 400 | 400 | 400 |
| 6401 Meeting & Prof Development | 1,766 | 2,580 | 300 | 3,805 |
| 6402 Travel Expense/Reimbursement | 1,182 | 1,200 | - | 4,250 |
| 6601 Postage | 28 | 50 | 10 | 25 |
| 6710 Special Contractual Services | 11,560 | 22,750 | 16,750 | 22,750 |
| 6802 Info Tech Service Charges | 4,047 | 10,636 | 10,636 | 18,518 |
| 6901 Printing and Binding | 1,883 | 4,000 | 2,500 | 3,900 |
| 6902 Advertising | 16,302 | 17,400 | 4,000 | 18,450 |
| 6909 Subscriptions & Memberships | 4,412 | 4,420 | 4,420 | 4,440 |
| TOTAL SERVICES | 41,745 | 63,436 | 39,016 | 76,538 |
| SUPPLIES | | | | |
| 7002 Office Supplies | 1,093 | 900 | 900 | 900 |
| 7810 Special Departmental Supplies | - | 1,500 | 400 | 1,500 |
| TOTAL SUPPLIES | 1,093 | 2,400 | 1,300 | 2,400 |
| DIVISION TOTAL | 368,239 | 437,227 | 377,641 | 507,597 |

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, disaster emergency response, 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 the California Code of Regulations Title 24 parts 1 through 12, Federal Emergency Management Agency (FEMA) regulations, California Senate and Assembly bills, and locally adopted municipal codes.
- 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, 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 (CAsp).
- Perform business license inspections to ensure compliance with City regulations for business use and safety of the public.

Significant Program Changes for Fiscal Year 2021-22:

- Digital scanning of all paper records for properties within the City. This will reduce the printing costs of the department, reduce PRA department record response times, and allow public access to records for viewing by using a Laserfiche web link on the City website at all hours of the day.
- Implement several new and revised department policies and procedures in response to coronavirus pandemic to provide uninterrupted community services concerning plan review, permit issuance, field inspections, and disaster response.

Accomplishments for Fiscal Year 2020-21:

- Issued over 1,650 permits for building, electrical, mechanical, plumbing, or combinations thereof ensuring compliance with current city-adopted building and municipal codes.
- Performed 805 plan reviews for construction permit submittals, with a 4-week average delivery to applicants despite decrease in staffing levels due to COVID-19 budget shortfalls.
- Performed 10,364 construction permit inspections by next business day after inspection request, improving community/department relations.
- Provided staff support for the improvement of City Works computer permitting software program.

- Provided community building activity reports to the county, state, and federal levels of government.
- Enforced the 2019 editions of the California Building Standards Codes, resulting in improved citywide construction safety and new homes using an estimated 53% less energy and commercial buildings using an estimated 30% less energy.
- Implemented the use of signature pads at the permit counter, thereby reducing the amount of paperwork generated, department printing costs, and overall permit issuance time.
- Implemented and enforced the City's Local Agency Management Plan (LAMP) to review plans and field inspect the installation and abandonment of Onsite Waste Water Treatment Systems for properties within the City's jurisdiction.
- Completed National Flood Insurance Program (NFIP) audit on City's effectiveness, records, and policies regarding the enforcement of FEMA flood zone requirements as identified in Redlands Municipal Code chapter 15.32.

**DEPARTMENT/DIVISION
BUILDING & SAFETY**

FUND
GENERAL FUND

ORGKEY
101162

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SALARIES AND BENEFITS | | | | |
| 5001 Salaries: Full-Time | 616,256 | 541,154 | 502,327 | 654,535 |
| 5101 Overtime Salaries | 896 | 1,000 | 1,000 | 1,500 |
| 5202 Holiday Pay | - | - | 9,057 | - |
| 5204 Accrual Payout | - | - | 7,862 | - |
| 5301 Banked Leave Buy Back | 23,183 | 8,265 | 8,265 | 29,654 |
| 5401 Pension Contributions | 153,226 | 150,983 | 145,511 | 191,302 |
| 5501 FICA/Medicare | 48,001 | 41,492 | 39,224 | 52,626 |
| 5601 Deferred Compensation | 5,534 | 4,717 | 4,717 | 17,107 |
| 5701 Health/Dental Insurance | 53,623 | 70,924 | 55,929 | 61,361 |
| 5702 Workers' Comp Insurance | 15,770 | 17,053 | 17,053 | 18,913 |
| 5703 Disability Insurance | 3,360 | 3,581 | 3,382 | 3,928 |
| 5704 Unemployment Insurance | 836 | 2,821 | 3,739 | 3,559 |
| 5705 Life Insurance | 427 | 410 | 414 | 505 |
| 5801 Vehicle Allowance | 174 | 180 | 180 | 180 |
| 5802 Eyecare Reimbursement | 164 | 1,463 | 1,463 | 1,845 |
| 5803 Clothing Allowance | 1,650 | 1,725 | 1,350 | 1,650 |
| 5903 Other Taxable Benefits | 13,861 | 5,877 | 1,418 | 14,512 |
| 5905 Employee Wellness Program | 62 | - | 68 | - |
| TOTAL SALARIES AND BENEFITS | 937,022 | 851,645 | 802,959 | 1,053,177 |
| SERVICES | | | | |
| 6106 Other Professional Services | 4,907 | 45,000 | 45,000 | 30,000 |
| 6304 Telephone | 2,584 | 2,500 | 2,829 | 3,000 |
| 6401 Meeting & Prof Development | 3,767 | 3,310 | 3,310 | 10,000 |
| 6402 Travel Expense/Reimbursement | 1,550 | - | - | 2,100 |
| 6601 Postage | 4 | 25 | 5 | 15 |
| 6705 Filming and Microfilming | 4,352 | 83,500 | 83,500 | 8,000 |
| 6802 Info Tech Service Charges | 38,975 | 27,688 | 27,688 | 30,185 |
| 6803 City Garage Charges | 11,819 | 10,582 | 11,885 | 12,801 |
| 6901 Printing and Binding | 3,922 | 3,000 | 3,000 | 3,000 |
| 6902 Advertising | 1,100 | 300 | 300 | 300 |
| 6906 Office Equip & Furn Rent | 4,726 | 3,000 | 3,000 | 3,000 |
| 6909 Subscriptions & Memberships | 2,129 | 2,500 | 1,110 | 3,300 |
| TOTAL SERVICES | 79,835 | 181,405 | 181,627 | 105,701 |
| SUPPLIES | | | | |
| 7001 Books & Supplies | 4,222 | 800 | 800 | 1,000 |
| 7002 Office Supplies | 2,906 | 3,000 | 3,000 | 3,000 |
| 7101 Office Equipment & Furniture | 4,672 | - | - | - |
| 7206 Vehicle Maintenance | 253 | - | 420 | 420 |
| 7211 Computer Components | 1,143 | 2,100 | 2,100 | - |
| 7810 Special Departmental Supplies | 21 | 1,000 | 1,000 | 1,800 |
| TOTAL SUPPLIES | 13,218 | 6,900 | 7,320 | 6,220 |
| FIXED ASSETS | | | | |
| 8801 Capital Lease | 3,614 | 7,185 | 5,922 | 5,922 |
| TOTAL FIXED ASSETS | 3,614 | 7,185 | 5,922 | 5,922 |
| DIVISION TOTAL | 1,033,689 | 1,047,135 | 997,828 | 1,171,020 |

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, Planning Commission, Historic & Scenic Preservation Commission, Preliminary/Development Review Committee, and Minor Exception Permit 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 Element Progress Report and General Plan Progress 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 an 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), Southern California Association of Governments (SCAG), Caltrans, and Omnitrans.

Significant Program Changes for Fiscal Year 2021-22:

- Complete and adopt the 2022-2029 Housing Element Update, and fully utilize the State grant for full reimbursement.
- Prepare the Environmental Impact Report for the Transit Villages Specific Plan, and fully utilize two State grants for full reimbursement.
- Continue moving the Transit Villages Specific Plan toward adoption (anticipated by 2022).ⁱ
- Continue work on various updates following the adoption of the 2035 General Plan, including Zoning Map update and Zoning Code (RMC Title 18) amendments.

Accomplishments for Fiscal Year 2020-21:

- Applied and obtained a grant for \$300,000 from the California Department of Housing & Community Development to prepare the Housing Element Update plus the Final EIR for the Transit Villages Specific Plan.
- Approximately 80 development applications accepted and processed.
- Over 75 staff reports written for the City Council, Planning Commission, and Historic & Scenic Preservation Commission.
- Preparation and noticing responsibilities for approximately 47 meeting agendas consisting of: 13 Planning Commission agendas, 10 Historic & Scenic Preservation Commission agendas, 17 Development Review Committee agendas, and 7 Minor Exception Committee agendas.
- Approval of a new residential Specific Plan with a total of 207 new single-family residences.
- Approval of a new apartment complex with a total of 328 dwelling units.
- 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 San Bernardino County Regional GHG Reduction Plan prepared by San Bernardino Council of Governments (SBCOG) and the countywide Vehicle Miles Travelled (VMT) study prepared by SBCTA.

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

**DEPARTMENT/DIVISION
PLANNING**

FUND
GENERAL FUND

ORGKEY
101164

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SALARIES AND BENEFITS | | | | |
| 5001 Salaries: Full-Time | 778,463 | 820,781 | 796,272 | 834,949 |
| 5002 Salaries: Part-Time | 8,265 | 14,000 | 1,941 | 15,000 |
| 5101 Overtime Salaries | 2,673 | 1,500 | 300 | 1,000 |
| 5202 Holiday Pay | - | - | 10,582 | - |
| 5204 Accrual Payout | - | - | 19,844 | - |
| 5301 Banked Leave Buy Back | 12,362 | 26,629 | 26,269 | 69,867 |
| 5401 Pension Contributions | 193,673 | 228,444 | 229,875 | 244,342 |
| 5501 FICA/Medicare | 57,848 | 62,685 | 59,995 | 68,059 |
| 5601 Deferred Compensation | 9,515 | 10,615 | 10,615 | 33,783 |
| 5701 Health/Dental Insurance | 59,538 | 77,869 | 73,956 | 62,004 |
| 5702 Workers' Comp Insurance | 24,297 | 26,188 | 26,188 | 29,054 |
| 5703 Disability Insurance | 1,373 | 1,376 | 1,311 | 1,550 |
| 5704 Unemployment Insurance | 751 | 3,776 | 3,698 | 4,080 |
| 5705 Life Insurance | 497 | 485 | 504 | 506 |
| 5801 Vehicle Allowance | 731 | 720 | 720 | 720 |
| 5802 Eyecare Reimbursement | 315 | 1,733 | 1,733 | 1,890 |
| 5803 Clothing Allowance | 930 | 600 | 600 | 690 |
| 5903 Other Taxable Benefits | 13,511 | 9,801 | 1,425 | 16,503 |
| 5904 Tuition Reimbursement | - | - | 5,250 | - |
| 5905 Employee Wellness Program | 341 | - | 291 | - |
| BENEFITS | 1,165,083 | 1,287,202 | 1,271,369 | 1,383,997 |
| SERVICES | | | | |
| 6005 License & Permits | 150 | 600 | (287) | 800 |
| 6106 Other Professional Services | 124,175 | 94,740 | 57,775 | 198,000 |
| 6107 Reimb Professional Services | 369,758 | - | 259,230 | - |
| 6304 Telephone | 1,267 | 1,100 | 1,800 | 1,800 |
| 6401 Meeting & Prof Development | 3,968 | 5,310 | 3,025 | 6,635 |
| 6402 Travel Expense/Reimbursement | 3,334 | 2,350 | - | 3,570 |
| 6601 Postage | 1,868 | 3,000 | 1,800 | 3,000 |
| 6703 Software Support/Development | 67 | - | - | 480 |
| 6705 Filming and Microfilming | - | 9,500 | 9,500 | 4,500 |
| 6710 Special Contractual Services | (16) | - | - | 7,000 |
| 6802 Info Tech Service Charges | 95,421 | 41,511 | 41,511 | 43,333 |
| 6803 City Garage Charges | 651 | 565 | 655 | 705 |
| 6901 Printing and Binding | 4,769 | 7,500 | 5,000 | 5,000 |
| 6902 Advertising | 8,459 | 10,000 | 12,000 | 10,000 |
| 6906 Office Equip & Furn Rent | 4,717 | 3,000 | 3,000 | 3,000 |
| 6909 Subscriptions & Memberships | 5,175 | 5,173 | 3,900 | 5,113 |
| TOTAL SERVICES | 623,763 | 184,349 | 398,909 | 292,936 |
| SUPPLIES | | | | |
| 7001 Books & Supplies | 443 | 1,000 | 1,000 | 1,000 |
| 7002 Office Supplies | 6,453 | 5,750 | 5,750 | 5,000 |
| 7101 Office Equipment & Furniture | 2,497 | 1,000 | 1,000 | 1,000 |
| 7206 Vehicle Maintenance | 253 | - | 380 | 380 |
| 7211 Computer Components | 4,100 | 1,200 | 1,200 | 1,500 |
| 7807 Food | 134 | 200 | - | 200 |
| 7810 Special Departmental Supplies | 1,507 | 500 | 500 | 500 |
| TOTAL SUPPLIES | 15,387 | 9,650 | 9,830 | 9,580 |

**DEPARTMENT/DIVISION
PLANNING**

FUND
GENERAL FUND

ORGKEY
101164

| <u>OBJECT</u> | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|---------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| FIXED ASSETS | | | | |
| 8801 Capital Lease | 3,476 | 6,245 | 5,200 | 5,200 |
| TOTAL FIXED ASSETS | <u>3,476</u> | <u>6,245</u> | <u>5,200</u> | <u>5,200</u> |
| DIVISION TOTAL | 1,807,708 | 1,487,445 | 1,685,308 | 1,691,713 |

Development Services Department Grants Program

Program Description:

The Grants Program within the Development Services Department consists of the administration of the City's Community Development Block Grant (CDBG) program as well as researching, applying, securing, and administering other county, state, or federal grant opportunities that benefit advance planning and community development needs.

As 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.

CDBG and CDBG-CV 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.
- 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.
- Prevent, prepare for, and respond to the coronavirus pandemic.

Other Grants Program Objectives:

- To secure funding opportunities that encourage and support advanced planning activities that help plan for future growth and development.

Significant Program Changes for Fiscal Year 2021-22:

- Fund the Sylvan Park Restroom Rehabilitation Project with CDBG funds.
- Implement four new public service programs to help mitigate negative impacts of the coronavirus pandemic using CDBG-CV3 funds.
- Implement five new public service programs that benefit low- to moderate-income residents with CDBG funds.

Accomplishments for Fiscal Year 2020-21:

- Provided contract administration to three new CDBG-CV1 funded programs to help prevent, prepare for, and respond to the coronavirus pandemic.
- Completed the FY 2019-20 Alley/Street Improvement Capital Improvement Project.
- Provided contract administration to five CDBG funded public services programs that benefited low- to moderate-income residents.
- Provided contract administration for the state funded Local Early Action Program (LEAP) \$300,000 grant that is funding the update to the City's Housing Element.
- Provided contract administration for the state funded Planning Grants Program (PGP-SB2) \$310,000 grant that is funding the environmental analysis for the Transit Villages Specific Plan project.

**DEPARTMENT/DIVISION
PLANNING GRANTS**

| FUND | | | | | ORGKEY |
|---------------|-----------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| GENERAL FUND | | | | | 101165 |
| OBJECT | | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
| | SERVICES | | | | |
| 6106 | Other Professional Services | 177,670 | | | |
| | TOTAL SERVICES | 177,670 | - | - | - |
| | DIVISION TOTAL | 177,670 | | | |
| | DEPARTMENT TOTAL | 3,387,306 | 2,971,808 | 3,060,777 | 3,370,330 |

Please note: This division was removed from the General Fund in order to be accounted for in the Governmental Grant Fund 200. This change is reflected in Fiscal Year 2021. Please see following page.

**DEPARTMENT/DIVISION
PLANNING GRANTS**

FUND
GOVERNMENTAL GRANT FUND

ORGKEY
200164

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SALARIES AND BENEFITS | | | | |
| 5001 Salaries: Full-Time | | 78,186 | 56,402 | 12,290 |
| 5002 Salaries: Part-Time | | 28,000 | 28,000 | - |
| 5401 Pension Contributions | | 21,033 | 14,897 | 3,246 |
| 5501 FICA/Medicare | | 6,160 | 4,310 | 939 |
| 5701 Health/Dental Insurance | | 13,017 | 9,377 | 2,043 |
| 5702 Workers' Comp Insurance | | - | 224 | 49 |
| 5703 Disability Insurance | | 574 | 357 | 78 |
| 5704 Unemployment Insurance | | 456 | 554 | 121 |
| 5705 Life Insurance | | 64 | 44 | 10 |
| 5903 Other Taxable Benefits | | 462 | - | - |
| TOTAL SALARIES AND BENEFITS | - | 147,952 | 114,165 | 18,776 |
| SERVICES | | | | |
| 6005 License & Permits | | 6,032 | 6,032 | 2,000 |
| 6101 Architect & Engineer | | 43,940 | 50,793 | 30,000 |
| 6106 Other Professional Services | | 584,120 | 581,318 | - |
| 6710 Special Contractual Services | | 511,502 | 541,321 | 61,000 |
| 6901 Printing and Binding | | 400 | 400 | - |
| 6902 Advertising | | 1,306 | 1,300 | - |
| TOTAL SERVICES | - | 1,147,300 | 1,181,164 | 93,000 |
| SUPPLIES | | | | |
| 7210 Building Supplies | | 2,400 | 2,400 | - |
| 7302 LCNG | | 4,000 | 4,000 | - |
| 7810 Special Departmental Supplies | | 9,797 | 9,797 | - |
| 7901 Non-Capital Expenditures | | 1,525 | 27,483 | - |
| TOTAL SUPPLIES | - | 17,722 | 43,680 | - |
| FIXED ASSETS | | | | |
| 8403 Street Construction | | 491,087 | 394,028 | - |
| 8501 Other Betterments/Improv | | 93,001 | 94,525 | - |
| 8503 Building Const/Improv | | 193,378 | 262,878 | 293,000 |
| 8706 All Other Equipment | | 10,203 | 10,203 | - |
| TOTAL FIXED ASSETS | - | 787,669 | 761,634 | 293,000 |
| DEPARTMENT TOTAL | | 2,100,643 | 2,100,643 | 404,776 |

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 2020-21:

- Completed sale of properties with Redlands Railway District, LLC for 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 construction of an over 370-space public parking structure.
- Prepared and submitted to the California State Department of Finance two Recognized Obligation Payment Schedules (ROPS)

DEPARTMENT/DIVISION
SUCCESSOR AGENCY ADMINISTRATION

FUND
 SUCCESSOR TO RDA GENERAL FUND

ORGKEY
 820167

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|-------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SALARIES AND BENEFITS | | | | |
| 5001 Full Time Salaries | 8,151 | 10,558 | 6,898 | 12,485 |
| 5101 Overtime Salaries | 36 | - | - | - |
| 5202 Holiday Pay | - | - | 33 | - |
| 5204 Accrual Payout | - | - | 2,023 | - |
| 5301 Banked Leave Buy Back | 1,765 | 646 | 188 | 305 |
| 5401 Pension Contributions | 4,355 | 2,949 | 1,284 | 3,653 |
| 5501 Fica/Medicare | 1,150 | 675 | 351 | 894 |
| 5601 Deferred Compensation | 469 | 279 | 279 | 340 |
| 5701 Health/Dental Insurance | 1,087 | 720 | 310 | 969 |
| 5702 Workers' Comp Insurance | 7 | - | 70 | - |
| 5703 Disability Insurance | 1 | - | - | - |
| 5704 Unemployment Insurance | 9 | 26 | 4 | 35 |
| 5705 Life Insurance | 6 | 4 | 2 | 5 |
| 5801 Vehicle Allowance | 56 | 12 | 12 | - |
| 5802 Eyecare Reimbursement | - | 14 | 14 | 18 |
| 5803 Clothing Allowance | 90 | - | - | - |
| 5903 Other Taxable Benefits | 105 | - | 9 | 66 |
| 5905 Employee Wellness Program | 155 | - | 31 | - |
| TOTAL SALARIES AND BENEFITS | 17,443 | 15,883 | 11,508 | 18,770 |
| SERVICES | | | | |
| 6401 Meeting & Professional Devlpmt | - | - | (21) | - |
| TOTAL SERVICES | - | - | (21) | - |
| DIVISION TOTAL | 17,443 | 15,883 | 11,487 | 18,770 |

DEPARTMENT/DIVISION
SUCCESSOR AGENCY OBLIGATIONS (OTHER)

FUND
 SUCCESSOR TO RDA PROJECTS FUND

ORGKEY
 820168

| <u>OBJECT</u> | <u>2019-20 ACTUAL (AUDITED)</u> | <u>2020-21 ADJUSTED BUDGET</u> | <u>2020-21 12 MONTH ESTIMATED</u> | <u>2021-22 CITY COUNCIL ADOPTED</u> |
|------------------------------|---|--|---|---|
| SERVICES | | | | |
| 6104 Auditing and Accounting | 2,700 | 2,700 | 2,700 | 2,700 |
| TOTAL SERVICES | 2,700 | 2,700 | 2,700 | 2,700 |
| | | | | |
| DIVISION TOTAL | 2,700 | 2,700 | 2,700 | 2,700 |

DEPARTMENT/DIVISION
SUCCESSOR AGENCY DEBT SERVICE

FUND
 SUCCESSOR TO RDA DEBT SERVICE FUND

ORGKEY
 820169

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|----------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SERVICES | | | | |
| 6001 Fiscal Agent Fees | 5,405 | 5,405 | 5,405 | 5,405 |
| 6106 Other Professional Services | 180 | 2,200 | 2,200 | 2,200 |
| 6913 Amortization Expense | 90,499 | - | - | - |
| TOTAL SERVICES | 96,084 | 7,605 | 7,605 | 7,605 |
| DEBT SERVICE | | | | |
| 9001 Principal | - | 2,330,000 | 2,330,000 | 2,415,000 |
| 9101 Interest | 275,867 | 190,738 | 190,738 | 101,399 |
| TOTAL DEBT SERVICE | 275,867 | 2,520,738 | 2,520,738 | 2,516,399 |
| DIVISION TOTAL | 371,950 | 2,528,343 | 2,528,343 | 2,524,004 |
| FUND TOTAL | 392,093 | 2,546,926 | 2,542,530 | 2,545,474 |

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:

- Continuing our efforts to restore service affected by the pandemic and fiscal year 2020/2021 budget cuts
- 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:

- The pandemic dramatically impacted all aspects of library operations, including the complete suspension of in-person services from July 1 to September 8 and again from December 8 to March 7.
- Nonetheless, we persevered. Our Books to Go program that began in April 2020 continued. 5,920 patrons were able to check out 23,791 books/materials. Attendance during our months of in-person service was strong.
- Budget cuts required the elimination of Sunday as well as Monday and Tuesday evening hours.

Accomplishments for Fiscal Year 2020-21:

- By accessing Library Endowment reserves and appealing to members of the community, the library was able to raise a one-time emergency fund of \$319,000, which saved 11 jobs and 13 hours of service.
- Our Smiley Heritage Tours committee worked with the Redlands Unified School District to create a virtual version of our tours for local fourth graders.
- The Lincoln Shrine created virtual exhibits and staged a virtual Lincoln Dinner with six former speakers in February.
- Worked closely with the Redlands Historical Museum Association to raise funds for the Museum of Redlands, including a large sale in September and a virtual official groundbreaking in January.
- Staged a virtual Dia de los Muertos event in November.
- Hosted a drive-thru Family Day event in October at which 490 complimentary books were distributed. 55 new non-resident library cards and 31 new resident cards were registered during the event.
- Participated in the City's drive-thru Christmas Parade, giving away 600 books and goodie bags.
- Using Endowment resources, we installed expandable shelving in the Special Collections division basement, greatly increasing storage capacity.
- Continued intensive three stage sanitation of all returned library materials.
- Installed Plexiglas at Readers' Service, Circulation, Young Readers' Room, and Lincoln Shrine desks.
- Our Resilient Redlands Webinar series attracted 778 participants, 118 live views, 3175 video views, and 270 YouTube views.
- The Literacy program held 184 virtual Zoom meetings with 1,480 participants including computer classes, Conversation Corner, the CHAT program, Book Clubs, and various other meetings.
- The Young Readers' Room continued virtual Story Times through Facebook with 145 videos and 9,515 views.
- Reorganized reference section to emphasize digital resources.

DEPARTMENT/DIVISION
LIBRARY ADMINISTRATION

FUND
GENERAL FUND

ORGKEY
101190

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SALARIES AND BENEFITS | | | | |
| 5001 Salaries: Full-Time | 1,316,291 | 1,524,049 | 1,296,478 | 1,417,165 |
| 5002 Salaries: Part-Time | 179,703 | 101,559 | 209,819 | 247,619 |
| 5101 Overtime Salaries | 2,509 | - | - | - |
| 5202 Holiday Pay | - | - | 4,804 | - |
| 5204 Accrual Payout | - | - | 6,569 | - |
| 5301 Banked Leave Buy Back | 178,155 | 49,970 | 49,970 | 28,615 |
| 5401 Pension Contributions | 327,321 | 335,389 | 379,934 | 413,473 |
| 5501 FICA/Medicare | 124,546 | 100,793 | 113,756 | 128,926 |
| 5601 Deferred Compensation | 13,389 | 14,355 | 22,522 | 14,525 |
| 5701 Health/Dental Insurance | 192,190 | 179,991 | 223,058 | 221,746 |
| 5702 Workers' Comp Insurance | 54,367 | 59,116 | 59,116 | 65,509 |
| 5703 Disability Insurance | 4,710 | 3,650 | 5,188 | 5,575 |
| 5704 Unemployment Insurance | 3,425 | 9,114 | 21,519 | 15,190 |
| 5705 Life Insurance | 1,244 | 1,008 | 1,187 | 1,260 |
| 5801 Vehicle Allowance | 4,800 | 4,800 | 4,800 | 4,800 |
| 5802 Eyecare Reimbursement | 945 | 3,600 | 3,600 | 4,500 |
| 5803 Clothing Allowance | 3,150 | 2,250 | 3,150 | 3,300 |
| 5804 Uniform Rental | 6 | - | 125 | 1,350 |
| 5903 Other Taxable Benefits | 17,480 | 14,730 | 2,722 | 17,580 |
| 5905 Employee Wellness Program | 620 | - | 756 | 756 |
| TOTAL SALARIES AND BENEFITS | 2,424,850 | 2,404,374 | 2,409,073 | 2,591,889 |
| SERVICES | | | | |
| 6106 Other Professional Services | 15 | - | - | - |
| 6304 Telephone | 1,301 | 1,200 | 1,200 | 1,200 |
| 6403 Training | 817 | - | - | - |
| 6601 Postage | 2,459 | 3,000 | 3,000 | 3,000 |
| 6802 Info Tech Service Charges | 18,421 | 38,184 | 38,184 | 25,666 |
| 6901 Printing and Binding | 1,516 | 1,300 | 1,300 | 1,300 |
| 6906 Office Equip & Furn Rent | 6,945 | 7,750 | 7,750 | 7,750 |
| 6911 Bad Debt Expense | - | 120 | - | - |
| TOTAL SERVICES | 31,473 | 51,554 | 51,434 | 38,916 |
| SUPPLIES | | | | |
| 7002 Office Supplies | 5,555 | 5,700 | 5,700 | 5,700 |
| 7102 Small Tools & Equipment | 245 | 250 | 250 | 250 |
| 7208 Repair/Maintenance Supplies | 775 | 2,500 | 2,500 | 2,500 |
| 7210 Building Supplies | 873 | 1,500 | 1,500 | 1,500 |
| 7810 Special Departmental Supplies | 488 | 500 | 500 | 500 |
| TOTAL SUPPLIES | 7,936 | 10,450 | 10,450 | 10,450 |
| FIXED ASSETS | | | | |
| 8501 Other Betterments/Improv | - | - | 350,000 | - |
| 8503 Building Construction/Improv | - | - | 20,000 | - |
| TOTAL FIXED ASSETS | - | - | 370,000 | - |
| DIVISION TOTAL | 2,464,259 | 2,466,378 | 2,840,957 | 2,641,255 |

**DEPARTMENT/DIVISION
LINCOLN SHRINE**

FUND
GENERAL FUND

ORGKEY
101191

| <u>OBJECT</u> | <u>2019-20 ACTUAL (AUDITED)</u> | <u>2020-21 ADJUSTED BUDGET</u> | <u>2020-21 12 MONTH ESTIMATED</u> | <u>2021-22 CITY COUNCIL ADOPTED</u> |
|-------------------------|---|--|---|---|
| SERVICES | | | | |
| 6601 Postage | 171 | 165 | 165 | 165 |
| TOTAL SERVICES | <u>171</u> | <u>165</u> | <u>165</u> | <u>165</u> |
| SUPPLIES | | | | |
| 7811 Books | 31 | 975 | 975 | 975 |
| TOTAL SUPPLIES | <u>31</u> | <u>975</u> | <u>975</u> | <u>975</u> |
| DIVISION TOTAL | 202 | 1,140 | 1,140 | 1,140 |
| DEPARTMENT TOTAL | 2,464,461 | 2,467,518 | 2,842,097 | 2,642,395 |

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 crime clearance rates above national average in 2021
- Identify emerging crime trends quickly and develop and implement targeted, evidence-based strategies to address them

Police Patrol Services Bureau

Program Description:

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

- *Patrol:* Patrol teams are comprised of four to seven officers including the corporal and sergeant. There are six patrol teams that rotate schedules supplemented by one civilian community service officer. 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 temporary '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:

- Due to the pandemic and budget cuts this past year, Patrol lost three out of four Community Service Officers (CSO) whose primary responsibility is to respond to non-emergency crimes to take reports and collect evidence. This required patrol officers to respond to more non-emergency type calls that would have previously been addressed by a CSO.
- In response to the loss of three (3) CSOs, at least one officer from each patrol team received crime scene technician training so that they could address the need for additional evidence collection including photographs and fingerprinting.
- The ABC grant that the department had received in the prior fiscal year was cut short due to Covid-19 in April 2020. However, the department applied for and was granted a mini-grant in October 2020, and enforcement operations began in January 2021. In addition, the department maintained the Tobacco Grant previously obtained in late 2019. On-site inspections were conducted in October 2020 and enforcement operations were conducted beginning in January 2021. Quarterly operations have continued throughout the year.
- Due to the pandemic, patrol increased the availability of phone and online reports. This helped to provide service to the community while maintaining the safety of officers and the community.
- Due to the pandemic, ride-alongs with officers were temporarily suspended to maintain the safety of the officers and the community.
- Due to the pandemic, volunteer programs were temporarily suspended but have since started back in compliance with Covid-19 restrictions.

Accomplishments for Fiscal Year 2020-2021:

- Three (3) new police officers were successfully trained and completed the Field Training and Evaluation Program, while one (1) other officer continues to progress well in the Field Training and Evaluation Program.
- On May 31, 2020, RPD was present for multiple protests that were held in various locations throughout the City. Later that night, groups of lawless individuals took advantage of the legitimate protests and began looting and burning businesses in the neighboring city of San Bernardino. Officers from RPD responded to assist in a mutual aid call. While in San Bernardino, RPD received reports that looters were en route to Redlands to continue looting, and dispatch received calls that looters had begun breaking into businesses on the west end of Redlands. RPD officers were strategically deployed to the area, where one business was broken into. Later a second business was also broken into but RPD arrived in time to detain the suspects. Surveillance video from Mountain Grove depicted several vehicles drive into the complex presumably to loot, but several police cars converged on the vehicles preventing them from burglarizing any businesses. From May 31, 2020 until the end of the year, RPD officers continued to work with protest organizers and be present at various protests.
- Due to events regarding civil unrest and the potential for further demonstrations due to the environment of the pandemic, an auxiliary Rapid Deployment Team was created. Members of this unit received ongoing mobile field force training and were equipped with all of the necessary crowd control equipment to handle large scale assemblies and ensure public safety during times of unrest.
- This year, the department began the implementation of the COPS Office Officer Health and Wellness Project in partnership with Research Triangle Institute (RTI). The grant was obtained two years ago, but was not able to move forward due to administrative reasons and review. Data collection regarding the health and wellbeing of department staff began in January. The data analysis will be reported back to a team of department members to review and move forward with developing strategies to address the identified health and wellness challenges. The project will continue through the end of the year and likely be completed in early 2022.
- From July 2020 until present, the department promoted one (1) new sergeant and three (3) new corporals to fill vacancies created by retirements.
- The department welcomed a second K-9 officer this past year. The new K-9, Jake, was purchased through a capital donation from the Redlands Police Community Foundation. Jake is a two-year-old male Belgium Malinois cross trained in apprehension and explosive detection. There are currently two (2) K-9 officers assigned to the Patrol Services Unit.

**DEPARTMENT/DIVISION
PATROL SERVICES**

FUND
GENERAL FUND

ORGKEY
101200

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SALARIES AND BENEFITS | | | | |
| 5001 Salaries: Full-Time | 5,483,598 | 5,498,916 | 4,624,563 | 6,315,475 |
| 5002 Salaries: Part-Time | - | - | 446 | - |
| 5003 Labor Code Sec 4850 | 126,428 | - | 303,235 | - |
| 5101 Overtime Salaries | 472,608 | 462,667 | 400,000 | 578,334 |
| 5102 O.T. Reimbursable | 39,919 | 44,000 | 21,000 | 55,000 |
| 5104 Major Crime OT | 785 | 12,000 | 30,000 | 33,000 |
| 5105 Overtime: Court/Other | 52,656 | 56,000 | 80,000 | 70,000 |
| 5202 Holiday Pay | - | - | 67,988 | - |
| 5203 Bonus | - | - | 8,500 | - |
| 5204 Accrual Payout | - | - | 468,875 | - |
| 5301 Banked Leave Buy Back | 919,663 | 1,529,172 | 862,511 | 697,970 |
| 5401 Pension Contributions | 3,556,684 | 3,705,844 | 3,302,754 | 4,471,856 |
| 5501 FICA/Medicare | 119,045 | 113,446 | 115,370 | 132,076 |
| 5601 Deferred Compensation | 6,158 | 4,396 | 514,307 | 117,753 |
| 5701 Health/Dental Insurance | 831,640 | 855,927 | 896,793 | 921,680 |
| 5702 Workers' Comp Insurance | 651,249 | 675,728 | 675,728 | 782,823 |
| 5703 Disability Insurance | 2,181 | 350 | 392 | 2,573 |
| 5704 Unemployment Insurance | 3,382 | 20,760 | 22,975 | 25,968 |
| 5705 Life Insurance | 3,342 | 3,014 | 3,279 | 3,770 |
| 5802 Eyecare Reimbursement | - | - | 409 | 1,125 |
| 5803 Clothing Allowance | 160,449 | 151,818 | 171,916 | 182,718 |
| 5903 Other Taxable Benefits | 82,173 | 52,181 | 40,660 | 75,701 |
| 5904 Tuition Reimbursement | 63 | - | - | - |
| TOTAL SALARIES AND BENEFITS | 12,512,023 | 13,186,217 | 12,611,701 | 14,467,822 |
| SERVICES | | | | |
| 6710 Special Contractual Services | 181,571 | 192,421 | 192,421 | 298,929 |
| 6802 Info Tech Service Charges | 74,255 | 378,204 | 378,204 | 485,618 |
| 6911 Bad Debt Expense | 24,647 | 25,000 | 9,910 | - |
| TOTAL SERVICES | 280,473 | 595,625 | 580,535 | 784,547 |
| DIVISION TOTAL | 12,792,496 | 13,781,842 | 13,192,236 | 15,252,369 |

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 Unit also utilizes a variety of cameras from various locations in town to support responding units on calls for service and by providing an additional resource to ensure site security at the various locations.

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

Significant Program Changes:

- Discontinued all sit-alongs due to Covid-19
- Eliminated all 6 Camera Operator positions last budget year
- Dispatchers now solely responsible for monitoring and utilizing over 160 cameras throughout the City
- Additional staffing of two full-time dispatchers previously eliminated last budget year added back into the budget

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 40,400 9-1-1 calls, a 7 % decrease from the previous year.
- Dispatchers answered 97,271 business and alternate emergency lines, an 8 % decrease from last year.
- There were 45,668 calls for service, a 15 % decrease from last year.
- Completion and implementation of Next Generation 9-1-1 Technology.
- New dispatch console furniture was purchased and installed, updating the communications center and providing better ergonomic working conditions.

**DEPARTMENT/DIVISION
COMMUNICATIONS**

FUND
GENERAL FUND

ORGKEY
101201

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SALARIES AND BENEFITS | | | | |
| 5001 Salaries: Full-Time | 940,089 | 948,943 | 852,339 | 1,055,390 |
| 5002 Salaries: Part-Time | 17,973 | - | - | - |
| 5101 Overtime Salaries | 66,827 | 88,484 | 50,000 | 110,605 |
| 5201 Stand By | 114 | 13,200 | 25,000 | 27,500 |
| 5202 Holiday Pay | - | - | 50,577 | - |
| 5203 Bonus | - | - | 2,500 | - |
| 5204 Accrual Payout | - | - | 15,864 | - |
| 5301 Banked Leave Buy Back | 14,959 | 29,929 | 19,240 | 11,119 |
| 5401 Pension Contributions | 240,036 | 255,087 | 257,907 | 307,752 |
| 5501 FICA/Medicare | 81,456 | 75,874 | 79,571 | 94,234 |
| 5601 Deferred Compensation | 10,320 | 12,040 | 9,460 | 13,760 |
| 5701 Health/Dental Insurance | 199,139 | 215,650 | 220,759 | 242,718 |
| 5702 Workers' Comp Insurance | 42,627 | 44,589 | 44,589 | 51,530 |
| 5703 Disability Insurance | 9,694 | 10,594 | 10,326 | 12,318 |
| 5704 Unemployment Insurance | 1,770 | 6,076 | 7,664 | 6,944 |
| 5705 Life Insurance | 909 | 882 | 873 | 1,008 |
| 5802 Eyecare Reimbursement | 450 | 3,150 | 3,150 | 3,600 |
| 5803 Clothing Allowance | 24,650 | 23,800 | 23,800 | 27,200 |
| 5903 Other Taxable Benefits | 16,721 | 4,200 | 1,286 | - |
| TOTAL SALARIES AND BENEFITS | 1,667,734 | 1,732,498 | 1,674,905 | 1,965,678 |
| SERVICES | | | | |
| 6710 Special Contractual Services | - | - | 2,500 | 5,000 |
| 6802 Info Tech Service Charges | 79,870 | 57,862 | 57,862 | 129,629 |
| 6907 Comms Service & Rental | 318,569 | 318,000 | 318,000 | 349,500 |
| TOTAL SERVICES | 398,439 | 375,862 | 378,362 | 484,129 |
| SUPPLIES | | | | |
| 7101 Office Equipment & Furniture | - | 10,500 | 10,500 | 10,500 |
| 7102 Small Tools & Equipment | 1,420 | 4,000 | 4,000 | 4,400 |
| 7203 Office Equipment Maintenance | 1,349 | 2,500 | 1,500 | 2,500 |
| 7810 Special Departmental Supplies | 1,208 | 5,000 | 2,500 | 5,500 |
| TOTAL SUPPLIES | 3,977 | 22,000 | 18,500 | 22,900 |
| DIVISION TOTAL | 2,070,150 | 2,130,360 | 2,071,767 | 2,472,707 |

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 delivery of excellent public safety service to residents of Redlands. 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:

- Our Records lobby was closed to the public beginning in March 2020 due to COVID 19. Staff continued to work at the EOC and west substation while social distancing. All requests for reports were completed by email, fax, or mail.
- Elimination of four part-time CSRs and two part-time CSOs severely impacted our service delivery model.
- Elimination of all General Fund supported background investigators.

Accomplishments for Fiscal Year 2020-2021

- Several virtual trainings were attended by the Records Supervisor and staff regarding transitioning to National Incident Based Reporting (NIBRS) from our current Summary Reporting Program in our Uniformed Crime Reporting (UCR).
- Virtual trainings were also conducted regarding SB 384 (Sex offender registration). Beginning July 1st, 2021, registrants will be able to initiate the process of petitioning to terminate their requirement to register as a sex offender.

**DEPARTMENT/DIVISION
SUPPORT SERVICES**

FUND
GENERAL FUND

ORGKEY
101202

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SALARIES AND BENEFITS | | | | |
| 5001 Salaries: Full-Time | 1,270,975 | 1,411,406 | 1,289,238 | 1,335,379 |
| 5002 Salaries: Part-Time | 116,505 | - | 913 | 172,860 |
| 5003 Labor Code Sec 4850 | - | - | 80 | - |
| 5101 Overtime Salaries | 44,978 | 50,579 | 20,000 | 63,224 |
| 5102 O.T. Reimbursable | 3,500 | 4,000 | 10,000 | 10,000 |
| 5104 Major Crime OT | - | - | 2,500 | 2,500 |
| 5105 Overtime: Court/Other | 1,065 | 880 | - | 1,100 |
| 5202 Holiday Pay | - | - | 12,253 | - |
| 5204 Accrual Payout | - | - | 7,900 | - |
| 5301 Banked Leave Buy Back | 155,102 | 223,602 | 51,809 | 144,989 |
| 5401 Pension Contributions | 625,814 | 713,405 | 705,522 | 678,491 |
| 5501 FICA/Medicare | 74,313 | 68,395 | 63,439 | 88,273 |
| 5601 Deferred Compensation | 30,441 | 22,347 | 92,002 | 75,185 |
| 5701 Health/Dental Insurance | 205,663 | 219,911 | 213,258 | 239,258 |
| 5702 Workers' Comp Insurance | 48,684 | 49,918 | 49,918 | 57,835 |
| 5703 Disability Insurance | 3,743 | 4,377 | 3,748 | 4,486 |
| 5704 Unemployment Insurance | 1,963 | 5,642 | 9,021 | 8,246 |
| 5705 Life Insurance | 760 | 819 | 760 | 882 |
| 5802 Eyecare Reimbursement | 450 | 2,250 | 2,250 | 2,700 |
| 5803 Clothing Allowance | 9,375 | 13,725 | 10,775 | 11,175 |
| 5903 Other Taxable Benefits | 7,478 | 12,586 | 7,193 | 11,686 |
| 5905 Employee Wellness Program | 700 | 900 | 900 | 900 |
| TOTAL SALARIES AND BENEFITS | 2,601,510 | 2,804,742 | 2,553,479 | 2,909,169 |
| SERVICES | | | | |
| 6005 License & Permits | 319 | - | 1,500 | 1,500 |
| 6102 Legal Services | 39,239 | 50,000 | 50,000 | 55,000 |
| 6105 Medical/Physicals | 72,061 | 81,225 | 74,000 | 89,000 |
| 6304 Telephone | 135,004 | 120,000 | 125,000 | 135,000 |
| 6307 Electricity & Gas | 3,337 | 4,200 | 4,200 | 4,500 |
| 6402 Travel Expense/Reimbursement | 54,604 | 90,000 | 55,000 | 105,000 |
| 6403 Training | 111,529 | 150,000 | 150,000 | 177,050 |
| 6601 Postage | 3,623 | 7,200 | 3,000 | 7,200 |
| 6702 Fingerprinting | 7,827 | 16,000 | 1,750 | 8,000 |
| 6708 Special Program Expenditures | 5,000 | - | - | - |
| 6710 Special Contractual Services | 59,626 | 88,400 | 70,000 | 89,400 |
| 6712 Landfill Tipping Charges | 93 | - | - | - |
| 6802 Info Tech Service Charges | 547,800 | 118,340 | 118,340 | 122,999 |
| 6803 City Garage Charges | 447,512 | 443,007 | 497,551 | 535,911 |
| 6901 Printing and Binding | 5,187 | 12,000 | 10,000 | 15,000 |
| 6904 Land and Building Rent | 5,400 | 5,400 | 5,400 | 5,400 |
| 6906 Office Equip & Furn Rent | 24,003 | 24,190 | 24,190 | 24,190 |
| 6909 Subscriptions & Memberships | 6,508 | 7,150 | 7,150 | 7,850 |
| 6911 Bad Debt Expense | 900 | - | - | - |
| TOTAL SERVICES | 1,529,572 | 1,217,112 | 1,197,081 | 1,383,000 |

**DEPARTMENT/DIVISION
SUPPORT SERVICES**

FUND
GENERAL FUND

ORGKEY
101202

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SUPPLIES | | | | |
| 7205 Machinery & Equip. Maint. | 943 | 12,350 | 6,000 | 12,350 |
| 7206 Vehicle Maintenance | 6,421 | 8,500 | 5,500 | 8,500 |
| 7001 Books & Supplies | 383 | 650 | 650 | 700 |
| 7002 Office Supplies | 30,986 | 34,500 | 18,500 | 39,500 |
| 7804 Medical Supplies | 6,786 | 8,500 | 8,500 | 9,250 |
| 7805 Weapons & Ammunitions | 54,845 | 69,843 | 69,843 | 79,843 |
| 7004 Uniform/Safety Clothing | 50,252 | 100,775 | 85,000 | 115,775 |
| 7005 Photo & Copying Supplies | 4,316 | 5,250 | 5,250 | 8,250 |
| 7208 Repair/Maintenance Supplies | - | 500 | - | - |
| 7101 Office Equipment & Furniture | 30,946 | 16,620 | 16,620 | 31,620 |
| 7102 Small Tools & Equipment | 59,587 | 15,000 | 15,000 | 11,000 |
| 7807 Food | 5,495 | 10,250 | 6,500 | 10,250 |
| 7810 Special Departmental Supplies | 44,319 | 61,245 | 61,245 | 71,245 |
| 7901 Non-Capital Expenditures | 102,159 | 11,853 | 11,798 | 11,798 |
| TOTAL SUPPLIES | 397,438 | 355,836 | 310,406 | 410,081 |
| FIXED ASSETS | | | | |
| 8501 Other Betterments/Improv | - | - | 190,000 | - |
| 8704 Motor Vehicles | 227,143 | 9,542 | 350,000 | - |
| 8706 All Other Equipment | 91,625 | - | - | 107,815 |
| 8801 Capital Lease | 127,348 | 576,802 | 570,030 | 686,106 |
| TOTAL FIXED ASSETS | 446,116 | 586,344 | 1,110,030 | 793,921 |
| DIVISION TOTAL | 4,974,636 | 4,964,034 | 5,170,996 | 5,496,171 |

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 ensure the welfare of animals. The animal control officers are responsible for handling stray animals on 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
- Promote community partnerships to enhance animal welfare
- Provide humane care for the animals in our facility
- Educate and provide resources to the community for responsible pet ownership by providing them with information about living with wildlife, keeping pets up to date on vaccines and licenses as well as general education.

Significant Program Changes:

- Animal Control Officers have continued to provide full shelter services throughout the pandemic

Accomplishments for Fiscal Year 2020-2021:

- The Shelter works closely with vetted rescues and created partnerships with Vanderpump Dogs Rescue and Yavapa Humane Society. This partnership has created a “second chance” at adoption for the animals and reduces the Shelter’s euthanasia rate.
- The Shelter created a partnership with Daisy’s Hope, a non-profit organization that focuses on cats. Because of this partnership, we started a TNR (Trap and Release) program for the cats from our contracted City of Loma Linda. This program will decrease the euthanasia rate for stray and feral cats.
- The Shelter created a partnership with Subaru of California. Subaru has sponsored several adoptions and promotes our Shelter in a positive light.
- Shelter Staff implemented new in-house procedures with the animals in their care which includes socializing and behavior rehabilitation, both of which make the animals much more adoptable.
- Four outside air conditioning units were donated for the dog kennels.
- Large donations of food were made by Mars Company.

DEPARTMENT/DIVISION
ANIMAL CONTROL

FUND
GENERAL FUND

ORGKEY
101203

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SALARIES AND BENEFITS | | | | |
| 5001 Salaries: Full-Time | 284,966 | 203,957 | 198,436 | 281,442 |
| 5002 Salaries: Part-Time | 10,295 | - | 14,981 | 15,790 |
| 5101 Overtime Salaries | 21,949 | 24,000 | 15,000 | 30,000 |
| 5202 Holiday Pay | - | - | 5,046 | - |
| 5204 Accrual Payout | - | - | 2,512 | - |
| 5301 Banked Leave Buy Back | 5,968 | 4,129 | 2,674 | 3,830 |
| 5401 Pension Contributions | 71,359 | 57,163 | 56,957 | 82,524 |
| 5501 FICA/Medicare | 24,187 | 16,787 | 18,174 | 26,107 |
| 5601 Deferred Compensation | 2,420 | 3,440 | 2,580 | 5,160 |
| 5701 Health/Dental Insurance | 56,485 | 49,314 | 31,552 | 55,256 |
| 5702 Workers' Comp Insurance | 9,622 | 9,767 | 9,767 | 11,238 |
| 5703 Disability Insurance | 2,805 | 2,404 | 2,182 | 3,270 |
| 5704 Unemployment Insurance | 953 | 1,736 | 5,132 | 3,038 |
| 5705 Life Insurance | 346 | 252 | 255 | 378 |
| 5802 Eyecare Reimbursement | 147 | 900 | 900 | 1,350 |
| 5803 Clothing Allowance | 7,275 | 6,800 | 6,800 | 10,200 |
| 5903 Other Taxable Benefits | 217 | 1,560 | 2,454 | 1,560 |
| TOTAL SALARIES AND BENEFITS | 498,994 | 382,209 | 375,402 | 531,143 |
| SERVICES | | | | |
| 6005 License & Permits | - | - | 29 | 29 |
| 6103 Veterinary Services | 74,217 | 136,500 | 66,500 | 136,500 |
| 6710 Special Contractual Services | 16,370 | 21,000 | 21,000 | 23,000 |
| 6802 Info Tech Service Charges | 4,811 | 19,616 | 19,616 | 37,037 |
| 6803 City Garage Charges | 21,546 | 27,094 | 30,430 | 32,776 |
| 6906 Office Equip & Furn Rent | 2,187 | 2,431 | 2,431 | 2,431 |
| 6909 Subscriptions & Memberships | - | 100 | - | - |
| 6911 Bad Debt Expense | 188 | 1,500 | - | - |
| TOTAL SERVICES | 119,318 | 208,241 | 140,006 | 231,773 |
| SUPPLIES | | | | |
| 7002 Office Supplies | 500 | - | - | - |
| 7004 Uniform/Safety Clothing | 1,227 | 675 | 675 | 1,200 |
| 7205 Machinery & Equip. Maint. | 120 | 1,000 | - | - |
| 7206 Vehicle Maintenance | - | - | 416 | 416 |
| 7803 Chemical & Lab Supplies | 2,709 | 3,200 | 3,200 | 3,500 |
| 7804 Medical Supplies | 9,813 | 31,500 | 10,000 | 31,500 |
| 7805 Weapons & Ammunitions | - | 600 | - | 1,200 |
| 7807 Food | 738 | 10,000 | 5,000 | 13,000 |
| 7810 Special Departmental Supplies | 12,332 | 10,000 | 10,000 | 14,000 |
| TOTAL SUPPLIES | 27,439 | 56,975 | 29,291 | 64,816 |
| FIXED ASSETS | | | | |
| 8501 Other Betterments/Improv | - | - | 57,500 | - |
| 8801 Capital Lease | 2,468 | - | 5,477 | 5,477 |
| TOTAL FIXED ASSETS | 2,468 | - | 62,977 | 5,477 |
| DIVISION TOTAL | 648,218 | 647,425 | 607,675 | 833,209 |

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 that 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 parking control officers organize traffic flow for all of 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 two part-time community outreach coordinators are assigned to the Community Policing Unit. These officers are committed to addressing issues such as homelessness, ongoing crime problems, and they promote 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 2020-2021:

- Despite Covid-19 restrictions this past year, which severely limited the activity of the unit, members of the Citizen Volunteer Unit donated 5,103 hours in 2020/2021. 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 in spite of considerable restrictions placed on the community in response to the pandemic. While most of the community events were canceled or modified, the members of the Community Policing Unit helped coordinate the logistics of a large scale COVID-19 testing site as well as drive thru celebrations for various schools and organizations. Additionally, the unit transitioned the traditional Heroes & Helpers Event and the Redlands Northside Christmas Parade into the RPD Blue Christmas – a Covid-19 compliant holiday event that delivered the Christmas spirit to the children of Redlands.
- 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. During the last year, officers implemented a strategy that kept our city parks free from homeless encampments. RPD has obtained funding to keep this strategy going for an additional two more years. This past year, the police department hired an additional part-time Community Outreach Coordinator, via the HEAP grant. The two employees continue 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 continued their regular enforcement duties. However, the pandemic had a severe impact on the 2019/2020 OTS grant. Due to the restrictions put in place by the State, the unit was unable to complete the majority of the grant's assignments. However, the unit received a new OTS grant for 2020/2021, and has thus far been able to meet all requirements including DUI check points, saturation patrol, and specific enforcement efforts. They also investigated five fatal traffic collisions, two of which resulted in arrests for Felony DUI and vehicular manslaughter. Those cases are currently moving through the court process.
- Due to Covid-19, the schools were shut down and students went to a distance learning format. The SROs were unable to interact with the students in a traditional manner. However, they continued to work with the school district to check the welfare of students when needed and assist with campus concerns and issues. As they were not utilized by the school district on a continuous basis, one of the SROs assisted the Community Policing Unit and the other assisted the Internet Crimes Against Children (ICAC) Unit in investigations as time permitted.

**DEPARTMENT/DIVISION
COMMUNITY SERVICES**

FUND
GENERAL FUND

ORGKEY
101204

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SALARIES AND BENEFITS | | | | |
| 5001 Salaries: Full-Time | 1,134,633 | 1,108,462 | 1,078,829 | 1,269,906 |
| 5003 Labor Code Sec 4850 | - | - | 2,413 | - |
| 5101 Overtime Salaries | 143,028 | 124,000 | 65,000 | 155,000 |
| 5102 O.T. Reimbursable | 24,254 | 36,000 | 9,000 | 45,000 |
| 5104 Homicide OT | 4,046 | 4,000 | 7,500 | 8,500 |
| 5105 Overtime: Court/Other | 952 | 3,200 | 1,000 | 4,000 |
| 5202 Holiday Pay | - | - | 12,928 | - |
| 5203 Bonus | - | - | 2,000 | - |
| 5204 Accrual Payout | - | - | 28,626 | - |
| 5301 Banked Leave Buy Back | 188,242 | 361,922 | 95,670 | 142,954 |
| 5401 Pension Contributions | 654,597 | 712,208 | 608,692 | 914,382 |
| 5501 FICA/Medicare | 33,236 | 32,441 | 25,018 | 32,066 |
| 5601 Deferred Compensation | 7,012 | 6,110 | 69,087 | 97,023 |
| 5701 Health/Dental Insurance | 175,028 | 164,764 | 162,388 | 212,877 |
| 5702 Workers' Comp Insurance | 19,918 | 19,533 | 19,533 | 22,750 |
| 5703 Disability Insurance | 1,630 | 1,303 | 912 | 1,264 |
| 5704 Unemployment Insurance | 988 | 4,268 | 4,071 | 5,136 |
| 5705 Life Insurance | 671 | 619 | 583 | 745 |
| 5802 Eyecare Reimbursement | - | 450 | 450 | 450 |
| 5803 Clothing Allowance | 28,208 | 27,216 | 24,908 | 33,616 |
| 5903 Other Taxable Benefits | 13,692 | 15,280 | 9,830 | 11,860 |
| TOTAL SALARIES AND BENEFITS | 2,430,134 | 2,621,776 | 2,228,438 | 2,957,529 |
| SERVICES | | | | |
| 6710 Special Contractual Services | 138,851 | 35,000 | 28,000 | 38,500 |
| 6802 Info Tech Service Charges | 87,650 | 67,766 | 67,766 | 92,592 |
| TOTAL SERVICES | 226,501 | 102,766 | 95,766 | 131,092 |
| SUPPLIES | | | | |
| 7806 Promotional Supplies | 4,599 | 3,000 | - | 5,000 |
| TOTAL SUPPLIES | 4,599 | 3,000 | - | 5,000 |
| FIXED ASSETS | | | | |
| 8704 Motor Vehicles | 14,976 | - | - | - |
| TOTAL FIXED ASSETS | 14,976 | - | - | - |
| DIVISION TOTAL | 2,676,210 | 2,727,542 | 2,324,204 | 3,093,621 |

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, and aggravated assaults; and facilitate 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 Victims:** This sub-unit has primary responsibility for crimes against children or senior citizens.
- **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, and families. 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.

Accomplishments for Fiscal Year 2020-2021:

- Detectives investigated a triple homicide that occurred in the 900 block of Carlson Avenue. The suspect was identified and a one million dollar arrest warrant for murder was obtained. Intelligence of the suspect's location was obtained and members of ISB and SET responded to Las Vegas, Nevada.

With the assistance of a Las Vegas Task Force Team, the suspect was taken into custody for the triple murder.

- Detectives investigated a homicide that occurred in the 100 block of N. San Mateo Street. The suspect was later identified through investigative work by members of the Redlands Police Department. Detectives put out a bulletin on the suspect vehicle and received a call approximately one hour later when a Dona Ana County, N.M. Sheriff's deputy conducted a traffic stop on the vehicle being driven by the suspect about three miles west of the border crossing between El Paso, Texas and Juarez, Mexico. A Ramey warrant was obtained and the suspect was arrested. Detectives drove to Las Cruces, NM to interview the suspect. The suspect was arraigned and extradited back to San Bernardino County for murder.
- Detectives worked a lewd acts with a child case stemming from a patrol call in the 1300 block of College Avenue. A search warrant was served at the residence and several electronic devices were seized. Detectives spent dozens of hours performing data extractions on the devices and over 700 images of child porn were located. Detectives worked with the DA's Office and felony child porn enhancements were filed against the suspect. Several additional male juvenile victims were identified in photographs who are now adults. The victims were contacted and disclosed they were repeatedly victimized by the suspect during their juvenile years. Additional charges were filed against the suspect.
- Two young males were robbed at gunpoint by three armed suspects outside of Burgertown in downtown Redlands. Detectives immediately began sifting for leads. Detectives used every tool known to the Investigations Bureau to create a timeline of the events, both before and after the crime occurred. Detectives recanvassed the area to find new video angles, locating the suspect vehicle, and tracked its movements with city cameras. Detectives also located the suspect vehicle on Flock and Vigilant license plate readers both in and out of the city. Ping warrants were written to determine the suspects' locations and place of residence. Detectives determined the suspects had pawned the stolen property in Pomona. The pawn shop had great quality video that enabled the use of facial recognition software. Multiple search warrants were written, and Ramey warrants were obtained for the involved suspect. SWAT served a search warrant in the City of Rialto and two of the suspects were taken into custody without incident. A loaded ghost gun was recovered from one of the suspect vehicles. Detectives obtained confessions from the suspects and prepared the case to be filed with the DA's office. Detectives continued their relentless pursuit of the third suspect through additional search warrants to cell phone providers to determine the suspects' call history and tower locations. The third suspect was eventually located, arrested, and evidence of the crime was recovered.
- In conjunction with National Human Trafficking Awareness Month, the San Bernardino County Human Trafficking Task Force participated in the 7th 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 Tuesday, January 5, 2021, and Monday, January 25, 2021.
- 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, online advertisement enforcement, and offender enforcement by state parole and county probation officers. Over the course of the operation, 62 suspects were arrested for violations associated with prostitution and other crimes. Thirteen people associated with human trafficking were located and rescued, including a juvenile 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. The team relies heavily on crime data and analysis to perform their mission. In addition, the responsibility of investigating auto thefts falls under MET.

- **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. 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. SET 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.
- **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 2020-2021:

- MET/SET developed information that a North Side Redlands gang member was in possession of heroin for sales. SET worked surveillance on the suspect and directed MET units to his location. MET conducted a traffic stop on the suspect. During a search of the suspect, officers located 30g of Heroin. SET and MET returned to the suspect's motel room and located an additional 2 ounces of methamphetamine, 1 ounce of heroin, and 80 Xanax pills. The suspect was arrested for the sales of narcotics.
- MET received info regarding local Redlands gang members posting a rap video on YouTube that depicted several subjects in masks bragging about North Side Redlands (NSR) and posing with firearms around a house and spraying gang graffiti on walls. MET officers were able to identify several of the subjects in the video along with the house located in the 900 block of Clay Street. A search warrant was authored for the residence. MET and SET executed the search warrant and located 3 firearms, narcotics for sales, and \$22,000 in cash. Three gang members were arrested.

**DEPARTMENT/DIVISION
SPECIAL SERVICES**

FUND
GENERAL FUND

ORGKEY
101205

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SALARIES AND BENEFITS | | | | |
| 5001 Salaries: Full-Time | 3,011,495 | 3,170,804 | 2,781,218 | 2,932,413 |
| 5003 Labor Code Sec 4850 | 61,267 | - | 5,023 | - |
| 5101 Overtime Salaries | 267,006 | 207,277 | 175,000 | 268,000 |
| 5102 O.T. Reimbursable | 58,079 | 48,000 | 30,000 | 60,000 |
| 5104 Homicide OT | 43,224 | 76,000 | 135,000 | 154,000 |
| 5105 Overtime: Court/Other | 7,999 | 8,000 | 25,000 | 27,500 |
| 5201 Stand By | 5,302 | 4,500 | 6,750 | 9,000 |
| 5202 Holiday Pay | - | - | 35,072 | - |
| 5204 Accrual Payout | - | - | 109,554 | - |
| 5301 Banked Leave Buy Back | 539,749 | 915,187 | 258,361 | 406,916 |
| 5401 Pension Contributions | 1,907,801 | 2,118,843 | 1,684,268 | 2,000,502 |
| 5501 FICA/Medicare | 74,504 | 74,969 | 65,362 | 80,517 |
| 5601 Deferred Compensation | 8,293 | 8,453 | 299,165 | 10,387 |
| 5701 Health/Dental Insurance | 442,998 | 461,494 | 400,077 | 430,375 |
| 5702 Workers' Comp Insurance | 54,984 | 54,259 | 54,259 | 62,768 |
| 5703 Disability Insurance | 2,439 | 1,494 | 1,914 | 3,617 |
| 5704 Unemployment Insurance | 2,614 | 11,429 | 11,420 | 11,429 |
| 5705 Life Insurance | 1,626 | 1,659 | 1,490 | 1,659 |
| 5802 Eyecare Reimbursement | - | 450 | 450 | 1,125 |
| 5803 Clothing Allowance | 80,158 | 77,891 | 65,788 | 72,016 |
| 5903 Other Taxable Benefits | 40,589 | 47,560 | 28,965 | 40,540 |
| TOTAL SALARIES AND BENEFITS | 6,610,127 | 7,288,268 | 6,174,136 | 6,572,764 |
| SERVICES | | | | |
| 6701 Undercover Investigations | - | 10,000 | 10,000 | 15,000 |
| 6710 Special Contractual Services | 2,424 | 3,000 | 2,424 | 2,665 |
| 6802 Info Tech Service Charges | 240,506 | 174,854 | 174,854 | 254,628 |
| TOTAL SERVICES | 242,930 | 187,854 | 187,278 | 272,293 |
| SUPPLIES | | | | |
| 7803 Chemical & Lab Supplies | 1,344 | 3,000 | 3,000 | 3,300 |
| TOTAL SUPPLIES | 1,344 | 3,000 | 3,000 | 3,300 |
| DIVISION TOTAL | 6,854,402 | 7,479,122 | 6,364,414 | 6,848,357 |
| DEPARTMENT TOTAL | 30,016,112 | 31,730,324 | 29,731,292 | 33,996,434 |

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 2020-2021 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 funding for the Police Department (EOC) and K9 Security project.
- 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, conduct minor decoy operations, conduct shoulder tap operations, and conduct IMPACT inspections at "on-sale" and "off-sale" licensed locations. The grant funds will be for overtime expenses necessary to conduct the enforcement.
- 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; and 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 Community Services Officer, one full-time Property & Evidence Technician, one part-time CSO for fleet maintenance and two part-time background investigators, as well as purchasing specialized equipment for the department.

DEPARTMENT/DIVISION
GOV'T GRANTS - POLICE

FUND
POLICE GRANT FUND

ORGKEY
200202

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SALARIES AND BENEFITS | | | | |
| 5001 Salaries: Full-Time | | 29,947 | - | - |
| 5101 Overtime Salaries | | 60,148 | 46,700 | 18,700 |
| 5102 O.T. Reimbursable | | 193,435 | 133,782 | - |
| TOTAL SALARIES AND BENEFITS | - | 283,530 | 180,482 | 18,700 |
| SERVICES | | | | |
| 6402 Travel Expense/Reimbursement | | 4,913 | 4,630 | - |
| 6703 Software Support/Development | | 11,538 | - | - |
| 6710 Special Contractual Services | | 45,956 | 45,956 | - |
| TOTAL SERVICES | - | 62,406 | 50,586 | - |
| SUPPLIES | | | | |
| 7004 Uniform/Safety Clothing | | - | 4,953 | 1,910 |
| 7102 Small Tools & Equipment | | 2,288 | - | - |
| 7810 Special Departmental Supplies | | 95,858 | 118,572 | 320 |
| TOTAL SUPPLIES | - | 98,146 | 123,525 | 2,230 |
| FIXED ASSETS | | | | |
| 8706 All Other Equipment | | 95,739 | 86,251 | - |
| TOTAL FIXED ASSETS | - | 95,739 | 86,251 | - |
| DEPARTMENT TOTAL | | 539,821 | 440,843 | 20,930 |

**DEPARTMENT/DIVISION
ASSET FORFEITURE**

FUND
ASSET FORFEITURE FUND

ORGKEY
246200

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SALARIES AND BENEFITS | | | | |
| 5101 Overtime Salaries | - | 35,000 | - | 35,000 |
| 5501 FICA/Medicare | - | 508 | - | 508 |
| TOTAL SALARIES AND BENEFITS | - | 35,508 | - | 35,508 |
| SERVICES | | | | |
| 6304 Telephone | 8,800 | - | - | - |
| 6502 Property Insurance | 625 | - | - | - |
| 6510 Other Insurance | - | - | 719 | 800 |
| 6701 Undercover Investigations | - | 10,000 | - | - |
| 6703 Software Support/Development | 4,995 | 4,995 | - | 4,995 |
| 6704 Community Grant Award | 4,750 | 2,200 | 2,200 | 476 |
| 6710 Special Contractual Services | 28,655 | 11,000 | 26,500 | 21,500 |
| 6902 Advertising | - | 150 | - | - |
| TOTAL SERVICES | 47,825 | 28,345 | 29,419 | 27,771 |
| SUPPLIES | | | | |
| 7101 Office Equipment & Furniture | 2,099 | 5,000 | - | 5,000 |
| 7805 Weapons & Ammunitions | 9,275 | 15,000 | 15,000 | 15,000 |
| 7810 Special Departmental Supplies | 13,010 | 75,000 | 78,423 | 75,000 |
| TOTAL SUPPLIES | 24,384 | 95,000 | 93,423 | 95,000 |
| FIXED ASSETS | | | | |
| 8501 Other Betterments/Improv | - | 11,210 | - | - |
| 8704 Motor Vehicles | - | 35,000 | 35,000 | - |
| 8706 All Other Equipment | 47,624 | 15,000 | 11,210 | - |
| TOTAL FIXED ASSETS | 47,624 | 61,210 | 46,210 | - |
| FUND TOTAL | 119,833 | 220,063 | 169,052 | 158,279 |

DEPARTMENT/DIVISION
POLICE GRANTS

FUND
POLICE GRANT FUND

ORGKEY
247200

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SALARIES AND BENEFITS | | | | |
| 5101 Overtime Salaries | 29,836 | | | |
| 5102 O.T. Reimbursable | 91,522 | | | |
| 5501 FICA/Medicare | 206 | | | |
| TOTAL SALARIES AND BENEFITS | 121,563 | - | - | - |
| SERVICES | | | | |
| 6402 Travel Expense/Reimbursement | 2,741 | | | |
| 6403 Training | 325 | | | |
| 6710 Special Contractual Services | 15,261 | | | |
| TOTAL SERVICES | 18,327 | - | - | - |
| SUPPLIES | | | | |
| 7807 Food | 893 | | | |
| 7810 Special Departmental Supplies | 9,163 | | | |
| TOTAL SUPPLIES | 10,056 | - | - | - |
| FUND TOTAL | 149,946 | | | |

Please note: This division was removed from Fund 247 in order to be accounted for in the Governmental Grant Fund 200. This change is reflected in Fiscal Year 2021. Please see page 175.

DEPARTMENT/DIVISION
SUPPLEMENTAL LAW ENFORCEMENT

FUND
SUPPLEMENTAL LAW ENFORCEMENT FUND

ORGKEY
249200

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SALARIES AND BENEFITS | | | | |
| 5001 Salaries: Full-Time | - | 105,615 | 108,409 | - |
| 5002 Salaries: Part-Time | 81,473 | 50,450 | 53,478 | 101,700 |
| 5202 HolidayPay | - | - | 604 | - |
| 5301 Banked Leave Buy Back | - | 1,135 | 1,136 | - |
| 5401 Pension Contributions | - | 29,593 | 29,454 | - |
| 5501 FICA/Medicare | 6,298 | 12,286 | 13,771 | 7,780 |
| 5601 Deferred Compensation | - | 1,720 | 860 | - |
| 5701 Health/Dental Insurance | - | 24,657 | 13,187 | - |
| 5702 Workers' Comp Insurance | - | - | 2,175 | 2,175 |
| 5703 Disability Insurance | - | 1,109 | 1,232 | - |
| 5704 Unemployment Insurance | 2,516 | 1,736 | 1,736 | 2,604 |
| 5705 Life Insurance | - | 126 | 125 | - |
| 5802 Eyecare Reimbursement | - | 450 | - | - |
| 5803 Clothing Allowance | - | 3,400 | 3,400 | - |
| 5903 Other Taxable Benefits | - | - | 2,976 | - |
| TOTAL SALARIES AND BENEFITS | 90,287 | 232,277 | 232,542 | 114,259 |
| SERVICES | | | | |
| 6703 Software Support/Development | - | 11,700 | 9,300 | 10,000 |
| 6710 Special Contractual Services | - | 12,000 | 12,000 | 25,000 |
| TOTAL SERVICES | - | 23,700 | 21,300 | 35,000 |
| SUPPLIES | | | | |
| 7805 Weapons & Ammunitions | - | 5,000 | - | - |
| 7810 Special Departmental Supplies | - | 8,000 | - | - |
| 7901 Non-Capital Expenditures | - | - | 8,570 | - |
| TOTAL SUPPLIES | - | 13,000 | 8,570 | - |
| FIXED ASSETS | | | | |
| 8704 Motor Vehicles | 49,999 | - | - | 75,000 |
| 8706 All Other Equipment | - | 82,225 | - | 75,000 |
| TOTAL FIXED ASSETS | 49,999 | 82,225 | - | 150,000 |
| FUND TOTAL | 140,286 | 351,202 | 262,412 | 299,259 |

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.
- Secure funding for design, engineering, and construction for the relocation of Fire Station 264.
- Secure funding for design, engineering, and construction of Fire Station 265.
- Implement the FY21/22 objectives of the Strategic Plan.
- Strengthening of fire station security systems.
- 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 related to CPR and automatic external defibrillators.

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, and Fire Headquarters. 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 supported by one Sr. Administrative Assistant and consists of the 54 personnel assigned to line or operational responsibilities. The department staffs four 3-person engines, one 3-person ladder truck, one 2-person paramedic squad and one Battalion Chief per 24-hour shift. Fire Department units responded to approximately 11,000 individual emergencies in 2020.

Redlands Fire Suppression personnel manage the following programs:

- *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).
- *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).
- *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).
- *CONFIRE Operations Committee:* This is a multi-agency committee tasked with identifying and addressing needs and issues, reviewing new products for departments and the region, resource deployments, move ups, resource availability, response times, response plans, computer aided dispatch, and other logistical and communications issues.
- *CONFIRE Support Committee:* The Confire Support Committee provides technical expertise and knowledge. They evaluate, vet and coordinate with the Operations Committee on new product implementation and provide technical input to challenges or issues with communications and CAD equipment.
- *Personal Protective Equipment Program (PPE):* The PPE program is responsible for the supply cache inventory, specifications and warranties of purchased PPE's, and tracking of issued equipment.
- *National Fire Incident Reporting System:* The National Fire Incident Reporting System (NFIRS) is a reporting standard that fire departments use to uniformly report on the full range of their activities, from fire to Emergency Medical Services (EMS) to severe weather and natural disasters.
- *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/ P100 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 over 60,000 feet of various sized diameter hose and ensures an adequate inventory is kept meeting the needs of our department.
- *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, can 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).
- *Respiratory/SCBA Program:* 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 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

Accomplishments for Calendar Year 2020:

- Awarded the COVID-19 Assistance to Firefighter Grant in the amount of \$37,490.
- Members of the Redlands Fire Department were part on the COVID- 19 Incident Management Team that coordinated efforts county wide creating policy, public outreach, testing procedures, vaccine clinics for first responders and response plans.
- Redlands Fire Department members participated in creating a Strategic Plan for the department. Committee members have actively met to coordinate implementation of the goals and objective of the plan which will be carried out over a 5-year timeframe.
- Completed an Assessment and Deployment Study of the Fire Department. This report analyzes our organization and provides an overall synopsis of our abilities to provide service to our community. The study reviews, staffing levels, programs, responses, station locations, city growth, urban interface, infrastructure, population (current and projected) and hazards in the community.

**DEPARTMENT/DIVISION
FIRE SUPPRESSION**

FUND
GENERAL FUND

ORGKEY
101250

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SALARIES AND BENEFITS | | | | |
| 5001 Salaries: Full-Time | 4,314,579 | 4,724,411 | 4,295,710 | 4,650,763 |
| 5002 Salaries: Part-Time | - | - | 5,000 | - |
| 5003 Labor Code Sec 4850 | 231,701 | 150,000 | 156,918 | 150,000 |
| 5101 Overtime Salaries | 385,051 | 318,519 | 318,519 | 320,000 |
| 5102 O.T. Reimbursable | 162,122 | 618,737 | 618,737 | 620,000 |
| 5103 Constant Staffing | 1,399,359 | 1,100,000 | 1,556,544 | 1,500,000 |
| 5202 Holiday Pay | 62,184 | 70,000 | 113,593 | - |
| 5204 Accrual Payout | - | - | 73,499 | - |
| 5301 Banked Leave Buy Back | 425,519 | 372,799 | 372,799 | 387,469 |
| 5401 Pension Contributions | 3,255,725 | 3,629,179 | 3,697,206 | 4,072,645 |
| 5501 FICA/Medicare | 106,940 | 85,566 | 100,866 | 91,345 |
| 5601 Deferred Compensation | 185,828 | 128,393 | 314,311 | 182,307 |
| 5701 Health/Dental Insurance | 765,424 | 728,977 | 740,326 | 808,788 |
| 5702 Workers' Comp Insurance | 249,937 | 259,344 | 259,344 | 286,706 |
| 5703 Disability Insurance | 35,779 | 40,820 | 51,436 | 47,970 |
| 5704 Unemployment Insurance | 3,255 | 15,429 | 15,524 | 15,863 |
| 5705 Life Insurance | 2,228 | 2,240 | 2,130 | 2,303 |
| 5802 Eyecare Reimbursement | 2,968 | 450 | 553 | 675 |
| 5803 Clothing Allowance | 41,800 | 41,035 | 41,035 | 41,035 |
| 5903 Other Taxable Benefits | 4,433 | 5,760 | 8,245 | 10,602 |
| TOTAL SALARIES AND BENEFITS | 11,634,831 | 12,291,659 | 12,742,295 | 13,188,471 |
| SERVICES | | | | |
| 6005 License & Permits | 4,556 | 2,000 | 2,000 | 7,000 |
| 6102 Legal Services | 132 | 500 | - | - |
| 6105 Medical/Physicals | 1,065 | 10,000 | 7,000 | 14,000 |
| 6106 Other Professional Services | 2,970 | 8,000 | 8,000 | 15,000 |
| 6304 Telephone | 17,389 | 25,000 | 25,000 | - |
| 6401 Meeting & Prof Development | 942 | 1,500 | 1,500 | 2,500 |
| 6402 Travel Expense/Reimbursement | 7,435 | 3,000 | 3,000 | 8,500 |
| 6403 Training | 3,484 | 1,200 | 1,200 | 5,200 |
| 6601 Postage | 852 | 500 | 1,500 | 1,500 |
| 6702 Fingerprinting | 50 | 500 | 500 | 1,500 |
| 6703 Software Support/Development | 3,334 | 5,000 | 5,000 | 6,000 |
| 6708 Special Program Expenditures | 1,351 | - | - | - |
| 6710 Special Contractual Services | 101,847 | 289,858 | 289,858 | 155,481 |
| 6802 Info Tech Service Charges | 38,950 | 229,708 | 229,708 | 107,055 |
| 6803 City Garage Charges | 392,146 | 420,158 | 471,889 | 508,270 |
| 6901 Printing and Binding | 2,500 | 1,000 | 1,250 | 2,000 |
| 6902 Advertising | 2,319 | 1,500 | 1,500 | 2,500 |
| 6905 Clothing and Linen Rent | 6,175 | 5,000 | 5,000 | 6,500 |
| 6906 Office Equip & Furn Rent | 2,762 | 3,000 | 5,500 | 3,000 |
| 6907 Comms Service & Rental | 266,883 | 392,367 | 392,367 | 421,237 |
| 6908 Other Rentals | 5,528 | 3,000 | 3,000 | 5,000 |
| 6909 Subscriptions & Memberships | 5,378 | 9,550 | 5,800 | 4,050 |
| 6911 Bad Debt Expense | 550 | - | - | - |
| 6912 Reimbursed Expenditures | - | - | 3,408 | - |
| 7201 Hardware Maint/Replace | 3,202 | 2,000 | 2,000 | 4,000 |
| 7203 Office Equipment Maintenance | - | 500 | 500 | 500 |
| 7204 Building/Grounds Maintenance | 36,026 | 35,000 | 14,500 | 40,000 |
| 7205 Machinery & Equip. Maint. | 13,219 | 20,800 | 23,800 | 21,800 |
| TOTAL SERVICES | 921,046 | 1,470,641 | 1,504,780 | 1,342,593 |

**DEPARTMENT/DIVISION
FIRE SUPPRESSION**

FUND
GENERAL FUND

ORGKEY
101250

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SUPPLIES | | | | |
| 7001 Books & Supplies | 469 | 500 | 500 | 500 |
| 7002 Office Supplies | 6,956 | 8,500 | 4,500 | 9,000 |
| 7003 Awards/Recognition Prgm | 1,765 | 2,000 | 2,000 | 2,000 |
| 7004 Uniform/Safety Clothing | 35,128 | 85,826 | 101,826 | 136,000 |
| 7005 Photo & Copying Supplies | - | 2,000 | 500 | 2,000 |
| 7101 Office Equipment & Furniture | 8,909 | 4,740 | 13,240 | 15,000 |
| 7102 Small Tools & Equipment | 29,116 | 38,300 | 40,300 | 42,000 |
| 7208 Repair/Maintenance Supplies | 8,386 | 4,000 | 4,000 | 5,000 |
| 7209 Janitorial Supplies | 17,955 | 16,000 | 17,000 | 18,000 |
| 7211 Computer Components | 10,539 | 5,300 | 3,300 | 6,000 |
| 7213 Motor Vehicle Supplies | 3,358 | 2,000 | 2,000 | 3,000 |
| 7804 Medical Supplies | 301 | 3,760 | 3,760 | 3,000 |
| 7807 Food | 3,069 | 2,000 | 2,000 | 4,000 |
| 7810 Special Departmental Supplies | 44,121 | 169,579 | 172,579 | 124,750 |
| 7901 Non-Capital Expenditures | 19,041 | - | 19,041 | - |
| TOTAL SUPPLIES | <u>189,113</u> | <u>344,505</u> | <u>386,546</u> | <u>370,250</u> |
| FIXED ASSETS | | | | |
| 8501 Other Betterments/Improv | - | 54,545 | 77,000 | - |
| 8503 Building Construction/Improv | - | - | 695,875 | - |
| 8704 Motor Vehicles | 42,916 | 225,578 | 225,578 | 3,000,000 |
| 8706 All Other Equipment | 24,754 | - | 17,000 | - |
| 8801 Capital Lease | - | 94,097 | 94,097 | - |
| TOTAL FIXED ASSETS | <u>67,670</u> | <u>374,220</u> | <u>1,109,550</u> | <u>3,000,000</u> |
| DEBT SERVICE | | | | |
| 9001 Principal | 119,555 | 122,843 | 239,514 | 246,478 |
| 9101 Interest | 17,368 | 14,080 | 24,204 | 17,241 |
| TOTAL DEBT SERVICE | <u>136,924</u> | <u>136,924</u> | <u>263,718</u> | <u>263,718</u> |
| DIVISION TOTAL | 12,949,583 | 14,617,949 | 16,006,889 | 18,165,032 |

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, and one Administrative Assistant II. Operating under the guidelines of the California Fire Code (CFC) as adopted by the State of California and the City of Redlands, the Community Risk Reduction Division provides an all hazards approach to life and fire safety, safeguarding the community from fire and other hazards through education, engineering, enforcement, investigation, evaluation and analysis.

Redlands Community Risk Reduction Division manages the following programs:

- *Code management and policy development relating to life and fire safety;*
- *Construction document reviews for all new and improved buildings and structures throughout the City;*
- *New construction inspection of all fire rated construction and fire protection systems;*
- *State mandated annual and routine fire inspections of existing multi-family apartment buildings, hotels & motels, educational facilities, commercial and industrial buildings, and facilities as well as the systems, processes and uses within these buildings;*
- *Code enforcement activities involving imminent life and fire safety hazards;*
- *Public education and information; and*
- *Conducts fire investigations to determine the origin and cause of all fires and explosions, hazardous material releases and determining and affixing responsibility to individuals either civilly or criminally.*

Program Objectives:

- Provide review of development projects related to the model construction codes and standards
- Conduct and enforce the fire code as adopted by the City of Redlands
- Authorize issuance of operational permits related to systems, processes and uses as defined in the California Fire Code
- Conduct routine life and fire safety inspections
- Direct the Vegetation Management Program that protects life and property through defensible space and fire wise strategies
- Provide logistical support for major emergencies through disaster and emergency incident management
- Oversee special events to ensure proper safety (assemblies, fireworks, etc.)
- Determine the origin and cause of all fires and explosions within the City of Redlands
- Investigates, arrests 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 and hazardous material releases
- Conduct juvenile fire setter's interventions
- Management of the Business Occupant Safety Survey "BOSS" Program
- Participation in city committees and advisory boards

Significant Program Changes:

- Transitioned to an electronic plan review process only due to COVID
- Reduction in staffing levels due to COVID
- Stopped routine fire inspections based on COVID protocols but maintained new construction inspections

Accomplishments for Calendar Year 2020:

- Hired a new Fire Marshal and Administrative Assistant I

- Evaluated the Community Risk Reduction Division and established goals and objectives
- Updated all forms and citations utilized within the CRR Division
- Completed 509 construction document reviews
- Performed 1,458 routine fire inspections
- Conducted 3,326 vegetation (weed) abatement inspections

Goals for Calendar Year 2021:

- Prepare and deliver public education risk reduction, mitigation and outreach materials to help reduce or eliminate specific hazards and risks
- Develop a partnership with ESRI to build risk management tools that will graphically display engineering, enforcement and investigation risks and trends
- Begin the creation of a Community Wildfire Protection Plan
- Re-staff the Community Risk Reduction Division based on an NFPA 1730 analysis
- Revise the routine fire inspection program based on life, property and environment risks
- Rebuild the Community Risk Reduction website to be a resource for the community and development
- Maintain a well-trained and effective fire investigation unit

DEPARTMENT/DIVISION
COMMUNITY RISK REDUCTION

FUND
GENERAL FUND

ORGKEY
101251

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SALARIES AND BENEFITS | | | | |
| 5001 Salaries: Full-Time | 266,310 | 249,290 | 195,732 | 365,365 |
| 5002 Salaries: Part-Time | 38,704 | - | 686 | - |
| 5101 Overtime Salaries | 22,878 | 5,000 | 2,000 | - |
| 5202 Holiday Pay | - | - | 4,023 | - |
| 5204 Accrual Payout | - | - | 13,783 | - |
| 5301 Banked Leave Buy Back | 4,221 | 1,220 | 1,220 | 816 |
| 5401 Pension Contributions | 112,479 | 69,554 | 51,835 | 106,768 |
| 5501 FICA/Medicare | 34,589 | 18,937 | 16,026 | 27,456 |
| 5601 Deferred Compensation | - | 4,828 | 4,828 | 6,335 |
| 5701 Health/Dental Insurance | 41,685 | 36,985 | 22,949 | 46,014 |
| 5702 Workers' Comp Insurance | 9,826 | 10,232 | 10,232 | 11,238 |
| 5703 Disability Insurance | 1,678 | 1,097 | 885 | 1,283 |
| 5704 Unemployment Insurance | 810 | 1,302 | 1,531 | 1,953 |
| 5705 Life Insurance | 283 | 189 | 152 | 284 |
| 5801 Vehicle Allowance | 6 | - | - | - |
| 5802 Eyecare Reimbursement | 442 | 675 | 675 | 1,013 |
| 5803 Clothing Allowance | 1,150 | 625 | 950 | 788 |
| 5804 Uniform Rental | 1 | - | - | - |
| 5903 Other Taxable Benefits | 2,589 | 930 | 1,784 | 1,080 |
| TOTAL SALARIES AND BENEFITS | 537,650 | 400,864 | 329,291 | 570,393 |
| SERVICES | | | | |
| 6106 Other Professional Services | 7,778 | 10,000 | 10,000 | 10,000 |
| 6304 Telephone | 4,060 | 4,000 | 5,000 | 4,500 |
| 6401 Meeting & Prof Development | 1,083 | 3,550 | 3,550 | 2,400 |
| 6402 Travel Expense/Reimbursement | 1,985 | 6,000 | 5,000 | 6,000 |
| 6403 Training | 6,946 | 15,000 | 6,000 | 15,290 |
| 6510 Other Insurance | - | 100 | 100 | - |
| 6601 Postage | 554 | 2,500 | 2,500 | 1,500 |
| 6703 Software Support/Development | 3,173 | 12,700 | 12,700 | 10,000 |
| 6708 Special Program Expenditures | 453 | - | - | - |
| 6710 Special Contractual Services | 37,570 | 69,300 | 52,300 | 65,000 |
| 6802 Info Tech Service Charges | 2,215 | 18,530 | 18,530 | 27,778 |
| 6803 City Garage Charges | - | 19,920 | 19,920 | - |
| 6901 Printing and Binding | 4,035 | 5,000 | 5,000 | 2,500 |
| 6902 Advertising | 2,967 | 10,000 | 3,000 | 5,000 |
| 6907 Comms Service & Rental | - | 42,256 | 42,256 | 45,323 |
| 6909 Subscriptions & Memberships | 1,237 | 6,000 | 6,000 | 5,290 |
| 6911 Bad Debt Expense | 22,981 | 20,000 | 10,000 | - |
| 7201 Hardware Maint/Replace | 40,412 | - | - | 2,000 |
| 7204 Building/Grounds Maintenance | 3,503 | 10,000 | 10,000 | 5,000 |
| 7205 Machinery & Equip. Maint. | 1,768 | 1,000 | 1,000 | 2,200 |
| TOTAL SERVICES | 142,720 | 255,856 | 212,856 | 209,781 |
| SUPPLIES | | | | |
| 7001 Books & Supplies | 2,568 | 3,000 | 3,000 | 3,000 |
| 7002 Office Supplies | 1,926 | 3,150 | 3,150 | 3,150 |
| 7003 Awards/Recognition Prgm | 261 | 1,300 | 1,300 | 1,300 |
| 7004 Uniform/Safety Clothing | 3,413 | 6,500 | 6,500 | 12,000 |
| 7005 Photo & Copying Supplies | - | 1,000 | 1,000 | 1,000 |

DEPARTMENT/DIVISION
COMMUNITY RISK REDUCTION

FUND
GENERAL FUND

ORGKEY
101251

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SUPPLIES (CONT.) | | | | |
| 7101 Office Equipment & Furniture | 2,547 | 1,500 | 1,500 | 1,500 |
| 7102 Small Tools & Equipment | 5,893 | 6,500 | 6,500 | 8,800 |
| 7208 Repair/Maintenance Supplies | 18,991 | - | - | - |
| 7209 Janitorial Supplies | 17,406 | - | - | - |
| 7210 Building Supplies | 724 | - | - | - |
| 7211 Computer Components | 4,056 | 4,200 | 4,200 | 3,000 |
| 7803 Chemical & Lab Supplies | 4,077 | - | - | - |
| 7804 Medical Supplies | 2,528 | - | - | - |
| 7807 Food | 205 | 1,000 | 1,000 | 1,000 |
| 7810 Special Departmental Supplies | 8,092 | 6,000 | 6,000 | 6,000 |
| TOTAL SUPPLIES | 72,689 | 34,150 | 34,150 | 40,750 |
| | | | | |
| DIVISION TOTAL | 753,058 | 690,870 | 576,297 | 820,924 |

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 2020:

- 15,500 Total Training hours: Successfully provided department level training, meeting State and Federal requirements for a total of 15,500 training hours. Average training hours per person for

2020 was 304. This training was accomplished in the face of COVID restrictions and in accordance to CDC mandates.

- Infection Control Training: 588 hours of training were recorded for infection control, COVID-19, and disease prevention. The Redlands Fire Department took an aggressive approach to ensuring the safety of department personnel during the pandemic.
- Firefighter Rescue: Performed a multi-day and multi-company drill on firefighter rescue in an abandoned warehouse donated by ESRI. The drill focused on Rapid Intervention Crew operations and the command and control of Mayday operations.
- 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. During 2020 a new Captain Certification process was implemented to provide greater detail and expand the training for the position of Fire Captain.
- Promotional Testing: Redlands Fire Department was able to perform promotional testing for the positions of Fire Engineer and Fire Captain. Several successful candidates were identified and ranked according to their performance based on industry and departmental standards. Qualified candidates were obtained through a culmination of efforts displayed by the dedicated training staff, as well as by each candidate and their pursuit of improved service delivery.
- 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:

- All outside training opportunities and classes were cancelled due to the COVID-19 pandemic restrictions.

Interagency Training:

- All interagency training opportunities and classes were cancelled due to the COVID-19 pandemic restrictions.

DEPARTMENT/DIVISION
FIRE TRAINING

FUND
GENERAL FUND

ORGKEY
101252

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SERVICES | | | | |
| 6102 Legal Services | 134 | - | - | - |
| 6106 Other Professional Services | - | 500 | 2,000 | 10,000 |
| 6401 Meeting & Prof Development | 2,472 | 525 | 525 | 5,225 |
| 6402 Travel Expense/Reimbursement | 10,836 | 1,000 | 4,000 | 7,000 |
| 6403 Training | 22,439 | 1,355 | 3,355 | 27,225 |
| 6703 Software Support/Development | - | 1,000 | 1,000 | 3,000 |
| 6710 Special Contractual Services | 6,632 | 12,000 | 7,000 | 12,000 |
| 6901 Printing and Binding | 542 | 500 | 500 | 1,500 |
| 6902 Advertising | 1,602 | 500 | 500 | 1,500 |
| 6909 Subscriptions & Memberships | 750 | 1,250 | 1,250 | 3,350 |
| TOTAL SERVICES | 45,408 | 18,630 | 20,130 | 70,800 |
| SUPPLIES | | | | |
| 7001 Books & Supplies | 387 | 500 | - | 3,000 |
| 7002 Office Supplies | - | 500 | 500 | 1,000 |
| 7004 Uniform/Safety Clothing | 8,911 | 1,000 | 1,000 | 2,000 |
| 7005 Photo & Copying Supplies | - | 500 | 500 | 500 |
| 7102 Small Tools & Equipment | 303 | 1,000 | 1,000 | 3,500 |
| 7211 Computer Components | (799) | 500 | 500 | 3,000 |
| 7807 Food | 1,172 | 1,000 | 1,000 | 2,900 |
| 7810 Special Departmental Supplies | 1,875 | 1,100 | 6,100 | 3,000 |
| 7812 Audio-Visual Materials | 324 | 1,150 | 1,150 | 1,200 |
| TOTAL SUPPLIES | 12,173 | 7,250 | 11,750 | 20,100 |
| DIVISION TOTAL | 57,580 | 25,880 | 31,880 | 90,900 |

DEPARTMENT/DIVISION
FIRE DEPARTMENT GRANTS

FUND
GENERAL FUND

ORGKEY
101253

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SALARIES AND BENEFITS | | | | |
| 5001 Salaries: Full-Time | 179,177 | | | |
| TOTAL SALARIES AND BENEFITS | 179,177 | - | - | - |
| SERVICES | | | | |
| 6007 Penalties and Interest | 34 | | | |
| 6402 Travel Expense/Reimbursement | 50 | | | |
| 6710 Special Contractual Services | 14,704 | | | |
| TOTAL SERVICES | 14,788 | - | - | - |
| SUPPLIES | | | | |
| 7004 Uniform/Safety Clothing | 7,095 | | | |
| 7101 Office Equipment & Furniture | 1,506 | | | |
| 7102 Small Tools & Equipment | 3,484 | | | |
| 7810 Special Departmental Supplies | 77,184 | | | |
| TOTAL SUPPLIES | 89,269 | - | - | - |
| DIVISION TOTAL | 283,235 | | | |

Please note: This division was removed from the General Fund in order to be accounted for in the Governmental Grant Fund 200. This change is reflected in Fiscal Year 2021. Please see following page.

DEPARTMENT/DIVISION
FIRE DEPARTMENT GRANTS

FUND
GENERAL FUND

ORGKEY
200250

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SALARIES AND BENEFITS | | | | |
| 5001 Salaries: Full-Time | | 34,608 | 1,029,583 | - |
| 5002 Salaries: Part-Time | | 43,011 | 3,604 | - |
| 5101 Overtime | | - | 49,002 | - |
| 5201 StandBy | | - | 14,012 | - |
| 5401 Pension Contributions | | - | 38,184 | - |
| 5501 FICA/Medicare | | - | 11,489 | - |
| 5701 Health/Dental Insurance | | - | 22,845 | - |
| 5702 Workers' Comp Insurance | | - | 4,098 | - |
| 5703 Disability Insurance | | - | 571 | - |
| 5704 Unemployment Insurance | | - | 2 | - |
| 5705 Life Insurance | | - | 118 | - |
| 5804 Uniform Rental | | - | 26 | - |
| TOTAL SALARIES AND BENEFITS | - | 77,619 | 1,173,534 | - |
| SERVICES | | | | |
| 6106 Other Professional Services | | 73,600 | 132,114 | - |
| 6702 Fingerprinting | | 1,890 | - | - |
| 6703 Software Support/Development | | - | 3,411 | - |
| 6710 Special Contractual Services | | - | 43,650 | - |
| 6901 Printing and Binding | | - | 346 | - |
| 6902 Advertising | | - | 800 | - |
| 6903 Janitorial Services | | - | 7,809 | - |
| 6912 Reimbursed Expenditures | | - | (3,408) | - |
| TOTAL SERVICES | - | 75,490 | 184,720 | - |
| SUPPLIES | | | | |
| 7002 Office Supplies | | 5,871 | 8,636 | - |
| 7102 Small Tools & Equipment | | - | 423 | - |
| 7208 Repair/Maintenance Supplies | | - | 561 | - |
| 7209 Janitorial Supplies | | - | 2,441 | - |
| 7210 Building Supplies | | - | 1,225 | - |
| 7211 Computer Components | | 462 | 3,166 | - |
| 7804 Medical Supplies | | - | 13,795 | - |
| 7810 Special Departmental Supplies | | 58,074 | 74,376 | - |
| 7901 Non-Capital Expenditures | | - | 52,030 | - |
| TOTAL SUPPLIES | - | 64,407 | 156,652 | - |
| FIXED ASSETS | | | | |
| 8501 Other Betterments/Improv | | 228,292 | 228,292 | - |
| 8706 All Other Equipment | | 10,019 | 10,019 | - |
| TOTAL FIXED ASSETS | - | 238,311 | 238,311 | - |
| DEPARTMENT TOTAL | | 455,828 | 1,753,217 | - |

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: Tabletop, 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 2020:

- Help with recovery of \$200,000 for the El Dorado Fire for MUED
- Prepared CERT volunteers
 - Fit tested
 - New Gear
 - Masks
- Provided masks to the Redlands Emergency Communications Group
- Trained CERT Members for Mobile Points of Dispense
- Provided Emergency Management Support to the following Incidents:
 - El Dorado Fire – tracked costs
 - Sunset Fire
 - Orange Fire
 - HAWC Water Break
 - Protests
 - Worked with GIS to monitor the 4th of July reporting

DEPARTMENT/DIVISION
EMERGENCY PREPAREDNESS

FUND
GENERAL FUND

ORGKEY
101254

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|---|--|---|---|
| SALARIES AND BENEFITS | | | | |
| 5001 Salaries: Full-Time | 67,539 | 23,067 | 21,431 | 24,221 |
| 5002 Salaries: Part-Time | 15,549 | - | - | - |
| 5101 Overtime Salaries | 2,106 | - | - | - |
| 5202 Holiday Pay | - | - | 420 | - |
| 5204 Accrual Payout | - | - | 202 | - |
| 5301 Banked Leave Buy Back | 10,238 | 754 | 539 | 699 |
| 5401 Pension Contributions | 20,064 | 6,492 | 6,059 | 7,142 |
| 5501 FICA/Medicare | 7,010 | 1,826 | 1,596 | 1,910 |
| 5601 Deferred Compensation | 2,001 | 301 | 301 | 301 |
| 5701 Health/Dental Insurance | 10,815 | 4,315 | 3,967 | 4,108 |
| 5702 Workers' Comp Insurance | 4,161 | 4,547 | 4,547 | 4,934 |
| 5704 Unemployment Insurance | 251 | 152 | 213 | 152 |
| 5705 Life Insurance | 62 | 22 | 21 | 22 |
| 5802 Eyecare Reimbursement | 225 | 79 | 79 | 79 |
| 5903 Other Taxable Benefits | 216 | 326 | 326 | 326 |
| TOTAL SALARIES AND BENEFITS | 140,236 | 41,881 | 39,701 | 43,894 |
| SERVICES | | | | |
| 6106 Other Professional Services | 294 | 1,000 | 1,000 | 3,500 |
| 6304 Telephone | 4,174 | 2,600 | 4,600 | 3,500 |
| 6401 Meeting & Prof Development | - | 1,000 | 1,000 | 5,000 |
| 6402 Travel Expense/Reimbursement | 591 | 500 | 500 | 2,500 |
| 6403 Training | 839 | 500 | 500 | 3,000 |
| 6601 Postage | 80 | 500 | 500 | 500 |
| 6703 Software Support/Development | - | - | - | 500 |
| 6708 Special Program Expenditures | 2,208 | 500 | 500 | 2,500 |
| 6710 Special Contractual Services | 2,760 | 1,000 | 1,000 | 3,000 |
| 6802 Info Tech Service Charges | 21,500 | 8,161 | 8,161 | 9,259 |
| 6803 City Garage Charges | 1,378 | 2,131 | 2,393 | 2,577 |
| 6901 Printing and Binding | 275 | 1,000 | 1,000 | 2,500 |
| 6907 Comms Service & Rental | - | 11,083 | 11,083 | - |
| 6909 Subscriptions & Memberships | 731 | 2,000 | 1,000 | 1,000 |
| 6912 Bad Debt Expense | - | - | - | - |
| TOTAL SERVICES | 34,830 | 31,975 | 33,237 | 39,336 |
| SUPPLIES | | | | |
| 7203 Office Equipment Maintenance | 2,122 | 2,000 | 1,000 | 2,000 |
| 7002 Office Supplies | 3,366 | 1,500 | 1,500 | 1,500 |
| 7004 Uniform/Safety Clothing | 1,601 | 5,000 | 5,000 | 10,000 |
| 7005 Photo & Copying Supplies | - | - | - | 2,500 |
| 7101 Office Equipment & Furniture | 1,415 | 1,000 | 1,000 | 5,000 |
| 7102 Small Tools & Equipment | 1 | 2,500 | 2,500 | 5,000 |
| 7208 Repair/Maintenance Supplies | 1,989 | 1,000 | 1,000 | 2,000 |
| 7209 Janitorial Supplies | - | 1,000 | 2,500 | 1,000 |
| 7211 Computer Components | 5,141 | 2,000 | 2,000 | 3,000 |
| 7804 Medical Supplies | - | 10,000 | 8,500 | 25,000 |
| 7807 Food | 4,359 | 2,500 | 2,500 | 5,000 |
| 7810 Special Departmental Supplies | 26,067 | 5,000 | 6,000 | 10,000 |
| 7812 Audio-Visual Materials | - | 1,000 | - | 3,000 |
| TOTAL SUPPLIES | 46,061 | 34,500 | 33,500 | 75,000 |
| DIVISION TOTAL | 221,127 | 108,356 | 106,438 | 158,230 |
| DEPARTMENT TOTAL | 14,264,584 | 15,443,055 | 16,721,504 | 19,235,086 |

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 manual or video 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
- Use airway adjuncts to assistance in maintaining adequate ventilation with the use of capnography devices, intrathoracic threshold devices and Hepa-filters
- 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, ketamine, lidocaine hydrochloride, magnesium sulfate, midazolam, 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 seven (7) 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 a minimum of six (6) 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 seven (7) 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 a minimum of six (6) 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.
- Vaccination Administration Program: The Redlands Fire Department recently received local optional scope vaccination program approval through ICEMA to support EMT and EMT-P COVID-19 Intramuscular vaccination efforts in collaboration with the Redlands Community Hospital.

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 monitor the UCaplt vending machines at all fire stations for restock purposes in order to improve inventory tracking and decrease unnecessary replacement costs.
- Continue to monitor the 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 (post COVID)

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 2020:

- Continued implementation 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, and incidents with low (less than 100%) validity.
- Advancement of the High-performance CPR program with the addition of the ZOLL cardiac arrest tracking program to monitor on-scene data for education advancements.
- Application submitted for Optional Scope Program – Intrathoracic Threshold Devices for cardiac arrest responses.
- Monitoring and re-training of Handtevy program.
- Purchase of additional UCaplt machines for inventory tracking.
- Re-education of PS Trax software for controlled substance tracking.
- Movement of back-up (line-medic) gear for inventory and budget tracking.
- Minimized vendors for equipment and medication for streamlining purchases/deliveries and improvement of relationships.
- Updated Exposure Control Plan and Exposure Packets.
- Updated Infectious Disease Plan and Protocols in response to COVID-19 Pandemic.
- Development of COVID-19 department response plan – testing, notifications, monitoring.
- Assisted in implementation of SB County COVID-19 Incident Management Team for protocol development, agency liaison monitoring, COVID-19 swabbing and vaccinations.
- Updated to OSHA vaccination program, titers and vaccination updates finalized – addition of COVID-19 vaccine.
- Updated ACLS and PALS instructor training.

- Updated AHA training material and equipment.
- Continued implementation of EMS training program with outside, peer and EMS Coordinator instruction.
- Remodel began on EOC; restructuring of ICS model.
- Continued implementation of Firefighter Rehab program overseen by EMS Coordinator – procurement of rehab equipment, nutrition and hydration.
- Development of paramedic equipment replacement program (for outdated, damaged equipment).
- Continued monitoring of waste disposal program.
- Development of Cactus ink controlled substance DEA compliant waste program.

DEPARTMENT/DIVISION
EMERGENCY MEDICAL SERVICES

FUND
EMERGENCY MEDICAL SERVICES FUND

ORGKEY
205250

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SALARIES AND BENEFITS | | | | |
| 5001 Salaries: Full-Time | 1,992,179 | 2,042,522 | 2,066,629 | 2,324,229 |
| 5003 Labor Code Sec 4850 | 59,921 | 50,000 | 121,560 | 80,000 |
| 5101 Overtime Salaries | 180,108 | 170,000 | 170,000 | 150,000 |
| 5102 O.T. Reimbursable | 62,219 | 214,688 | 185,726 | 25,000 |
| 5103 Constant Staffing | 621,800 | 525,000 | 600,000 | 600,000 |
| 5202 Holiday Pay | 33,357 | 21,000 | 59,468 | - |
| 5204 Accrual Payout | - | - | 11,773 | - |
| 5301 Banked Leave Buy Back | 36,760 | 130,602 | 130,602 | 141,572 |
| 5401 Pension Contributions | 438,356 | 490,934 | 487,722 | 605,290 |
| 5501 FICA/Medicare | 47,936 | 37,409 | 52,505 | 43,964 |
| 5601 Deferred Compensation | 60,467 | 55,340 | 55,340 | 68,500 |
| 5701 Health/Dental Insurance | 363,065 | 343,581 | 389,360 | 369,603 |
| 5702 Workers' Comp Insurance | 186,522 | 217,415 | 199,924 | 221,197 |
| 5703 Disability Insurance | 21,795 | 19,152 | 30,948 | 23,650 |
| 5704 Unemployment Insurance | 1,863 | 7,812 | 8,258 | 9,548 |
| 5705 Life Insurance | 1,259 | 1,134 | 1,332 | 1,386 |
| 5802 Eyecare Reimbursement | - | 225 | 225 | 225 |
| 5803 Clothing Allowance | 20,900 | 18,700 | 18,700 | 23,100 |
| 5903 Other Taxable Benefits | 6,568 | 5,130 | 5,130 | 9,330 |
| 5904 Tuition Reimbursement | - | - | 1,380 | - |
| TOTAL SALARIES AND BENEFITS | 4,135,076 | 4,350,644 | 4,596,582 | 4,696,594 |
| SERVICES | | | | |
| 6005 License & Permits | 6,138 | 6,500 | 5,500 | 6,500 |
| 6105 Medical/Physicals | 220 | 1,500 | 1,500 | 1,500 |
| 6106 Other Professional Services | 19,010 | 24,000 | 24,000 | 24,000 |
| 6401 Meeting & Prof Development | 3,610 | 5,800 | 3,800 | 5,800 |
| 6402 Travel Expense/Reimbursement | 864 | 2,500 | 2,500 | 6,500 |
| 6403 Training | 890 | 2,500 | 1,500 | 2,400 |
| 6703 Software Support/Development | 9,182 | 8,100 | 6,600 | 8,100 |
| 6710 Special Contractual Services | 3,843 | 2,750 | 1,750 | 3,000 |
| 6802 Info Tech Service Charges | 9,030 | 131,910 | 131,910 | 91,110 |
| 6804 General Govt Service Charge | 197,848 | 203,843 | 203,843 | 208,552 |
| 6901 Printing and Binding | 2,001 | 500 | 500 | 2,500 |
| 6902 Advertising | 1,027 | 2,000 | 2,000 | 2,000 |
| 6907 Comms Service & Rental | 223,218 | 232,408 | 232,408 | 249,276 |
| 6909 Subscriptions & Memberships | 10,895 | 7,210 | 5,210 | 4,420 |
| 7205 Machinery & Equip. Maint. | 2,252 | 1,600 | 1,600 | 33,459 |
| TOTAL SERVICES | 490,026 | 633,121 | 624,621 | 649,117 |
| SUPPLIES | | | | |
| 7001 Books & Supplies | 548 | 500 | 500 | 500 |
| 7002 Office Supplies | - | 1,200 | 2,200 | 1,200 |
| 7003 Awards/Recognition Prgm | 1,587 | 2,000 | - | 2,000 |
| 7004 Uniform/Safety Clothing | 15 | 12,000 | 12,000 | 19,000 |
| 7101 Office Equipment/Furniture | - | - | - | 3,000 |
| 7102 Small Tools & Equipment | 4,484 | 6,000 | 6,000 | 8,000 |
| 7208 Repair/Maintenance Supplies | - | 1,000 | 1,000 | 1,000 |
| 7209 Janitorial Supplies | - | 1,000 | 1,500 | 1,000 |
| 7211 Computer Components | 1,019 | 2,000 | 2,000 | 4,000 |

DEPARTMENT/DIVISION
EMERGENCY MEDICAL SERVICES

FUND
 EMERGENCY MEDICAL SERVICES FUND

ORGKEY
 205250

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SUPPLIES (CONT.) | | | | |
| 7213 Motor Vehicle Supplies | 718 | 1,000 | 1,000 | 1,000 |
| 7804 Medical Supplies | 85,220 | 95,700 | 107,700 | 101,200 |
| 7807 Food | 478 | 1,000 | 1,000 | 1,500 |
| 7810 Special Departmental Supplies | 8,065 | 20,000 | 15,000 | 20,000 |
| TOTAL SUPPLIES | <u>102,134</u> | <u>143,400</u> | <u>149,900</u> | <u>163,400</u> |
| FIXED ASSETS | | | | |
| 8704 Motor Vehicles | 160,000 | - | - | - |
| 8706 All Other Equipment | 65,647 | 28,741 | 28,741 | - |
| TOTAL FIXED ASSETS | <u>225,647</u> | <u>28,741</u> | <u>28,741</u> | <u>-</u> |
| FUND TOTAL | 4,952,883 | 5,155,906 | 5,399,844 | 5,509,111 |

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. The San Bernardino County Fire Protection District now oversees and administers the Household Hazardous Waste Program and the maintenance of the facility. This very successful program was used by approximately 3643 participants in 2020.

The San Bernardino County Fire Protection District operates and manages the following programs:

- *E-Waste Recycling*: This program runs in conjunction with the Household Hazardous Waste Program and is operated by the SBCFPD.
- *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). As of March 2020, the City ceded the program to SBCFPD by way of an amendment to the original contract set to expire June 30, 2022. SBCFPD now operates the Redlands HHW location on behalf of the City.

Program Objectives:

- Continue operation and maintenance of the Household Hazardous Waste Collection site each Saturday, from 9:00 a.m. to 2:00 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
- 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
- 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 2020:

- Approximately 3,643 countywide residents used the program in 2020 including 2,663 Redlands residents.

- Collection and proper disposal of 226,548 (pounds) of Household Hazardous Waste including used motor oil and oil products.
- Collected 60,964 pounds of electronic waste.
- Collection and disposal of:
 - 44,857 lbs. of Latex Paint
 - 20,842 lbs. of Oil Base Paints
 - 12,007 lbs. of Flammable Liquids/ Solids
 - 1,812 lbs. of Bulked Flammable Liquids
 - 3,398 lbs. of Poison
 - 1,359 lbs. of Corrosive Acids
 - 906 lbs. of Corrosive bases
 - 1,586 lbs. of Oxidizers
 - 4,078 lbs. of Aerosols
 - 952 lbs. of Home Generated Sharps
 - 5,890 lbs. of Antifreeze
 - 6,343 lbs. of Lead/ Acid batteries
 - 4,894 lbs. of Household Batteries
 - 2,039 lbs. of NiCad batteries
 - 14,046 lbs. of Motor Oil/ Oil products
 - 385 lbs. of Oil Filters
 - 21,567 lbs. of Cathode Ray Tubes (CRT)
 - 60,964 lbs. of Electronic Waste
 - 2,039 lbs. of Fluorescent Tubes
 - 1,314 Compressed Gas Cylinders
 - 2,492 lbs. of Cooking Oil
 - 2,719 lbs. of Pharmaceuticals
 - 6,343 lbs. of Waste Exchanged Materials
 - 3,625 lbs. of other hazardous materials

DEPARTMENT/DIVISION
HOUSEHOLD HAZARDOUS WASTE

FUND
HOUSEHOLD HAZARDOUS WASTE FUND

ORGKEY
206250

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SALARIES AND BENEFITS | | | | |
| 5001 Salaries: Full-Time | 168 | - | - | - |
| 5002 Salaries: Part-Time | 2,940 | - | - | - |
| 5501 FICA/Medicare | 238 | - | - | - |
| 5702 Workers' Comp Insurance | 2,067 | - | - | - |
| 5703 Disability Insurance | 41 | - | - | - |
| TOTAL SALARIES AND BENEFITS | 5,454 | - | - | - |
| SERVICES | | | | |
| 6403 Training | 1,350 | - | - | - |
| 6703 Software Support/Development | 8,417 | - | - | - |
| 6710 Special Contractual Services | 102,175 | 120,879 | 120,879 | 124,487 |
| 6804 General Govt Service Charge | 5,902 | 6,080 | 3,547 | 6,221 |
| 6909 Subscriptions & Memberships | 280 | - | - | - |
| TOTAL SERVICES | 118,124 | 126,959 | 124,426 | 130,708 |
| SUPPLIES | | | | |
| 7102 Small Tools & Equipment | - | 500 | 500 | 500 |
| TOTAL SUPPLIES | - | 500 | 500 | 500 |
| FUND TOTAL | 123,579 | 127,459 | 124,926 | 131,208 |

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 the City's Certified Farmers 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)
- Recreation & Senior Services Divisions (management of the Community and Senior Centers, and their associated programs)
- 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)

DEPARTMENT/DIVISION
FACILITIES AND COMMUNITY SERVICES ADMINISTRATION

FUND
GENERAL FUND

ORGKEY
101300

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SALARIES AND BENEFITS | | | | |
| 5001 Salaries: Full-Time | 79,218 | 106,259 | 104,693 | 127,978 |
| 5002 Salaries: Part-Time | 2,128 | - | 32 | - |
| 5101 Overtime Salaries | 1,063 | 2,000 | 1,000 | - |
| 5202 Holiday Pay | - | - | 895 | - |
| 5204 Accrual Payout | - | - | 978 | - |
| 5301 Banked Leave Buy Back | 1,169 | 2,906 | 2,906 | 3,151 |
| 5401 Pension Contributions | 19,591 | 29,635 | 29,794 | 37,402 |
| 5501 FICA/Medicare | 6,523 | 8,408 | 8,408 | 10,147 |
| 5601 Deferred Compensation | 469 | 688 | 688 | 774 |
| 5701 Health/Dental Insurance | 7,872 | 12,277 | 13,709 | 12,921 |
| 5702 Workers' Comp Insurance | 16,485 | 17,159 | 17,159 | 26,313 |
| 5703 Disability Insurance | 400 | 546 | 584 | 658 |
| 5704 Unemployment Insurance | 152 | 677 | 1,200 | 786 |
| 5705 Life Insurance | 65 | 98 | 102 | 114 |
| 5801 Vehicle Allowance | 18 | - | 52 | - |
| 5802 Eyecare Reimbursement | 106 | 351 | 150 | 407 |
| 5803 Clothing Allowance | 291 | 386 | 258 | 348 |
| 5903 Other Taxable Benefits | 2,415 | 3,019 | 416 | 3,470 |
| TOTAL SALARIES AND | <u>137,964</u> | <u>184,410</u> | <u>183,024</u> | <u>224,469</u> |
| SERVICES | | | | |
| 6102 Legal Services | 155 | 1,000 | - | - |
| 6106 Other Professional Services | 8,398 | 6,500 | - | 6,500 |
| 6304 Telephone | 5,549 | 6,500 | 5,750 | 6,000 |
| 6401 Meeting & Prof Development | 1,640 | 250 | 187 | 250 |
| 6402 Travel Expense/Reimbursement | 2,254 | 250 | 97 | 250 |
| 6403 Training | 408 | - | - | - |
| 6601 Postage | 1,884 | 3,000 | 1,000 | 1,800 |
| 6703 Software Support/Development | 749 | 549 | 200 | 400 |
| 6710 Special Contractual Services | 5,862 | 5,000 | 27,883 | 15,000 |
| 6802 Info Tech Service Charges | 9,874 | 5,620 | 5,620 | 32,407 |
| 6803 City Garage Charges | 1,264 | 1,354 | 2,065 | 2,225 |
| 6901 Printing and Binding | 1,900 | 2,400 | 1,450 | 1,900 |
| 6902 Advertising | 581 | 600 | - | - |
| 6906 Office Equip & Furn Rent | 10,941 | 9,900 | 5,800 | 6,000 |
| 6909 Subscriptions & Memberships | 3,528 | 1,000 | 1,727 | 2,000 |
| 6911 Bad Debt Expense | 25 | - | - | - |
| TOTAL SERVICES | <u>55,013</u> | <u>43,923</u> | <u>51,779</u> | <u>74,732</u> |
| SUPPLIES | | | | |
| 7002 Office Supplies | 9,315 | 8,000 | 8,000 | 8,000 |
| 7004 Uniform/Safety Clothing | 464 | 400 | - | 400 |
| 7101 Office Equipment & Furniture | 2,520 | 2,000 | 1,000 | 1,500 |
| 7206 Vehicle Maintenance | 499 | - | 486 | 500 |
| 7208 Repair/Maintenance Supplies | 1 | - | - | - |
| 7211 Computer Components | 579 | 500 | 703 | 500 |
| 7807 Food | 281 | 250 | - | - |
| 7810 Special Departmental Supplies | 103 | 1,700 | 30,394 | 1,800 |
| TOTAL SUPPLIES | <u>13,762</u> | <u>12,850</u> | <u>40,583</u> | <u>12,700</u> |

DEPARTMENT/DIVISION
FACILITIES AND COMMUNITY SERVICES ADMINISTRATION

| FUND | | | | | ORGKEY |
|------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|---------------|
| GENERAL FUND | | | | | 101300 |
| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED | |
| | FIXED ASSETS | | | | |
| 8001 Land Acquisitions | 642,198 | - | - | - | |
| 8801 Capital Lease | 7,162 | 14,370 | 14,370 | 14,370 | |
| TOTAL FIXED ASSETS | <u>649,360</u> | <u>14,370</u> | <u>14,370</u> | <u>14,370</u> | |
| | | | | | |
| DIVISION TOTAL | 856,099 | 255,553 | 289,756 | 326,271 | |

Facilities and Community Services Building Maintenance Division

Program Description:

The Building Maintenance Division performs both routine maintenance and emergency service for all City-owned facilities. The Building Maintenance crew consists of three full-time and one part time positions.

This crew provides maintenance services to all City facilities totaling approximately 385,000 square feet and includes the Civic Center, two parking structures, A.K. Smiley Library, Lincoln Shrine, Contemporary Club, four Fire stations, Police Annex, Joslyn Senior Center, Community/Senior Center, facilities at the Corporate Yard, Redlands Airport and Hillside Memorial Park.

This Division is utilized for a wide range of building maintenance functions including carpentry, plumbing, electrical, HVAC, painting, furniture assembly and relocation, general cleaning services, and special projects including office construction, remodeling, umbrella installations, janitorial issues, environmental testing and downtown Holiday decorating.

City staff prepares scope of services, solicits bids and administers contracts for 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 2020-2021:

- Received 399 work orders and completed 375 of them
- Completed HVAC evaluation at the Civic Center
- Remodeled office space at the Community Center
- Remodeled offices at Redlands Airport
- Remodeled office space at the Corporate Yard
- Remodeled office space for IT department
- Roof rehabilitation at the Redlands bowl
- Repaired roofing at the EOC
- Upgraded lights at the Community Center tennis courts to LED
- Facilitated and oversaw cleaning/sanitizing materials for the City's COVID response
- Upgraded 250 HVAC air filters to MERV 13 filters throughout City Facilities
- Facilitated plexiglass screen installation throughout City facilities

DEPARTMENT/DIVISION
BUILDING MAINTENANCE

FUND
GENERAL FUND

ORGKEY
101301

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SALARIES AND BENEFITS | | | | |
| 5001 Salaries: Full-Time | 78,883 | 135,771 | 113,627 | 129,969 |
| 5101 Overtime Salaries | 3,214 | 5,000 | 7,500 | 5,000 |
| 5202 Holiday Pay | - | - | 453 | - |
| 5204 Accrual Payout | - | - | 161 | - |
| 5301 Banked Leave Buy Back | 9,764 | 2,427 | 2,427 | 2,056 |
| 5401 Pension Contributions | 20,023 | 37,763 | 31,966 | 38,126 |
| 5501 FICA/Medicare | 7,143 | 10,704 | 9,409 | 10,232 |
| 5601 Deferred Compensation | 353 | 181 | 181 | 181 |
| 5701 Health/Dental Insurance | 13,117 | 29,041 | 19,080 | 20,588 |
| 5702 Workers' Comp Insurance | 75,400 | 79,018 | 79,018 | 91,549 |
| 5703 Disability Insurance | 529 | 1,197 | 1,077 | 1,141 |
| 5704 Unemployment Insurance | 131 | 959 | 1,911 | 959 |
| 5705 Life Insurance | 78 | 139 | 125 | 139 |
| 5802 Eyecare Reimbursement | - | 497 | 497 | 497 |
| 5803 Clothing Allowance | 129 | 600 | 600 | 600 |
| 5804 Uniform Rental | 2,006 | 282 | 2,090 | 2,980 |
| 5903 Other Taxable Benefits | 1,648 | 840 | 878 | 1,902 |
| TOTAL SALARIES AND BENEFITS | 212,418 | 304,419 | 271,000 | 305,919 |
| SERVICES | | | | |
| 6007 Penalties and Interest | 225 | - | 32 | - |
| 6301 Water, Sewer, Disposal | 27,062 | 30,000 | 30,000 | 30,000 |
| 6304 Telephone | 14,519 | 9,000 | 15,000 | 15,000 |
| 6307 Electricity & Gas | 646,162 | 584,400 | 600,000 | 605,000 |
| 6309 Heating/AC Service Contract | 65,518 | 60,000 | 65,000 | 65,000 |
| 6311 Elec Service-CA Traffic Sgl | 350 | - | - | - |
| 6403 Training | 77 | 1,500 | 1,500 | 1,500 |
| 6703 Software Support/Development | 756 | - | - | - |
| 6710 Special Contractual Services | 208,673 | 135,240 | 135,240 | 165,240 |
| 6802 Info Tech Service Charges | 5,398 | 38,094 | 38,094 | 27,778 |
| 6803 City Garage Charges | 21,941 | 14,392 | 16,163 | 17,410 |
| 6902 Advertising | 2,465 | 2,000 | 1,000 | 2,000 |
| 6903 Janitorial Services | 74,851 | 100,000 | 100,000 | 210,000 |
| TOTAL SERVICES | 1,067,997 | 974,626 | 1,002,029 | 1,138,928 |
| SUPPLIES | | | | |
| 7002 Office Supplies | 1,289 | 1,000 | 1,075 | 1,000 |
| 7004 Uniform/Safety Clothing | 2,100 | 500 | 2,511 | 500 |
| 7102 Small Tools & Equipment | 3,905 | 1,500 | 1,560 | 1,645 |
| 7201 Hardware Maint/Replace | 2,039 | - | - | - |
| 7204 Building/Grounds Maintenance | 70,848 | 50,000 | 45,000 | 50,000 |
| 7205 Machinery & Equip. Maint. | 17,677 | 10,000 | 8,000 | 10,000 |
| 7206 Vehicle Maintenance | - | 381 | 381 | 381 |
| 7208 Repair/Maintenance Supplies | 27,134 | 25,000 | 25,000 | 27,500 |
| 7209 Janitorial Supplies | 676 | 2,500 | 2,500 | 8,000 |
| 7210 Building Supplies | 30,743 | 20,000 | 20,000 | 22,000 |
| 7211 Computer Components | 174 | 1,000 | 3,796 | 1,000 |

**DEPARTMENT/DIVISION
BUILDING MAINTENANCE**

FUND
GENERAL FUND

ORGKEY
101301

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SUPPLIES (CONT.) | | | | |
| 7807 Food | 28 | 50 | - | - |
| 7810 Special Departmental Supplies | 5,378 | 5,000 | 2,568 | 5,000 |
| 7901 Non-Capital Expenditures | 154,956 | 28,521 | 33,500 | 42,000 |
| TOTAL SUPPLIES | <u>316,946</u> | <u>145,452</u> | <u>145,891</u> | <u>169,026</u> |
| FIXED ASSETS | | | | |
| 8301 Construction In Progress | 2,000 | - | - | - |
| 8501 Other Betterments/Improv | 6,211 | 180,184 | 480,184 | 290,000 |
| 8801 Capital Lease | - | 6,053 | 6,053 | 33,874 |
| TOTAL FIXED ASSETS | <u>8,211</u> | <u>186,237</u> | <u>486,237</u> | <u>323,874</u> |
| DIVISION TOTAL | 1,605,572 | 1,610,735 | 1,905,157 | 1,937,747 |

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. Cleaning actions include mechanical sweeping, debris removal, storm cleanup, and other related services. Streets are swept on a bi-monthly basis totaling 510 curb-miles swept during each sweeping rotation, equating to 1,020 curb-miles cleaned 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 and street lights

Accomplishments for Fiscal Year 2020-2021:

- Maintained over 300 miles of streets, including potholing and skin patching, and sidewalk ramping, using 186 tons of asphalt in 425 locations
- Swept 12,000 curb miles throughout the City
- Removed and replaced approximately 5148 square feet of sidewalk and 643 linear feet of curb and gutter at 43 locations
- Completed approximately 1,720 underground service alert tickets
- Serviced and/or repaired 524 street lights
- Responded to approximately 51 traffic signal complaints
- Performed 265 traffic signal inspections
- Completed annual cleaning of all storm drain inlets and channels
- Fabricated, replaced, or serviced 1070 street signs
- Replaced 12 street lights/traffic signals knocked down in traffic accidents
- Provided 324 labor hours eradicating illegal dumps

Projects Completed:

- Replaced seven storm drains in preparation of the PARIS paving program
- Installed new video vehicle detection at Redlands Boulevard and Cypress Avenue
- Installed one new traffic cabinet at Redlands Boulevard and Eureka Street
- Worked alongside Parks and Building Maintenance staff to complete various downtown projects including Christmas holiday decorations and lighting
- Installed Police Department camera pole at Ed Hales Park

**DEPARTMENT/DIVISION
ELECTRICAL**

FUND
GENERAL FUND

ORGKEY
101302

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SALARIES AND BENEFITS | | | | |
| 5001 Salaries: Full-Time | 111,329 | 118,043 | 79,881 | 114,338 |
| 5101 Overtime Salaries | 174 | 4,000 | 500 | 4,000 |
| 5202 Holiday Pay | - | - | 1,783 | - |
| 5204 Accrual Payout | - | - | 27,609 | - |
| 5301 Banked Leave Buy Back | 4,709 | 3,530 | 4,084 | 36 |
| 5401 Pension Contributions | 27,833 | 33,655 | 23,274 | 33,341 |
| 5501 FICA/Medicare | 9,137 | 9,925 | 8,804 | 8,815 |
| 5601 Deferred Compensation | 9 | 9 | 9 | 9 |
| 5701 Health/Dental Insurance | 16,450 | 17,936 | 14,452 | 21,078 |
| 5702 Workers' Comp Insurance | 4,471 | 4,341 | 4,341 | 4,394 |
| 5703 Disability Insurance | 1,108 | 1,241 | 1,138 | 1,138 |
| 5704 Unemployment Insurance | 254 | 872 | 1,098 | 872 |
| 5705 Life Insurance | 128 | 127 | 95 | 127 |
| 5802 Eyecare Reimbursement | 201 | 452 | 452 | 452 |
| 5803 Clothing Allowance | 150 | 600 | 600 | 600 |
| 5804 Uniform Rental | 16 | 402 | 402 | 1,560 |
| 5903 Other Taxable Benefits | 4,029 | 4,200 | 2 | 252 |
| TOTAL SALARIES AND BENEFITS | 179,996 | 199,332 | 168,524 | 191,012 |
| SERVICES | | | | |
| 6008 State Mandated Fees | - | 2,959 | 2,959 | - |
| 6304 Telephone | 2,131 | 2,400 | 2,215 | 2,400 |
| 6307 Electricity & Gas | 426 | 500 | 635 | 650 |
| 6311 Elec Service-CA Traffic Sgl | 27,123 | 23,000 | 12,962 | 15,000 |
| 6312 Elec Service-City Traffic Sgl | 39,245 | 42,000 | 37,136 | 42,000 |
| 6314 Elec Service-SCE Street Light | 102,278 | 95,000 | 95,000 | 10,000 |
| 6315 Electric Service-Street Light | 325,126 | 248,000 | 361,979 | 370,000 |
| 6316 Elec Service-State Str Light | - | 30,000 | 19,859 | 23,000 |
| 6401 Meeting & Prof Development | - | - | 2 | 1,000 |
| 6601 Postage | 20 | 100 | - | 200 |
| 6710 Special Contractual Services | 59,678 | 42,000 | 49,000 | 237,000 |
| 6802 Info Tech Service Charges | 11,049 | 21,153 | 21,153 | 18,518 |
| 6803 City Garage Charges | 21,778 | 11,224 | 12,606 | 13,578 |
| 6901 Printing and Binding | - | 100 | - | - |
| 6902 Advertising | - | 800 | - | - |
| 6904 Land and Building Rent | 7,280 | 7,644 | 8,736 | 9,173 |
| 6908 Other Rentals | - | 500 | 500 | 1,000 |
| TOTAL SERVICES | 596,133 | 527,380 | 624,742 | 743,519 |
| SUPPLIES | | | | |
| 7002 Office Supplies | 489 | 400 | 400 | 400 |
| 7004 Uniform/Safety Clothing | 417 | 600 | 400 | 600 |
| 7102 Small Tools & Equipment | 1,292 | 2,000 | 500 | 2,000 |
| 7205 Machinery & Equip. Maint. | 7,669 | 11,500 | 5,000 | 13,000 |
| 7208 Repair/Maintenance Supplies | 110,855 | 120,000 | 128,000 | 135,000 |
| 7209 Janitorial Supplies | 58 | 100 | 50 | 50 |
| 7210 Building Supplies | 807 | 500 | 50 | 500 |
| 7211 Computer Components | - | 1,000 | - | 1,000 |
| 7804 Medical Supplies | - | 100 | 100 | 100 |
| 7810 Special Departmental Supplies | 3,982 | 7,500 | 4,000 | 7,500 |
| 7901 Non-Capital Expenditures | 34,650 | 27,000 | 53,551 | 27,000 |
| TOTAL SUPPLIES | 160,218 | 170,700 | 192,051 | 187,150 |

**DEPARTMENT/DIVISION
ELECTRICAL**

FUND
GENERAL FUND

ORGKEY
101302

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|-------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| FIXED ASSETS | | | | |
| 8501 Other Betterments/Improv | - | 211,800 | - | - |
| 8704 Motor Vehicles | - | 53,500 | - | - |
| 8706 All Other Equipment | 82,787 | - | 169,237 | 163,000 |
| 8801 Capital Lease | - | - | - | 23,500 |
| TOTAL FIXED ASSETS | <u>82,787</u> | <u>265,300</u> | <u>169,237</u> | <u>186,500</u> |
| DEBT SERVICE | | | | |
| 9001 Principal | 23,500 | - | 15,686 | 17,007 |
| 9101 Interest | - | - | 7,814 | 6,494 |
| TOTAL DEBT SERVICE | <u>23,500</u> | <u>-</u> | <u>23,500</u> | <u>23,500</u> |
| DIVISION TOTAL | 1,042,634 | 1,162,712 | 1,178,054 | 1,331,681 |

**DEPARTMENT/DIVISION
STREETS**

FUND
GENERAL FUND

ORGKEY
101304

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SALARIES AND BENEFITS | | | | |
| 5001 Salaries: Full-Time | 653,614 | 723,393 | 715,000 | 743,404 |
| 5002 Salaries: Part-Time | 10,901 | - | - | - |
| 5101 Overtime Salaries | 22,703 | 32,000 | 17,000 | 25,000 |
| 5201 Stand By | 9,277 | 10,000 | 8,968 | 10,000 |
| 5202 Holiday Pay | - | - | 8,400 | - |
| 5204 Accrual Payout | - | - | 19,210 | - |
| 5301 Banked Leave Buy Back | 12,647 | 19,681 | 19,681 | 9,259 |
| 5401 Pension Contributions | 163,697 | 201,205 | 201,205 | 216,777 |
| 5501 FICA/Medicare | 53,686 | 57,568 | 57,568 | 58,334 |
| 5601 Deferred Compensation | 369 | 869 | 869 | 869 |
| 5701 Health/Dental Insurance | 168,095 | 187,641 | 187,641 | 162,969 |
| 5702 Workers' Comp Insurance | 43,981 | 44,061 | 44,061 | 50,982 |
| 5703 Disability Insurance | 5,632 | 6,575 | 6,575 | 6,673 |
| 5704 Unemployment Insurance | 1,299 | 5,646 | 5,646 | 6,080 |
| 5705 Life Insurance | 814 | 820 | 820 | 883 |
| 5802 Eyecare Reimbursement | 225 | 2,927 | 2,927 | 3,152 |
| 5803 Clothing Allowance | 3,267 | 3,600 | 3,600 | 3,900 |
| 5804 Uniform Rental | 9,168 | 1,652 | 8,000 | - |
| 5903 Other Taxable Benefits | 4,009 | 4,200 | 4,200 | 3,977 |
| TOTAL SALARIES AND BENEFITS | 1,163,384 | 1,301,837 | 1,311,371 | 1,302,259 |
| SERVICES | | | | |
| 6005 License & Permits | 232 | - | - | - |
| 6007 Penalties and Interest | - | - | 2,029 | - |
| 6301 Water, Sewer, Disposal | 5,143 | 19,000 | 5,740 | 6,027 |
| 6304 Telephone | 5,183 | 5,200 | 6,467 | 6,790 |
| 6401 Meeting & Prof Development | - | - | 2 | 500 |
| 6403 Training | 1,318 | - | - | - |
| 6601 Postage | 57 | - | - | 45 |
| 6710 Special Contractual Services | 461,296 | 383,500 | 400,000 | 520,000 |
| 6712 Landfill Tipping Charges | 8,081 | 6,000 | 1,000 | 4,000 |
| 6802 Info Tech Service Charges | 13,680 | 52,406 | 52,406 | 49,200 |
| 6803 City Garage Charges | 159,464 | 145,578 | 163,502 | 176,107 |
| 6902 Advertising | 2,333 | - | 650 | 2,000 |
| 6908 Other Rentals | 17,688 | 12,000 | 12,000 | 12,000 |
| 6909 Subscriptions & Memberships | 60 | 60 | - | - |
| 6911 Bad Debt Expense | 646 | - | - | - |
| TOTAL SERVICES | 675,182 | 623,744 | 643,796 | 776,669 |
| SUPPLIES | | | | |
| 7002 Office Supplies | 1,260 | 1,500 | 1,500 | 1,500 |
| 7004 Uniform/Safety Clothing | 12,544 | 12,000 | 12,000 | 12,000 |
| 7101 Office Equipment & Furniture | - | 500 | - | - |
| 7102 Small Tools & Equipment | 13,153 | 10,000 | 10,000 | 10,000 |
| 7201 Hardware Maint/Replace | 241 | - | - | - |
| 7204 Building/Grounds Maintenance | 2,430 | - | - | - |
| 7206 Vehicle Maintenance | 1,360 | - | 3,000 | 3,000 |
| 7208 Repair/Maintenance Supplies | 176,223 | 150,000 | 160,000 | 160,000 |
| 7209 Janitorial Supplies | 2,241 | 1,200 | 1,200 | 1,200 |
| 7210 Building Supplies | - | - | 1,549 | - |

**DEPARTMENT/DIVISION
STREETS**

FUND
GENERAL FUND

ORGKEY
101304

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SUPPLIES (CONT.) | | | | |
| 7211 Computer Components | - | 500 | - | 3,000 |
| 7804 Medical Supplies | - | 200 | 100 | 200 |
| 7807 Food | 1,762 | - | 151 | 1,000 |
| 7810 Special Departmental Supplies | 19,348 | 25,000 | 25,000 | 25,000 |
| 7901 Non-Capital Expenditures | 25,061 | 7,500 | - | - |
| TOTAL SUPPLIES | <u>255,623</u> | <u>208,400</u> | <u>214,500</u> | <u>216,900</u> |
| FIXED ASSETS | | | | |
| 8501 Other Betterments/Improv | 16,788 | - | 82,989 | - |
| 8706 All Other Equipment | - | - | - | 102,000 |
| 8801 Capital Lease | 25,236 | 66,281 | 66,821 | 368,817 |
| TOTAL FIXED ASSETS | <u>42,024</u> | <u>66,281</u> | <u>149,810</u> | <u>470,817</u> |
| DEBT SERVICE | | | | |
| 9001 Principal | 55,054 | 47,381 | 55,054 | 55,054 |
| 9101 Interest | - | 7,673 | 7,565 | 5,897 |
| TOTAL DEBT SERVICE | <u>55,054</u> | <u>55,054</u> | <u>62,619</u> | <u>60,951</u> |
| DIVISION TOTAL | 2,191,267 | 2,255,316 | 2,382,096 | 2,827,596 |

Facilities and Community Services Parks Division

Program Description:

The Parks Division is responsible for the maintenance and upkeep of approximately 800 acres consisting of 18 established parks, over 60 water well and reservoir sites, 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 Farmers Market events along with maintaining all of the downtown areas within the City's purview. The division also assists in the cleanup of homeless encampments, illegal dumps and graffiti abatement throughout the city.

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

Accomplishments for Fiscal Year 2020-21:

- Completion of decorative metal fencing around the Redlands Blvd and Ford Street entrance beautification

**DEPARTMENT/DIVISION
PARKS**

FUND
GENERAL FUND

ORGKEY
101303

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SALARIES AND BENEFITS | | | | |
| 5001 Salaries: Full-Time | 609,865 | 583,144 | 474,434 | 612,250 |
| 5002 Salaries: Part-Time | 34,777 | - | 1,627 | - |
| 5101 Overtime Salaries | 41,633 | 35,000 | 30,000 | 30,000 |
| 5201 Stand By | 8,320 | 8,000 | 2,200 | 2,200 |
| 5202 Holiday Pay | - | - | 6,514 | - |
| 5204 Accrual Payout | - | - | 2,142 | - |
| 5301 Banked Leave Buy Back | 14,591 | 9,353 | 9,353 | 8,200 |
| 5401 Pension Contributions | 152,126 | 159,055 | 123,902 | 178,532 |
| 5501 FICA/Medicare | 52,458 | 45,141 | 39,127 | 48,221 |
| 5601 Deferred Compensation | 369 | 757 | 757 | 757 |
| 5701 Health/Dental Insurance | 161,812 | 162,027 | 119,475 | 153,468 |
| 5702 Workers' Comp Insurance | 30,947 | 30,385 | 30,385 | 35,084 |
| 5703 Disability Insurance | 5,308 | 5,100 | 4,470 | 5,493 |
| 5704 Unemployment Insurance | 1,756 | 5,026 | 10,763 | 5,633 |
| 5705 Life Insurance | 741 | 730 | 648 | 818 |
| 5802 Eyecare Reimbursement | 445 | 2,606 | 2,606 | 2,921 |
| 5803 Clothing Allowance | 3,008 | 3,210 | 3,210 | 3,630 |
| 5804 Uniform Rental | 9,203 | 1,457 | 6,011 | 12,000 |
| 5903 Other Taxable Benefits | 3,537 | 4,200 | 152 | 6,265 |
| TOTAL SALARIES AND BENEFITS | 1,130,896 | 1,055,188 | 867,776 | 1,105,472 |
| SERVICES | | | | |
| 6005 License & Permits | 87 | - | - | - |
| 6007 Penalties and Interest | 60 | 60 | 30 | - |
| 6105 Medical/Physicals | 55 | 1,000 | - | 1,000 |
| 6106 Other Professional Services | 6,918 | 1,000 | 12,000 | - |
| 6301 Water, Sewer, Disposal | 37,082 | 45,000 | 45,000 | 45,000 |
| 6304 Telephone | 5,246 | 8,000 | 8,000 | 8,000 |
| 6307 Electricity & Gas | 53,561 | 52,000 | 52,000 | 52,000 |
| 6401 Meeting & Prof Development | - | - | 5 | - |
| 6402 Travel Expense/Reimbursement | - | 500 | - | 500 |
| 6403 Training | 1,442 | 7,000 | 2,500 | 7,000 |
| 6601 Postage | 63 | 100 | - | 100 |
| 6710 Special Contractual Services | 292,533 | 65,000 | 123,000 | 348,000 |
| 6712 Landfill Tipping Charges | 9,978 | 15,000 | 4,000 | 5,000 |
| 6802 Info Tech Service Charges | 28,590 | 66,904 | 66,904 | 57,855 |
| 6803 City Garage Charges | 139,172 | 103,967 | 116,767 | 125,770 |
| 6901 Printing and Binding | - | 50 | - | - |
| 6902 Advertising | 2,357 | 1,000 | 975 | 1,000 |
| 6908 Other Rentals | - | - | 1,562 | - |
| 6909 Subscriptions & Memberships | - | 400 | 384 | - |
| TOTAL SERVICES | 577,144 | 366,981 | 433,127 | 651,225 |
| SUPPLIES | | | | |
| 7002 Office Supplies | - | 1,500 | 1,500 | 1,500 |
| 7004 Uniform/Safety Clothing | 2,284 | 3,000 | 3,000 | 3,000 |
| 7102 Small Tools & Equipment | 6,231 | 12,000 | 12,000 | 12,000 |
| 7201 Hardware Maint/Replace | 241 | - | - | - |
| 7204 Building/Grounds Maintenance | 17,015 | 20,000 | 500 | 30,000 |

**DEPARTMENT/DIVISION
PARKS**

FUND
GENERAL FUND

ORGKEY
101303

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SUPPLIES (CONT.) | | | | |
| 7205 Machinery & Equip. Maint. | 1,182 | 2,000 | 1,100 | 2,000 |
| 7206 Vehicle Maintenance | 2,158 | - | 3,000 | 2,000 |
| 7208 Repair/Maintenance Supplies | 108,969 | 75,000 | 75,000 | 75,000 |
| 7209 Janitorial Supplies | 17,248 | 18,000 | 20,000 | 20,000 |
| 7210 Building Supplies | 6,281 | 6,000 | 6,000 | 6,000 |
| 7804 Medical Supplies | - | 300 | - | 300 |
| 7807 Food | 1,482 | 300 | - | 300 |
| 7810 Special Departmental Supplies | 13,418 | 22,500 | 20,500 | 22,000 |
| 7901 Non-Capital Expenditures | 66,839 | 60,000 | 60,000 | 140,000 |
| TOTAL SUPPLIES | <u>243,347</u> | <u>220,600</u> | <u>202,600</u> | <u>314,100</u> |
| FIXED ASSETS | | | | |
| 8501 Other Betterments/Improv | 159,172 | 225,136 | 642,126 | - |
| 8704 Motor Vehicles | 110,687 | - | - | - |
| 8706 All Other Equipment | 6,735 | - | 44,010 | 30,000 |
| 8301 Construction In Progress | 24,683 | - | - | - |
| 8801 Capital Lease | 50,062 | 105,146 | 105,146 | 234,255 |
| TOTAL FIXED ASSETS | <u>351,340</u> | <u>330,282</u> | <u>791,282</u> | <u>264,255</u> |
| DIVISION TOTAL | 2,302,726 | 1,973,051 | 2,294,785 | 2,335,052 |

Facilities and Community Services Trees

Program Description:

The City's urban forest is a recognized asset and landmark of the City of Redlands, valued at approximately \$158,633,380.00. The Facilities and Community Services Street Tree Division staff oversee the maintenance of approximately 53,939 tree sites located within the City's right-of-way, City-owned facilities, parking lots, trails, and parks. Of these sites, approximately 43,433 are home to living trees. This count includes approximately 6,550 trees within the City's park system, and the remaining 36,883 trees in parkway areas, easement areas, and City-owned properties. The single most prominent genus of trees within the City's inventory is Palm trees, which number approximately 9,021. In partnership with the Redlands Street Tree Committee, the Tree Division 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 diminish further 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 practices to execute routine tasks.

Accomplishments for Fiscal Year 2020-21:

- Approximately 95 trees removed
- Approximately 1050 trees trimmed
- Continued weekly pick up of palm fronds and are on pace to have picked up and dumped about 170 tons which are taken to County facilities
- Dead tree population down to .014% of the total tree inventory
- Trees monitored for health and/or recommended for removal have been reduced to 0.086% of the total tree inventory
- Approximately 105 trees planted

**DEPARTMENT/DIVISION
TREES**

FUND
GENERAL FUND

ORGKEY
101305

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SALARIES AND BENEFITS | | | | |
| 5001 Salaries: Full-Time | 144,704 | 206,028 | 177,700 | 224,703 |
| 5002 Salaries: Part-Time | - | - | 12 | - |
| 5101 Overtime Salaries | 14,739 | 15,000 | 15,200 | 16,000 |
| 5202 Holiday Pay | - | - | 3,507 | - |
| 5204 Accrual Payout | - | - | 17 | - |
| 5301 Banked Leave Buy Back | 5,079 | 299 | 279 | 3,153 |
| 5401 Pension Contributions | 36,002 | 54,175 | 56,479 | 65,535 |
| 5501 FICA/Medicare | 12,479 | 15,100 | 16,707 | 17,616 |
| 5601 Deferred Compensation | 17 | 17 | 17 | 17 |
| 5701 Health/Dental Insurance | 27,952 | 49,354 | 42,920 | 41,438 |
| 5702 Workers' Comp Insurance | 99,924 | 104,456 | 104,456 | 121,151 |
| 5703 Disability Insurance | 1,512 | 1,943 | 2,248 | 2,269 |
| 5704 Unemployment Insurance | 333 | 1,788 | 4,339 | 1,831 |
| 5705 Life Insurance | 193 | 260 | 271 | 266 |
| 5802 Eyecare Reimbursement | 3 | 927 | 927 | 950 |
| 5803 Clothing Allowance | 807 | 1,721 | 1,721 | 1,260 |
| 5804 Uniform Rental | 1 | - | 238 | - |
| 5903 Other Taxable Benefits | 582 | 669 | 44 | 1,197 |
| TOTAL SALARIES AND BENEFITS | 344,327 | 451,736 | 427,082 | 497,386 |
| SERVICES | | | | |
| 6105 Medical/Physicals | - | 250 | 250 | 500 |
| 6401 Meeting & Prof Development | 120 | 9,000 | 4 | 9,000 |
| 6402 Travel Expense/Reimbursement | 512 | 500 | - | 500 |
| 6403 Training | 180 | 3,000 | - | 3,000 |
| 6710 Special Contractual Services | 173,403 | 113,000 | 113,000 | 1,262,000 |
| 6712 Landfill Tipping Charges | 2,064 | - | - | 10,000 |
| 6802 Info Tech Service Charges | - | - | - | 6,833 |
| 6901 Printing and Binding | - | 500 | - | 500 |
| 6909 Subscriptions & Memberships | 15 | - | - | - |
| TOTAL SERVICES | 176,293 | 126,250 | 113,254 | 1,292,333 |
| SUPPLIES | | | | |
| 7002 Office Supplies | 850 | 500 | 500 | 500 |
| 7004 Uniform/Safety Clothing | 464 | 500 | 500 | 500 |
| 7208 Repair/Maintenance Supplies | 8,466 | 10,000 | 10,000 | 10,000 |
| 7901 Non-Capital Expenditures | 1,239 | - | - | - |
| TOTAL SUPPLIES | 11,019 | 11,000 | 11,000 | 11,000 |
| FIXED ASSETS | | | | |
| 8704 Motor Vehicles | 21,597 | - | - | - |
| 8801 Capital Lease | - | - | - | 53,924 |
| TOTAL FIXED ASSETS | 21,597 | - | - | 53,924 |
| DIVISION TOTAL | 553,235 | 588,986 | 551,336 | 1,854,643 |

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; and
- When voluntary compliance is not gained through education, enforcement action is initiated to gain compliance to provide the appropriate customer service to the overall community.

Significant Program Changes and Process Improvements, Focus Area E Safety and Community Services:

This year, the Code Enforcement Division was tasked with overseeing the education and enforcement of non-compliant businesses during the COVID-19 pandemic. The Division provided educational handouts to businesses and the community regarding guidelines published by the State and County. This effort also enhanced public safety and relations within the community.

Other enhancements or significant program changes for this year included updates to the City of Redlands Municipal Code. In response to residence and businesses concerns, the division introduced two new ordinances that address the operation of food trucks and street vending within city limits. The adoption of the new codes ensured that these facilities when operating are in compliance with public health and safety regulations.

Additional efforts include activities involving homeless encampments. 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 10 properties were cleaned and secured by the property owners with assistance and direction provided by the City.

Accomplishments for Fiscal Year 2020-21:

- Opened 1,023 cases
- Closed 1,245 cases
- 1,573 Requests for Service
- 1,453 Code Inspections
- Rental Inspections - 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, the successful closing of cases, and providing health and safety to the community.

**DEPARTMENT/DIVISION
CODE ENFORCEMENT**

FUND
GENERAL FUND

ORGKEY
101306

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SALARIES AND BENEFITS | | | | |
| 5001 Salaries: Full-Time | 191,285 | 202,186 | 263,197 | 254,844 |
| 5101 Overtime Salaries | 10,724 | 1,500 | 9,000 | 5,000 |
| 5201 Stand By | - | - | 212 | - |
| 5202 Holiday Pay | - | - | 2,982 | - |
| 5204 Accrual Payout | - | - | 63 | - |
| 5301 Banked Leave Buy Back | 859 | 125 | 1,162 | 125 |
| 5401 Pension Contributions | 47,160 | 51,677 | 52,632 | 74,540 |
| 5501 FICA/Medicare | 15,841 | 14,581 | 19,023 | 19,951 |
| 5601 Deferred Compensation | 377 | 384 | 384 | 384 |
| 5701 Health/Dental Insurance | 21,563 | 26,069 | 35,826 | 33,174 |
| 5702 Workers' Comp Insurance | 4,527 | 4,341 | 4,341 | 4,934 |
| 5703 Disability Insurance | 1,816 | 1,736 | 2,429 | 2,437 |
| 5704 Unemployment Insurance | 410 | 1,263 | 3,015 | 1,696 |
| 5705 Life Insurance | 155 | 183 | 257 | 246 |
| 5802 Eyecare Reimbursement | - | 655 | 655 | 880 |
| 5803 Clothing Allowance | 540 | 840 | 840 | 1,140 |
| 5804 Uniform Rental | 11 | - | 250 | - |
| 5903 Other Taxable Benefits | 4,109 | 5,397 | 5,397 | 5,472 |
| TOTAL SALARIES AND BENEFITS | 299,376 | 310,938 | 401,665 | 404,823 |
| SERVICES | | | | |
| 6102 Legal Services | 9,046 | 3,500 | - | 3,500 |
| 6106 Other Professional Services | 355 | 1,500 | 1,500 | 1,000 |
| 6304 Telephone | 3,184 | 2,500 | 2,500 | 2,500 |
| 6403 Training | 71 | - | - | 1,500 |
| 6601 Postage | 2,344 | 2,500 | 2,500 | 2,500 |
| 6703 Software Support/Development | 4,728 | 5,800 | - | 8,800 |
| 6710 Special Contractual Services | 20,821 | 5,000 | 26,400 | 30,000 |
| 6712 Landfill Tipping Charges | - | 1,000 | - | 1,000 |
| 6804 Info Tech Service Charges | - | - | - | 27,778 |
| 6803 City Garage Charges | 3,050 | 6,380 | 7,165 | 7,718 |
| 6901 Printing and Binding | - | 2,500 | 25 | 2,500 |
| 6909 Subscriptions & Memberships | 704 | 500 | 5,063 | 1,000 |
| TOTAL SERVICES | 44,305 | 31,180 | 45,153 | 89,796 |
| SUPPLIES | | | | |
| 7002 Office Supplies | 535 | 1,000 | 3,000 | 2,000 |
| 7004 Uniform/Safety Clothing | 1,722 | 2,000 | - | 2,000 |
| 7807 Food | 47 | 100 | 100 | 100 |
| 7810 Special Departmental Supplies | 236 | 1,300 | 1,300 | 1,000 |
| TOTAL SUPPLIES | 2,540 | 4,400 | 4,400 | 5,100 |
| DIVISION TOTAL | 346,221 | 346,518 | 451,218 | 499,719 |

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.

The senior services programs focus on community support and partnerships, nutrition and healthy eating, and active living. The Senior Information and Referral Services Offices are located in the Community Center at 111 W. Lugonia Avenue, 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
- Continue to provide the Senior Transportation Program, which provides transportation services to seniors and disabled citizens

Significant Program Changes, Focus Area E Safety and Community Services:

During the COVID-19 pandemic all senior and recreation facilities were closed, however during this crisis the division transitioned to provide support for residents by strengthening connection and encouraging socialization. The Senior Services website was rebranded with a new url, cityofredlands.org/neveralone, and highlighted local resources for senior citizens in our community. A new senior helpline phone number, (909) 798-7579, was also created to provide callers with information on local resources. Residents can either visit the website or call the helpline number where staff is available to answer phone calls Monday through Friday from 8:00 a.m. – 5:00 p.m., or by email at recreationstaff@cityofredlands.org.

The Never Alone Program addresses the isolation impacts faced by many older adults within the community by fostering a better connection with others. Currently, there are 53 seniors participating in the program. City staff and volunteers make routine calls to establish a connection with the senior citizens in the community. Callers check in on the seniors to verify their health and safety as well as becoming a friend and/or someone familiar that the seniors can look forward to speaking with. In situations where someone may be in need of help, or they fail to answer the phone call, a police officer is dispatched to check on their status.

Other Strategic goal accomplishments for Fiscal Year 2020-2021:

The annual Redlands Christmas Parade returned this year as a drive-thru interactive winter wonderland. This adapted Redlands holiday tradition was presented in partnership by the City of Redlands and the Redlands Noon Kiwanis. The event took place within the parking lot at the Redlands Sports Complex on

Dearborn Street and north of San Bernardino Avenue. Turned inside-out by the coronavirus pandemic, the 60 holiday displays and decorations stayed stationary, and the audience cruised by in their vehicles to enjoy the experience. Displays included lit-up trees, characters in Christmas gear and huge inflatable decorations. This event was held in compliance with State and County public health requirements. This event replaced the traditional Christmas Parade, Tree lighting Ceremony and Christmas Block Party, while still providing an opportunity to gather together again as a community to celebrate the holidays.

The senior meal program was awarded grant funding through the CDBG-CV program that supports activities that prevent and/or respond to the spread of COVID-19 or other infectious diseases. These funds are provided by the U.S. Department of Housing and Urban Development (HUD) and are administered by the County through its Urban County/entitlement status. The scope of the grant is focused on the meal delivery services that the city coordinates to quarantined senior citizens that need to maintain social distancing due to medical vulnerabilities. Weekly meal packets are also made available to pick up for residents 60 years or older every Wednesday from 11:00 a.m. – 1:00 p.m. at the City's Community Center. Packets include five frozen dinners, fruit, bread and milk. Packets may be obtained by contacting the senior helpline phone number at (909) 798-7579. Calls must be received by Tuesday. To date over 2,000 meals have been distributed to eligible senior citizens.

DEPARTMENT/DIVISION
RECREATION AND SENIOR SERVICES

FUND
GENERAL FUND

ORGKEY
101309

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SALARIES AND BENEFITS | | | | |
| 5001 Salaries: Full-Time | 253,076 | 369,581 | 269,238 | 458,697 |
| 5002 Salaries: Part-Time | 99,794 | 90,780 | 71,091 | 75,710 |
| 5101 Overtime Salaries | 4,144 | - | 7,000 | 10,000 |
| 5201 Stand By | 14 | - | - | - |
| 5202 Holiday Pay | - | - | 4,484 | - |
| 5204 Accrual Payout | - | - | 194 | - |
| 5301 Banked Leave Buy Back | 4,459 | 4,877 | 4,877 | 6,708 |
| 5401 Pension Contributions | 62,690 | 103,012 | 77,824 | 133,984 |
| 5501 FICA/Medicare | 27,316 | 35,775 | 26,939 | 41,700 |
| 5601 Deferred Compensation | 136 | 140 | 140 | 1,000 |
| 5701 Health/Dental Insurance | 48,972 | 108,515 | 69,130 | 114,551 |
| 5702 Workers' Comp Insurance | 27,144 | 28,214 | 28,214 | 32,892 |
| 5703 Disability Insurance | 2,325 | 3,729 | 2,823 | 3,802 |
| 5704 Unemployment Insurance | 1,392 | 6,093 | 7,798 | 6,527 |
| 5705 Life Insurance | 315 | 506 | 391 | 633 |
| 5802 Eyecare Reimbursement | 360 | 1,809 | 1,809 | 2,259 |
| 5803 Clothing Allowance | 2,400 | 2,400 | 2,400 | 2,700 |
| 5903 Other Taxable Benefits | 3,402 | 786 | 435 | 2,061 |
| TOTAL SALARIES AND BENEFITS | 537,939 | 756,218 | 574,787 | 893,224 |
| SERVICES | | | | |
| 6004 Bank/Collection Agent Fees | 7,705 | 10,513 | 2,000 | 7,000 |
| 6005 License & Permits | 646 | 1,000 | 1,125 | 2,000 |
| 6105 Medical/Physicals | - | 210 | 210 | 210 |
| 6106 Other Professional Services | 37,354 | 7,491 | 63,000 | 32,000 |
| 6304 Telephone | 7,723 | 7,630 | 7,630 | 7,723 |
| 6307 Electricity & Gas | 13,592 | 17,108 | 17,108 | 13,592 |
| 6401 Meeting & Prof Development | 239 | 3,000 | - | 4,000 |
| 6402 Travel Expense/Reimbursement | 698 | 1,000 | - | 2,000 |
| 6403 Training | 3,025 | 2,000 | 600 | 2,000 |
| 6601 Postage | 893 | 1,000 | 1,000 | 1,000 |
| 6703 Software Support/Development | 2,674 | 4,700 | 3,554 | 3,800 |
| 6708 Special Program Expenditures | 12,750 | 15,000 | 17,110 | 16,000 |
| 6710 Special Contractual Services | 126,420 | 202,000 | 70,000 | 227,000 |
| 6712 Landfill tipping charges | 2,468 | 5,000 | 3,000 | 5,000 |
| 6802 Info Tech Service Charges | 81,164 | 32,611 | 32,611 | 35,989 |
| 6803 City Garage Charges | 31,781 | 22,322 | 25,071 | 27,004 |
| 6901 Printing and Binding | 340 | 500 | 500 | 1,000 |
| 6902 Advertising | 1,682 | 2,000 | 2,000 | 2,000 |
| 6906 Office Equip & Furn Rent | 14,116 | 8,000 | 4,986 | 10,000 |
| 6908 Other Rentals | - | 500 | - | 3,000 |
| 6909 Subscriptions & Memberships | 1,645 | 1,400 | 690 | 2,000 |
| 6911 Bad Debt Expense | 80 | - | - | - |
| 6912 Reimbursed Expenditures | (72,458) | - | - | - |
| TOTAL SERVICES | 274,538 | 344,985 | 252,195 | 404,318 |
| SUPPLIES | | | | |
| 7002 Office Supplies | 4,034 | 5,000 | 8,731 | 5,000 |
| 7004 Uniform/Safety Clothing | 2,222 | 5,000 | 4,000 | 5,000 |
| 7101 Office Equipment & Furniture | - | 4,000 | 22,723 | 4,000 |
| 7102 Small Tools & Equipment | 181 | 500 | 41 | 500 |
| 7203 PC Service/Replacement | 2,267 | 2,500 | - | 2,500 |
| 7204 Office Equipment Maintenance | 4,653 | 5,000 | 6,500 | - |

DEPARTMENT/DIVISION
RECREATION AND SENIOR SERVICES

FUND
GENERAL FUND

ORGKEY
101309

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SUPPLIES (CONT.) | | | | |
| 7205 Machinery & Equip. Maint. | 1,040 | 4,500 | 5,830 | 4,500 |
| 7208 Repair/Maintenance Supplies | 7,073 | 3,500 | 7,973 | 6,000 |
| 7209 Janitorial Supplies | 345 | 3,500 | 500 | 4,000 |
| 7210 Building Supplies | 313 | 200 | - | 1,000 |
| 7302 Compressed Natural Gas (LCNG) | 2,782 | 3,500 | 3,500 | 2,782 |
| 7804 Medical Supplies | - | 1,000 | 1,000 | 1,000 |
| 7807 Food | 8,553 | 2,000 | 3,865 | 9,000 |
| 7810 Special Departmental Supplies | 29,934 | - | 90,561 | 30,000 |
| 7901 Non-Capital Expenditures | 127,493 | 15,076 | 21,109 | 26,000 |
| TOTAL SUPPLIES | 190,890 | 55,276 | 176,334 | 101,282 |
| FIXED ASSETS | | | | |
| 8501 Other Betterments/Improv | - | 152,942 | 238,000 | 60,000 |
| 8704 Motor Vehicles | 140,412 | 18,723 | - | - |
| 8801 Capital Lease | - | - | - | 12,074 |
| TOTAL FIXED ASSETS | 140,412 | 171,665 | 238,000 | 72,074 |
| DIVISION TOTAL | 1,143,780 | 1,328,143 | 1,241,316 | 1,470,898 |
| DEPARTMENT TOTAL | 10,041,535 | 9,521,015 | 10,293,717 | 12,583,607 |

**DEPARTMENT/DIVISION
FCS GRANTS**

FUND
GOVERNMENTAL GRANT FUND

ORGKEY
200300

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|---|--|---|---|
| SALARIES AND BENEFITS | | | | |
| 5001 Salaries: Full-Time | | 5,646 | 3,109 | - |
| 5002 Salaries: Part-Time | | 20,771 | - | - |
| 5401 Pension Contributions | | - | 240 | - |
| 5501 FICA/Medicare | | - | 172 | - |
| 5601 Deferred Compensation | | - | 42 | - |
| 5701 Health/Dental Insurance | | - | 240 | - |
| 5702 Workers' Comp Insurance | | - | 80 | - |
| 5704 Unemployment Insurance | | - | 12 | - |
| 5705 Life Insurance | | - | 2 | - |
| TOTAL SALARIES AND BENEFITS | - | 26,416 | 3,897 | - |
| SERVICES | | | | |
| 6402 Travel Expense/Reimbursement | | 476 | - | - |
| 6902 Advertising | | 470 | 310 | - |
| TOTAL SERVICES | - | 946 | 310 | - |
| SUPPLIES | | | | |
| 7807 Food | | 8,795 | 4,024 | - |
| TOTAL SUPPLIES | - | 8,795 | 4,024 | - |
| DIVISION TOTAL | | 36,157 | 8,231 | - |

**DEPARTMENT/DIVISION
PARKS GRANTS**

FUND
GOVERNMENTAL GRANT FUND

ORGKEY
200303

| <u>OBJECT</u> | <u>2019-20 ACTUAL (AUDITED)</u> | <u>2020-21 ADJUSTED BUDGET</u> | <u>2020-21 12 MONTH ESTIMATED</u> | <u>2021-22 CITY COUNCIL ADOPTED</u> |
|-----------------------------------|---|--|---|---|
| SERVICES | | | | |
| 6710 Special Contractual Services | | 68,680 | 68,016 | - |
| TOTAL SERVICES | - | 68,680 | 68,016 | - |
| DIVISION TOTAL | | 68,680 | 68,016 | - |

DEPARTMENT/DIVISION
RECREATION AND SENIOR SERVICES GRANTS

FUND
GOVERNMENTAL GRANT FUND

ORGKEY
200309

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SALARIES AND BENEFITS | | | | |
| 5001 Salaries: Full-Time | | 168,138 | 170,275 | - |
| 5002 Salaries: Part-Time | | 39,529 | - | - |
| 5101 Overtime Salaries | | - | 5 | - |
| 5202 Holiday Pay | | - | 394 | - |
| 5401 Pension Contributions | | - | 5,102 | - |
| 5501 FICA/Medicare | | - | 1,484 | - |
| 5701 Health/Dental Insurance | | - | 4,804 | - |
| 5703 Disability Insurance | | - | 187 | - |
| 5704 Unemployment Insurance | | - | 40 | - |
| 5705 Life Insurance | | - | 29 | - |
| TOTAL SALARIES AND BENEFITS | - | 207,667 | 182,319 | - |
| SERVICES | | | | |
| 6304 Telephone | | 1,948 | 1,634 | - |
| 6902 Advertising | | 4,000 | 2,000 | - |
| 6912 Reimbursed Expenditures | | (52,220) | (52,220) | - |
| TOTAL SERVICES | - | (46,272) | (48,586) | - |
| SUPPLIES | | | | |
| 7206 Vehicle Maintenance | | 27,452 | 19,599 | - |
| 7302 Compressed Natural Gas (LCNG) | | 26,052 | 18,033 | - |
| TOTAL SUPPLIES | - | 53,503 | 37,632 | - |
| FIXED ASSETS | | | | |
| 8704 Motor Vehicles | | 29,085 | 29,085 | - |
| TOTAL FIXED ASSETS | - | 29,085 | 29,085 | - |
| DIVISION TOTAL | | 243,983 | 200,450 | - |
| DEPARTMENT TOTAL | 68,680 | 348,156 | 208,682 | - |

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 Outdoor Dining, Certified 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 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, during Fiscal Year 2020-21, the Downtown Division provided support to the local downtown businesses including holding the Outdoor Dining event and managing the weekly Certified Farmers Market to provide essential produce and goods to the community.

DEPARTMENT/DIVISION
DOWNTOWN REDLANDS BUSINESS AREA

FUND

DOWNTOWN REDLANDS BUSINESS AREA FUND

ORGKEY

236300

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SALARIES AND BENEFITS | | | | |
| 5001 Salaries: Full-Time | 53,569 | 47,198 | 15,262 | - |
| 5002 Salaries: Part-Time | 17,288 | 14,110 | 6,299 | - |
| 5101 Overtime Salaries | 2,290 | 3,000 | - | - |
| 5204 Accrual Payout | - | - | 4,222 | - |
| 5301 Banked Leave Buy Back | 198 | 454 | 454 | - |
| 5401 Pension Contributions | 13,702 | 13,128 | 5,412 | - |
| 5501 FICA/Medicare | 5,198 | 4,731 | 1,866 | - |
| 5601 Deferred Compensation | 441 | 430 | - | - |
| 5701 Health/Dental Insurance | 7,768 | 6,164 | 1,901 | - |
| 5702 Workers' Comp Insurance | 5,292 | 5,426 | 5,426 | - |
| 5703 Disability Insurance | 23 | - | 1 | - |
| 5704 Unemployment Insurance | 191 | 651 | 3 | - |
| 5705 Life Insurance | 40 | 32 | 10 | - |
| 5802 Eyecare Reimbursement | 113 | 113 | 113 | - |
| 5805 Clothing Cash Payment | - | 75 | 75 | - |
| 5903 Other Taxable Benefits | 120 | - | 289 | - |
| TOTAL SALARIES AND BENEFITS | 106,233 | 95,510 | 41,333 | - |
| SERVICES | | | | |
| 6004 Bank/Collection Agent Fees | 4,119 | 5,300 | 420 | 500 |
| 6005 License & Permits | 7,522 | 11,779 | 2,400 | 2,400 |
| 6301 Water Wastewater Refuse | 13,950 | 16,000 | 8,000 | 8,000 |
| 6304 Telephone | 1,108 | 1,109 | 1,110 | 1,110 |
| 6307 Electricity & Gas | 2,633 | 2,619 | 2,000 | 2,000 |
| 6402 Travel Expense/Reimbursement | 253 | - | - | 250 |
| 6601 Postage | 7 | - | - | - |
| 6703 Software Support/Development | 1,900 | 3,200 | 3,200 | 1,500 |
| 6708 Special Program Expenditures | 7,218 | 3,026 | 2,130 | 2,130 |
| 6710 Special Contractual Services | 47,879 | 42,500 | 42,500 | 54,400 |
| 6802 Info Tech Service Charges | 20,317 | 8,164 | 8,164 | 9,111 |
| 6803 City Garage Charges | 470 | 470 | 485 | - |
| 6804 General Govt Service Charge | 37,086 | 38,210 | 38,210 | 39,092 |
| 6902 Advertising | 50 | - | - | - |
| TOTAL SERVICES | 144,514 | 132,377 | 108,619 | 120,493 |
| SUPPLIES | | | | |
| 7002 Office Supplies | 1,575 | 145 | - | - |
| 7004 Uniform/Safety Clothing | 464 | 464 | - | - |
| 7101 Office Equipment & Furniture | 2,386 | - | - | - |
| 7102 Small Tools & Equipment | 156 | 245 | - | - |
| 7204 Building/Grounds Maintenance | 20 | - | - | - |
| 7208 Repair/Maintenance Supplies | 388 | 700 | - | - |
| 7806 Promotional Supplies | 290 | 290 | - | - |
| 7807 Food | 6,798 | 6,000 | 2,000 | 4,164 |
| 7810 Special Departmental Supplies | 2,022 | - | 95 | - |
| TOTAL SUPPLIES | 14,098 | 7,844 | 2,095 | 4,164 |
| FUND TOTAL | 264,844 | 235,731 | 152,047 | 124,657 |

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 water and labor costs, 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 and 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:

Continued efforts in eliminating 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 provides 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. The City currently facilitates the maintenance of 21 CFD areas.

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 new parks and green belts were accepted into the CFD.

DEPARTMENT/DIVISION
STREET LIGHTING DISTRICT #1

FUND
STREET LIGHTING DISTRICT #1 FUND

ORGKEY
260300

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SALARIES AND BENEFITS | | | | |
| 5001 Salaries: Full-Time | 12,158 | 10,204 | 10,088 | 10,351 |
| 5101 Overtime Salaries | 32 | - | - | - |
| 5202 Holiday Pay | - | - | 45 | - |
| 5204 Accrual Payout | - | - | 271 | - |
| 5301 Banked Leave Buy Back | 434 | 603 | 127 | 491 |
| 5401 Pension Contributions | 3,018 | 2,855 | 2,653 | 3,036 |
| 5501 FICA/Medicare | 895 | 737 | 737 | 754 |
| 5601 Deferred Compensation | 135 | 141 | 141 | 141 |
| 5701 Health/Dental Insurance | 1,679 | 1,300 | 1,300 | 1,411 |
| 5702 Workers' Comp Insurance | 9 | - | - | - |
| 5703 Disability Insurance | 21 | 9 | 9 | 10 |
| 5704 Unemployment Insurance | 12 | 39 | 39 | 39 |
| 5705 Life Insurance | 7 | 6 | 6 | 6 |
| 5801 Vehicle Allowance | 18 | - | 16 | - |
| 5802 Eyecare Reimbursement | 2 | 20 | 20 | 21 |
| 5803 Clothing Allowance | - | - | 12 | 6 |
| 5903 Other Taxable Benefits | 56 | 75 | 75 | 72 |
| TOTAL SALARIES AND BENEFITS | 18,476 | 15,990 | 15,539 | 16,338 |
| SERVICES | | | | |
| 6315 Electric Service-Street Light | - | 4,000 | 4,000 | 4,000 |
| 6401 Meeting & Prof Development | - | - | 2 | - |
| 6804 General Govt Service Charge | 1,176 | 1,212 | 1,212 | 1,240 |
| TOTAL SERVICES | 1,176 | 5,212 | 5,214 | 5,240 |
| FUND TOTAL | 19,652 | 21,202 | 20,753 | 21,578 |

DEPARTMENT/DIVISION
COMMUNITY FACILITIES DISTRICT 2004-1

FUND
CFD 2004-1 ASSESSMENTS FUND

ORGKEY
261300

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SALARIES AND BENEFITS | | | | |
| 5001 Salaries: Full-Time | 42,340 | 99,829 | 99,146 | 62,495 |
| 5101 Overtime Salaries | 17 | 10 | 25 | 25 |
| 5202 Holiday Pay | - | - | 697 | - |
| 5204 Accrual Payout | - | - | 1,361 | - |
| 5301 Banked Leave Buy Back | 1,516 | 4,290 | 4,290 | 2,706 |
| 5401 Pension Contributions | 10,556 | 27,815 | 28,843 | 18,273 |
| 5501 FICA/Medicare | 3,107 | 7,708 | 7,483 | 4,758 |
| 5601 Deferred Compensation | 632 | 968 | 1,053 | 881 |
| 5701 Health/Dental Insurance | 6,532 | 19,066 | 18,223 | 8,384 |
| 5702 Workers' Comp Insurance | 86 | - | - | - |
| 5703 Disability Insurance | 26 | 331 | 321 | 31 |
| 5704 Unemployment Insurance | 42 | 538 | 825 | 256 |
| 5705 Life Insurance | 25 | 78 | 82 | 37 |
| 5801 Vehicle Allowance | 72 | - | 103 | - |
| 5802 Eyecare Reimbursement | 5 | 279 | 279 | 133 |
| 5803 Clothing Allowance | 66 | 180 | 180 | 15 |
| 5804 Uniform Rental | - | - | 76 | - |
| 5903 Other Taxable Benefits | 290 | 1,159 | 56 | 888 |
| TOTAL SALARIES AND BENEFITS | 65,310 | 162,251 | 163,043 | 98,882 |
| SERVICES | | | | |
| 6102 Legal Services | 8,395 | 5,000 | 5,000 | 5,000 |
| 6106 Other Professional Services | 21,755 | 36,561 | 30,000 | 10,000 |
| 6301 Water Wastewater Refuse | 72,066 | 50,000 | 95,000 | 75,000 |
| 6307 Electricity & Gas | 1,288 | 2,000 | 2,000 | 1,500 |
| 6308 Elec Service-Facility Ops | - | 50 | 50 | 50 |
| 6710 Special Contractual Services | 153,239 | 134,000 | 134,000 | 188,000 |
| 6804 General Govt Service Charge | 6,925 | 7,135 | 7,135 | 7,300 |
| 6902 Advertising | 3,654 | - | - | - |
| TOTAL SERVICES | 267,322 | 234,746 | 273,185 | 286,850 |
| SUPPLIES | | | | |
| 7208 Repair/Maintenance Supplies | 7,302 | 10,000 | - | 5,000 |
| 7901 Non-Capital Expenditures | - | 10,000 | - | - |
| TOTAL SUPPLIES | 7,302 | 20,000 | - | 5,000 |
| FIXED ASSETS | | | | |
| 8704 Motor Vehicles | - | 45,000 | - | - |
| TOTAL FIXED ASSETS | - | 45,000 | - | - |
| FUND TOTAL | 339,933 | 461,997 | 436,228 | 390,732 |

DEPARTMENT/DIVISION
LANDSCAPE MAINTENANCE DISTRICT

FUND
LANDSCAPE MAINTENANCE DISTRICT FUND

ORGKEY
263300

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SALARIES AND BENEFITS | | | | |
| 5001 Salaries: Full-Time | 12,651 | 9,890 | 9,772 | 10,014 |
| 5101 Overtime Salaries | 17 | - | - | - |
| 5202 Holiday Pay | - | - | 38 | - |
| 5204 Accrual Payout | - | - | 271 | - |
| 5301 Banked Leave Buy Back | 477 | 603 | 603 | 503 |
| 5401 Pension Contributions | 3,145 | 2,763 | 2,828 | 2,933 |
| 5501 FICA/Medicare | 944 | 713 | 703 | 729 |
| 5601 Deferred Compensation | 153 | 141 | 141 | 141 |
| 5701 Health/Dental Insurance | 1,694 | 1,177 | 827 | 1,266 |
| 5702 Workers' Comp Insurance | 15 | - | - | - |
| 5703 Disability Insurance | 5 | 6 | 6 | 6 |
| 5704 Unemployment Insurance | 12 | 35 | 38 | 35 |
| 5705 Life Insurance | 8 | 5 | 6 | 5 |
| 5801 Vehicle Allowance | 18 | - | 26 | - |
| 5802 Eyecare Reimbursement | 2 | 18 | 18 | 18 |
| 5803 Clothing Allowance | 3 | 3 | 3 | 3 |
| 5903 Other Taxable Benefits | 87 | 54 | 17 | 55 |
| TOTAL SALARIES AND BENEFITS | 19,231 | 15,408 | 15,297 | 15,708 |
| SERVICES | | | | |
| 6301 Water Wastewater Refuse | 25,551 | 25,000 | 25,000 | 25,000 |
| 6307 Electricity & Gas | 925 | 1,800 | 1,800 | 1,800 |
| 6710 Special Contractual Services | 9,009 | 10,000 | 10,000 | 10,000 |
| 6804 General Govt Service Charge | 2,649 | 2,730 | 2,730 | 2,793 |
| 6902 Advertising | - | 497 | - | 497 |
| TOTAL SERVICES | 38,134 | 40,027 | 39,530 | 40,090 |
| SUPPLIES | | | | |
| 7204 Building/Grounds Maintenance | 4,927 | 5,000 | - | 5,000 |
| TOTAL SUPPLIES | 4,927 | 5,000 | - | 5,000 |
| FUND TOTAL | 62,293 | 60,435 | 54,827 | 60,798 |

Facilities and Community Services Solid Waste

Program Description:

The Solid Waste Division operates automated refuse, recycling, and green waste collection for approximately 20,300 single-family residential units. Commercial bin service is provided one to six days per week to 989 customers, and commercial recycling service is provided to about 614 businesses. New commercial organic waste recycling is provided to 35 customers. A total of approximately 47,862 tons of refuse were collected in 2020; an additional 266 tons of bulky items were collected from residential customers. Recycling material collected in 2020 is as follows; 16,020 tons of green/wood waste material, 8,510 tons of commingled recyclables, 134 tons of metal, 73 tons of mattresses, 64 tons of food waste, and 19 tons of tires. Roll-off bin service is provided using 171 roll-off bins, which customers rent 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 Redlands residents and businesses.

Program Objectives:

- Comply with all local, state, and federal regulatory requirements such as AB939, AB341, AB1826, SB1383, SCAQMD 1150.1 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 to ensure regulatory compliance
- Ensure landfill regulatory requirements and compliance are met or exceeded
- Ensure continued compliance with increasing State diversion/recycling requirements

Significant Projects and Improvements:

- The California Street Landfill began construction of the Phase 4 expansion on January 20, 2020 and on August 19, 2020, the project was completed.
- Staff has begun providing customer outreach pertaining to SB1383. These new regulations require the recycling of organic/food waste material to businesses and residents.
- To address mandatory recycling requirements of AB341, SB1383, 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 37 commercial customers.
- The Solid Waste Division continues to offer a Bulky Item Collection program to residential customers. The program allows customers to request a collection of bulky items retrieved from their curbside.
- 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.
- 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.
- Two new front-end loading collection trucks were delivered to the Solid Waste Division in November of 2020. An additional automated residential collection truck and one roll-off truck are expected to be delivered in the summer of 2021.

Capital Purchases Greater Than \$50,000:

- The Solid Waste Division purchased and received two collection trucks in November of 2020. The division is expecting two additional collection trucks to be delivered in the summer of 2021 as part of the ongoing fleet replacement program.
- The construction of the California Street Landfill Phase 4 Expansion project.
- The Construction Quality Assurance (CQA) oversight of the Phase 4 Expansion project.

Priority Focus Area Accomplishments for Fiscal Year 2020-21:

- Solid Waste collected approximately 47,862 tons of refuse, 8,736 tons of recyclables, 16,020 tons of green waste, and 64 tons of organic waste.
- CalRecycle certified that the City of Redlands is meeting the requirements of AB939, AB1826, AB341 and SB1383 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, AB341, and SB1383.
- The California Street Landfill Phase 4 Expansion project was completed on August 19, 2020. The Phase 4 expansion is expected to provide the city with approximately 7-8 years of refuse fill capacity. Based on a total remaining capacity of 4.64 million cubic yards, the site life calculations indicate that the last receipt of waste would occur in the first half of 2053.
- The cost for the Phase 4 Expansion was approximately \$3,303,843.95 to construct and an additional \$296,592.31 for the construction quality assurance (CQA), bringing the total project amount to \$3,600,436.26. The City entered an agreement with Mountain View Power (MVL) on August 7, 2007, for the disposal of filter cake. The agreement requires Mountain View Power to pay all of the City's incremental higher costs to upgrade to a double-lined cell. MVL contributed \$1,038,643.00 bringing the City's total cost to \$2,561,793.26.

DEPARTMENT/DIVISION
SOLID WASTE-OPERATIONS

FUND
SOLID WASTE FUND

ORGKEY
511900

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SALARIES AND BENEFITS | | | | |
| 5001 Salaries: Full-Time | 2,683,829 | 2,946,549 | 2,772,647 | 3,111,489 |
| 5002 Salaries: Part-Time | 16,789 | 18,740 | 9,700 | 36,570 |
| 5101 Overtime Salaries | 320,479 | 300,000 | 358,328 | 360,000 |
| 5201 Stand By | 2,585 | 1,000 | 1,479 | - |
| 5202 Holiday Pay | - | - | 87,137 | - |
| 5203 Bonus | - | - | 500 | - |
| 5204 Accrual Payout | - | - | 20,609 | - |
| 5301 Banked Leave Buy Back | 90,785 | 79,122 | 79,122 | 74,169 |
| 5401 Pension Contributions | 1,231,896 | 820,157 | 821,218 | 902,814 |
| 5501 FICA/Medicare | 235,355 | 227,271 | 249,230 | 241,139 |
| 5601 Deferred Compensation | 12,237 | 15,230 | 21,715 | 15,191 |
| 5701 Health/Dental Insurance | 517,933 | 591,047 | 586,563 | 588,706 |
| 5702 Workers' Comp Insurance | 217,780 | 221,686 | 221,686 | 256,829 |
| 5703 Disability Insurance | 22,154 | 22,237 | 26,430 | 23,704 |
| 5704 Unemployment Insurance | 4,710 | 21,066 | 32,826 | 22,368 |
| 5705 Life Insurance | 2,789 | 2,995 | 2,977 | 3,121 |
| 5801 Vehicle Allowance | 1,371 | - | 2,393 | - |
| 5802 Eyecare Reimbursement | 2,736 | 10,663 | 10,663 | 11,113 |
| 5803 Clothing Allowance | 9,899 | 12,630 | 12,630 | 13,245 |
| 5804 Uniform Rental | 26,897 | 5,587 | 20,713 | 20,713 |
| 5901 Compensated Absences Expense | 51,297 | - | - | - |
| 5903 Other Taxable Benefits | 38,620 | 41,539 | 2,334 | 51,926 |
| TOTAL SALARIES AND BENEFITS | 5,490,141 | 5,337,519 | 5,340,900 | 5,733,097 |
| SERVICES | | | | |
| 6005 License & Permits | 64,164 | 65,000 | 109,601 | 110,000 |
| 6006 Taxes | 397 | 1,000 | 692 | 1,000 |
| 6007 Penalties and Interest | 48 | 500 | 3,145 | 1,500 |
| 6008 State Mandated Fees | 84,371 | 70,000 | 67,868 | 70,000 |
| 6101 Architect & Engineer | 2,870 | 2,500 | 2,000 | 2,000 |
| 6102 Legal Services | 1,829 | - | 1,829 | 1,829 |
| 6105 Medical/Physicals | 2,855 | 2,500 | 2,991 | 2,991 |
| 6106 Other Professional Services | 516,774 | 506,272 | 512,450 | 550,000 |
| 6301 Water Wastewater Refuse | 5,819 | 6,000 | 6,793 | 6,000 |
| 6303 City Disposal | 160,293 | 130,000 | 173,898 | 130,000 |
| 6304 Telephone | 4,801 | 6,000 | 8,811 | 8,000 |
| 6307 Electricity & Gas | 4,939 | 13,000 | 6,030 | 7,500 |
| 6401 Meeting & Prof Development | - | 3,000 | 145 | 3,000 |
| 6402 Travel Expense/Reimbursement | 725 | 2,000 | - | 2,000 |
| 6403 Training | 2,128 | 10,000 | 13,000 | 10,000 |
| 6505 Retiree Health Insurance | 473,296 | 190,000 | 177,936 | 190,000 |
| 6601 Postage | - | 1,000 | 500 | 500 |
| 6710 Special Contractual Services | 1,093,117 | 1,163,544 | 1,165,800 | 1,197,473 |
| 6712 Landfill Tipping Charges | 87,889 | 115,000 | 78,000 | 115,000 |
| 6713 Landfill Closure/PC Expense | 327,829 | - | - | - |
| 6801 City Attorney Legal Service | 31,625 | 30,940 | 30,940 | 31,625 |
| 6802 Info Tech Service Charges | 292,377 | 537,602 | 537,602 | 592,217 |
| 6803 City Garage Charges | 3,018,152 | 2,689,589 | 3,020,736 | 3,253,627 |
| 6804 General Govt Service Charge | 844,141 | 909,736 | 909,745 | 961,137 |
| 6805 Billing Services | 437,500 | 350,000 | 350,000 | 350,000 |

DEPARTMENT/DIVISION
SOLID WASTE-OPERATIONS

FUND
SOLID WASTE FUND

ORGKEY
511900

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SERVICES (CONT.) | | | | |
| 6901 Printing and Binding | 627 | 1,000 | 1,000 | 1,000 |
| 6902 Advertising | 910 | 1,000 | 1,000 | 1,000 |
| 6903 Janitorial Services | 35,864 | 33,000 | 10,325 | 13,000 |
| 6904 Land and Building Rent | 4,805 | 3,600 | 5,238 | 5,000 |
| 6907 Comms Service & Rental | - | 500 | - | - |
| 6908 Other Rentals | - | 500 | - | - |
| 6909 Subscriptions & Memberships | 3,352 | 5,000 | 1,378 | 3,000 |
| 6914 Depreciation Expense | 1,074,297 | - | - | - |
| TOTAL SERVICES | 8,609,332 | 6,849,883 | 7,199,453 | 7,620,399 |
| SUPPLIES | | | | |
| 7002 Office Supplies | 4,263 | 6,000 | 6,000 | 6,000 |
| 7004 Uniform/Safety Clothing | 28,112 | 30,000 | 10,030 | 17,000 |
| 7005 Photo & Copying Supplies | - | 500 | 500 | 500 |
| 7101 Office Equipment & Furniture | - | 3,000 | 2,400 | 3,000 |
| 7102 Small Tools & Equipment | 13,400 | 12,000 | 10,900 | 12,000 |
| 7201 Hardware Maint/Replace | 241 | - | 1,525 | 1,000 |
| 7205 Machinery & Equip. Maint. | - | - | 4,500 | 4,500 |
| 7205 Machinery & Equip. Maint. | 21,845 | 25,000 | 21,000 | 25,000 |
| 7206 Vehicle Maintenance | 1,010 | - | 1,123 | - |
| 7208 Repair/Maintenance Supplies | 20,782 | 28,000 | 32,544 | 30,000 |
| 7209 Janitorial Supplies | 10,750 | 3,000 | 6,615 | 4,500 |
| 7211 Computer Components | 1,755 | 4,500 | 3,100 | 3,000 |
| 7213 Motor Vehicle Supplies | - | 500 | - | - |
| 7804 Medical Supplies | - | 500 | 200 | 300 |
| 7807 Food | 3,269 | 1,500 | 1,287 | 1,500 |
| 7810 Special Departmental Supplies | 469,765 | 120,000 | 240,000 | 500,000 |
| 7811 Books | 84 | - | - | - |
| 7901 Non-Capital Expenditures | 3,675 | - | 39,740 | - |
| TOTAL SUPPLIES | 578,951 | 234,500 | 381,464 | 608,300 |
| FIXED ASSETS | | | | |
| 8301 Construction In Progress | 2,732,452 | - | - | - |
| 8501 Other Betterments/Improv | - | 184 | - | - |
| 8704 Motor Vehicles | 50,000 | 200,000 | 686,917 | - |
| 8801 Capital Lease | 17,025 | 40,892 | 40,892 | 40,892 |
| TOTAL FIXED ASSETS | 2,799,477 | 241,076 | 727,809 | 40,892 |
| | | | | |
| DIVISION TOTAL | 17,477,900 | 12,662,977 | 13,649,626 | 14,002,688 |

DEPARTMENT/DIVISION
SOLID WASTE-PROJECTS AND GRANTS

FUND
SOLID WASTE

ORGKEY
511910

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SERVICES | | | | |
| 6106 Other Professional Services | | 33,899 | - | - |
| 6403 Training | | - | 843 | - |
| 6710 Special Contractual Services | | 64,754 | 40,000 | - |
| TOTAL SERVICES | - | 98,653 | 40,843 | - |
| SUPPLIES | | | | |
| 7810 Special Departmental Supplies | | 613,673 | 28,537 | - |
| TOTAL SUPPLIES | - | 613,673 | 28,537 | - |
| FIXED ASSETS | | | | |
| 8501 Other Betterments/Improv | | 899,033 | 150,000 | 909,000 |
| 8601 Solid Waste/Landfill | | 1,157,014 | 1,525,953 | - |
| 8704 Motor Vehicles | | 1,895,000 | 726,658 | 1,500,000 |
| 8706 All Other Equipment | | 82,800 | 82,800 | 95,200 |
| 8801 Capital Lease | | - | 150,000 | 150,000 |
| TOTAL FIXED ASSETS | - | 4,033,848 | 2,635,411 | 2,654,200 |
| DIVISION TOTAL | | 4,746,174 | 2,704,791 | 2,654,200 |

DEPARTMENT/DIVISION
SOLID WASTE-DEBT SERVICE

FUND
SOLID WASTE

ORGKEY
511930

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|----------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SERVICES | | | | |
| 6001 Fiscal Agent Fees | 2,214 | 2,225 | 2,225 | 2,225 |
| 6004 Bank/Collection Agent Fees | 16,099 | 15,339 | 15,339 | 15,339 |
| 6106 Other Professional Services | 180 | - | - | - |
| TOTAL SERVICES | 18,492 | 17,564 | 17,564 | 17,564 |
| DEBT SERVICE | | | | |
| 9001 Principal | - | 1,691,247 | 1,691,247 | 1,769,409 |
| 9101 Interest | 480,521 | 401,463 | 401,463 | 318,650 |
| TOTAL DEBT SERVICE | 480,521 | 2,092,710 | 2,092,710 | 2,088,059 |
| DIVISION TOTAL | 499,013 | 2,110,274 | 2,110,274 | 2,105,623 |
| FUND TOTAL | 17,976,913 | 19,519,425 | 18,464,691 | 18,762,511 |

Facilities and Community Services Citrus Groves

Program Descriptions:

The City currently farms 21 separate citrus groves totaling approximately 184 acres. Several citrus varieties, including Navel orange, Valencia orange, Ruby Star grapefruit, and Rio grapefruit, are farmed within these groves. Department staff provides onsite repairs and maintenance as well as oversight of various contractors.

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 twenty-one 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:

| | |
|----|---|
| 1 | California |
| 2 | Palmetto 1(Ramirez) Palmetto 2 (Daniels) |
| 3 | Dearborn & Pioneer |
| 4 | Fifth |
| 5 | Granite |
| 6 | Jacinto Memorial |
| 7 | Judson |
| 8 | Lugonia |
| 9 | Mountain View |
| 10 | Mullin |
| 11 | Olive |
| 12 | Judson East |
| 13 | Judson West |
| 14 | Prospect |
| 15 | Riverview |
| 16 | Texas |
| 17 | University |
| 18 | Gateway |
| 19 | West Riverview |
| 20 | Beal Park New |
| 21 | Wabash |

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:

- Two full time field staff members were added this year in efforts to provide more attention to primarily irrigation schedules and repairs as well as specific detail in regards to maintenance items.
- 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 groves 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 2020-21:

- 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-OPERATIONS**

FUND
GROVES FUND

ORGKEY
538900

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SALARIES AND BENEFITS | | | | |
| 5001 Salaries: Full-Time | - | - | 24,085 | 103,335 |
| 5301 Banked Leave Buy Back | - | - | - | 102 |
| 5401 Pension Contributions | 3,050 | - | 6,701 | 30,133 |
| 5501 FICA/Medicare | - | - | 1,795 | 7,978 |
| 5701 Health/Dental Insurance | - | - | 9,137 | 33,797 |
| 5702 Workers' Comp Insurance | - | - | 1,525 | - |
| 5703 Disability Insurance | - | - | 249 | 1,040 |
| 5704 Unemployment Insurance | - | - | 635 | 868 |
| 5705 Life Insurance | - | - | 27 | 126 |
| 5802 Eyecare Reimbursement | - | - | - | 450 |
| 5804 Uniform Rental | - | - | 49 | - |
| 5805 Clothing Cash Payment | - | - | - | 600 |
| 5903 Other Taxable Benefits | - | - | - | 250 |
| TOTAL SALARIES AND BENEFITS | 3,050 | - | 44,203 | 178,679 |
| SERVICES | | | | |
| 6006 Taxes | - | 2,000 | - | - |
| 6106 Other Professional Services | - | - | 20,000 | 48,960 |
| 6301 Water Wastewater Refuse | 33,882 | 12,000 | - | - |
| 6307 Electricity & Gas | 7,942 | 7,000 | - | - |
| 6308 Elec Service-Facility Ops | 14,580 | 18,500 | - | - |
| 6510 Other Insurance | - | 5,000 | 5,000 | 5,000 |
| 6710 Special Contractual Services | 741,556 | - | - | - |
| 6802 Info Tech Service Charges | 445 | 23,530 | 23,530 | 25,884 |
| 6804 General Govt Service Charge | 22,803 | 23,494 | 23,434 | 24,036 |
| 6902 Advertising | - | 1,000 | 80 | - |
| 6914 Depreciation Expense | 21,240 | - | - | - |
| TOTAL SERVICES | 842,447 | 92,524 | 72,044 | 103,880 |
| SUPPLIES | | | | |
| 7208 Repair/Maintenance Supplies | - | - | - | 35,851 |
| TOTAL SUPPLIES | - | - | - | 35,851 |
| FIXED ASSETS | | | | |
| 8801 Captial Leases | - | - | - | 6,000 |
| TOTAL CAPITAL EXPENDITURE | - | - | - | 6,000 |
| DIVISION TOTAL | 845,497 | 92,524 | 116,247 | 324,410 |

DEPARTMENT/DIVISION
GROVES-PROJECTS AND GRANTS

FUND
 GROVES FUND

ORGKEY
 538910

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|-----------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SERVICES | | | | |
| 6301 Water Wastewater Refuse | | 26,000 | 49,600 | 48,745 |
| 6307 Electricity & Gas | | 8,000 | 1,000 | 8,800 |
| 6308 Elec Service-Facility Ops | | 11,500 | 1,500 | 11,400 |
| 6710 Special Contractual Services | | 698,658 | 440,800 | 477,300 |
| TOTAL SERVICES | - | <u>744,158</u> | <u>492,900</u> | <u>546,245</u> |
| SUPPLIES | | | | |
| 7901 Non-Capital Expenditures | | - | 8,446 | - |
| TOTAL SUPPLIES | - | <u>-</u> | <u>8,446</u> | <u>-</u> |
| DIVISION TOTAL | | 744,158 | 501,346 | 546,245 |
| FUND TOTAL | 845,497 | 836,682 | 617,593 | 870,655 |

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 32,542 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 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 Projects and Improvements:

- Community outreach for education of available City resources through lunch and learn presentations at the City's Senior Centers
- Created and maintained a property inventory database to track available inventory spaces more effectively
- Maintained permanent records for 32,542 recorded interments
- Performed 188 new interments, 38.83% of which were cremation related services
- The North Wall Garden of Serenity Cremation Estates were expanded to include two additional estate options for families. The sale of these two new estates is projected to generate an additional \$47,000 in revenue

Priority Focus Area Accomplishments for Fiscal Year 2020-21:

- 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 38 usable spaces located on the north end of the cemetery in Block "J".
- Objective D8.2- Conduct inventory assessment and evaluation of the Cemetery: GIS inventory of 32,542 interments is on-going. Capital replacement and improvement projects are outlined in the Council adopted Business Plan and presented to Council as an annual update.

**DEPARTMENT/DIVISION
CEMETERY**

FUND
CEMETERY FUND

ORGKEY
562900

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SALARIES AND BENEFITS | | | | |
| 5001 Salaries: Full-Time | 288,278 | 371,173 | 340,015 | 319,012 |
| 5002 Salaries: Part-Time | 1,783 | 32,470 | 15,411 | 32,470 |
| 5101 Overtime Salaries | 12,573 | 15,000 | 15,000 | 16,000 |
| 5201 Stand By | 3 | - | 140 | - |
| 5202 Holiday Pay | - | - | 846 | - |
| 5204 Accrual Payout | - | - | 1,677 | - |
| 5301 Banked Leave Buy Back | 5,533 | 9,314 | 5,339 | 7,358 |
| 5401 Pension Contributions | 109,370 | 103,720 | 87,578 | 93,529 |
| 5501 FICA/Medicare | 22,869 | 31,805 | 28,050 | 27,649 |
| 5601 Deferred Compensation | 1,334 | 1,445 | 1,445 | 1,446 |
| 5701 Health/Dental Insurance | 46,651 | 66,478 | 60,036 | 47,282 |
| 5702 Workers' Comp Insurance | 9,999 | 9,864 | 9,864 | 11,512 |
| 5703 Disability Insurance | 1,718 | 2,475 | 2,380 | 1,931 |
| 5704 Unemployment Insurance | 406 | 3,231 | 4,018 | 2,754 |
| 5705 Life Insurance | 262 | 343 | 325 | 274 |
| 5801 Vehicle Allowance | 54 | - | 77 | - |
| 5802 Eyecare Reimbursement | 248 | 1,225 | 550 | 978 |
| 5803 Clothing Allowance | 763 | 1,253 | 1,253 | 923 |
| 5804 Uniform Rental | 1,318 | 578 | 2,106 | - |
| 5901 Compensated Absences Expense | 5,508 | - | - | - |
| 5903 Other Taxable Benefits | 3,858 | 6,353 | 1,830 | 6,505 |
| TOTAL SALARIES AND BENEFITS | 512,526 | 656,726 | 577,940 | 569,623 |
| SERVICES | | | | |
| 6005 License & Permits | - | 710 | 134 | 710 |
| 6106 Other Professional Services | 300 | - | - | - |
| 6301 Water Wastewater Refuse | 29,228 | 28,750 | 28,750 | 29,200 |
| 6304 Telephone | 4,120 | 6,750 | 6,750 | 6,800 |
| 6307 Electricity & Gas | 2,565 | 3,400 | 3,400 | 3,500 |
| 6401 Meeting & Prof Development | - | 6,000 | 6,000 | 3,200 |
| 6402 Travel Expense/Reimbursement | 69 | 1,200 | 1,200 | 1,000 |
| 6403 Training | 102 | 1,500 | 1,500 | 100 |
| 6505 Retiree Health Insurance | 46,091 | 15,750 | 15,750 | 15,750 |
| 6601 Postage | - | 2,500 | 2,500 | 500 |
| 6703 Software Support/Development | - | - | - | 500 |
| 6710 Special Contractual Services | 85,061 | 68,150 | 129,975 | 129,550 |
| 6712 Landfill Tipping Charges | - | 350 | - | - |
| 6802 Info Tech Service Charges | 5,609 | 25,062 | 25,062 | 27,570 |
| 6803 City Garage Charges | 44,655 | 21,285 | 23,906 | 25,749 |
| 6804 General Govt Service Charge | 63,372 | 65,292 | 65,292 | 66,800 |
| 6901 Printing and Binding | - | 4,200 | 4,200 | 500 |
| 6902 Advertising | 2,648 | 6,500 | 6,500 | 1,000 |
| 6903 Janitorial Services | 9,438 | 7,250 | 7,250 | 8,500 |
| 6906 Office Equip & Furn Rent | 2,030 | 6,200 | 6,200 | 2,000 |
| 6909 Subscriptions & Memberships | 360 | 1,500 | - | 500 |
| 6911 Bad Debt Expense | 205 | 5,000 | - | - |
| 6914 Depreciation Expense | 19,157 | - | - | - |
| TOTAL SERVICES | 315,012 | 277,349 | 334,369 | 323,429 |

**DEPARTMENT/DIVISION
CEMETERY**

FUND
CEMETERY FUND

ORGKEY
562900

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SUPPLIES | | | | |
| 7002 Office Supplies | 1,732 | 3,150 | 3,750 | 3,900 |
| 7004 Uniform/Safety Clothing | 1,084 | 1,800 | 500 | 1,000 |
| 7101 Office Equipment & Furniture | 4,663 | 3,350 | 3,350 | 250 |
| 7102 Small Tools & Equipment | 5,524 | 6,000 | 6,000 | 2,000 |
| 7204 Building/Grounds Maintenance | 9,993 | 21,900 | 21,900 | 25,000 |
| 7205 Machinery & Equip. Maint. | 645 | 720 | - | - |
| 7206 Vehicle Maintenance | - | - | 202 | - |
| 7208 Repair/Maintenance Supplies | 21,290 | 15,000 | 15,000 | 15,000 |
| 7209 Janitorial Supplies | 33 | 500 | - | 250 |
| 7801 Resale Materials | 112,872 | 67,950 | 67,950 | 35,000 |
| 7806 Promotional Supplies | 1,139 | 2,500 | 2,500 | 250 |
| 7807 Food | 176 | 500 | 500 | - |
| 7810 Special Departmental Supplies | 18,575 | 12,800 | 12,800 | 1,266 |
| 7901 Non-Capital Expenditures | 5,144 | 5,200 | 5,200 | 500 |
| TOTAL SUPPLIES | 182,871 | 141,370 | 139,652 | 84,416 |
| FIXED ASSETS | | | | |
| 8301 Construction In Progress | 7,500 | - | - | - |
| 8501 Other Betterments/Improv | 130,587 | 35,125 | - | 80,000 |
| 8704 Motor Vehicles | - | 28,000 | - | - |
| 8706 All Other Equipment | - | 5,500 | 2,450 | 29,600 |
| 8801 Capital Lease | 17,734 | 44,496 | 5,754 | 59,481 |
| TOTAL FIXED ASSETS | 155,821 | 113,121 | 8,204 | 169,081 |
| DEBT SERVICE | | | | |
| 9001 Principal | - | 100,000 | 151,000 | 101,000 |
| 9101 Interest | 21,734 | 10,500 | 10,500 | 10,500 |
| TOTAL DEBT SERVICE | 21,734 | 110,500 | 161,500 | 111,500 |
| FUND TOTAL | 1,187,964 | 1,299,066 | 1,221,665 | 1,258,049 |

Facilities and Community Services Redlands Municipal Airport (Aviation Division)

Program Description:

The Aviation Division manages airfield operations and airport land leases, tie-downs, and city 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. City Council has appointed the Airport Advisory Board to advise the City Council on airport management matters. Oversight is provided by department staff that coordinates airport maintenance activities, grant acquisition and administration through various department divisions.

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 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 liaison to the Airport Advisory Board

Significant Program Changes and Process Improvements:

- Amendment to Chapter 12.56 of Redlands Municipal Code and airport operations
- Issued ground leases to the United States Forest Service operating helicopter fire suppression support to "R" Fire, "Apple" Fire, and "El Dorado" Fires which boosted airport revenues

Strategic Goal Accomplishments for Fiscal Year 2020-2021

- Focus Area A – Fiscal Accountability
 - Processed for approval FAA Entitlement Planning Grants and State of California Matching Grants for Airport Layout Update, Wildlife Hazardous Management Plan, design for new airfield security fence, and associated environmental documents
 - Complied with FAA Hangar Policy and San Bernardino Possessory Tax requirements through hangar inspection program
- Focus Area C & E – Infrastructure and Safety, and Community Services
 - Received Federal Aviation Administration (FAA) CARE Act Grant of \$30,000 runway marking and stripping refurbishment and California Aeronautic Grant of \$10,000 for airfield sustainment maintenance, addressing a CALDOT DA recommendation to refurbish runway and taxiway stripping
 - Upgraded communication, weather software/hardware systems, and new underground electrical wiring for wind sock and SUPERAWOS, each improving flight safety for REI tenants, visiting flight crews, early warning of heavy aircraft landing at SBD Runway 24
- Focus Area D – Land Resource Management

- Sustainment maintenance of Storm Water Pollution Prevention Program, achieving recognition and approval to limit sampling one time per year for staying within compliance standards
- Focus Area E - Safety and Community Services
 - Conducted outreach/engagement with FAA, San Bernardino International Airport, and Redlands Pilot community relating to a new flight pattern transecting through Redlands Municipal Airport airspace
 - Continued to educate REI tenants on updates to Chapter 12.56 of Redlands Municipal Code and airport operations

DEPARTMENT/DIVISION
AIRPORT-OPERATIONS

FUND
AVIATION FUND

ORGKEY
564900

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SALARIES AND BENEFITS | | | | |
| 5001 Salaries: Full-Time | 53,376 | 95,865 | 84,238 | 96,346 |
| 5002 Salaries: Part-Time | 87 | - | 4 | - |
| 5101 Overtime Salaries | 121 | 100 | 39 | 25 |
| 5202 Holiday Pay | - | - | 160 | - |
| 5204 Accrual Payout | 1,157 | 2,275 | 4,150 | - |
| 5301 Banked Leave Buy Back | - | - | 2,275 | 1,946 |
| 5401 Pension Contributions | 26,236 | 26,710 | 24,235 | 28,142 |
| 5501 FICA/Medicare | 4,103 | 7,588 | 6,841 | 7,640 |
| 5601 Deferred Compensation | 544 | 1,351 | 1,351 | 1,351 |
| 5701 Health/Dental Insurance | 4,932 | 5,196 | 8,615 | 4,719 |
| 5702 Workers' Comp Insurance | 3,298 | 3,325 | 3,325 | 3,837 |
| 5703 Disability Insurance | 91 | 62 | 66 | 64 |
| 5704 Unemployment Insurance | 116 | 545 | 602 | 545 |
| 5705 Life Insurance | 43 | 79 | 75 | 79 |
| 5801 Vehicle Allowance | 54 | - | 77 | - |
| 5802 Eyecare Reimbursement | 9 | 282 | 282 | 282 |
| 5803 Clothing Allowance | 35 | 35 | 42 | 35 |
| 5901 Compensated Absences Expense | 1,020 | - | - | - |
| 5903 Other Taxable Benefits | 1,646 | 4,620 | 140 | 4,632 |
| TOTAL SALARIES AND BENEFITS | 96,868 | 148,032 | 136,517 | 149,643 |
| SERVICES | | | | |
| 6008 State Mandated Fees | 1,723 | 1,800 | 1,800 | 1,800 |
| 6102 Legal Services | - | 1,000 | 3,000 | - |
| 6106 Other Professional Services | 31,660 | 16,500 | 35,000 | 33,500 |
| 6301 Water Wastewater Refuse | 7,051 | 5,500 | 5,500 | 5,500 |
| 6304 Telephone | 6,175 | 4,600 | 4,600 | 5,000 |
| 6307 Electricity & Gas | 19,771 | 16,000 | 16,000 | 16,000 |
| 6401 Meeting & Prof Development | - | 1,000 | 500 | 500 |
| 6402 Travel Expense/Reimbursement | - | 500 | - | - |
| 6403 Training | 186 | 500 | 500 | 500 |
| 6505 Retiree Health Insurance | 8,109 | - | 17 | - |
| 6510 Other Insurance | 4,108 | 4,500 | 4,800 | 4,500 |
| 6601 Postage | 161 | 500 | 100 | 500 |
| 6703 Software Support/Development | 1,188 | - | 2,500 | 2,500 |
| 6710 Special Contractual Services | 18,614 | 27,000 | 35,000 | 60,000 |
| 6712 Landfill Tipping Charges | 233 | - | - | - |
| 6802 Info Tech Service Charges | 1,785 | 14,082 | 14,082 | 15,491 |
| 6803 City Garage Charges | - | 1,238 | 1,391 | 1,498 |
| 6804 General Govt Service Charge | 63,690 | 65,620 | 65,620 | 67,135 |
| 6901 Printing and Binding | 528 | 500 | 100 | 500 |
| 6902 Advertising | 495 | 500 | 800 | 1,200 |
| 6903 Janitorial Services | 15,738 | 8,000 | 6,000 | 8,000 |
| 6909 Subscriptions & Memberships | 120 | - | 300 | 300 |
| 6911 Bad Debt Expense | 4,956 | 5,000 | - | - |
| 6914 Depreciation Expense | 247,944 | - | - | - |
| 7203 Office Equipment Maintenance | - | 500 | 250 | 500 |
| 7204 Building/Grounds Maintenance | 77,812 | 20,000 | 30,000 | 50,000 |
| TOTAL SERVICES | 512,046 | 194,840 | 227,860 | 274,924 |

**DEPARTMENT/DIVISION
AIRPORT-OPERATIONS**

FUND
AVIATION FUND

ORGKEY
564900

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|-----------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SUPPLIES | | | | |
| 7002 Office Supplies | 1,146 | 1,000 | 1,000 | 1,200 |
| 7004 Uniform/Safety Clothing | 200 | 200 | - | 200 |
| 7101 Office Equipment & Furniture | 1,159 | 3,000 | 3,000 | 3,000 |
| 7102 Small Tools & Equipment | - | 800 | 250 | 1,000 |
| 7208 Repair/Maintenance Supplies | 1,285 | 6,000 | 6,000 | 6,000 |
| 7210 Building Supplies | 1,151 | 6,000 | 6,000 | 6,000 |
| 7807 Food | 119 | 500 | - | - |
| 7901 Non-Capital Expenditures | 4,320 | - | - | - |
| TOTAL SUPPLIES | 9,378 | 17,500 | 16,250 | 17,400 |
| FIXED ASSETS | | | | |
| 8706 All Other Equipment | 7,754 | - | - | - |
| TOTAL FIXED ASSETS | 7,754 | - | - | - |
| DEBT SERVICE | | | | |
| 9001 Principal | - | 45,000 | 45,000 | 45,000 |
| 9101 Interest | 18,717 | 3,000 | 3,000 | 3,000 |
| TOTAL DEBT SERVICE | 18,717 | 48,000 | 48,000 | 48,000 |
| DIVISION TOTAL | 644,764 | 408,372 | 428,627 | 489,967 |

DEPARTMENT/DIVISION
AIRPORT-PROJECTS AND GRANTS

FUND
 AVIATION FUND

ORGKEY
 564910

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|-----------------------------------|---|--|---|---|
| SERVICES | | | | |
| 7204 Building/Grounds Maintenance | | 10,000 | 18,705 | - |
| TOTAL SERVICES | - | 10,000 | 18,705 | - |
| | | | | |
| DIVISION TOTAL | | 10,000 | 18,705 | - |
| | | | | |
| FUND TOTAL | 644,764 | 418,372 | 447,332 | 489,967 |

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 senior administrative assistant who provide the support necessary to address fleet concerns and manage the City's fuel station. The Equipment Maintenance Division is an Internal Service Fund.

Program Objectives:

- Provide effective and reliable customer service
- Receive award of tax rebates through consistent and timely LCNG tax reporting. Staff secured an annual rebate in the amount of \$373,524 for Fiscal Year 2020-21
- Implement and maintain programs required by the State of California and other regulatory agencies
- Maintain continuous training for mechanics to ensure up-to-date skills and knowledge of computer and electronic technology on newer model, electric, and alternative fuel vehicles

Significant Projects and Improvements:

- Utilized the Sourcewell cooperative purchasing program to establish partnerships with local parts and tire suppliers. Under this program, the City is reimbursed for labor costs associated with the replacement of any failed parts purchased through the program
- Restructured scope of contractor services for service and maintenance on Fire Apparatus vehicles, resulting in an award of contract to a vendor that can provide a higher level of service with cost savings to the City

Priority Focus Area Accomplishments for Fiscal Year 2020-21

The Equipment Maintenance Division has placed a priority on the following areas: Focus Area A – Fiscal Accountability, Focus Area C – Infrastructure, and Focus Area E – Safety and Community Services. These accomplishments are outlined below:

- Staff completed extensive training of Cummins software, engine diagnosis, and LCNG components to provide support to the solid waste collection services fleet.
- Division staff collaborated with MUED to replace outdated generators used at various water facilities. These generators were categorized as gross polluting engines and are being replaced with generators equipped with current emission-reducing technologies. The first replacement began in April 2021, at the Hinckley Water Plant.
- Developed specifications and build-out of automated and roll-off collection trucks with Amrep Corporation. New automated and roll-off trucks to arrive June 2021. These will replace equipment that is nearing non-compliance with air quality regulations.
- Continued oversight of final repairs and quality checks on Ladder/Tillar Fire Truck obtained from the City of Glendale. This Vehicle will be utilized as a backup to the current aerial truck. Support of this project consisted of inspection, paint, and outfitting.
- Researched alternative Fire Apparatus vehicles to provide fire trucks of equal quality while also utilizing vendors that provide more efficient and timely responses for repairs and maintenance.
- Improvements to the City's LCNG station resulted in reduced downtime and the opportunity for increasing revenues. Usage of the LCNG Station remained constant during the pandemic,

averaging 18,625 gallons of LCNG weekly for City-owned vehicles and outside sales, which generated approximately \$1.1 million of revenue.

- Continued evaluation of the City's medium and light-duty vehicles under the vehicle lease and maintenance program with Enterprise Fleet Management. The program schedule allows for the replacement of 240 City vehicles over five years. Forty-three City vehicles were replaced within Police, Fire, and Facility and Community Services Departments during the Fiscal Year 2020-21.
- 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.

DEPARTMENT/DIVISION
EQUIPMENT MAINTENANCE

FUND
EQUIPMENT MAINTENANCE FUND

ORGKEY
607900

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SALARIES AND BENEFITS | | | | |
| 5001 Salaries: Full-Time | 430,125 | 473,874 | 456,265 | 480,822 |
| 5101 Overtime Salaries | 19,401 | 15,000 | 13,233 | 15,000 |
| 5201 Stand By | 697 | 1,000 | 1,599 | - |
| 5202 Holiday Pay | - | - | 17,065 | - |
| 5204 Accrual Payout | - | - | 3,273 | - |
| 5301 Banked Leave Buy Back | 13,559 | 15,285 | 15,285 | 16,480 |
| 5401 Pension Contributions | 204,908 | 131,971 | 135,832 | 140,382 |
| 5501 FICA/Medicare | 34,184 | 36,690 | 36,522 | 37,781 |
| 5601 Deferred Compensation | 2,100 | 2,250 | 2,250 | 2,250 |
| 5701 Health/Dental Insurance | 70,093 | 81,365 | 76,643 | 68,843 |
| 5702 Workers' Comp Insurance | 15,731 | 16,125 | 16,125 | 17,816 |
| 5703 Disability Insurance | 2,916 | 3,318 | 3,522 | 3,390 |
| 5704 Unemployment Insurance | 593 | 2,925 | 3,373 | 2,925 |
| 5705 Life Insurance | 404 | 425 | 444 | 425 |
| 5801 Vehicle Allowance | 180 | - | 258 | - |
| 5802 Eyecare Reimbursement | 252 | 1,517 | 1,517 | 1,517 |
| 5803 Clothing Allowance | 816 | 1,566 | 1,566 | 1,566 |
| 5804 Uniform Rental | 10,440 | 728 | 878 | - |
| 5901 Compensated Absences Expense | 8,219 | - | - | - |
| 5903 Other Taxable Benefits | 717 | 605 | 407 | 5,678 |
| TOTAL SALARIES AND BENEFITS | 815,332 | 784,644 | 786,057 | 794,875 |
| SERVICES | | | | |
| 6004 Bank/Collection Agent Fees | 40,525 | 20,000 | 19,169 | 20,000 |
| 6005 License & Permits | 4,270 | 9,500 | 9,571 | 9,500 |
| 6006 Taxes | (175) | 25,000 | 23,173 | 24,962 |
| 6007 Penalties and Interest | 11 | 2,100 | 129 | 2,100 |
| 6102 Legal Services | - | 7,500 | - | - |
| 6105 Medical/Physicals | - | 250 | - | - |
| 6106 Other Professional Services | - | 500 | - | 500 |
| 6304 Telephone | 4,251 | 4,000 | 4,000 | 6,500 |
| 6307 Electricity & Gas | - | 125 | - | - |
| 6401 Meeting & Prof Development | 73 | 2,000 | 62 | 2,000 |
| 6402 Travel Expense/Reimbursement | - | 500 | - | - |
| 6403 Training | 6,792 | 9,000 | 93 | 5,000 |
| 6505 Retiree Health Insurance | 117,904 | 120,000 | 64,321 | 120,000 |
| 6601 Postage | 304 | 156 | 400 | 400 |
| 6703 Software Support/Development | 12,038 | 40,250 | - | 40,250 |
| 6710 Special Contractual Services | 158,541 | 260,000 | 185,490 | 260,000 |
| 6712 Landfill Tipping Charges | - | 250 | - | 250 |
| 6802 Info Tech Service Charges | 19,945 | 142,064 | 142,064 | 146,068 |
| 6804 General Govt Service Charge | 287,314 | 296,020 | 296,020 | 302,858 |
| 6901 Printing and Binding | - | 300 | - | 300 |
| 6902 Advertising | - | 1,000 | 250 | 1,000 |
| 6906 Office Equip & Furn Rent | 2,336 | 3,275 | 1,344 | 3,275 |
| 6908 Other Rentals | 29,242 | 10,000 | 30,000 | 53,697 |
| 6911 Bad Debt Expense | - | 1,632 | - | 1,632 |
| 6914 Depreciation Expense | 28,332 | - | - | - |
| TOTAL SERVICES | 711,705 | 955,422 | 776,086 | 1,000,292 |

**DEPARTMENT/DIVISION
EQUIPMENT MAINTENANCE**

FUND
EQUIPMENT MAINTENANCE FUND

ORGKEY
607900

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SUPPLIES | | | | |
| 7002 Office Supplies | 1,042 | 2,500 | 25,000 | 2,000 |
| 7004 Uniform/Safety Clothing | 2,402 | 500 | 8,000 | 5,000 |
| 7005 Photo & Copying Supplies | 181 | - | - | - |
| 7101 Office Equipment & Furniture | - | 2,500 | - | 500 |
| 7102 Small Tools & Equipment | 2,677 | 15,000 | 9,497 | 10,000 |
| 7204 Building/Grounds Maintenance | 3,630 | 25,000 | 25,556 | 28,111 |
| 7205 Machinery & Equip. Maint. | 4,970 | 75,000 | 33,411 | 75,000 |
| 7206 Vehicle Maintenance | 845,297 | 665,766 | 780,000 | 836,839 |
| 7208 Repair/Maintenance Supplies | 4,028 | 3,500 | 650 | 2,500 |
| 7209 Janitorial Supplies | 1,284 | 750 | 1,937 | 1,800 |
| 7210 Building Supplies | - | 2,500 | 794 | 2,500 |
| 7211 Computer Components | 8,016 | 7,000 | 15,000 | 10,000 |
| 7212 Equipment Parts | - | 75 | - | - |
| 7213 Motor Vehicle Supplies | 1,160,437 | 740,414 | 1,200,000 | 1,000,000 |
| 7214 Tires & Tubes | 229,047 | 175,000 | 175,000 | 230,000 |
| 7301 Gasoline | 532,988 | 415,000 | 431,789 | 525,000 |
| 7302 Compressed Natural Gas (LCNG) | 666,531 | 500,000 | 620,000 | 680,000 |
| 7303 Oil and Lubricants | - | 15,000 | 28,000 | 40,000 |
| 7304 Diesel Fuel | 269,551 | 250,000 | 292,352 | 300,000 |
| 7803 Chemical & Lab Supplies | - | 500 | - | 500 |
| 7804 Medical Supplies | - | 50 | - | - |
| 7807 Food | 3,283 | 750 | 1,457 | 1,500 |
| 7810 Special Departmental Supplies | 624 | 5,500 | 8,806 | 5,000 |
| TOTAL SUPPLIES | 3,735,988 | 2,902,305 | 3,657,249 | 3,756,250 |
| FIXED ASSETS | | | | |
| 8501 Other Betterments/Improv | - | - | - | 70,000 |
| 8801 Capital Lease | 10,184 | 19,049 | 15,949 | 19,049 |
| TOTAL FIXED ASSETS | 10,184 | 19,049 | 15,949 | 89,049 |
| FUND TOTAL | 5,273,209 | 4,661,420 | 5,235,341 | 5,640,466 |

(This page intentionally left blank)

Municipal Utilities and Engineering Department

Mission:

The mission of the Municipal Utilities & Engineering Department (MUED) is to provide reliable service to the community with 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 our community 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;
 - 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 rights-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;
- Development and construction of new public facilities to protect and enhance Redlands' livability.

MUED is organized into three (3) divisions including Engineering (Capital Improvement Program and land development), Utility Operations (Water, Non-Potable Water, and Wastewater) and Administration. In total, MUED employs 95 full-time and 7 part-time utility professionals.

Departmental Goals:

- Preserve City Assets
 - Provide responsible leadership and management to preserve the City's physical assets and resources;
 - Optimize City's physical assets to ensure reliability and exceed anticipated service life;
 - Maximize sustainable practices and ensure City infrastructure improvements support the City's mission to limit its environmental footprint;
 - Provide fiscally responsible water, non-potable water, and wastewater services;
 - Provide a safe, well-maintained, and efficient transportation system;
 - Provide storm drain capture and conveyance facilities to protect public and private property from flooding;
 - Ensure regulatory compliance by mandating MUED and vendor practices are consistent with all related codes and regulations; and
 - Develop and implement effective emergency management strategies to ensure continuity of services during and after significant events.
- Provide Quality Customer Service
 - Promptly deliver requested services with the highest quality of workmanship;
 - Develop and train staff to effectively communicate with customers; and
 - Expand online self-service opportunities.
- Ensure Employee Effectiveness and Satisfaction
 - Recruit and retain high-performing employees;
 - Provide resources necessary for employees to perform work tasks safely and efficiently;
 - Create and maintain a diverse workplace environment that encourages staff engagement, high-performance, and professional satisfaction;
 - Encourage professional development to prepare City employees for promotional opportunities;
 - Emphasize the importance of employee leadership and accountability at all levels.
- Establish Effective and Long-term Partnerships

- Promote productive working relationships with City stakeholders, other municipalities, and regional partners;
- Expand collaboration with Education and Industry partners on technology projects.
- Utilize Innovation
 - Leverage new ideas and technology to solve problems and accomplish the City's mission;
 - Create and sustain an organizational culture that encourages and supports innovation;
 - Optimize the use of emerging technologies;
 - Improve data collection and promote data-driven decision making.
- Stimulate the Redlands Economy
 - Provide a One-Stop Permit Center for the prompt processing of development permits in the City;
 - Provide a One-Stop Permit Center to guide developers through Departmental requirements, the Redlands Municipal Code, Measure U, and State regulations;
 - Enhance Redlands economic curb appeal through smart growth.
- Encourage Environmental Protection
 - Collaborate with State, Regional, and Local agencies to promote environmentally sound policies and procedures;
 - Continually assess Redlands water sources (Santa Ana River, Mill Creek and Bunker Hill Basin) to monitor the health of each source;
 - Implement the City's National Pollutant Discharge Elimination System (NPDES) to ensure stormwater discharges comply with the Municipal Separate Storm Sewer Systems (MS4) permit.
- Social Responsibility
 - Collaborate with local Universities and Colleges to encourage students to consider a career in municipal government;
 - Establish an apprenticeship program to mentor young professionals;
 - Promote 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 quality engineering services for citizens of Redlands and the private development community. Engineering reviews capital improvement projects, private development projects, and manages construction of City infrastructure improvement projects such as street rehabilitation, water and sewer main replacement, and storm drain construction.

Program Objectives:

- Efficiently deliver Capital Improvement Projects;
- Responsibly manage and guide private land development projects;
- Capitalize on opportunities to improve the effectiveness of services provided to the community;
- Leverage State and Federal grant funds to implement significant capital improvement projects;
- Preserve and extend the useful service life of public infrastructure in a fiscally responsible manner;
- Maintain a CIP noticing program to educate and inform the general public.

Sustainability Efforts:

- Participate in Demand Response program designed for load-shedding;
- Rehabilitate well and booster pumps with energy-efficient units;
- Capitalize on building energy consumption and efficiency improvement opportunities;
- Reduce pollutants and greenhouse gases by reducing traffic congestion;
- Support sustainable transportation such as biking and walking;
- Identify grant opportunities and emerging technologies;
- Promote the use of LED street lights and identify opportunities 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. PARIS resurfaced approximately 440 lane miles of public streets (2/3 of all City streets) from 2013-2021, and increased the Redlands street network pavement condition index from 53 to 82. PARIS was completed in FY 2020-21. The remaining 210 lane miles of City streets will be rehabilitated, and streets rehabilitated through PARIS will be maintained, through a new Pavement Management Program (PMP 2020), which was adopted by City Council in April 2020.

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 funding to Redlands for not only PMP improvements, but other local transportation improvements as well.

DIF

Development Impact Fees (DIF) are collected for the construction, expansion, and improvement of arterial streets, freeway interchanges, traffic signals, public facilities, public parks, storm drain facilities, wastewater facilities, solid waste facilities, and water facilities. DIF provides partial funding for the construction of master-planned facilities to accommodate impacts associated with new development projects.

Accomplishments in Fiscal Year 2020-21:

Capital Projects:

- Construction of the final phase of PARIS completed in December 2020, meeting the goal to pave 2/3 of City's street (440 lane miles out of 650);
- Creation and implementation of PMP 2020; adopted by City Council authorizing staff to utilize the report as a guideline to prioritize and schedule maintenance and rehabilitation of City's roadway;
- Replacement of 2 miles water pipeline;
- Emergency Vehicle Preemption system project is in design (construction will commence in December 2021);
- Water, Non-potable Water, Wastewater Master Plans in progress (November 2021 completion);
- SCADA system upgrade Phase 1 (14 water facility sites) construction is in progress (December 2021 completion). Phase 2 (16 water facility sites) design is complete;
- Installation of Membrane Bioreactor System (MBRs) for Wastewater Treatment Plant (WWTP) completed;
- Construction of WWTP Phase 1B is in progress which includes Fine Screen installation, blowers replacement, and digester improvements;
- Design of WWTP Phase 2 (overall rehabilitation of the plant) is in progress;
- Coordination with San Bernardino County Transportation Authority (SBCTA) for the construction of the Redlands Passenger Rail Project;
- Coordination with SBCTA for the construction of I-10 and University Street widening 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;
- Assisted Development Services Department with initial planning phases needed for development of the Transit Village plans;
- Customer service regarding city policies and procedures related to land development issues, grading, street improvements, and utility connections.

**DEPARTMENT/DIVISION
ENGINEERING**

FUND
GENERAL FUND

ORGKEY
101400

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SALARIES AND BENEFITS | | | | |
| 5001 Salaries: Full-Time | 508,964 | 573,465 | 565,193 | 600,579 |
| 5002 Salaries: Part-Time | 16,978 | 15,732 | 23,375 | 26,219 |
| 5101 Overtime Salaries | 11,891 | 14,756 | 10,000 | 10,000 |
| 5201 Stand By | - | - | 60 | - |
| 5202 Holiday Pay | - | - | 5,424 | - |
| 5204 Accrual Payout | - | - | 8,361 | - |
| 5301 Banked Leave Buy Back | 18,251 | 23,830 | 23,830 | 15,424 |
| 5401 Pension Contributions | 128,858 | 159,821 | 163,414 | 175,310 |
| 5501 FICA/Medicare | 42,076 | 44,994 | 45,637 | 48,351 |
| 5601 Deferred Compensation | 3,923 | 5,147 | 9,765 | 5,374 |
| 5701 Health/Dental Insurance | 64,414 | 71,119 | 77,193 | 76,831 |
| 5702 Workers' Comp Insurance | 34,842 | 36,217 | 36,217 | 41,937 |
| 5703 Disability Insurance | 2,042 | 2,597 | 2,660 | 2,580 |
| 5704 Unemployment Insurance | 695 | 3,103 | 4,315 | 3,450 |
| 5705 Life Insurance | 360 | 394 | 414 | 406 |
| 5802 Eyecare Reimbursement | 354 | 1,406 | 1,855 | 1,451 |
| 5803 Clothing Allowance | 687 | 1,745 | 1,745 | 1,005 |
| 5903 Other Taxable Benefits | 2,537 | 5,342 | 690 | 4,415 |
| TOTAL SALARIES AND BENEFITS | 836,872 | 959,668 | 980,148 | 1,013,332 |
| SERVICES | | | | |
| 6005 License & Permits | 104,932 | 112,000 | 72,000 | 25,000 |
| 6101 Architect & Engineer | - | - | 206,875 | - |
| 6106 Other Professional Services | 107,274 | 362,441 | 816,996 | 450,000 |
| 6304 Telephone | - | - | - | 4,200 |
| 6401 Meeting & Prof Development | 175 | 2,500 | 1,000 | - |
| 6402 Travel Expense/Reimbursement | 440 | 1,000 | 1,000 | 1,000 |
| 6403 Training | 394 | 15,000 | 10,000 | 21,000 |
| 6601 Postage | 10 | 250 | 250 | 1,000 |
| 6703 Software Support/Development | - | 20,000 | 20,000 | 40,000 |
| 6708 Special Program Expenditures | 2,420 | 1,800 | 1,800 | 1,800 |
| 6710 Special Contractual Services | 18,064 | 51,215 | 40,000 | - |
| 6802 Info Tech Service Charges | 15,599 | 34,981 | 34,981 | 38,266 |
| 6803 City Garage Charges | 26,451 | 15,692 | 17,624 | 18,982 |
| 6901 Printing and Binding | - | - | - | 1,000 |
| 6902 Advertising | 1,928 | 2,300 | 3,000 | 2,300 |
| 6906 Office Equip & Furn Rent | 9,113 | 12,000 | 5,000 | 12,000 |
| 6909 Subscriptions & Memberships | 230 | 500 | 500 | 2,000 |
| 6912 Reimbursed Expenditures | 60,652 | 31,348 | 31,348 | - |
| TOTAL SERVICES | 347,681 | 663,027 | 1,262,374 | 618,548 |
| SUPPLIES | | | | |
| 7001 Books & Supplies | - | - | 168 | - |
| 7003 Awards/ Reconginition Program | - | - | - | 2,100 |
| 7102 Small Tools & Equipment | - | - | - | 3,360 |
| 7211 Computer Components | - | 2,000 | 2,000 | 7,500 |
| 7810 Special Departmental Supplies | - | 5,000 | 5,000 | 20,000 |
| 7901 Non-Capital Expenditures | 5,191 | - | - | - |
| TOTAL SUPPLIES | 5,191 | 7,000 | 7,168 | 32,960 |

**DEPARTMENT/DIVISION
ENGINEERING**

FUND
GENERAL FUND

ORGKEY
101400

| <u>OBJECT</u> | <u>2019-20 ACTUAL (AUDITED)</u> | <u>2020-21 ADJUSTED BUDGET</u> | <u>2020-21 12 MONTH ESTIMATED</u> | <u>2021-22 CITY COUNCIL ADOPTED</u> |
|-------------------------------|---|--|---|---|
| FIXED ASSETS | | | | |
| 8501 Other Betterments/Improv | - | 184 | - | 50,000 |
| 8403 Street Construction | - | 25,000 | 1,600,000 | - |
| 8404 Storm Drain Construction | - | - | 500,000 | - |
| 8301 Construction In Progress | 9,581 | - | - | - |
| TOTAL FIXED ASSETS | <u>9,581</u> | <u>25,184</u> | <u>2,100,000</u> | <u>50,000</u> |
| DEPARTMENT TOTAL | 1,199,325 | 1,654,878 | 4,349,690 | 1,714,840 |

**DEPARTMENT/DIVISION
ENGINEERING GRANTS**

FUND
GOVERNMENTAL GRANT FUND

ORGKEY
200400

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SALARIES AND BENEFITS | | | | |
| 5001 Salaries: Full-Time | | 170,552 | 165,504 | - |
| 5401 Pension Contributions | | - | 265 | - |
| 5501 FICA/Medicare | | - | 73 | - |
| 5701 Health/Dental Insurance | | - | 153 | - |
| 5702 Workers' Comp Insurance | | - | 14 | - |
| 5703 Disability Insurance | | - | 9 | - |
| 5705 Life Insurance | | - | 1 | - |
| TOTAL SALARIES AND BENEFITS | - | 170,552 | 166,019 | - |
| SERVICES | | | | |
| 6106 Other Professional Services | | 77,000 | 85,141 | - |
| 6912 Reimbursed Expenditures | | (49,209) | (48,755) | - |
| TOTAL SERVICES | - | 27,791 | 36,386 | - |
| FIXED ASSETS | | | | |
| 8501 Other Betterments/Improv | | 5,344,623 | 5,336,481 | - |
| TOTAL FIXED ASSETS | - | 5,344,623 | 5,336,481 | - |
| DEPARTMENT TOTAL | | 5,542,966 | 5,538,886 | - |

DEPARTMENT/DIVISION
LOCAL TRANSPORTATION

FUND
LOCAL TRANSPORTATION FUND

ORGKEY
209400

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SERVICES | | | | |
| 6304 Telephone | (302) | - | - | - |
| 6601 Postage | 1 | - | - | - |
| 6802 Info Tech Service Charges | 6,826 | 753 | 753 | - |
| 6804 General Govt Service Charge | 22,412 | - | - | - |
| 6912 Reimbursed Expenditures | 98,612 | 158,424 | 157,971 | - |
| TOTAL SERVICES | 127,549 | 159,177 | 158,724 | - |
| SUPPLIES | | | | |
| 7810 Special Departmental Supplies | 7,333 | 10,683 | 10,683 | 10,683 |
| TOTAL SUPPLIES | 7,333 | 10,683 | 10,683 | 10,683 |
| FUND TOTAL | 134,882 | 169,860 | 169,407 | 10,683 |

DEPARTMENT/DIVISION
MEASURE I (2010)

FUND
MEASURE I FUND (2010)

ORGKEY
210400

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|----------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SERVICES | | | | |
| 6802 Info Tech Service Charges | 1,708 | - | - | - |
| 6804 General Govt Service Charge | 13,751 | 14,168 | 14,168 | 14,495 |
| TOTAL SERVICES | 15,459 | 14,168 | 14,168 | 14,495 |
| | | | | |
| FUND TOTAL | 15,459 | 14,168 | 14,168 | 14,495 |

DEPARTMENT/DIVISION
PAVEMENT ACCELERATED REPAIR IMPLEMENTATION STRATEGY (PARIS)

FUND
PARIS

ORGKEY
211400

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SALARIES AND BENEFITS | | | | |
| 5001 Salaries: Full-Time | 195,117 | 274,145 | 250,977 | 345,624 |
| 5002 Salaries: Part-Time | 3,932 | 6,118 | 265 | - |
| 5101 Overtime Salaries | 3,992 | 1,500 | 3,000 | 3,000 |
| 5201 Stand By | - | - | 240 | - |
| 5202 Holiday Pay | - | - | 1,912 | - |
| 5204 Accrual Payout | - | - | 7,365 | - |
| 5301 Banked Leave Buy Back | 2,968 | 11,524 | 2,544 | 10,827 |
| 5401 Pension Contributions | 48,487 | 76,449 | 71,937 | 100,954 |
| 5501 FICA/Medicare | 15,623 | 21,079 | 20,248 | 26,671 |
| 5601 Deferred Compensation | 704 | 3,614 | 3,614 | 4,319 |
| 5701 Health/Dental Insurance | 16,334 | 24,161 | 23,263 | 28,946 |
| 5702 Workers' Comp Insurance | 143 | - | - | - |
| 5703 Disability Insurance | 562 | 719 | 656 | 743 |
| 5704 Unemployment Insurance | 269 | 1,280 | 1,079 | 1,519 |
| 5705 Life Insurance | 117 | 164 | 162 | 221 |
| 5802 Eyecare Reimbursement | 113 | 585 | 585 | 788 |
| 5803 Clothing Allowance | 210 | 605 | 605 | 255 |
| 5903 Other Taxable Benefits | 2,838 | 5,123 | 245 | 5,676 |
| TOTAL SALARIES AND BENEFITS | 291,409 | 427,065 | 388,697 | 529,543 |
| SERVICES | | | | |
| 6106 Other Professional Services | 65,797 | - | - | - |
| 6804 General Govt Service Charge | - | 23,091 | 23,091 | 23,091 |
| 6901 Printing and Binding | 291 | - | - | - |
| 6902 Advertising | 464 | - | - | - |
| 7810 Special Departmental Supplies | - | - | 483 | 10,000 |
| TOTAL SERVICES | 66,552 | 23,091 | 23,574 | 33,091 |
| FIXED ASSETS | | | | |
| 7901 Non-Capital Expenditures | 2,974 | - | - | - |
| 8301 Construction In Progress | 2,803,089 | - | - | - |
| TOTAL FIXED ASSETS | 2,806,063 | - | - | - |
| DIVISION TOTAL | 3,164,025 | 450,156 | 412,271 | 562,634 |

DEPARTMENT/DIVISION
PAVEMENT ACCELERATED REPAIR IMPLEMENTATION STRATEGY (PARIS)

FUND
PARIS

ORGKEY
211910

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|-----------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SERVICES | | | | |
| 6106 Other Professional Services | | 45,000 | 45,000 | 50,000 |
| 6710 Special Contractual Services | | - | - | 50,000 |
| 6901 Printing and Binding | | 2,000 | - | 2,000 |
| 6902 Advertising | | - | 482 | - |
| TOTAL SERVICES | - | 47,000 | 45,482 | 102,000 |
| SUPPLIES | | | | |
| 7901 Non-Capital Expenditures | | - | 41,924 | - |
| TOTAL SUPPLIES | - | - | 41,924 | - |
| FIXED ASSETS | | | | |
| 8403 Street Construction | | 12,921,393 | 8,019,427 | 8,980,716 |
| 8501 Other Betterments/Improv | | - | - | 500,000 |
| TOTAL FIXED ASSETS | - | 12,921,393 | 8,019,427 | 9,480,716 |
| DIVISION TOTAL | - | 12,968,393 | 8,106,833 | 9,582,716 |
| FUND TOTAL | 3,164,025 | 13,418,549 | 8,519,104 | 10,145,350 |

DEPARTMENT/DIVISION
GENERAL CAPITAL IMPROVEMENT

FUND
GENERAL CAPITAL IMPROVEMENT FUND

ORGKEY
240400

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SALARIES AND BENEFITS | | | | |
| 5001 Salaries: Full-Time | 15,200 | | | |
| 5401 Pension Contributions | 1,883 | | | |
| 5501 FICA/Medicare | 569 | | | |
| 5701 Health/Dental Insurance | 874 | | | |
| 5703 Disability Insurance | 20 | | | |
| 5704 Unemployment Insurance | 57 | | | |
| 5705 Life Insurance | 6 | | | |
| TOTAL SALARIES AND BENEFITS | 18,610 | - | - | - |
| SERVICES | | | | |
| 6106 Other Professional Services | 86,599 | | | |
| 6912 Reimbursed Expenditures | (22,323) | | | |
| TOTAL SERVICES | 64,276 | - | - | - |
| FIXED ASSETS | | | | |
| 8301 Construction In Progress | 15,583 | | | |
| 8501 Other Betterments/Improv | 8,736 | | | |
| TOTAL FIXED ASSETS | 24,319 | - | - | - |
| FUND TOTAL | 107,205 | | | |

DEPARTMENT/DIVISION
TRANSPORTATION DEVELOPMENT ACT

| FUND | | | | | ORGKEY |
|-------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|---------------|
| TRANSPORTATION DEVELOPMENT ACT FUND | | | | | 241400 |
| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED | |
| SERVICES | | | | | |
| 6005 License & Permits | - | - | 7,050 | - | |
| 6106 Other Professional Services | 110,829 | 223,824 | 223,824 | - | |
| 6901 Printing and Binding | - | - | 2,500 | - | |
| 6912 Reimbursed Expenditures | (136,941) | (271,071) | (271,071) | - | |
| TOTAL SERVICES | <u>(26,112)</u> | <u>(47,247)</u> | <u>(37,697)</u> | <u>-</u> | |
| SUPPLIES | | | | | |
| 7901 Non-Capital Expenditures | 121,304 | - | - | - | |
| TOTAL SUPPLIES | <u>121,304</u> | <u>-</u> | <u>-</u> | <u>-</u> | |
| FIXED ASSETS | | | | | |
| 8405 Other Infrastructure | - | 962,051 | 952,501 | - | |
| 8501 Other Betterments/Improv | 93,205 | 387,097 | 280,244 | - | |
| TOTAL FIXED ASSETS | <u>93,205</u> | <u>1,349,148</u> | <u>1,232,745</u> | <u>-</u> | |
| FUND TOTAL | 188,397 | 1,301,901 | 1,195,048 | - | |

DEPARTMENT/DIVISION
PARK & OPEN SPACE DEVELOPMENT

FUND
PARK & OPEN SPACE DEVELOPMENT FUND

ORGKEY
250400

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SALARIES AND BENEFITS | | | | |
| 5501 FICA/Medicare | 1 | - | - | - |
| 5903 Other Taxable Benefits | 14 | - | - | - |
| TOTAL SALARIES AND BENEFITS | 15 | - | - | - |
| SERVICES | | | | |
| 6004 Bank/Collection Agent Fees | 4,206 | 4,029 | 4,029 | 4,029 |
| 6106 Other Professional Services | - | 15,850 | - | - |
| 6501 Settlements/Judgements | 205,441 | - | - | - |
| 6804 General Govt Service Charge | 8,766 | - | - | - |
| TOTAL SERVICES | 218,414 | 19,879 | 4,029 | 4,029 |
| DEBT SERVICE | | | | |
| 9001 Principal | 59,079 | 60,940 | 60,940 | 62,859 |
| 9101 Interest | 43,238 | 41,347 | 41,347 | 39,398 |
| TOTAL DEBT SERVICE | 102,316 | 102,287 | 102,287 | 102,257 |
| FUND TOTAL | 320,745 | 122,166 | 106,316 | 106,286 |

DEPARTMENT/DIVISION
PUBLIC FACILITY DEVELOPMENT

FUND
PUBLIC FACILITY DEVELOPMENT FUND

ORGKEY
251400

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|----------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SALARIES AND BENEFITS | | | | |
| 5903 Other Taxable Benefits | 2 | - | - | - |
| TOTAL SALARIES AND BENEFITS | 2 | - | - | - |
| SERVICES | | | | |
| 6804 General Govt Service Charge | 9,959 | - | - | - |
| TOTAL SERVICES | 9,959 | - | - | - |
| DEBT SERVICE | | | | |
| 9101 Interest | 10,440 | - | - | - |
| TOTAL DEBT SERVICE | 10,440 | - | - | - |
| FUND TOTAL | 20,401 | - | - | - |

DEPARTMENT/DIVISION
ARTERIAL STREET CONSTRUCTION

FUND
 ARTERIAL STREET CONSTRUCTION FUND

ORGKEY
 252400

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|----------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SALARIES AND BENEFITS | | | | |
| 5903 Other Taxable Benefits | 2 | - | - | - |
| TOTAL SALARIES AND BENEFITS | <u>2</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| SERVICES | | | | |
| 6501 Settlements/Judgments | 354,187 | 417,483 | 417,843 | - |
| 6804 General Govt Service Charge | 9,785 | - | - | - |
| TOTAL SERVICES | <u>363,972</u> | <u>417,483</u> | <u>417,843</u> | <u>-</u> |
| FIXED ASSETS | | | | |
| 8501 Other Betterments/Improv | - | 1,000,000 | - | 900,000 |
| TOTAL FIXED ASSETS | <u>-</u> | <u>1,000,000</u> | <u>-</u> | <u>900,000</u> |
| FUND TOTAL | 363,973 | 1,417,483 | 417,843 | 900,000 |

DEPARTMENT/DIVISION
TRAFFIC SIGNALS

FUND
TRAFFIC SIGNALS FUND

ORGKEY
253400

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|----------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SERVICES | | | | |
| 6106 Other Professional Services | - | 200,000 | - | 100,000 |
| 6804 General Govt Service Charge | 591 | - | - | - |
| TOTAL SERVICES | 591 | 200,000 | - | 100,000 |
| FIXED ASSETS | | | | |
| 8501 Other Betterments/Improv | - | 160,000 | - | 500,000 |
| TOTAL FIXED ASSETS | - | 160,000 | - | 500,000 |
| FUND TOTAL | 591 | 360,000 | - | 600,000 |

DEPARTMENT/DIVISION
FREEWAY INTERCHANGES

FUND
FREEWAY INTERCHANGES FUND

ORGKEY
254400

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|-------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SALARIES AND BENEFITS | | | | |
| 5501 FICA/Medicare | 1 | - | - | - |
| 5903 Other Taxable Benefits | 18 | - | - | - |
| TOTAL SALARIES AND BENEFITS | 19 | - | - | - |
| SERVICES | | | | |
| 6106 Other Professional Services | 127,919 | 2,376,725 | - | - |
| 6804 General Govt Service Charge | 5,800 | - | - | - |
| TOTAL SERVICES | 133,719 | 2,376,725 | - | - |
| FIXED ASSETS | | | | |
| 8403 Construction in Progress | 353,961 | - | - | - |
| 8501 Other Betterments/Improvements | - | - | 770,614 | 2,171,761 |
| TOTAL FIXED ASSETS | 353,961 | - | 770,614 | 2,171,761 |
| FUND TOTAL | 487,700 | 2,376,725 | 770,614 | 2,171,761 |

DEPARTMENT/DIVISION
STORM DRAIN CONSTRUCTION

FUND
 STORM DRAIN CONSTRUCTION FUND

ORGKEY
 405400

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|-----------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SALARIES AND BENEFITS | | | | |
| 5501 FICA/Medicare | 4 | - | - | - |
| 5803 Clothing Allowance | 27 | - | - | - |
| 5903 Other Taxable Benefits | 20 | - | - | - |
| TOTAL SALARIES AND BENEFITS | <u>50</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| SERVICES | | | | |
| 6106 Other Professional Services | - | 672,740 | - | 10,000 |
| 6501 Settlements/Judgments | 228,502 | - | - | - |
| 6708 Special Program Expenditures | - | - | 1,200 | 1,200 |
| 6804 General Govt Service Charge | 7,872 | 4,982 | 4,982 | 5,097 |
| TOTAL SERVICES | <u>236,374</u> | <u>677,722</u> | <u>6,182</u> | <u>16,297</u> |
| FIXED ASSETS | | | | |
| 8404 Storm Drain Construction | - | 200,000 | - | 900,000 |
| TOTAL FIXED ASSETS | <u>-</u> | <u>200,000</u> | <u>-</u> | <u>900,000</u> |
| FUND TOTAL | 236,425 | 877,722 | 6,182 | 916,297 |

Municipal Utilities and Engineering Department Water Division

Program Description:

The water utility produces and distributes water through approximately 23,500 water service lines to approximately 77,800 customers within its service area. Generally, the service area includes the City of Redlands, a small portion of the City 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 20 million gallons per day (mgd), which peaks to a maximum of 35 mgd in the summer. The average consumption per capita is approximately 170 gallons per day. The water utility operates and maintains approximately 384 miles of potable pipelines, within seven pressure zones and two sub-zones, and provides a maximum storage capacity of 54.5 million gallons. Water division employees operate approximately 3,500 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 supplemental water delivery, when needed.

The water budget includes all expenses required to operate and maintain the entire system, including production, treatment and distribution, regulatory compliance, utility billing services, and water conservation.

Program Objectives:

- Provide a safe, reliable drinking water supply that meets or exceeds all water quality requirements;
- Deliver water in a fiscally responsible manner;
- Publish an annual Consumer Confidence Report to educate the public about drinking water quality and water sources;
- Promote water conservation awareness and practices;

Significant Program Changes:

In 2012-13, Redlands adopted a Water Conservation Rebate Program to incentivize customers to reduce water consumption and contribute to the City's effort to meet the 2009 Water Conservation Act goals, which required a 20 percent reduction in water consumption 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 resulted in a citywide residential water consumption rate reduction of approximately 50 gallons per capita per day over the last five years.

Accomplishments in Fiscal Year 2020-21:

- Replaced approximately 11 miles of aging water distribution mainlines;
- Awarded approximately \$5,500 in Water Efficiency Rebates including rebates for nearly 5,000 square feet of converted turf, saving over 230,000 gallons of water per year;
- Completed Phase 1 of the SCADA Expansion Project;
- Completed the Risk & Resiliency Assessment;
- Completed a tracer study and permit amendment at the Horace P. Hinckley water treatment plant;
- Purchased a 200kW replacement generator for the Horace P. Hinckley water treatment plant;
- Installed (4) 12" Mag meters at the Texas St. Booster Pump Station;
- Replaced (2) 30HP booster pumps at Wardway Booster Pump Station;
- Replaced (8) propeller type production flow meters throughout the system;
- Rehabilitated Maguet 2 Well;
- Rehabilitated Booster 1551;

- Completed the Tate three-year Risk Management Plan Audit;
- Completed an assessment of private wells within the City's water service area and continued compliance activities for backflow/cross-connection;
- Developed an interactive employee training matrix consisting of completion of a job hazard analysis and a site safety audit.

**DEPARTMENT/DIVISION
WATER-OPERATIONS**

FUND
WATER FUND

ORGKEY
501900

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|---|--|---|---|
| SALARIES AND BENEFITS | | | | |
| 5001 Salaries: Full-Time | 3,762,892 | 4,468,664 | 4,025,528 | 4,522,677 |
| 5002 Salaries: Part-Time | 49,995 | 117,732 | 24,454 | 73,244 |
| 5101 Overtime Salaries | 174,122 | 193,231 | 186,679 | 200,000 |
| 5201 Stand By | 82,467 | 81,496 | 89,000 | 95,000 |
| 5202 Holiday Pay | - | - | 80,777 | - |
| 5203 Bonus | - | - | 500 | - |
| 5204 Accrual Payout | - | - | 19,662 | - |
| 5301 Banked Leave Buy Back | 124,857 | 124,246 | 88,131 | 105,185 |
| 5401 Pension Contributions | 1,823,478 | 1,243,469 | 1,194,491 | 1,318,761 |
| 5501 FICA/Medicare | 317,801 | 358,003 | 341,023 | 358,526 |
| 5601 Deferred Compensation | 9,625 | 17,779 | 21,951 | 15,386 |
| 5701 Health/Dental Insurance | 605,968 | 769,119 | 738,338 | 740,917 |
| 5702 Workers' Comp Insurance | 137,281 | 138,436 | 138,436 | 160,347 |
| 5703 Disability Insurance | 29,836 | 34,842 | 37,029 | 36,428 |
| 5704 Unemployment Insurance | 6,215 | 30,584 | 45,889 | 29,882 |
| 5705 Life Insurance | 3,298 | 4,005 | 3,873 | 4,066 |
| 5801 Vehicle Allowance | 210 | - | 602 | 360 |
| 5802 Eyecare Reimbursement | 2,585 | 14,270 | 14,270 | 14,491 |
| 5803 Clothing Allowance | 11,515 | 23,768 | 23,768 | 17,136 |
| 5804 Uniform Rental | 324 | - | 7,074 | - |
| 5901 Compensated Absences Expense | 71,899 | - | - | - |
| 5903 Other Taxable Benefits | 33,173 | 40,704 | 3,742 | 39,300 |
| 5904 Tuition Reimbursement | - | - | 1,310 | - |
| TOTAL SALARIES AND BENEFITS | 7,247,540 | 7,660,348 | 7,086,527 | 7,731,706 |
| SERVICES | | | | |
| 6005 License & Permits | 103,759 | 237,300 | 237,300 | 214,700 |
| 6006 Taxes | 7,936 | 15,000 | 10,000 | 15,000 |
| 6007 Penalties and Interest | 32 | - | - | - |
| 6008 State Mandated Fees | 3,638 | 8,000 | 8,000 | 8,000 |
| 6105 Medical/Physicals | 1,580 | 35,000 | 3,500 | 5,000 |
| 6106 Other Professional Services | 581,069 | 527,641 | 527,641 | 486,500 |
| 6301 Water Wastewater Refuse | 8,282 | 7,500 | 7,500 | 7,500 |
| 6302 City Water | 494,019 | 682,500 | 682,500 | 682,500 |
| 6304 Telephone | 46,646 | 65,000 | 47,000 | 12,600 |
| 6306 Water Recharge | 145,786 | 278,733 | 278,733 | - |
| 6307 Electricity & Gas | 471,445 | 435,000 | 435,000 | 450,000 |
| 6308 Elec Service-Facility Ops | 1,162,554 | 1,850,000 | 1,850,000 | 2,050,000 |
| 6310 Gas Service - Facility Ops | 777 | 1,000 | 1,000 | 1,000 |
| 6313 Service for Facility Ops | 24,470 | 65,000 | 65,000 | 65,000 |
| 6401 Meeting & Prof Development | 58 | 7,150 | 5,000 | 14,000 |
| 6402 Travel Expense/Reimbursement | 2,313 | 20,000 | 5,000 | 5,000 |
| 6403 Training | 39,640 | 101,500 | 40,000 | 29,000 |
| 6505 Retiree Health Insurance | 800,268 | 850,000 | 850,000 | 850,000 |
| 6601 Postage | 6,999 | 39,000 | 10,000 | 15,000 |
| 6703 Software Support/Development | 3,657 | 218,000 | 218,000 | 198,240 |
| 6706 Energy for Treatment | 53,113 | 70,000 | 70,000 | 70,000 |
| 6707 Stock Assessment | 1,002,957 | 1,000,000 | 1,000,000 | 1,100,000 |
| 6708 Special Program Expenditures | 51,512 | 210,000 | 30,000 | 86,500 |
| 6709 Conservation Rebate | 13,069 | 100,000 | 20,000 | 25,000 |

**DEPARTMENT/DIVISION
WATER-OPERATIONS**

FUND
WATER FUND

ORGKEY
501900

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SERVICES (CONT.) | | | | |
| 6710 Special Contractual Services | 344,978 | 597,800 | 475,000 | 735,000 |
| 6712 Landfill Tipping Charges | - | 1,000 | - | 1,000 |
| 6801 City Attorney Legal Service | 45,178 | 44,200 | 44,200 | 44,841 |
| 6802 Info Tech Service Charges | 519,990 | 899,296 | 899,296 | 990,370 |
| 6803 City Garage Charges | 691,978 | 537,299 | 603,452 | 649,976 |
| 6804 General Govt Service Charge | 1,440,721 | 1,524,402 | 1,524,402 | 1,589,992 |
| 6805 Billing Services | 625,000 | 659,250 | 659,250 | 450,000 |
| 6901 Printing and Binding | 14,922 | 19,000 | 7,434 | 10,000 |
| 6902 Advertising | 7,207 | 11,000 | 5,000 | 11,000 |
| 6903 Janitorial Services | 41,527 | 70,000 | 40,000 | 40,000 |
| 6904 Land and Building Rent | 2,475 | 5,000 | 5,000 | 5,000 |
| 6905 Clothing and Linen Rent | 27,254 | 35,000 | 35,000 | 40,000 |
| 6906 Office Equip & Furn Rent | 6,114 | 11,000 | 6,100 | 5,000 |
| 6908 Other Rentals | 12,288 | 75,000 | 60,000 | 50,000 |
| 6909 Subscriptions & Memberships | 17,398 | 26,000 | 20,000 | 13,000 |
| 6911 Bad Debt Expense | 42,089 | - | - | - |
| 6914 Depreciation Expense | 4,053,857 | - | - | - |
| TOTAL SERVICES | 12,918,555 | 11,338,571 | 10,785,308 | 11,025,719 |
| SUPPLIES | | | | |
| 7001 Books & Supplies | 232 | 1,500 | 1,500 | 1,500 |
| 7002 Office Supplies | 16,065 | 35,000 | 15,000 | 25,000 |
| 7003 Awards/Recognition Prgm | - | 2,000 | 2,000 | 6,100 |
| 7004 Uniform/Safety Clothing | 23,393 | 36,000 | 36,000 | 36,000 |
| 7005 Photo & Copying Supplies | - | 750 | - | - |
| 7101 Office Equipment & Furniture | 19,689 | 60,000 | 60,000 | 9,000 |
| 7102 Small Tools & Equipment | 30,604 | 96,000 | 96,000 | 59,120 |
| 7201 Hardware Maint/Replace | 992 | 2,000 | 1,000 | - |
| 7204 Building/Grounds Maintenance | 22,384 | 155,000 | 155,000 | 155,000 |
| 7205 Machinery & Equip. Maint. | 15,160 | 47,500 | 47,500 | 50,000 |
| 7207 Street Repairs | 205,656 | 500,000 | 160,000 | 450,000 |
| 7208 Repair/Maintenance Supplies | 858,948 | 1,809,000 | 1,809,000 | 1,919,000 |
| 7209 Janitorial Supplies | 5,311 | 6,000 | 6,000 | 10,000 |
| 7211 Computer Components | 6,943 | 22,500 | 42,500 | 13,500 |
| 7213 Motor Vehicle Supplies | 3,801 | 80,000 | 40,000 | 10,000 |
| 7802 Purchased Water | 18 | 262,497 | 262,497 | 550,000 |
| 7803 Chemical & Lab Supplies | 242,744 | 375,000 | 260,000 | 445,000 |
| 7804 Medical Supplies | - | 300 | 300 | 500 |
| 7807 Food | 3,294 | 3,500 | 3,500 | 3,000 |
| 7808 Water Meters & Fittings | 281,770 | 480,000 | 480,000 | 480,000 |
| 7810 Special Departmental Supplies | 71,666 | 130,450 | 110,450 | 250,100 |
| 7901 Non-Capital Expenditures | 399,799 | - | 4,050 | - |
| TOTAL SUPPLIES | 2,208,468 | 4,104,997 | 3,592,297 | 4,472,820 |

**DEPARTMENT/DIVISION
WATER-OPERATIONS**

FUND
WATER FUND

ORGKEY
501900

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|-------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| FIXED ASSETS | | | | |
| 8301 Construction In Progress | 208,518 | - | - | - |
| 8402 Water Infrastructure | 9,943,351 | - | - | - |
| 8405 Other Infrastructure | 13,214 | - | - | - |
| 8501 Other Betterments/Improv | 76,009 | 184 | 184 | 250,000 |
| 8701 Office Furniture | - | 71,000 | - | 5,000 |
| 8704 Motor Vehicles | 130,822 | 1,486,568 | 618,720 | - |
| 8706 All Other Equipment | 31,052 | 117,016 | 117,016 | 350,000 |
| 8801 Capital Lease | - | - | - | 743,284 |
| TOTAL FIXED ASSETS | 10,402,967 | 1,674,767 | 735,920 | 1,348,284 |
| | | | | |
| DIVISION TOTAL | 32,777,529 | 24,778,683 | 22,200,052 | 24,578,529 |

DEPARTMENT/DIVISION
WATER-PROJECTS AND GRANTS

FUND
WATER PROJECTS FUND

ORGKEY
501910

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SALARIES AND BENEFITS | | | | |
| 5001 Salaries: Full-Time | | - | 12,960 | - |
| 5401 Pension Contributions | | - | 2,472 | - |
| 5501 FICA/Medicare | | - | 989 | - |
| 5701 Health/Dental Insurance | | - | 1,282 | - |
| 5702 Workers' Comp Insurance | | - | 455 | - |
| 5703 Disability Insurance | | - | 123 | - |
| 5704 Unemployment Insurance | | - | 42 | - |
| 5705 Life Insurance | | - | 9 | - |
| 5804 Uniform Rental | | - | 20 | - |
| TOTAL SALARIES AND BENEFITS | - | - | 18,353 | - |
| SERVICES | | | | |
| 6106 Other Professional Services | | 1,332,960 | 686,640 | 920,000 |
| 6710 Special Contractual Services | | - | - | 600,000 |
| 6901 Printing and Binding | | - | 391 | - |
| TOTAL SERVICES | - | 1,332,960 | 687,031 | 1,520,000 |
| SUPPLIES | | | | |
| 7808 Water Meters & Fittings | | - | 124,590 | - |
| TOTAL SUPPLIES | - | - | 124,590 | - |
| FIXED ASSETS | | | | |
| 8402 Water Infrastructure | | 10,722,985 | 6,024,644 | 11,820,000 |
| 8501 Other Betterments/Improv | | 6,262,257 | 4,417,628 | 150,000 |
| 8706 All Other Equipment | | 140,000 | 140,000 | - |
| TOTAL FIXED ASSETS | - | 17,125,242 | 10,582,272 | 11,970,000 |
| DIVISION TOTAL | | 18,458,203 | 11,412,246 | 13,490,000 |

**DEPARTMENT/DIVISION
WATER DEBT SERVICE**

FUND
WATER DEBT SERVICE FUND

ORGKEY
501930

| <u>OBJECT</u> | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SERVICES | | | | |
| 6001 Fiscal Agent Fees | 180 | 90 | 90 | 90 |
| TOTAL SERVICES | <u>180</u> | <u>90</u> | <u>90</u> | <u>90</u> |
| DEBT SERVICE | | | | |
| 9001 Principal | - | 795,816 | 795,816 | 815,306 |
| 9101 Interest | 260,043 | 241,019 | 241,019 | 221,528 |
| TOTAL DEBT SERVICE | <u>260,043</u> | <u>1,036,835</u> | <u>1,036,835</u> | <u>1,036,834</u> |
| DIVISION TOTAL | 260,223 | 1,036,925 | 1,036,925 | 1,036,924 |
| FUND TOTAL | 33,037,752 | 44,273,810 | 34,649,223 | 39,105,453 |

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 to preserve precious water resources. The City encourages the use 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 operates seven non-potable water systems, one of which is supplemented with a blend of recycled water, including 12 non-potable groundwater production wells. MUED currently serves approximately 130 non-potable customers, and operates and maintains 15 non-potable fire hydrants, and approximately 38 miles of non-potable pipelines.

Program Objectives:

- Provide non-potable water that meets or exceeds customer needs and all water quality requirements;
- Deliver non-potable water in a fiscally responsible manner;
- Expand non-potable system infrastructure as necessary to meet increasing demands;
- Increase public water conservation awareness.

Accomplishments in Fiscal Year 2020-21:

- Purchased and installed (2) 12,500 gallon HDPE tanks for the 1570 non-potable system;
- Installed a new 8" Mag flow meter at Palmetto to record recycle water flows;
- Installed generator automatic transfer switches (ATS) at (3) non-potable wells.

**DEPARTMENT/DIVISION
NONPOTABLE WATER**

FUND
NONPOTABLE WATER FUND

ORGKEY
531900

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|-----------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SALARIES AND BENEFITS | | | | |
| 5001 Salaries: Full-Time | 44,055 | 65,072 | 61,317 | 64,004 |
| 5101 Overtime Salaries | 809 | 700 | 4,222 | 4,222 |
| 5201 Stand By | 421 | - | 140 | - |
| 5202 Holiday Pay | - | - | 820 | - |
| 5204 Accrual Payout | - | - | 2,023 | - |
| 5301 Banked Leave Buy Back | 1,078 | 3,601 | 3,601 | 2,581 |
| 5401 Pension Contributions | 15,136 | 18,165 | 17,157 | 18,720 |
| 5501 FICA/Medicare | 3,423 | 4,824 | 5,201 | 4,893 |
| 5601 Deferred Compensation | 203 | 594 | 641 | 593 |
| 5701 Health/Dental Insurance | 3,415 | 5,547 | 6,928 | 5,156 |
| 5702 Workers Compensation | 211 | - | - | - |
| 5703 Disability Insurance | 250 | 390 | 413 | 339 |
| 5704 Unemployment Insurance | 37 | 269 | 275 | 247 |
| 5705 Life Insurance | 23 | 39 | 37 | 36 |
| 5802 Eyecare Reimbursement | - | 140 | 140 | 128 |
| 5803 Clothing Allowance | 65 | 135 | 135 | 105 |
| 5804 Uniform Rental | 2 | - | 44 | - |
| 5901 Compensated Absences Expense | 842 | - | - | - |
| 5903 Other Taxable Benefits | 280 | 1,369 | 59 | 1,171 |
| TOTAL SALARIES AND BENEFITS | <u>70,250</u> | <u>100,845</u> | <u>103,153</u> | <u>102,195</u> |
| SERVICES | | | | |
| 6106 Other Professional Services | 97,910 | 60,000 | 142,530 | 64,000 |
| 6308 Elec Service-Facility Ops | 14,923 | 18,267 | 18,267 | 18,267 |
| 6401 Meeting & Prof Development | - | - | 8 | - |
| 6710 Special Contractual Services | - | 440,000 | - | - |
| 6803 City Garage Charges | 13,259 | 11,714 | 13,156 | 14,171 |
| 6804 General Govt Service Charge | 7,102 | 7,317 | 7,317 | 7,486 |
| 6908 Other Rentals | - | - | - | 5,000 |
| TOTAL SERVICES | <u>133,194</u> | <u>537,298</u> | <u>181,278</u> | <u>108,924</u> |
| SUPPLIES | | | | |
| 7208 Repair/Maintenance Supplies | - | - | - | 200,000 |
| 7802 Purchased Water | - | - | - | 50,000 |
| TOTAL SUPPLIES | <u>-</u> | <u>-</u> | <u>-</u> | <u>250,000</u> |
| FIXED ASSETS | | | | |
| 7901 Non-Capital Expenditures | 46,467 | - | - | - |
| TOTAL FIXED ASSETS | <u>46,467</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| DIVISION TOTAL | 249,910 | 638,143 | 284,431 | 461,119 |

DEPARTMENT/DIVISION
NONPOTABLE WATER-PROJECTS AND GRANTS

| FUND | | | | | ORGKEY |
|--------------------------------|-----------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| NONPOTABLE WATER PROJECTS FUND | | | | | 531910 |
| OBJECT | | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
| | SERVICES | | | | |
| 6106 | Other Professional Services | | 902,574 | 902,574 | 536,000 |
| | TOTAL SERVICES | - | 902,574 | 902,574 | 536,000 |
| | SUPPLIES | | | | |
| 7901 | Non-Capital Expenditures | | - | 59,839 | - |
| | TOTAL SUPPLIES | - | - | 59,839 | - |
| | FIXED ASSETS | | | | |
| 8402 | Water Infrastructure | | 2,303,953 | 111,000 | 554,110 |
| | TOTAL FIXED ASSETS | - | 2,303,953 | 111,000 | 554,110 |
| | DIVISION TOTAL | | 3,206,527 | 1,073,413 | 1,090,110 |
| | FUND TOTAL | 249,910 | 3,844,670 | 1,357,844 | 1,551,229 |

Municipal Utilities and Engineering Department Wastewater Division

Program Description:

The wastewater utility collects municipal wastewater from approximately 18,000 customers within the service area. Generally, the service area includes the City of Redlands, unincorporated areas of the county (Mentone and Crafton areas), and the San Bernardino County Donut Hole area. The wastewater utility includes the operation and maintenance of approximately 250 miles of sewer mainlines, one sewer lift station, and a wastewater treatment plant capable of treating approximately 9.2 million gallons per day (mgd) of influent. 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, producing an average of 4.0 mgd of high quality tertiary effluent (reclaimed water).

The wastewater budget includes all expenses required to operate and maintain the entire system, including system maintenance, wastewater treatment and disposal, recycled water system operation and maintenance, laboratory operations, and wastewater regulatory compliance.

Program Objectives:

- Provide reliable wastewater collection and treatment services in a fiscally responsible manner;
- Proactively inspect collection system facilities to identify and plan wastewater system facility rehabilitation and replacement capital projects;
- Clean and maintain the entire wastewater collection system mainlines every three years;
- Maintain a 24/7 Emergency Response Team to reduce the potential for Sanitary Sewer System Overflows;
- Educate residents and businesses about problems associated with fats, oils and grease (FOG) discharges into the wastewater collection and treatment system and implement a FOG reduction program;
- Establish a regulatory compliance program and pretreatment program for significant industrial dischargers;
- Meet or exceed wastewater treatment and discharge requirements, and recycled water service regulatory requirements.

Accomplishments in Fiscal Year 2020-21:

Industrial Waste & Recycled Water Title 22 Compliance:

- Continued work on the Pretreatment Program sewer use ordinance, and enforcement response plan revisions;
- Completed the Recycled Water Master Title 22 Report;
- Completed review and regulatory compliance activities for all sites;
- Identification of a slug load illicit discharge and the facility is currently under enforcement.

Wastewater Treatment Plant:

- Developed an interactive training matrix. This consisted of completion of a job hazard analysis and a site safety audit;
- Began assessment and design of Phase 2 of the Wastewater Treatment Plant rehabilitation with Parsons;
- Phase 1B construction for installation of the MBRs fine screens, blowers, and ejectors. Additionally, the digester gas conditioning system, boilers, and heat exchangers are expected to be completed by November 2021;
- Replacement of 7 critical process pumps throughout the WWTP;

- Re-design and replacement of Chlorine and Polymer metering pumps for proper and more efficient dosing;
- Relining of chemical fiberglass storage tank;
- Replaced MBR NTU meters with new TU 5300 SC (Old NTU meters were obsolete);
- Replaced old DO probes in MBR and Conventional aeration basins;
- Cleaning of North and South Peak ponds that have not been cleaned since 2008;
- Repair of asphalt of the Brine Pond Cap;
- Established new flow meter to account for Other End User water use;
- Achieved Edison/Mountainview Power Plant parameters for water quality purchase.

Wastewater Collections:

- Started the Root Control Program, 5.37 miles of sewer pipe were treated for root prevention;
- Started the Roach Control Program, 2,315 sewer manholes were treated with Latex-Insecticidal Coating;
- Approximately 25 sewer main spot repairs were made to the Collection System as a result of sewer inspections identifying sewer deficiencies;
- 8 New sewer manholes were installed;
- Over 300 manholes were raised to street level with ring and covers replaced;
- Purchased a brand new Gapvax sewer/jetter Combination truck;
- Purchased a brand new CCTV "DUC" (Digital Universal Camera) Camera and software;
- Collection system Crew members tested for and received their NASSCO Certification; PACP (Pipeline Assessment Certification Program), LACP (Lateral Assessment Certification Program) and MACP (Manhole Assessment Certification Program);
- Cleaned over 150 miles of sewer pipe;
- Inspected over 55 miles of sewer pipe;
- Assisted with Regulatory Investigations with successful outcomes;
- Continued reduction in Sanitary Sewer Overflows from the previous year;
- Continued public education through customer interaction and providing educational material to residents and business owners;

Joint Utilities Laboratory

- Performed Temperature Study to verify variations of the temperature of BacT incubators. Based on the research, laboratory staff discovered that a particular area of the incubators did not hold the proper temperature;
- Resolved oscillation issues with ammonia ion-selective electrode, saving money by minimizing replacement of membranes for the electrode;
- Addressed issue with TOC analyzer. This resulted in putting the TOC analyzer back online, and laboratory staff resumed running TOC sampling in-house;
- Design and purchase of a desktop computer for the microbiology section for easier access for laboratory staff to enter data;
- Replacement of seven analytical instruments to maintain accuracy of laboratory data;
- Laboratory staff continues to progress in meeting new state regulations on the laboratory accreditation program;
- Successfully passed all annual proficiency testing for water pollutants and water quality (Wastewater and Drinking Water);
- Recently submitted a certification renewal application to the State with supporting documents, including the proficiency testing results, quality manual, staff training documents, and all QA/QC required by the California Water Resource Board;
- Joint Laboratory evaluation for potential laboratory upgrade in Phase 2 of the wastewater treatment rehabilitation project.

**DEPARTMENT/DIVISION
WASTEWATER SERVICE**

FUND
WASTEWATER SERVICE FUND

ORGKEY
521900

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SALARIES AND BENEFITS | | | | |
| 5001 Salaries: Full-Time | 2,067,260 | 2,384,903 | 2,215,069 | 2,467,877 |
| 5002 Salaries: Part-Time | 19,934 | 44,858 | 40,256 | 48,496 |
| 5101 Overtime Salaries | 179,886 | 170,000 | 140,000 | 140,000 |
| 5201 Stand By | 57,137 | 56,000 | 56,000 | 56,000 |
| 5202 Holiday Pay | - | - | 60,700 | - |
| 5203 Bonus | - | - | 500 | - |
| 5204 Accrual Payout | - | - | 22,732 | - |
| 5301 Banked Leave Buy Back | 79,880 | 73,903 | 73,903 | 63,726 |
| 5401 Pension Contributions | 973,726 | 663,263 | 664,207 | 719,590 |
| 5501 FICA/Medicare | 182,153 | 187,503 | 194,549 | 196,078 |
| 5601 Deferred Compensation | 61,748 | 11,597 | 16,788 | 12,661 |
| 5701 Health/Dental Insurance | 365,994 | 411,808 | 361,265 | 346,201 |
| 5702 Workers' Comp Insurance | 74,470 | 75,962 | 75,962 | 87,985 |
| 5703 Disability Insurance | 17,767 | 17,395 | 19,050 | 16,872 |
| 5704 Unemployment Insurance | 3,445 | 14,891 | 21,825 | 15,542 |
| 5705 Life Insurance | 1,804 | 1,982 | 1,994 | 2,055 |
| 5801 Vehicle Allowance | 225 | - | 172 | 420 |
| 5802 Eyecare Reimbursement | 2,292 | 7,045 | 7,045 | 7,304 |
| 5803 Clothing Allowance | 6,157 | 7,845 | 7,845 | 7,716 |
| 5804 Uniform Rental | 13,849 | 3,838 | 3,387 | - |
| 5901 Compensated Absences Expense | 39,501 | - | - | - |
| 5903 Other Taxable Benefits | 21,424 | 24,510 | 2,646 | 39,400 |
| 5904 Tuition Reimbursement | - | - | 2,000 | - |
| TOTAL SALARIES AND BENEFITS | 4,168,652 | 4,157,302 | 3,987,895 | 4,227,923 |
| SERVICES | | | | |
| 6005 License & Permits | 119,492 | 226,450 | 226,450 | 226,450 |
| 6006 Taxes | - | 8,000 | 8,000 | 8,000 |
| 6007 Penalties and Interest | 24 | - | 10 | - |
| 6105 Medical/Physicals | 280 | 1,350 | 1,350 | 1,350 |
| 6106 Other Professional Services | 805,451 | 210,140 | 325,000 | 440,000 |
| 6301 Water Wastewater Refuse | 7,270 | 11,894 | 24,600 | 24,600 |
| 6304 Telephone | 20,373 | 21,500 | 21,500 | 4,200 |
| 6308 Elec Service-Facility Ops | 941,652 | 860,000 | 860,000 | 946,000 |
| 6401 Meeting & Prof Development | 513 | 23,300 | 10,000 | 13,650 |
| 6402 Travel Expense/Reimbursement | 2,262 | 24,500 | - | 5,000 |
| 6403 Training | 24,456 | 64,350 | 4,053 | 25,000 |
| 6501 Settlements/Judgments | - | 100,000 | 100,000 | 100,000 |
| 6505 Retiree Health Insurance | 272,781 | 400,000 | 400,000 | 400,000 |
| 6601 Postage | 77 | 18,500 | 15,000 | 10,000 |
| 6703 Software Support/Development | 5,829 | 30,100 | 15,000 | 70,000 |
| 6708 Special Program Expenditures | 4,091 | 26,500 | 5,000 | 12,000 |
| 6710 Special Contractual Services | 450,691 | 939,500 | 1,324,209 | 1,553,000 |
| 6712 Landfill Tipping Charges | 1,389 | - | - | - |
| 6801 City Attorney Legal Service | 13,553 | 13,260 | 13,260 | 13,553 |
| 6802 Info Tech Service Charges | 316,918 | 407,481 | 407,481 | 448,248 |
| 6803 City Garage Charges | 187,908 | 169,342 | 190,192 | 204,855 |
| 6804 General Govt Service Charge | 744,908 | 807,506 | 807,506 | 856,534 |
| 6805 Billing Services | 187,500 | 202,715 | 202,715 | 180,500 |
| 6901 Printing and Binding | 4,982 | 14,450 | 12,000 | 5,000 |

**DEPARTMENT/DIVISION
WASTEWATER SERVICE**

FUND
WASTEWATER SERVICE FUND

ORGKEY
521900

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SERVICES (CONT.) | | | | |
| 6902 Advertising | 4,355 | 3,500 | 3,500 | 5,000 |
| 6903 Janitorial Services | 22,651 | 49,934 | 49,934 | 49,950 |
| 6905 Clothing and Linen Rent | 4,128 | 33,000 | 38,000 | 38,000 |
| 6906 Office Equip & Furn Rent | 3,455 | 3,886 | 3,886 | 3,300 |
| 6907 Comms Service & Rental | - | 9,000 | - | - |
| 6908 Other Rentals | 15,664 | 82,000 | 70,000 | 62,000 |
| 6909 Subscriptions & Memberships | 13,798 | 23,625 | 17,000 | 15,500 |
| 6911 Bad Debt Expense | 21,414 | - | - | - |
| 6914 Depreciation Expense | 1,585,719 | - | - | - |
| 7201 Hardware Maint/Replace | 4,631 | 4,500 | - | - |
| 7203 Office Equipment Maintenance | - | 700 | 700 | - |
| 7204 Building/Grounds Maintenance | 5,680 | 29,000 | 29,000 | 29,000 |
| 7205 Machinery & Equip. Maint. | 89,650 | 281,500 | 281,500 | 195,900 |
| TOTAL SERVICES | 5,883,545 | 5,101,483 | 5,466,846 | 5,946,590 |
| SUPPLIES | | | | |
| 7001 Books & Supplies | 206 | 4,000 | 4,000 | 1,500 |
| 7002 Office Supplies | 16,902 | 25,000 | 20,000 | 17,500 |
| 7003 Awards/Recognition Prgm | - | 1,400 | 1,400 | 2,600 |
| 7004 Uniform/Safety Clothing | 50,908 | 49,000 | 49,000 | 36,000 |
| 7101 Office Equipment & Furniture | 4,922 | 19,000 | 19,000 | - |
| 7102 Small Tools & Equipment | 16,977 | 105,300 | 75,000 | 52,880 |
| 7208 Repair/Maintenance Supplies | 350,729 | 1,187,000 | 1,187,000 | 1,068,300 |
| 7209 Janitorial Supplies | 4,563 | 8,000 | 8,000 | 10,000 |
| 7211 Computer Components | 10,870 | 26,600 | 26,600 | 9,300 |
| 7213 Motor Vehicle Supplies | - | 25,000 | 10,000 | 10,000 |
| 7802 Purchased Water | 1,096 | - | - | - |
| 7803 Chemical & Lab Supplies | 476,174 | 686,200 | 633,000 | 638,000 |
| 7804 Medical Supplies | - | 500 | 500 | 500 |
| 7807 Food | 1,795 | 4,000 | 2,000 | 3,000 |
| 7810 Special Departmental Supplies | 30,883 | 154,872 | 125,000 | 147,100 |
| 7901 Non-Capital Expenditures | 129,448 | 17,000 | - | - |
| TOTAL SUPPLIES | 1,095,473 | 2,312,872 | 2,160,500 | 1,996,680 |
| FIXED ASSETS | | | | |
| 8301 Construction In Progress | 2,727,486 | - | - | - |
| 8401 Wastewater Infrastructure | 973,060 | - | - | - |
| 8501 Other Betterments/Improv | - | 234,359 | - | - |
| 8703 Computer Equipment | - | 16,400 | 16,400 | 10,000 |
| 8704 Motor Vehicles | 192,465 | 742,042 | 769,042 | - |
| 8705 Laboratory Equipment | 43,135 | 142,293 | 60,000 | 75,000 |
| 8706 All Other Equipment | 140,670 | 27,000 | - | 30,000 |
| 8801 Capital Lease | - | - | - | 577,709 |
| TOTAL FIXED ASSETS | 4,076,816 | 1,162,094 | 845,442 | 692,709 |
| DIVISION TOTAL | 15,224,487 | 12,733,751 | 12,460,683 | 12,863,902 |

DEPARTMENT/DIVISION
WASTEWATER-PROJECTS AND GRANTS

FUND

WASTEWATER PROJECTS FUND

ORGKEY

521910

| <u>OBJECT</u> | <u>2019-20 ACTUAL (AUDITED)</u> | <u>2020-21 ADJUSTED BUDGET</u> | <u>2020-21 12 MONTH ESTIMATED</u> | <u>2021-22 CITY COUNCIL ADOPTED</u> |
|-----------------------------------|---|--|---|---|
| SERVICES | | | | |
| 6106 Other Professional Services | | 706,695 | 1,075,941 | 490,000 |
| 6710 Special Contractual Services | | 225,000 | 225,000 | - |
| TOTAL SERVICES | - | 931,695 | 1,300,941 | 490,000 |
| SUPPLIES | | | | |
| 7901 Non-Capital Expenditures | | - | 168,234 | - |
| TOTAL SUPPLIES | - | - | 168,234 | - |
| FIXED ASSETS | | | | |
| 8401 Wastewater Infrastructure | | 16,675,788 | 16,526,038 | 1,000,000 |
| 8501 Other Betterments/Improv | | 1,412,426 | 98,547 | - |
| TOTAL FIXED ASSETS | - | 18,088,214 | 16,624,585 | 1,000,000 |
| DIVISION TOTAL | | 19,019,909 | 18,093,760 | 1,490,000 |

DEPARTMENT/DIVISION
WASTEWATER DEBT SERVICE

FUND
WASTEWATER DEBT SERVICE FUND

ORGKEY
521930

| OBJECT | 2019-20 ACTUAL (AUDITED) | 2020-21 ADJUSTED BUDGET | 2020-21 12 MONTH ESTIMATED | 2021-22 CITY COUNCIL ADOPTED |
|---------------------------------|--------------------------------|-------------------------------|----------------------------------|------------------------------------|
| SERVICES | | | | |
| 6004 Bank/Collection Agent Fees | 50,267 | 42,398 | 42,398 | 34,332 |
| TOTAL SERVICES | 50,267 | 42,398 | 42,398 | 34,332 |
| DEBT SERVICE | | | | |
| 9001 Principal | - | 322,641 | 322,641 | 330,707 |
| TOTAL DEBT SERVICE | - | 322,641 | 322,641 | 330,707 |
| DIVISION TOTAL | 50,267 | 365,039 | 365,039 | 365,039 |
| FUND TOTAL | 15,274,754 | 32,118,699 | 30,919,482 | 14,718,941 |

