

ADOPTED BUDGET
Fiscal Year 2018-2019



CITY OF REDLANDS
CALIFORNIA

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CALIFORNIA

2018-19

ADOPTED BUDGET

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*Special thanks
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**BUDGET MESSAGE FOR CITY MANAGER'S
FISCAL YEAR 2018-19 PROPOSED BUDGET**

In total, an estimated \$71.1 million is available to fund the General Fund operations for Fiscal Year 2018-19. Original budget requests submitted by departments exceeded this amount by \$8.9 million dollars. The City Manager's Proposed Budget includes funding for departments in the amount of \$65.7 million and transfers out to other funds in the amount of \$5.4 million.

The Proposed Budget for Fiscal Year 2018-19 presents a General Fund balanced on recurring revenues with a projected ending unreserved fund balance of \$9.5 million and reserves projected at \$12.1 million. These reserves consist of \$8.3 million for contingency, approximately \$1.9 million in reserves for Downtown Parking improvements, and \$1.9 million for various capital items. As a part of building the budget for Fiscal Year 2018-19, revenue projections are forecasted using an objective approach, consistent with the approach taken in Fiscal Year 2017-18. An "objective" approach estimates revenues as accurately as possible. This is in contrast to a conservative approach that systematically underestimates revenues to reduce the possibility of revenue shortfalls should objective estimates prove overstated. However, the conservative approach may also cause unnecessary fiscal stress as requests for spending are restricted unnecessarily.

Using an objective approach, General Fund revenue estimates are generated from data provided by San Bernardino County's Auditor-Controller and the City's sales tax consultant, HDL. Revenue estimates for sales tax reflect a flattening of expected growth rates in major retail industries. Revenue estimates for property tax revenue continue to assume moderate growth, however at a rate somewhat lower than FY 2017-18.

In terms of budgeted expenditures, the main themes in the Fiscal Year 2018-19 Budget reflect the challenges of closing the gap in the General Fund between departmental funding requests and the level of funding resources available, mainly accomplished through significant reductions to capital expenditures. Additional staffing changes that support improvements in service delivery are also provided for in the Proposed Budget for Fiscal Year 2018-19.

Fiscal Year 2017-18

There were several challenges for the Adopted Fiscal Year 2017-18 Budget in the General Fund. During the Mid-Year 2017-18 General Fund Budget Review, staff recommended revenue estimates for both property tax and sales tax be adjusted downward by \$620,000 and \$273,000 respectively. These adjustments are significant because most other increases expected in General Fund revenue were offset with corresponding expenses. For example, departmental revenue (Charges for Service) increased



approximately \$814,000 between the Adjusted Budget and the 12-Month Estimate. This reflects the net effect of lowered expectations for fee-based revenue plus roughly \$1.4 million in new or carried-over grant revenue. As such, any increases realized are entirely offset with additional grant-related expenses. Other highlights in the revenue section include the additional revenue generated by external CLNG alternative fuel sales to private parties from the City's CLNG dispensing station, which is estimated to generate \$700,000 for the General Fund. Lastly, the one-time sale of the Redlands Mall parking lot property is reflected in the "Other" category under General Government. Approximately \$1.9 million was received by the City and is set-aside entirely into a newly designated reserve category for Downtown Parking Improvements.

Transfers into the General Fund decreased slightly over the Adjusted Budget, mainly due to lower than expected late fee transfers from Water, Solid Waste and Sewer funds. The transfer of late fee payments from customer billings are recognized as "fees" under State Code. Decreases (or the use) of Reserves increased between the Adjusted Budget and the 12-Month Estimate, due entirely to additional appropriations approved for projects related to the Redlands Passenger Rail Project (storm drain relocation and additional design costs).

On the expenditures side, departments are projecting consistent spending levels to end Fiscal Year 2017-18. Comparing the Adjusted Budget and the 12-Month Estimate, expenditures are expected to decrease by approximately \$206,000, or 0.31% of the total amount appropriated in the Adjusted Budget.

Transfers out of the General Fund to other funds increased by over \$721,000 due to higher than anticipated transfers that were required for both the Paramedics Fund and the Liability Self-Insurance Fund. The City's Paramedics Fund required a larger transfer than was originally projected, an increase of just over \$196,000 from \$3.82 million to \$4.02 million. Both Finance and Fire Department staff are working to review the Paramedics Program cost center and other fee levels in order to ensure the program receives sufficient funding levels from the existing Paramedics Service parcel tax.

Gateway Project

This project has culminated in a successful blending together of many elements. The Gateway project was commissioned in an effort to enhance and enrich the appeal of traveling into the City's downtown area. These efforts included gateway monuments, ornamental fencing, and new landscaping in the areas near the freeway on- and off-ramps downtown and was completed in early 2017.

Additional improvements considered complimentary to the Gateway Project were made during Fiscal Year 2017-18 wherein City crews installed gateway arches on East State Street at Orange and Ninth Streets, which will provide music and decorative lighting. City crews also installed 420 colorful umbrellas to evoke the unique charm of Downtown Redlands. Lastly, staff rehabilitated the public parking lot at Fifth and Orange streets, behind the Citrone Restaurant & Bar and other restaurants, which resulted in 10 additional parking spaces to serve the needs of patrons and businesses. These examples are but the most recent in a long list of projects focused on various downtown enhancements and beautification efforts.

PARIS

The City's Pavement Accelerated Repair Implementation Strategy (PARIS) provides for reconstruction or rehabilitation of City streets in the most efficient and economical manner possible. PARIS, approved in September 2012, identified pavement lifecycles, deterioration rates, opportunity costs, contributors to and cost recovery associated with pavement deterioration, and potential funding sources. Finally, PARIS provided a strategy to repave approximately two-thirds of the City's lane miles of road. The accomplishment is two-fold in that the condition of roads are improved and the ability to repair and maintain them in the future is enhanced to prolong the pavement lifecycle. To this end, the replacement of approximately 56 lane miles is expected to be completed during Fiscal Year 2017-18, for a total of approximately 378 lane miles repaved out of the planned total of 427 lane miles.

Reducing Bureaucracy

Under the leadership of the City Manager, staff have formalized a process with which to review processes for optimization and examine methods of service delivery seeking improvements in efficiency. To that end, selected department staff take an in-depth look at processes or practices that have the potential to cause customer frustration, create process bottlenecks or produce cost inefficiencies. As a result of that review, changes are regularly recommended for streamlining workflow, improving customer satisfaction and finding cost savings or cost avoidance.

Some of the recent accomplishments in the regard include:

- Elimination of redundant plan review processes, i.e., the elimination of the Environmental Review Committee to streamline the permitting process and avoid 2-4 weeks of delay in plan review times.
- The advanced procurement of a prequalified short list Environmental Consulting firms available for use by applicants in need of environmental review of projects submitted to the City. By procuring these services in advance, several weeks of delay are avoided along with burdensome procedural requirements.
- Other efforts have involved remote data capture of LIDAR and high resolution imagery of City assets, roads, and publicly visible surfaces to serve the needs of the Police Department, Fire Department, Development Services, Quality of Life and Municipal Utilities and Engineering Departments who use this data for planning and review services, avoiding time-consuming field visits.
- A commitment to providing more services online to customers has been made possible through the City Council's dedication of funding for the replacement of the current software product used to manage the City's accounting and financial records, which is now completely obsolete and unable to keep pace with customer expectation nor with internal needs for data-driven decision making.

Fiscal Year 2018-19

The Fiscal Year 2018-19 Proposed Budget is governed by the overarching trends in the local economy. As noted earlier, some growth is still anticipated in sales and property tax, however not at the rate previously observed. On a macro level, major challenges surrounding sales tax in California center on the moderately high tax rate and its very narrow application to transactions. That is, while the rate may be high, there are so many exemptions to the tax that it no longer effectively recovers an amount of funding required for financing public services. Sales tax exemptions do not account for changes in technology and consumer spending patterns. As consumers spend less on traditional retail items and more on services, digital downloads, online purchases, and telecommunication costs, less funding in the form of sales tax may be available for public benefit. Property tax revenue for the City is closely tied to the local economy and is forecasted to grow moderately, but at a rate 20% lower than projections for Fiscal Year 2017-18. This is consistent with experience to date in that revenue projections in FY 2017-18 did require adjustments downward as noted above.

For Fiscal Year 2018-19, overall revenues are projected to decrease by \$908,000. This decrease is the net amount when looking at General Taxes, General Government Revenue, and Charges for Services. It is important to consider each individual category in order to discern one-time revenue increases from consistent revenue trends. General Tax revenue is expected to grow by roughly \$1.58 million, reflecting the anticipated growth in sales and property taxes referenced above. 'Other' General Government Revenue estimates include a decrease of almost \$1.4 million. However, normalizing for the one-time property sale realized in FY 2017-18, there is an actual increase of roughly \$500,000 mainly due to projecting a full year of revenue being generated by external CLNG fuel sales in this estimate. Charges for Services (departmental revenue) also projects a decrease of approximately \$1.28 million. Again, normalizing for to one-time grant revenues of about \$1.4 million in the prior fiscal year, a moderate increase in the category is expected.

As noted earlier, the revenue forecast for the Fiscal Year 2018-19 Proposed Budget takes an objective approach to estimating revenues. The Government Finance Officers Association recognizes the benefits of and endorses objective revenue forecasting methods, as well as endorsing a conservative approach. As such, an objective approach requires careful monitoring of general tax receipts and control over expenses during the fiscal year. While staff will closely track expenditures on a monthly basis, monitoring of revenues received is difficult due to the timing and nature of deposits from other government agencies as well as the cash flow from development projects. Despite these challenges, revenues will be monitored monthly and the City's sales and property tax consultants will provide feedback and input into projections as the fiscal year progresses. It is anticipated that if any significant changes to revenue forecasts are required, such changes will be known during the first quarter (January, February, & March) of 2019.

Main sources of transfers from other funds to the General Fund include \$548,000 of Late Fee payments from customer billings as they are recognized as "fees" under State Code, and approximately \$1.4 million of Gas Tax receipts (exclusive of SB1 funding). In total, net transfers are projected to decrease by roughly \$75,000. Reserves scheduled for use in the amount of \$175,000 in Fiscal Year 2018-19 include the general fund vehicle reserve for the purchase of fire department inspection vehicles, use of the maintenance reserve for flooring improvements to the Police Annex, and the use

of the capital reserve for traffic/parking improvements and a project to bore and rewire certain streetlights due to electrical issues.

In total, an estimated \$71.1 million is available to fund the General Fund operations for Fiscal Year 2018-19 (not including the unreserved fund balance). Original budget requests submitted by departments exceeded this amount by \$8.9 million dollars.

Transfers out of roughly \$5.4 million from the General Fund reduces available resources and, as noted above previously, include transfers to the Paramedic and Liability Funds of \$4.4 million and \$984,000 respectively. After these and other, less significant transfers out of the General Fund, resources available to support department operations are just over \$65.7 million.

The process of developing the Proposed Budget for Fiscal Year 2018-19 was not without its challenges. Initial budget requests submitted from departments exceeded available resources by approximately \$8.9 million. Working together as a team, staff were able to work collaboratively within a very narrow timeframe in order to bridge this gap while still proposing budgets that meet service delivery goals in new and innovative ways.

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

- Aging Fire Stations requiring building renovations (interior, exterior)
- Capital outlay for PD technology enhancement (cameras, dispatch, license plate readers)
- Consistent funding source for replacement of safety vehicles
- Major non-vehicle equipment for public safety (SCBA gear, protective turnout gear, etc.)
- Beautification projects for peripheral/secondary City entrances (Redlands Blvd. & Ford St., etc.)
- Traffic signal & cabinet renovation & improvements (15-20 intersections require repairs)
- Upgrade and replacement of street lighting infrastructure (LED conversion)
- Sidewalk installation & repair (approximately 7+ miles)
- Major non-vehicle equipment for public works (stump grinder, park lighting, etc.)

Despite the difficulties encountered during the budget planning process, several noteworthy projects have been included in the Fiscal Year 2018-19 Proposed Budget:

- The Quality of Life Department's Recreation Division is facilitating an exciting new Summer Program provided by Garner Holt Productions for children seven to eleven years of age at the Redlands Contemporary Club. This program will introduce young minds to the power of STEM (a curriculum centered on science, technology, engineering and math). Garner Holt is the world's leading producer of animatronic figures for commercial applications.
- In terms of street improvements, 43 lane miles of roads will be repaved in Fiscal Year 2018-19, completing the first phase of the PARIS program which in total refurbished approximately two-thirds of the City's street infrastructure. Future phases of the paving program are currently

being planned and it is hoped that the recent Gas Tax increase (SB1, Beal) will continue to add resources for this need in light of the voter-sponsored initiative to repeal its implementation.

- Uses of Development Impact Fees have been programmed into the budget to support a variety of projects. In Arterial Street Construction, a cooperative development agreement is funded in the amount of \$1 million to support the uniform development of city streets surrounding development sites. In this strategy, the City will take advantage of the economies of scale to ensure street improvements occur evenly, even if one side does not fall within the requirements of development.
- Another use of Development Impact Fees has been budgeted to provide funding for professional services related to the compilation of a Storm Drain Master Plan for the City.
- Special grant revenue is anticipated in the amount of \$200,000 and is budgeted for various improvements to sidewalks throughout locations within the City that require repairs.
- Planned capital expenses in Water infrastructure continue reflect a commitment to ratepayers that provided for reinvestment into the operations most valuable assets: \$4 million has been budgeted to implement capital improvements to various components in need of replacement and another \$1 million has been budgeted to enhance the effectiveness of the control system architecture (SCADA) that is used to monitor, optimize and supervise distribution and production.
- Capital Investments in Solid Waste include the development of the next landfill cell for refuse placement at a budgeted cost of \$4 million as well as the replacement of a 27-year old load compactor & two automated collection vehicles, both well over twice the length of their expected service life.
- Capital Investments in Wastewater include \$1 million of funding for the replacement of aged sewer pipeline as well as an estimated \$4 million towards major capital improvements to optimize the operations of the City's wastewater treatment plant.

The focus of the City Manager's office remains on recommending staff changes that improve efficiency, address safety of staff and the community, and generate revenues for the City. For Fiscal Year 2018-19, the following requests are included.

- At the A. K. Smiley Public Library, the City Manager recommends the addition of a full-time Senior Administrative Assistant to facilitate additional service hours on Tuesday as well as to assist with Special Collections duties.
- Two police officers funded for the latter half of the fiscal year are included in the budget request for the Police Department demonstrating the City's commitment to dedicating resources in support of public safety within a budget climate of competing priorities. With this planned addition of two police officers (although funded for a total of 6 out of 12 months), the cumulative addition of police officers to the force has increased from 80 sworn (excluding a recruit and a grant-funded position) in Fiscal Year 2015-16 to a planned 86 sworn in Fiscal Year 2018-19.
- In the Fire Department, the addition of an Emergency Medical Services Coordinator is included in the budget request to facilitate enhanced regulatory requirements relating to the City's

paramedic program and the requisite record keeping for ALS services, as well as other requirements to measure and track quality assurance of services provided.

- In the Quality of Life Department, two notable positions are being added. A full time program aide is included in the Department's Recreation and Senior Services divisions as a replacement for the deletion of two part time positions of the same title. This addition is to address the difficulty of recruiting, training and retaining part time staff that results in constant recruitment and selection efforts on the part of the department. Another position included in the budget is a Recycling Coordinator for the department's Solid Waste division. This position is designated to ensure structured and effective compliance with the increasingly complex regulatory framework that governs both refuse collection and landfill operations.
- As part of efforts to streamline work processes and assess job duties, a comprehensive effort to redistribute workload in the Municipal Utilities and Engineering Department has led to the successful elimination of vacant positions that are no longer considered critical to operations or service delivery. More is being done through technology and process improvement in order to shift workload accordingly.
- For the Revenue and Customer Service divisions within Management Services, staff is transitioning to the concept of a "One Stop Payment Center" where customers will no longer be expected to visit a different office simply to make payments (for permits, dog licenses, utility bills, etc.). Instead, staff are reorganizing the front counter of Customer Service / Utility Billing area, which shares the public lobby with the One Stop Permit Center.

Thanks to their efforts under significant time constraints, the Department Directors, their staff, the Finance Division and City Manager's Office have made reductions to expenditures and additions to estimated revenues, where possible, sufficient to present balanced budgets in Fiscal Years 2017-18 and 2018-19. At June 30, 2019, the City expects to end the year with a surplus of \$1,587 and an ending unreserved fund balance of \$9.57 million. Both fiscal years were balanced without using the City's reserve for contingencies, nor its unreserved fund balance.

Finally, I wish to express my sincere thanks to the City Council Budget Subcommittee and the executive and support staff who, once again, have been instrumental in the development of a balanced budget for Fiscal Year 2018-19, especially staff in the Finance & Human Resources Divisions of the Management Services Department.



N. Enrique Martinez
City Manager





Redlands City Values

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

WE STRIVE FOR EXCELLENCE AND ARE INNOVATIVE:

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

WE ARE FISCALLY RESPONSIBLE:

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

WE SEEK SUSTAINABILITY:

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

WE ARE RESPONSIVE:

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

WE ARE FAIR, HONEST, AND ACT WITH INTEGRITY:

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

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

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

WE TREAT EVERYONE WITH RESPECT:

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

WE EMBRACE DIVERSITY AND INCLUSIVENESS:

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

WE COMMUNICATE OPENLY, CLEARLY AND FREQUENTLY:

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

WE TAKE PLEASURE IN THE WORK WE DO:

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



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BUDGET AND FINANCE POLICIES

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

I. GENERAL POLICIES

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

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, except when circumstances warrant an objective approach.

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.

3. The General Fund “Unreserved” (Unassigned) Fund Balance, including the Fund Balance “Reserved for Contingency” (Committed Fund Balance), and other reserves (Assigned Fund Balance) will be approximately twenty-five (25%) of general fund operating expenditures. “Reserves” (Committed and Assigned Fund Balance) for the General Fund will be funded at the minimum percentages established by the Fund Balance Policy. Additional funding of “reserves” may be made by the City Council in accordance with the Policy.

4. “Reserves” for encumbrances will be established at the end of every fiscal year to designate fund balance in the amount equal to the City’s unpaid obligations and unfinished projects at year-end.

5. Funding levels of General Fund “reserves” will be reviewed during periods of economic stagnation to avoid reductions in operating service levels.

6. Appropriations or use of funds from any “reserves” will require City Council action in accordance with the Fund Balance Policy.

V. CAPITAL IMPROVEMENT PLAN (CIP) POLICIES

1. The City will develop a multi-year plan for capital improvements, update it annually and make capital improvements in accordance with the plan. If mid-year revisions to the plan are necessary, these will be brought to the City Council for review and approval.

2. The City will maintain its physical assets at a level adequate to protect the City's capital investment and to minimize future maintenance and replacement costs. The budget will provide for adequate maintenance and orderly replacement of capital assets from current revenues where possible.

3. Capital projects will conform to the following criteria:

- A. will be part of an approved City plan;
- B. will be part of an adopted maintenance/replacement schedule;
- C. will minimize operating costs; and
- D. will be selected according to the established Capital Improvement Plan.

4. The capital budget process will work in conjunction with the regular operating budget process. CIP projects will be flagged as funded or unfunded depending on whether or not the forecasted operating budget can support or fund the project. All funded CIP projects will be included in the operating budget for the current budget year.

VI. ANNUAL AUDIT

1. The City will require an annual audit by a qualified independent accountant of the books of account, financial records, inventories and reports of all City officers and employees involved in the handling of financial matters.

2. Selection of an independent auditing firm will be made by the City Council following a competitive proposal process. It is the policy of the City that the most qualified firm is selected and therefore the lowest cost approach is not the defining method of selecting an auditing firm. Among equally qualified firms, cost may be considered a determining factor in selection and award of contract.

3. The City shall issue a Request for Proposal for audit services at least every five years, and at that time, will consider rotation of audit firms, or at minimum, rotation of audit partners from the same firm.

SUMMARY OF THE BUDGET PROCESS

BUDGET ADOPTION

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

BUDGET FORMAT

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

BASIS OF ACCOUNTING

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

Governmental Funds

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

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

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

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

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.

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:

- Distribute budget packets & spreadsheets 3/8/18
- Requested completed budget packets due to Finance 4/2/18
- Finance review of department submissions 4/3 - 4/17/18
- Department meetings with City Manager 4/18 - 4/19/18
- Proposed Budget Distribution for City Council review 5/3/18
- Presentation to Budget Subcommittee 5/7/18
- Proposed Budget distribution to City Council for discussion 5/15/18
- Proposed Budget presentation to City Council 5/29/18
- Adoption by City Council 6/5/18

FUND DESCRIPTIONS

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

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

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

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

- Emergency Service Fund (205) – To account for the collection of a special property tax to be spent on paramedic services.
- Household Hazardous Waste Fund (206) – To account for revenue collected and expenditures made to properly dispose of household hazardous waste.
- Gas Tax Fund (207) – To account for the receipt and subsequent expenditure of the City's share of the State levied tax on gasoline and other vehicle fuels.
- Local Transportation Fund (209) – To account for the receipt and expenditure of street improvement and road construction funds from various sources including projects financed by State grant activity.
- Measure I Fund (2010) (210) – To account for “new” revenues resulting from a voter-approved renewal of a half-cent retail transaction and use tax, to be used for transportation improvements and traffic management programs.
- Pavement Accelerated Repair Implementation Strategy (PARIS) (211) – To account for the expenditures of the Pavement Accelerated Repair Implementation Strategy (PARIS) program.
- Air Quality Improvement Fund (221) – To account for the collection and subsequent expenditure of AB2766 (District Fees to Implement the California Clean Air Act) monies to be used for pollution reduction.
- Traffic Safety Fund (223) – To account for the receipt of traffic fines for moving violations within the City limits.
- Designated Receipts Fund (225) – To account for deposits and donations designated for specific purposes.
- 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.

- General Capital Improvement Fund (240) – To account for the receipt and expenditure of grant revenue received by the City, other than Community Development Block Grant revenues.
- Transportation Development Act (241) – To account for the receipt and expenditure of Transportation Development Act revenue received by the City.
- Community Development Block Grant Fund (243) – To account for expenditures and related reimbursements of various grants from the U.S. Department of Housing and Urban Development.
- Asset Forfeiture Fund (246) – To account for receipt and subsequent expenditure of various asset seizure monies.
- Police Grants Fund (247) – To account for receipt and expenditure of grant monies received from various agencies for public safety programs.
- Supplemental Law Enforcement Fund (249) – To account for receipt and subsequent expenditure of AB1913 monies, which, pursuant to the Citizens’ Option for Public Safety (COPS) Program, must be spent for supplemental law enforcement services.
- Park & Open Space Development Fund (250) – To account for the collection and subsequent expenditure of developer fees levied for the purpose of acquiring and developing land for parks and open space.
- Public Facilities Development Fund (251) – To account for the collection and related expenditure of development impact fees designated for constructing new and upgrading existing public facilities.
- Arterial Street Construction Fund (252) – To account for the collection and related expenditure of development impact fees designated for arterial street construction projects.
- Traffic Signals Fund (253) – To account for the collection and related expenditure of development impact fees designated for traffic signal construction projects.
- Freeway Interchanges Fund (254) – To account for the collection and related expenditure of development impact fees designated for freeway interchange construction projects.
- Street Lighting District #1 Fund (260) – To account for the maintenance, operation, and service of street lighting facilities financed by assessments collected from landowners within the district.
- CFD 2004-1 Assessments Fund (261) – To account for the maintenance of landscaping in public right-of-way and easements surrounding tracts within the district.
- Landscape Maintenance District Fund (263) – To account for assessments collected from landowners to maintain landscaping in parkways and common areas within the district.
- Community Facilities District Fund (265) – To account for developer deposits and bond proceeds related to Community Facilities Districts established for the purpose of constructing infrastructure.
- Obligation Payment Administration Fund (288) – To account for monies received from the County to pay the recognized obligations of the Successor Agency to the former Redevelopment Agency.

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

- General Debt Service Fund (305) – To account for the receipt of property taxes to be used for the retirement of the 1988 General Obligation Measure “O” Open Space Bonds, the 1994 Refunding

General Obligation Bonds, the 2003 General Obligation Refunding Bonds This fund also records the payment activity of the 2007 Pension Obligation Bonds.

- Redlands Public Improvement Corporation Fund (311) – To account for the retirement of the 1993 Refunding of the 1986 and 1987 Projects Certificates of Participation, the 1994 Taxable Certificates of Participation (City of Redlands/Wal-Mart Parking Facility), and the 2003 Refunding Lease Revenue Certificates of Participation.
- Successor Redevelopment Debt Service Fund (380) – To account for the retirement of the 1998 Tax Allocation Refunding Bonds, the 2003A Series Tax Allocation Bonds, and the 2007A Series Tax Allocation Bonds.

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

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

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

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

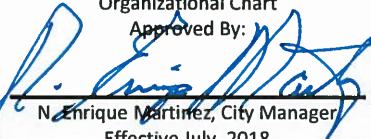
- Water Funds (501-509) – To account for water utility operations, projects, debt service costs, and impact fees of the City.
- Solid Waste Funds (511-519) – To account for refuse disposal collection operations, projects, debt service costs, and impact fees of the City.
- Sewer Funds (521-529) – To account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

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

- Liability Self-Insurance Fund (602) – To account for the City’s self-insured general and automobile liability programs, which are provided to all City departments and funds.
- Information Technology Fund (604) – To account for the general maintenance and service of all City computers and phone equipment provided to all City departments.
- Worker’s Compensation Fund (606) – To account for the City’s self-insured Workers’ Compensation and General Safety Programs, which are provided to all City departments and funds.
- Equipment Maintenance Fund (607) – To provide ongoing maintenance of all City vehicles and major equipment and to account for vehicle rental services to all City departments.
- Utility Billing Fund (608) – To account for billing services costs provided for water, sewer, and solid waste.

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

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

City of Redlands, CA
 Organizational Chart
 Approved By: 
 N. Enrique Martínez, City Manager
 Effective July, 2018

VOTERS

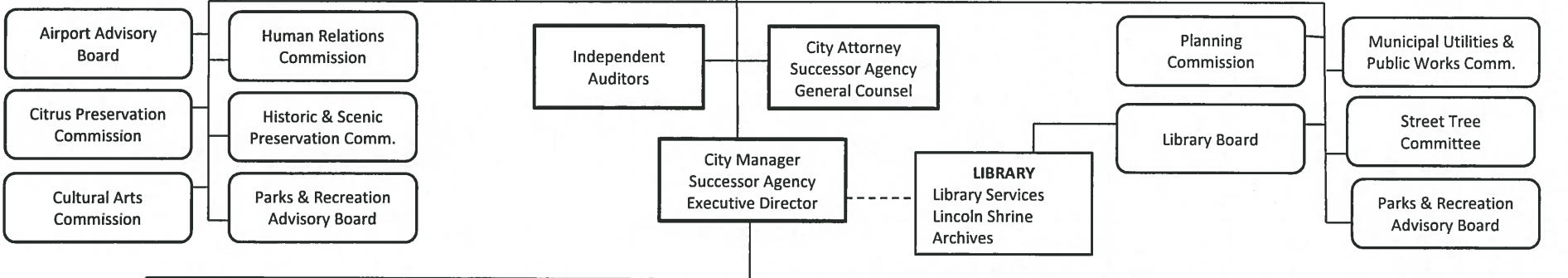
LEGEND

Elective ○

Appointive □

Boards, Commission & Committees □

Advisory to: ----



OFFICE OF THE CITY MANAGER

Administration

- Budget

Emergency Operations Mgmt.

- Disaster Preparedness

Public Information Office

- Media Unit / Redlands TV
- Public Information

Purchasing / Stores

MANAGEMENT SERVICES

Finance

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

Human Resources/Risk Management

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

Division of Innovation & Technology

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

FIRE

- Emergency Medical Services
- Fire/Arson Investigations
- Fire Prevention
- Fire Suppression
- Household Hazardous / E-Waste

POLICE

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

DEVELOPMENT SERVICES

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

MUNICIPAL UTILITIES & ENGINEERING

- Construction
- Engineering
- One Stop Permit Center
- Water
- Wastewater

QUALITY OF LIFE

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



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 2016-17 with estimates for the current year and two subsequent years (2017-18 through 2019-20).
- Schedule 3 Loans Outstanding identifies the outstanding balance of loans made between funds (Advances Receivable).
- Schedule 4 Schedule of Adopted Reserves lists all reserves of fund balance and retained earnings with the exception of encumbrances. Increases or decreases to reserves require City Council approval.
- Schedule 5 Financial Sources and Requirements by Fund presents the individual funding plan or budget summary for each fund.
- Schedule 6 Summary of Financial Sources and Requirements presents a summary of funding plans for all funds including totals for all City funds’ revenues and appropriations.

General Fund Budget Summary

| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
|--|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| AVAILABLE FINANCIAL SOURCES: | | | | |
| BEGINNING FUND BALANCE-UNRESERVED | \$ 9,135,636 | \$ 10,224,594 | \$ 10,224,594 | \$ 9,572,374 |
| Revenues | | | | |
| Taxes: | | | | |
| Property | 26,720,029 | 28,192,730 | 27,577,730 | 28,924,022 |
| Sales | 16,843,091 | 18,011,020 | 17,779,587 | 17,998,488 |
| Franchise | 3,035,317 | 3,219,000 | 3,220,920 | 3,180,000 |
| Other-(TOT, Property Transfer, Mining) | 2,128,757 | 2,240,000 | 2,122,000 | 2,184,235 |
| Total Taxes | 48,727,194 | 51,662,750 | 50,700,237 | 52,286,745 |
| General Government: | | | | |
| Business Licenses | 3,443,044 | 3,340,000 | 3,483,000 | 3,495,000 |
| Motor Vehicle Fees | 33,807 | - | 36,769 | 37,500 |
| Interfund Charges | 3,297,744 | 3,365,322 | 3,352,980 | 3,487,400 |
| Investment Income | (25,237) | 170,000 | 215,000 | 225,000 |
| Other | 1,178,720 | 3,072,888 | 3,254,324 | 1,880,635 |
| Total General Government | 7,928,078 | 9,948,210 | 10,342,073 | 9,125,535 |
| Charges For Services: | | | | |
| Development Services | 3,615,131 | 2,800,637 | 3,018,053 | 2,752,947 |
| Library | 187,954 | 185,360 | 185,240 | 141,940 |
| Police and Animal Control | 492,061 | 427,484 | 476,279 | 409,509 |
| Community Services | 315,276 | 254,000 | 297,331 | 562,600 |
| Fire | 1,507,333 | 1,841,286 | 2,701,469 | 1,285,750 |
| Quality of Life | 1,376,862 | 1,425,100 | 1,054,314 | 1,321,296 |
| Engineering | 888,325 | 601,000 | 616,120 | 597,100 |
| Total Charges For Services | 8,382,944 | 7,534,867 | 8,348,806 | 7,071,142 |
| Total Revenues | 65,038,216 | 69,145,827 | 69,391,115 | 68,483,422 |
| Interfund Transfers from Other Funds: | | | | |
| Gas Tax (207) | 1,309,920 | 1,444,647 | 1,452,006 | 1,437,483 |
| Local Transportation (209) | - | 15,000 | - | - |
| Traffic Safety (223) | 197,160 | 157,000 | 135,000 | 160,500 |
| CFD 2004-1 Fund (261) | - | - | 181,933 | - |
| General Debt Service (305) | 18 | - | - | - |
| Water (501) | 456,573 | 629,110 | 510,000 | 540,000 |
| Solid Waste (511) | 118,281 | 239,940 | 189,000 | 211,000 |
| Sewer (521) | 102,766 | 153,984 | 104,470 | 116,000 |
| Payroll Clearing Fund (720) | - | - | - | 31,800 |
| Total Interfund Transfers From Other Funds | 2,184,718 | 2,639,681 | 2,572,409 | 2,496,783 |
| Decreases to Reserves and Other Sources: | | | | |
| Encumbrances | 2,286,757 | 1,365,514 | 1,365,514 | - |
| Prepays | 46,941 | - | - | - |
| Fire Equipment | 136,924 | 112,034 | 112,034 | - |
| General Fund Vehicles | - | 296,924 | 296,924 | 50,000 |
| Maintenance | - | 50,000 | 50,000 | 30,000 |
| Capital | - | - | 302,355 | 95,000 |
| Total Cancellations or Decreases to Reserves | 2,470,622 | 1,824,472 | 2,126,827 | 175,000 |
| TOTAL AVAILABLE FINANCIAL SOURCES | \$ 78,829,192 | \$ 83,834,574 | \$ 84,314,946 | \$ 80,727,579 |

General Fund Budget Summary (cont.)

| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
|---|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| FINANCIAL REQUIREMENTS: | | | | |
| Appropriations/Expenditures | | | | |
| City Council | \$ 349,707 | \$ 301,978 | \$ 403,123 | \$ 360,552 |
| City Manager | 1,255,885 | 1,458,823 | 1,380,388 | 1,426,887 |
| City Clerk | 273,925 | 238,283 | 222,794 | 293,684 |
| City Attorney | 577,979 | 637,317 | 574,746 | 585,869 |
| Management Services | 5,006,196 | 6,257,580 | 6,056,125 | 6,019,447 |
| Development Services | 4,731,210 | 3,902,436 | 3,736,766 | 2,973,720 |
| Quality of Life | 6,693,854 | 7,505,807 | 7,569,205 | 7,141,085 |
| Community Services | 882,916 | 1,308,158 | 951,927 | 1,415,270 |
| Engineering | 1,047,167 | 1,339,022 | 1,427,806 | 1,120,748 |
| Library | 1,942,610 | 2,171,130 | 2,019,786 | 2,219,532 |
| Police | 24,492,598 | 26,208,634 | 26,462,046 | 27,752,418 |
| Fire | 13,432,491 | 14,671,863 | 14,990,218 | 14,414,492 |
| Total Appropriations | 60,686,538 | 66,001,032 | 65,794,928 | 65,723,704 |
| Interfund Transfers to Other Funds: | | | | |
| Paramedic Fund (205) | 3,974,487 | 3,826,212 | 4,022,849 | 4,415,914 |
| Gas Tax (207) | 2,687 | - | - | - |
| Street Lighting District #1 (260) | - | 2,842 | 5,700 | 4,000 |
| Landscape Maintenance District (263) | 11,066 | 13,387 | 40,000 | 26,000 |
| Redlands Public Improvement Corp. (311) | 413,842 | 306,719 | 306,719 | - |
| Liability Self-Insurance (602) | 1,650,000 | 1,350,000 | 1,845,000 | 984,000 |
| Info Technology (604) | 50,000 | - | - | - |
| Total Interfund Transfers To Other Funds | 6,102,082 | 5,499,160 | 6,220,268 | 5,429,914 |
| New or Increases to Reserves | | | | |
| Encumbrances | 1,365,514 | - | - | - |
| Prepays | 151,551 | - | - | - |
| Fire Equipment | 60,000 | - | 50,000 | - |
| Parking Improvements | - | 1,944,001 | 1,944,001 | - |
| Capital | 150,000 | - | - | - |
| Advances Receivable | 88,913 | 50,000 | 80,000 | - |
| Total New or Increases to Reserves | 1,815,978 | 1,994,001 | 2,074,001 | - |
| TOTAL FINANCIAL REQUIREMENTS | \$ 68,604,598 | \$ 73,494,193 | \$ 74,089,197 | \$ 71,153,618 |
| SOURCES OVER/(UNDER) REQUIREMENTS | 1,088,958 | 115,787 | 1,154 | 1,587 |
| ENDING FUND BALANCE-UNRESERVED | \$ 10,224,594 | \$ 10,340,381 | \$ 10,225,749 | \$ 9,573,961 |

RESO. NO 7346 FUND BALANCE POLICY - SURPLUS ALLOCATION (Approved November 19, 2013) -

SURPLUS AMOUNT: \$1,088,958

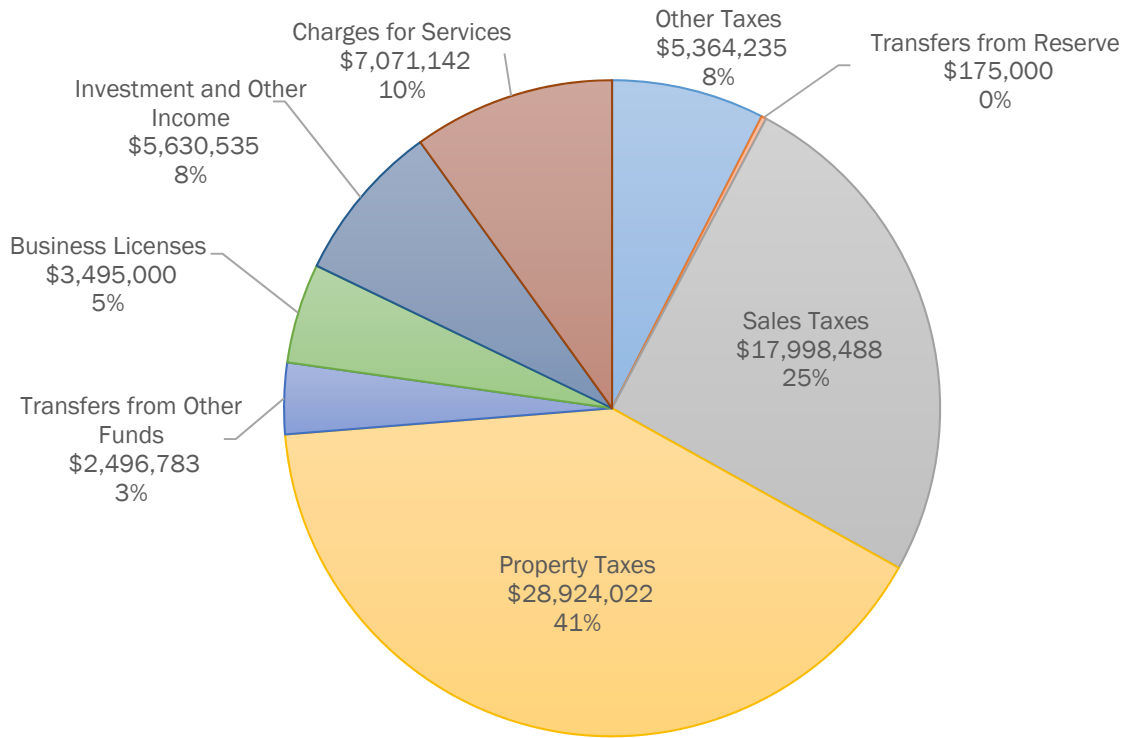
ASSIGNED FUND BALANCE (45%):

| | |
|---|-------------------|
| CAPITAL EQUIP. OVER \$50,000 (15%) | \$ 163,344 |
| BUILDINGS & IMPROVEMENTS (15%) | 163,344 |
| UNFUNDED MANDATES (15%) | 163,344 |
| COMMITTED FUND BALANCE (15%) | 163,344 |
| TOTAL SURPLUS ALLOCATION TO RESERVES | \$ 653,375 |

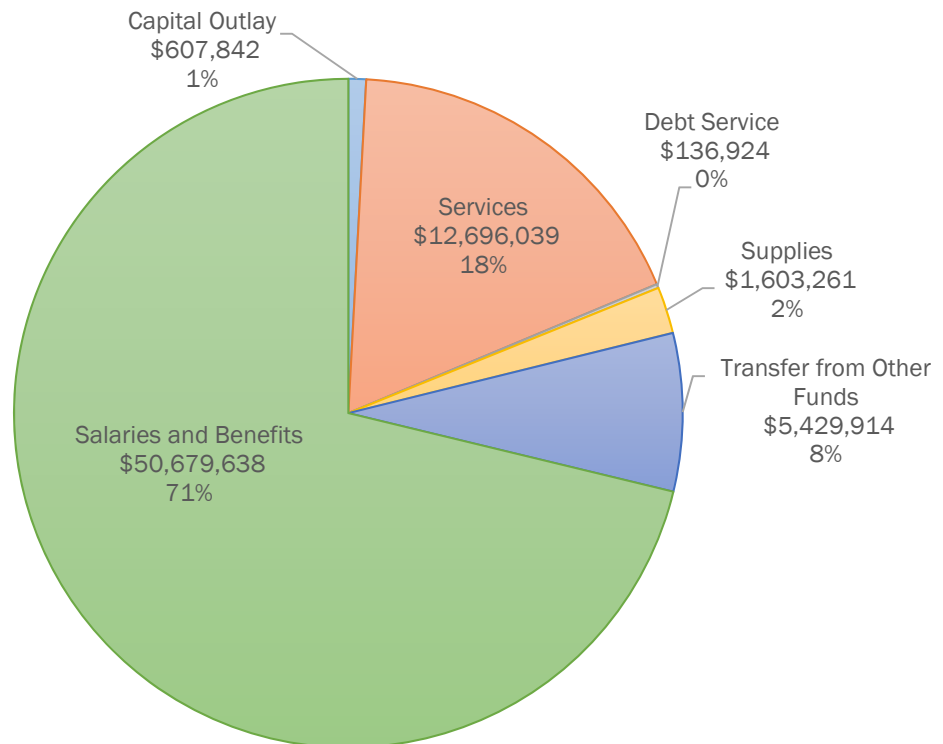
ESTIMATED FY 2017-18 SOURCES OVER/(UNDER) REQS AFTER REQUIRED ALLOCATIONS (652,221)

EST. FY 2017-18 ENDING FUND BALANCE - UNASSIGNED AFTER REQUIRED ALLOCATIONS \$ 9,572,374

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



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



**THREE YEAR BUDGET ESTIMATE
GENERAL FUND
2016-17 THROUGH 2019-20**

| <u>FINANCIAL SOURCES:</u> | AUDITED 2016-2017 | ESTIMATED 2017-2018 | ESTIMATED 2018-2019 | ESTIMATED 2019-2020 |
|---|------------------------------|--------------------------------|--------------------------------|--------------------------------|
| BEGINNING FUND BALANCE - UNRESERVED | \$ 9,135,636 | \$ 10,224,594 | \$ 9,572,374 | \$ 9,573,961 |
| Revenues | \$ 65,038,216 | \$ 69,391,115 | \$ 68,483,422 | \$ 71,022,972 |
| Interfund Transfers In | 2,184,718 | 2,572,409 | 2,496,783 | 2,564,472 |
| Decrease in Other Reserves and Set-asides (3) | 2,470,622 | 2,126,827 | 175,000 | - |
| TOTAL CURRENT SOURCES | \$ 69,693,556 | \$ 74,090,351 | \$ 71,155,205 | \$ 73,587,445 |
| | | | | |
| <u>FINANCIAL REQUIREMENTS:</u> | | | | |
| Expenditures (2) | \$ 60,686,538 | \$ 65,794,928 | \$ 65,723,704 | \$ 68,609,603 |
| Interfund Transfers Out | 6,102,082 | 6,220,268 | 5,429,914 | 5,857,046 |
| Increase in Other Reserves and Set-asides (3) | 1,815,978 | 2,727,376 | - | - |
| TOTAL CURRENT REQUIREMENTS | \$ 68,604,598 | \$ 74,742,573 | \$ 71,153,618 | \$ 74,466,649 |
| | | | | |
| CURRENT SOURCES OVER(UNDER) REQUIREMENTS (4) | \$ 1,088,958 | \$ (652,222) | \$ 1,587 | \$ (879,204) |
| | | | | |
| ENDING FUND BALANCE - UNRESERVED (1) | \$ 10,224,594 | \$ 9,572,374 | \$ 9,573,961 | \$ 8,694,756 |

Notes:

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

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

(3) Reserves and Set-asides are detailed in the 2018-19 Adopted Budget Summary (Schedule 4).

(4) Estimated 2017-18 reflects current sources under requirements as result of appropriation of prior year excess fund balance of \$1,088,958.

SCHEDULE 3

Loans Outstanding

| | Estimated Balance 6/30/2018 | Estimated New Loans 2018-2019 | Estimated Repayments 2018-2019 | Projected Balance 6/30/2019 |
|--|-----------------------------------|-------------------------------------|--------------------------------------|-----------------------------------|
| General Fund (101) Loan to: Public Facilities (251) | \$ 8,432,743 | - | - | \$ 8,432,743 |
| Open Space (227) Loan to: Public Facilities (251) | \$ 115,253 | - | - | \$ 115,253 |
| Park & Open Space Facilities (250) Loan to: Public Facilities (251) | \$ 115,253 | - | - | \$ 115,253 |
| Storm Drain (405) Loan to: Public Facilities (251) | \$ 103,124 | - | - | \$ 103,124 |
| Water (501) Loan to: Public Facilities (251) | \$ 154,686 | - | - | \$ 154,686 |
| Cemetery (562) | 1,133,919 | - | 45,200 | 1,088,719 |
| Total | \$ 1,288,605 | - | 45,200 | \$ 1,243,405 |
| Solid Waste (511) Loan to: Aviation (564) | \$ 917,930 | - | 48,000 | \$ 869,930 |
| Cemetery Endowment (702) Loan to: Cemetery (562) | \$ 763,695 | | 5,000 | \$ 758,695 |

Schedule of Adopted Reserves

| Governmental Funds | Reserve | Estimated Balance 6/30/2018 | Adopted Increase (Decrease) 2018-19 | Projected Total Reserve 6/30/2019 |
|-------------------------------|----------------------------|--------------------------------|--|--------------------------------------|
| General Fund (101) | Nonspendable: | | | |
| | Advances Receivable | \$ 8,537,472 | \$ - | \$ 8,537,472 |
| | Committed: | | | |
| | Contingency | 8,285,676 | - | 8,285,676 |
| | Assigned: | | | |
| | Capital: over \$50,000 | 367,473 | (95,000) | 272,473 |
| | Capital: HVAC, IT Equip. | 200,000 | | 200,000 |
| | Fire Equipment | 50,000 | - | 50,000 |
| | General Fund Vehicles | 112,506 | (50,000) | 62,506 |
| | Maint: Buildings & Imprvs. | 769,828 | (30,000) | 739,828 |
| | Maint: Park Facilities | 100,000 | - | 100,000 |
| | Parking Improvements | 1,944,001 | - | 1,944,001 |
| | Unfunded Mandates | 519,828 | - | 519,828 |
| | Total | \$ 20,886,784 | \$ (175,000) | \$ 20,711,784 |
| Open Space (227) | Advances Receivable | \$ 115,253 | \$ - | \$ 115,253 |
| Park & Open Space (250) | Advances Receivable | \$ 115,253 | \$ - | \$ 115,253 |
| Storm Drain (405) | Advances Receivable | \$ 103,124 | \$ - | \$ 103,124 |
| <u>Enterprise Funds</u> | | | | |
| Water (501) | Operating | \$ 1,380,000 | \$ 1,632,655 | \$ 3,012,655 |
| | Maintenance | 1,800,000 | 1,212,655 | 3,012,655 |
| | Rate Stabilization | 200,000 | - | 200,000 |
| | Capital | 794,000 | 5,528,511 | 6,322,511 |
| | Treatment Plant Capital | 3,240,000 | 1,760,000 | 5,000,000 |
| | Total | \$ 7,414,000 | \$ 10,133,821 | \$ 17,547,821 |
| Solid Waste (511) | Operating | \$ 1,050,000 | \$ (878,399) | \$ 171,601 |
| | Capital | 100,000 | (100,000) | - |
| | Equipment Replacement | 650,000 | (650,000) | - |
| | Landfill Closure | 6,554,924 | 50,000 | 6,604,924 |
| | Total | \$ 8,354,924 | \$ (1,578,399) | \$ 6,776,525 |
| Wastewater (521) | Operating | \$ 1,185,000 | \$ 1,590,727 | \$ 2,775,727 |
| | Capital | 719,248 | 1,451,175 | 2,170,423 |
| | Alabama Ponds | - | 1,000,000 | 1,000,000 |
| | Equipment Replacement | 548,825 | - | 548,825 |
| | Treatment Plant Capital | 3,200,000 | 3,795,517 | 6,995,517 |
| | Total | \$ 5,653,073 | \$ 7,837,419 | \$ 13,490,492 |
| <u>Internal Service Funds</u> | | | | |
| Liability Insurance (602) | Self-Insured Retention | \$ 500,000 | \$ - | \$ 500,000 |
| Workers Comp (606) | Self-Insured Retention | \$ 1,000,000 | \$ - | \$ 1,000,000 |

Financial Sources and Requirements by Fund

Water Fund Group

| | Water Service (501) | Water Projects (503) | Water Debt Service (506) | Source Acquisition (508) |
|-------------------------------------|---------------------------|----------------------------|--------------------------------|--------------------------------|
| Financial Sources: | | | | |
| Unrestricted Cash Balance, 6/30/18 | \$ 15,247,256 | \$ 529 | \$ 1,500 | \$ 257,046 |
| Revenues | 28,113,924 | - | 1,500 | 164,000 |
| Interfund Transfers From: | | | | |
| Water Service (501) | - | 7,485,000 | 993,922 | - |
| Water Capital Improvement (509) | - | - | 41,413 | - |
| Loan Payment from Cemetery (562) | 45,200 | - | - | - |
| Total Financial Sources | 43,406,380 | 7,485,529 | 1,038,335 | 421,046 |
| Financial Requirements: | | | | |
| Appropriations | 20,190,912 | 7,485,000 | 1,036,835 | - |
| Interfund Transfers To: | | | | |
| General Fund (101) | 540,000 | - | - | - |
| PARIS (211) | 102,412 | - | - | - |
| Water Projects (503) | 7,485,000 | - | - | - |
| Water Debt Service (506) | 993,922 | - | - | - |
| Additions to Reserves: | | | | |
| Operating Reserve | 1,632,655 | - | - | - |
| Maintenance Reserve | 1,212,655 | - | - | - |
| Capital | 5,528,511 | - | - | - |
| Treatment Plant Capital | 1,760,000 | - | - | - |
| Total Financial Requirements | 39,446,067 | 7,485,000 | 1,036,835 | - |
| | | | | |
| Unrestricted Cash Balance, 6/30/19 | \$ 3,960,313 | \$ 529 | \$ 1,500 | \$ 421,046 |

2018-19 Funding Plan Highlights:

In addition to the annual appropriations, the Water Fund's (501) major uses of funds are for (1) capital projects, (2) debt service, and (3) contributions to reserves. The substantial use of funds for capital projects in the Water Project Fund (503) reflects meeting capital requirements identified in the Water Capital Improvement Program. The Debt Service Fund (506) reflects the full principal and interest payments due under the Water Refunding Revenue Bonds issued in 2012 that were used to refinance the 1999 Water COPs Refunding, the ADLP loan for the Texas Street Treatment Facility, and payment on the SRF loan for the Hinckley Water Treatment Plant upgrades.

Significant increases to capital, operating, maintenance and project-based reserves are planned in Fiscal Year 2018-19 in an amount totaling \$10.13 million.

SCHEDULE 5

| Water Capital Improvement (509) | Total Water Enterprise |
|---------------------------------------|------------------------------|
| \$ - | \$ 15,506,331 |
| 701,500 | 28,980,924 |
| - | 8,478,922 |
| - | 41,413 |
| - | 45,200 |
| <hr/> 701,500 | <hr/> 53,052,790 |
| 25,000 | 28,737,747 |
| - | 540,000 |
| - | 102,412 |
| - | 7,485,000 |
| 41,413 | 1,035,335 |
| - | 1,632,655 |
| - | 1,212,655 |
| - | 5,528,511 |
| - | 1,760,000 |
| <hr/> 66,413 | <hr/> 48,034,315 |
| \$ 635,087 | \$ 5,018,475 |

Financial Sources and Requirements by Fund

| | Solid Waste Fund Group | | | |
|--|---------------------------------|----------------------------------|--------------------------------------|---|
| | Solid Waste Service (511) | Solid Waste Projects (513) | Solid Waste Debt Service (516) | Calif Street Landfill Closure (517) |
| Financial Sources: | | | | |
| Unrestricted Cash Balance, 6/30/18 | \$ 3,301,590 | \$ - | \$ 32,011 | \$ - |
| Revenues | 16,854,874 | - | - | 50,000 |
| Interfund Transfers From: | | | | |
| Solid Waste Service (511) | - | 5,844,000 | 2,139,036 | - |
| Loan Repayment from Aviation (564) | 48,000 | - | - | - |
| Cancellation of Reserves | | | | |
| Operating Reserve | 1,050,000 | - | - | - |
| Capital Reserve | 100,000 | - | - | - |
| Equipment Replacement Reserves | 650,000 | - | - | - |
| Total Financial Sources | 22,004,464 | 5,844,000 | 2,171,047 | 50,000 |
| Financial Requirements: | | | | |
| Appropriations | 10,690,317 | 5,844,000 | 2,139,036 | - |
| Interfund Transfers To: | | | | |
| General Fund (101) | 211,000 | - | - | - |
| PARIS (211) | 1,855,963 | - | - | - |
| Solid Waste Projects (513) | 5,844,000 | - | - | - |
| Solid Waste Debt Service (516) | 2,139,036 | - | - | - |
| Additions to Reserves: | | | | |
| Operating Reserve | 171,601 | - | - | - |
| Landfill Closure Reserve | 50,000 | - | - | 50,000 |
| Total Financial Requirements | 20,961,917 | 5,844,000 | 2,139,036 | 50,000 |
| Unrestricted Cash Balance, 6/30/19 | \$ 1,042,547 | \$ - | \$ 32,011 | \$ - |

2018-19 Funding Plan Highlights:

In addition to the annual operating appropriations, the major use of Solid Waste Service Fund (511) dollars is capital projects, debt service and contributions to reserves. Additionally, cancellations of reserves from the Solid Waste Service Fund (511) are done to fund planned capital projects. The use of funds for capital projects in the Solid Waste Project Fund (513) reflects meeting capital needs at the landfill. The Debt Service Fund (516) reflects the full principal and interest payments due under the 2013 Solid Waste Revenue Bonds and the I-Bank loans. The balance of the annual impact of collection vehicles on City streets is transferred to the 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).

SCHEDULE 5

| SW Capital Improvement (519) | Total Solid Waste Enterprise |
|------------------------------------|------------------------------------|
| \$ 4,317,886 | \$ 7,651,487 |
| 215,000 | 17,119,874 |
| - | 7,983,036 |
| - | 48,000 |
| - | 1,050,000 |
| - | 100,000 |
| - | 650,000 |
| 4,532,886 | 34,602,397 |
| - | 18,673,353 |
| - | 211,000 |
| - | 1,855,963 |
| - | 5,844,000 |
| - | 2,139,036 |
| - | 171,601 |
| - | 100,000 |
| - | 28,994,953 |
| \$ 4,532,886 | \$ 5,607,444 |

Financial Sources and Requirements by Fund

Wastewater Fund Group

| | Wastewater Service (521) | Wastewater Projects (523) | Debt Service (526) |
|-------------------------------------|--------------------------------|---------------------------------|--------------------------|
| Financial Sources: | | | |
| Unrestricted Cash Balance, 6/30/18 | \$ 15,445,719 | \$ - | \$ 447 |
| Revenues | 9,345,902 | - | 500 |
| Interfund Transfers From: | | | |
| Wastewater Service (521) | - | 6,080,000 | 364,539 |
| Total Financial Sources | 24,791,621 | 6,080,000 | 365,486 |
| Financial Requirements: | | | |
| Appropriations | 9,313,337 | 6,080,000 | 365,039 |
| Interfund Transfers To: | | | |
| General Fund (101) | 116,000 | - | - |
| PARIS (211) | 17,088 | - | - |
| Wastewater Projects (523) | 6,080,000 | - | - |
| Debt Service (526) | 364,539 | - | - |
| Additions to Reserves: | | | |
| Operating Reserve | 1,590,727 | - | - |
| Capital Reserve | 1,451,175 | - | - |
| Alabama Ponds | 1,000,000 | - | - |
| Treatment Plant Capital | 3,795,517 | - | - |
| Total Financial Requirements | 23,728,383 | 6,080,000 | 365,039 |
| Unrestricted Cash Balance, 6/30/19 | \$ 1,063,238 | \$ - | \$ 447 |

2018-19 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. The Debt Service Fund (526) reflects full principal and interest payments due under the 1999 Wastewater COPs Refunding and the 2005 State Revolving Fund loan for the Recycled Water Project.

Significant increases to capital, operating and project-specific reserves are planned in Fiscal Year 2018-19, totaling approximately \$7.8 million.

SCHEDULE 5

| Capital Improvements (529) | Total Wastewater Enterprise |
|----------------------------------|-----------------------------------|
| \$ 2,321,732 | \$ 17,767,898 |
| 810,229 | 10,156,631 |
| - | 6,444,539 |
| <u>3,131,961</u> | <u>34,369,068</u> |
| - | 15,758,376 |
| - | 116,000 |
| - | 17,088 |
| - | 6,080,000 |
| - | 364,539 |
| - | 1,590,727 |
| - | 1,451,175 |
| - | 1,000,000 |
| - | 3,795,517 |
| <u>-</u> | <u>30,173,422</u> |
| \$ 3,131,961 | \$ 4,195,646 |

SCHEDULE 5

Financial Sources and Requirements by Fund

Non Potable Water Fund Group

| | NP Water Service (541) | NP Water Projects (543) | NP Capital Improvement (549) | Total NP Water Enterprise |
|---|------------------------------|-------------------------------|------------------------------------|---------------------------------|
| Financial Sources: | | | | |
| Unrestricted Cash Balance, 6/30/18 | \$ 2,189,268 | \$ - | \$ 1,152,068 | \$ 3,341,336 |
| Revenues | 580,590 | - | 21,500 | 602,090 |
| Interfund Transfers From: NP Water Service (541) | - | 1,800,000 | - | 1,800,000 |
| Total Financial Sources | 2,769,858 | 1,800,000 | 1,173,568 | 5,743,426 |
| Financial Requirements: | | | | |
| Appropriations | 109,156 | 1,800,000 | - | 1,909,156 |
| Interfund Transfers To: NP Water Projects (543) | 1,800,000 | - | - | 1,800,000 |
| Total Financial Requirements | 1,909,156 | 1,800,000 | - | 3,709,156 |
| Unrestricted Cash Balance, 6/30/19 | \$ 860,702 | \$ - | \$ 1,173,568 | \$ 2,034,270 |

2018-19 Funding Plan Highlights:

Fiscal Year 2009-10 was the first year the Nonpotable Water Fund (541) accounted for activities completely independent from other funds. A one time transfer from Wastewater Service Fund (521) reserves was made to move funds intended for recycled water system use and funds from the Water Service Fund (501) to account for revenues received for nonpotable water sales. Annual appropriations are currently for maintenance, operations, and capital projects.

Financial Sources and Requirements by Fund

Other Enterprise Funds

| | Groves (538) | Cemetery (562) | Cemetery Preneed (563) | Cemetery Endowment (702) | Aviation (564) |
|--|-----------------|-------------------|------------------------------|--------------------------------|-------------------|
| Financial Sources: | | | | | |
| Unrestricted Cash Balance, 6/30/18 | \$ 3,407 | \$ 86,155 | \$ 908,616 | \$ 1,607,266 | \$ 21,467 |
| Estimated Revenues | 800,000 | 1,107,082 | 4,520 | 40,300 | 363,525 |
| Interfund Transfers From: | | | | | |
| Cemetery Pre-Need Fund (563) | - | 4,520 | - | - | - |
| Payment from Cemetery (562) | - | - | - | 5,000 | - |
| Total Financial Sources | 803,407 | 1,197,757 | 913,136 | 1,652,566 | 384,992 |
| Financial Requirements: | | | | | |
| Appropriations | 799,199 | 1,032,445 | - | - | 314,569 |
| Loan Payment to Water Fund (501) | - | 45,200 | - | - | - |
| Loan Payment to Solid Waste (511) | - | - | - | - | 48,000 |
| Loan Payment to Endowment (702) | - | 5,000 | - | - | - |
| Interfund Transfers To: | | | | | |
| Cemetery Fund (562) | - | - | 4,520 | - | - |
| Total Financial Requirements | 799,199 | 1,082,645 | 4,520 | - | 362,569 |
| Unrestricted Cash Balance, 6/30/19 | \$ 4,208 | \$ 115,112 | \$ 908,616 | \$ 1,652,566 | \$ 22,423 |

2018-19 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 was transferred to the Quality of Life Department in November 2007.

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

Aviation - Administration of the Airport was transferred to the Quality of Life Department in November 2007. A loan from the Solid Waste Service Fund in March 2003 was used to retire the loan to the General Fund. Repayment of the debt to the Solid Waste Service Fund (511) is included in the Aviation Division's annual budget and 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 Balance, 6/30/18 | \$ 1,037,453 | \$ 370,293 | \$ 224,288 | \$ 896,706 | \$ 1,335,636 |
| Estimated Revenues | 30,000 | 3,654,575 | 2,364,050 | 5,456,331 | 1,783,500 |
| Interfund Transfers From: | | | | | |
| General Fund (101) | 984,000 | - | - | - | - |
| Total Financial Sources | 2,051,453 | 4,024,868 | 2,588,338 | 6,353,037 | 3,119,136 |
| Financial Requirements: | | | | | |
| Appropriations | 2,783,591 | 3,922,449 | 2,305,432 | 4,290,729 | 2,111,498 |
| Total Financial Requirements | 2,783,591 | 3,922,449 | 2,305,432 | 4,290,729 | 2,111,498 |
| Unrestricted Cash Balance, 6/30/19 | \$ (732,138) | \$ 102,419 | \$ 282,906 | \$ 2,062,308 | \$ 1,007,638 |

2018-19 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 recover for information technology support services rendered to other 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 other 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 other city departments.

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

SCHEDULE 5

Financial Sources and Requirements by Fund

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

| | Obligation Payment (288) | Debt Service (380) | Administration (480) | Projects (488) |
|-------------------------------------|--------------------------------|-----------------------|-------------------------|-------------------|
| Financial Sources: | | | | |
| Unrestricted Cash Balance, 6/30/18 | \$ 3,380,472 | \$ - | \$ - | \$ - |
| Estimated Revenues | 2,718,023 | 75 | 18,100 | 300 |
| Interfund Transfers From: | | | | |
| Obligation Payment (288) | - | 2,658,704 | 231,900 | 2,400 |
| Total Financial Sources | 6,098,495 | 2,658,779 | 250,000 | 2,700 |
| Financial Requirements: | | | | |
| Appropriations | - | 2,658,779 | 250,000 | 2,700 |
| Interfund Transfers To: | | | | |
| Successor RDA Debt Service (380) | 2,658,704 | - | - | - |
| Successor RDA Admin (480) | 231,900 | - | - | - |
| Successor RDA Projects (488) | 2,400 | - | - | - |
| Total Financial Requirements | 2,893,004 | 2,658,779 | 250,000 | 2,700 |
| Unrestricted Cash Balance, 6/30/19 | \$ 3,205,491 | \$ - | \$ - | \$ - |

2018-19 Funding Plan Highlights:

Effective June 29, 2011, AB1X 26 dissolved redevelopment agencies and replaced them with Successor Agencies responsible for winding down the affairs of the redevelopment agencies including disposing of their assets. Successor Agencies became operative on February 1, 2012. On this date, all assets, properties, contracts and leases of the former redevelopment agency transferred to the Successor Agency. The Successor Agency will continue to oversee the contractual obligations until they can be transferred to other parties, use bond proceeds to continue to fund activities, defease bonds and prepare administrative budgets. The Successor Agency shall prepare and submit to the State Department of Finance a Recognized Obligation Payment Schedule annually, by February 1st and pay only what has been listed. The Successor Agency is entitled to an administrative allowance of 3%, or a minimum of \$250,000. The Auditor-Controller shall determine the amount of tax increment that would have been allocated to each redevelopment agency and shall deposit the amount in a Redevelopment Property Tax Trust Fund (RPTTF). The Auditor-Controller administers the Trust Fund, makes pass-through payments and allocates funding to the Successor Agency. Recognized obligations include the debt service payments for the 2016 Refunding Tax Allocation Bonds, Series A and the Taxable Series B.

SCHEDULE 5

Financial Sources and Requirements by Fund

Special Revenue, Debt Service and Capital Projects Funds

| | Emergency Service (205) | Household Hazardous Waste (206) | Gas Tax (207) | Local Transportation (209) |
|--|-------------------------------|---------------------------------------|------------------|----------------------------------|
| Financial Sources: | | | | |
| Unrestricted Cash Balance, 6/30/18 | \$ 28,802 | \$ 100,340 | \$ 9,499 | \$ 362,341 |
| Estimated Revenues | 1,105,000 | 96,000 | 2,685,639 | - |
| Interfund Transfers From: | | | | |
| General Fund (101) | 4,415,914 | - | - | - |
| Total Financial Sources | 5,549,716 | 196,340 | 2,695,138 | 362,341 |
| Financial Requirements: | | | | |
| Appropriations | 5,540,914 | 195,446 | - | - |
| Interfund Transfers To: | | | | |
| General Fund (101) | - | - | 1,437,483 | - |
| PARIS (211) | - | - | 1,159,949 | - |
| General Capital Improv. (240) | - | - | 79,409 | - |
| Total Financial Requirements | 5,540,914 | 195,446 | 2,676,841 | - |
| Unrestricted Cash Balance, 6/30/19 | \$ 8,802 | \$ 894 | \$ 18,297 | \$ 362,341 |

2018-19 Funding Plan Highlights:

Emergency Service - This fund accounts for the full cost of all firefighter paramedics and the paramedic program. It requires an operating transfer from the General Fund.

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

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

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

SCHEDULE 5

Financial Sources and Requirements by Fund

Special Revenue, Debt Service and Capital Projects Funds

| | Measure "I" 2010 (210) | PARIS (211) | Air Quality Improvement (221) | Traffic Safety (223) |
|-------------------------------------|------------------------------|------------------|-------------------------------------|----------------------------|
| Financial Sources: | | | | |
| Unrestricted Cash Balance, 6/30/18 | \$ 2,244,373 | \$ 89,221 | \$ 368,403 | \$ 14,508 |
| Estimated Revenues | 1,120,000 | - | 88,400 | 160,500 |
| Interfund Transfers From: | | | | |
| Gas Tax (207) | - | 1,159,949 | - | - |
| Water Service (501) | - | 102,412 | - | - |
| Solid Waste Service (511) | - | 1,855,963 | - | - |
| Waste Water Service (521) | - | 17,088 | - | - |
| Total Financial Sources | 3,364,373 | 3,224,633 | 456,803 | 175,008 |
| Financial Requirements: | | | | |
| Appropriations | 3,115,209 | 3,224,518 | - | - |
| Interfund Transfers To: | | | | |
| General Fund (101) | - | - | - | 160,500 |
| Total Financial Requirements | 3,115,209 | 3,224,518 | - | 160,500 |
| | | | | |
| Unrestricted Cash Balance, 6/30/19 | \$ 249,164 | \$ 115 | \$ 456,803 | \$ 14,508 |

2018-19 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.

SCHEDULE 5

Financial Sources and Requirements by Fund

Special Revenue, Debt Service and Capital Projects Funds

| | Open Space (227) | Downtown Redlands Business Area (236) | Parking Authority (237) | General Capital Improvements (240) |
|-------------------------------------|------------------------|--|-------------------------------|--|
| Financial Sources: | | | | |
| Unrestricted Cash Balance, 6/30/18 | \$ 497,828 | \$ 101,925 | \$ 299 | \$ (63,660) |
| Estimated Revenues | 51,400 | 320,650 | 12,480 | - |
| Other Financial Source | - | - | 6,600 | - |
| Interfund Transfers From: | | | | |
| Gas Tax Fund (207) | - | - | - | 79,409 |
| Total Financial Sources | 549,228 | 422,575 | 19,379 | 15,749 |
| Financial Requirements: | | | | |
| Appropriations | - | 332,662 | 19,296 | - |
| Total Financial Requirements | - | 332,662 | 19,296 | - |
| Unrestricted Cash Balance, 6/30/19 | \$ 549,228 | \$ 89,913 | \$ 83 | \$ 15,749 |

2018-19 Funding Plan Highlights:

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

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

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

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

SCHEDULE 5

Financial Sources and Requirements by Fund

Special Revenue, Debt Service and Capital Projects Funds

| | Transportation Development Act (241) | Community Development Block Grant (243) | Asset Forfeiture (246) | Police Grants (247) |
|------------------------------------|---|--|------------------------------|---------------------------|
| Financial Sources: | | | | |
| Unrestricted Cash Balance, 6/30/18 | \$ - | \$ 74,492 | \$ 769,447 | \$ 97,387 |
| Estimated Revenues | <u>100,000</u> | <u>337,079</u> | <u>-</u> | <u>27,804</u> |
| Total Financial Sources | 100,000 | 411,571 | 769,447 | 125,191 |
| Financial Requirements: | | | | |
| Appropriations | <u>100,000</u> | <u>391,820</u> | <u>231,620</u> | <u>39,604</u> |
| Total Financial Requirements | 100,000 | 391,820 | 231,620 | 39,604 |
| Unrestricted Cash Balance, 6/30/19 | \$ - | \$ 19,751 | \$ 537,827 | \$ 85,587 |

2018-19 Funding Plan Highlights:

Transportation Development Act (TDA) - This fund accounts for the development and support of public transportation needs. Current projects are grant-funded.

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

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

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

Financial Sources and Requirements by Fund

Special Revenue, Debt Service and Capital Projects Funds

| | Supplemental Law Enforcement (249) | Park & Open Space Dvlp (250) | Public Facilities Development (251) | Arterial Street Construction (252) |
|------------------------------------|---|------------------------------------|---|--|
| Financial Sources: | | | | |
| Unrestricted Cash Balance, 6/30/18 | \$ 8,972 | \$ 27,044 | \$ 655,198 | \$ 3,072,703 |
| Estimated Revenues | <u>122,090</u> | <u>802,000</u> | <u>409,000</u> | <u>47,000</u> |
| Total Financial Sources | 131,062 | 829,044 | 1,064,198 | 3,119,703 |
| Financial Requirements: | | | | |
| Appropriations | <u>113,538</u> | <u>132,985</u> | <u>23,122</u> | <u>1,015,122</u> |
| Total Financial Requirements | 113,538 | 132,985 | 23,122 | 1,015,122 |
| Unrestricted Cash Balance, 6/30/19 | \$ 17,524 | \$ 696,059 | \$ 1,041,076 | \$ 2,104,581 |

2018-19 Funding Plan Highlights:

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

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

Public Facilities Development - Out of the five categories of revenues of impact fees collected within this fund, the Fire (6%), Library (34%) and General Government (60%) impact fees collected are used to repay debt service on 2003 Certificates of Participation that were used to refinance the 1993 Refunding of 1986/87 COPs. The 2003 COPs mature in September 2017, making the last and final payment during last fiscal year (2017-2018). In years when impact fee revenue was insufficient in these categories, the General Fund provided coverage for the balance of the 50% share of debt service owed by the Public Facilities Fund in the form of a loan. The current outstanding balance of this loan is estimated at \$8,537,472.

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

SCHEDULE 5

Financial Sources and Requirements by Fund

Special Revenue, Debt Service and Capital Projects Funds

| | Traffic Signals (253) | Freeway Interchanges (254) | Street Lighting Assessment District (260) | CFD 2004-1 (261) |
|--|-----------------------------|----------------------------------|--|------------------------|
| Financial Sources: | | | | |
| Unrestricted Cash Balance, 6/30/18 | \$ 865,201 | \$ 2,997,203 | \$ 3,034 | \$ 191,994 |
| Estimated Revenues | 44,929 | 210,625 | 25,428 | 200,000 |
| Interfund Transfers From: | | | | |
| General Fund (101) | - | - | 4,000 | - |
| Total Financial Sources | 910,130 | 3,207,828 | 32,462 | 391,994 |
| Financial Requirements: | | | | |
| Appropriations | 12,000 | 35,328 | 31,851 | 206,802 |
| Total Financial Requirements | 12,000 | 35,328 | 31,851 | 206,802 |
| Unrestricted Cash Balance, 6/30/19 | \$ 898,130 | \$ 3,172,500 | \$ 611 | \$ 185,192 |

2018-19 Funding Plan Highlights:

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

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

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

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

SCHEDULE 5

Financial Sources and Requirements by Fund

Special Revenue, Debt Service and Capital Projects Funds

| | Landscape Maintenance District (263) | General Debt Service (305) | Redlands Public Improv. District (311) | Storm Drain Construction (405) |
|-------------------------------------|---|----------------------------------|---|--------------------------------------|
| Financial Sources: | | | | |
| Unrestricted Cash Balance, 6/30/18 | \$ 13,034 | \$ 7,800 | \$ - | \$ 1,919,457 |
| Estimated Revenues | 29,308 | 5,000 | - | 165,000 |
| Interfund Transfers From: | | | | |
| General Fund (101) | 26,000 | - | - | - |
| Payroll Clearing Fund (720) | - | 3,096,296 | - | - |
| Total Financial Sources | 68,342 | 3,109,096 | - | 2,084,457 |
| Financial Requirements: | | | | |
| Appropriations | 68,022 | 3,096,296 | - | 773,172 |
| Total Financial Requirements | 68,022 | 3,096,296 | - | 773,172 |
| Unrestricted Cash Balance, 6/30/19 | \$ 320 | \$ 12,800 | \$ - | \$ 1,311,285 |

2018-19 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.

Redlands Public Improvement Corp. - This debt service fund accounts for annual principal and interest related to the 2003 COPs issued to refinance 1993 Refunding COPs of 1986/1987 Projects. This issue was refinanced in 2002-03 for a savings shared equally by the General Fund and Public Facilities Development Fund. The 2003 COPs matured in September 2017, making the last and final payment during last fiscal year (2017-2018).

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.

SCHEDULE 5

Financial Sources and Requirements by Fund

Special Revenue, Debt Service and Capital Projects Funds

| | City/Safety Hall Replcmt (406) | CFD Trust (710) | Payroll Clearing (720) |
|-------------------------------------|--------------------------------------|-----------------------|------------------------------|
| Financial Sources: | | | |
| Unrestricted Cash Balance, 6/30/18 | \$ 1,188,511 | \$ 36,467 | \$ 31,800 |
| Estimated Revenues | 2,000 | 1,492,200 | - |
| Payroll System Charges | - | - | 3,096,296 |
| Total Financial Sources | 1,190,511 | 1,528,667 | 3,128,096 |
| Financial Requirements: | | | |
| Appropriations | - | 1,477,339 | - |
| Interfund Transfers To: | | | |
| General Fund (101) | - | - | 31,800 |
| General Debt Service (305) | - | - | 3,096,296 |
| Total Financial Requirements | - | 1,477,339 | 3,128,096 |
| Unrestricted Cash Balance, 6/30/19 | \$ 1,190,511 | \$ 51,328 | \$ - |

2018-19 Funding Plan Highlights:

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

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

Payroll Clearing - This fund accounts for city wide payroll benefit contributions and employee deductions. The \$3,096,296 represents the amount generated to make the principal and interest payment for the 2007 Pension Obligation Bonds.

Summary of Financial Sources and Requirements

| | SOURCES | | | | REQUIREMENTS | | | | Ending Fund Balance/ Cash Balance | |
|----------------------------------|---|-----------------------|---------------------------|---------------------|-----------------------|-----------------------|-------------------------|----------------------|--------------------------------------|----------------------|
| | Beginning Fund Balance/ Cash Balance | Revenues | Inter-Fund Transfers From | Other* | TOTAL | Appropriations | Inter-Fund Transfers To | Other* | | TOTAL |
| 101 General Fund | \$ 9,572,374 | 68,483,422 | \$ 2,496,783 | \$ 175,000 | \$ 80,727,579 | \$ 65,723,704 | \$ 5,429,914 | - | \$ 71,153,618 | \$ 9,573,961 |
| 205 Emergency Services | 28,802 | 1,105,000 | 4,415,914 | - | 5,549,716 | 5,540,914 | - | - | 5,540,914 | 8,802 |
| 206 Household Haz. Waste | 100,340 | 96,000 | - | - | 196,340 | 195,446 | - | - | 195,446 | 894 |
| 207 Gas Tax | 9,499 | 2,685,639 | - | - | 2,695,138 | - | 2,676,841 | - | 2,676,841 | 18,297 |
| 209 Local Transportation | 362,341 | - | - | - | 362,341 | - | - | - | - | 362,341 |
| 210 Measure I 2010 | 2,244,373 | 1,120,000 | - | - | 3,364,373 | 3,115,209 | - | - | 3,115,209 | 249,164 |
| 211 PARIS | 89,221 | - | 3,135,412 | - | 3,224,633 | 3,224,518 | - | - | 3,224,518 | 115 |
| 221 Air Quality Improv. | 368,403 | 88,400 | - | - | 456,803 | - | - | - | - | 456,803 |
| 223 Traffic Safety | 14,508 | 160,500 | - | - | 175,008 | - | 160,500 | - | 160,500 | 14,508 |
| 227 Open Space | 497,828 | 51,400 | - | - | 549,228 | - | - | - | - | 549,228 |
| 236 Downtown Business Area | 101,925 | 320,650 | - | - | 422,575 | 332,662 | - | - | 332,662 | 89,913 |
| 237 Parking Authority | 299 | 12,480 | - | 6,600 | 19,379 | 19,296 | - | - | 19,296 | 83 |
| 240 General Capital Improv. | (63,660) | - | 79,409 | - | 15,749 | - | - | - | - | 15,749 |
| 241 Trans. Dev. Act Grant | - | 100,000 | - | - | 100,000 | 100,000 | - | - | 100,000 | - |
| 243 CDBG | 74,492 | 337,079 | - | - | 411,571 | 391,820 | - | - | 391,820 | 19,751 |
| 246 Asset Forfeiture | 769,447 | - | - | - | 769,447 | 231,620 | - | - | 231,620 | 537,827 |
| 247 Police Grants | 97,387 | 27,804 | - | - | 125,191 | 39,604 | - | - | 39,604 | 85,587 |
| 249 Supp. Law Enforcement | 8,972 | 122,090 | - | - | 131,062 | 113,538 | - | - | 113,538 | 17,524 |
| 250 Park & Open Space Dvlp. | 27,044 | 802,000 | - | - | 829,044 | 132,985 | - | - | 132,985 | 696,059 |
| 251 Public Facilities Develop. | 655,198 | 409,000 | - | - | 1,064,198 | 23,122 | - | - | 23,122 | 1,041,076 |
| 252 Arterial Street Construction | 3,072,703 | 47,000 | - | - | 3,119,703 | 1,015,122 | - | - | 1,015,122 | 2,104,581 |
| 253 Traffic Signals | 865,201 | 44,929 | - | - | 910,130 | 12,000 | - | - | 12,000 | 898,130 |
| 254 Freeway Interchanges | 2,997,203 | 210,625 | - | - | 3,207,828 | 35,328 | - | - | 35,328 | 3,172,500 |
| 260 Street Lighting Dist. #1 | 3,034 | 25,428 | 4,000 | - | 32,462 | 31,851 | - | - | 31,851 | 611 |
| 261 CFD 2004-1 | 191,994 | 200,000 | - | - | 391,994 | 206,802 | - | - | 206,802 | 185,192 |
| 263 Landscape Maint. Dist. | 13,034 | 29,308 | 26,000 | - | 68,342 | 68,022 | - | - | 68,022 | 320 |
| 288 Downtown Obligation Pymt | 3,380,472 | 2,718,023 | - | - | 6,098,495 | - | 2,893,004 | - | 2,893,004 | 3,205,491 |
| 305 General Debt Service | 7,800 | 5,000 | 3,096,296 | - | 3,109,096 | 3,096,296 | - | - | 3,096,296 | 12,800 |
| 311 Redlands Pub. Imp. Corp. | - | - | - | - | - | - | - | - | - | - |
| 380 Successor RDA Debt Svc | - | 75 | 2,658,704 | - | 2,658,779 | 2,658,779 | - | - | 2,658,779 | - |
| 405 Storm Drain Construction | 1,919,457 | 165,000 | - | - | 2,084,457 | 773,172 | - | - | 773,172 | 1,311,285 |
| 406 Safety/City Hall Replacement | 1,188,511 | 2,000 | - | - | 1,190,511 | - | - | - | - | 1,190,511 |
| 480 Successor RDA Admin | - | 18,100 | 231,900 | - | 250,000 | 250,000 | - | - | 250,000 | - |
| 488 Successor RDA Projects | - | 300 | 2,400 | - | 2,700 | 2,700 | - | - | 2,700 | - |
| 501 Water Service | 15,247,256 | 28,113,924 | - | 45,200 | 43,406,380 | 20,190,912 | 9,121,334 | 10,133,821 | 39,446,067 | 3,960,313 |
| 503 Water Project | 529 | - | 7,485,000 | - | 7,485,529 | 7,485,000 | - | - | 7,485,000 | 529 |
| 506 Water Debt Service | 1,500 | 1,500 | 1,035,335 | - | 1,038,335 | 1,036,835 | - | - | 1,036,835 | 1,500 |
| 508 Source Acquisition | 257,046 | 164,000 | - | - | 421,046 | - | - | - | - | 421,046 |
| 509 Water Capital Improvement | - | 701,500 | - | - | 701,500 | 25,000 | 41,413 | - | 66,413 | 635,087 |
| 511 Solid Waste Service | 3,301,590 | 16,854,874 | - | 1,848,000 | 22,004,464 | 10,690,317 | 10,049,999 | 221,601 | 20,961,917 | 1,042,547 |
| 513 Solid Waste Projects | - | - | 5,844,000 | - | 5,844,000 | 5,844,000 | - | - | 5,844,000 | - |
| 516 Solid Waste Debt Service | 32,011 | - | 2,139,036 | - | 2,171,047 | 2,139,036 | - | - | 2,139,036 | 32,011 |
| 517 Calif St Landfill Closure | - | 50,000 | - | - | 50,000 | - | - | 50,000 | 50,000 | - |
| 519 Solid Waste Cap. Improv. | 4,317,886 | 215,000 | - | - | 4,532,886 | - | - | - | - | 4,532,886 |
| 521 Wastewater Service | 15,445,719 | 9,345,902 | - | - | 24,791,621 | 9,313,337 | 6,577,627 | 7,837,419 | 23,728,383 | 1,063,238 |
| 523 Wastewater Project | - | - | 6,080,000 | - | 6,080,000 | 6,080,000 | - | - | 6,080,000 | - |
| 526 Wastewater Debt Service | 447 | 500 | 364,539 | - | 365,486 | 365,039 | - | - | 365,039 | 447 |
| 529 WW Capital Improvement | 2,321,732 | 810,229 | - | - | 3,131,961 | - | - | - | - | 3,131,961 |
| 538 Groves | 3,407 | 800,000 | - | - | 803,407 | 799,199 | - | - | 799,199 | 4,208 |
| 541 Non-Potable Water Service | 2,189,268 | 580,590 | - | - | 2,769,858 | 109,156 | 1,800,000 | - | 1,909,156 | 860,702 |
| 543 Non-Potable Projects | - | - | 1,800,000 | - | 1,800,000 | 1,800,000 | - | - | 1,800,000 | - |
| 549 Non-Potable Capital Imprv | 1,152,068 | 21,500 | - | - | 1,173,568 | - | - | - | - | 1,173,568 |
| 562 Cemetery | 86,155 | 1,107,082 | 4,520 | - | 1,197,757 | 1,032,445 | - | 50,200 | 1,082,645 | 115,112 |
| 563 Cemetery Pre-need | 908,616 | 4,520 | - | - | 913,136 | - | 4,520 | - | 4,520 | 908,616 |
| 564 Aviation | 21,467 | 363,525 | - | - | 384,992 | 314,569 | - | 48,000 | 362,569 | 22,423 |
| 602 Liability Self-Insurance | 1,037,453 | 30,000 | 984,000 | - | 2,051,453 | 2,783,591 | - | - | 2,783,591 | (732,138) |
| 604 Dept of Innovation & Tech | 370,293 | 3,654,575 | - | - | 4,024,868 | 3,922,449 | - | - | 3,922,449 | 102,419 |
| 606 Workers' Compensation | 224,288 | 2,364,050 | - | - | 2,588,338 | 2,305,432 | - | - | 2,305,432 | 282,906 |
| 607 Equipment Maintenance | 896,706 | 5,456,331 | - | - | 6,353,037 | 4,290,729 | - | - | 4,290,729 | 2,062,308 |
| 608 Utility Billing | 1,335,636 | 1,783,500 | - | - | 3,119,136 | 2,111,498 | - | - | 2,111,498 | 1,007,638 |
| 702 Cemetery Endowment | 1,607,266 | 40,300 | - | 5,000 | 1,652,566 | - | - | - | - | 1,652,566 |
| 710 CFD Trust | 36,467 | 1,492,200 | - | - | 1,528,667 | 1,477,339 | - | - | 1,477,339 | 51,328 |
| 720 Payroll Clearing Fund | 31,800 | - | - | 3,096,296 | 3,128,096 | - | 3,128,096 | - | 3,128,096 | - |
| TOTAL (MEMO ONLY) | \$ 79,424,807 | \$ 153,342,854 | \$ 41,883,248 | \$ 5,176,096 | \$ 279,827,004 | \$ 171,450,392 | \$ 41,883,248 | \$ 18,341,041 | \$ 231,674,681 | \$ 48,152,323 |

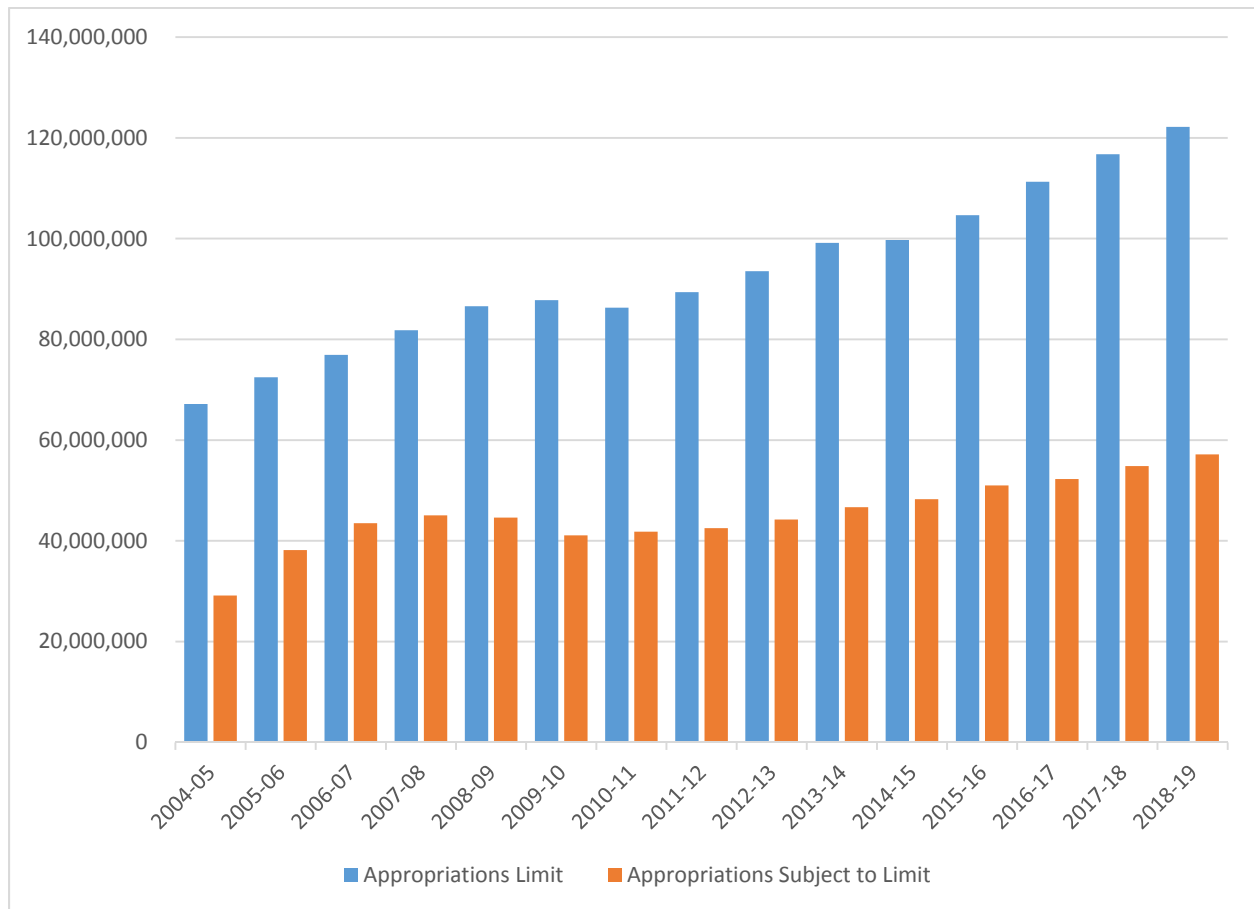
* Other includes Decreases & Increases in Reserves, Loan Repayments From & To, etc. For specific detail, refer to the Financial Plans and Summaries section.

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 2018-19 is estimated to be \$122,180,375, an increase of approximately 4.65% from the Appropriations Limit for Fiscal Year 2017-18. Estimated tax proceeds subject to the Limit based upon the Fiscal Year 2018-19 Budget are not expected to exceed \$57 million, an amount approximately \$65 million less than the Limit for Fiscal Year 2018-19.





"A City That Works"

City Council/Successor Agency Meeting

AGENDA ITEM NO. K.1.

DATE: 07/03/2018

TO: Honorable Mayor and City Council Members

SUBJECT: Consideration of Resolution No. 7879 establishing an Appropriations Limit for Fiscal Year 2018-2019 (Management Services / Finance Director Garcia)

MOTION(S):

I move to approve Resolution No. 7879.

RECOMMENDATION:

Staff recommends City Council approve Resolution No. 7879 establishing a \$122,180,375 appropriations limit for Fiscal Year 2018-2019 pursuant to Article XIII B of the California Constitution.

DISCUSSION:

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

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

ALTERNATIVES:

None. This is a constitutional requirement.

STRATEGIC PLAN:

Not applicable.

SUBMITTED BY:

Danielle Garcia, Management Services / Finance Director

RECOMMENDED BY:

N. Enrique Martinez, City Manager

REVIEWED BY:

Daniel J. McHugh, City Attorney

PREPARED BY:

Danielle Garcia, Management Services / Finance Director

Fiscal Impact

Fiscal Year: 2018-2019

Discussion:

None. Approval of the resolution does, however, establish a legal limit on the amount of tax proceeds that can be appropriated in Fiscal Year 2018-2019, even though the City is "buffered" by approximately \$65 million, which is the difference between the actual limit (\$112 million) and the budgeted proceeds of taxes (approximately \$57 million) subject to the limit for 2018-2019.

Attachments

Resolution No. 7879 - Appropriations Limit

Appropriations Subject to Gann (Prop. 4) Limit for Fiscal Year 2018-19

Annual Appropriations (Gann) Limit Calculation

RESOLUTION NO. 7879

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDLANDS
ESTABLISHING AN APPROPRIATION LIMIT FOR THE FISCAL YEAR 2018-2019
PURSUANT TO ARTICLE XIII B OF THE CALIFORNIA CONSTITUTION

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

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

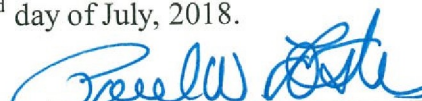
WHEREAS, the Management Services / Finance Director of the City of Redlands has interpreted the technical provisions of said Article XIII B computations and has caused a technical review to be made of the documentation for the City's said appropriation limitation, utilizing the population growth factor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

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


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

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Redlands, California, that said appropriation limit for the Fiscal Year 2018-2019 shall be and is hereby set in the amount of one hundred twenty two million one hundred eighty thousand three hundred seventy five dollars (\$122,180,375).

ADOPTED, SIGNED AND APPROVED this 3rd day of July, 2018.


Paul W. Foster, Mayor

ATTEST:


Jeanne Donaldson, City Clerk

I, Jeanne Donaldson, City Clerk of the City of Redlands, hereby certify that the foregoing Resolution was duly adopted by the City Council at a regular meeting thereof, held on the 3rd day of July, 2018, by the following vote:

AYES: Councilmembers Tejeda, Momberger, James; Mayor Foster
NOES: None
ABSTAIN: None
ABSENT: Mayor Tempore Barich



Jeanne Donaldson, City Clerk

City of Redlands
 APPROPRIATIONS SUBJECT TO THE GANN (PROP 4) LIMIT
 FOR FISCAL YEAR 2018-2019

| Revenue Source | Proceeds from Taxes | Non-Proceeds from Taxes | Total |
|--|-----------------------------|----------------------------|----------------------|
| General Fund: | | | |
| Property Tax | \$ 28,924,022 | | \$ 28,924,022 |
| Sales Tax | 17,016,150 | | 17,016,150 |
| Public Safety Sales Tax | 967,338 | | 967,338 |
| Transient Occupancy Tax | 1,327,000 | | 1,327,000 |
| Mining Tax | 387,000 | | 387,000 |
| Franchise Fees | | \$ 3,180,000 | 3,180,000 |
| Business Licenses | 3,495,000 | | 3,495,000 |
| Property Transfer Tax | 470,235 | | 470,235 |
| Other Licenses | | 70,000 | 70,000 |
| Building Permit Fees | | 2,752,947 | 2,752,947 |
| City Ordinance Violation | | 45,000 | 45,000 |
| Motor Vehicle Fees | | 37,500 | 37,500 |
| State and Federal | | - | - |
| City Attorney Fees | | 100,500 | 100,500 |
| Engineering Services | | 597,100 | 597,100 |
| Quality of Life Services | | 1,321,296 | 1,321,296 |
| Fire Services | | 1,285,750 | 1,285,750 |
| Senior Services | | 88,000 | 88,000 |
| Library Services | | 141,940 | 141,940 |
| Police | | 357,799 | 357,799 |
| Animal Control | | 51,710 | 51,710 |
| Recreation | | 452,300 | 452,300 |
| Interfund Charges | | 3,487,400 | 3,487,400 |
| Donations/Contributions | | 22,300 | 22,300 |
| Other Revenue | | 1,665,135 | 1,665,135 |
| Sub-Total | <u>\$ 52,586,745</u> | <u>\$ 15,656,677</u> | <u>\$ 68,243,422</u> |
| Percent of Total | 77.06% | 22.94% | 100.00% |
| Allocation of Investment Income | <u>173,380</u> | <u>51,620</u> | <u>225,000</u> |
| Sub-Total | <u>\$ 52,760,125</u> | <u>\$ 15,708,297</u> | <u>\$ 68,468,422</u> |
| Other Applicable Funds: | | | |
| Gas Tax | 2,976,082 | | |
| Measure I | 1,120,000 | | |
| Air Quality Improvement | 88,400 | | |
| Sub-Total | <u>\$ 4,184,482</u> | | |
| Total Appropriations Subject to Limit | <u><u>\$ 56,944,607</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> |
|--------------------|-----------------------------------|---|-------------------------------|--------------------------------|----------------------|-------------------------|-----------------------|
| 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 |
| 2002-03 | -1.27% | 2.38% | 0.9873 | 1.0238 | 1.0108 | 59,806,459 | 60,452,234 |
| 2003-04 | 2.31% | 2.59% | 1.0231 | 1.0259 | 1.0496 | 60,452,234 | 63,450,561 |
| 2004-05 | 3.28% | 2.51% | 1.0328 | 1.0251 | 1.0587 | 63,450,561 | 67,176,586 |
| 2005-06 | 5.26% | 2.49% | 1.0526 | 1.0249 | 1.0788 | 67,176,586 | 72,470,755 |
| 2006-07 | 3.96% | 2.10% | 1.0396 | 1.0210 | 1.0614 | 72,470,755 | 76,922,750 |
| 2007-08 | 4.42% | 1.86% | 1.0442 | 1.0186 | 1.0636 | 76,922,750 | 81,816,738 |
| 2008-09 | 4.29% | 1.45% | 1.0429 | 1.0145 | 1.0580 | 81,816,738 | 86,563,913 |
| 2009-10 | 0.62% | 0.79% | 1.0062 | 1.0079 | 1.0141 | 86,563,913 | 87,788,704 |
| 2010-11 | -2.54% | 0.85% | 0.9746 | 1.0085 | 0.9829 | 87,788,704 | 86,286,122 |
| 2011-12 | 2.51% | 1.05% | 1.0251 | 1.0105 | 1.0359 | 86,286,122 | 89,380,648 |
| 2012-13 | 3.77% | 0.86% | 1.0377 | 1.0086 | 1.0466 | 89,380,648 | 93,547,951 |
| 2013-14 | 5.12% | 0.85% | 1.0512 | 1.0085 | 1.0601 | 93,547,951 | 99,173,476 |
| 2014-15 | -0.23% | 0.78% | 0.9977 | 1.0078 | 1.0055 | 99,173,476 | 99,717,151 |
| 2015-16 | 3.82% | 1.09% | 1.0382 | 1.0109 | 1.0495 | 99,717,151 | 104,654,783 |
| 2016-17 | 5.37% | 0.93% | 1.0537 | 1.0093 | 1.0635 | 104,654,783 | 111,300,300 |
| 2017-18 | 3.69% | 1.16% | 1.0369 | 1.0116 | 1.0489 | 111,300,300 | 116,746,006 |
| 2018-2019 | 3.67% | 0.95% | 1.0367 | 1.0095 | 1.0465 | 116,746,006 | 122,180,375 |

REVENUES

| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
|-------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| PROPERTY TAXES | | | | |
| 3000 Current Secured Taxes | 25,008,321 | 26,293,930 | 25,673,930 | 26,977,622 |
| 3001 Current Unsecured Taxes | 617,174 | 630,000 | 660,000 | 770,400 |
| 3002 Supplemental Secured Taxes | 264,833 | 290,000 | 260,000 | 231,000 |
| 3003 Supplemental Unsecured Taxes | 24,465 | 30,000 | 35,000 | 35,000 |
| 3004 Secured PY Taxes | 439,967 | 503,000 | 503,000 | 475,000 |
| 3005 Unsecured PY Taxes | 21,454 | 25,000 | 25,000 | 20,000 |
| 3006 Supplemental PY Taxes | 120,699 | 140,000 | 140,000 | 140,000 |
| 3007 Possessory Interest Taxes | 223,116 | 280,800 | 280,800 | 275,000 |
| TOTAL PROPERTY TAXES | 26,720,029 | 28,192,730 | 27,577,730 | 28,924,022 |
| OTHER TAXES | | | | |
| 3020 Sales and Use Tax | 15,985,935 | 17,121,520 | 16,848,520 | 17,031,150 |
| 3023 Pub Safety Sales Tx (Prop 172) | 857,156 | 889,500 | 931,067 | 967,338 |
| 3030 Property Transfer Tax | 373,888 | 435,000 | 435,000 | 470,235 |
| 3040 Transient Occupancy Tax | 1,393,483 | 1,450,000 | 1,300,000 | 1,327,000 |
| 3050 Franchise Fees | 3,035,317 | 3,219,000 | 3,220,920 | 3,180,000 |
| 3060 Mining Tax | 361,386 | 355,000 | 387,000 | 387,000 |
| TOTAL OTHER TAXES | 22,007,165 | 23,470,020 | 23,122,507 | 23,362,723 |
| TOTAL TAXES | 48,727,194 | 51,662,750 | 50,700,237 | 52,286,745 |
| OTHER REVENUES | | | | |
| 3100 Business License | 3,443,044 | 3,340,000 | 3,483,000 | 3,495,000 |
| 3101 Dog License | 70,832 | 65,000 | 70,000 | 70,000 |
| 3113 Building Permits | - | - | 76 | - |
| 3195 Miscellaneous Permit | 5,087 | 2,750 | 6,000 | 5,000 |
| 3210 Motor Vehicle Fees | 33,807 | - | 36,769 | 37,500 |
| 3215 Mandated Cost Reimbursement | 333 | 61,000 | 61,000 | 34,585 |
| 3250 Federal Grants | 19,058 | 16,887 | 17,387 | - |
| 3305 Cost Recover/Reimb Expenditure | 4,471 | 40,000 | 38,554 | 28,700 |
| 3309 Application/Filing Fee | 185,017 | 170,000 | 185,000 | 185,000 |
| 3315 City Attny Services Reimbursed | 73,295 | 105,000 | 105,000 | 100,500 |
| 3400 City Ordinance Violation | 25,805 | 55,000 | 25,000 | 45,000 |
| 3410 In-Lieu Property Taxes | 159 | - | 163 | 150 |
| 3412 General Gov't Service Charge | 3,297,744 | 3,365,322 | 3,352,980 | 3,487,400 |
| 3510 Investment Income | (25,237) | 170,000 | 215,000 | 225,000 |
| 3512 Returned Check Charge | 1,067 | 750 | 900 | 1,200 |
| 3515 Land Sale Proceeds | 768,177 | 1,944,001 | 1,944,001 | - |
| 3516 Sale of Surplus Property | 9,772 | 10,000 | 5,000 | 12,500 |
| 3530 Miscellaneous Receipts | 8,196 | 575,000 | 755,743 | 1,390,000 |
| 3540 Other Grants | - | 19,000 | 19,000 | - |
| 3590 Donations | 400 | - | 20,000 | - |
| 3760 Bad Debt Recovery | 7,053 | 8,500 | 1,500 | 8,000 |
| TOTAL OTHER REVENUE | 7,928,078 | 9,948,210 | 10,342,073 | 9,125,535 |
| TOTAL GENERAL GOVERNMENT | 56,665,272 | 61,610,960 | 61,042,310 | 61,412,280 |
| DEVELOPMENT SERVICES | | | | |
| 3110 Agricultural Preserve Removal | 2,307 | 2,500 | 2,500 | 2,650 |
| 3111 General Plan Review Fee | 52,489 | 70,000 | 6,369 | 71,500 |
| 3112 General Plan Amendments | 5,641 | 15,000 | - | - |
| 3113 Building Permits | 952,635 | 1,000,000 | 1,089,000 | 1,258,500 |
| 3114 Electrical Permits | 96,126 | 90,000 | 89,000 | 104,500 |
| 3115 Plumbing Permits | 25,492 | 25,000 | 42,610 | 61,800 |
| 3117 HVAC Permits | 77,449 | 85,000 | 73,000 | 93,000 |
| 3119 Cert of Occupancy | 25,903 | 30,000 | 28,000 | 35,500 |
| 3120 Pool and Spa Permits | 35,127 | 40,000 | 38,108 | 45,000 |
| 3121 Sign Permit | 20,269 | 15,000 | 33,627 | 35,000 |
| 3122 Demolition Permits | 10,077 | 8,000 | 7,800 | 12,500 |
| 3123 Roofing Permits | 32,206 | 60,000 | 103,799 | 98,500 |
| 3124 Plan Check | 341,692 | 375,000 | 403,000 | 460,000 |
| 3125 Preliminary Reviews | 11,305 | 20,000 | 5,585 | 15,700 |
| 3126 Historic Certs of Appropriate | 6,333 | 7,500 | 5,184 | 9,500 |
| 3140 Specific Plan | 4,115 | 10,000 | - | 10,500 |

REVENUES

| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
|--------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| DEVELOPMENT SERVICES (CONT.) | | | | |
| 3142 Conditional Use Permit | 68,078 | 70,000 | 150,000 | 79,500 |
| 3144 Variances | 19,931 | 25,000 | 60,000 | 35,600 |
| 3148 CRA Review | 21,275 | 30,000 | 70,000 | 48,500 |
| 3152 Map Review | 25,440 | 25,000 | 35,000 | 37,500 |
| 3153 Street Vacation | 2,419 | 2,500 | - | 2,700 |
| 3154 Environmental Impact | 47,843 | 45,000 | (5,210) | - |
| 3158 Residential Development Alloc | 11,132 | 15,000 | 10,000 | 18,000 |
| 3160 Planning Appeal Processing | 1,833 | 2,500 | - | 2,500 |
| 3162 Home Occupation Permit | 5,616 | 7,000 | 4,915 | 7,100 |
| 3164 Ordinance Amendment | 7,060 | 10,000 | 10,000 | 14,000 |
| 3175 Development Agreements | 1,000 | 2,000 | 2,571 | 2,500 |
| 3176 Annexation Agreements | 7,112 | 10,000 | 5,000 | 12,000 |
| 3180 Socio-Economic Studies | 27,111 | 25,000 | 35,000 | 38,000 |
| 3195 Miscellaneous Permit | 1,289 | 1,630 | - | - |
| 3200 State Grants | 82,000 | 600,000 | 600,000 | - |
| 3250 Federal Grants | | | 39,987 | - |
| 3302 Inspections | 1,190 | - | - | - |
| 3305 Cost Recover/Reimb Expenditure | | | 375 | - |
| 3322 Photocopying | | | 66 | - |
| 3323 Research & Microfilming | 10,260 | 12,000 | 6,000 | 15,000 |
| 3512 Returned Check Charge | 78 | 100 | 41 | - |
| 3515 Land Sale Proceeds | 1,054,070 | - | - | - |
| 3530 Miscellaneous Receipts | 521,163 | 64,897 | 33,726 | 38,397 |
| 3533 Misc Taxable Sales | 66 | 10 | - | - |
| 3607 Contract Administration Fee | - | - | 33,000 | 87,500 |
| TOTAL DEVELOPMENT SERVICES | 3,615,131 | 2,800,637 | 3,018,053 | 2,752,947 |
| LIBRARY | | | | |
| 3200 State Grants | 52,000 | 52,000 | 52,000 | - |
| 3321 Fingerprints/Background Check | - | 100 | 100 | 1,000 |
| 3327 Non-Resident Fees | 10,786 | 11,000 | 11,000 | 13,800 |
| 3328 Library/Lincoln Shrine Support | 90,300 | 89,640 | 89,640 | 89,640 |
| 3456 Library Fines | 34,752 | 32,500 | 32,500 | 37,500 |
| 3512 Returned Check Charge | 117 | 120 | - | - |
| TOTAL LIBRARY | 187,954 | 185,360 | 185,240 | 141,940 |
| POLICE DEPARTMENT | | | | |
| 3102 Bicycle License | 111 | 50 | - | - |
| 3171 Adult Oriented Business Permit | 4,427 | 2,500 | 3,713 | 4,500 |
| 3172 Concealed Weapons Permit | 8,291 | 5,000 | 4,500 | - |
| 3255 Federal Reimbursement | 3,971 | - | 6,325 | 4,200 |
| 3305 Cost Recover/Reimb Expenditure | 53,007 | 70,000 | 32,092 | 42,000 |
| 3309 Application/Filing Fee | 1,153 | - | - | - |
| 3320 Depositions | 6,112 | 4,000 | 7,000 | 6,000 |
| 3321 Fingerprints/Background Check | 22,520 | 15,000 | 13,000 | 14,000 |
| 3324 Police Reports | 3,361 | 2,500 | 3,000 | 3,000 |
| 3430 Vehicle Impound Fees | 39,980 | 40,000 | 36,000 | 40,000 |
| 3431 Tow Fees | 29,325 | 26,000 | 28,000 | 28,500 |
| 3432 False Alarm Fees | 126,292 | 95,000 | 115,000 | 115,000 |
| 3433 Booking Restitution | 224 | 550 | - | - |
| 3512 Returned Check Charge | 40 | - | 120 | - |
| 3516 Sale of Surplus Property | 6,495 | - | - | - |
| 3530 Miscellaneous Receipts | 4,715 | 1,000 | 5,500 | 3,000 |
| 3590 Donations | 21,200 | 31,000 | 52,028 | - |
| 3730 POST Training Reimbursement | 3,405 | 2,500 | 22,896 | 3,500 |
| 3732 Crossing Guard Reimbursement | 58,262 | 63,484 | 69,296 | 79,299 |
| 3734 Contract Services | 3,832 | 2,500 | 7,992 | 8,300 |
| 3735 IRNET Reimbursement | 32,875 | 17,500 | 6,558 | 6,500 |
| TOTAL POLICE DEPARTMENT | 429,597 | 378,584 | 413,020 | 357,799 |
| POLICE - ANIMAL CONTROL | | | | |
| 3170 Code Enforcement/Admin Citation | 3,965 | 1,500 | 1,115 | 1,250 |
| 3332 Animal Adoptions | 11,619 | 10,000 | 18,000 | 12,500 |
| 3333 Boarding Fees | 1,418 | 1,000 | 1,400 | 1,000 |

REVENUES

| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
|---|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| <u>POLICE - ANIMAL CONTROL (CONT.)</u> | | | | |
| 3334 Owner Release for Adoption | 7,500 | 5,500 | 6,000 | 5,600 |
| 3335 Shelter Apprehension Fees | 6,550 | 5,000 | 6,000 | 5,000 |
| 3336 Shelter Deposit Fees | 23,102 | 20,000 | 23,000 | 21,000 |
| 3512 Returned Check Charge | 118 | - | 80 | - |
| 3530 Miscellaneous Receipts | (1,357) | - | 900 | - |
| 3570 Trap Rentals | 781 | 900 | 264 | 260 |
| 3737 Animal Pick-Up Reimb (NPDES) | 8,768 | 5,000 | 6,500 | 5,100 |
| TOTAL POLICE - ANIMAL CONTROL | 62,464 | 48,900 | 63,259 | 51,710 |
| <u>QUALITY OF LIFE - RECREATION</u> | | | | |
| 3305 Cost Recover/Reimbursement Expenditure | 14 | - | - | - |
| 3325 Contract Classes | 129,618 | 150,000 | 160,000 | 211,000 |
| 3326 Contract Classes/Programs | 30 | - | - | - |
| 3330 Concessions | 601 | 1,000 | 400 | 400 |
| 3331 Lighting Fees | 9,943 | 8,000 | 8,000 | 10,000 |
| 3344 T-Ball | 71 | - | - | - |
| 3512 Returned Check Charge | 119 | - | - | - |
| 3520 Rental Income | 31,626 | 30,000 | 20,000 | 49,000 |
| 3530 Miscellaneous Receipts | - | - | - | 173,000 |
| 3531 Games Income | 1,097 | - | 1,000 | 1,100 |
| 3535 Program Income | 497 | 2,000 | 500 | 800 |
| 3540 Other Grants | 23,976 | 10,000 | 10,000 | - |
| 3734 Contract Services | - | - | 6,500 | 7,000 |
| TOTAL RECREATION | 197,592 | 201,000 | 206,400 | 452,300 |
| <u>QUALITY OF LIFE - SENIOR SERVICES</u> | | | | |
| 3325 Contract Classes | 9,160 | 15,000 | 15,000 | 24,500 |
| 3365 Tours/Excursions | 4,736 | 10,000 | 6,000 | 14,500 |
| 3520 Rental Income | 19,256 | 20,000 | 20,000 | 42,500 |
| 3535 Program Income | 6,811 | 6,000 | 6,000 | 6,500 |
| 3540 Other Grants | 77,721 | - | 43,931 | 22,300 |
| 3590 Donations | - | 2,000 | - | - |
| TOTAL SENIOR SERVICES | 117,684 | 53,000 | 90,931 | 110,300 |
| <u>FIRE DEPARTMENT</u> | | | | |
| 3119 Cert of Occupancy | 7,941 | - | 24,570 | - |
| 3124 Plan Check | 131,389 | 135,000 | 75,640 | 96,500 |
| 3170 Code Enforcement/Admin Citation | 1,900 | 2,500 | 7,299 | 5,500 |
| 3185 Special Fire Permits | 112,039 | 120,000 | 140,605 | 126,500 |
| 3186 Fire Permits | 90,313 | 75,000 | 70,329 | 84,700 |
| 3250 Federal Grants | 15,868 | 456,987 | 779,966 | - |
| 3255 Federal Reimbursement | - | 500 | - | - |
| 3300 Fire Alarms | 2,507 | 2,600 | 451 | 500 |
| 3301 Fire Department Reports | 270 | 300 | 76 | - |
| 3302 Inspections | 201,417 | 180,000 | 147,610 | 186,500 |
| 3303 Fire Prevention Services | - | 200 | - | - |
| 3304 Mutual Aid Reimbursement | 844,475 | 750,000 | 1,275,861 | 698,000 |
| 3305 Cost Recover/Reimb Expenditure | 8,301 | 25,000 | 14,127 | 22,500 |
| 3306 Weed Abatement | 982 | 7,000 | 17,277 | 12,050 |
| 3308 State Mandated Inspections | 14,447 | 12,000 | 12,276 | 14,500 |
| 3326 City Classes/Programs | 49,133 | 25,000 | 65,000 | 38,500 |
| 3512 Returned Check Charge | 39 | 40 | 136 | - |
| 3516 Sale of Surplus Property | 7,313 | 20,000 | - | - |
| 3530 Miscellaneous Receipts | - | 100 | - | - |
| 3540 Other Grants | - | 28,559 | - | - |
| 3590 Donations | 19,000 | 500 | 70,015 | - |
| 3760 Bad Debt Recovery | - | - | 231 | - |
| TOTAL FIRE DEPARTMENT | 1,507,333 | 1,841,286 | 2,701,469 | 1,285,750 |
| <u>QUALITY OF LIFE DEPARTMENT</u> | | | | |
| 3121 Sign Permit | 2,708 | 800 | 1,583 | 1,600 |
| 3132 Tree Permits | 2,674 | 2,500 | 100 | 300 |
| 3170 Code Enforcement/Admin Citation | 191,660 | 200,000 | 200,000 | 215,000 |
| 3305 Cost Recover/Reimb Expenditure | 153,209 | 135,000 | 8,901 | 7,000 |

REVENUES

| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
|---|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| QUALITY OF LIFE DEPARTMENT (CONT.) | | | | |
| 3311 Street Cleaning Fees | 337,165 | 336,000 | 327,065 | 338,000 |
| 3317 Abandoned Property Inspections | 1,583 | 3,500 | 2,500 | 3,500 |
| 3318 Rental Property Inspections | 145,709 | 200,000 | 200,000 | 217,800 |
| 3331 Lighting Fees | 7,500 | 10,500 | 7,500 | 8,000 |
| 3511 Finance Charges | 350 | - | 200 | 200 |
| 3512 Returned Check Charge | - | - | 40 | - |
| 3520 Rental Income | 25,755 | 22,000 | 22,051 | 26,500 |
| 3530 Miscellaneous Receipts | 61,255 | 221,000 | 33,574 | 234,096 |
| 3590 Donations | 172,069 | 15,300 | 5,300 | - |
| 3640 Landfill Mitigation Fees | 263,479 | 240,000 | 240,000 | 263,000 |
| 3734 Contract Services | 5,365 | 33,000 | - | - |
| TOTAL QUALITY OF LIFE DEPARTMENT | 1,376,863 | 1,425,100 | 1,054,314 | 1,321,296 |
| ENGINEERING | | | | |
| 3113 Building Permits | 2,599 | - | 7,500 | 6,000 |
| 3116 Grading/Paving Permits | 35,237 | 30,000 | 15,000 | 15,500 |
| 3124 Plan Check | 134,754 | 100,000 | 75,000 | 97,500 |
| 3130 Street Permits | 396,224 | 225,000 | 255,000 | 232,600 |
| 3135 NPDES Permits | 144,821 | 165,000 | 128,000 | 155,000 |
| 3142 Conditional Use Permit | 15,570 | 7,500 | 30,000 | 11,500 |
| 3148 CRA Review | 3,898 | 3,000 | 8,000 | 3,000 |
| 3152 Map Review | 38,372 | 25,000 | 22,000 | 23,500 |
| 3153 Street Vacation | 1,045 | - | - | - |
| 3154 Environmental Impact | 2,864 | 1,000 | 2,120 | 1,000 |
| 3175 Development Agreements | 13,135 | 2,500 | 3,000 | 2,500 |
| 3305 Cost Recover/Reimbursement Expenditure | 28,029 | - | - | - |
| 3316 WQMP Review Admin | 55,422 | 30,000 | 60,000 | 36,500 |
| 3416 Street Trench Cut Fees | 16,276 | 12,000 | 10,500 | 12,500 |
| 3512 Returned Check Charge | 80 | - | - | - |
| TOTAL ENGINEERING DEPARTMENT | 888,325 | 601,000 | 616,120 | 597,100 |
| TOTAL GENERAL FUND (101) | 65,038,216 | 69,145,827 | 69,391,115 | 68,483,422 |
| EMERGENCY SERVICES (205) | | | | |
| 3000 Current Secured Taxes | 1,101,744 | 1,100,000 | 1,100,000 | 1,100,000 |
| 3305 Cost Recover/Reimb Expenditure | - | 3,000 | 3,000 | 3,000 |
| 3327 Non-Resident Fees | - | 3,000 | 2,000 | 2,000 |
| 3590 Donations | 98 | 500 | - | - |
| TOTAL EMERGENCY SERVICES | 1,101,842 | 1,106,500 | 1,105,000 | 1,105,000 |
| HOUSEHOLD HAZARDOUS WASTE (206) | | | | |
| 3200 State Grants | - | 6,000 | - | - |
| 3205 State Reimbursement | 2,900 | - | - | - |
| 3376 Recycled Material | 5,542 | 7,000 | 7,500 | 6,000 |
| 3535 Program Income | 110,966 | 100,000 | 96,000 | 90,000 |
| TOTAL HOUSEHOLD HAZARDOUS WASTE | 119,409 | 113,000 | 103,500 | 96,000 |
| GAS TAX (207) | | | | |
| 3024 Road Maint Rehab (Sec 2030) | - | 396,445 | 487,282 | 1,248,156 |
| 3025 Gas Tax Prop 1.11 2105 | 386,284 | 399,575 | 407,890 | 408,720 |
| 3026 Gas Tax 2107 | 489,745 | 516,193 | 506,313 | 507,378 |
| 3027 Gas Tax Engineering Rcpts | 7,500 | 7,500 | 7,500 | 7,500 |
| 3028 Gas Tax 2106 | 240,215 | 246,131 | 246,062 | 246,563 |
| 3029 Gas Tax 2103 Rev & Tax 7360 | 183,489 | 275,248 | 284,241 | 267,322 |
| TOTAL GAS TAX | 1,307,233 | 1,841,092 | 1,939,288 | 2,685,639 |
| LOCAL TRANSPORTATION (209) | | | | |
| 3200 State Grants | 999,792 | 701,720 | - | - |
| 3205 State Reimbursement | 135,762 | 2,300,000 | - | - |
| 3250 Federal Grants | 226,287 | - | 292,455 | - |
| 3305 Cost Recover/Reimb Expenditure | 138,429 | - | 2,194,512 | - |
| 3415 Street Replacement/Haul Permit | 2,311 | - | - | - |
| 3510 Investment Income | (4,144) | - | 10,758 | - |

REVENUES

| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
|---|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| LOCAL TRANSPORTATION (209) (CONT.) | | | | |
| 3530 Miscellaneous Receipts | 1,426,378 | - | 2,626 | - |
| TOTAL LOCAL TRANSPORTATION | 2,924,816 | 3,001,720 | 2,500,351 | - |
| MEASURE "I" 2010 (210) | | | | |
| 3021 Measure I Sales Tax | 1,166,199 | 1,100,000 | 1,100,000 | 1,100,000 |
| 3510 Investment Income | 34,676 | 20,000 | 20,000 | 20,000 |
| TOTAL MEASURE "I" 2010 | 1,200,874 | 1,120,000 | 1,120,000 | 1,120,000 |
| AIR QUALITY IMPROVEMENT (221) | | | | |
| 3510 Investment Income | 1,611 | - | 2,350 | 1,000 |
| 3710 AB2766 Subvention AQMD | 87,306 | 81,000 | 87,200 | 87,400 |
| TOTAL AIR QUALITY IMPROVEMENT | 88,916 | 81,000 | 89,550 | 88,400 |
| TRAFFIC SAFETY (223) | | | | |
| 3450 Traffic Fines | 23,103 | 9,000 | 7,000 | 4,500 |
| 3453 Red Light Traffic Fines | 6,395 | 3,000 | 1,350 | 1,000 |
| 3455 Parking Fines | 165,997 | 145,000 | 125,000 | 155,000 |
| TOTAL TRAFFIC SAFETY | 195,495 | 157,000 | 133,350 | 160,500 |
| OPEN SPACE (227) | | | | |
| 3305 Cost Recover/Reimb Expenditure | - | - | 2,200 | - |
| 3510 Investment Income | 1,394 | - | 1,900 | 1,400 |
| 3627 Open Space Acquisition Fees | 48,844 | 46,200 | 65,000 | 50,000 |
| TOTAL OPEN SPACE | 50,238 | 46,200 | 69,100 | 51,400 |
| DOWNTOWN BUSINESS AREA (236) | | | | |
| 3250 Federal Grants | 7,723 | 15,110 | - | - |
| 3305 Cost Recover/Reimbursement Expenditure | 296 | - | - | - |
| 3510 Investment Income | 396 | 2,000 | 750 | 650 |
| 3530 Miscellaneous Receipts | 18,548 | 25,000 | 17,000 | 20,000 |
| 3535 Program Income | 301,102 | 270,000 | 290,000 | 300,000 |
| 3540 Other Grants | - | 5,000 | 10,000 | - |
| TOTAL DOWNTOWN BUSINESS AREA | 328,065 | 317,110 | 317,750 | 320,650 |
| PARKING AUTHORITY (237) | | | | |
| 3520 Rental Income | 5,508 | 8,000 | 12,480 | 12,480 |
| TOTAL PARKING AUTHORITY | 5,508 | 8,000 | 12,480 | 12,480 |
| GENERAL CAPITAL IMPROVEMENT (240) | | | | |
| 3200 State Grants | 436,326 | 5,640,457 | 3,787,057 | - |
| 3250 Federal Grants | 43,142 | - | 2,347,306 | - |
| 3530 Miscellaneous Receipts | (26,345) | - | - | - |
| 3540 Other Grants | - | - | 125,000 | - |
| 3590 Donations | (586) | - | - | - |
| TOTAL GENERAL CAPITAL IMPROVEMENT | 452,538 | 5,640,457 | 6,259,363 | - |
| TRANSPORTATION DEVELOPMENT ACT (241) | | | | |
| 3200 State Grants | - | - | 1,348,728 | 100,000 |
| TOTAL TRANSPORTATION DEVELOPMENT ACT | - | - | 1,348,728 | 100,000 |
| COMMUNITY DEV BLOCK GRANT (243) | | | | |
| 3250 Federal Grants | 372,475 | 363,622 | 655,704 | 337,079 |
| TOTAL COMMUNITY DEV BLOCK GRANT | 372,475 | 363,622 | 655,704 | 337,079 |
| ASSET FORFEITURE (246) | | | | |
| 3460 Drug Confiscation - State | 41,671 | - | 13,237 | - |
| 3461 Drug Confiscation - Federal | 501,258 | - | 40,556 | - |
| 3462 Drug Confiscation - Fed Treasury | 5,412 | - | - | - |
| 3463 Drug Seizure - 15% Trust | 7,354 | - | 2,336 | - |
| 3510 Investment Income | 3,615 | 500 | 5,167 | - |
| 3530 Miscellaneous Receipts | 2,917 | - | - | - |
| TOTAL ASSET FORFEITURE | 562,227 | 500 | 61,296 | - |

REVENUES

| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
|--|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| <u>POLICE GRANTS (247)</u> | | | | |
| 3200 State Grants | 42,886 | - | 3,130 | - |
| 3250 Federal Grants | 173,188 | 219,153 | 173,475 | 27,804 |
| 3540 Other Grants | - | 100,000 | 34,066 | - |
| TOTAL POLICE GRANTS | 216,073 | 319,153 | 210,671 | 27,804 |
| <u>SUPPLEMENTAL LAW ENFORCEMENT (249)</u> | | | | |
| 3200 State Grants | 146,548 | 114,000 | 114,000 | 115,590 |
| 3510 Investment Income | 968 | 6,500 | 6,500 | 6,500 |
| TOTAL SUPPLEMENTAL LAW ENFORCEMENT | 147,516 | 120,500 | 120,500 | 122,090 |
| <u>PARK & OPEN SPACE DEV (250)</u> | | | | |
| 3510 Investment Income | 2,454 | 2,000 | 2,000 | 2,000 |
| 3530 Miscellaneous Receipts | 465,912 | - | 648,770 | - |
| 3590 Donations | - | - | 127,516 | - |
| 3625 Park & Open Space Fees | 146,532 | 425,000 | 174,398 | 800,000 |
| TOTAL PARK & OPEN SPACE DEV | 614,898 | 427,000 | 952,684 | 802,000 |
| <u>PUBLIC FACILITIES DEV (251)</u> | | | | |
| 3600 Police Facilities | 74,769 | 8,000 | 8,000 | 9,000 |
| 3601 Fire Facilities | 117,100 | 159,000 | 159,000 | 150,000 |
| 3603 Library Facilities | 57,195 | 28,000 | 28,000 | 50,000 |
| 3604 General Government Facilities | 176,119 | 188,000 | 188,000 | 200,000 |
| 3606 Community Center Facilities | 21,031 | - | - | - |
| TOTAL PUBLIC FACILITIES DEV | 446,213 | 383,000 | 383,000 | 409,000 |
| <u>ARTERIAL STREET CONSTRUCTION (252)</u> | | | | |
| 3510 Investment Income | 29,472 | 10,181 | - | - |
| 3631 Regional Arterial Fee | 554,959 | - | 46,882 | 10,000 |
| 3632 Railroad Crossings Fee | 13,858 | 12,600 | 1,070 | 2,000 |
| 3633 Local Arterial Fee | 123,324 | 126,000 | 14,105 | 35,000 |
| TOTAL ARTERIAL STREET CONSTRUCTION | 721,613 | 148,781 | 62,057 | 47,000 |
| <u>TRAFFIC SIGNALS (253)</u> | | | | |
| 3510 Investment Income | 12,753 | 4,929 | 4,929 | 4,929 |
| 3630 Transportation Facilities Fees | 76,593 | 88,200 | 15,000 | 40,000 |
| TOTAL TRAFFIC SIGNALS | 89,346 | 93,129 | 19,929 | 44,929 |
| <u>FREEWAY INTERCHANGES (254)</u> | | | | |
| 3305 Cost Recover/Reimb Expenditure | 4,990 | - | 85,285 | - |
| 3510 Investment Income | 29,056 | 10,625 | 10,625 | 10,625 |
| 3630 Transportation Facilities Fees | 457,554 | 466,200 | 200,000 | 200,000 |
| TOTAL FREEWAY INTERCHANGES | 491,600 | 476,825 | 295,910 | 210,625 |
| <u>STREET LIGHTING DISTRICT #1 (260)</u> | | | | |
| 3650 Assessment District | 25,428 | 25,500 | 25,428 | 25,428 |
| TOTAL STREET LIGHTING DISTRICT #1 | 25,428 | 25,500 | 25,428 | 25,428 |
| <u>COMMUNITY FACILITY DISTRICT 2004-1 (261)</u> | | | | |
| 3305 Cost Recover/Reimb Expenditure | - | - | 171,933 | - |
| 3510 Investment Income | 4,362 | 4,000 | - | - |
| 3650 Assessment District | 170,051 | 180,000 | 185,000 | 200,000 |
| TOTAL COMMUNITY FACILITY DISTRICT | 174,413 | 184,000 | 356,933 | 200,000 |
| <u>LANDSCAPE MAINTENANCE DISTRICT (263)</u> | | | | |
| 3650 Assessment District | 29,308 | 28,000 | 29,308 | 29,308 |
| TOTAL LANDSCAPE MAINTENANCE DISTRICT | 29,308 | 28,000 | 29,308 | 29,308 |
| <u>OBLIGATION PAYMENT (288)</u> | | | | |
| 3000 Current Secured Taxes | 3,944,275 | 2,807,651 | 3,225,587 | 2,715,023 |
| 3510 Investment Income | (6,046) | - | 13,500 | 3,000 |
| TOTAL OBLIGATION PAYMENT | 3,938,229 | 2,807,651 | 3,239,087 | 2,718,023 |
| <u>GENERAL DEBT SERVICE (305)</u> | | | | |
| 3006 Supplemental PY Taxes | 388 | - | 1,500 | 1,000 |

REVENUES

| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
|---|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| <u>GENERAL DEBT SERVICE (305) (CONT.)</u> | | | | |
| 3009 Supplemental - Voter Approved | (24,138) | - | 5,300 | 3,000 |
| 3510 Investment Income | 2,020 | - | 1,000 | 1,000 |
| TOTAL GENERAL DEBT SERVICE | (21,730) | - | 7,800 | 5,000 |
| <u>REDLANDS PUBLIC IMPROVEMENT (311)</u> | | | | |
| 3510 Investment Income | - | - | 19 | - |
| TOTAL REDLANDS PUBLIC IMPROVEMENT | - | - | 19 | - |
| <u>SUCCESSOR TO RDA DEBT SVC (380)</u> | | | | |
| 3510 Investment Income | 174,970 | - | 75 | 75 |
| 3530 Miscellaneous Receipts | 12,704 | - | - | - |
| TOTAL SUCCESSOR TO RDA DEBT SVC | 187,674 | - | 75 | 75 |
| <u>STORM DRAIN CONSTRUCTION (405)</u> | | | | |
| 3510 Investment Income | 6,466 | 15,000 | 15,000 | 15,000 |
| 3620 Storm Drain Fees | 88,477 | 120,000 | 91,307 | 150,000 |
| TOTAL STORM DRAIN CONSTRUCTION | 94,943 | 135,000 | 106,307 | 165,000 |
| <u>SAFETY/CITY HALL REPLACEMENT (406)</u> | | | | |
| 3510 Investment Income | 9,183 | 1,000 | 13,367 | 2,000 |
| 3515 Land Sale Proceeds | 4,426,983 | - | - | - |
| TOTAL SAFETY/CITY HALL REPLACEMENT | 4,436,166 | 1,000 | 13,367 | 2,000 |
| <u>SUCCESSOR TO RDA GENERAL FUND (480)</u> | | | | |
| 3510 Investment Income | 251 | 250 | 100 | 100 |
| 3520 Rental Income | 18,000 | 18,000 | 18,000 | 18,000 |
| TOTAL SUCCESSOR TO RDA GENERAL | 18,251 | 18,250 | 18,100 | 18,100 |
| <u>SUCCESSOR TO RDA CAP PROJECT (488)</u> | | | | |
| 3510 Investment Income | 573 | 550 | 501 | 300 |
| TOTAL SUCCESSOR TO RDA CAP PROJECT | 573 | 550 | 501 | 300 |
| <u>WATER (501)</u> | | | | |
| 3124 Plan Check | 15,408 | 10,000 | 9,058 | 10,000 |
| 3305 Cost Recover/Reimb Expenditure | 34,237 | - | 13,152 | 30,000 |
| 3313 Non-Potable Water Usage | 22,656 | - | - | - |
| 3314 Non-Potable Water Service Chrg | 11,550 | - | - | - |
| 3380 Water Usage | 19,432,060 | 20,275,410 | 21,688,937 | 23,857,830 |
| 3382 Irrigation Water Usage | 2,007,971 | 1,878,380 | 2,530,955 | 2,784,050 |
| 3383 Fire Hydrant Water Usage | 230,661 | 150,008 | 209,339 | 210,985 |
| 3384 Water Meter Install | 26,025 | 10,000 | 34,508 | 36,233 |
| 3385 Water Turn-On | 46 | - | 3,078 | - |
| 3387 Frontage Charge | 152,416 | 50,000 | 71,707 | 65,000 |
| 3388 "B" Contract Water Usage | 96,144 | 110,000 | 144,796 | 130,000 |
| 3389 Fire Protection Water Usage | 427,159 | 406,389 | 431,189 | 421,800 |
| 3405 Conservation Violation Penalty | 23,322 | 18,000 | 30,999 | 23,525 |
| 3510 Investment Income | 79,659 | 300,000 | 148,625 | 232,500 |
| 3515 Land Sale Proceeds | - | - | - | - |
| 3516 Sale of Surplus Property | - | - | - | - |
| 3520 Rental Income | 167,817 | 129,600 | 177,194 | 170,000 |
| 3530 Miscellaneous Receipts | 301,493 | 200,000 | 107,815 | 140,000 |
| 3533 Misc. Taxable Sales | 50 | - | - | - |
| 3555 Fire Flow Testing | 1,580 | 1,200 | 2,567 | 2,000 |
| 3815 Capital Contributions | 816,360 | - | - | - |
| TOTAL WATER | 23,846,614 | 23,538,987 | 25,603,917 | 28,113,924 |
| <u>WATER PROJECTS (503)</u> | | | | |
| 3510 Investment Income | 10,863 | - | 529 | - |
| TOTAL WATER PROJECTS | 10,863 | - | 529 | - |
| <u>WATER DEBT SERVICE (506)</u> | | | | |
| 3510 Investment Income | 2,168 | 1,500 | 1,500 | 1,500 |
| TOTAL WATER DEBT SERVICE | 2,168 | 1,500 | 1,500 | 1,500 |

REVENUES

| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
|---|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| SOURCE ACQUISITION (508) | | | | |
| 3510 Investment Income | 1,200 | 100 | 1,000 | 4,000 |
| 3551 Water Source Acq Residential | 231,183 | 120,000 | 143,931 | 80,000 |
| 3552 Water Source Acquisition Non-Resident | - | - | - | 80,000 |
| TOTAL SOURCE ACQUISITION | 232,384 | 120,100 | 144,931 | 164,000 |
| WATER CAPITAL IMPROVEMENT (509) | | | | |
| 3370 Capital Improv Chrg Resident | 602,526 | 650,000 | 650,000 | 700,000 |
| 3510 Investment Income | 1,623 | 1,500 | 1,500 | 1,500 |
| TOTAL WATER CAPITAL IMPROVEMENT | 604,149 | 651,500 | 651,500 | 701,500 |
| SOLID WASTE (511) | | | | |
| 3200 State Grants | (14,220) | 18,698 | 18,000 | 18,000 |
| 3305 Cost Recover/Reimbursement Expenditure | 8 | - | - | 1,000,000 |
| 3372 Special Hauls & Roll-Offs | 1,613,579 | 1,364,020 | 1,762,481 | 1,973,979 |
| 3373 Solid Waste Svrc Residential | 6,344,633 | 6,301,850 | 6,696,430 | 7,500,002 |
| 3374 Solid Waste Svrc Non-Resident | 5,644,874 | 5,374,288 | 5,603,476 | 6,275,893 |
| 3376 Recycled Material | 45,118 | 30,000 | 65,000 | 67,000 |
| 3510 Investment Income | 20,584 | 100,000 | 38,433 | 20,000 |
| 3511 Finance Charges | 101 | - | - | - |
| 3512 Returned Check Charge | 40 | - | - | - |
| 3530 Miscellaneous Receipts | 9,600 | - | - | - |
| TOTAL SOLID WASTE | 13,664,316 | 13,188,856 | 14,183,820 | 16,854,874 |
| SOLID WASTE PROJECT (513) | | | | |
| 3510 Investment Income | 4 | - | - | - |
| TOTAL SOLID WASTE PROJECT | 4 | - | - | - |
| SOLID WASTE DEBT SERVICE (516) | | | | |
| 3510 Investment Income | 188,243 | 5,808 | 55,574 | - |
| TOTAL SOLID WASTE DEBT SVC | 188,243 | 5,808 | 55,574 | - |
| CALIF ST LANDFILL CLOSURE (517) | | | | |
| 3510 Investment Income | 20,086 | 50,000 | 50,000 | 50,000 |
| TOTAL CALIF ST LANDFILL CLOSURE | 20,086 | 50,000 | 50,000 | 50,000 |
| SOLID WASTE CAP IMPROVEMENT (519) | | | | |
| 3369 Capital Improv Chrg Non-Res | 307,375 | 220,000 | 142,000 | 200,000 |
| 3370 Capital Improv Chrg Resident | - | 13,500 | 5,000 | 5,000 |
| 3510 Investment Income | 12,886 | 10,000 | 18,000 | 10,000 |
| TOTAL SOLID WASTE CAP IMPROVEMENT | 320,261 | 243,500 | 165,000 | 215,000 |
| SEWER SERVICE (521) | | | | |
| 3305 Cost Recover/Reimbursement Expenditure | 2,244 | - | - | - |
| 3366 Sewer Residential | 6,388,140 | 7,112,491 | 6,323,659 | 6,481,750 |
| 3367 Sewer Non-Residential | 2,313,405 | 2,321,432 | 2,255,758 | 2,312,152 |
| 3368 Septage Charge | 28,671 | 20,500 | 42,607 | 40,000 |
| 3379 Recycled Water Usage | 303,845 | 256,840 | 201,610 | 250,000 |
| 3387 Frontage Charge | 154,583 | 100,000 | 48,900 | 100,000 |
| 3391 Joint Lab - Water Charges | 145,100 | - | - | - |
| 3392 Joint Lab - Solid Waste Charges | 4,286 | - | - | - |
| 3510 Investment Income | 60,983 | 300,000 | 137,866 | 150,000 |
| 3530 Miscellaneous Receipts | 1,666 | 2,000 | - | 2,000 |
| 3533 Misc Taxable Sales | - | 25,000 | - | 10,000 |
| 3815 Capital Contributions | 581,230 | - | - | - |
| TOTAL SEWER SERVICE | 9,984,154 | 10,138,263 | 9,010,399 | 9,345,902 |
| SEWER PROJECTS (523) | | | | |
| 3510 Investment Income | 519 | - | - | - |
| TOTAL SEWER BOND PROJECTS | 519 | - | - | - |
| SEWER DEBT SERVICE (526) | | | | |
| 3510 Investment Income | 72,450 | - | 447 | 500 |
| TOTAL SEWER DEBT SERVICE | 72,450 | - | 447 | 500 |

REVENUES

| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
|---|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| SEWER CAPITAL IMPROVEMENT (529) | | | | |
| 3369 Capital Improv Chrg Non-Res | - | - | 591 | - |
| 3370 Capital Improv Chrg Resident | 769,382 | 1,500,000 | 433,817 | 800,000 |
| 3510 Investment Income | 7,999 | - | 10,229 | 10,229 |
| TOTAL SEWER CAPITAL IMPROVEMENT | 777,381 | 1,500,000 | 444,637 | 810,229 |
| GROVES (538) | | | | |
| 3510 Investment Income | (191) | 2,500 | - | - |
| 3530 Miscellaneous Receipts | 181,880 | 20,707 | 216,000 | - |
| 3550 Grove Receipts | 575,846 | 538,000 | 800,000 | 800,000 |
| 3590 Donations | - | 2,500 | - | - |
| TOTAL GROVES | 757,535 | 563,707 | 1,016,000 | 800,000 |
| NON-POTABLE WATER (541) | | | | |
| 3313 Non-Potable Water Usage | 507,615 | 530,000 | 519,708 | 558,090 |
| 3387 Frontage Charge | 6,400 | - | - | 2,500 |
| 3510 Investment Income | 6,645 | - | 15,000 | 20,000 |
| TOTAL NON-POTABLE WATER | 520,660 | 530,000 | 534,708 | 580,590 |
| NON-POTABLE CAPITAL IMPROVEMENT FUND (549) | | | | |
| 3369 Capital Improv Chrg Non-Res | 261,673 | - | 30,000 | 20,000 |
| 3510 Investment Income | 2,845 | - | 4,800 | 1,500 |
| TOTAL NON POT CAP IMPROVEMENT FUND | 264,517 | - | 34,800 | 21,500 |
| CEMETERY (562) | | | | |
| 3360 Cemetery Internment | 173,282 | 210,000 | 210,000 | 240,000 |
| 3361 Cemetery Lots | 471,745 | 400,000 | 450,000 | 560,000 |
| 3362 Cemetery Crypts | 55,307 | 50,000 | 50,000 | 60,000 |
| 3510 Investment Income | 4,610 | 21,250 | 21,250 | 21,250 |
| 3511 Finance Charges | 3,133 | 7,000 | 7,000 | 7,000 |
| 3512 Returned Check Charge | - | - | 82 | 82 |
| 3520 Rental Income | 21,821 | 21,250 | 21,250 | 23,250 |
| 3530 Miscellaneous Receipts | 78,504 | 35,000 | 84,000 | 100,000 |
| 3533 Misc Taxable Sales | 93,813 | 47,000 | 55,000 | 95,000 |
| 3590 Donations | 505 | 100 | 1,007 | 500 |
| TOTAL CEMETERY | 902,720 | 791,600 | 899,589 | 1,107,082 |
| CEMETERY PRE-NEED (563) | | | | |
| 3510 Investment Income | 2,621 | 5,250 | 3,559 | 4,520 |
| TOTAL CEMETERY PRE-NEED | 2,621 | 5,250 | 3,559 | 4,520 |
| AVIATION OPERATING (564) | | | | |
| 3001 Current Unsecured Taxes | 40,199 | 38,000 | 44,822 | 42,000 |
| 3200 State Grants | 50,000 | 10,000 | 26,000 | 10,000 |
| 3250 Federal Grants | 766,778 | 300,000 | 288,730 | - |
| 3510 Investment Income | 1,853 | 1,700 | (1,415) | 1,700 |
| 3511 Finance Charges | 618 | 500 | 700 | 500 |
| 3520 Rental Income | 205,480 | 159,216 | 173,456 | 170,000 |
| 3530 Miscellaneous Receipts | 2,987 | 1,500 | 3,075 | 1,500 |
| 3545 Tie-Down Fees | 5,782 | 7,000 | 6,435 | 6,000 |
| 3546 Gate Access Fees | 7,136 | 8,200 | 7,948 | 8,200 |
| 3590 Donations | - | - | 3,000 | - |
| 3591 Fuel Flowage Fee | 1,267 | 1,625 | 1,625 | 1,625 |
| 3592 Ground Leases | 69,720 | 118,856 | 118,856 | 122,000 |
| TOTAL AVIATION OPERATING | 1,151,820 | 646,597 | 673,232 | 363,525 |
| LIABILITY SELF-INSURANCE (602) | | | | |
| 3510 Investment Income | 1,615 | - | 10,500 | 5,000 |
| 3530 Miscellaneous Receipts | 139,499 | 9,000 | 25,000 | 25,000 |
| TOTAL LIABILITY SELF-INSURANCE | 141,114 | 9,000 | 35,500 | 30,000 |
| INFORMATION TECHNOLOGY (604) | | | | |
| 3305 Cost Recover/Reimb Expenditure | 1,506 | - | 3,066 | - |
| 3393 Internal Service Rcpts: General Fund | 1,638,617 | 1,977,534 | 2,100,324 | 1,746,514 |
| 3394 Internal Service Rcpts: Non-Gen Fund | 1,254,332 | 1,730,550 | 1,607,760 | 1,904,761 |

REVENUES

| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
|---|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| <u>INFORMATION TECHNOLOGY (604) (CONT.)</u> | | | | |
| 3510 Investment Income | 1,448 | - | 3,300 | 3,300 |
| 3516 Sale of Surplus Property | 474 | - | - | - |
| 3530 Miscellaneous Receipts | 384,396 | - | - | - |
| TOTAL INFORMATION TECHNOLOGY | 3,280,772 | 3,708,084 | 3,714,450 | 3,654,575 |
| <u>WORKERS COMP SELF-INSURANCE (606)</u> | | | | |
| 3305 Cost Recover/Reimb Expenditure | - | - | 70 | 100 |
| 3510 Investment Income | 3,843 | 1,146 | 4,750 | 3,000 |
| 3750 Worker's Comp Receipts | 2,222,209 | 2,209,849 | 2,209,849 | 2,360,950 |
| TOTAL WORKERS COMP SELF-INSURANCE | 2,226,052 | 2,210,995 | 2,214,669 | 2,364,050 |
| <u>EQUIPMENT MAINTENANCE (607)</u> | | | | |
| 3305 Cost Recover/Reimb Expenditure | 272,972 | 5,000 | 288,000 | - |
| 3393 Internal Service Receipts: General Fund | 958,636 | 1,253,058 | 1,205,036 | 1,122,433 |
| 3394 Internal Service Receipts: Non-General Fund | 2,398,307 | 3,134,886 | 3,182,908 | 3,183,898 |
| 3398 L/CNG Outside Fuel Sales | 674,888 | 600,000 | 600,000 | 1,150,000 |
| 3510 Investment Income | 3,003 | - | - | - |
| TOTAL EQUIP MAINTENANCE | 4,307,806 | 4,992,944 | 5,275,944 | 5,456,331 |
| <u>UTILITY BILLING (608)</u> | | | | |
| 3305 Cost Recover/Reimb Expenditure | 246 | - | - | - |
| 3385 Water Turn-On | 55,980 | 70,000 | 55,462 | 60,000 |
| 3390 Utility Billing Service | 875,000 | 875,000 | 888,250 | 1,250,000 |
| 3510 Investment Income | 6,767 | - | 9,000 | 5,000 |
| 3511 Finance Charges | 435,610 | 500,000 | 430,000 | 425,000 |
| 3512 Returned Check Charge | 12,845 | 13,000 | 13,000 | 13,000 |
| 3530 Miscellaneous Receipts | 37,778 | 30,000 | 35,000 | 30,000 |
| 3760 Bad Debt Recovery | 8,738 | 6,000 | 500 | 500 |
| TOTAL UTILITY BILLING | 1,432,965 | 1,494,000 | 1,431,212 | 1,783,500 |
| <u>CEMETERY ENDOWMENT (702)</u> | | | | |
| 3364 Cemetery Endowment | 47,460 | 65,000 | 65,000 | 40,000 |
| 3510 Investment Income | 4,777 | 300 | 300 | 300 |
| TOTAL CEMETERY ENDOWMENT | 52,237 | 65,300 | 65,300 | 40,300 |
| <u>COMMUNITY FACILITY DISTRICT TRUST (710)</u> | | | | |
| 3305 Cost Recover/Reimb Expenditure | 1,460,226 | 1,470,000 | 1,482,864 | 1,490,000 |
| 3510 Investment Income | 4,408 | 2,000 | 2,450 | 2,200 |
| TOTAL COMMUNITY FACILITY DISTRICT TRUST | 1,464,634 | 1,472,000 | 1,485,314 | 1,492,200 |
| | | | | |
| TOTAL NON-GENERAL FUNDS | 86,549,194 | 84,892,531 | 89,253,666 | 84,859,432 |

Capital Outlay

| Fund | Description | Amount |
|--|---|----------------------------|
| GENERAL FUND (101) | | |
| Police - Support Services (101202) | | |
| Object 7150 Other Betterments/Improvements | ---- Flooring | \$ 30,000 |
| Quality of Life - Recreation (101230) | | |
| Object 7150 Other Betterments/Improvements | ---- Kitchen Upgrade | 95,000 |
| | ---- Community Center Classroom upgrade | 78,000 |
| Fire Prevention (101251) | | |
| Object 7100 Motor Vehicles | ---- Motor Vehicle | 50,000 |
| Quality of Life - Electrical (101302) | | |
| Object 7140 All Other Equipment | ---- Boring and Rewire Streetlights | 75,000 |
| Quality of Life - Parks (101303) | | |
| Object 7150 Other Betterments/Improvements | ---- Park Lighting | 224,096 |
| Engineering (101400) | | |
| Object 7150 Other Betterments/Improvements | ---- Traffic & Parking Improvements | 55,746 |
| TOTAL GENERAL FUND (101) | | <u>\$ 607,842</u> |
| | | |
| MEASURE I FUND - 2010 (210) | | |
| Object 7230 Street Construction | ---- PARIS Project Funding | \$ 3,100,000 |
| TOTAL MEASURE I FUND - 2010 (210) | | <u>\$ 3,100,000</u> |
| | | |
| PAVEMENT ACCELERATED REPAIR IMPLEMENTATION STRATEGY (PARIS) FUND (211) | | |
| Object 7230 Street Construction | ---- PARIS Project Funding | \$ 2,845,000 |
| TOTAL PARIS FUND (211) | | <u>\$ 2,845,000</u> |
| | | |
| TRANSPORTATION DEVELOPMENT ACT (241) | | |
| Object 7150 Other Betterments/Improvements | 47114 Sidewalks | \$ 200,000 |
| TOTAL TRANSPORTATION DEVELOPMENT ACT (241) | | <u>\$ 200,000</u> |
| | | |
| ASSET FORFEITURE FUND (246) | | |
| Object 7100 Motor Vehicles | ---- Motor Vehicle | \$ 35,000 |
| TOTAL ASSET FORFEITURE FUND (246) | | <u>\$ 35,000</u> |
| | | |
| ARTERIAL STREET CONSTRUCTION FUND (252) | | |
| Object 7150 Other Betterments/Improvements | ---- Infrastructure | \$ 1,000,000 |
| TOTAL ARTERIAL STREET CONSTRUCTION FUND (252) | | <u>\$ 1,000,000</u> |

Capital Outlay (cont.)

| Fund | Description | Amount |
|--|---------------------------------------|----------------------------|
| CDBG PROGRAM FUND (243) | | |
| Object 7150 Other Betterments/Improvements | 43064 ADA Improvements | \$ 54,929 |
| Object 7230 Street Construction | 43065 Alley/Street Improvements | 166,674 |
| Object 7330 Other Capital Outlay | ---- Unprogramed | 54,741 |
| TOTAL CDBG PROGRAM FUND (243) | | <u>\$ 276,344</u> |
| | | |
| WATER FUND (501) | | |
| Object 7060 Office Furniture | ---- Office Furniture | \$ 20,000 |
| Object 7100 Motor Vehicles | ---- Excavator | 550,000 |
| | ---- Dump Truck | 75,000 |
| | ---- Service Truck | 60,000 |
| | ---- Service Truck | 60,000 |
| Object 7140 All Other Equipment | ---- Forklift | 20,000 |
| Object 7700 Water Facilities | ---- Well Rehabilitation | 350,000 |
| TOTAL WATER FUND (501) | | <u>\$ 1,135,000</u> |
| | | |
| WATER PROJECTS FUND (503) | | |
| Object 7140 All Other Equipment | 71347 Hinckley Generator Replacement | \$ 85,000 |
| Object 7150 Other Betterments/Improvements | 71286 Brookside Median Landscaping | 250,000 |
| | 71349 SCADA System Upgrade | 1,000,000 |
| Object 7700 Water Facilities | 71352 Sludge Press | 300,000 |
| | 71350 DBP Removal System at Agate | 150,000 |
| | 71351 Manifold Replacement | 100,000 |
| | 71346 Recoat Sunset Reservoir | 1,250,000 |
| | 71348 Well Rehabilitation | 350,000 |
| | 71353 2019 Water Capital Improvements | 4,000,000 |
| TOTAL WATER PROJECTS FUND (503) | | <u>\$ 7,485,000</u> |
| | | |
| SOLID WASTE FUND (511) | | |
| Object 7100 Motor Vehicles | ---- Bucket Truck | \$ 50,000 |
| TOTAL SOLID WASTE FUND (511) | | <u>\$ 50,000</u> |
| | | |
| SOLID WASTE PROJECTS FUND (513) | | |
| Object 7100 Motor Vehicles | ---- (2) Automated Side Loaders | \$ 1,647,000 |
| Object 7650 Solid Waste/Landfill | 72311 Landfill Cell Expansion | 4,000,000 |
| TOTAL SOLID WASTE PROJECTS FUND (513) | | <u>\$ 5,647,000</u> |

Capital Outlay (cont.)

| Fund | Description | Amount |
|---|--|----------------------------|
| SEWER SERVICE FUND (521) | | |
| Object 7100 Motor Vehicles | ---- Dump Truck | \$ 140,000 |
| Object 7140 All Other Equipment | ---- Tractor | 130,000 |
| Object 7150 Other Betterments/Improvements | ---- Treatment Plant Vector Control | 125,000 |
| | ---- Collection System Retrofit | 85,529 |
| Object 7745 Laboratory Equipment | ---- Lab Construction | 220,000 |
| TOTAL SEWER SERVICE FUND (521) | | <u>\$ 700,529</u> |
| SEWER PROJECTS FUND (523) | | |
| Object 7150 Other Betterments/Improvements | 73422 Sewer Pipeline | \$ 1,000,000 |
| | 73344 Sewer Assessment | 150,000 |
| | 73342 Collection Office | 70,000 |
| Object 7600 Wastewater Facilities | 73345 Alabama Rehab | 400,000 |
| | 73348 WWTP Facility Modifications | 4,000,000 |
| TOTAL SEWER PROJECTS FUND (523) | | <u>\$ 5,620,000</u> |
| NONPOTABLE WATER PROJECTS FUND (543) | | |
| Object 7700 Water Facilities | 71242 Texas Nonpotable Reservoir | \$ 1,800,000 |
| TOTAL NONPOTABLE WATER PROJECTS FUND (543) | | <u>\$ 1,800,000</u> |
| CEMETERY FUND (562) | | |
| Object 7140 All Other Equipment | ---- Canopy | \$ 8,500 |
| | ---- Lowering Device | 6,000 |
| Object 7150 Other Betterments/Improvements | 49006 Block L Extension | 51,125 |
| | 49006 Cypress Lawn | 22,300 |
| | 49006 Sunset Lawn Ext | 15,000 |
| | 49006 Water Feature | 28,000 |
| TOTAL CEMETERY FUND (562) | | <u>\$ 130,925</u> |
| INFORMATION TECHNOLOGY FUND (604) | | |
| Object 7080 Computer Equipment | ---- GIS Server Upgrades | \$ 20,000 |
| | ---- ALPR | 50,000 |
| | ---- Datacenter Switch/FW upgrade | 15,000 |
| | ---- G6/7 PD Server Refresh | 23,100 |
| | ---- Enterprise Resource Planning Software | 150,000 |
| TOTAL INFORMATION TECHNOLOGY FUND (604) | | <u>\$ 258,100</u> |
| EQUIPMENT MAINTENANCE (607) | | |
| Object 7140 All Other Equipment | ---- Overhead Crane | \$ 50,000 |
| TOTAL EQUIPMENT MAINTENANCE (607) | | <u>\$ 50,000</u> |



RESOLUTION NO. 7847

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. 7821

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

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

Section 1. The City Council of the City of Redlands hereby establishes a basic compensation plan for all employees in all of the classifications of employment as described in Section 2 of this resolution to be effective July 1, 2018.

Section 2. Salary schedule and Compensation Plan.

| Department/Division | PT | FT | Unit | Range | | | |
|-------------------------------|----|----|------|-------|----|--|--|
| <i>City Clerk's Office</i> | | | | | | | |
| Administrative Assistant I/II | | 1 | G | 12 | 26 | | |

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 to the City Manager | | 1 | M | 81 | | | |
| Management Analyst | | 1 | MM | 40 | | | |
| Senior Administrative Analyst | | 1 | MM | 25 | | | |
| Senior Administrative Assistant | | 1 | G | 39 | | | |

Public Information

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

Purchasing

| | | | | | | | |
|-----------------------------|--|---|---|----|--|--|--|
| Purchasing Services Manager | | 1 | M | 73 | | | |
| Purchasing Clerk | | 1 | G | 22 | | | |

Emergency Management

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

| | | | | | | | |
|------------------------------------|----------|-----------|--|--|--|--|--|
| Total City Manager's Office | 0 | 12 | | | | | |
|------------------------------------|----------|-----------|--|--|--|--|--|

| <i>Management Services</i> | | | | | | | |
|--------------------------------|--|---|----|---|--|--|--|
| Director, Management Services* | | 1 | DD | 4 | | | |

Human Resources/Risk Management

| | | | | | | | | |
|--|---|---|----|----|----|--|--|--|
| Assistant Director, HR/Risk Management | | 1 | M | 90 | | | | |
| Human Resources Manager | | 1 | MM | 80 | | | | |
| HR Analyst/Volunteer Coordinator | | 1 | MM | 65 | | | | |
| Occupational Health & Safety Administrator | | 1 | MM | 65 | | | | |
| Risk/Safety Specialist | | 1 | MM | 41 | | | | |
| HR Specialist | | 1 | MM | 30 | | | | |
| HR Technician | | 2 | G | 37 | | | | |
| Administrative Assistant I/II | | 1 | G | 12 | 26 | | | |
| HR/Risk Management Intern | 2 | | PT | | | | | |

Information Technology

| | | | | | | | | |
|---------------------------|--|---|----|----|--|--|--|--|
| Network Engineer II | | 1 | MM | 77 | | | | |
| Network Engineer I | | 1 | MM | 72 | | | | |
| GIS Supervisor | | 1 | MM | 76 | | | | |
| Database Administrator | | 1 | MM | 61 | | | | |
| Sr. System Administrator | | 1 | MM | 52 | | | | |
| System Administrator | | 1 | MM | 46 | | | | |
| GIS Administrator | | 1 | MM | 46 | | | | |
| Camera Technician | | 1 | G | 75 | | | | |
| GIS Technician | | 1 | G | 57 | | | | |
| Help Desk Technician | | 2 | G | 54 | | | | |
| Administrative Technician | | 1 | G | 29 | | | | |

Finance

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

Revenue Division

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

Payroll

| | | | | | | | | |
|---------------------|--|---|----|----|--|--|--|--|
| Payroll Coordinator | | 1 | MM | 30 | | | | |
|---------------------|--|---|----|----|--|--|--|--|

Part Time Position

| | | | | | | | | |
|----------------------------|---|--|----|--|--|--|--|--|
| Business License Inspector | 1 | | PT | | | | | |
| Intern | 1 | | PT | | | | | |

Total Management Services | 4 | 47 |

*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 | | | | |
| Assistant Development Services Director | | 1 | M | 82 | | | | |
| Administrative Analyst | | 1 | G | 50 | | | | |

Building Division

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

Economic Development Division

| | | | | | | | | |
|------------------------------|--|---|----|----|----|--|--|--|
| Economic Development Manager | | 1 | M | 80 | | | | |
| Project Manager I/II | | 1 | MM | 55 | 65 | | | |

Planning Division

| | | | | | | | | |
|------------------------------------|--|---|----|----|----|----|--|--|
| City Planner | | 1 | M | 82 | | | | |
| Principal Planner | | 2 | MM | 75 | | | | |
| Senior Planner | | 1 | MM | 65 | | | | |
| Junior/Assistant/Associate Planner | | 3 | G | 53 | 70 | 80 | | |
| Sr. Administrative Technician | | 1 | G | 43 | | | | |

Part Time Positions

| | | | | | | | | |
|--------------------------|--|---|----|--|--|--|--|--|
| Administrative Assistant | | 1 | PT | | | | | |
| Planning Intern | | 1 | PT | | | | | |

Total Development Services Department | 2 | 20 |

Fire Department

| | | | | | | | | |
|------------------------------------|--|----|----|----|--|--|--|--|
| Fire Chief | | 1 | DD | 06 | | | | |
| Deputy Fire Chief | | 1 | F | 85 | | | | |
| Battalion Chief | | 3 | F | 79 | | | | |
| Fire Marshal | | 1 | M | 88 | | | | |
| Fire Captain | | 15 | F | 60 | | | | |
| Fire Engineer | | 15 | F | 55 | | | | |
| Fire Fighter | | 21 | F | 50 | | | | |
| EMS Coordinator (effective 1/1/19) | | 1 | MM | 60 | | | | |

| | | | | | | | | |
|----------------------------------|--|---|----|----|--|--|--|--|
| Fire Safety Specialist | | 1 | CS | 75 | | | | |
| Management Analyst | | 1 | MM | 40 | | | | |
| Senior Administrative Technician | | 1 | G | 43 | | | | |
| Administrative Technician | | 1 | G | 29 | | | | |

Part Time Positions

| | | | | | | | | |
|---|--|---|----|--|--|--|--|--|
| Fire Prevention Inspector | | 1 | PT | | | | | |
| EMS Quality Assurance Nurse (delete 12/31/18) | | 1 | PT | | | | | |
| Fire Prevention Technician | | 2 | PT | | | | | |
| Environmental Technician | | 2 | PT | | | | | |

| | | | | | | | | |
|------------------------------|----------|-----------|--|--|--|--|--|--|
| Total Fire Department | 6 | 62 | | | | | | |
|------------------------------|----------|-----------|--|--|--|--|--|--|

Library

| | | | | | | | | |
|--|--|---|-----|----|----|--|--|--|
| Library Director | | 1 | N/A | | | | | |
| Archivist Curator | | 1 | M | 78 | | | | |
| Principal Librarian | | 2 | MM | 47 | | | | |
| Senior Librarian | | 1 | MM | 37 | | | | |
| Associate Archivist | | 1 | MM | 32 | | | | |
| Systems Administrator | | 1 | MM | 46 | | | | |
| Management Analyst | | 1 | MM | 40 | | | | |
| Adult Literacy Coordinator | | 1 | MM | 32 | | | | |
| Sr. Administrative Assistant (eff. 1/1/19) | | 1 | G | 39 | | | | |
| Building Maintenance Worker | | 1 | G | 38 | | | | |
| Library Specialist I/II | | 5 | G | 22 | 32 | | | |
| Technical Services Clerk | | 1 | G | 12 | | | | |
| Library Clerk | | 2 | G | 5 | | | | |

Part Time Positions

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

| | | | | | | | | |
|----------------------|-----------|-----------|--|--|--|--|--|--|
| Total Library | 13 | 19 | | | | | | |
|----------------------|-----------|-----------|--|--|--|--|--|--|

Municipal Utilities & Engineering Department

Administration

| | | | | | | | | |
|--|--|---|----|----|----|--|--|--|
| Director of Municipal Utilities and Public Works Engineering/City Engineer | | 1 | DD | 05 | | | | |
| Deputy MUED Director | | 1 | M | 93 | | | | |
| One Stop Permit Center Manager | | 1 | M | 82 | | | | |
| Assistant City Engineer | | 1 | M | 81 | | | | |
| Project Manager II/Sr. Project Manager | | 2 | MM | 65 | 73 | | | |

| | | | | | | | | |
|----------------------------------|--|---|----|----|--|--|--|--|
| Project Manager | | 2 | MM | 55 | | | | |
| Management Analyst | | 1 | MM | 40 | | | | |
| Water Resources Specialist | | 1 | MM | 48 | | | | |
| Water Conservation Specialist | | 1 | G | 49 | | | | |
| Senior Administrative Technician | | 2 | G | 43 | | | | |
| Senior Administrative Assistant | | 1 | G | 39 | | | | |

Engineering Services

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

Utilities

| | | | | | | | | |
|------------------------------|--|---|---|----|--|--|--|--|
| Utilities Operations Manager | | 1 | M | 82 | | | | |
|------------------------------|--|---|---|----|--|--|--|--|

Water Division

| | | | | | | | | |
|---|--|---|----|----|----|----|----|----|
| Water Production/Maint. Superintendent | | 1 | MM | 76 | | | | |
| Water Distribution Superintendent | | 1 | MM | 70 | | | | |
| Water Production Operations Supervisor | | 1 | G | 97 | | | | |
| Water Production Maintenance Supervisor | | 1 | G | 97 | | | | |
| Water Distribution Supervisor | | 1 | G | 97 | | | | |
| Senior Water Treatment Operator | | 1 | G | 79 | | | | |
| Utilities Maintenance Foreperson | | 1 | G | 80 | | | | |
| Electrical and Instrumentation Technician | | 1 | G | 69 | | | | |
| Cross Connection Control Inspector | | 1 | G | 58 | | | | |
| Water Distribution Crew leader | | 4 | G | 61 | | | | |
| Water Treatment Operator I/II/III/IV/V | | 7 | G | 54 | 57 | 67 | 72 | 77 |
| Plant Mechanic I/II | | 3 | G | 43 | 53 | | | |
| Senior Water Distribution Operator | | 4 | G | 48 | | | | |
| Water Quality Technician I/II | | 2 | G | 39 | 49 | | | |
| Water Distribution Operator | | 9 | G | 35 | | | | |
| Electrical and Instrumentation Apprentice | | 1 | G | 35 | | | | |
| Sr. Customer Service Field Technician | | 1 | G | 48 | | | | |
| Customer Service Field Technician | | 1 | G | 39 | | | | |
| Senior Grounds Maintenance Worker I/II | | 1 | G | 30 | 40 | | | |
| Grounds Maintenance Worker I/II | | 1 | G | 12 | 20 | | | |
| Water Meter Reader I/II | | 2 | G | 17 | 27 | | | |
| Maintenance Worker I/II | | 3 | G | 14 | 20 | | | |

Wastewater Division

| | | | | | | | | |
|----------------------------------|--|---|---|----|--|--|--|--|
| Wastewater Operations Manager | | 1 | M | 77 | | | | |
| Wastewater Operations Supervisor | | 1 | G | 97 | | | | |
| Regulatory Compliance Officer | | 1 | G | 90 | | | | |
| Laboratory Supervisor | | 1 | G | 87 | | | | |

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

Part Time Positions

| | | | | | | | | |
|--------------------------|---|--|----|--|--|--|--|--|
| Technical Services Clerk | 3 | | PT | | | | | |
| Water Waste Investigator | 3 | | PT | | | | | |

Total MUED Department 6 | 103 |

Police Department

| | | | | | | | | |
|---|--|----|------|-------|----|----|--|--|
| Chief of Police | | 1 | DD | 07 | | | | |
| Assistant Police Chief | | 1 | P | 89 | | | | |
| Police Lieutenant | | 3 | P | 81 | | | | |
| Police Sergeant | | 12 | P | 70 | | | | |
| Police Corporal/Investigator | | 20 | P | 64 | | | | |
| Police Officer/Police Recruit | | 50 | P/CS | 60/79 | | | | |
| Management Analyst | | 1 | MM | 40 | | | | |
| Police Operations Manager | | 1 | M | 74 | | | | |
| Police Operations Coordinator | | 1 | MM | 36 | | | | |
| Executive Police Assistant | | 1 | CS | 74 | | | | |
| Crime Analyst | | 1 | CS | 79 | | | | |
| Animal Control Supervisor | | 1 | CS | 64 | | | | |
| Dispatcher Shift Supervisor | | 1 | CS | 70 | | | | |
| Senior Forensic Specialist | | 1 | CS | 52 | | | | |
| Forensic Specialist | | 1 | CS | 47 | | | | |
| Building Maintenance Worker | | 1 | G | 38 | | | | |
| Community Service Officer I/II | | 8 | CS | 33 | 43 | | | |
| Dispatcher I/II/III | | 15 | CS | 40 | 50 | 55 | | |
| Animal Control Officer | | 2 | CS | 30 | | | | |
| Police Customer Service Supervisor | | 1 | CS | 64 | | | | |
| Police Customer Service Representative I/II | | 4 | CS | 17 | 27 | | | |
| Kennel Attendant | | 1 | CS | 10 | | | | |

Part Time Positions

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

Total Police Department 12 | 128 |

Quality of Life Department

| | | | | | | | | |
|------------------------------------|--|---|----|----|----|--|--|--|
| Quality of Life Director | | 1 | DD | 04 | | | | |
| Assistant Quality of Life Director | | 1 | M | 90 | | | | |
| Sustainability Manager | | 1 | M | 75 | | | | |
| Senior Project Manager | | 1 | MM | 73 | | | | |
| Project Manager I/II | | 1 | MM | 55 | 65 | | | |
| Field Services Superintendent | | 1 | MM | 60 | | | | |
| Field Services Supervisor | | 1 | MM | 48 | | | | |
| Senior Administrative Analyst | | 1 | MM | 25 | | | | |
| Code Enforcement Officer | | 2 | G | 49 | | | | |
| Project Assistant | | 2 | G | 40 | | | | |
| Counter Services Technician | | 1 | G | 30 | | | | |
| Administrative Technician | | 1 | G | 29 | | | | |
| Administrative Assistant I/II | | 2 | G | 12 | 26 | | | |

Airport

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

Building Maintenance

| | | | | | | | | |
|------------------------------------|--|---|---|----|--|--|--|--|
| Senior Building Maintenance Worker | | 1 | G | 47 | | | | |
| Building Maintenance Worker | | 1 | G | 38 | | | | |

Electrical

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

Solid Waste Division

| | | | | | | | | |
|---------------------------------|--|----|----|----|----|----|--|--|
| Solid Waste Manager | | 1 | MM | 51 | | | | |
| Solid Waste Coordinator | | 1 | G | 59 | | | | |
| Senior Equipment Operator | | 1 | G | 44 | | | | |
| Senior Solid Waste Truck Driver | | 1 | G | 44 | | | | |
| Recycling Coordinator | | 1 | G | 44 | | | | |
| Welder | | 1 | G | 43 | | | | |
| Solid Waste Truck Driver | | 24 | G | 34 | | | | |
| Equipment Operator OIT/I/II | | 2 | G | 19 | 34 | 39 | | |
| Maintenance Worker I/II | | 2 | G | 14 | 20 | | | |

Fleet Services Division

| | | | | | | | | |
|----------------------------|--|---|----|----|----|--|--|--|
| Fleet Services Coordinator | | 1 | MM | 40 | | | | |
| Fire Mechanic | | 1 | G | 53 | | | | |
| Heavy Equipment Mechanic | | 1 | G | 43 | | | | |
| Mechanic I/II | | 2 | G | 41 | 46 | | | |

Parks and Trees Division

| | | | | | | | | |
|--|--|---|---|----|----|--|--|--|
| Field Services Coordinator | | 1 | G | 59 | | | | |
| Senior Grounds Maintenance Worker I/II | | 2 | G | 30 | 40 | | | |
| Tree Trimmer I/II | | 6 | G | 30 | 40 | | | |

| | | | | | | | | |
|---------------------------------|--|----|---|----|----|--|--|--|
| Grounds Maintenance Worker I/II | | 11 | G | 12 | 20 | | | |
|---------------------------------|--|----|---|----|----|--|--|--|

Street Division

| | | | | | | | | |
|---------------------------------------|--|---|---|----|----|----|--|--|
| Field Services Coordinator | | 1 | G | 59 | | | | |
| Senior Asphalt Worker | | 1 | G | 44 | | | | |
| Senior Street Maintenance Worker I/II | | 2 | G | 44 | 49 | | | |
| Equipment Operator OIT/I/II | | 3 | G | 19 | 34 | 39 | | |
| Asphalt Worker | | 2 | G | 34 | | | | |
| Sign & Paint Worker | | 1 | G | 34 | | | | |
| Maintenance Worker I/II | | 5 | G | 14 | 20 | | | |

Cemetery Division:

| | | | | | | | | |
|--|--|---|----|----|----|--|--|--|
| Cemetery Manager | | 1 | MM | 52 | | | | |
| Cemetery Sales and Services Representative | | 1 | G | 58 | | | | |
| Cemetery Crew Leader | | 1 | G | 49 | | | | |
| Cemetery Caretaker I/II | | 1 | G | 17 | 25 | | | |

Recreation/Senior Services

| | | | | | | | | |
|---------------------------------|--|---|---|----|--|--|--|--|
| Recreation Services Coordinator | | 1 | G | 59 | | | | |
| Program Specialist | | 2 | G | 45 | | | | |
| Program Aid | | 3 | G | 1 | | | | |

Part Time Positions

| | | | | | | | | |
|-------------------------|----|--|----|--|--|--|--|--|
| Program Assistant | 3 | | PT | | | | | |
| Program Aide | 5 | | PT | | | | | |
| PT Code Enforcement Aid | 1 | | PT | | | | | |
| Downtown Attendant | 2 | | PT | | | | | |
| Cemetery Aide | 1 | | PT | | | | | |
| Equipment Operator OIT | 1 | | PT | | | | | |
| Maintenance Worker | 8 | | PT | | | | | |
| Solid Waste Collector | 10 | | PT | | | | | |

| | | |
|---|-----------|------------|
| Total Quality of Life Department | 31 | 105 |
|---|-----------|------------|

| | |
|-----------------------------------|------------|
| Total Full Time Positions | 497 |
| Total Part Time Positions | 75 |
| Total Authorized Positions | 572 |

GRANT & DONATION FUNDED POSITIONS

Police Department

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

Quality of Life

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

Total Grant Funded Positions

| | |
|---|---|
| 6 | 1 |
|---|---|

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

LIMITED TERM POSITIONS

| | | | | | | | | |
|----------------------|--|---|--|--|--|--|--|--|
| Payroll Assistant | | 1 | | | | | | |
| Principal Accountant | | 1 | | | | | | |

Total Limited Term Positions

| | |
|--|---|
| | 2 |
|--|---|

Total Authorized Positions 573
Total Grant Funded Positions 7
Total Limited Term Positions 2

TOTAL POSITIONS 582

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.7821 of the City of Redlands is hereby rescinded.

Adopted, approved and signed this 19th day of June, 2018.


 Paul W. Foster, Mayor

ATTEST:


 Jeanne Donaldson, City Clerk

I, Jeanne Donaldson, City Clerk of the City of Redlands hereby certify that the foregoing resolution was duly adopted by the City Council at a regular meeting thereof held on the 19 day of June, 2018.

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


 Jeanne Donaldson, City Clerk

| Title | Range | FLSA Status | Rate Type | A (Minimum) | B | C | D | E | F (Maximum-Available July 1, 2013) | G (Longevity Only-Equivalent to July 1, 2013 F Step Through and Including June 30, 2013) |
|--|--------|-------------|-----------|----------------|--------|--------|--------|----------|---------------------------------------|---|
| Firefighter (24 hour days) | F50 | NE | HOURLY | 22.465 | 23.588 | 24.767 | 26.006 | 27.306 | 28.125 | 29.531 |
| | | | MONTHLY | 5451 | 5724 | 6010 | 6311 | 6626.21 | 6825 | 7166 |
| | | | ANNUAL | 65417 | 68688 | 72122 | 75728 | 79515 | 81900 | 85995 |
| Fire Engineer (24 hour days) | F55 | NE | HOURLY | 26.483 | 27.807 | 29.197 | 30.657 | 32.190 | 33.156 | 34.814 |
| | | | MONTHLY | 6427 | 6748 | 7085 | 7440 | 7811.48 | 8046 | 8448 |
| | | | ANNUAL | 77118 | 80974 | 85023 | 89274 | 93738 | 96550 | 101377 |
| Fire Captain (24 hour days) | F60 | NE | HOURLY | 31.001 | 32.551 | 34.178 | 35.887 | 37.682 | 38.812 | 40.753 |
| | | | MONTHLY | 7523 | 7899 | 8294 | 8709 | 9144.06 | 9418 | 9889 |
| | | | ANNUAL | 90274 | 94788 | 99527 | 104504 | 109729 | 113021 | 118672 |
| Battalion Chief (40 hour week) | F79-40 | E | HOURLY | 56.372 | 59.190 | 62.150 | 65.257 | 68.520 | 70.576 | 74.105 |
| | | | MONTHLY | 9771 | 10260 | 10773 | 11311 | 11876.86 | 12233 | 12845 |
| | | | ANNUAL | 117253 | 123116 | 129272 | 135736 | 142522 | 146798 | 154138 |
| Battalion Chief (56 hour week) | F79-56 | NE | HOURLY | 40.266 | 42.279 | 44.393 | 46.612 | 48.943 | 50.411 | 52.932 |
| | | | MONTHLY | 9771 | 10260 | 10773 | 11311 | 11876.86 | 12233 | 12845 |
| | | | ANNUAL | 117253 | 123116 | 129272 | 135736 | 142522 | 146798 | 154138 |
| Deputy Fire Chief (40 hour week) | F85 | E | HOURLY | 70.465 | 73.988 | 77.688 | 81.572 | 85.651 | 88.220 | 92.631 |
| | | | MONTHLY | 12214 | 12825 | 13466 | 14139 | 14846.09 | 15291 | 16056 |
| | | | ANNUAL | 146567 | 153895 | 161590 | 169670 | 178153 | 183498 | 192673 |

| Range | FLSA Status | Rate Type | A (Minimum) | B | C | D | E (Maximum) | F (Longevity Only) |
|-------|-------------|-----------|----------------|--------|--------|--------|----------------|-----------------------|
| G1 | NE | HOURLY | 12.288 | 12.902 | 13.547 | 14.225 | 14.936 | 15.683 |
| | | MONTHLY | 2130 | 2236 | 2348 | 2466 | 2588.91 | 2718 |
| | | ANNUAL | 25559 | 26837 | 28179 | 29588 | 31067 | 32620 |
| G2 | NE | HOURLY | 12.902 | 13.547 | 14.225 | 14.936 | 15.683 | 16.467 |
| | | MONTHLY | 2236 | 2348 | 2466 | 2589 | 2718.36 | 2854 |
| | | ANNUAL | 26837 | 28179 | 29588 | 31067 | 32620 | 34251 |
| G3 | NE | HOURLY | 13.547 | 14.225 | 14.936 | 15.683 | 16.467 | 17.290 |
| | | MONTHLY | 2348 | 2466 | 2589 | 2718 | 2854.27 | 2997 |
| | | ANNUAL | 28179 | 29588 | 31067 | 32620 | 34251 | 35964 |
| G4 | NE | HOURLY | 14.225 | 14.936 | 15.683 | 16.467 | 17.290 | 18.155 |
| | | MONTHLY | 2466 | 2589 | 2718 | 2854 | 2996.99 | 3147 |
| | | ANNUAL | 29588 | 31067 | 32620 | 34251 | 35964 | 37762 |
| G5 | NE | HOURLY | 15.367 | 16.136 | 16.942 | 17.790 | 18.679 | 19.613 |
| | | MONTHLY | 2664 | 2797 | 2937 | 3084 | 3237.71 | 3400 |
| | | ANNUAL | 31964 | 33562 | 35240 | 37002 | 38853 | 40795 |
| G6 | NE | HOURLY | 15.521 | 16.297 | 17.112 | 17.968 | 18.866 | 19.809 |
| | | MONTHLY | 2690 | 2825 | 2966 | 3114 | 3270 | 3434 |
| | | ANNUAL | 32284 | 33898 | 35593 | 37372 | 39241 | 41203 |
| G7 | NE | HOURLY | 15.676 | 16.460 | 17.283 | 18.147 | 19.055 | 20.007 |
| | | MONTHLY | 2717 | 2853 | 2996 | 3146 | 3303 | 3468 |
| | | ANNUAL | 32607 | 34237 | 35949 | 37746 | 39633 | 41615 |
| G8 | NE | HOURLY | 15.833 | 16.625 | 17.456 | 18.329 | 19.245 | 20.207 |
| | | MONTHLY | 2744 | 2882 | 3026 | 3177 | 3336 | 3503 |
| | | ANNUAL | 32933 | 34579 | 36308 | 38124 | 40030 | 42031 |
| G9 | NE | HOURLY | 15.991 | 16.791 | 17.630 | 18.512 | 19.438 | 20.409 |
| | | MONTHLY | 2772 | 2910 | 3056 | 3209 | 3369 | 3538 |
| | | ANNUAL | 33262 | 34925 | 36671 | 38505 | 40430 | 42452 |
| G10 | NE | HOURLY | 16.151 | 16.959 | 17.807 | 18.697 | 19.632 | 20.614 |
| | | MONTHLY | 2800 | 2940 | 3086 | 3241 | 3403 | 3573 |
| | | ANNUAL | 33595 | 35274 | 37038 | 38890 | 40834 | 42876 |
| G11 | NE | HOURLY | 16.313 | 17.128 | 17.985 | 18.884 | 19.828 | 20.820 |
| | | MONTHLY | 2828 | 2969 | 3117 | 3273 | 3437 | 3609 |
| | | ANNUAL | 33930 | 35627 | 37408 | 39279 | 41243 | 43305 |
| G12 | NE | HOURLY | 16.476 | 17.300 | 18.165 | 19.073 | 20.027 | 21.028 |
| | | MONTHLY | 2856 | 2999 | 3149 | 3306 | 3471 | 3645 |
| | | ANNUAL | 34270 | 35983 | 37782 | 39672 | 41655 | 43738 |
| G13 | NE | HOURLY | 16.641 | 17.473 | 18.346 | 19.264 | 20.227 | 21.238 |
| | | MONTHLY | 2884 | 3029 | 3180 | 3339 | 3506 | 3681 |
| | | ANNUAL | 34613 | 36343 | 38160 | 40068 | 42072 | 44175 |

| Range | FLSA Status | Rate Type | A (Minimum) | B | C | D | E (Maximum) | F (Longevity Only) |
|-------|-------------|-----------|----------------|--------|--------|--------|----------------|-----------------------|
| G14 | NE | HOURLY | 16.807 | 17.647 | 18.530 | 19.456 | 20.429 | 21.451 |
| | | MONTHLY | 2913 | 3059 | 3212 | 3372 | 3541 | 3718 |
| | | ANNUAL | 34959 | 36707 | 38542 | 40469 | 42492 | 44617 |
| G15 | NE | HOURLY | 16.975 | 17.824 | 18.715 | 19.651 | 20.633 | 21.665 |
| | | MONTHLY | 2942 | 3089 | 3244 | 3406 | 3576 | 3755 |
| | | ANNUAL | 35308 | 37074 | 38927 | 40874 | 42917 | 45063 |
| G16 | NE | HOURLY | 17.145 | 18.002 | 18.902 | 19.847 | 20.840 | 21.882 |
| | | MONTHLY | 2972 | 3120 | 3276 | 3440 | 3612 | 3793 |
| | | ANNUAL | 35661 | 37444 | 39317 | 41282 | 43347 | 45514 |
| G17 | NE | HOURLY | 17.316 | 18.182 | 19.091 | 20.046 | 21.048 | 22.100 |
| | | MONTHLY | 3001 | 3152 | 3309 | 3475 | 3648 | 3831 |
| | | ANNUAL | 36018 | 37819 | 39710 | 41695 | 43780 | 45969 |
| G18 | NE | HOURLY | 17.489 | 18.364 | 19.282 | 20.246 | 21.259 | 22.321 |
| | | MONTHLY | 3032 | 3183 | 3342 | 3509 | 3685 | 3869 |
| | | ANNUAL | 36378 | 38197 | 40107 | 42112 | 44218 | 46429 |
| G19 | NE | HOURLY | 17.664 | 18.548 | 19.475 | 20.449 | 21.471 | 22.545 |
| | | MONTHLY | 3062 | 3215 | 3376 | 3544 | 3722 | 3908 |
| | | ANNUAL | 36742 | 38579 | 40508 | 42533 | 44660 | 46893 |
| G20 | NE | HOURLY | 17.841 | 18.733 | 19.670 | 20.653 | 21.686 | 22.770 |
| | | MONTHLY | 3092 | 3247 | 3409 | 3580 | 3759 | 3947 |
| | | ANNUAL | 37109 | 38965 | 40913 | 42959 | 45107 | 47362 |
| G21 | NE | HOURLY | 18.019 | 18.920 | 19.866 | 20.860 | 21.903 | 22.998 |
| | | MONTHLY | 3123 | 3280 | 3444 | 3616 | 3796 | 3986 |
| | | ANNUAL | 37480 | 39354 | 41322 | 43388 | 45558 | 47836 |
| G22 | NE | HOURLY | 18.200 | 19.110 | 20.065 | 21.068 | 22.122 | 23.228 |
| | | MONTHLY | 3155 | 3312 | 3478 | 3652 | 3834 | 4026 |
| | | ANNUAL | 37855 | 39748 | 41735 | 43822 | 46013 | 48314 |
| G23 | NE | HOURLY | 18.382 | 19.301 | 20.266 | 21.279 | 22.343 | 23.460 |
| | | MONTHLY | 3186 | 3345 | 3513 | 3688 | 3873 | 4066 |
| | | ANNUAL | 38234 | 40145 | 42153 | 44260 | 46473 | 48797 |
| G24 | NE | HOURLY | 18.565 | 19.494 | 20.468 | 21.492 | 22.566 | 23.695 |
| | | MONTHLY | 3218 | 3379 | 3548 | 3725 | 3912 | 4107 |
| | | ANNUAL | 38616 | 40547 | 42574 | 44703 | 46938 | 49285 |
| G25 | NE | HOURLY | 18.751 | 19.689 | 20.673 | 21.707 | 22.792 | 23.932 |
| | | MONTHLY | 3250 | 3413 | 3583 | 3762 | 3951 | 4148 |
| | | ANNUAL | 39002 | 40952 | 43000 | 45150 | 47407 | 49778 |
| G26 | NE | HOURLY | 18.939 | 19.886 | 20.880 | 21.924 | 23.020 | 24.171 |
| | | MONTHLY | 3283 | 3447 | 3619 | 3800 | 3990 | 4190 |
| | | ANNUAL | 39392 | 41362 | 43430 | 45601 | 47882 | 50276 |

| Range | FLSA Status | Rate Type | A (Minimum) | B | C | D | E (Maximum) | F (Longevity Only) |
|-------|-------------|-----------|----------------|--------|--------|--------|----------------|-----------------------|
| G27 | NE | HOURLY | 19.128 | 20.084 | 21.089 | 22.143 | 23.250 | 24.413 |
| | | MONTHLY | 3316 | 3481 | 3655 | 3838 | 4030 | 4232 |
| | | ANNUAL | 39786 | 41775 | 43864 | 46057 | 48360 | 50778 |
| G28 | NE | HOURLY | 19.319 | 20.285 | 21.299 | 22.364 | 23.483 | 24.657 |
| | | MONTHLY | 3349 | 3516 | 3692 | 3877 | 4070 | 4274 |
| | | ANNUAL | 40184 | 42193 | 44303 | 46518 | 48844 | 51286 |
| G29 | NE | HOURLY | 19.512 | 20.488 | 21.512 | 22.588 | 23.717 | 24.903 |
| | | MONTHLY | 3382 | 3551 | 3729 | 3915 | 4111 | 4317 |
| | | ANNUAL | 40586 | 42615 | 44746 | 46983 | 49332 | 51799 |
| G30 | NE | HOURLY | 19.708 | 20.693 | 21.728 | 22.814 | 23.955 | 25.152 |
| | | MONTHLY | 3416 | 3587 | 3766 | 3954 | 4152 | 4360 |
| | | ANNUAL | 40992 | 43041 | 45193 | 47453 | 49826 | 52317 |
| G31 | NE | HOURLY | 19.905 | 20.900 | 21.945 | 23.042 | 24.194 | 25.404 |
| | | MONTHLY | 3450 | 3623 | 3804 | 3994 | 4194 | 4403 |
| | | ANNUAL | 41402 | 43472 | 45645 | 47928 | 50324 | 52840 |
| G32 | NE | HOURLY | 20.104 | 21.109 | 22.164 | 23.273 | 24.436 | 25.658 |
| | | MONTHLY | 3485 | 3659 | 3842 | 4034 | 4236 | 4447 |
| | | ANNUAL | 41816 | 43906 | 46102 | 48407 | 50827 | 53369 |
| G33 | NE | HOURLY | 20.305 | 21.320 | 22.386 | 23.505 | 24.681 | 25.915 |
| | | MONTHLY | 3519 | 3695 | 3880 | 4074 | 4278 | 4492 |
| | | ANNUAL | 42234 | 44346 | 46563 | 48891 | 51335 | 53902 |
| G34 | NE | HOURLY | 20.508 | 21.533 | 22.610 | 23.740 | 24.927 | 26.174 |
| | | MONTHLY | 3555 | 3732 | 3919 | 4115 | 4321 | 4537 |
| | | ANNUAL | 42656 | 44789 | 47028 | 49380 | 51849 | 54441 |
| G35 | NE | HOURLY | 20.713 | 21.748 | 22.836 | 23.978 | 25.177 | 26.435 |
| | | MONTHLY | 3590 | 3770 | 3958 | 4156 | 4364 | 4582 |
| | | ANNUAL | 43083 | 45237 | 47499 | 49874 | 52367 | 54986 |
| G36 | NE | HOURLY | 20.920 | 21.966 | 23.064 | 24.217 | 25.428 | 26.700 |
| | | MONTHLY | 3626 | 3807 | 3998 | 4198 | 4408 | 4628 |
| | | ANNUAL | 43514 | 45689 | 47974 | 50372 | 52891 | 55536 |
| G37 | NE | HOURLY | 21.129 | 22.186 | 23.295 | 24.460 | 25.683 | 26.967 |
| | | MONTHLY | 3662 | 3846 | 4038 | 4240 | 4452 | 4674 |
| | | ANNUAL | 43949 | 46146 | 48453 | 50876 | 53420 | 56091 |
| G38 | NE | HOURLY | 21.340 | 22.407 | 23.528 | 24.704 | 25.939 | 27.236 |
| | | MONTHLY | 3699 | 3884 | 4078 | 4282 | 4496 | 4721 |
| | | ANNUAL | 44388 | 46608 | 48938 | 51385 | 53954 | 56652 |
| G39 | NE | HOURLY | 21.554 | 22.632 | 23.763 | 24.951 | 26.199 | 27.509 |
| | | MONTHLY | 3736 | 3923 | 4119 | 4325 | 4541 | 4768 |
| | | ANNUAL | 44832 | 47074 | 49427 | 51899 | 54494 | 57218 |

| Range | FLSA Status | Rate Type | A (Minimum) | B | C | D | E (Maximum) | F (Longevity Only) |
|-------|-------------|-----------|----------------|--------|--------|--------|----------------|-----------------------|
| G40 | NE | HOURLY | 21.769 | 22.858 | 24.001 | 25.201 | 26.461 | 27.784 |
| | | MONTHLY | 3773 | 3962 | 4160 | 4368 | 4587 | 4816 |
| | | ANNUAL | 45280 | 47544 | 49922 | 52418 | 55039 | 57791 |
| G41 | NE | HOURLY | 21.987 | 23.086 | 24.241 | 25.453 | 26.725 | 28.062 |
| | | MONTHLY | 3811 | 4002 | 4202 | 4412 | 4632 | 4864 |
| | | ANNUAL | 45733 | 48020 | 50421 | 52942 | 55589 | 58368 |
| G42 | NE | HOURLY | 22.207 | 23.317 | 24.483 | 25.707 | 26.993 | 28.342 |
| | | MONTHLY | 3849 | 4042 | 4244 | 4456 | 4679 | 4913 |
| | | ANNUAL | 46191 | 48500 | 50925 | 53471 | 56145 | 58952 |
| G43 | NE | HOURLY | 22.429 | 23.551 | 24.728 | 25.964 | 27.263 | 28.626 |
| | | MONTHLY | 3888 | 4082 | 4286 | 4501 | 4726 | 4962 |
| | | ANNUAL | 46652 | 48985 | 51434 | 54006 | 56706 | 59542 |
| G44 | NE | HOURLY | 22.653 | 23.786 | 24.975 | 26.224 | 27.535 | 28.912 |
| | | MONTHLY | 3927 | 4123 | 4329 | 4546 | 4773 | 5011 |
| | | ANNUAL | 47119 | 49475 | 51949 | 54546 | 57273 | 60137 |
| G45 | NE | HOURLY | 22.880 | 24.024 | 25.225 | 26.486 | 27.811 | 29.201 |
| | | MONTHLY | 3966 | 4164 | 4372 | 4591 | 4821 | 5062 |
| | | ANNUAL | 47590 | 49970 | 52468 | 55092 | 57846 | 60738 |
| G46 | NE | HOURLY | 23.109 | 24.264 | 25.477 | 26.751 | 28.089 | 29.493 |
| | | MONTHLY | 4006 | 4206 | 4416 | 4637 | 4869 | 5112 |
| | | ANNUAL | 48066 | 50469 | 52993 | 55642 | 58425 | 61346 |
| G47 | NE | HOURLY | 23.340 | 24.507 | 25.732 | 27.019 | 28.370 | 29.788 |
| | | MONTHLY | 4046 | 4248 | 4460 | 4683 | 4917 | 5163 |
| | | ANNUAL | 48547 | 50974 | 53523 | 56199 | 59009 | 61959 |
| G48 | NE | HOURLY | 23.573 | 24.752 | 25.989 | 27.289 | 28.653 | 30.086 |
| | | MONTHLY | 4086 | 4290 | 4505 | 4730 | 4967 | 5215 |
| | | ANNUAL | 49032 | 51484 | 54058 | 56761 | 59599 | 62579 |
| G49 | NE | HOURLY | 23.809 | 24.999 | 26.249 | 27.562 | 28.940 | 30.387 |
| | | MONTHLY | 4127 | 4333 | 4550 | 4777 | 5016 | 5267 |
| | | ANNUAL | 49522 | 51999 | 54599 | 57328 | 60195 | 63205 |
| G50 | NE | HOURLY | 24.047 | 25.249 | 26.512 | 27.837 | 29.229 | 30.691 |
| | | MONTHLY | 4168 | 4377 | 4595 | 4825 | 5066 | 5320 |
| | | ANNUAL | 50018 | 52519 | 55145 | 57902 | 60797 | 63837 |
| G51 | NE | HOURLY | 24.287 | 25.502 | 26.777 | 28.116 | 29.522 | 30.998 |
| | | MONTHLY | 4210 | 4420 | 4641 | 4873 | 5117 | 5373 |
| | | ANNUAL | 50518 | 53044 | 55696 | 58481 | 61405 | 64475 |
| G52 | NE | HOURLY | 24.530 | 25.757 | 27.045 | 28.397 | 29.817 | 31.308 |
| | | MONTHLY | 4252 | 4465 | 4688 | 4922 | 5168 | 5427 |
| | | ANNUAL | 51023 | 53574 | 56253 | 59066 | 62019 | 65120 |

| Range | FLSA Status | Rate Type | A (Minimum) | B | C | D | E (Maximum) | F (Longevity Only) |
|-------|-------------|-----------|----------------|--------|--------|--------|----------------|-----------------------|
| G53 | NE | HOURLY | 24.776 | 26.014 | 27.315 | 28.681 | 30.115 | 31.621 |
| | | MONTHLY | 4294 | 4509 | 4735 | 4971 | 5220 | 5481 |
| | | ANNUAL | 51533 | 54110 | 56815 | 59656 | 62639 | 65771 |
| G54 | NE | HOURLY | 25.023 | 26.275 | 27.588 | 28.968 | 30.416 | 31.937 |
| | | MONTHLY | 4337 | 4554 | 4782 | 5021 | 5272 | 5536 |
| | | ANNUAL | 52049 | 54651 | 57384 | 60253 | 63265 | 66429 |
| G55 | NE | HOURLY | 25.274 | 26.537 | 27.864 | 29.257 | 30.720 | 32.256 |
| | | MONTHLY | 4381 | 4600 | 4830 | 5071 | 5325 | 5591 |
| | | ANNUAL | 52569 | 55198 | 57957 | 60855 | 63898 | 67093 |
| G56 | NE | HOURLY | 25.526 | 26.803 | 28.143 | 29.550 | 31.027 | 32.579 |
| | | MONTHLY | 4425 | 4646 | 4878 | 5122 | 5378 | 5647 |
| | | ANNUAL | 53095 | 55750 | 58537 | 61464 | 64537 | 67764 |
| G57 | NE | HOURLY | 25.782 | 27.071 | 28.424 | 29.845 | 31.338 | 32.905 |
| | | MONTHLY | 4469 | 4692 | 4927 | 5173 | 5432 | 5703 |
| | | ANNUAL | 53626 | 56307 | 59122 | 62079 | 65182 | 68442 |
| G58 | NE | HOURLY | 26.039 | 27.341 | 28.708 | 30.144 | 31.651 | 33.234 |
| | | MONTHLY | 4514 | 4739 | 4976 | 5225 | 5486 | 5760 |
| | | ANNUAL | 54162 | 56870 | 59714 | 62699 | 65834 | 69126 |
| G59 | NE | HOURLY | 26.300 | 27.615 | 28.996 | 30.445 | 31.968 | 33.566 |
| | | MONTHLY | 4559 | 4787 | 5026 | 5277 | 5541 | 5818 |
| | | ANNUAL | 54704 | 57439 | 60311 | 63326 | 66493 | 69817 |
| G60 | NE | HOURLY | 26.563 | 27.891 | 29.286 | 30.750 | 32.287 | 33.902 |
| | | MONTHLY | 4604 | 4834 | 5076 | 5330 | 5596 | 5876 |
| | | ANNUAL | 55251 | 58013 | 60914 | 63960 | 67158 | 70515 |
| G61 | NE | HOURLY | 26.828 | 28.170 | 29.578 | 31.057 | 32.610 | 34.241 |
| | | MONTHLY | 4650 | 4883 | 5127 | 5383 | 5652 | 5935 |
| | | ANNUAL | 55803 | 58593 | 61523 | 64599 | 67829 | 71221 |
| G62 | NE | HOURLY | 27.097 | 28.452 | 29.874 | 31.368 | 32.936 | 34.583 |
| | | MONTHLY | 4697 | 4932 | 5178 | 5437 | 5709 | 5994 |
| | | ANNUAL | 56361 | 59179 | 62138 | 65245 | 68507 | 71933 |
| G63 | NE | HOURLY | 27.368 | 28.736 | 30.173 | 31.682 | 33.266 | 34.929 |
| | | MONTHLY | 4744 | 4981 | 5230 | 5491 | 5766 | 6054 |
| | | ANNUAL | 56925 | 59771 | 62760 | 65898 | 69192 | 72652 |
| G64 | NE | HOURLY | 27.641 | 29.023 | 30.475 | 31.998 | 33.598 | 35.278 |
| | | MONTHLY | 4791 | 5031 | 5282 | 5546 | 5824 | 6115 |
| G65 | NE | HOURLY | 27.918 | 29.314 | 30.779 | 32.318 | 33.934 | 35.631 |
| | | MONTHLY | 4839 | 5081 | 5335 | 5602 | 5882 | 6176 |
| | | ANNUAL | 58069 | 60972 | 64021 | 67222 | 70583 | 74112 |

| Range | FLSA Status | Rate Type | A (Minimum) | B | C | D | E (Maximum) | F (Longevity Only) |
|-------|-------------|-----------|----------------|--------|--------|--------|----------------|-----------------------|
| G66 | NE | HOURLY | 28.197 | 29.607 | 31.087 | 32.642 | 34.274 | 35.987 |
| | | MONTHLY | 4887 | 5132 | 5388 | 5658 | 5941 | 6238 |
| | | ANNUAL | 58650 | 61582 | 64661 | 67894 | 71289 | 74854 |
| G67 | NE | HOURLY | 28.479 | 29.903 | 31.398 | 32.968 | 34.616 | 36.347 |
| | | MONTHLY | 4936 | 5183 | 5442 | 5714 | 6000 | 6300 |
| | | ANNUAL | 59236 | 62198 | 65308 | 68573 | 72002 | 75602 |
| G68 | NE | HOURLY | 28.764 | 30.202 | 31.712 | 33.298 | 34.962 | 36.711 |
| | | MONTHLY | 4986 | 5235 | 5497 | 5772 | 6060 | 6363 |
| | | ANNUAL | 59829 | 62820 | 65961 | 69259 | 72722 | 76358 |
| G69 | NE | HOURLY | 29.051 | 30.504 | 32.029 | 33.631 | 35.312 | 37.078 |
| | | MONTHLY | 5036 | 5287 | 5552 | 5829 | 6121 | 6427 |
| | | ANNUAL | 60427 | 63448 | 66621 | 69952 | 73449 | 77122 |
| G70 | NE | HOURLY | 29.342 | 30.809 | 32.349 | 33.967 | 35.665 | 37.449 |
| | | MONTHLY | 5086 | 5340 | 5607 | 5888 | 6182 | 6491 |
| | | ANNUAL | 61031 | 64083 | 67287 | 70651 | 74184 | 77893 |
| G71 | NE | HOURLY | 29.635 | 31.117 | 32.673 | 34.307 | 36.022 | 37.823 |
| | | MONTHLY | 5137 | 5394 | 5663 | 5946 | 6244 | 6556 |
| | | ANNUAL | 61641 | 64723 | 67960 | 71358 | 74926 | 78672 |
| G72 | NE | HOURLY | 29.932 | 31.428 | 33.000 | 34.650 | 36.382 | 38.201 |
| | | MONTHLY | 5188 | 5448 | 5720 | 6006 | 6306 | 6622 |
| | | ANNUAL | 62258 | 65371 | 68639 | 72071 | 75675 | 79459 |
| G73 | NE | HOURLY | 30.231 | 31.743 | 33.330 | 34.996 | 36.746 | 38.583 |
| | | MONTHLY | 5240 | 5502 | 5777 | 6066 | 6369 | 6688 |
| | | ANNUAL | 62880 | 66024 | 69326 | 72792 | 76432 | 80253 |
| G74 | NE | HOURLY | 30.533 | 32.060 | 33.663 | 35.346 | 37.113 | 38.969 |
| | | MONTHLY | 5292 | 5557 | 5835 | 6127 | 6433 | 6755 |
| | | ANNUAL | 63509 | 66685 | 70019 | 73520 | 77196 | 81056 |
| G75 | NE | HOURLY | 30.839 | 32.381 | 34.000 | 35.700 | 37.485 | 39.359 |
| | | MONTHLY | 5345 | 5613 | 5893 | 6188 | 6497 | 6822 |
| | | ANNUAL | 64144 | 67352 | 70719 | 74255 | 77968 | 81866 |
| G76 | NE | HOURLY | 31.147 | 32.704 | 34.340 | 36.057 | 37.859 | 39.752 |
| | | MONTHLY | 5399 | 5669 | 5952 | 6250 | 6562 | 6890 |
| | | ANNUAL | 64786 | 68025 | 71426 | 74998 | 78747 | 82685 |
| G77 | NE | HOURLY | 31.458 | 33.031 | 34.683 | 36.417 | 38.238 | 40.150 |
| | | MONTHLY | 5453 | 5725 | 6012 | 6312 | 6628 | 6959 |
| | | ANNUAL | 65434 | 68705 | 72141 | 75748 | 79535 | 83512 |
| G78 | NE | HOURLY | 31.773 | 33.362 | 35.030 | 36.781 | 38.620 | 40.551 |
| | | MONTHLY | 5507 | 5783 | 6072 | 6375 | 6694 | 7029 |
| | | ANNUAL | 66088 | 69392 | 72862 | 76505 | 80330 | 84347 |

| Range | FLSA Status | Rate Type | A (Minimum) | B | C | D | E (Maximum) | F (Longevity Only) |
|-------|-------------|-----------|----------------|--------|--------|--------|----------------|-----------------------|
| G79 | NE | HOURLY | 32.091 | 33.695 | 35.380 | 37.149 | 39.007 | 40.957 |
| | | MONTHLY | 5562 | 5841 | 6133 | 6439 | 6761 | 7099 |
| | | ANNUAL | 66749 | 70086 | 73591 | 77270 | 81134 | 85190 |
| G80 | NE | HOURLY | 32.412 | 34.032 | 35.734 | 37.521 | 39.397 | 41.366 |
| | | MONTHLY | 5618 | 5899 | 6194 | 6504 | 6829 | 7170 |
| | | ANNUAL | 67416 | 70787 | 74326 | 78043 | 81945 | 86042 |
| G81 | NE | HOURLY | 32.736 | 34.373 | 36.091 | 37.896 | 39.791 | 41.780 |
| | | MONTHLY | 5674 | 5958 | 6256 | 6569 | 6897 | 7242 |
| | | ANNUAL | 68090 | 71495 | 75070 | 78823 | 82764 | 86903 |
| G82 | NE | HOURLY | 33.063 | 34.716 | 36.452 | 38.275 | 40.188 | 42.198 |
| | | MONTHLY | 5731 | 6017 | 6318 | 6634 | 6966 | 7314 |
| | | ANNUAL | 68771 | 72210 | 75820 | 79611 | 83592 | 87772 |
| G83 | NE | HOURLY | 33.394 | 35.063 | 36.817 | 38.657 | 40.590 | 42.620 |
| | | MONTHLY | 5788 | 6078 | 6382 | 6701 | 7036 | 7387 |
| | | ANNUAL | 69459 | 72932 | 76579 | 80408 | 84428 | 88649 |
| G84 | NE | HOURLY | 33.728 | 35.414 | 37.185 | 39.044 | 40.996 | 43.046 |
| | | MONTHLY | 5846 | 6138 | 6445 | 6768 | 7106 | 7461 |
| G85 | NE | HOURLY | 34.065 | 35.768 | 37.557 | 39.435 | 41.406 | 43.477 |
| | | MONTHLY | 5905 | 6200 | 6510 | 6835 | 7177 | 7536 |
| | | ANNUAL | 70855 | 74398 | 78118 | 82024 | 86125 | 90431 |
| G86 | NE | HOURLY | 34.406 | 36.126 | 37.932 | 39.829 | 41.820 | 43.911 |
| | | MONTHLY | 5964 | 6262 | 6575 | 6904 | 7249 | 7611 |
| | | ANNUAL | 71564 | 75142 | 78899 | 82844 | 86986 | 91336 |
| G87 | NE | HOURLY | 34.750 | 36.487 | 38.312 | 40.227 | 42.239 | 44.350 |
| | | MONTHLY | 6023 | 6324 | 6641 | 6973 | 7321 | 7687 |
| | | ANNUAL | 72279 | 75893 | 79688 | 83672 | 87856 | 92249 |
| G88 | NE | HOURLY | 35.097 | 36.852 | 38.695 | 40.629 | 42.661 | 44.794 |
| | | MONTHLY | 6084 | 6388 | 6707 | 7042 | 7395 | 7764 |
| | | ANNUAL | 73002 | 76652 | 80485 | 84509 | 88735 | 93171 |
| G89 | NE | HOURLY | 35.448 | 37.221 | 39.082 | 41.036 | 43.087 | 45.242 |
| | | MONTHLY | 6144 | 6452 | 6774 | 7113 | 7468 | 7842 |
| | | ANNUAL | 73732 | 77419 | 81290 | 85354 | 89622 | 94103 |
| G90 | NE | HOURLY | 35.803 | 37.593 | 39.472 | 41.446 | 43.518 | 45.694 |
| | | MONTHLY | 6206 | 6516 | 6842 | 7184 | 7543 | 7920 |
| | | ANNUAL | 74470 | 78193 | 82103 | 86208 | 90518 | 95044 |
| G91 | NE | HOURLY | 36.161 | 37.969 | 39.867 | 41.861 | 43.954 | 46.151 |
| | | MONTHLY | 6268 | 6581 | 6910 | 7256 | 7619 | 8000 |
| | | ANNUAL | 75214 | 78975 | 82924 | 87070 | 91423 | 95995 |

| Range | FLSA Status | Rate Type | A (Minimum) | B | C | D | E (Maximum) | F (Longevity Only) |
|-------|-------------|-----------|----------------|--------|--------|--------|----------------|-----------------------|
| G92 | NE | HOURLY | 36.522 | 38.348 | 40.266 | 42.279 | 44.393 | 46.613 |
| | | MONTHLY | 6331 | 6647 | 6979 | 7328 | 7695 | 8080 |
| | | ANNUAL | 75966 | 79765 | 83753 | 87941 | 92338 | 96955 |
| G93 | NE | HOURLY | 36.888 | 38.732 | 40.668 | 42.702 | 44.837 | 47.079 |
| | | MONTHLY | 6394 | 6714 | 7049 | 7402 | 7772 | 8160 |
| | | ANNUAL | 76726 | 80562 | 84590 | 88820 | 93261 | 97924 |
| G94 | NE | HOURLY | 37.256 | 39.119 | 41.075 | 43.129 | 45.285 | 47.550 |
| | | MONTHLY | 6458 | 6781 | 7120 | 7476 | 7849 | 8242 |
| | | ANNUAL | 77493 | 81368 | 85436 | 89708 | 94194 | 98903 |
| G95 | NE | HOURLY | 37.629 | 39.510 | 41.486 | 43.560 | 45.738 | 48.025 |
| | | MONTHLY | 6522 | 6848 | 7191 | 7550 | 7928 | 8324 |
| | | ANNUAL | 78268 | 82182 | 86291 | 90605 | 95136 | 99892 |
| G96 | NE | HOURLY | 38.005 | 39.906 | 41.901 | 43.996 | 46.196 | 48.505 |
| | | MONTHLY | 6588 | 6917 | 7263 | 7626 | 8007 | 8408 |
| | | ANNUAL | 79051 | 83003 | 87154 | 91511 | 96087 | 100891 |
| G97 | NE | HOURLY | 38.385 | 40.305 | 42.320 | 44.436 | 46.658 | 48.990 |
| | | MONTHLY | 6653 | 6986 | 7335 | 7702 | 8087 | 8492 |
| | | ANNUAL | 79841 | 83834 | 88025 | 92426 | 97048 | 101900 |

| Range | FLSA Status | Rate Type | A (Minimum) | B | C | D | E (Maximum) | F (Longevity Only) |
|-------|-------------|-----------|----------------|--------|--------|--------|-------------|-----------------------|
| CS10 | NE | HOURLY | 15.331 | 16.098 | 16.903 | 17.748 | 18.635 | 19.567 |
| | | MONTHLY | 2657 | 2790 | 2930 | 3076 | 3230.12 | 3392 |
| | | ANNUAL | 31889 | 33484 | 35158 | 36916 | 38761 | 40700 |
| CS11 | NE | HOURLY | 15.485 | 16.259 | 17.072 | 17.925 | 18.822 | 19.763 |
| | | MONTHLY | 2684 | 2818 | 2959 | 3107 | 3262 | 3426 |
| | | ANNUAL | 32208 | 33818 | 35509 | 37285 | 39149 | 41107 |
| CS12 | NE | HOURLY | 15.639 | 16.421 | 17.243 | 18.105 | 19.010 | 19.960 |
| | | MONTHLY | 2711 | 2846 | 2989 | 3138 | 3295 | 3460 |
| | | ANNUAL | 32530 | 34157 | 35864 | 37658 | 39541 | 41518 |
| CS13 | NE | HOURLY | 15.796 | 16.586 | 17.415 | 18.286 | 19.200 | 20.160 |
| | | MONTHLY | 2738 | 2875 | 3019 | 3170 | 3328 | 3494 |
| | | ANNUAL | 32855 | 34498 | 36223 | 38034 | 39936 | 41933 |
| CS14 | NE | HOURLY | 15.954 | 16.752 | 17.589 | 18.469 | 19.392 | 20.362 |
| | | MONTHLY | 2765 | 2904 | 3049 | 3201 | 3361 | 3529 |
| | | ANNUAL | 33184 | 34843 | 36585 | 38415 | 40335 | 42352 |
| CS15 | NE | HOURLY | 16.113 | 16.919 | 17.765 | 18.653 | 19.586 | 20.565 |
| | | MONTHLY | 2793 | 2933 | 3079 | 3233 | 3395 | 3565 |
| | | ANNUAL | 33516 | 35192 | 36951 | 38799 | 40739 | 42776 |
| CS16 | NE | HOURLY | 16.274 | 17.088 | 17.943 | 18.840 | 19.782 | 20.771 |
| | | MONTHLY | 2821 | 2962 | 3110 | 3266 | 3429 | 3600 |
| | | ANNUAL | 33851 | 35544 | 37321 | 39187 | 41146 | 43203 |
| CS17 | NE | HOURLY | 16.437 | 17.259 | 18.122 | 19.028 | 19.980 | 20.979 |
| | | MONTHLY | 2849 | 2992 | 3141 | 3298 | 3463 | 3636 |
| | | ANNUAL | 34189 | 35899 | 37694 | 39579 | 41558 | 43635 |
| CS18 | NE | HOURLY | 16.602 | 17.432 | 18.303 | 19.218 | 20.179 | 21.188 |
| | | MONTHLY | 2878 | 3021 | 3173 | 3331 | 3498 | 3673 |
| | | ANNUAL | 34531 | 36258 | 38071 | 39974 | 41973 | 44072 |
| CS19 | NE | HOURLY | 16.768 | 17.606 | 18.486 | 19.411 | 20.381 | 21.400 |
| | | MONTHLY | 2906 | 3052 | 3204 | 3365 | 3533 | 3709 |
| | | ANNUAL | 34877 | 36621 | 38452 | 40374 | 42393 | 44512 |
| CS20 | NE | HOURLY | 16.935 | 17.782 | 18.671 | 19.605 | 20.585 | 21.614 |
| | | MONTHLY | 2935 | 3082 | 3236 | 3398 | 3568 | 3746 |
| | | ANNUAL | 35225 | 36987 | 38836 | 40778 | 42817 | 44958 |
| CS21 | NE | HOURLY | 17.105 | 17.960 | 18.858 | 19.801 | 20.791 | 21.830 |
| | | MONTHLY | 2965 | 3113 | 3269 | 3432 | 3604 | 3784 |
| | | ANNUAL | 35578 | 37357 | 39224 | 41186 | 43245 | 45407 |
| CS22 | NE | HOURLY | 17.276 | 18.139 | 19.046 | 19.999 | 20.999 | 22.049 |
| | | MONTHLY | 2994 | 3144 | 3301 | 3466 | 3640 | 3822 |
| | | ANNUAL | 35933 | 37730 | 39617 | 41597 | 43677 | 45861 |

| Range | FLSA Status | Rate Type | A (Minimum) | B | C | D | E (Maximum) | F (Longevity Only) |
|-------|-------------|-----------|----------------|--------|--------|--------|-------------|-----------------------|
| CS23 | NE | HOURLY | 17.448 | 18.321 | 19.237 | 20.199 | 21.209 | 22.269 |
| | | MONTHLY | 3024 | 3176 | 3334 | 3501 | 3676 | 3860 |
| | | ANNUAL | 36293 | 38107 | 40013 | 42013 | 44114 | 46320 |
| CS24 | NE | HOURLY | 17.623 | 18.504 | 19.429 | 20.401 | 21.421 | 22.492 |
| | | MONTHLY | 3055 | 3207 | 3368 | 3536 | 3713 | 3899 |
| | | ANNUAL | 36656 | 38489 | 40413 | 42434 | 44555 | 46783 |
| CS25 | NE | HOURLY | 17.799 | 18.689 | 19.624 | 20.605 | 21.635 | 22.717 |
| | | MONTHLY | 3085 | 3239 | 3401 | 3571 | 3750 | 3938 |
| | | ANNUAL | 37022 | 38873 | 40817 | 42858 | 45001 | 47251 |
| CS26 | NE | HOURLY | 17.977 | 18.876 | 19.820 | 20.811 | 21.851 | 22.944 |
| | | MONTHLY | 3116 | 3272 | 3435 | 3607 | 3788 | 3977 |
| | | ANNUAL | 37393 | 39262 | 41225 | 43287 | 45451 | 47723 |
| CS27 | NE | HOURLY | 18.157 | 19.065 | 20.018 | 21.019 | 22.070 | 23.173 |
| | | MONTHLY | 3147 | 3305 | 3470 | 3643 | 3825 | 4017 |
| | | ANNUAL | 37766 | 39655 | 41638 | 43719 | 45905 | 48201 |
| CS28 | NE | HOURLY | 18.339 | 19.255 | 20.218 | 21.229 | 22.291 | 23.405 |
| | | MONTHLY | 3179 | 3338 | 3504 | 3680 | 3864 | 4057 |
| | | ANNUAL | 38144 | 40051 | 42054 | 44157 | 46364 | 48683 |
| CS29 | NE | HOURLY | 18.522 | 19.448 | 20.420 | 21.441 | 22.513 | 23.639 |
| | | MONTHLY | 3210 | 3371 | 3540 | 3717 | 3902 | 4097 |
| | | ANNUAL | 38526 | 40452 | 42474 | 44598 | 46828 | 49169 |
| CS30 | NE | HOURLY | 18.707 | 19.642 | 20.625 | 21.656 | 22.739 | 23.876 |
| | | MONTHLY | 3243 | 3405 | 3575 | 3754 | 3941 | 4138 |
| | | ANNUAL | 38911 | 40856 | 42899 | 45044 | 47296 | 49661 |
| CS31 | NE | HOURLY | 18.894 | 19.839 | 20.831 | 21.872 | 22.966 | 24.114 |
| | | MONTHLY | 3275 | 3439 | 3611 | 3791 | 3981 | 4180 |
| | | ANNUAL | 39300 | 41265 | 43328 | 45495 | 47769 | 50158 |
| CS32 | NE | HOURLY | 19.083 | 20.037 | 21.039 | 22.091 | 23.196 | 24.355 |
| | | MONTHLY | 3308 | 3473 | 3647 | 3829 | 4021 | 4222 |
| | | ANNUAL | 39693 | 41678 | 43761 | 45950 | 48247 | 50659 |
| CS33 | NE | HOURLY | 19.274 | 20.238 | 21.250 | 22.312 | 23.428 | 24.599 |
| | | MONTHLY | 3341 | 3508 | 3683 | 3867 | 4061 | 4264 |
| | | ANNUAL | 40090 | 42094 | 44199 | 46409 | 48729 | 51166 |
| CS34 | NE | HOURLY | 19.467 | 20.440 | 21.462 | 22.535 | 23.662 | 24.845 |
| | | MONTHLY | 3374 | 3543 | 3720 | 3906 | 4101 | 4306 |
| | | ANNUAL | 40491 | 42515 | 44641 | 46873 | 49217 | 51678 |
| CS35 | NE | HOURLY | 19.661 | 20.644 | 21.677 | 22.760 | 23.899 | 25.093 |
| | | MONTHLY | 3408 | 3578 | 3757 | 3945 | 4142 | 4350 |
| | | ANNUAL | 40896 | 42940 | 45087 | 47342 | 49709 | 52194 |

| Range | FLSA Status | Rate Type | A (Minimum) | B | C | D | E (Maximum) | F (Longevity Only) |
|-------|-------------|-----------|----------------|--------|--------|--------|-------------|-----------------------|
| CS36 | NE | HOURLY | 19.858 | 20.851 | 21.893 | 22.988 | 24.137 | 25.344 |
| | | MONTHLY | 3442 | 3614 | 3795 | 3985 | 4184 | 4393 |
| | | ANNUAL | 41305 | 43370 | 45538 | 47815 | 50206 | 52716 |
| CS37 | NE | HOURLY | 20.057 | 21.059 | 22.112 | 23.218 | 24.379 | 25.598 |
| | | MONTHLY | 3476 | 3650 | 3833 | 4024 | 4226 | 4437 |
| | | ANNUAL | 41718 | 43804 | 45994 | 48293 | 50708 | 53243 |
| CS38 | NE | HOURLY | 20.257 | 21.270 | 22.333 | 23.450 | 24.623 | 25.854 |
| | | MONTHLY | 3511 | 3687 | 3871 | 4065 | 4268 | 4481 |
| | | ANNUAL | 42135 | 44242 | 46454 | 48776 | 51215 | 53776 |
| CS39 | NE | HOURLY | 20.460 | 21.483 | 22.557 | 23.685 | 24.869 | 26.112 |
| | | MONTHLY | 3546 | 3724 | 3910 | 4105 | 4311 | 4526 |
| | | ANNUAL | 42556 | 44684 | 46918 | 49264 | 51727 | 54314 |
| CS40 | NE | HOURLY | 20.664 | 21.698 | 22.782 | 23.922 | 25.118 | 26.373 |
| | | MONTHLY | 3582 | 3761 | 3949 | 4146 | 4354 | 4571 |
| | | ANNUAL | 42982 | 45131 | 47387 | 49757 | 52245 | 54857 |
| CS41 | NE | HOURLY | 20.871 | 21.914 | 23.010 | 24.161 | 25.369 | 26.637 |
| | | MONTHLY | 3618 | 3799 | 3988 | 4188 | 4397 | 4617 |
| | | ANNUAL | 43412 | 45582 | 47861 | 50254 | 52767 | 55405 |
| CS42 | NE | HOURLY | 21.080 | 22.134 | 23.240 | 24.402 | 25.622 | 26.904 |
| | | MONTHLY | 3654 | 3836 | 4028 | 4230 | 4441 | 4663 |
| | | ANNUAL | 43846 | 46038 | 48340 | 50757 | 53295 | 55959 |
| CS43 | NE | HOURLY | 21.290 | 22.355 | 23.473 | 24.646 | 25.879 | 27.173 |
| | | MONTHLY | 3690 | 3875 | 4069 | 4272 | 4486 | 4710 |
| | | ANNUAL | 44284 | 46498 | 48823 | 51264 | 53828 | 56519 |
| CS44 | NE | HOURLY | 21.503 | 22.579 | 23.707 | 24.893 | 26.137 | 27.444 |
| | | MONTHLY | 3727 | 3914 | 4109 | 4315 | 4530 | 4757 |
| | | ANNUAL | 44727 | 46963 | 49311 | 51777 | 54366 | 57084 |
| CS45 | NE | HOURLY | 21.718 | 22.804 | 23.945 | 25.142 | 26.399 | 27.719 |
| | | MONTHLY | 3765 | 3953 | 4150 | 4358 | 4576 | 4805 |
| | | ANNUAL | 45174 | 47433 | 49805 | 52295 | 54910 | 57655 |
| CS46 | NE | HOURLY | 21.936 | 23.032 | 24.184 | 25.393 | 26.663 | 27.996 |
| | | MONTHLY | 3802 | 3992 | 4192 | 4401 | 4622 | 4853 |
| | | ANNUAL | 45626 | 47907 | 50303 | 52818 | 55459 | 58232 |
| CS47 | NE | HOURLY | 22.155 | 23.263 | 24.426 | 25.647 | 26.929 | 28.276 |
| | | MONTHLY | 3840 | 4032 | 4234 | 4445 | 4668 | 4901 |
| | | ANNUAL | 46082 | 48386 | 50806 | 53346 | 56013 | 58814 |
| CS48 | NE | HOURLY | 22.376 | 23.495 | 24.670 | 25.904 | 27.199 | 28.559 |
| | | MONTHLY | 3879 | 4073 | 4276 | 4490 | 4714 | 4950 |
| | | ANNUAL | 46543 | 48870 | 51314 | 53879 | 56573 | 59402 |

| Range | FLSA Status | Rate Type | A (Minimum) | B | C | D | E (Maximum) | F (Longevity Only) |
|-------|-------------|-----------|----------------|--------|--------|--------|-------------|-----------------------|
| CS49 | NE | HOURLY | 22.600 | 23.730 | 24.917 | 26.163 | 27.471 | 28.844 |
| | | MONTHLY | 3917 | 4113 | 4319 | 4535 | 4762 | 5000 |
| | | ANNUAL | 47008 | 49359 | 51827 | 54418 | 57139 | 59996 |
| CS50 | NE | HOURLY | 22.826 | 23.968 | 25.166 | 26.424 | 27.745 | 29.133 |
| | | MONTHLY | 3957 | 4154 | 4362 | 4580 | 4809 | 5050 |
| | | ANNUAL | 47479 | 49853 | 52345 | 54962 | 57711 | 60596 |
| CS51 | NE | HOURLY | 23.054 | 24.207 | 25.418 | 26.688 | 28.023 | 29.424 |
| | | MONTHLY | 3996 | 4196 | 4406 | 4626 | 4857 | 5100 |
| | | ANNUAL | 47953 | 50351 | 52869 | 55512 | 58288 | 61202 |
| CS52 | NE | HOURLY | 23.285 | 24.449 | 25.672 | 26.955 | 28.303 | 29.718 |
| | | MONTHLY | 4036 | 4238 | 4450 | 4672 | 4906 | 5151 |
| | | ANNUAL | 48433 | 50855 | 53397 | 56067 | 58870 | 61814 |
| CS53 | NE | HOURLY | 23.518 | 24.694 | 25.928 | 27.225 | 28.586 | 30.015 |
| | | MONTHLY | 4076 | 4280 | 4494 | 4719 | 4955 | 5203 |
| | | ANNUAL | 48917 | 51363 | 53931 | 56628 | 59459 | 62432 |
| CS54 | NE | HOURLY | 23.753 | 24.941 | 26.188 | 27.497 | 28.872 | 30.316 |
| | | MONTHLY | 4117 | 4323 | 4539 | 4766 | 5004 | 5255 |
| | | ANNUAL | 49406 | 51877 | 54471 | 57194 | 60054 | 63056 |
| CS55 | NE | HOURLY | 23.991 | 25.190 | 26.450 | 27.772 | 29.161 | 30.619 |
| | | MONTHLY | 4158 | 4366 | 4585 | 4814 | 5055 | 5307 |
| | | ANNUAL | 49900 | 52395 | 55015 | 57766 | 60654 | 63687 |
| CS56 | NE | HOURLY | 24.231 | 25.442 | 26.714 | 28.050 | 29.452 | 30.925 |
| | | MONTHLY | 4200 | 4410 | 4630 | 4862 | 5105 | 5360 |
| | | ANNUAL | 50399 | 52919 | 55565 | 58344 | 61261 | 64324 |
| CS57 | NE | HOURLY | 24.473 | 25.696 | 26.981 | 28.330 | 29.747 | 31.234 |
| | | MONTHLY | 4242 | 4454 | 4677 | 4911 | 5156 | 5414 |
| | | ANNUAL | 50903 | 53449 | 56121 | 58927 | 61873 | 64967 |
| CS58 | NE | HOURLY | 24.718 | 25.953 | 27.251 | 28.614 | 30.044 | 31.547 |
| | | MONTHLY | 4284 | 4499 | 4724 | 4960 | 5208 | 5468 |
| | | ANNUAL | 51412 | 53983 | 56682 | 59516 | 62492 | 65617 |
| CS59 | NE | HOURLY | 24.965 | 26.213 | 27.524 | 28.900 | 30.345 | 31.862 |
| | | MONTHLY | 4327 | 4544 | 4771 | 5009 | 5260 | 5523 |
| | | ANNUAL | 51927 | 54523 | 57249 | 60112 | 63117 | 66273 |
| CS60 | NE | HOURLY | 25.214 | 26.475 | 27.799 | 29.189 | 30.648 | 32.181 |
| | | MONTHLY | 4370 | 4589 | 4818 | 5059 | 5312 | 5578 |
| | | ANNUAL | 52446 | 55068 | 57822 | 60713 | 63748 | 66936 |
| CS61 | NE | HOURLY | 25.467 | 26.740 | 28.077 | 29.481 | 30.955 | 32.502 |
| | | MONTHLY | 4414 | 4635 | 4867 | 5110 | 5365 | 5634 |
| | | ANNUAL | 52970 | 55619 | 58400 | 61320 | 64386 | 67605 |

| Range | FLSA Status | Rate Type | A (Minimum) | B | C | D | E (Maximum) | F (Longevity Only) |
|-------|-------------|-----------|----------------|--------|--------|--------|-------------|-----------------------|
| CS62 | NE | HOURLY | 25.721 | 27.007 | 28.358 | 29.775 | 31.264 | 32.827 |
| | | MONTHLY | 4458 | 4681 | 4915 | 5161 | 5419 | 5690 |
| | | ANNUAL | 53500 | 56175 | 58984 | 61933 | 65030 | 68281 |
| CS63 | NE | HOURLY | 25.978 | 27.277 | 28.641 | 30.073 | 31.577 | 33.156 |
| | | MONTHLY | 4503 | 4728 | 4964 | 5213 | 5473 | 5747 |
| | | ANNUAL | 54035 | 56737 | 59574 | 62552 | 65680 | 68964 |
| CS64 | NE | HOURLY | 26.238 | 27.550 | 28.928 | 30.374 | 31.893 | 33.487 |
| | | MONTHLY | 4548 | 4775 | 5014 | 5265 | 5528 | 5804 |
| | | ANNUAL | 54575 | 57304 | 60169 | 63178 | 66337 | 69654 |
| CS65 | NE | HOURLY | 26.501 | 27.826 | 29.217 | 30.678 | 32.212 | 33.822 |
| | | MONTHLY | 4593 | 4823 | 5064 | 5317 | 5583 | 5863 |
| | | ANNUAL | 55121 | 57877 | 60771 | 63810 | 67000 | 70350 |
| CS66 | NE | HOURLY | 26.766 | 28.104 | 29.509 | 30.984 | 32.534 | 34.160 |
| | | MONTHLY | 4639 | 4871 | 5115 | 5371 | 5639 | 5921 |
| | | ANNUAL | 55672 | 58456 | 61379 | 64448 | 67670 | 71054 |
| CS67 | NE | HOURLY | 27.033 | 28.385 | 29.804 | 31.294 | 32.859 | 34.502 |
| | | MONTHLY | 4686 | 4920 | 5166 | 5424 | 5696 | 5980 |
| | | ANNUAL | 56229 | 59041 | 61993 | 65092 | 68347 | 71764 |
| CS68 | NE | HOURLY | 27.304 | 28.669 | 30.102 | 31.607 | 33.188 | 34.847 |
| | | MONTHLY | 4733 | 4969 | 5218 | 5479 | 5753 | 6040 |
| | | ANNUAL | 56791 | 59631 | 62612 | 65743 | 69030 | 72482 |
| CS69 | NE | HOURLY | 27.577 | 28.955 | 30.403 | 31.923 | 33.520 | 35.195 |
| | | MONTHLY | 4780 | 5019 | 5270 | 5533 | 5810 | 6101 |
| | | ANNUAL | 57359 | 60227 | 63239 | 66401 | 69721 | 73207 |
| CS70 | NE | HOURLY | 27.852 | 29.245 | 30.707 | 32.243 | 33.855 | 35.547 |
| | | MONTHLY | 4828 | 5069 | 5323 | 5589 | 5868 | 6162 |
| | | ANNUAL | 57933 | 60830 | 63871 | 67065 | 70418 | 73939 |
| CS71 | NE | HOURLY | 28.131 | 29.537 | 31.014 | 32.565 | 34.193 | 35.903 |
| | | MONTHLY | 4876 | 5120 | 5376 | 5645 | 5927 | 6223 |
| | | ANNUAL | 58512 | 61438 | 64510 | 67735 | 71122 | 74678 |
| CS72 | NE | HOURLY | 28.412 | 29.833 | 31.324 | 32.891 | 34.535 | 36.262 |
| | | MONTHLY | 4925 | 5171 | 5430 | 5701 | 5986 | 6285 |
| | | ANNUAL | 59097 | 62052 | 65155 | 68413 | 71833 | 75425 |
| CS73 | NE | HOURLY | 28.696 | 30.131 | 31.638 | 33.220 | 34.881 | 36.625 |
| | | MONTHLY | 4974 | 5223 | 5484 | 5758 | 6046 | 6348 |
| | | ANNUAL | 59688 | 62673 | 65806 | 69097 | 72552 | 76179 |
| CS74 | NE | HOURLY | 28.983 | 30.432 | 31.954 | 33.552 | 35.229 | 36.991 |
| | | MONTHLY | 5024 | 5275 | 5539 | 5816 | 6106 | 6412 |
| | | ANNUAL | 60285 | 63299 | 66464 | 69788 | 73277 | 76941 |

| Range | FLSA Status | Rate Type | A (Minimum) | B | C | D | E (Maximum) | F (Longevity Only) |
|-------|-------------|-----------|----------------|--------|--------|--------|-------------|-----------------------|
| CS75 | NE | HOURLY | 29.273 | 30.737 | 32.274 | 33.887 | 35.582 | 37.361 |
| | | MONTHLY | 5074 | 5328 | 5594 | 5874 | 6167 | 6476 |
| | | ANNUAL | 60888 | 63932 | 67129 | 70486 | 74010 | 77710 |
| CS76 | NE | HOURLY | 29.566 | 31.044 | 32.596 | 34.226 | 35.937 | 37.734 |
| | | MONTHLY | 5125 | 5381 | 5650 | 5933 | 6229 | 6541 |
| | | ANNUAL | 61497 | 64572 | 67800 | 71190 | 74750 | 78487 |
| CS77 | NE | HOURLY | 29.861 | 31.355 | 32.922 | 34.568 | 36.297 | 38.112 |
| | | MONTHLY | 5176 | 5435 | 5707 | 5992 | 6291 | 6606 |
| | | ANNUAL | 62112 | 65217 | 68478 | 71902 | 75497 | 79272 |
| CS78 | NE | HOURLY | 30.160 | 31.668 | 33.252 | 34.914 | 36.660 | 38.493 |
| | | MONTHLY | 5228 | 5489 | 5764 | 6052 | 6354 | 6672 |
| | | ANNUAL | 62733 | 65870 | 69163 | 72621 | 76252 | 80065 |
| CS79 | NE | HOURLY | 30.462 | 31.985 | 33.584 | 35.263 | 37.026 | 38.878 |
| | | MONTHLY | 5280 | 5544 | 5821 | 6112 | 6418 | 6739 |
| | | ANNUAL | 63360 | 66528 | 69855 | 73348 | 77015 | 80866 |
| CS80 | NE | HOURLY | 30.766 | 32.305 | 33.920 | 35.616 | 37.397 | 39.266 |
| | | MONTHLY | 5333 | 5599 | 5879 | 6173 | 6482 | 6806 |
| | | ANNUAL | 63994 | 67194 | 70553 | 74081 | 77785 | 81674 |
| CS81 | NE | HOURLY | 31.074 | 32.628 | 34.259 | 35.972 | 37.771 | 39.659 |
| | | MONTHLY | 5386 | 5655 | 5938 | 6235 | 6547 | 6874 |
| | | ANNUAL | 64634 | 67866 | 71259 | 74822 | 78563 | 82491 |
| CS82 | NE | HOURLY | 31.385 | 32.954 | 34.602 | 36.332 | 38.148 | 40.056 |
| | | MONTHLY | 5440 | 5712 | 5998 | 6298 | 6612 | 6943 |
| | | ANNUAL | 65280 | 68544 | 71971 | 75570 | 79349 | 83316 |
| CS83 | NE | HOURLY | 31.699 | 33.283 | 34.948 | 36.695 | 38.530 | 40.456 |
| | | MONTHLY | 5494 | 5769 | 6058 | 6360 | 6679 | 7012 |
| | | ANNUAL | 65933 | 69230 | 72691 | 76326 | 80142 | 84149 |
| CS84 | NE | HOURLY | 32.016 | 33.616 | 35.297 | 37.062 | 38.915 | 40.861 |
| | | MONTHLY | 5549 | 5827 | 6118 | 6424 | 6745 | 7083 |
| | | ANNUAL | 66592 | 69922 | 73418 | 77089 | 80943 | 84991 |
| CS85 | NE | HOURLY | 32.336 | 33.952 | 35.650 | 37.433 | 39.304 | 41.269 |
| | | MONTHLY | 5605 | 5885 | 6179 | 6488 | 6813 | 7153 |
| | | ANNUAL | 67258 | 70621 | 74152 | 77860 | 81753 | 85840 |
| CS86 | NE | HOURLY | 32.659 | 34.292 | 36.007 | 37.807 | 39.697 | 41.682 |
| | | MONTHLY | 5661 | 5944 | 6241 | 6553 | 6881 | 7225 |
| | | ANNUAL | 67931 | 71327 | 74894 | 78638 | 82570 | 86699 |

| Range | FLSA Status | Rate Type | A (Minimum) | B | C | D | E (Maximum) | F (Longevity Only) |
|-------|-------------|-----------|-------------|--------|--------|--------|-------------|--------------------|
| MM21 | E | HOURLY | 25.092 | 26.347 | 27.664 | 29.047 | 30.500 | 32.025 |
| | | MONTHLY | 4349 | 4567 | 4795 | 5035 | 5286.61 | 5551 |
| | | ANNUAL | 52192 | 54801 | 57541 | 60418 | 63439 | 66611 |
| MM22 | E | HOURLY | 25.343 | 26.610 | 27.941 | 29.338 | 30.805 | 32.345 |
| | | MONTHLY | 4393 | 4612 | 4843 | 5085 | 5339 | 5606 |
| | | ANNUAL | 52714 | 55349 | 58117 | 61023 | 64074 | 67277 |
| MM23 | E | HOURLY | 25.597 | 26.876 | 28.220 | 29.631 | 31.113 | 32.668 |
| | | MONTHLY | 4437 | 4659 | 4891 | 5136 | 5393 | 5663 |
| | | ANNUAL | 53241 | 55903 | 58698 | 61633 | 64714 | 67950 |
| MM24 | E | HOURLY | 25.852 | 27.145 | 28.502 | 29.927 | 31.424 | 32.995 |
| | | MONTHLY | 4481 | 4705 | 4940 | 5187 | 5447 | 5719 |
| | | ANNUAL | 53773 | 56462 | 59285 | 62249 | 65362 | 68630 |
| MM25 | E | HOURLY | 26.111 | 27.417 | 28.787 | 30.227 | 31.738 | 33.325 |
| | | MONTHLY | 4526 | 4752 | 4990 | 5239 | 5501 | 5776 |
| | | ANNUAL | 54311 | 57026 | 59878 | 62872 | 66015 | 69316 |
| MM26 | E | HOURLY | 26.372 | 27.691 | 29.075 | 30.529 | 32.055 | 33.658 |
| | | MONTHLY | 4571 | 4800 | 5040 | 5292 | 5556 | 5834 |
| | | ANNUAL | 54854 | 57597 | 60477 | 63500 | 66675 | 70009 |
| MM27 | E | HOURLY | 26.636 | 27.968 | 29.366 | 30.834 | 32.376 | 33.995 |
| | | MONTHLY | 4617 | 4848 | 5090 | 5345 | 5612 | 5892 |
| | | ANNUAL | 55403 | 58173 | 61081 | 64135 | 67342 | 70709 |
| MM28 | E | HOURLY | 26.902 | 28.247 | 29.660 | 31.143 | 32.700 | 34.335 |
| | | MONTHLY | 4663 | 4896 | 5141 | 5398 | 5668 | 5951 |
| | | ANNUAL | 55957 | 58754 | 61692 | 64777 | 68016 | 71416 |
| MM29 | E | HOURLY | 27.171 | 28.530 | 29.956 | 31.454 | 33.027 | 34.678 |
| | | MONTHLY | 4710 | 4945 | 5192 | 5452 | 5725 | 6011 |
| | | ANNUAL | 56516 | 59342 | 62309 | 65424 | 68696 | 72130 |
| MM30 | E | HOURLY | 27.443 | 28.815 | 30.256 | 31.769 | 33.357 | 35.025 |
| | | MONTHLY | 4757 | 4995 | 5244 | 5507 | 5782 | 6071 |
| | | ANNUAL | 57081 | 59935 | 62932 | 66079 | 69383 | 72852 |
| MM31 | E | HOURLY | 27.717 | 29.103 | 30.558 | 32.086 | 33.691 | 35.375 |
| | | MONTHLY | 4804 | 5045 | 5297 | 5562 | 5840 | 6132 |
| | | ANNUAL | 57652 | 60535 | 63561 | 66740 | 70076 | 73580 |
| MM32 | E | HOURLY | 27.995 | 29.394 | 30.864 | 32.407 | 34.028 | 35.729 |
| | | MONTHLY | 4852 | 5095 | 5350 | 5617 | 5898 | 6193 |
| | | ANNUAL | 58229 | 61140 | 64197 | 67407 | 70777 | 74316 |
| MM33 | E | HOURLY | 28.274 | 29.688 | 31.173 | 32.731 | 34.368 | 36.086 |
| | | MONTHLY | 4901 | 5146 | 5403 | 5673 | 5957 | 6255 |
| | | ANNUAL | 58811 | 61751 | 64839 | 68081 | 71485 | 75059 |
| MM34 | E | HOURLY | 28.557 | 29.985 | 31.484 | 33.059 | 34.711 | 36.447 |
| | | MONTHLY | 4950 | 5197 | 5457 | 5730 | 6017 | 6317 |
| | | ANNUAL | 59399 | 62369 | 65487 | 68762 | 72200 | 75810 |
| MM35 | E | HOURLY | 28.843 | 30.285 | 31.799 | 33.389 | 35.059 | 36.812 |
| | | MONTHLY | 4999 | 5249 | 5512 | 5787 | 6077 | 6381 |
| | | ANNUAL | 59993 | 62993 | 66142 | 69449 | 72922 | 76568 |
| MM36 | E | HOURLY | 29.131 | 30.588 | 32.117 | 33.723 | 35.409 | 37.180 |
| | | MONTHLY | 5049 | 5302 | 5567 | 5845 | 6138 | 6444 |
| | | ANNUAL | 60593 | 63623 | 66804 | 70144 | 73651 | 77334 |
| MM37 | E | HOURLY | 29.423 | 30.894 | 32.438 | 34.060 | 35.763 | 37.551 |
| | | MONTHLY | 5100 | 5355 | 5623 | 5904 | 6199 | 6509 |
| | | ANNUAL | 61199 | 64259 | 67472 | 70845 | 74388 | 78107 |

| Range | FLSA Status | Rate Type | A (Minimum) | B | C | D | E (Maximum) | F (Longevity Only) |
|-------|-------------|-----------|-------------|--------|--------|--------|-------------|--------------------|
| MM38 | E | HOURLY | 29.717 | 31.203 | 32.763 | 34.401 | 36.121 | 37.927 |
| | | MONTHLY | 5151 | 5408 | 5679 | 5963 | 6261 | 6574 |
| | | ANNUAL | 61811 | 64901 | 68146 | 71554 | 75131 | 78888 |
| MM39 | E | HOURLY | 30.014 | 31.515 | 33.090 | 34.745 | 36.482 | 38.306 |
| | | MONTHLY | 5202 | 5463 | 5736 | 6022 | 6324 | 6640 |
| | | ANNUAL | 62429 | 65550 | 68828 | 72269 | 75883 | 79677 |
| MM40 | E | HOURLY | 30.314 | 31.830 | 33.421 | 35.092 | 36.847 | 38.689 |
| | | MONTHLY | 5254 | 5517 | 5793 | 6083 | 6387 | 6706 |
| | | ANNUAL | 63053 | 66206 | 69516 | 72992 | 76642 | 80474 |
| MM41 | E | HOURLY | 30.617 | 32.148 | 33.755 | 35.443 | 37.215 | 39.076 |
| | | MONTHLY | 5307 | 5572 | 5851 | 6143 | 6451 | 6773 |
| | | ANNUAL | 63684 | 66868 | 70211 | 73722 | 77408 | 81278 |
| MM42 | E | HOURLY | 30.923 | 32.470 | 34.093 | 35.798 | 37.588 | 39.467 |
| | | MONTHLY | 5360 | 5628 | 5909 | 6205 | 6515 | 6841 |
| | | ANNUAL | 64321 | 67537 | 70913 | 74459 | 78182 | 82091 |
| MM43 | E | HOURLY | 31.233 | 32.794 | 34.434 | 36.156 | 37.963 | 39.862 |
| | | MONTHLY | 5414 | 5684 | 5969 | 6267 | 6580 | 6909 |
| | | ANNUAL | 64964 | 68212 | 71623 | 75204 | 78964 | 82912 |
| MM44 | E | HOURLY | 31.545 | 33.122 | 34.778 | 36.517 | 38.343 | 40.260 |
| | | MONTHLY | 5468 | 5741 | 6028 | 6330 | 6646 | 6978 |
| | | ANNUAL | 65613 | 68894 | 72339 | 75956 | 79754 | 83741 |
| MM45 | E | HOURLY | 31.860 | 33.453 | 35.126 | 36.882 | 38.726 | 40.663 |
| | | MONTHLY | 5522 | 5799 | 6089 | 6393 | 6713 | 7048 |
| | | ANNUAL | 66270 | 69583 | 73062 | 76715 | 80551 | 84579 |
| MM46 | E | HOURLY | 32.179 | 33.788 | 35.477 | 37.251 | 39.114 | 41.069 |
| | | MONTHLY | 5578 | 5857 | 6149 | 6457 | 6780 | 7119 |
| | | ANNUAL | 66932 | 70279 | 73793 | 77482 | 81357 | 85424 |
| MM47 | E | HOURLY | 32.501 | 34.126 | 35.832 | 37.624 | 39.505 | 41.480 |
| | | MONTHLY | 5633 | 5915 | 6211 | 6521 | 6848 | 7190 |
| | | ANNUAL | 67602 | 70982 | 74531 | 78257 | 82170 | 86279 |
| MM48 | E | HOURLY | 32.826 | 34.467 | 36.190 | 38.000 | 39.900 | 41.895 |
| | | MONTHLY | 5690 | 5974 | 6273 | 6587 | 6916 | 7262 |
| | | ANNUAL | 68278 | 71692 | 75276 | 79040 | 82992 | 87141 |
| MM49 | E | HOURLY | 33.154 | 34.812 | 36.552 | 38.380 | 40.299 | 42.314 |
| | | MONTHLY | 5747 | 6034 | 6336 | 6653 | 6985 | 7334 |
| | | ANNUAL | 68960 | 72408 | 76029 | 79830 | 83822 | 88013 |
| MM50 | E | HOURLY | 33.486 | 35.160 | 36.918 | 38.764 | 40.702 | 42.737 |
| | | MONTHLY | 5804 | 6094 | 6399 | 6719 | 7055 | 7408 |
| | | ANNUAL | 69650 | 73133 | 76789 | 80629 | 84660 | 88893 |
| MM51 | E | HOURLY | 33.820 | 35.511 | 37.287 | 39.151 | 41.109 | 43.164 |
| | | MONTHLY | 5862 | 6155 | 6463 | 6786 | 7126 | 7482 |
| | | ANNUAL | 70347 | 73864 | 77557 | 81435 | 85507 | 89782 |
| MM52 | E | HOURLY | 34.159 | 35.867 | 37.660 | 39.543 | 41.520 | 43.596 |
| | | MONTHLY | 5921 | 6217 | 6528 | 6854 | 7197 | 7557 |
| | | ANNUAL | 71050 | 74602 | 78333 | 82249 | 86362 | 90680 |
| MM53 | E | HOURLY | 34.500 | 36.225 | 38.036 | 39.938 | 41.935 | 44.032 |
| | | MONTHLY | 5980 | 6279 | 6593 | 6923 | 7269 | 7632 |
| | | ANNUAL | 71760 | 75348 | 79116 | 83072 | 87225 | 91587 |
| MM54 | E | HOURLY | 34.845 | 36.587 | 38.417 | 40.338 | 42.355 | 44.472 |
| | | MONTHLY | 6040 | 6342 | 6659 | 6992 | 7341 | 7709 |
| | | ANNUAL | 72478 | 76102 | 79907 | 83902 | 88098 | 92502 |
| MM55 | E | HOURLY | 35.194 | 36.953 | 38.801 | 40.741 | 42.778 | 44.917 |
| | | MONTHLY | 6100 | 6405 | 6726 | 7062 | 7415 | 7786 |
| | | ANNUAL | 73203 | 76863 | 80706 | 84741 | 88979 | 93427 |

| Range | FLSA Status | Rate Type | A (Minimum) | B | C | D | E (Maximum) | F (Longevity Only) |
|-------|-------------|-----------|-------------|--------|--------|--------|-------------|--------------------|
| MM56 | E | HOURLY | 35.546 | 37.323 | 39.189 | 41.148 | 43.206 | 45.366 |
| | | MONTHLY | 6161 | 6469 | 6793 | 7132 | 7489 | 7863 |
| | | ANNUAL | 73935 | 77632 | 81513 | 85589 | 89868 | 94362 |
| MM57 | E | HOURLY | 35.901 | 37.696 | 39.581 | 41.560 | 43.638 | 45.820 |
| | | MONTHLY | 6223 | 6534 | 6861 | 7204 | 7564 | 7942 |
| | | ANNUAL | 74674 | 78408 | 82328 | 86445 | 90767 | 95305 |
| MM58 | E | HOURLY | 36.260 | 38.073 | 39.977 | 41.976 | 44.074 | 46.278 |
| | | MONTHLY | 6285 | 6599 | 6929 | 7276 | 7640 | 8022 |
| | | ANNUAL | 75421 | 79192 | 83152 | 87309 | 91675 | 96258 |
| MM59 | E | HOURLY | 36.623 | 38.454 | 40.377 | 42.395 | 44.515 | 46.741 |
| | | MONTHLY | 6348 | 6665 | 6999 | 7349 | 7716 | 8102 |
| | | ANNUAL | 76175 | 79984 | 83983 | 88182 | 92591 | 97221 |
| MM60 | E | HOURLY | 36.989 | 38.838 | 40.780 | 42.819 | 44.960 | 47.208 |
| | | MONTHLY | 6411 | 6732 | 7069 | 7422 | 7793 | 8183 |
| | | ANNUAL | 76937 | 80784 | 84823 | 89064 | 93517 | 98193 |
| MM61 | E | HOURLY | 37.359 | 39.227 | 41.188 | 43.247 | 45.410 | 47.680 |
| | | MONTHLY | 6476 | 6799 | 7139 | 7496 | 7871 | 8265 |
| | | ANNUAL | 77706 | 81592 | 85671 | 89955 | 94453 | 99175 |
| MM62 | E | HOURLY | 37.732 | 39.619 | 41.600 | 43.680 | 45.864 | 48.157 |
| | | MONTHLY | 6540 | 6867 | 7211 | 7571 | 7950 | 8347 |
| | | ANNUAL | 78483 | 82408 | 86528 | 90854 | 95397 | 100167 |
| MM63 | E | HOURLY | 38.110 | 40.015 | 42.016 | 44.117 | 46.323 | 48.639 |
| | | MONTHLY | 6606 | 6936 | 7283 | 7647 | 8029 | 8431 |
| | | ANNUAL | 79268 | 83232 | 87393 | 91763 | 96351 | 101169 |
| MM64 | E | HOURLY | 38.491 | 40.415 | 42.436 | 44.558 | 46.786 | 49.125 |
| | | MONTHLY | 6672 | 7005 | 7356 | 7723 | 8110 | 8515 |
| | | ANNUAL | 80061 | 84064 | 88267 | 92680 | 97315 | 102180 |
| MM65 | E | HOURLY | 38.876 | 40.820 | 42.860 | 45.004 | 47.254 | 49.616 |
| | | MONTHLY | 6738 | 7075 | 7429 | 7801 | 8191 | 8600 |
| | | ANNUAL | 80861 | 84905 | 89150 | 93607 | 98288 | 103202 |
| MM66 | E | HOURLY | 39.264 | 41.228 | 43.289 | 45.454 | 47.726 | 50.113 |
| | | MONTHLY | 6806 | 7146 | 7503 | 7879 | 8273 | 8686 |
| | | ANNUAL | 81670 | 85754 | 90041 | 94543 | 99271 | 104234 |
| MM67 | E | HOURLY | 39.657 | 41.640 | 43.722 | 45.908 | 48.203 | 50.614 |
| | | MONTHLY | 6874 | 7218 | 7578 | 7957 | 8355 | 8773 |
| | | ANNUAL | 82487 | 86611 | 90942 | 95489 | 100263 | 105276 |
| MM68 | E | HOURLY | 40.054 | 42.056 | 44.159 | 46.367 | 48.686 | 51.120 |
| | | MONTHLY | 6943 | 7290 | 7654 | 8037 | 8439 | 8861 |
| | | ANNUAL | 83312 | 87477 | 91851 | 96444 | 101266 | 106329 |
| MM69 | E | HOURLY | 40.454 | 42.477 | 44.601 | 46.831 | 49.172 | 51.631 |
| | | MONTHLY | 7012 | 7363 | 7731 | 8117 | 8523 | 8949 |
| | | ANNUAL | 84145 | 88352 | 92770 | 97408 | 102279 | 107392 |
| MM70 | E | HOURLY | 40.859 | 42.902 | 45.047 | 47.299 | 49.664 | 52.147 |
| | | MONTHLY | 7082 | 7436 | 7808 | 8199 | 8608 | 9039 |
| | | ANNUAL | 84986 | 89236 | 93697 | 98382 | 103301 | 108466 |
| MM71 | E | HOURLY | 41.267 | 43.331 | 45.497 | 47.772 | 50.161 | 52.669 |
| | | MONTHLY | 7153 | 7511 | 7886 | 8281 | 8695 | 9129 |
| | | ANNUAL | 85836 | 90128 | 94634 | 99366 | 104334 | 109551 |
| MM72 | E | HOURLY | 41.680 | 43.764 | 45.952 | 48.250 | 50.662 | 53.195 |
| | | MONTHLY | 7225 | 7586 | 7965 | 8363 | 8781 | 9221 |
| | | ANNUAL | 86694 | 91029 | 95581 | 100360 | 105378 | 110647 |
| MM73 | E | HOURLY | 42.097 | 44.202 | 46.412 | 48.732 | 51.169 | 53.727 |
| | | MONTHLY | 7297 | 7662 | 8045 | 8447 | 8869 | 9313 |
| | | ANNUAL | 87561 | 91939 | 96536 | 101363 | 106431 | 111753 |

| Range | FLSA Status | Rate Type | A (Minimum) | B | C | D | E (Maximum) | F (Longevity Only) |
|-------|-------------|-----------|-------------|--------|--------|--------|-------------|--------------------|
| MM74 | E | HOURLY | 42.518 | 44.644 | 46.876 | 49.220 | 51.681 | 54.265 |
| | | MONTHLY | 7370 | 7738 | 8125 | 8531 | 8958 | 9406 |
| | | ANNUAL | 88437 | 92859 | 97502 | 102377 | 107496 | 112871 |
| MM75 | E | HOURLY | 42.943 | 45.090 | 47.345 | 49.712 | 52.197 | 54.807 |
| | | MONTHLY | 7443 | 7816 | 8206 | 8617 | 9048 | 9500 |
| | | ANNUAL | 89321 | 93787 | 98477 | 103401 | 108571 | 113999 |
| MM76 | E | HOURLY | 43.372 | 45.541 | 47.818 | 50.209 | 52.719 | 55.355 |
| | | MONTHLY | 7518 | 7894 | 8288 | 8703 | 9138 | 9595 |
| | | ANNUAL | 90215 | 94725 | 99462 | 104435 | 109656 | 115139 |
| MM77 | E | HOURLY | 43.806 | 45.996 | 48.296 | 50.711 | 53.247 | 55.909 |
| | | MONTHLY | 7593 | 7973 | 8371 | 8790 | 9229 | 9691 |
| | | ANNUAL | 91117 | 95673 | 100456 | 105479 | 110753 | 116291 |
| MM78 | E | HOURLY | 44.244 | 46.456 | 48.779 | 51.218 | 53.779 | 56.468 |
| | | MONTHLY | 7669 | 8052 | 8455 | 8878 | 9322 | 9788 |
| | | ANNUAL | 92028 | 96629 | 101461 | 106534 | 111861 | 117454 |
| MM79 | E | HOURLY | 44.687 | 46.921 | 49.267 | 51.730 | 54.317 | 57.033 |
| | | MONTHLY | 7746 | 8133 | 8540 | 8967 | 9415 | 9886 |
| | | ANNUAL | 92948 | 97596 | 102475 | 107599 | 112979 | 118628 |
| MM80 | E | HOURLY | 45.134 | 47.390 | 49.760 | 52.248 | 54.860 | 57.603 |
| | | MONTHLY | 7823 | 8214 | 8625 | 9056 | 9509 | 9985 |
| | | ANNUAL | 93878 | 98572 | 103500 | 108675 | 114109 | 119814 |
| MM81 | E | HOURLY | 45.585 | 47.864 | 50.257 | 52.770 | 55.409 | 58.179 |
| | | MONTHLY | 7901 | 8296 | 8711 | 9147 | 9604 | 10084 |
| | | ANNUAL | 94816 | 99557 | 104535 | 109762 | 115250 | 121013 |
| MM82 | E | HOURLY | 46.041 | 48.343 | 50.760 | 53.298 | 55.963 | 58.761 |
| | | MONTHLY | 7980 | 8379 | 8798 | 9238 | 9700 | 10185 |
| | | ANNUAL | 95765 | 100553 | 105581 | 110860 | 116403 | 122223 |
| MM83 | E | HOURLY | 46.501 | 48.826 | 51.267 | 53.831 | 56.522 | 59.348 |
| | | MONTHLY | 8060 | 8463 | 8886 | 9331 | 9797 | 10287 |
| | | ANNUAL | 96722 | 101558 | 106636 | 111968 | 117567 | 123445 |
| MM84 | E | HOURLY | 46.966 | 49.314 | 51.780 | 54.369 | 57.088 | 59.942 |
| | | MONTHLY | 8141 | 8548 | 8975 | 9424 | 9895 | 10390 |
| | | ANNUAL | 97689 | 102574 | 107703 | 113088 | 118742 | 124679 |
| MM85 | E | HOURLY | 47.436 | 49.808 | 52.298 | 54.913 | 57.658 | 60.541 |
| | | MONTHLY | 8222 | 8633 | 9065 | 9518 | 9994 | 10494 |
| | | ANNUAL | 98666 | 103600 | 108780 | 114219 | 119930 | 125926 |

| Title | Range | Rate Type | A (Minimum) | B | C | D | E | F (Longevity) | G (Longevity) |
|------------------------|-------|-----------|----------------|--------|--------|--------|--------|------------------|------------------|
| Police Officer | P60 | HOURLY | 33.653 | 35.336 | 37.103 | 38.958 | 40.906 | 42.951 | 44.240 |
| | | MONTHLY | 5833 | 6125 | 6431 | 6753 | 7090 | 7445 | 7668 |
| | | ANNUAL | 69999 | 73499 | 77174 | 81032 | 85084 | 89338 | 92018 |
| Police Corporal | P64 | HOURLY | 37.998 | 39.898 | 41.893 | 43.988 | 46.187 | 48.496 | 49.951 |
| | | MONTHLY | 6586 | 6916 | 7261 | 7625 | 8006 | 8406 | 8658 |
| | | ANNUAL | 79036 | 82988 | 87137 | 91494 | 96069 | 100872 | 103899 |
| Police Sergeant | P70 | HOURLY | 45.309 | 47.575 | 49.953 | 52.451 | 55.073 | 57.827 | 59.562 |
| | | MONTHLY | 7854 | 8246 | 8659 | 9091 | 9546 | 10023 | 10324 |
| | | ANNUAL | 94243 | 98955 | 103903 | 109098 | 114553 | 120280 | 123889 |
| Police Lieutenant | P81 | HOURLY | 58.059 | 60.962 | 64.010 | 67.210 | 70.571 | 74.099 | |
| | | MONTHLY | 10064 | 10567 | 11095 | 11650 | 12232 | 12844 | |
| | | ANNUAL | 120762 | 126800 | 133140 | 139797 | 146787 | 154127 | |
| Commander | P85 | HOURLY | 65.104 | 68.359 | 71.777 | 75.365 | 79.134 | 83.090 | |
| | | MONTHLY | 11285 | 11849 | 12441 | 13063 | 13717 | 14402 | |
| | | ANNUAL | 135415 | 142186 | 149295 | 156760 | 164598 | 172828 | |
| Assistant Police Chief | P89 | HOURLY | 76.504 | 80.329 | 84.346 | 88.563 | 92.991 | 97.641 | |
| | | MONTHLY | 13261 | 13924 | 14620 | 15351 | 16118 | 16924 | |
| | | ANNUAL | 159128 | 167085 | 175439 | 184211 | 193422 | 203093 | |

| Range | FLSA Status | Rate Type | A (Minimum) | B | C | D | E (Maximum) | F (Longevity Only) |
|-------|-------------|-----------|----------------|--------|--------|--------|----------------|-----------------------|
| M65 | | HOURLY | 34.484 | 36.209 | 38.019 | 39.920 | 41.916 | 44.012 |
| | | MONTHLY | 5977 | 6276 | 6590 | 6919 | 7265.42 | 7629 |
| | | ANNUAL | 71727 | 75314 | 79079 | 83033 | 87185 | 91544 |
| M66 | | HOURLY | 35.346 | 37.114 | 38.969 | 40.918 | 42.964 | 45.112 |
| | | MONTHLY | 6127 | 6433 | 6755 | 7092 | 7447 | 7819 |
| | | ANNUAL | 73521 | 77197 | 81056 | 85109 | 89365 | 93833 |
| M67 | | HOURLY | 36.230 | 38.042 | 39.944 | 41.941 | 44.038 | 46.240 |
| | | MONTHLY | 6280 | 6594 | 6924 | 7270 | 7633 | 8015 |
| | | ANNUAL | 75359 | 79126 | 83083 | 87237 | 91599 | 96179 |
| M68 | | HOURLY | 37.136 | 38.993 | 40.942 | 42.989 | 45.139 | 47.396 |
| | | MONTHLY | 6437 | 6759 | 7097 | 7451 | 7824 | 8215 |
| | | ANNUAL | 77243 | 81105 | 85160 | 89418 | 93889 | 98583 |
| M69 | | HOURLY | 38.064 | 39.967 | 41.966 | 44.064 | 46.267 | 48.581 |
| | | MONTHLY | 6598 | 6928 | 7274 | 7638 | 8020 | 8421 |
| | | ANNUAL | 79174 | 83132 | 87289 | 91653 | 96236 | 101048 |
| M70 | | HOURLY | 39.016 | 40.967 | 43.015 | 45.166 | 47.424 | 49.795 |
| | | MONTHLY | 6763 | 7101 | 7456 | 7829 | 8220 | 8631 |
| | | ANNUAL | 81153 | 85211 | 89471 | 93945 | 98642 | 103574 |
| M71 | | HOURLY | 39.991 | 41.991 | 44.090 | 46.295 | 48.610 | 51.040 |
| | | MONTHLY | 6932 | 7278 | 7642 | 8024 | 8426 | 8847 |
| | | ANNUAL | 83182 | 87341 | 91708 | 96293 | 101108 | 106163 |
| M72 | | HOURLY | 40.991 | 43.041 | 45.193 | 47.452 | 49.825 | 52.316 |
| | | MONTHLY | 7105 | 7460 | 7833 | 8225 | 8636 | 9068 |
| | | ANNUAL | 85261 | 89524 | 94001 | 98701 | 103636 | 108817 |
| M73 | | HOURLY | 42.016 | 44.117 | 46.322 | 48.639 | 51.070 | 53.624 |
| | | MONTHLY | 7283 | 7647 | 8029 | 8431 | 8852 | 9295 |
| | | ANNUAL | 87393 | 91762 | 96351 | 101168 | 106227 | 111538 |
| M74 | | HOURLY | 43.066 | 45.219 | 47.480 | 49.854 | 52.347 | 54.965 |
| | | MONTHLY | 7465 | 7838 | 8230 | 8641 | 9074 | 9527 |
| | | ANNUAL | 89578 | 94057 | 98759 | 103697 | 108882 | 114326 |
| M75 | | HOURLY | 44.143 | 46.350 | 48.667 | 51.101 | 53.656 | 56.339 |
| | | MONTHLY | 7651 | 8034 | 8436 | 8857 | 9300 | 9765 |
| | | ANNUAL | 91817 | 96408 | 101228 | 106290 | 111604 | 117184 |
| M76 | | HOURLY | 45.246 | 47.509 | 49.884 | 52.378 | 54.997 | 57.747 |
| | | MONTHLY | 7843 | 8235 | 8647 | 9079 | 9533 | 10010 |
| | | ANNUAL | 94112 | 98818 | 103759 | 108947 | 114394 | 120114 |

| Range | FLSA Status | Rate Type | A (Minimum) | B | C | D | E (Maximum) | F (Longevity Only) |
|-------|-------------|-----------|----------------|--------|--------|--------|----------------|-----------------------|
| M77 | | HOURLY | 46.378 | 48.696 | 51.131 | 53.688 | 56.372 | 59.191 |
| | | MONTHLY | 8039 | 8441 | 8863 | 9306 | 9771 | 10260 |
| | | ANNUAL | 96465 | 101289 | 106353 | 111671 | 117254 | 123117 |
| M78 | | HOURLY | 47.537 | 49.914 | 52.410 | 55.030 | 57.782 | 60.671 |
| | | MONTHLY | 8240 | 8652 | 9084 | 9539 | 10015 | 10516 |
| | | ANNUAL | 98877 | 103821 | 109012 | 114462 | 120186 | 126195 |
| M79 | | HOURLY | 48.725 | 51.162 | 53.720 | 56.406 | 59.226 | 62.187 |
| | | MONTHLY | 8446 | 8868 | 9311 | 9777 | 10266 | 10779 |
| | | ANNUAL | 101349 | 106416 | 111737 | 117324 | 123190 | 129350 |
| M80 | | HOURLY | 49.944 | 52.441 | 55.063 | 57.816 | 60.707 | 63.742 |
| | | MONTHLY | 8657 | 9090 | 9544 | 10021 | 10522 | 11049 |
| | | ANNUAL | 103883 | 109077 | 114531 | 120257 | 126270 | 132583 |
| M81 | | HOURLY | 51.192 | 53.752 | 56.439 | 59.261 | 62.224 | 65.336 |
| | | MONTHLY | 8873 | 9317 | 9783 | 10272 | 10786 | 11325 |
| | | ANNUAL | 106480 | 111804 | 117394 | 123264 | 129427 | 135898 |
| M82 | | HOURLY | 52.472 | 55.096 | 57.850 | 60.743 | 63.780 | 66.969 |
| | | MONTHLY | 9095 | 9550 | 10027 | 10529 | 11055 | 11608 |
| | | ANNUAL | 109142 | 114599 | 120329 | 126345 | 132662 | 139295 |
| M83 | | HOURLY | 53.784 | 56.473 | 59.297 | 62.261 | 65.374 | 68.643 |
| | | MONTHLY | 9323 | 9789 | 10278 | 10792 | 11332 | 11898 |
| | | ANNUAL | 111870 | 117464 | 123337 | 129504 | 135979 | 142778 |
| M84 | | HOURLY | 55.128 | 57.885 | 60.779 | 63.818 | 67.009 | 70.359 |
| | | MONTHLY | 9556 | 10033 | 10535 | 11062 | 11615 | 12196 |
| | | ANNUAL | 114667 | 120400 | 126420 | 132741 | 139378 | 146347 |
| M85 | | HOURLY | 56.507 | 59.332 | 62.298 | 65.413 | 68.684 | 72.118 |
| | | MONTHLY | 9794 | 10284 | 10798 | 11338 | 11905 | 12500 |
| | | ANNUAL | 117534 | 123410 | 129581 | 136060 | 142863 | 150006 |
| M86 | | HOURLY | 57.919 | 60.815 | 63.856 | 67.049 | 70.401 | 73.921 |
| | | MONTHLY | 10039 | 10541 | 11068 | 11622 | 12203 | 12813 |
| | | ANNUAL | 120472 | 126496 | 132820 | 139461 | 146434 | 153756 |
| M87 | | HOURLY | 59.367 | 62.336 | 65.452 | 68.725 | 72.161 | 75.769 |
| | | MONTHLY | 10290 | 10805 | 11345 | 11912 | 12508 | 13133 |
| | | ANNUAL | 123484 | 129658 | 136141 | 142948 | 150095 | 157600 |
| M88 | | HOURLY | 60.851 | 63.894 | 67.089 | 70.443 | 73.965 | 77.663 |
| | | MONTHLY | 10548 | 11075 | 11629 | 12210 | 12821 | 13462 |
| | | ANNUAL | 126571 | 132899 | 139544 | 146522 | 153848 | 161540 |

| Range | FLSA Status | Rate Type | A (Minimum) | B | C | D | E (Maximum) | F (Longevity Only) |
|-------|-------------|-----------|----------------|--------|--------|--------|----------------|-----------------------|
| M89 | | HOURLY | 62.373 | 65.491 | 68.766 | 72.204 | 75.814 | 79.605 |
| | | MONTHLY | 10811 | 11352 | 11919 | 12515 | 13141 | 13798 |
| | | ANNUAL | 129735 | 136222 | 143033 | 150185 | 157694 | 165579 |
| M90 | | HOURLY | 63.932 | 67.129 | 70.485 | 74.009 | 77.710 | 81.595 |
| | | MONTHLY | 11082 | 11636 | 12217 | 12828 | 13470 | 14143 |
| | | ANNUAL | 132978 | 139627 | 146609 | 153939 | 161636 | 169718 |
| M91 | | HOURLY | 65.530 | 68.807 | 72.247 | 75.859 | 79.652 | 83.635 |
| | | MONTHLY | 11359 | 11927 | 12523 | 13149 | 13806 | 14497 |
| | | ANNUAL | 136303 | 143118 | 150274 | 157788 | 165677 | 173961 |
| M92 | | HOURLY | 67.169 | 70.527 | 74.053 | 77.756 | 81.644 | 85.726 |
| | | MONTHLY | 11643 | 12225 | 12836 | 13478 | 14152 | 14859 |
| | | ANNUAL | 139711 | 146696 | 154031 | 161732 | 169819 | 178310 |
| M93 | | HOURLY | 68.848 | 72.290 | 75.905 | 79.700 | 83.685 | 87.869 |
| | | MONTHLY | 11934 | 12530 | 13157 | 13815 | 14505 | 15231 |
| | | ANNUAL | 143203 | 150363 | 157882 | 165776 | 174064 | 182768 |
| M94 | | HOURLY | 70.569 | 74.097 | 77.802 | 81.692 | 85.777 | 90.066 |
| | | MONTHLY | 12232 | 12844 | 13486 | 14160 | 14868 | 15611 |
| | | ANNUAL | 146783 | 154123 | 161829 | 169920 | 178416 | 187337 |
| M95 | | HOURLY | 72.333 | 75.950 | 79.747 | 83.735 | 87.921 | 92.317 |
| | | MONTHLY | 12538 | 13165 | 13823 | 14514 | 15240 | 16002 |
| | | ANNUAL | 150453 | 157976 | 165874 | 174168 | 182877 | 192020 |
| M96 | | HOURLY | 74.141 | 77.849 | 81.741 | 85.828 | 90.119 | 94.625 |
| | | MONTHLY | 12851 | 13494 | 14168 | 14877 | 15621 | 16402 |
| | | ANNUAL | 154214 | 161925 | 170021 | 178522 | 187448 | 196821 |
| M97 | | HOURLY | 75.995 | 79.795 | 83.785 | 87.974 | 92.372 | 96.991 |
| | | MONTHLY | 13172 | 13831 | 14523 | 15249 | 16011 | 16812 |
| | | ANNUAL | 158070 | 165973 | 174272 | 182985 | 192135 | 201741 |
| M98 | | HOURLY | 77.895 | 81.790 | 85.879 | 90.173 | 94.682 | 99.416 |
| | | MONTHLY | 13502 | 14177 | 14886 | 15630 | 16412 | 17232 |
| | | ANNUAL | 162021 | 170122 | 178629 | 187560 | 196938 | 206785 |
| M99 | | HOURLY | 79.842 | 83.834 | 88.026 | 92.427 | 97.049 | 101.901 |
| | | MONTHLY | 13839 | 14531 | 15258 | 16021 | 16822 | 17663 |
| | | ANNUAL | 166072 | 174376 | 183094 | 192249 | 201861 | 211955 |
| M100 | | HOURLY | 81.838 | 85.930 | 90.227 | 94.738 | 99.475 | 104.449 |
| | | MONTHLY | 14185 | 14895 | 15639 | 16421 | 17242 | 18104 |
| | | ANNUAL | 170224 | 178735 | 187672 | 197055 | 206908 | 217253 |

Department Director Salary Table (DD)

| Range | Minimum Monthly Salary | Maximum Monthly Salary |
|---|-------------------------------|-------------------------------|
| 01 | 12,155 | 14,778 |
| 02 | 13,091 | 15,912 |
| 03 - Director, Development Services | 13,164 | 15,983 |
| 04 - Director, Management Services | 13,755 | 16,719 |
| 04 - Director, Quality of Life | 13,755 | 16,719 |
| 05 - Director Municipal Utilities and Engineering | 14,451 | 17,567 |
| 06 - Fire Chief | 15,098 | 18,349 |
| 07 - Police Chief | 15,114 | 20,448 |

Salary Schedule (C)

| Range | Minimum Monthly Salary | Maximum Monthly Salary |
|--------------------|-----------------------------------|---------------------------------------|
| C1 - City Attorney | 18,333 | 22,746 |
| C2 - City Manager | 20,833 | 25,321 |

| CLASSIFICATION TITLE | HOURLY RATE/RANGE | |
|--------------------------------------|--------------------------|-------|
| Account Technician | | 18.38 |
| Administrative Assistant | | 16.48 |
| Administrative Technician | | 19.51 |
| Background Investigator I/II | 30.00 | 35.00 |
| Building Maintenance Worker | | 21.34 |
| Business License Inspector | | 25.72 |
| Camera Operator | 16.95 | 18.69 |
| Camera System Technician | | 30.00 |
| Cemetery Aide | | 14.64 |
| Code Enforcement Aid | | 19.00 |
| Code Enforcement Officer | | 23.81 |
| Community Service Officer I/II | 19.24 | 21.29 |
| Customer Service Representative I/II | 16.43 | 18.16 |
| Dispatcher I/II | 20.66 | 22.83 |
| DoIT Intern | | 15.00 |
| Downtown Attendant | | 12.50 |
| EMS Quality Assurance Nurse | | 32.00 |
| Environmental Technician | | 21.00 |
| Equipment Operator OIT | | 17.66 |
| Fire Prevention Inspector | | 27.31 |
| Fire Prevention Technician | | 20.00 |
| Grounds Maintenance Worker | | 16.48 |
| HR Intern | | 12.00 |
| Kennel Attendant | | 15.33 |
| Library Caretaker | | 15.38 |
| Library Clerk | | 15.37 |
| Library Page | | 12.00 |
| Maintenance Worker | | 16.80 |
| Market Assistant | | 14.11 |
| Museum Attendant | | 12.00 |
| Planning Intern | | 14.00 |
| Police Cadet | | 15.41 |
| Police ID Technician Trainee | | 15.41 |
| Program Aide | | 12.29 |
| Program Assistant | | 14.92 |
| Purchasing Clerk | | 18.20 |
| Solid Waste Collector | | 15.00 |
| Technical Services Clerk | | 16.48 |
| Water Waste Investigator | | 19.00 |

City of Redlands Salary Schedule

| Classification | Schedule | Range |
|--|----------|-------|
| Accountant | MM | 35 |
| Accounting Technician I | G | 23 |
| Accounting Technician II | G | 33 |
| Administrative Analyst | G | 50 |
| Administrative Assistant I | G | 12 |
| Administrative Assistant II | G | 26 |
| Administrative Technician | G | 29 |
| Adult Literacy Coordinator | MM | 32 |
| Airport Supervisor | MM | 40 |
| Animal Control Officer | CS | 30 |
| Animal Control Supervisor | CS | 64 |
| Archivist Curator | M | 78 |
| Asphalt Worker | G | 34 |
| Assistant City Engineer | M | 81 |
| Assistant Development Services Director | M | 82 |
| Assistant Director, HR/Risk Mgmt | M | 90 |
| Assistant Director, Quality of Life | M | 90 |
| Assistant Engineer | G | 74 |
| Assistant Finance Director | M | 90 |
| Assistant Planner | G | 70 |
| Assistant Chief of Police | P | 89 |
| Assistant to the City Manager | M | 81 |
| Associate Archivist | MM | 32 |
| Associate Engineer | MM | 51 |
| Associate Planner | G | 80 |
| Battalion Chief | F | 79 |
| Building Inspector I | G | 60 |
| Building Inspector II | G | 70 |
| Building Maintenance Worker | G | 38 |
| Camera Technician | G | 75 |
| Cemetery Caretaker I | G | 17 |
| Cemetery Caretaker II | G | 25 |
| Cemetery Crew Leader | G | 49 |
| Cemetery Manager | MM | 52 |
| Cemetery Sales and Services Representative | G | 58 |
| Chief Building Official | M | 81 |
| Chief of Police | DD | 07 |
| City Attorney | C | 1 |
| City Engineer | M | 84 |
| City Manager | C | 2 |

| | | |
|--|----|----|
| City Planner | M | 82 |
| Civil Engineer | MM | 61 |
| Code Enforcement Officer | G | 49 |
| Community Service Officer I | CS | 33 |
| Community Service Officer II | CS | 43 |
| Construction Inspector I | G | 69 |
| Construction Inspector II | G | 79 |
| Counter Services Technician | G | 30 |
| Crime Analyst | CS | 79 |
| Cross Connection Control Inspector | G | 58 |
| Customer Account Specialist | G | 33 |
| Customer Service Field Technician | G | 39 |
| Customer Service Technician I | G | 17 |
| Customer Service Technician II | G | 27 |
| Database Administrator | MM | 61 |
| Deputy Fire Chief | F | 85 |
| Deputy MUED Director | M | 93 |
| Development Services Director | DD | 03 |
| Director of Municipal Utilities and Public Works Engineering | DD | 05 |
| Director, Management Services/Finance | DD | 4 |
| Dispatcher I | CS | 40 |
| Dispatcher II | CS | 50 |
| Dispatcher III | CS | 55 |
| Dispatcher Shift Supervisor | CS | 70 |
| Economic Development Manager | M | 80 |
| Electrical and Instrumentation Apprentice | G | 35 |
| Electrical and Instrumentation Technician | G | 69 |
| Electrician | G | 46 |
| Emergency Operations Manager | M | 72 |
| Emergency Operations Specialist | MM | 25 |
| EMS Coordinator | MM | 60 |
| Equipment Operator I | G | 34 |
| Equipment Operator II | G | 39 |
| Equipment Operator OIT | G | 19 |
| Executive Police Assistant | CS | 74 |
| Field Services Coordinator | G | 59 |
| Field Services Supervisor | MM | 48 |
| Fire Captain | F | 60 |
| Fire Chief | DD | 06 |
| Fire Engineer | F | 55 |
| Fire Fighter | F | 50 |
| Fire Marshal | M | 88 |
| Fire Mechanic | G | 53 |
| Fire Safety Specialist | CS | 75 |

| | | |
|--|----|----|
| Fiscal Manager | M | 76 |
| Fleet Services Coordinator | MM | 40 |
| Forensic Specialist | CS | 47 |
| GIS Administrator | MM | 46 |
| GIS Technician | G | 57 |
| GIS Supervisor | MM | 76 |
| Grounds Maintenance Worker I | G | 12 |
| Grounds Maintenance Worker II | G | 20 |
| Heavy Equipment Mechanic | G | 43 |
| Help Desk Technician | G | 54 |
| HR Analyst/Volunteer Coordinator | MM | 65 |
| Human Resources Manager | MM | 80 |
| Human Resources Specialist | MM | 30 |
| Human Resources Technician | G | 37 |
| Junior Planner | G | 53 |
| Kennel Attendant | CS | 10 |
| Laboratory Supervisor | G | 87 |
| Laboratory Technician I | G | 33 |
| Laboratory Technician II | G | 43 |
| Laboratory Technician III | G | 53 |
| Laboratory Technician IV | G | 58 |
| Library Clerk | G | 5 |
| Library Specialist I | G | 22 |
| Library Specialist II | G | 32 |
| Line Maintenance Worker I | G | 34 |
| Line Maintenance Worker II | G | 44 |
| Maintenance Worker I | G | 14 |
| Maintenance Worker II | G | 20 |
| Management Analyst | MM | 40 |
| Mechanic I | G | 41 |
| Mechanic II | G | 46 |
| Multimedia Production Coordinator | MM | 27 |
| Network Engineer I | MM | 72 |
| Network Engineer II | MM | 77 |
| NPDES Inspector I | G | 59 |
| NPDES Inspector II | G | 64 |
| Occupational Health and Safety Administrator | MM | 65 |
| One Stop Permit Center Manager | M | 82 |
| Payroll Coordinator | MM | 30 |
| Permit Technician I | G | 52 |
| Permit Technician II | G | 57 |
| Plans Examiner | G | 80 |
| Plant Mechanic I | G | 43 |
| Plant Mechanic II | G | 53 |

| | | |
|---|----|----|
| Police Commander | P | 85 |
| Police Corporal/Investigator | P | 64 |
| Police Customer Service Representative I | CS | 17 |
| Police Customer Service Representative II | CS | 27 |
| Police Customer Service Supervisor | CS | 64 |
| Police Lieutenant | P | 81 |
| Police Officer | P | 60 |
| Police Operations Coordinator | MM | 36 |
| Police Operations Manager | M | 74 |
| Police Recruit | CS | 79 |
| Police Sergeant | P | 70 |
| Principal Librarian | MM | 47 |
| Principal Planner | MM | 75 |
| Program Aid | G | 1 |
| Program Specialist | G | 45 |
| Project Assistant | G | 40 |
| Project Manager I | MM | 55 |
| Project Manager II | MM | 65 |
| Public Information Officer | M | 75 |
| Purchasing Clerk | G | 22 |
| Purchasing Services Manager | M | 73 |
| Quality of Life Director | DD | 04 |
| Recreation Services Coordinator | G | 59 |
| Recycling Coordinator | G | 44 |
| Revenue Manager | MM | 70 |
| Risk/Safety Specialist | MM | 41 |
| Senior Accountant | MM | 51 |
| Senior Accounting Technician | G | 40 |
| Senior Administrative Analyst | MM | 25 |
| Senior Administrative Assistant | G | 39 |
| Senior Administrative Technician | G | 43 |
| Senior Asphalt Worker | G | 44 |
| Senior Building Inspector | G | 80 |
| Senior Building Maintenance Worker | G | 47 |
| Senior Construction Inspector | G | 90 |
| Senior Customer Service Field Technician | G | 48 |
| Senior Environmental Compliance Inspector | G | 79 |
| Senior Equipment Operator | G | 44 |
| Senior Forensic Specialist | CS | 52 |
| Senior Grounds Maintenance Worker I | G | 30 |
| Senior Grounds Maintenance Worker II | G | 40 |
| Senior Librarian | MM | 37 |
| Senior Planner | MM | 65 |
| Senior Project Manager | MM | 73 |

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|--|----|----|
| Senior Regulatory Compliance Officer | G | 90 |
| Senior Solid Waste Truck Driver | G | 44 |
| Senior Street Maintenance Worker | G | 44 |
| Senior Street Maintenance Worker | G | 49 |
| Senior Systems Administrator | MM | 52 |
| Senior Water Distribution Operator | G | 48 |
| Senior Water Treatment Operator | G | 79 |
| Sign & Paint Worker | G | 34 |
| Solid Waste Coordinator | G | 59 |
| Solid Waste Manager | MM | 51 |
| Solid Waste Truck Driver | G | 34 |
| Sr. Civil Engineer | MM | 73 |
| Sr. Plans Examiner | MM | 62 |
| Sr. Project Manager | MM | 73 |
| Sustainability Manager | M | 75 |
| Systems Administrator | MM | 46 |
| Technical Services Clerk | G | 12 |
| Traffic Signal Technician I | G | 28 |
| Traffic Signal Technician II | G | 46 |
| Tree Trimmer I | G | 30 |
| Tree Trimmer II | G | 40 |
| Utilities Billing Specialist | G | 40 |
| Utilities Billing Technician | G | 35 |
| Utilities Customer Service Supervisor | MM | 45 |
| Utilities Maintenance Foreperson | G | 80 |
| Utilities Operations Manager | M | 82 |
| Van Driver | G | 5 |
| Wastewater Collection System Supervisor | G | 72 |
| Wastewater Facilities Operator I | G | 51 |
| Wastewater Facilities Operator II | G | 61 |
| Wastewater Facilities Operator III | G | 66 |
| Wastewater Facilities Operator IV | G | 71 |
| Wastewater Operations Manager | M | 77 |
| Wastewater Supervisor | G | 97 |
| Water Conservation Specialist | G | 49 |
| Water Distribution Crewleader | G | 61 |
| Water Distribution Operator | G | 35 |
| Water Distribution Operator Foreperson III | G | 62 |
| Water Distribution Operator Foreperson IV | G | 67 |
| Water Distribution Operator Foreperson V | G | 72 |
| Water Distribution Superintendent | MM | 70 |
| Water Distribution Supervisor | G | 97 |
| Water Meter Reader I | G | 17 |
| Water Meter Reader II | G | 27 |

| | | |
|---|----|----|
| Water Production Maintenance Supervisor | G | 97 |
| Water Production Operations Supervisor | G | 97 |
| Water Production/Maintenance Superintendent | MM | 76 |
| Water Quality Technician I | G | 39 |
| Water Quality Technician II | G | 49 |
| Water Resources Specialist | MM | 48 |
| Water Treatment Operator I | G | 54 |
| Water Treatment Operator II | G | 57 |
| Water Treatment Operator III | G | 67 |
| Water Treatment Operator IV | G | 72 |
| Water Treatment Operator V | G | 77 |
| Welder | G | 43 |

PART TIME POSITIONS

| | | |
|------------------------------------|----|---------|
| Accounting Technician | PT | \$18.38 |
| Administrative Assistant | PT | \$16.48 |
| Administrative Technician | PT | \$19.51 |
| Background Investigator I | PT | \$30.00 |
| Background Investigator II | PT | \$35.00 |
| Building Maintenance Worker | PT | \$21.34 |
| Business License Inspector | PT | \$25.72 |
| Camera Operator I | PT | \$16.95 |
| Camera Operator II | PT | \$18.69 |
| Camera System Technician | PT | \$30.00 |
| Cemetery Aide | PT | \$14.64 |
| Client Services Intern | PT | \$15.00 |
| Code Enforcement Aid | PT | \$19.00 |
| Community Service Officer I | PT | \$19.24 |
| Community Service Officer II | PT | \$21.29 |
| Customer Service Representative I | PT | \$16.43 |
| Customer Service Representative II | PT | \$18.16 |
| Dispatcher I | PT | \$20.66 |
| Dispatcher II | PT | \$22.83 |
| Downtown Attendant | PT | \$12.50 |
| EMS Quality Assurance Nurse | PT | \$32.00 |
| Equipment Operator OIT | PT | \$17.66 |
| Environmental Technician | PT | \$21.00 |
| Fire Prevention Inspector | PT | \$27.31 |
| Fire Prevention Technician | PT | \$20.00 |
| GIS Intern | PT | \$15.00 |
| Grounds Maintenance Worker | PT | \$16.48 |
| HR/Risk Management Intern | PT | \$12.00 |
| ID Technician Trainee | PT | \$15.41 |
| Kennel Attendant | PT | \$15.33 |

| | | |
|--------------------------|----|---------|
| Library Caretaker | PT | \$15.38 |
| Library Clerk | PT | \$15.37 |
| Library Page | PT | \$12.00 |
| Maintenance Worker | PT | \$16.80 |
| Market Assistant | PT | \$14.11 |
| Museum Attendant | PT | \$12.00 |
| Payroll Assistant | PT | \$20.51 |
| Planning Intern | PT | \$14.00 |
| Police Cadet | PT | \$15.41 |
| Program Aide | PT | \$12.29 |
| Program Assistant | PT | \$14.92 |
| Purchasing Clerk | PT | \$18.20 |
| Solid Waste Collector | PT | \$15.00 |
| Technical Services Clerk | PT | \$16.48 |
| Water Waste Investigator | PT | \$19.00 |

GENERAL GOVERNMENT

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

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



City Council

Mission Statement:

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

Departmental Goals:

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

Program Description:

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

Program Objectives:

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

**DEPARTMENT/DIVISION
CITY COUNCIL**

| FUND | | | | ORGKEY |
|---------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| GENERAL FUND | | | | 101100 |
| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
| SALARIES AND BENEFITS | | | | |
| 4000 Full Time Salaries | 69,560 | 70,594 | 95,328 | 111,189 |
| 4005 Salaries: Part Time | 18,054 | 32,500 | 18,055 | - |
| 4010 Overtime Salaries | - | - | 3 | - |
| 4015 Banked Leave Buy Back | 1,118 | 1,629 | 3,913 | 6,689 |
| 4050 Pension Contributions | 14,219 | 15,020 | 20,627 | 18,197 |
| 4051 Fica/Medicare | 6,151 | 8,025 | 8,331 | 8,689 |
| 4053 Deferred Compensation | 1,367 | 1,214 | 1,743 | 1,241 |
| 4055 Health/Dental Insurance | 13,051 | 17,880 | 22,120 | 29,254 |
| 4056 Worker's Comp Insurance | 2,349 | 1,043 | 1,043 | 2,078 |
| 4057 Disability Insurance | 182 | 170 | 338 | 189 |
| 4058 Unemployment Insurance | (597) | 456 | 521 | 469 |
| 4059 Life Insurance | 57 | 66 | 48 | 68 |
| 4081 Eyecare Reimbursement | 56 | 236 | 236 | 243 |
| 4082 Clothing Allowance | - | 80 | - | 80 |
| 4085 Other Taxable Benefits | 75 | 98 | 227 | 102 |
| TOTAL SALARIES AND BENEFITS | 125,641 | 149,011 | 172,533 | 178,488 |
| SERVICES | | | | |
| 5140 Legal Services | 35,260 | - | 65,000 | 15,000 |
| 5190 Other Professional Services | 61,644 | - | 20,000 | - |
| 5196 Elections | - | - | 475 | - |
| 5240 Meeting & Professional Devlpmt | - | 4,000 | 4,000 | 5,100 |
| 5255 Travel Reimbursement | 301 | 500 | 500 | 5,000 |
| 5270 Printing and Binding | 1,512 | 3,000 | 1,000 | 3,000 |
| 5275 Postage | 291 | 300 | 300 | 300 |
| 5280 Advertising | 1,208 | 1,500 | - | 1,500 |
| 5395 Info Technology Services Charges | 14,327 | 19,767 | 19,767 | 17,064 |
| 5490 Other Insurance | 3,223 | 3,500 | 3,223 | 3,500 |
| 5570 Office Equip & Furn Rent | 7,138 | 7,500 | 7,500 | 7,500 |
| 5580 Communications Svs & Rental | 18 | - | - | - |
| 5760 Special Program Expenditures | 28,353 | 40,000 | 40,000 | 50,000 |
| 5800 Subscriptions & Memberships | 64,090 | 69,900 | 66,325 | 71,100 |
| 5840 Training | 168 | - | - | - |
| 5880 Special Contractual Services | 4,550 | - | - | - |
| TOTAL SERVICES | 222,083 | 149,967 | 228,090 | 179,064 |
| SUPPLIES | | | | |
| 6140 Office Supplies | 1,335 | 2,000 | 1,500 | 2,000 |
| 6590 Special Departmental Supplies | 647 | 1,000 | 1,000 | 1,000 |
| TOTAL SUPPLIES | 1,982 | 3,000 | 2,500 | 3,000 |
| | | | | |
| DEPARTMENT TOTAL | 349,707 | 301,978 | 403,123 | 360,552 |

City Clerk

Mission Statement:

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

Departmental Goals:

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

Sustainability Efforts:

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

Performance Measures:

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

Program Description:

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

Program Objectives:

- Administer and file oaths of office
- Assist the County Registrar of Voters during primary, general and special elections
- Conduct general municipal elections and special municipal elections in accordance with the California Elections Code and coordinate ballot measures, arguments, and impartial analysis
- Fulfill duties as filing officer for campaign statements for officeholders, candidates, and political action committees
- Act as Custodian of the City Seal
- Act as Custodian of the City's vital records from 1888-1964
- Disseminate information relative to City Council actions to appropriate parties
- Fulfill duties as Financial Disclosure Officer for conflict of interest filings for 144 designated positions and various consultants and attorneys

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

Smart Redlands Initiative

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

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

Strategic Goals –

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

Accomplishments for Fiscal Year 2017-2018:

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

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

DEPARTMENT/DIVISION
CITY CLERK

FUND
GENERAL FUND

ORGKEY
101110

| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
|---------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| SALARIES AND BENEFITS | | | | |
| 4000 Full Time Salaries | 101,443 | 107,661 | 104,570 | 101,440 |
| 4005 Salaries Part Time | 5,069 | 15,990 | 9,906 | 16,480 |
| 4015 Banked Leave Buyback | 5,223 | - | 1,633 | 909 |
| 4050 Pension Contributions | 18,935 | 22,924 | 20,932 | 26,279 |
| 4051 Fica/Medicare | 8,807 | 9,796 | 9,796 | 10,032 |
| 4053 Deferred Compensation | - | 1,845 | 3,690 | 1,845 |
| 4055 Health/Dental Insurance | 12,420 | 11,290 | 18,825 | 23,590 |
| 4056 Worker's Comp Insurance | 4,698 | 3,130 | 3,130 | 3,118 |
| 4057 Disability Insurance | 641 | 323 | 591 | 405 |
| 4058 Unemployment Insurance | (604) | 1,302 | 267 | 163 |
| 4059 Life Insurance | 121 | 126 | 126 | 126 |
| 4081 Eyecare Reimbursement | - | 225 | 225 | 225 |
| 4084 Clothing Cash Payment | 200 | 200 | 300 | 200 |
| 4085 Other Taxable Benefits | 3,188 | 4,200 | - | - |
| TOTAL SALARIES AND BENEFITS | 160,139 | 179,012 | 173,991 | 184,812 |
| SERVICES | | | | |
| 5103 Software Support & Development | - | 2,000 | - | - |
| 5196 Elections | 57,832 | - | (7,970) | 55,000 |
| 5240 Meeting & Professional Devlpmt | 2,025 | 2,500 | 1,500 | 2,550 |
| 5255 Travel Expense/Reimbursement | 907 | 225 | 150 | 200 |
| 5270 Printing and Binding | 705 | 1,000 | 500 | 1,000 |
| 5275 Postage | 490 | 700 | 700 | 700 |
| 5280 Advertising | 23,522 | 15,000 | 17,000 | 16,000 |
| 5303 Telephone | - | 50 | - | - |
| 5395 Info Technology Services Charges | 21,009 | 28,986 | 28,986 | 24,422 |
| 5570 Office Equip & Furn Rent | 2,750 | 2,500 | 1,500 | 2,500 |
| 5580 Communications Svcs & Rental | 501 | 400 | 527 | 530 |
| 5800 Subscriptions & Memberships | 233 | 410 | 410 | 470 |
| 5880 Special Contractual Services | 3,243 | 4,000 | 4,000 | 4,000 |
| TOTAL SERVICES | 113,218 | 57,771 | 47,303 | 107,372 |
| SUPPLIES | | | | |
| 6140 Office Supplies | 569 | 1,000 | 1,000 | 1,000 |
| 6500 Office Equipment & Furniture | - | 500 | 500 | 500 |
| TOTAL SUPPLIES | 569 | 1,500 | 1,500 | 1,500 |
| DEPARTMENT TOTAL | 273,925 | 238,283 | 222,794 | 293,684 |

City Manager

Mission Statement:

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

Departmental Goals:

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

Sustainability Efforts:

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

Program Description:

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

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 Public Information division of the City Manager's office oversees the City's communication initiatives. The division educates and informs residents, visitors and businesses about City programs, services and events. Using targeted communication strategies, the Public Information 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 Public Information division is Redlands TV (RTV), the City's government access cable TV facilities and operation. RTV televises and records live events, such as City Council and Planning Commission meetings, provides a Community Events Bulletin Board, and creates or contracts original informational videos highlighting City services and programs. RTV programming is available to cable television subscribers through Time-Warner Cable (Channel 3) and Frontier Communications (Channel 35).

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

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

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

Program Objectives:

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

Public Information

- Regularly televise all City Council and Planning Commission meetings with scheduled replays intended to provide access for all Redlands citizens.
- Provide a forum for community events and public service messages relevant to Redlands audiences.
- Use available video technology and media to provide an outlet, informing Redlands residents of available City events and services or specific public service information.
- Develop a series of business profile videos in cooperation with the Economic Development activities of the Development Services Department that highlight locally owned and operated businesses. The video program is part of the City's participation in the 3/50 Project, an economic development effort to promote the advantages to consumers of keeping their spending dollars in Redlands.

Emergency Management & Preparedness Program

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

Purchasing and Stores

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

Accomplishments for Fiscal Year 2017-18:

- Developed a balanced budget while building fund balance and reserves that totaled more than \$18 million or 29% of General Fund expenditures in the approved FY 2017-2018 budget.
- Provided leadership, management and direction to all City departments
- Promoted transparency in government through:
 - Web-streaming of live City Council meetings and archived meeting videos
 - Live broadcasting of 28 City meetings, 20 Planning Commission meetings, and 3 General Plan Steering Committee meetings on Redlands TV
 - Web posting of City Council meeting agenda reports
- Promoted open, clear and frequent communication through:
 - Social networking pages for the City including multiple Facebook pages for City Hall, Police, Fire, Police Business Liaison, Animal Shelter, Municipal Utilities and Engineering, Quality of Life, Recreation, Senior Services, Downtown Redlands and Cultural Arts Commission; Twitter feeds for City Hall and Police; YouTube channels for City, Police and Animal Control
 - Monitored community social networking sites, kept staff apprised of public reactions to City issues and responded when appropriate
 - Livestreamed community meetings including Meet the Manager and Police Chief's Town Hall meetings
 - Redlands 311 mobile app
 - City's Speakers Bureau
 - Issuance of approximately 300 press releases promoting City activities and economic development, providing public safety information, and providing information of City Council actions
 - PIO responded to numerous unique press requests not related to press releases
- Provided staff liaison to the City's Cultural Arts Commission.
- Provided staff to the City's Animal Control Board.
- Assisted in planning and coordinating the Mayor's annual State of the City event, including:
 - Drafting the Mayor's State of the City address
 - Coordinating awards nomination and selection process
 - Filming of 9 interviews with former and current Council to use for this year's State of the City, this will be a new feature that will be done on a regular basis and will be archived at the Library.
- Assisted all council members with meeting coordination and presentations to various organizations and events throughout the year.
- Assisted with special events, including ground breakings, dedications and ribbon cuttings.
- Produced and presented videos promoting City services and activities including: the Annual Christmas Parade, the Annual Veterans Day Parade, Holiday Greetings video from City staff, Shop Small Business Saturday, Adult Literacy Video and Summer Meals Video.
- Produced and presented 39 Pet of the Week videos.
- Assisted in Police Press Conference and provided DVD copies to all media in different formats.
- 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.
- Assisted in the development of the 2018-2021 Strategic Plan.
- Coordinated and assembled 22 City Council Regular Meeting Agenda Packets and 8 City Council Special Meeting Agenda Packets.
- Coordinated City Council Meeting E-Agenda Packets.
- Coordinated and processed approximately 575 resident service requests.
- Emergency Operations Center (EOC):
 - Maintained a continual update on EOC, EOC Activation binder, WEBEOC, Emergency Notification System and logistic supplies
 - Conducted quarterly testing of Emergency Notification System with EOC responder
 - Updating of name into the system
- Exercises Conducted:
 - Shakeout Evacuation (City Hall, Cemetery, Library, Waste Water Treatment Plant)
 - Statewide Public Health Exercise
- Citywide Training Completed:
 - EOC Responders training/workshop
 - “Stop the Bleeding Training”
- Community Emergency Response Team Training Conducted (CERT):
 - Five (5) Basic CERT classes conducted:
 - Two (2) CERT Affiliated classes conducted
 - One (1) Mass Care and Shelter Training conducted
 - One (1) “Stop the Bleeding Training with community
- Community Outreach Conducted:
 - Free Flu Vaccinations Clinic
 - Presentation to East Valley Association of Realtors
 - Participated in San Bernardino County Museum Emergency Preparedness
 - Conducted Disaster Council Meeting (quarterly)
 - Participated in Fire Department Open House
 - Participated in LDS – Redlands Emergency Preparedness Fair
 - Provided Hangar 24 Air Show Logistic Support
- Continuation of the City’s Automated Inventory System
- Establishment and further development of an eProcurement system
- Recipient of the 2017 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.

Smart Redlands Initiatives:

Began implementation of a web-based Constituent Tracking System to monitor and respond to service requests received in the City Manager’s Office.

**DEPARTMENT/DIVISION
CITY MANAGER**

| FUND | ORGKEY | | | |
|-------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| GENERAL FUND | 101120 | | | |
| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
| SALARIES AND BENEFITS | | | | |
| 4000 Full Time Salaries | 328,131 | 330,994 | 307,455 | 317,499 |
| 4010 Overtime Salaries | 31 | 500 | 250 | - |
| 4015 Banked Leave Buy Back | 27,241 | 45,033 | 68,127 | 46,885 |
| 4050 Pension Contributions | 67,762 | 70,363 | 65,529 | 73,367 |
| 4051 Fica/Medicare | 16,564 | 16,909 | 17,315 | 16,459 |
| 4053 Deferred Compensation | 7,559 | 7,376 | 7,009 | 6,895 |
| 4055 Health/Dental Insurance | 27,909 | 30,446 | 28,774 | 30,632 |
| 4056 Worker's Comp Insurance | 16,101 | 8,347 | 6,260 | 11,776 |
| 4057 Disability Insurance | 305 | 170 | 295 | 189 |
| 4058 Unemployment Insurance | (496) | 851 | 186 | 241 |
| 4059 Life Insurance | 129 | 123 | 116 | 117 |
| 4081 Eyecare Reimbursement | 250 | 441 | 441 | 419 |
| 4084 Clothing Cash Payment | 70 | 80 | 70 | 80 |
| 4085 Other Taxable Benefits | 209 | 234 | 381 | 219 |
| 4087 Employee Wellness Program | - | - | 455 | - |
| TOTAL SALARIES AND BENEFITS | 491,765 | 511,867 | 502,663 | 504,778 |
| SERVICES | | | | |
| 5140 Legal Services | 4,009 | - | 6,538 | - |
| 5190 Other Professional Services | 18,668 | 22,720 | 10,000 | 10,000 |
| 5240 Meeting & Professional Devlpmt | 598 | 4,250 | 800 | 4,250 |
| 5255 Travel Expense/Reimbursement | 9,980 | 5,000 | 5,000 | 5,000 |
| 5270 Printing and Binding | 716 | 1,000 | 150 | 1,000 |
| 5275 Postage | 51 | 450 | 100 | 300 |
| 5303 Telephone | 1,933 | 2,400 | 1,200 | 1,200 |
| 5392 License & Permits | 679 | 2,000 | 2,000 | 2,000 |
| 5395 Info Technology Service Chgs | 62,199 | 79,013 | 79,013 | 54,603 |
| 5580 Communications Svs & Rental | 1,815 | 1,200 | 1,200 | 1,200 |
| 5760 Special Program Expenditures | - | 459 | - | - |
| 5800 Subscriptions & Memberships | 1,400 | 3,000 | 3,000 | 4,200 |
| 5840 Training | 1,213 | 2,000 | 500 | - |
| TOTAL SERVICES | 103,260 | 123,493 | 109,501 | 83,753 |
| SUPPLIES | | | | |
| 6100 Purchased Water | 198 | 300 | 300 | 300 |
| 6130 Books & Supplies | - | 250 | - | 250 |
| 6140 Office Supplies | 1,921 | 2,500 | 2,500 | 2,000 |
| 6190 Photo & Copying Supplies | - | 500 | - | 500 |
| 6500 Office Equipment & Furniture | - | 541 | 541 | 1,000 |
| 6560 Food | 775 | 300 | - | 300 |
| 6590 Special Departmental Supplies | - | 500 | 500 | 500 |
| TOTAL SUPPLIES | 2,895 | 4,891 | 3,841 | 4,850 |
| | | | | |
| DIVISION TOTAL | 597,920 | 640,250 | 616,005 | 593,381 |

**DEPARTMENT/DIVISION
PUBLIC INFORMATION**

| FUND | | | | | ORGKEY |
|-------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|---------------|
| GENERAL FUND | | | | | 101121 |
| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED | |
| SALARIES AND BENEFITS | | | | | |
| 4000 Full Time Salaries | 168,246 | 173,737 | 174,225 | 178,950 | |
| 4010 Overtime Salaries | 1,503 | - | 1,150 | - | |
| 4015 Banked Leave Buy Back | 5,680 | 4,009 | 21,308 | 21,947 | |
| 4050 Pension Contributions | 32,606 | 36,924 | 37,010 | 41,341 | |
| 4051 Fica/Medicare | 13,703 | 13,942 | 15,083 | 15,260 | |
| 4053 Deferred Compensation | 3,722 | 4,152 | 4,152 | 4,217 | |
| 4055 Health/Dental Insurance | 16,264 | 16,240 | 17,017 | 16,318 | |
| 4056 Worker's Comp Insurance | - | 12,426 | 12,426 | 4,157 | |
| 4057 Disability Insurance | 6 | - | - | - | |
| 4058 Unemployment Insurance | (480) | 868 | 238 | 238 | |
| 4059 Life Insurance | 126 | 126 | 132 | 126 | |
| 4081 Eyecare Reimbursement | 225 | 450 | 450 | 450 | |
| 4084 Clothing Cash Payment | 200 | - | - | - | |
| 4085 Other Taxable Benefits | 4,363 | 4,500 | 4,688 | 4,500 | |
| TOTAL SALARIES AND BENEFITS | 246,165 | 267,374 | 287,879 | 287,504 | |
| SERVICES | | | | | |
| 5103 Software Support & Development | - | - | - | - | |
| 5190 Other Professional Services | 4,860 | 6,000 | 6,000 | 6,500 | |
| 5240 Meeting & Professional Devlpmt | 12 | 1,050 | 1,050 | 1,100 | |
| 5255 Travel Expense/Reimbursement | 1,596 | 1,000 | 1,000 | 1,000 | |
| 5395 Info Technology Service Chgs | 2,368 | 1,467 | 1,467 | 3,316 | |
| 5800 Subscriptions & Memberships | 2,181 | 3,350 | 3,350 | 3,600 | |
| 5840 Training | 269 | 3,500 | 1,000 | - | |
| 5880 Special Contractual Services | - | 90 | 90 | - | |
| TOTAL SERVICES | 11,286 | 16,457 | 13,957 | 15,516 | |
| SUPPLIES | | | | | |
| 6140 Office Supplies | 851 | 1,000 | 1,000 | 1,000 | |
| 6180 Turnouts/Uniform/Sfty Clothing | 38 | - | - | - | |
| 6500 Office Equipment & Furniture | - | 460 | 450 | 450 | |
| 6510 Small Tools & Equipment | 12 | - | - | - | |
| 6590 Special Departmental Supplies | 767 | 2,540 | 2,540 | 3,000 | |
| 6630 Audio-Visual Materials | 3,977 | - | - | - | |
| 6640 Non-Capital Expenditures | 974 | - | 6,451 | 25,000 | |
| TOTAL SUPPLIES | 6,619 | 4,000 | 10,441 | 29,450 | |
| FIXED ASSETS | | | | | |
| 7140 All Other Equipment | - | 35,000 | - | - | |
| TOTAL FIXED ASSETS | - | 35,000 | - | - | |
| | | | | | |
| DIVISION TOTAL | 264,070 | 322,831 | 312,277 | 332,470 | |

DEPARTMENT/DIVISION
EMERGENCY PREPAREDNESS

| FUND | | | | ORGKEY |
|-------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| GENERAL FUND | | | | 101122 |
| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
| SALARIES AND BENEFITS | | | | |
| 4000 Full Time Salaries | 32,383 | 53,671 | 47,600 | 55,995 |
| 4005 Salaries: Part Time | 10,132 | 27,887 | 2,978 | 17,000 |
| 4010 Overtime Salaries | 18 | - | - | - |
| 4015 Banked Leave Buy Back | 774 | 813 | 228 | 2,876 |
| 4050 Pension Contributions | 6,250 | 11,407 | 10,132 | 12,999 |
| 4051 Fica/Medicare | 3,305 | 5,018 | 3,802 | 5,451 |
| 4053 Deferred Compensation | 944 | 1,399 | 1,066 | 1,420 |
| 4055 Health/Dental Insurance | 2,578 | 8,266 | 6,036 | 6,979 |
| 4056 Worker's Comp Insurance | - | 4,173 | 4,173 | 4,157 |
| 4058 Unemployment Insurance | (329) | 738 | 169 | 291 |
| 4059 Life Insurance | 21 | 44 | 28 | 44 |
| 4081 Eyecare Reimbursement | - | 158 | 158 | 158 |
| 4085 Other Taxable Benefits | 53 | 105 | 53 | 378 |
| TOTAL SALARIES AND BENEFITS | 56,129 | 113,679 | 76,423 | 107,748 |
| SERVICES | | | | |
| 5190 Other Professional Services | 13,513 | - | 827 | 1,000 |
| 5240 Meeting & Professional Devlpmt | 1,986 | 4,000 | 50 | 2,000 |
| 5255 Travel Expense/Reimbursement | 3,017 | 2,500 | 1,257 | 1,500 |
| 5270 Printing and Binding | 8,386 | 2,000 | 1,032 | 2,500 |
| 5275 Postage | 277 | 1,500 | 480 | 500 |
| 5303 Telephone | 5,097 | 3,000 | 4,500 | 4,500 |
| 5340 Office Equipment Maintenance | - | 4,000 | - | 2,000 |
| 5395 Info Technology Service Chgs | 17,386 | 8,987 | 8,987 | 19,347 |
| 5396 City Garage Charges | 2,444 | 3,110 | 3,259 | 2,939 |
| 5580 Communications Svs & Rental | 789 | 3,000 | 648 | 1,500 |
| 5760 Special Program Expenditures | - | 2,000 | 250 | 2,000 |
| 5800 Subscriptions & Memberships | 673 | 2,570 | 686 | 1,645 |
| 5840 Training | 50 | 3,000 | 145 | 2,500 |
| 5880 Special Contractual Services | - | 90 | - | 500 |
| TOTAL SERVICES | 53,619 | 39,757 | 22,121 | 44,431 |
| SUPPLIES | | | | |
| 6140 Office Supplies | 3,875 | 2,500 | 3,270 | 3,500 |
| 6180 Turnouts/Uniform/Sfty Clothing | - | 2,500 | 2,017 | 2,000 |
| 6190 Photo & Copying Supplies | - | 1,000 | - | 500 |
| 6210 Repair/Maintenance Supplies | - | 2,000 | 1,695 | 2,000 |
| 6375 Computer Components | - | 5,000 | - | 2,000 |
| 6500 Office Equipment & Furniture | 4,263 | 2,000 | 25 | 1,500 |
| 6510 Small Tools & Equipment | - | 500 | 500 | 1,000 |
| 6560 Food | 328 | 3,000 | 2,878 | 3,000 |
| 6590 Special Departmental Supplies | 5,159 | 3,500 | 25,410 | 2,500 |
| TOTAL SUPPLIES | 13,625 | 22,000 | 35,795 | 18,000 |
| DIVISION TOTAL | 123,373 | 175,436 | 134,339 | 170,179 |

**DEPARTMENT/DIVISION
PRINT SHOP**

| FUND | | | | ORGKEY |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| GENERAL FUND | | | | 101125 |
| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
| SERVICES | | | | |
| 5340 Office Equipment Maintenance | 693 | - | 1,000 | 1,000 |
| 5570 Office Equip & Furn Rent | 27,111 | 23,000 | 23,000 | 23,000 |
| 5580 Communications Svs & Rental | - | 1,500 | 1,500 | 1,500 |
| 5880 Special Contractual Services | 8,887 | 9,600 | 9,600 | 9,600 |
| 5990 Reimbursed Expenditures | (39,937) | (40,000) | (40,000) | (40,000) |
| TOTAL SERVICES | <u>(3,246)</u> | <u>(5,900)</u> | <u>(4,900)</u> | <u>(4,900)</u> |
| SUPPLIES | | | | |
| 6140 Office Supplies | 204 | 100 | 250 | 100 |
| 6190 Photo & Copying Supplies | 874 | 1,100 | 900 | 1,100 |
| 6590 Special Departmental Supplies | 3,145 | 500 | 300 | 500 |
| TOTAL SUPPLIES | <u>4,223</u> | <u>1,700</u> | <u>1,450</u> | <u>1,700</u> |
| DIVISION TOTAL | 977 | (4,200) | (3,450) | (3,200) |

**DEPARTMENT/DIVISION
PURCHASING**

| FUND | | | | | ORGKEY |
|-------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|---------------|
| GENERAL FUND | | | | | 101137 |
| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED | |
| SALARIES AND BENEFITS | | | | | |
| 4000 Full Time Salaries | 135,258 | 165,476 | 150,999 | 182,688 | |
| 4010 Overtime Salaries | 1,263 | 1,000 | 4 | - | |
| 4015 Banked Leave Buy Back | - | 3,819 | 2,627 | 7,203 | |
| 4050 Pension Contributions | 26,213 | 35,211 | 32,149 | 42,250 | |
| 4051 Fica/Medicare | 10,640 | 13,622 | 11,482 | 14,652 | |
| 4053 Deferred Compensation | 3,188 | 3,710 | 3,837 | 4,027 | |
| 4055 Health/Dental Insurance | 4,033 | 4,668 | 15,726 | 15,533 | |
| 4056 Worker's Comp Insurance | 15,638 | 21,920 | 21,920 | 4,157 | |
| 4057 Disability Insurance | 382 | 413 | 181 | 473 | |
| 4058 Unemployment Insurance | (480) | 933 | 213 | 339 | |
| 4059 Life Insurance | 126 | 135 | 140 | 135 | |
| 4081 Eyecare Reimbursement | 34 | 484 | 484 | 484 | |
| 4084 Clothing Cash Payment | 200 | 200 | 300 | 200 | |
| 4085 Other Taxable Benefits | 8,075 | 8,573 | 4,742 | 4,373 | |
| TOTAL SALARIES AND BENEFITS | 204,569 | 260,164 | 244,804 | 276,514 | |
| SERVICES | | | | | |
| 5190 Other Professional Services | 24,479 | 7,000 | 19,800 | 8,000 | |
| 5240 Meeting & Professional Devlpmt | - | 500 | 395 | 500 | |
| 5255 Travel Expense/Reimbursement | 478 | 1,700 | 1,700 | 1,700 | |
| 5270 Printing and Binding | 2,656 | 4,000 | 4,000 | 4,000 | |
| 5275 Postage | 114 | 350 | 150 | 300 | |
| 5280 Advertising | - | 350 | 100 | 350 | |
| 5303 Telephone | - | 100 | - | - | |
| 5340 Office Equipment Maintenance | - | 300 | 150 | 300 | |
| 5395 Info Technology Service Chgs | 32,094 | 44,279 | 44,279 | 35,945 | |
| 5570 Office Equip & Furn Rent | 2,564 | 2,443 | 2,443 | 2,443 | |
| 5800 Subscriptions & Memberships | 512 | 800 | 450 | 800 | |
| 5840 Training | 160 | 90 | 120 | 160 | |
| 5880 Special Contractual Services | - | 90 | - | - | |
| TOTAL SERVICES | 63,056 | 62,002 | 73,587 | 54,498 | |
| SUPPLIES | | | | | |
| 6100 Purchased Water | 52 | 120 | 100 | 120 | |
| 6140 Office Supplies | 1,289 | 1,500 | 1,500 | 1,500 | |
| 6145 Awards/Recognition Program | 400 | - | 500 | 500 | |
| 6180 Turnouts/Uniform/Sfty Clothing | 2 | 20 | 25 | 25 | |
| 6210 Repair/Maintenance Supplies | 15 | 100 | 100 | 100 | |
| 6310 Janitorial Supplies | 74 | 100 | 100 | 100 | |
| 6500 Office Equipment & Furniture | - | - | 50 | - | |
| 6510 Small Tools & Equipment | 14 | 250 | 50 | 200 | |
| 6520 Promotional Supplies | - | 150 | - | 100 | |
| 6560 Food | 76 | - | 200 | 200 | |
| 6590 Special Departmental Supplies | - | 100 | 200 | 200 | |
| TOTAL SUPPLIES | 1,921 | 2,340 | 2,825 | 3,045 | |
| DIVISION TOTAL | 269,546 | 324,506 | 321,216 | 334,057 | |
| DEPARTMENT TOTAL | 1,255,885 | 1,458,823 | 1,380,388 | 1,426,887 | |

City Attorney

Mission Statement:

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

Departmental Goals:

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

Sustainability Efforts:

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

Program Description:

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

Program Objectives:

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

Accomplishments for Fiscal Year 2017-18:

- Receipt and processing (with City Attorney oversight) of approximately 475 public record requests
- Department receipt and processing (with City Attorney oversight) of Police Department subpoena compliance
- Continued timely, efficient and cost effective delivery of legal services despite reduction in resources

Smart Redlands Initiative:

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

**DEPARTMENT/DIVISION
CITY ATTORNEY**

| FUND | | | | ORGKEY |
|-------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| GENERAL FUND | | | | 101150 |
| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
| SALARIES AND BENEFITS | | | | |
| 4000 Full Time Salaries | 309,211 | 338,069 | 320,796 | 342,084 |
| 4015 Banked Leave Buy Back | 25,046 | 51,454 | 2,339 | 19,221 |
| 4050 Pension Contributions | 64,056 | 71,858 | 68,140 | 79,038 |
| 4051 Fica/Medicare | 17,324 | 18,698 | 21,059 | 18,176 |
| 4053 Deferred Compensation | 25,357 | 25,505 | 49,486 | 25,288 |
| 4055 Health/Dental Insurance | 21,840 | 34,554 | 26,620 | 32,047 |
| 4056 Worker's Comp Insurance | 4,698 | 3,130 | 3,130 | 3,118 |
| 4057 Disability Insurance | 48 | 85 | 103 | 94 |
| 4058 Unemployment Insurance | (822) | 1,003 | 292 | 185 |
| 4059 Life Insurance | 111 | 146 | 144 | 139 |
| 4080 Vehicle Allowance | - | 520 | - | - |
| 4081 Eyecare Reimbursement | 272 | 40 | 208 | 495 |
| 4085 Other Taxable Benefits | 2,298 | 317 | 265 | 340 |
| 4087 Employee Wellness Program | - | - | 434 | - |
| TOTAL SALARIES AND BENEFITS | 469,439 | 545,379 | 493,016 | 520,225 |
| SERVICES | | | | |
| 5140 Legal Services | 61,061 | 30,000 | 30,000 | 25,000 |
| 5240 Meeting & Professional Devlpmt | - | 1,100 | - | - |
| 5255 Travel Expense/Reimbursement | 158 | 50 | - | - |
| 5270 Printing and Binding | 37 | 500 | 100 | 100 |
| 5275 Postage | 311 | 200 | 400 | 400 |
| 5303 Telephone | 1,085 | 2,000 | 1,200 | 1,200 |
| 5395 Info Technology Service Chgs | 26,810 | 36,988 | 36,988 | 24,044 |
| 5800 Subscriptions & Memberships | 1,384 | 1,600 | 1,417 | 13,600 |
| 5840 Training | 360 | - | 25 | - |
| 5880 Special Contractual Services | - | 500 | - | - |
| TOTAL SERVICES | 91,207 | 72,938 | 70,130 | 64,344 |
| SUPPLIES | | | | |
| 6130 Books & Supplies | 16,801 | 18,000 | 11,000 | 500 |
| 6140 Office Supplies | 532 | 1,000 | 600 | 800 |
| TOTAL SUPPLIES | 17,333 | 19,000 | 11,600 | 1,300 |
| DEPARTMENT TOTAL | 577,979 | 637,317 | 574,746 | 585,869 |

Management Services / Finance Department

Mission Statement:

The mission of the Management Services / Finance Department is to provide effective and timely support services involving a wide range of internal administrative functions to City departments, and to play an integral role in enhancing each department's ability to better serve the Redlands community. Towards these efforts, the department focuses on effective management of City finances, sound internal controls and safeguards, and meaningful financial reporting. The department is also responsible for effective and efficient centralized human resources and risk management functions, including administration of the recruitment and selection process, employee benefits, and the City's workers' compensation & liability programs. As well, the department is 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
- Human Resources
- Risk Management
- 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, Innovation & Technology and Human Resources/Risk Management in an effort to provide for added efficiencies, a transition to a new financial information system, and to promote responsiveness in the provision of internal services for City departments.

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

- Annual Budget and Financial Reporting
- Support of Treasury Management and Investment through the City Treasurer
- Business License Registrations and Annual Renewals
- Processing Accounts Payable, Accounts Receivable, and Payroll Administration
- Utility Billing and Customer Service for Water, Wastewater and Solid Waste customers
- Management of IT Network Infrastructure and Equipment for City Hall and the Police Department
- Administration of the City's Geographic Information Systems database and applications
- Labor Negotiations and Employee Relations
- Recruitment & Selection, Employee Services, Benefits Administration & Training
- Administration of the City's Risk Management, Workers' Compensation and Liability Claims Programs

**Management Services / Finance Department
Finance Division**

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 2017-18:

- Completed the City's Comprehensive Annual Financial Report (CAFR) for the Year Ended June 30, 2017 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 fourteen prior fiscal 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 2018-19 that is balanced on recurring revenues and without the use of reserves.

**DEPARTMENT/DIVISION
FINANCE**

| FUND | | | | ORGKEY |
|-------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| GENERAL FUND | | | | 101130 |
| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
| SALARIES AND BENEFITS | | | | |
| 4000 Full Time Salaries | 509,236 | 696,411 | 556,011 | 643,886 |
| 4005 Salaries: Part Time | 19,211 | - | 41,351 | 42,661 |
| 4010 Overtime Salaries | 12,020 | 2,000 | 12,000 | 2,000 |
| 4015 Banked Leave Buy Back | 43,864 | 23,110 | 14,158 | 26,681 |
| 4050 Pension Contributions | 97,857 | 147,865 | 124,002 | 158,647 |
| 4051 Fica/Medicare | 43,526 | 54,535 | 46,331 | 53,133 |
| 4053 Deferred Compensation | 1,178 | 6,891 | 8,460 | 8,011 |
| 4055 Health/Dental Insurance | 82,516 | 125,331 | 98,926 | 109,497 |
| 4056 Worker's Comp Insurance | 22,727 | 20,867 | 20,867 | 30,311 |
| 4057 Disability Insurance | 1,827 | 1,996 | 1,983 | 1,890 |
| 4058 Unemployment Insurance | (2,463) | 4,405 | 1,125 | 1,339 |
| 4059 Life Insurance | 471 | 639 | 529 | 545 |
| 4080 Vehicle Allowance | 126 | - | 364 | 240 |
| 4081 Eyecare Reimbursement | 1,151 | 2,059 | 1,459 | 1,946 |
| 4084 Clothing Cash Payment | 800 | 800 | 1,200 | 700 |
| 4085 Other Taxable Benefits | 4,783 | 6,689 | 5,651 | 7,456 |
| 4999 Vacancies | - | - | - | (44,278) |
| TOTAL SALARIES AND BENEFITS | 838,829 | 1,093,598 | 934,417 | 1,044,665 |
| SERVICES | | | | |
| 5103 Software Support & Development | 80,404 | 61,000 | 21,000 | 9,155 |
| 5140 Legal Services | - | 10,000 | - | - |
| 5160 Auditing and Accounting | 56,772 | 117,003 | 117,003 | 60,560 |
| 5190 Other Professional Services | 92,499 | 125,300 | 125,300 | 90,475 |
| 5240 Meeting & Professional Devlpmt | 1,244 | 5,380 | 5,380 | 5,720 |
| 5255 Travel Expense/Reimbursement | 1,866 | 1,500 | 1,500 | 1,500 |
| 5270 Printing and Binding | 1,614 | 2,000 | 500 | 1,200 |
| 5275 Postage | 6,916 | 7,000 | 7,000 | 7,000 |
| 5280 Advertising | 399 | 7,500 | 7,500 | 7,500 |
| 5303 Telephone | (39) | 500 | 500 | 500 |
| 5395 Info Technology Service Chgs | 66,901 | 79,301 | 79,301 | 73,688 |
| 5570 Office Equip & Furn Rent | 2,999 | 3,370 | 3,370 | 3,370 |
| 5722 Penalties and Interest | (0) | 450 | 450 | 500 |
| 5800 Subscriptions & Memberships | 1,920 | 1,935 | 1,935 | 1,985 |
| 5840 Training | 520 | 1,697 | 2,000 | 2,453 |
| 5880 Special Contractual Services | 761 | 600 | 1,200 | 1,200 |
| TOTAL SERVICES | 314,776 | 424,536 | 373,939 | 266,806 |
| SUPPLIES | | | | |
| 6140 Office Supplies | 15,001 | 15,000 | 15,000 | 20,000 |
| 6375 Computer Components | 160 | - | - | - |
| 6500 Office Equipment & Furniture | 20,754 | - | - | - |
| 6560 Food | 145 | - | - | - |
| 6590 Special Departmental Supplies | 629 | - | - | - |

**DEPARTMENT/DIVISION
FINANCE**

| FUND | | | | ORGKEY |
|-------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| GENERAL FUND | | | | 101130 |
| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
| SUPPLIES (CONT.) | | | | |
| 6640 Non-Capital Expenditures | - | - | 10,000 | - |
| TOTAL SUPPLIES | 36,689 | 15,000 | 25,000 | 20,000 |
| DIVISION TOTAL | 1,190,293 | 1,533,134 | 1,333,356 | 1,331,471 |

**Management Services / Finance Department
Revenue Division**

Program Description:

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

Program Objectives:

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

Accomplishments for Fiscal Year 2017-18:

- Held Annual Dog Licensing and Low Cost Vaccination clinic in August 2017
- Completed second phase of records destruction of files past the retention date
- Completed business license filing, transitioning all folders into new files
- Completed revenue filing, organizing filing cabinets by subject and organization of storage room to meet retention schedules
- Provided cross training of new staff and promoted staff due to staff retirement and staff leaving city
- Completed electronic routing to departments for approvals of new business license applications previously processed by manual copies to the various departments

**DEPARTMENT/DIVISION
REVENUE**

| FUND | | | | ORGKEY |
|-------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| GENERAL FUND | | | | 101140 |
| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
| SALARIES AND BENEFITS | | | | |
| 4000 Full Time Salaries | 283,101 | 315,556 | 300,717 | 352,448 |
| 4005 Salaries: Part Time | 26,408 | 25,716 | 30,088 | 25,720 |
| 4010 Overtime Salaries | 6,396 | 10,000 | 15,210 | 10,000 |
| 4015 Banked Leave Buy Back | 7,032 | 11,603 | 12,357 | 13,713 |
| 4050 Pension Contributions | 54,640 | 65,932 | 65,171 | 80,185 |
| 4051 Fica/Medicare | 24,612 | 26,611 | 27,410 | 29,515 |
| 4053 Deferred Compensation | 1,401 | 2,013 | 993 | 2,227 |
| 4055 Health/Dental Insurance | 43,715 | 47,795 | 49,331 | 56,636 |
| 4056 Worker's Comp Insurance | 16,719 | 13,564 | 13,564 | 13,509 |
| 4057 Disability Insurance | 1,324 | 1,488 | 1,793 | 2,004 |
| 4058 Unemployment Insurance | (1,547) | 2,604 | 1,082 | 82 |
| 4059 Life Insurance | 290 | 315 | 322 | 350 |
| 4080 Vehicle Allowance | 58 | - | 171 | 120 |
| 4081 Eyecare Reimbursement | 682 | 1,125 | 405 | 1,248 |
| 4084 Clothing Cash Payment | 660 | 660 | 860 | 760 |
| 4085 Other Taxable Benefits | 2,725 | 3,042 | 2,833 | 3,035 |
| 4999 Vacancies | - | - | - | (24,074) |
| TOTAL SALARIES AND BENEFITS | 468,215 | 528,024 | 522,307 | 567,477 |
| SERVICES | | | | |
| 5103 Software Support & Development | 6,885 | 16,775 | 7,023 | 17,125 |
| 5140 Legal Services | - | 100 | 100 | 100 |
| 5190 Other Professional Services | 3,265 | 30,000 | 27,000 | 35,500 |
| 5240 Meeting & Professional Devlpmt | 50 | 800 | 400 | 800 |
| 5255 Travel Expense/Reimbursement | 22 | 300 | 300 | 630 |
| 5270 Printing and Binding | 2,217 | 3,000 | 2,100 | 3,000 |
| 5275 Postage | 10,626 | 11,000 | 11,300 | 11,000 |
| 5280 Advertising | 329 | 450 | 329 | 915 |
| 5303 Telephone | 2,045 | 2,100 | 2,100 | 2,100 |
| 5340 Office Equipment Maintenance | - | 570 | 300 | 570 |
| 5395 Info Technology Service Chgs | 32,252 | 44,497 | 44,497 | 40,166 |
| 5396 City Garage Charges | 768 | 978 | 1,025 | 1,005 |
| 5570 Office Equip & Furn Rent | 2,562 | 3,040 | 2,350 | 2,600 |
| 5800 Subscriptions & Memberships | 1,700 | 875 | 885 | 925 |
| 5840 Training | 247 | 260 | 740 | 1,450 |
| 5880 Special Contractual Services | 4,879 | 4,750 | 4,200 | 5,550 |
| 5950 Bad Debt Expense | 3,718 | 1,000 | 2,000 | 1,000 |
| TOTAL SERVICES | 71,566 | 120,495 | 106,649 | 124,436 |
| SUPPLIES | | | | |
| 6140 Office Supplies | 8,720 | 8,500 | 8,600 | 8,500 |
| 6375 Computer Components | (296) | 33,000 | 28,000 | 1,100 |
| 6500 Office Equipment & Furniture | 39,970 | 3,000 | 2,000 | 3,000 |
| 6590 Special Departmental Supplies | 422 | 500 | 500 | 500 |
| 6640 Non-Capital Expenditures | 2,169 | - | - | - |
| TOTAL SUPPLIES | 50,986 | 45,000 | 39,100 | 13,100 |
| FIXED ASSETS | | | | |
| 7100 - Motor Vehicles | - | - | 40,000 | - |

**DEPARTMENT/DIVISION
REVENUE**

| FUND | | | | ORGKEY |
|-------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| GENERAL FUND | | | | 101140 |
| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
| FIXED ASSETS (CONT.) | | | | |
| 7150 Other Betterments/Improvements | 1,412 | - | - | - |
| TOTAL FIXED ASSETS | 1,412 | - | 40,000 | - |
| | | | | |
| DIVISION TOTAL | 592,178 | 693,519 | 708,056 | 705,013 |

DEPARTMENT/DIVISION
AIR QUALITY IMPROVEMENT

| FUND | | | | ORGKEY |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| AIR QUALITY IMPROVEMENT FUND | | | | 221130 |
| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
| SERVICES | | | | |
| 5190 Other Professional Services | - | 100,000 | - | - |
| 5280 Advertising | 524 | - | - | - |
| 5990 Reimbursed Expenditures | (75,156) | (49,844) | (49,844) | - |
| TOTAL SERVICES | <u>(74,632)</u> | <u>50,156</u> | <u>(49,844)</u> | <u>-</u> |
| FIXED ASSETS | | | | |
| 7100 Motor Vehicles | 56,960 | 50,000 | - | - |
| 7150 Other Betterments/Improvement | 157,672 | 91,804 | 191,804 | - |
| TOTAL FIXED ASSETS | <u>214,632</u> | <u>141,804</u> | <u>191,804</u> | <u>-</u> |
| FUND TOTAL | 140,000 | 191,960 | 141,960 | - |

**DEPARTMENT/DIVISION
OPEN SPACE**

FUND
OPEN SPACE FUND

ORGKEY
227130

| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
|----------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| SERVICES | | | | |
| 5190 Other Professional Services | 1,250 | - | - | - |
| 5870 General Govt Service Charge | 977 | - | - | - |
| TOTAL SERVICES | 2,226 | - | - | - |
| FIXED ASSETS | | | | |
| 7250 Land Acquisitions | 346,080 | - | - | - |
| TOTAL FIXED ASSETS | 346,080 | - | - | - |
| FUND TOTAL | 348,306 | - | - | - |

**DEPARTMENT/DIVISION
PARKING AUTHORITY**

FUND
PARKING AUTHORITY FUND

ORGKEY
237140

| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
|----------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| SERVICES | | | | |
| 5310 Electricity & Gas | 14,829 | 17,000 | 15,700 | 15,700 |
| 5870 General Govt Service Charge | 3,389 | 3,470 | 3,470 | 3,596 |
| 5950 Bad Debt Expense | - | - | 1,040 | - |
| TOTAL SERVICES | 18,218 | 20,470 | 20,210 | 19,296 |
| | | | | |
| FUND TOTAL | 18,218 | 20,470 | 20,210 | 19,296 |

**DEPARTMENT/DIVISION
GENERAL DEBT SERVICE**

| FUND | | | | ORGKEY |
|----------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| GENERAL DEBT SERVICE FUND | | | | 305130 |
| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
| SERVICES | | | | |
| 5030 Fiscal Agent Fees | 2,875 | 2,875 | 2,875 | 2,875 |
| 5190 Other Professional Services | 838 | 2,000 | 2,000 | 2,000 |
| 5870 General Govt Service Charge | 224 | 230 | 230 | 238 |
| TOTAL SERVICES | <u>3,937</u> | <u>5,105</u> | <u>5,105</u> | <u>5,113</u> |
| DEBT SERVICE | | | | |
| 8100 Principal | 2,060,000 | 2,280,000 | 2,280,000 | 2,457,762 |
| 8200 Interest | 833,874 | 711,270 | 711,270 | 633,420 |
| TOTAL DEBT SERVICE | <u>2,893,874</u> | <u>2,991,270</u> | <u>2,991,270</u> | <u>3,091,183</u> |
| FUND TOTAL | 2,897,811 | 2,996,375 | 2,996,375 | 3,096,296 |

DEPARTMENT/DIVISION
REDLANDS PUBLIC IMPROVEMENT DEBT SERVICE

| FUND | | | | ORGKEY |
|---|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| REDLANDS PUBLIC IMPROVEMENT DEBT SERVICE FUND | | | | 311130 |
| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
| SERVICES | | | | |
| 5030 Fiscal Agent Fees | 3,450 | 3,450 | 3,450 | - |
| 5870 General Govt Service Charge | 109 | 112 | 112 | - |
| 5898 State Mandated Fees | - | - | 20 | - |
| TOTAL SERVICES | <u>3,559</u> | <u>3,562</u> | <u>3,582</u> | <u>-</u> |
| DEBT SERVICE | | | | |
| 8100 Principal | 775,000 | 595,000 | 595,000 | - |
| 8200 Interest | 49,125 | 14,875 | 14,875 | - |
| TOTAL DEBT SERVICE | <u>824,125</u> | <u>609,875</u> | <u>609,875</u> | <u>-</u> |
| FUND TOTAL | 827,684 | 613,437 | 613,457 | - |

DEPARTMENT/DIVISION
SAFETY/CITY HALL REPLACEMENT FUND

| FUND | | | | ORGKEY |
|-----------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| SAFETY/CITY HALL REPLACEMENT FUND | | | | 406130 |
| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
| SERVICES | | | | |
| 5190 Other Professional Services | - | - | 35,000 | - |
| 5275 Postage | 21 | - | 100 | - |
| 5880 Special Contractual Services | 11,750 | - | 5,000 | - |
| TOTAL SERVICES | 11,771 | - | 40,100 | - |
| SUPPLIES | | | | |
| 6640 Non-Capital Expenditures | - | - | 3,200 | - |
| TOTAL SUPPLIES | - | - | 3,200 | - |
| FIXED ASSETS | | | | |
| 7250 Land Acquisitions | 1,004,417 | 750,000 | 2,201,534 | - |
| TOTAL FIXED ASSETS | 1,004,417 | 750,000 | 2,201,534 | - |
| FUND TOTAL | 1,016,187 | 750,000 | 2,244,834 | - |

DEPARTMENT/DIVISION
COMMUNITY FACILITIES DISTRICT 2003-1

| FUND | | | | ORGKEY |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| COMMUNITY FACILITIES DISTRICT FUND | | | | 710130 |
| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
| SERVICES | | | | |
| 5030 Fiscal Agent Fees | 6,274 | 19,500 | 19,500 | 19,500 |
| 5870 General Govt Service Charge | - | 436 | 436 | 452 |
| TOTAL SERVICES | <u>6,274</u> | <u>19,936</u> | <u>19,936</u> | <u>19,952</u> |
| DEBT SERVICE | | | | |
| 8100 Principal | 185,000 | 210,000 | 210,000 | 235,000 |
| 8200 Interest | 495,100 | 490,443 | 485,035 | 473,426 |
| TOTAL DEBT SERVICE | <u>680,100</u> | <u>700,443</u> | <u>695,035</u> | <u>708,426</u> |
| | | | | |
| DIVISION TOTAL | 686,374 | 720,379 | 714,971 | 728,378 |

DEPARTMENT/DIVISION
COMMUNITY FACILITIES DISTRICT 2001-1

| FUND | | | | ORGKEY |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| COMMUNITY FACILITIES DISTRICT FUND | | | | 710300 |
| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
| SERVICES | | | | |
| 5030 Fiscal Agent Fees | 20,526 | 18,000 | 18,000 | 18,000 |
| 5870 General Govt Service Charge | - | 2,059 | 2,059 | 2,133 |
| TOTAL SERVICES | <u>20,526</u> | <u>20,059</u> | <u>20,059</u> | <u>20,133</u> |
| DEBT SERVICE | | | | |
| 8100 Principal | 375,000 | 395,000 | 395,000 | 425,000 |
| 8200 Interest | 354,708 | 342,708 | 330,068 | 303,828 |
| TOTAL DEBT SERVICE | <u>729,708</u> | <u>737,708</u> | <u>725,068</u> | <u>728,828</u> |
| | | | | |
| DIVISION TOTAL | 750,233 | 757,767 | 745,127 | 748,961 |
| | | | | |
| FUND TOTAL | 1,436,607 | 1,478,146 | 1,460,098 | 1,477,339 |

**Management Services / Finance Department
Human Resources Division**

Program Description:

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

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

Program Objectives:

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

Accomplishments for Fiscal Year 2017-18:

Fiscal Year-to-date:

- Negotiated new contracts with all bargaining groups
- Implemented new Employee Assistance Program and Ancillary Benefits Provider
- Recruited and filled 124 positions
- Placed 47 new volunteers in various city departments
- Provided customer service to 2,245 employees and residents
- Provided training to employees on customer service, sexual harassment, CPR, diversity, and traffic control
- Maintained compliance with the Affordable Care Act
- Updated and expanded Safety programs, such as Pesticide and Forklift Safety
- Held full benefit and wellness education event for employees
- Launched city wide safety committee and safety incentive program
- Increased retention efforts through exit surveys and new hire luncheons
- Expanded new hire orientation program
- Contracted with TPA for liability claims to help mitigate associated costs
- Established contractor safety program

**DEPARTMENT/DIVISION
HUMAN RESOURCES**

| FUND | | | | ORGKEY |
|-------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| GENERAL FUND | | | | 101170 |
| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
| SALARIES AND BENEFITS | | | | |
| 4000 Full Time Salaries | 276,370 | 263,568 | 217,018 | 260,853 |
| 4005 Salaries: Part Time | 12,633 | 22,000 | 17,411 | 24,000 |
| 4015 Banked Leave Buy Back | 12,289 | 14,688 | 26,200 | 8,070 |
| 4050 Pension Contributions | 53,105 | 56,059 | 42,317 | 60,488 |
| 4051 Fica/Medicare | 22,020 | 21,173 | 20,332 | 21,457 |
| 4053 Deferred Compensation | 5,297 | 4,321 | 3,953 | 3,462 |
| 4055 Health/Dental Insurance | 26,061 | 37,523 | 24,186 | 38,380 |
| 4056 Worker's Comp Insurance | 18,445 | 25,073 | 25,073 | 18,678 |
| 4057 Disability Insurance | 95 | 367 | 290 | 618 |
| 4058 Unemployment Insurance | (1,286) | 2,170 | 880 | 62 |
| 4059 Life Insurance | 214 | 189 | 172 | 221 |
| 4080 Vehicle Allowance | - | - | - | 120 |
| 4081 Eyecare Reimbursement | 405 | 675 | 409 | 788 |
| 4084 Clothing Cash Payment | 80 | 200 | 80 | 280 |
| 4085 Other Taxable Benefits | 2,296 | 2,460 | 31,087 | 2,769 |
| 4999 Vacancies | - | - | - | (17,924) |
| TOTAL SALARIES AND BENEFITS | 428,025 | 450,466 | 409,408 | 422,321 |
| SERVICES | | | | |
| 5103 Software Support & Development | - | 500 | 300 | 1,875 |
| 5140 Legal Services | 15,886 | 15,000 | 8,190 | 15,000 |
| 5180 Medical/Physicals | 12,975 | 15,000 | 19,600 | 16,000 |
| 5190 Other Professional Services | 11 | 2,500 | 5,000 | 2,500 |
| 5240 Meeting & Professional Devlpmt | 5,677 | 6,500 | 6,000 | 6,500 |
| 5255 Travel Expense/Reimbursement | 593 | 3,200 | 3,200 | 3,500 |
| 5270 Printing and Binding | 586 | 2,000 | 1,141 | 2,000 |
| 5275 Postage | 1,292 | 1,500 | 792 | 1,500 |
| 5280 Advertising | 246 | 1,000 | 400 | 1,000 |
| 5303 Telephone | 2,274 | 3,500 | 2,500 | 2,500 |
| 5395 Info Technology Service Chgs | 88,569 | 122,195 | 122,195 | 92,732 |
| 5396 City Garage Charges | 3,746 | 4,766 | 4,995 | 4,505 |
| 5451 Retiree Health Insurance | 2,635,708 | 3,370,000 | 3,405,020 | 3,378,251 |
| 5570 Office Equip & Furn Rent | 1,309 | 2,700 | 1,122 | 2,500 |
| 5720 Taxes | 9 | - | - | - |
| 5800 Subscriptions & Memberships | 6,970 | 5,000 | 4,800 | 5,078 |
| 5840 Training | 100 | - | - | - |
| 5880 Special Contractual Services | 287 | 1,000 | 800 | 1,100 |
| TOTAL SERVICES | 2,776,237 | 3,556,361 | 3,586,055 | 3,536,541 |
| SUPPLIES | | | | |
| 6130 Books & Supplies | 508 | 500 | 500 | 500 |
| 6140 Office Supplies | 1,598 | 2,200 | 2,200 | 2,200 |
| 6145 Awards/Recognition Program | 9,841 | 10,000 | 9,650 | 10,500 |
| 6375 Computer Components | 2,074 | 3,000 | 500 | 2,500 |
| 6500 Office Equipment & Furniture | 1,800 | 1,500 | 1,500 | 1,500 |
| 6520 Promotional Supplies | 613 | 800 | 800 | 800 |
| 6560 Food | 786 | 1,100 | 750 | 1,100 |
| 6590 Special Departmental Supplies | 2,244 | 5,000 | 3,350 | 5,000 |
| TOTAL SUPPLIES | 19,463 | 24,100 | 19,250 | 24,100 |

DEPARTMENT/DIVISION
HUMAN RESOURCES

| FUND | | | | ORGKEY |
|-------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| GENERAL FUND | | | | 101170 |
| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
| DIVISION TOTAL | 3,223,725 | 4,030,927 | 4,014,713 | 3,982,962 |
| DEPARTMENT TOTAL | 5,006,196 | 6,257,580 | 6,056,125 | 6,019,447 |

Management Services / Finance Department Risk Management Division

Program Description:

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

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

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

Program Objectives:

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

**DEPARTMENT/DIVISION
RISK MANAGEMENT**

FUND

LIABILITY SELF INSURANCE FUND

ORGKEY

602133

| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
|-------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| SALARIES AND BENEFITS | | | | |
| 4000 Full Time Salaries | 122,615 | 88,022 | 100,764 | 130,688 |
| 4015 Banked Leave Buy Back | 3,105 | 7,519 | 23,725 | 4,829 |
| 4016 Compensated Absence | 271 | - | 500 | 500 |
| 4050 Pension Contributions | 22,219 | 30,621 | 20,189 | 30,295 |
| 4051 Fica/Medicare | 9,022 | 10,695 | 9,749 | 9,891 |
| 4053 Deferred Compensation | 2,133 | 2,461 | 1,634 | 1,947 |
| 4055 Health/Dental Insurance | 10,769 | 20,523 | 12,144 | 19,660 |
| 4056 Worker's Comp Insurance | 2,349 | 6,652 | 4,989 | 4,157 |
| 4057 Disability Insurance | 77 | 106 | 245 | 217 |
| 4058 Unemployment Insurance | (467) | 716 | 249 | 123 |
| 4059 Life Insurance | 85 | 104 | 95 | 113 |
| 4080 Vehicle Allowance | - | - | - | 60 |
| 4081 Eyecare Reimbursement | 209 | 371 | 39 | 405 |
| 4084 Clothing Cash Payment | 40 | - | 100 | 100 |
| 4085 Other Taxable Benefits | 1,474 | 1,283 | 18,200 | 1,421 |
| 4087 Employee Wellness Program | - | - | 31 | - |
| TOTAL SALARIES AND BENEFITS | 173,902 | 169,133 | 192,653 | 204,406 |
| SERVICES | | | | |
| 5103 Software Support & Development | - | 500 | - | 500 |
| 5140 Legal Services | 238,927 | 250,000 | 135,000 | 225,000 |
| 5141 Settlements/Judgments | - | 10,000 | - | 10,000 |
| 5190 Other Professional Services | - | - | 2,500 | - |
| 5240 Meeting & Professional Devlpmt | 350 | 1,000 | 1,000 | 1,100 |
| 5255 Travel Expense/Reimbursement | 509 | 375 | 375 | 400 |
| 5270 Printing and Binding | 145 | 100 | 50 | 100 |
| 5275 Postage | 74 | 300 | 100 | 300 |
| 5303 Telephone | 681 | 500 | - | - |
| 5395 Info Technology Service Chgs | 2,567 | 3,542 | 3,542 | 3,595 |
| 5410 Property Insurance | 383,971 | 385,000 | 407,285 | 448,000 |
| 5451 Retiree Health Insurance | 20,025 | - | - | - |
| 5455 Premiums for Excess Coverage | 423,443 | 300,000 | 609,960 | 711,000 |
| 5460 Liability Claims | 2,138,876 | 1,000,000 | 857,000 | 1,100,000 |
| 5490 Other Insurance | 5,256 | 7,000 | - | 7,000 |
| 5570 Office Equip & Furn Rent | 1,309 | 1,540 | 1,122 | 1,540 |
| 5800 Subscriptions & Memberships | - | 350 | 150 | 150 |
| 5880 Special Contractual Services | - | 57,000 | 33,000 | 70,000 |
| TOTAL SERVICES | 3,216,133 | 2,017,207 | 2,051,084 | 2,578,685 |
| SUPPLIES | | | | |
| 6140 Office Supplies | 131 | 500 | 500 | 500 |
| TOTAL SUPPLIES | 131 | 500 | 500 | 500 |
| FUND TOTAL | 3,390,167 | 2,186,840 | 2,244,237 | 2,783,591 |

**Management Services / Finance Department
Division of Innovation & Technology**

Mission Statement:

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

Department Goals for 2018-19:

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

Smart Redlands Initiative Goals

- Continue to work with Departmental staff, MUED, and Esri towards developing a revitalized GIS platform & infrastructure to support Smart Redlands projects (e.g., Smart Signals, etc.)
- Pursue Open Data Policy development with executive and Council leadership
- Creation of new spatial data sets designed, cataloged, and described utilizing ArcGIS (e.g., translation of Waze App, etc.)

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 2017-18:

Implementation of the IT Master Plan: 103 separate initiatives defined by 137 unique projects.

- In FY 2017-2018, 90% of individual projects are either completed, ongoing or started.
 - 3% of projects (four specific projects) remain to be started.
 - 7% of projects (10 specific projects) have been tabled as they are either no longer relevant or do not represent the current priorities of City Departments.
- Intrusion Prevention System
 - Staff worked with technical consulting resources to design & deploy a new internet edge firewall solution that provides access control and intrusion prevention using next generation network security.
- Cityworks Improvements have been implemented for the permitting & land management module, as well as the asset management module
 - Through technical consulting expertise & staff resources, fire prevention inspections, fire department special permitting and planning permits checklists were all added to Cityworks permitting & land management case types.
 - As well, improved data collection, tracking of equipment/labor/materials, and USA ticket integration were all added to the asset management module of Cityworks, responsible for managing requests related to City infrastructure including streets, parks, street lights and trees
- NearMap & Cyclomedia Imagery Analysis Tools
 - GIS staff coordinated the procurement of NearMap Aerial Imagery for use by various City departments in tactical event planning, drawing rough easement lines, verifying measurements or descriptions from police reports, weed abatement, measuring setbacks on existing buildings, etc. In connection to these uses, the imagery can also be deployed to the Collector mobile app, ArcMap, and our Online Web Maps.
 - GIS staff also worked to coordinate the procurement of Cyclomedia Street Level Imagery. This imagery is used in tandem with measurement tools as a comprehensive solution to spatial data-based tasks

- across departments: visualizations of proposed projects (DSD), 3-d building renderings (DSD), mapping building footprints (MUED), identifying damaged sidewalks (MUED), measuring slope on surfaces (MUED), inventorying airport assets (QoL), collecting irrigation control locations (QoL), adjusting parking lines and signage (QoL), rendering high-fidelity imagery for media purposes (CMO), collecting knox-box locations (FD), verifying measurements taken from crime scenes (PD), and updating geocoding indices (GIS).
- Expansion of Uses for Collector App
 - GIS staff developed a specific Collector App for the use of the Redlands Conservancy to collect and store environmental information about the areas maintained by their group.
 - For the Red Tagging process – a term used to describe properties cited for structural problems or other hazards – the Collector App was deployed to increase collaboration and efficiency among the different teams involved in the process: Police Department, Code Enforcement, and Utility Billing Customer Service.
 - Disaster Recovery – Phase 1 Implementation
 - As a part of this implementation, additional virtual servers were deployed to manage new virtual hosts, datastores and multipath redundancy settings. This resulted in improved data backup times and also allows for data replication to redundant servers physically located at a separate location.
 - Continued Expansion of the Document Management System
 - Automated the scanning/digitization of 19,000 Water, Waste Water and Solid Waste work orders – equating to 190+ hours saved on filing procedures.
 - Dual Monitor Upgrade and Refresh
 - Procured, prioritized and installed 100 new 22” LCD monitors for the City and Police Department. Priority was given according to this order: staff performing work that required dual monitors but only had one in place, those performing work already on two mismatched monitors, those with failing single monitors, and replacement of publicly-used monitors.
 - PD Camera Replacement
 - Initiated capital replacement planning and installation of six replacement surveillance cameras. The oldest cameras in place date back to 2007. There are over 160 cameras in place to date, of these 113 are 8 years of age or older.

Program Description:

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

Enterprise Systems and Networks:

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

Geographical Information Systems (GIS) Division

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

Client Services Division

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

DEPARTMENT/DIVISION
DIVISION OF INNOVATION AND TECHNOLOGY

| FUND | ORGKEY | | | |
|--------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| INFORMATION TECHNOLOGY SERVICES FUND | 604520 | | | |
| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
| SALARIES AND BENEFITS | | | | |
| 4000 Full Time Salaries | 727,502 | 861,068 | 855,000 | 959,434 |
| 4005 Salaries: Part Time | 84,167 | 75,000 | 95,000 | 15,000 |
| 4010 Overtime Salaries | 2,456 | 2,000 | 500 | 1,000 |
| 4015 Banked Leave Buy Back | 34,143 | 23,423 | 36,001 | 39,555 |
| 4016 Compensated Absence | 1,611 | 20,000 | 2,000 | 2,000 |
| 4050 Pension Contributions | 136,301 | 183,154 | 175,000 | 222,165 |
| 4051 Fica/Medicare | 62,433 | 72,731 | 68,000 | 76,246 |
| 4053 Deferred Compensation | 8,831 | 7,832 | 6,500 | 8,004 |
| 4055 Health/Dental Insurance | 52,484 | 93,621 | 65,000 | 109,778 |
| 4056 Worker's Comp Insurance | 23,241 | 32,733 | 32,733 | 28,058 |
| 4057 Disability Insurance | 864 | 1,224 | 1,224 | 2,472 |
| 4058 Unemployment Insurance | (3,614) | 6,250 | 6,250 | 1,536 |
| 4059 Life Insurance | 484 | 655 | 655 | 750 |
| 4080 Vehicle Allowance | 886 | - | 680 | 480 |
| 4081 Eyecare Reimbursement | 589 | 2,340 | 1,650 | 2,678 |
| 4084 Clothing Cash Payment | 200 | 400 | 600 | 900 |
| 4085 Other Taxable Benefits | 17,418 | 14,172 | 14,172 | 15,556 |
| TOTAL SALARIES AND BENEFITS | 1,149,994 | 1,396,603 | 1,360,965 | 1,485,611 |
| SERVICES | | | | |
| 5103 Software Support & Development | 604,972 | 910,351 | 905,740 | 980,560 |
| 5104 Hardware Maint/Replace | 205,777 | 119,601 | 99,500 | 110,300 |
| 5190 Other Professional Services | 141,314 | 224,521 | 248,400 | 235,000 |
| 5240 Meeting & Professional Devlpmt | 1,554 | 7,950 | 1,250 | 4,000 |
| 5255 Travel Expense/Reimbursement | 2,814 | 4,500 | 4,300 | 4,300 |
| 5270 Printing and Binding | 617 | 500 | 200 | 200 |
| 5275 Postage | 94 | 200 | 200 | 200 |
| 5280 Advertising | - | 100 | 550 | 550 |
| 5303 Telephone | 298,047 | 266,900 | 265,000 | 273,000 |
| 5396 City Garage Charges | 2,444 | 3,110 | 3,259 | 3,196 |
| 5451 Retiree Health Insurance | 180,222 | - | - | - |
| 5570 Office Equip & Furn Rent | 5,035 | 4,000 | 6,000 | 6,000 |
| 5580 Communications Svs & Rental | 19,699 | 22,180 | 19,500 | 23,788 |
| 5800 Subscriptions & Memberships | 1,280 | 2,100 | 1,480 | 1,600 |
| 5840 Training | 1,095 | 7,500 | 7,200 | 7,500 |
| 5870 General Govt Service Charge | 214,422 | 219,568 | 219,568 | 227,517 |
| 5880 Special Contractual Services | 3,804 | 58,260 | 65,500 | 49,700 |
| 5995 Depreciation Expense | 149,577 | - | 149,577 | 149,577 |
| TOTAL SERVICES | 1,832,766 | 1,851,341 | 1,997,224 | 2,076,988 |
| SUPPLIES | | | | |
| 6140 Office Supplies | 2,839 | 3,000 | 3,000 | 3,000 |
| 6180 Turnouts/Uniform/Sfty Clothing | 523 | - | - | - |
| 6375 Computer Components | 38,301 | 58,710 | 115,000 | 97,400 |
| 6400 Equipment Parts | 50 | - | - | - |
| 6500 Office Equipment & Furniture | 3,929 | 2,000 | 500 | 500 |
| 6510 Small Tools & Equipment | 48 | - | - | - |
| 6560 Food | - | - | 100 | 100 |
| 6590 Special Departmental Supplies | 1,307 | 500 | 500 | 750 |

DEPARTMENT/DIVISION
DIVISION OF INNOVATION AND TECHNOLOGY

| FUND | | | | ORGKEY |
|--------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| INFORMATION TECHNOLOGY SERVICES FUND | | | | 604520 |
| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
| SUPPLIES (CONT.) | | | | |
| 6640 Non-Capital Expenditures | 131,400 | - | 81,341 | - |
| TOTAL SUPPLIES | <u>178,395</u> | <u>64,210</u> | <u>200,441</u> | <u>101,750</u> |
| FIXED ASSETS | | | | |
| 7080 Computer Equipment | - | 629,990 | 465,151 | 258,100 |
| TOTAL FIXED ASSETS | <u>-</u> | <u>629,990</u> | <u>465,151</u> | <u>258,100</u> |
| FUND TOTAL | 3,161,155 | 3,942,144 | 4,023,781 | 3,922,449 |

**Management Services / Finance Department
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 an early return-to-work (RTW) for those employees able to work modified duty
- Mitigate potential claims by addressing work/health issues brought forward by employees

**DEPARTMENT/DIVISION
WORKERS' COMPENSATION**

FUND

WORKERS' COMPENSATION FUND

ORGKEY

606175

| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| SALARIES AND BENEFITS | | | | |
| 4000 Full Time Salaries | 99,721 | 111,758 | 91,775 | 88,851 |
| 4015 Banked Leave Buy Back | 1,108 | 6,936 | 20,573 | 1,613 |
| 4016 Compensated Absence | 580 | - | 600 | 600 |
| 4050 Pension Contributions | 17,368 | 23,781 | 17,892 | 20,585 |
| 4051 Fica/Medicare | 7,147 | 8,184 | 8,829 | 6,742 |
| 4053 Deferred Compensation | 1,961 | 2,074 | 1,623 | 1,225 |
| 4055 Health/Dental Insurance | 9,668 | 15,153 | 11,036 | 12,634 |
| 4056 Worker's Comp Insurance | 2,349 | 6,260 | 6,260 | 6,260 |
| 4057 Disability Insurance | 83 | 106 | 147 | 217 |
| 4058 Unemployment Insurance | (284) | 521 | 192 | 12 |
| 4059 Life Insurance | 68 | 76 | 77 | 76 |
| 4081 Eyecare Reimbursement | 178 | 270 | 247 | 270 |
| 4084 Clothing Cash Payment | 40 | 60 | 70 | 100 |
| 4085 Other Taxable Benefits | 919 | 1,293 | 17,801 | 1,102 |
| 4087 Employee Wellness Program | - | - | 31 | |
| TOTAL SALARIES AND BENEFITS | 140,905 | 176,472 | 177,153 | 140,287 |
| SERVICES | | | | |
| 5140 Legal Services | 123,717 | 135,000 | 102,000 | 135,000 |
| 5190 Other Professional Services | 19,563 | 22,600 | 22,600 | 23,100 |
| 5255 Travel Expense/Reimbursement | 214 | 1,000 | 1,000 | 1,000 |
| 5275 Postage | - | 50 | 10 | 50 |
| 5303 Telephone | - | 50 | - | - |
| 5395 Info Technology Service Chgs | 2,725 | 3,759 | 3,759 | 3,815 |
| 5451 Retiree Health Insurance | 20,025 | 15,000 | 11,430 | 15,000 |
| 5455 Premiums for Excess Coverage | 156,254 | 160,000 | 159,747 | 170,900 |
| 5480 Worker's Comp Claims | 2,296,512 | 1,000,000 | 965,000 | 1,100,000 |
| 5570 Office Equip & Furn Rent | 2,619 | 3,435 | 3,435 | 3,435 |
| 5870 General Govt Service Charge | 39,108 | 40,046 | 40,046 | 41,496 |
| 5880 Special Contractual Services | 155,006 | 163,932 | 182,159 | 191,029 |
| TOTAL SERVICES | 2,815,743 | 1,544,872 | 1,491,186 | 1,684,825 |
| SUPPLIES | | | | |
| 6140 Office Supplies | 190 | 300 | 300 | 300 |
| 6500 Office Equipment & Furniture | 702 | 1,600 | 1,500 | 1,600 |
| TOTAL SUPPLIES | 892 | 1,900 | 1,800 | 1,900 |
| | | | | |
| DIVISION TOTAL | 2,957,540 | 1,723,244 | 1,670,139 | 1,827,012 |

**Management Services / Finance Department
Safety Division**

Program Description:

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

Program Objectives:

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

**DEPARTMENT/DIVISION
SAFETY**

FUND

WORKERS' COMPENSATION FUND

ORGKEY

606176

| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
|-------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| SALARIES AND BENEFITS | | | | |
| 4000 Full Time Salaries | 111,095 | 121,435 | 96,760 | 81,517 |
| 4010 Overtime Salaries | 20 | - | - | - |
| 4015 Banked Leave Buy Back | 9,000 | 3,862 | 5,199 | 3,570 |
| 4019 Workers' Comp Savings Bonus | | 45,000 | 5,300 | 45,000 |
| 4050 Pension Contributions | 22,138 | 25,950 | 18,968 | 18,908 |
| 4051 Fica/Medicare | 8,087 | 9,193 | 7,620 | 6,121 |
| 4053 Deferred Compensation | 1,152 | 1,854 | 1,522 | 1,162 |
| 4055 Health/Dental Insurance | 13,646 | 19,794 | 12,290 | 11,341 |
| 4057 Disability Insurance | 288 | 72 | 59 | 131 |
| 4058 Unemployment Insurance | (546) | 694 | 284 | 6 |
| 4059 Life Insurance | 88 | 101 | 81 | 66 |
| 4080 Vehicle Allowance | - | - | - | 60 |
| 4081 Eyecare Reimbursement | 110 | 360 | 264 | 236 |
| 4084 Clothing Cash Payment | 20 | 40 | 20 | 60 |
| 4085 Other Taxable Benefits | 6,345 | 1,374 | 8,923 | 842 |
| 4087 Employee Wellness Program | - | - | 25 | - |
| TOTAL SALARIES AND BENEFITS | 171,444 | 229,729 | 157,315 | 169,020 |
| SERVICES | | | | |
| 5103 Software Support & Development | - | 2,000 | 3,436 | 3,436 |
| 5180 Medical/Physicals | - | 2,500 | - | 2,500 |
| 5240 Meeting & Professional Devlpmt | - | 1,000 | 500 | 1,000 |
| 5255 Travel Expense/Reimbursement | 746 | 500 | 500 | 500 |
| 5270 Printing and Binding | - | 300 | 100 | 300 |
| 5800 Subscriptions & Memberships | 3,319 | 100 | 75 | 100 |
| 5840 Training | 13,808 | 5,000 | 2,993 | 5,000 |
| 5870 General Govt Service Charge | 5,175 | 5,299 | 5,299 | 5,491 |
| 5880 Special Contractual Services | - | 1,000 | - | 1,000 |
| TOTAL SERVICES | 23,048 | 17,699 | 12,903 | 19,327 |
| SUPPLIES | | | | |
| 6130 Books & Supplies | 379 | 1,000 | 1,000 | 1,000 |
| 6140 Office Supplies | 152 | 600 | 600 | 600 |
| 6180 Turnouts/Uniform/Sfty Clothing | 256 | 425 | - | 425 |
| 6510 Small Tools & Equipment | - | 500 | - | 500 |
| 6590 Special Departmental Supplies | 139 | 500 | 500 | 500 |
| TOTAL SUPPLIES | 927 | 3,025 | 2,100 | 3,025 |
| DIVISION TOTAL | 195,419 | 250,453 | 172,318 | 191,372 |

**Management Services / Finance Department
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
- Educational programs to encourage individual professional development and growth

**DEPARTMENT/DIVISION
TRAINING**

FUND

WORKERS' COMPENSATION FUND

ORGKEY

606177

| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
|-------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| SALARIES AND BENEFITS | | | | |
| 4000 Full Time Salaries | 49,002 | 69,734 | 47,159 | 67,317 |
| 4015 Banked Leave Buy Back | 554 | 3,667 | 5,199 | 1,257 |
| 4050 Pension Contributions | 9,389 | 14,845 | 12,582 | 15,583 |
| 4051 Fica/Medicare | 3,467 | 5,172 | 4,110 | 5,160 |
| 4053 Deferred Compensation | 980 | 1,166 | 848 | 828 |
| 4055 Health/Dental Insurance | 4,772 | 9,990 | 6,380 | 10,016 |
| 4057 Disability Insurance | 54 | 72 | 76 | 131 |
| 4058 Unemployment Insurance | (158) | 347 | 99 | 131 |
| 4059 Life Insurance | 33 | 50 | 45 | 57 |
| 4081 Eyecare Reimbursement | 100 | 180 | 39 | 203 |
| 4084 Clothing Cash Payment | 20 | 40 | 30 | 60 |
| 4085 Other Taxable Benefits | 459 | 708 | 8,908 | 587 |
| 4086 Tuition Reimbursement | 61,297 | 125,000 | 35,950 | 130,000 |
| 4087 Employee Wellness Program | - | - | 12 | - |
| TOTAL SALARIES AND BENEFITS | 129,969 | 230,971 | 121,437 | 231,330 |
| SERVICES | | | | |
| 5103 Software Support & Development | 2,400 | 2,400 | 2,100 | 2,200 |
| 5240 Meeting & Professional Devlpmt | 3,378 | 3,000 | 1,500 | 3,000 |
| 5255 Travel Expense/Reimbursement | - | 2,000 | 2,000 | 2,000 |
| 5270 Printing and Binding | 40 | 500 | 100 | 500 |
| 5800 Subscriptions & Memberships | 330 | - | - | - |
| 5840 Training | 3,160 | 30,000 | 5,000 | 30,000 |
| 5870 General Govt Service Charge | 12,975 | 13,287 | 13,287 | 13,768 |
| TOTAL SERVICES | 22,282 | 51,187 | 23,987 | 51,468 |
| SUPPLIES | | | | |
| 6130 Books & Supplies | 105 | 1,000 | 1,000 | 1,000 |
| 6140 Office Supplies | 252 | 500 | 500 | 500 |
| 6375 Computer Components | 603 | 3,000 | 1,000 | 2,750 |
| TOTAL SUPPLIES | 960 | 4,500 | 2,500 | 4,250 |
| | | | | |
| DIVISION TOTAL | 153,212 | 286,658 | 147,924 | 287,048 |
| | | | | |
| FUND TOTAL | 3,306,171 | 2,260,355 | 1,990,381 | 2,305,432 |

Management Services / Finance Department Customer Service Division

Program Description:

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

In addition to providing quality customer service, the division is responsible for billing 22,057 utility customers for water, wastewater, solid waste, household hazardous waste and street cleaning services totaling 77,070 services billed every two months. Utility bills are produced and mailed on a bi-monthly basis to keep operational costs to a minimum.

The Customer Service Division is also responsible for assisting more than 14,000 customers at the counter, and more than 35,000 over the telephone on an annual basis. The nature of these contacts consist of processing requests for connection/disconnection of service, unusual water usage, water quality inquiries, billing inquiries, water distribution, roll-off services, missed solid waste collection service, general water drought/conservation inquires and water rebates resulting in more than 69,000 work orders processed.

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

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

Program Objectives:

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

Accomplishments for Fiscal Year 2017-18:

- Continuance of cross training efforts with end goal of re-distributing work load among staff to reduce/eliminate overtime. Additionally provides the benefit of keeping staff current on all processes and procedural changes.
- First reporting of delinquent utility accounts to new collection agency.
- Completed bar code automation on Laser fiche scanning of water and solid waste work orders, allowing documents to be automatically named and stored according to utility type. Eliminates all manual effort of naming, sorting, and filing work orders in addition to eliminating the need for physical storage space.
- All Customer Service staff attended Customer Service training hosted by HR.
- Solid Waste and Landfill Tour for new staff.
- All Customer Service staff trained to use Laserfiche for searching and retrieving work orders.
- Created Attendance Tracker as tool to assist in attendance awareness.
- Water/Wastewater Rate increase effective 07/01/17
- Solid Waste Rate increase effective 10/19/17
- Pilot Organic Food Waste program implemented. Created all Organic Food Waste Work Orders & Rates.
- Re-routed select solid waste routes for streamlining pick-up schedule for field crew.
- Easy Route software demonstration for Solid Waste Route Optimization
- Infosend demonstration for possible outsourcing of bill print function.
- Seletron and Shortel demonstration for possible outbound disconnection-of-service calls, and other outbound calling needs (i.e. emergency or planned water shutdowns, leak notices).
- InvoiceCloud demonstration for potential smartphone payment application and kiosk possibility.
- Streamlining of billing process for Mt. View Power filter cake charges. The creation of new billing work order allows information to be recorded and tracked to correct account.
- AMR/AMI demonstration streamlining reads, leak detection and improved reading/billing accuracy.

**DEPARTMENT/DIVISION
CUSTOMER SERVICE**

FUND
UTILITY BILLING FUND

ORGKEY
608405

| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
|-------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| SALARIES AND BENEFITS | | | | |
| 4000 Full Time Salaries | 531,124 | 547,743 | 525,325 | 607,525 |
| 4010 Overtime Salaries | 38,236 | 35,000 | 40,000 | 35,000 |
| 4015 Banked Leave Buy Back | 161,673 | 27,575 | 24,379 | 22,526 |
| 4016 Compensated Absence | 1,182 | 72,000 | 2,000 | 2,000 |
| 4050 Pension Contributions | 98,446 | 116,932 | 110,543 | 141,108 |
| 4051 Fica/Medicare | 47,373 | 44,807 | 44,232 | 48,438 |
| 4053 Deferred Compensation | 3,790 | 1,699 | 3,436 | 2,440 |
| 4055 Health/Dental Insurance | 82,448 | 84,764 | 70,135 | 86,286 |
| 4056 Worker's Comp Insurance | 18,792 | 18,781 | 18,781 | 18,705 |
| 4057 Disability Insurance | 4,397 | 4,317 | 4,158 | 4,562 |
| 4058 Unemployment Insurance | (3,318) | 4,540 | 1,410 | 1,070 |
| 4059 Life Insurance | 654 | 659 | 640 | 696 |
| 4080 Vehicle Allowance | 195 | - | 171 | 120 |
| 4081 Eyecare Reimbursement | 872 | 2,354 | 1,886 | 2,486 |
| 4084 Clothing Cash Payment | 1,540 | 1,940 | 2,640 | 1,882 |
| 4085 Other Taxable Benefits | 14,499 | 19,437 | 17,889 | 16,220 |
| 4087 Employee Wellness Program | - | - | 5 | - |
| TOTAL SALARIES AND BENEFITS | 1,001,902 | 982,548 | 867,630 | 991,064 |
| SERVICES | | | | |
| 5034 Collection Agent/Bank Fees | - | 250 | 250 | 250 |
| 5103 Software Support & Development | 80,000 | - | - | - |
| 5140 Legal Services | - | 250 | 250 | 250 |
| 5190 Other Professional Services | - | - | - | 5,000 |
| 5240 Meeting & Professional Devlpmt | - | 1,500 | 500 | 1,500 |
| 5255 Travel Expense/Reimbursement | - | 1,000 | 970 | 1,000 |
| 5270 Printing and Binding | 22,099 | 28,000 | 25,000 | 28,000 |
| 5275 Postage | 71,820 | 79,500 | 77,000 | 79,500 |
| 5340 Office Equipment Maintenance | 450 | 500 | 450 | 500 |
| 5395 Info Technology Service Chgs | 466,715 | 643,908 | 643,908 | 653,586 |
| 5451 Retiree Health Insurance | 180,220 | 230,650 | 230,650 | 230,650 |
| 5570 Office Equip & Furn Rent | 2,562 | 2,700 | 2,565 | 2,700 |
| 5590 Other Rentals | 1,300 | 1,450 | 1,450 | 1,450 |
| 5800 Subscriptions & Memberships | 225 | 750 | 500 | 750 |
| 5840 Training | 370 | 2,500 | 2,333 | 2,500 |
| 5870 General Govt Service Charge | 89,200 | 93,660 | 91,341 | 94,648 |
| 5880 Special Contractual Services | 5,637 | 7,500 | 6,000 | 7,500 |
| TOTAL SERVICES | 920,598 | 1,094,118 | 1,083,167 | 1,109,784 |
| SUPPLIES | | | | |
| 6140 Office Supplies | 5,420 | 5,700 | 5,000 | 6,650 |
| 6210 Repair/Maintenance Supplies | 1 | - | - | - |
| 6375 Computer Components | 283 | 3,800 | 1,500 | 3,100 |
| 6500 Office Equipment & Furniture | 4,259 | - | - | - |
| 6560 Food | - | - | 169 | - |
| 6590 Special Departmental Supplies | 505 | 600 | 417 | 900 |
| TOTAL SUPPLIES | 10,467 | 10,100 | 7,086 | 10,650 |
| FUND TOTAL | 1,932,967 | 2,086,766 | 1,957,883 | 2,111,498 |

Development Services Department

Mission Statement:

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

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

- Building and Safety Division (Building inspections, plan review and building permit processing)
- Community Development Block Grant (CDBG) Program (Capital improvement project and public service agency sub-recipient awards administration as a Participating Jurisdiction in the County of San Bernardino's Urban County Program)
- Economic Development Division (Business attraction and retention, including expeditious development review, workforce development and tourism promotion)
- Planning Division (Land development application review, general plan, specific plan and development code maintenance and updates)
- Successor Agency to the Former Redevelopment Agency (Completing the affairs of the dissolved Redevelopment Agency)

Departmental Goals:

- Provide for the short and long term physical development within the City consistent with the policies and goals established in the General Plan and the Economic Development Action Plan
- Provide professional, accurate, timely and courteous service to the public
- Emphasize development and business attraction opportunities
- 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

Significant Program Changes for Fiscal Year 2018-19:

- Transition from contract staffing in the Building Division to in-house staffing, including a full-time Building Official from a half-time contract position. The in-house staffing will allow for the review of the majority of building plans in-house, which will be more efficient and cost-effective. Service levels to the public will also be enhanced with the availability of a Building Official every day. The Department will maintain a contract for outside plan checks that will be used only for overflow if a number of large projects are submitted concurrently and in-house staff cannot handle the work in a timely manner.

Performance Measures:

- Abide by the City of Redlands' Strategic Plan, including the following:
 - Development of Transit Village Plans to promote transit-oriented development around the new transit stations
 - Promote tourism in the downtown and City as a whole, taking advantage of the City's strategic location, historic character, natural resources, citrus history, dining and entertainment options
 - Support on-going economic development efforts, including rehabilitation of the Redlands Mall, Packing House and other activities
 - Increase efforts to identify/target/attract new retail, service, healthcare and technology businesses
 - Modernize the Redlands Municipal Code
- All telephone calls received before noon to be returned the same day
- 90% of all non-legislative development applications will be scheduled for Planning Commission review within 60 days after the application has been deemed complete
- 90% of Non-Tenant Plan Checks processed in 3 weeks for first review
- 90% of Tenant Plan Checks processed in 2 weeks for first review
- 90% of "LEED" Plan Checks processed in 4 weeks for second review
- 100% of Inspections completed next business day if requested by 4:00 pm of the previous day

**Development Services Department
Economic Development Division**

Program Description:

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

Program Objectives:

- Implement the City Council Strategic Plan Economic Development initiatives
- Target and recruit new business investment in health, technology and other key sectors*
- Continue business outreach activities*
- Establish and administer business retention programs*
- Continue implementing an effective marketing campaign*
- Maintain City presence at targeted trade shows*
- Facilitate/assist new owner 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 2018-19:

- Implementation of new/additional City Council Strategic Plan Economic Development initiatives
- Start of new *1 Million Cups* business support and networking program for businesses
- Host commercial property search tool, available to the public on the City's website, highlighting available for sale/lease commercial properties in the City

Accomplishments for Fiscal Year 2017-18:

- 429 new business licenses issued in 2017, maintaining an average of over 400 new business licenses issued for the past three years
- 3.4% increase in sales tax revenue compared to the same period one year ago
- 3.1% unemployment rate in 2017, compared to County-wide average of 4.9% in the same year, and 2nd lowest unemployment rate in the County
- 2017 notable leases and construction completions for distribution and logistics which include: XPO Logistics (Watson Land Co. bldg., 557,213 s.f., new lease); TBC Corp. (Prologis, 683,269 s.f., new lease); Amazon (Prologis, 777,620 s.f., new lease); a completed construction of a 285,948 s.f. bldg. with an undisclosed tenant (leased); and a completed construction of a 542,977 s.f. bldg. with an undisclosed tenant (leased).
- Notable 2017 retail openings include the *Redlands Packing House District*, an 86,000 s.f. retail center anchored by *Sprouts Farmers Market* and *PETSMART*, joined by *Nothing Bundt Cakes*, *lash*, *Club Pilates*, and another 12 retailers to be opened soon.
- Notable 2017-18 manufacturing lease signing for Garner Holt Productions (GHP), a major manufacturer and world's largest designer and builder of animatronics for theme parks and attractions around the world. GHP selected the City of Redlands as the location of their new Headquarters out of several potential sites in the region and out of state.

- *2017 California Investment Guide* interview with Mayor Foster regarding economic development activity in the City, published online and in print with circulation of over 50,000
- Continued promotion of clean energy financing programs (HERO and PACE) for local businesses*
- Supported California State Go-Biz business site search efforts*
- Worked with the County of San Bernardino to support business attraction efforts by responding to site search inquiries*
- Promoted Shop Small Saturday campaign, highlighting 12 local businesses in a promotional video and social media outreach with over 2,300 online views*
- Implemented *Discover Redlands* mobile tourism app to promote increased tourism*
- Conducted business information meetings with brokers and the Chamber of Commerce*
- Hosted three small business workshops, averaging 8 participants per workshop*
- Participated and supported ICSC retail events, meeting with potential retailers, brokers, developers and site selectors*
- Continued development of marketing material including branded advertising efforts for multiple industry sectors*

* *Supports the City of Redlands 2014-2017 Strategic Plan Objectives.*

**DEPARTMENT/DIVISION
ECONOMIC DEVELOPMENT**

FUND
GENERAL FUND

ORGKEY
101161

| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
|-------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| SALARIES AND BENEFITS | | | | |
| 4000 Full Time Salaries | 66,490 | 204,576 | 217,068 | 217,724 |
| 4005 Salaries: Part Time | - | 500 | 431 | 824 |
| 4010 Overtime Salaries | 34 | - | - | - |
| 4015 Banked Leave Buy Back | 14,580 | 3,698 | 4,614 | 7,208 |
| 4050 Pension Contributions | 12,091 | 42,742 | 46,163 | 50,406 |
| 4051 Fica/Medicare | 6,002 | 15,800 | 17,232 | 16,754 |
| 4053 Deferred Compensation | 860 | 3,637 | 3,478 | 3,933 |
| 4055 Health/Dental Insurance | 15,972 | 27,850 | 18,484 | 17,685 |
| 4056 Worker's Comp Insurance | 4,698 | 6,260 | 6,260 | 5,196 |
| 4057 Disability Insurance | 289 | 105 | 912 | 62 |
| 4058 Unemployment Insurance | (1,151) | 868 | 243 | 202 |
| 4059 Life Insurance | 116 | 126 | 130 | 120 |
| 4080 Vehicle Allowance | 15 | - | 133 | - |
| 4081 Eyecare Reimbursement | 437 | 450 | 426 | 428 |
| 4084 Clothing Cash Payment | 48 | 40 | 48 | 20 |
| 4085 Other Taxable Benefits | 2,116 | 387 | 4,173 | 4,194 |
| 4087 Employee Wellness Program | - | - | 15 | - |
| 4999 Vacancies | - | - | - | (21,875) |
| TOTAL SALARIES AND BENEFITS | 122,597 | 307,039 | 319,810 | 302,881 |
| SERVICES | | | | |
| 5190 Other Professional Services | 940 | - | - | - |
| 5240 Meeting & Professional Devlpmt | 73 | 4,000 | 3,470 | 4,155 |
| 5255 Travel Expense/Reimbursement | - | 6,500 | 4,200 | 4,800 |
| 5270 Printing and Binding | 373 | 5,000 | 5,000 | 5,000 |
| 5275 Postage | 53 | 150 | 150 | 200 |
| 5280 Advertising | 347 | 17,500 | 15,750 | 14,500 |
| 5303 Telephone | 645 | 500 | 700 | 700 |
| 5395 Info Technology Service Chgs | 2,976 | 4,106 | 4,106 | 4,168 |
| 5800 Subscriptions & Memberships | 2,955 | 18,660 | 17,930 | 4,300 |
| 5880 Special Contractual Services | - | 8,440 | 12,012 | 14,380 |
| TOTAL SERVICES | 8,363 | 64,856 | 63,318 | 52,203 |
| SUPPLIES | | | | |
| 6140 Office Supplies | 1,312 | 1,500 | 1,500 | 1,500 |
| 6500 Office Equipment & Furniture | - | 800 | 2,300 | - |
| 6560 Food | - | - | - | 400 |
| 6590 Special Departmental Supplies | - | 4,500 | 2,000 | 4,000 |
| TOTAL SUPPLIES | 1,312 | 6,800 | 5,800 | 5,900 |
| CAPITAL OUTLAY | | | | |
| 7250 Land Acquisitions | 1,624,831 | - | - | - |
| TOTAL CAPITAL EXPENDITURES | 1,624,831 | - | - | - |
| DIVISION TOTAL | 1,757,103 | 378,695 | 388,928 | 360,984 |

**DEPARTMENT/DIVISION
ECONOMIC DEVELOPMENT**

JOB LEDGER BUDGET

| FUND | | ORGKEY | |
|-----------------------|------------------------------------|---|---|
| GENERAL FUND | | 101161 | |
| JOB LEDGER NO. | PROJECT/PROGRAM DESCRIPTION | FY 2017-18 12 MONTH ESTIMATE | FY 2018-19 COUNCIL ADOPTED |
| 01083 | CDBG Administration | 24,897 | 24,897 |
| TOTALS | | 24,897 | 24,897 |

**Development Services Department
Building and Safety Division**

Program Description:

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

Program Objectives:

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

Significant Program Changes for Fiscal Year 2018-19:

- Hire a full time in-house Building Official in-lieu of a part-time contract position to provide better customer service and keep plan check review revenue in-house versus paying for contract plan check reviews
- Continue to implement enhancements to the City Works permitting software system to support improved customer service and satisfaction during the permitting process*
- Continue to implement mobile technologies that support real-time access and the ability to update the City Works permitting software system from the field by building inspectors*
- Continue to improve plan review turnaround times and inspection protocols to facilitate expedited permitting processes**
- Continue to implement the new editions of the California Building Codes
- Continue to pursue state certification for staff in the Certified Access Specialist Program (CASp)
- Prepare code update and adoption of local and State code updates for Building and Safety

Accomplishments for Fiscal Year 2017-18:

- Issued 2,229 permits for building, electrical, mechanical, plumbing, or combinations thereof (25% increase over FY 2016-2017)

- Performed plan review for 813 plans
- Performed 8,161 inspections within the next business day of the request
- Conducted 120 business license inspections
- Responded to 5,030 public counter contacts at the One Stop Permit Center for customer assistance (5.5% increase over FY 2016-2017)
- Provided staff support for the improvement of City Works computer permitting software program*
- Provided guidance and support to citizens affected by changes to the flood insurance program
- Provided building activity reports to the county, state, and federal government
- Provided staff to the One Stop Permit Center, Development Review, Preliminary Review, Minor Exception Committee and special reviews with applicants
- Interviewed and hired new staff (Building Inspector II and Plans Examiner)
- Implemented an automated electronic identification tracking system for all incoming plan submittals*

* *Supports the Smart Redlands Initiative*

** *Supports the City of Redlands 2014-2017 Strategic Plan – Objective B-4 & B-5*

**DEPARTMENT/DIVISION
BUILDING & SAFETY**

FUND
GENERAL FUND

ORGKEY
101162

| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
|-------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| SALARIES AND BENEFITS | | | | |
| 4000 Full Time Salaries | 509,402 | 328,195 | 341,925 | 591,985 |
| 4005 Salaries: Part Time | - | 2,000 | 1,800 | 3,296 |
| 4010 Overtime Salaries | 673 | 1,200 | 600 | 1,200 |
| 4015 Banked Leave Buy Back | 12,255 | 10,740 | 27,915 | 2,815 |
| 4050 Pension Contributions | 97,935 | 70,294 | 72,788 | 137,135 |
| 4051 Fica/Medicare | 39,365 | 25,082 | 27,991 | 45,897 |
| 4053 Deferred Compensation | 3,519 | 1,298 | 1,143 | 5,091 |
| 4055 Health/Dental Insurance | 41,305 | 36,247 | 23,199 | 69,899 |
| 4056 Worker's Comp Insurance | 20,139 | 16,694 | 16,694 | 36,998 |
| 4057 Disability Insurance | 2,910 | 2,515 | 2,492 | 3,663 |
| 4058 Unemployment Insurance | (2,066) | 2,604 | 987 | 777 |
| 4059 Life Insurance | 398 | 378 | 290 | 479 |
| 4080 Vehicle Allowance | 126 | - | 438 | - |
| 4081 Eyecare Reimbursement | 56 | 850 | 739 | 1,710 |
| 4082 Clothing Allowance | 304 | - | 87 | - |
| 4084 Clothing Cash Payment | 400 | 1,140 | 1,150 | 1,100 |
| 4085 Other Taxable Benefits | 8,765 | 8,718 | 10,100 | 9,778 |
| 4087 Employee Wellness Program | - | - | 100 | - |
| 4999 Vacancies | - | - | - | (62,471) |
| TOTAL SALARIES AND BENEFITS | 735,486 | 507,955 | 530,438 | 849,352 |
| SERVICES | | | | |
| 5103 Software Support & Development | 48,176 | 36,326 | 37,626 | - |
| 5190 Other Professional Services | 102,821 | 390,000 | 350,000 | 36,000 |
| 5240 Meeting & Professional Devlpmt | 1,385 | 6,000 | 4,120 | 4,935 |
| 5255 Travel Expense/Reimbursement | 936 | 300 | 2,180 | 2,000 |
| 5270 Printing and Binding | 2,605 | 3,600 | 3,000 | 3,500 |
| 5275 Postage | 8 | 100 | 25 | 50 |
| 5280 Advertising | - | - | 1,800 | 500 |
| 5290 Filming and Microfilming | - | 5,000 | 5,000 | 6,000 |
| 5303 Telephone | 2,990 | 2,900 | 2,900 | 2,900 |
| 5395 Info Technology Service Chgs | 78,557 | 104,382 | 104,382 | 75,511 |
| 5396 City Garage Charges | 3,746 | 4,766 | 4,995 | 4,505 |
| 5460 Liability Claims | 5,000 | - | - | - |
| 5570 Office Equip & Furn Rent | 3,055 | 3,000 | 3,000 | 3,000 |
| 5800 Subscriptions & Memberships | 705 | 1,350 | 800 | 4,430 |
| 5950 Bad Debt Expense | - | - | 311 | - |
| TOTAL SERVICES | 249,985 | 557,724 | 520,139 | 143,331 |
| SUPPLIES | | | | |
| 6130 Books & Supplies | 4,936 | 5,000 | 1,200 | 2,000 |
| 6140 Office Supplies | 1,406 | 1,600 | 1,600 | 2,000 |
| 6180 Turnouts/Uniform/Sfty Clothing | 33 | - | - | - |
| 6375 Computer Components | 3,147 | 1,800 | 4,408 | 1,500 |
| 6500 Office Equipment & Furniture | - | - | 4,300 | - |
| 6560 Food | - | - | 100 | 100 |
| 6590 Special Departmental Supplies | - | 2,500 | 1,500 | 2,500 |
| TOTAL SUPPLIES | 9,521 | 10,900 | 13,108 | 8,100 |

**DEPARTMENT/DIVISION
BUILDING & SAFETY**

| FUND | | | | ORGKEY |
|---------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| GENERAL FUND | | | | 101162 |
| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
| FIXED ASSETS | | | | |
| 7100 Motor Vehicles | - | 65,000 | 65,000 | - |
| TOTAL FIXED ASSETS | - | 65,000 | 65,000 | - |
| DIVISION TOTAL | 994,992 | 1,141,579 | 1,128,685 | 1,000,783 |

Development Services Department Planning Division

Program Description:

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

Program Objectives:

- Accept, process, and prepare staff reports for land use applications and permits as necessary to satisfy legally-required procedures to allow a formal decision.
- Respond to telephone, e-mail, and public counter queries for customer assistance at the One Stop Permit Center and at the Planning Division office.
- Provide staff support to the Planning Commission and the Historic & Scenic Preservation Commission, in the form of agendas, legal advertising and notices, staff reports, presentations, and recording of minutes. This includes approximately 22 Planning Commission meetings and twelve Historic & Scenic Preservation Commission meetings each year.
- Provide staff support to the Minor Exception Committee, in the form of agendas, legal advertising and notices, and project reviews, for approximately nine Minor Exception Committee meetings.
- Provide staff support to the Preliminary/Development Review Committee, in the form of agendas and project reviews, for approximately 20 Preliminary/Development Review Committee meetings.
- Process City-initiated General Plan amendments, zoning code amendments, and Specific Plans as directed by the City Council, and as mandated by the State of California.
- Process annexations as required for unincorporated areas to accommodate proposed and pending development.
- Review final grading, building, and landscaping plans prior to issuance of building permits to ensure compliance with code requirements and any applicable conditions of approval.
- Perform final occupancy inspections on building projects as required to ensure compliance with conditions of approval and municipal code standards.
- Continue to evaluate Planning procedures for efficiency and effectiveness, and implement improvements or changes to department procedures and zoning code regulations.
- Maintain a community outreach program to include internet web pages, newspaper articles, promotion of National Planning Month, and speaking engagements.

Significant Program Changes for Fiscal Year 2018-19:

- Begin work on updates following adoption of the 2035 General Plan, including: the Zoning Map; the East Valley Corridor Specific Plan; and the Downtown Specific Plan.
- Begin work with a consultant to prepare the Transit Villages & Downtown Specific Plan, which is expected to be completed in early 2020 ⁱ

Accomplishments for Fiscal Year 2017-18:

- Completed and adopted the 2035 General Plan, the Final Environmental Impact Report, and the Climate Action Plan ⁱⁱ
- Over 200 development applications accepted and processed
- Over 180 staff reports written for the City Council, Planning Commission, Historic & Scenic Preservation

- Commission, and Environmental Review Committee
- Preparation and noticing responsibilities for 70 meeting agendas consisting of: 22 Planning Commission agendas; 12 Historic & Scenic Preservation Commission agendas; 10 Environmental Review Committee agendas; 17 Development/Preliminary Review Committee agendas; and 9 Minor Exception Committee agendas
 - Completed entitlements for three new hotels: Hilton Home2 Suites, Marriott Springhill Suites, and Woodspring Suites
 - Completed entitlements for the rehabilitation and adaptive reuse of the “Mutual Orange Distributors (MOD) Packing House” in the downtown
 - Completed the initial Downtown Parking Study, and began implementing several recommendations for improvements
 - Completed approval of Ordinance No. 2851 which updated and expanded prohibitions regarding commercial marijuana activities citywide
 - Completed approval of Ordinance No. 2859 which provided a comprehensive update to RMC Chapter 18.184 (Nonconforming Buildings and Uses) ⁱⁱⁱ
 - Completed approval of Ordinance No. 2861 which created development standards for residential sports courts, updated the Residential chapters in RMC Title 18, and also created RMC Chapter 18.193 for a new Administrative Use Permit process ^{iv}
 - Completed approval of Ordinance No. 2864 updating RMC Chapter 15.44 relating to regulations applicable to the demolition of buildings and structures ^v
 - Completed approval of Ordinance No. 2865 updating RMC Section 18.88.270 relating to late night business hours in commercial districts ^{vi}
 - Hired four environmental consulting firms under master contracts to expedite the preparation of environmental documents for proposed development projects
 - Completed Residential Development Allocations requests awarding a total of 48 residential units
 - Completed and adopted a citywide Historic Context Statement
 - Hired a consultant and began work on a new Historic Architectural Design Guidelines, which is expected to be completed in early 2019
 - Processed the historic designation of two properties, the Wissahickon Inn (565 Walnut St.) and the MOD Packing Plant (330 North Third St.). Also, the Robert J. Dunn House (1621 Garden St.) has been added to the National Register of Historic Places.
 - Assisted with the adoption of a Memorandum of Understanding with San Bernardino Valley Water Conservation District (and other participating local, State, and Federal agencies) for the Upper Santa Ana River Wash Land Management Plan & Habitat Conservation Plan
 - 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
 - Participating in inter-agency coordination for regional Planning efforts: Redlands Passenger Rail Accessibility Plan (by SBCTA), and countywide Habitat Conservation Plan (by SBCTA)

ⁱ Supports the City of Redlands 2014-2017 Strategic Plan – Objective D-1

ⁱⁱ Supports the City of Redlands 2014-2017 Strategic Plan – Objective D-3

ⁱⁱⁱ Supports the City of Redlands 2014-2017 Strategic Plan – Objective D-4

^{iv} Supports the City of Redlands 2014-2017 Strategic Plan – Objective D-4

^v Supports the City of Redlands 2014-2017 Strategic Plan – Objective D-4

^{vi} Supports the City of Redlands 2014-2017 Strategic Plan – Objective D-4

**DEPARTMENT/DIVISION
PLANNING**

| FUND | | | | ORGKEY |
|-------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| GENERAL FUND | | | | 101164 |
| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
| SALARIES AND BENEFITS | | | | |
| 4000 Full Time Salaries | 566,146 | 698,770 | 601,192 | 724,772 |
| 4005 Salaries: Part Time | 59,962 | 18,000 | 13,518 | 26,360 |
| 4010 Overtime Salaries | 4,104 | 6,000 | 1,439 | 3,000 |
| 4015 Banked Leave Buy Back | 186,752 | 10,385 | 21,776 | 21,944 |
| 4050 Pension Contributions | 119,306 | 147,878 | 127,371 | 168,185 |
| 4051 Fica/Medicare | 51,113 | 56,173 | 48,708 | 56,922 |
| 4053 Deferred Compensation | 1,720 | 7,122 | 6,403 | 8,882 |
| 4055 Health/Dental Insurance | 61,276 | 84,025 | 53,887 | 64,114 |
| 4056 Worker's Comp Insurance | 32,289 | 27,503 | 27,503 | 23,901 |
| 4057 Disability Insurance | 2,397 | 2,596 | 2,610 | 2,092 |
| 4058 Unemployment Insurance | (2,200) | 4,383 | 1,364 | 476 |
| 4059 Life Insurance | 410 | 573 | 464 | 482 |
| 4080 Vehicle Allowance | 220 | - | 582 | - |
| 4081 Eyecare Reimbursement | 506 | 2,048 | 1,312 | 1,721 |
| 4084 Clothing Cash Payment | 900 | 960 | 1,250 | 620 |
| 4085 Other Taxable Benefits | 10,540 | 14,181 | 10,922 | 14,672 |
| 4087 Employee Wellness Program | 1,389 | - | 135 | - |
| 4999 Vacancies | - | - | - | (76,634) |
| TOTAL SALARIES AND BENEFITS | 1,096,830 | 1,080,597 | 920,436 | 1,041,509 |
| SERVICES | | | | |
| 5103 Software Support & Development | - | - | 1,800 | 825 |
| 5190 Other Professional Services | 716,066 | 440,665 | 440,665 | 400,000 |
| 5240 Meeting & Professional Devlpmt | 6,244 | 10,000 | 10,000 | 8,165 |
| 5255 Travel Expense/Reimbursement | 3,249 | 8,000 | 8,000 | 10,500 |
| 5270 Printing and Binding | 14,033 | 15,000 | 7,000 | 13,000 |
| 5275 Postage | 3,538 | 3,000 | 3,000 | 3,200 |
| 5280 Advertising | 13,449 | 13,300 | 15,000 | 16,000 |
| 5290 Filming and Microfilming | - | 5,000 | 5,000 | 6,000 |
| 5303 Telephone | 2,410 | 3,000 | 1,800 | 1,800 |
| 5392 Licenses & Fees | - | - | - | 6,000 |
| 5395 Info Technology Service Chgs | 107,785 | 138,707 | 138,707 | 80,742 |
| 5396 City Garage Charges | 466 | 593 | 622 | 561 |
| 5570 Office Equip & Furn Rent | 3,416 | 3,000 | 3,000 | 3,000 |
| 5800 Subscriptions & Memberships | 2,514 | 7,000 | 6,200 | 5,101 |
| 5840 Training | - | 3,500 | 835 | - |
| 5880 Special Contractual Services | 948 | 8,250 | 6,500 | 2,250 |
| 5950 Bad Debt Expense | - | 250 | 431 | - |
| TOTAL SERVICES | 874,118 | 659,265 | 648,560 | 557,144 |
| SUPPLIES | | | | |
| 6130 Books & Supplies | 869 | 1,000 | - | 1,000 |
| 6140 Office Supplies | 4,914 | 6,000 | 6,106 | 6,500 |
| 6350 Building Supplies | 68 | - | - | - |
| 6375 Computer Components | 527 | 1,000 | 4,500 | 1,500 |
| 6500 Office Equipment & Furniture | 1,476 | 1,500 | 6,300 | 2,000 |
| 6560 Food | 313 | 300 | 700 | 800 |
| 6590 Special Departmental Supplies | - | - | 51 | 1,500 |
| TOTAL SUPPLIES | 8,167 | 9,800 | 17,657 | 13,300 |

**DEPARTMENT/DIVISION
PLANNING**

FUND
GENERAL FUND

ORGKEY
101164

| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
|---------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| FIXED ASSETS | | | | |
| 7100 Motor Vehicles | - | 32,500 | 32,500 | - |
| TOTAL FIXED ASSETS | - | 32,500 | 32,500 | - |
| | | | | |
| DIVISION TOTAL | 1,979,115 | 1,782,162 | 1,619,153 | 1,611,953 |

**DEPARTMENT/DIVISION
PLANNING GRANTS**

| FUND | | | | ORGKEY |
|----------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| GENERAL FUND | | | | 101165 |
| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
| SERVICES | | | | |
| 5190 Other Professional Services | - | 600,000 | 600,000 | - |
| TOTAL SERVICES | - | 600,000 | 600,000 | - |
| DIVISION TOTAL | - | 600,000 | 600,000 | - |
| DEPARTMENT TOTAL | 4,731,210 | 3,902,436 | 3,736,766 | 2,973,720 |

DEPARTMENT/DIVISION
PLANNING GRANTS

JOB LEDGER BUDGET

FUND
GENERAL FUND

ORGKEY
101165

| JOB LEDGER NO. | PROJECT/PROGRAM DESCRIPTION | FY 2017-18 12 MONTH ESTIMATE | FY 2018-19 COUNCIL ADOPTED |
|----------------|-----------------------------------|------------------------------------|----------------------------------|
| 01512 | DOT Sustainable Communities Grant | 600,000 | - |
| TOTALS | | 600,000 | - |

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

Program Description:

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

Program Objectives:

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

Significant Program Changes for Fiscal Year 2018-19:

- Complete the engineering, design and construction of the FY 17-18 Alley/Street Improvement Capital Improvement Project in low- to moderate-income neighborhoods;
- Commence engineering, design and construction of the FY 18-19 Alley/Street Improvement Capital Improvement Project in low- to moderate-income neighborhoods; and
- Commence engineering, design and construction of the FY 18-19 ADA Improvement Capital Improvement project at various City Hall locations.

Accomplishments for Fiscal Year 2017-18:

- Provided contract administration to four public services agencies; and
- Completed the FY16-17 Alley/Street Improvement Capital Improvement Project.

**DEPARTMENT/DIVISION
CDBG PROGRAM**

FUND

COMMUNITY DEVELOPMENT BLOCK GRANT FUND

ORGKEY

243164

| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| SALARIES AND BENEFITS | | | | |
| 4000 Full Time Salaries | 8,562 | 32,760 | 32,760 | 26,852 |
| 4050 Pension Contributions | 1,647 | 6,338 | 6,338 | 5,707 |
| 4051 Fica/Medicare | 630 | 2,367 | 2,367 | 2,054 |
| 4055 Health/Dental Insurance | 1,201 | 3,348 | 3,348 | 3,005 |
| 4057 Disability Insurance | 5 | 47 | 47 | 59 |
| 4058 Unemployment Insurance | 166 | 156 | 156 | 119 |
| 4059 Life Insurance | 7 | 19 | 19 | 17 |
| 4085 Other Taxable Benefits | 31 | - | - | - |
| TOTAL SALARIES AND BENEFITS | 12,250 | 45,036 | 45,036 | 37,814 |
| SERVICES | | | | |
| 5110 Architect & Engineer | - | - | - | 10,000 |
| 5190 Other Professional Services | - | 23,600 | 23,600 | 15,000 |
| 5270 Printing and Binding | 1,040 | 400 | 400 | 800 |
| 5275 Postage | - | 50 | 50 | - |
| 5280 Advertising | 1,778 | 650 | 650 | 1,300 |
| 5392 License & Permits | 729 | - | - | - |
| 5880 Special Contractual Services | 51,938 | 51,740 | 51,740 | 50,562 |
| TOTAL SERVICES | 55,485 | 76,440 | 76,440 | 77,662 |
| FIXED ASSETS | | | | |
| 7150 Other Betterments/Improvement | - | - | - | 54,929 |
| 7230 Street Construction | 164,936 | 459,715 | 459,715 | 166,674 |
| 7330 Other Capital Outlay | - | 20 | 20 | 54,741 |
| TOTAL FIXED ASSETS | 164,936 | 459,735 | 459,735 | 276,344 |
| FUND TOTAL | 232,670 | 581,211 | 581,211 | 391,820 |

**DEPARTMENT/DIVISION
CDBG PROGRAM**

JOB LEDGER BUDGET

| FUND | | ORGKEY | |
|--|---|---|---|
| COMMUNITY DEVELOPMENT BLOCK GRANT FUND | | 243164 | |
| JOB LEDGER NO. | PROJECT/PROGRAM DESCRIPTION | FY 2017-18 12 MONTH ESTIMATE | FY 2018-19 COUNCIL ADOPTED |
| 43039 | San Bernardino Sexual Assault Services | 10,000 | 10,000 |
| 43055 | Family Services Association of Redlands | 21,740 | 22,562 |
| 43056 | Inland Temporary Homes | 10,000 | 8,000 |
| 43057 | YMCA of the East Valley | 10,000 | 10,000 |
| 43062 | 16-17 Alley/Street Improvement Project | 135,025 | - |
| 43063 | 17-18 Alley/Street Improvement Project | 394,427 | - |
| 43064 | 18-19 ADA Improvement Project | - | 75,000 |
| 43065 | 18-19 Alley/Street Improvement Project | - | 211,517 |
| 43099 | Unprogrammed Funds | 20 | 54,741 |
| TOTALS | | 581,211 | 391,820 |

**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
- Provide support to the seven-member volunteer Oversight Board that approves the debt schedule of the Successor Agency and oversee the disposition of Agency assets

The outstanding debt of the former redevelopment agency is not an obligation of the General Fund. The City, as a Successor Agency, has prepared a Recognized Obligation Payment Schedule listing the obligations for which the county auditor-controller will allocate property tax revenue to the city each January 16th and June 1st to pay for the obligations. An Administrative Budget has also been prepared to allocate an annual allotment of \$250,000 for staff costs and administrative expenses of the Successor Agency.

Accomplishments for Fiscal Year 2017-18:

- Executed a Purchase and Sale Agreement (PSA) with Arteco Partners/Redlands Food Hall, LP for the purchase of the MOD Building at 330 Third St.*
- Executed a Purchase and Sale Agreement (PSA) with Mark Gardner, for the purchase of Property #10 in the LRPMP, Cypress and 10 Freeway*
- Coordinated three Oversight Board meetings
- Prepared and submitted to the California State Department of Finance two Recognized Obligation Payment Schedules (ROPS)

** Supports the City of Redlands 2014-2017 Strategic Plan.*

DEPARTMENT/DIVISION
SUCCESSOR AGENCY DEBT SERVICE

| FUND | | | | ORGKEY |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| SUCCESSOR TO RDA DEBT SERVICE FUND | | | | 380182 |
| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
| SERVICES | | | | |
| 5030 Fiscal Agent Fees | 11,155 | 12,600 | 5,405 | 5,405 |
| 5032 Arbitrage Rebate | 4,996 | - | - | - |
| 5190 Other Professional Services | 586 | 4,000 | 4,000 | 4,000 |
| 5722 Penalties and Interest | 4,491 | | | |
| 5993 Amortization Expense | 90,499 | 26,396 | 90,499 | 90,499 |
| TOTAL SERVICES | <u>111,728</u> | <u>42,996</u> | <u>99,904</u> | <u>99,904</u> |
| DEBT SERVICE | | | | |
| 8100 Principal | - | 2,115,000 | 2,115,000 | 2,170,000 |
| 8200 Interest | 477,701 | 456,032 | 456,032 | 388,875 |
| TOTAL DEBT SERVICE | <u>477,701</u> | <u>2,571,032</u> | <u>2,571,032</u> | <u>2,558,875</u> |
| FUND TOTAL | 589,428 | 2,614,028 | 2,670,936 | 2,658,779 |

DEPARTMENT/DIVISION
SUCCESSOR AGENCY ADMINISTRATION

FUND
 SUCCESSOR TO RDA GENERAL FUND

ORGKEY
 480180

| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
|-------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| SALARIES AND BENEFITS | | | | |
| 4000 Full Time Salaries | 180,026 | 141,781 | 169,457 | 130,926 |
| 4010 Overtime Salaries | 16 | - | - | - |
| 4015 Banked Leave Buy Back | 6,006 | 4,089 | 4,878 | 7,503 |
| 4050 Pension Contributions | 35,459 | 27,583 | 32,906 | 30,520 |
| 4051 Fica/Medicare | 14,014 | 10,085 | 12,031 | 8,824 |
| 4053 Deferred Compensation | - | 3,494 | 4,168 | 3,035 |
| 4055 Health/Dental Insurance | 6,178 | 15,559 | 18,562 | 4,740 |
| 4057 Disability Insurance | 29 | 168 | 200 | 191 |
| 4058 Unemployment Insurance | (353) | 521 | 307 | 119 |
| 4059 Life Insurance | 24 | 76 | 91 | 63 |
| 4080 Vehicle Allowance | 178 | - | - | - |
| 4081 Eyecare Reimbursement | 137 | 270 | 322 | 225 |
| 4082 Clothing Allowance | 38 | - | - | - |
| 4084 Clothing Cash Payment | 22 | 60 | 72 | 60 |
| 4085 Other Taxable Benefits | 544 | 447 | 533 | 4,251 |
| 4087 Employee Wellness Program | - | - | - | - |
| TOTAL SALARIES AND BENEFITS | 242,317 | 204,133 | 243,527 | 190,457 |
| SERVICES | | | | |
| 5140 Legal Services | 1,703 | 1,500 | 3,000 | 10,000 |
| 5142 City Attorney Legal Service | - | 4,000 | - | - |
| 5190 Other Professional Services | - | 26,151 | - | 45,091 |
| 5240 Meeting & Professional Devlpmt | - | 1,140 | - | - |
| 5255 Travel Expense/Reimbursement | - | 1,140 | - | - |
| 5270 Printing and Binding | 53 | 1,636 | 21 | - |
| 5275 Postage | - | 500 | - | - |
| 5280 Advertising | - | 1,500 | - | - |
| 5303 Telephone | 437 | 500 | 500 | 500 |
| 5320 Janitorial Services | 300 | - | - | - |
| 5570 Office Equip & Furn Rent | 2,077 | 4,800 | 2,000 | - |
| 5995 Depreciation Expense | 952 | - | 952 | 952 |
| TOTAL SERVICES | 5,521 | 42,867 | 6,473 | 56,543 |
| SUPPLIES | | | | |
| 6140 Office Supplies | 3,114 | 3,000 | - | 3,000 |
| TOTAL SUPPLIES | 3,114 | 3,000 | - | 3,000 |
| FUND TOTAL | 250,952 | 250,000 | 250,000 | 250,000 |

DEPARTMENT/DIVISION
SUCCESSOR AGENCY OBLIGATIONS (OTHER)

| FUND | | | | ORGKEY |
|-----------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| SUCCESSOR TO RDA PROJECTS FUND | | | | 488182 |
| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
| SERVICES | | | | |
| 5160 Auditing and Accounting | 3,313 | 2,700 | 2,700 | 2,700 |
| 5760 Special Program Expenditures | 450,000 | 150,000 | 150,000 | - |
| TOTAL SERVICES | 453,313 | 152,700 | 152,700 | 2,700 |
| | | | | |
| FUND TOTAL | 453,313 | 152,700 | 152,700 | 2,700 |



A. K. Smiley Public Library

Mission Statement:

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

Departmental Goals:

- Provide free and equitable access to library collections
- Emphasize the educational mission through programming for life-long learning
- Increase long-range giving to enhance the Library and capital improvements
- Restore library hours eliminated in 2010/11
- Increase use of the much in-demand public meeting room
- Secure the future of our volunteer driven adult literacy program
- Successfully integrate the Contemporary Club meeting hall and parking lot into Library operations
- Assist the Redlands Historical Museum Association with planning for future Museum of Redlands

Sustainability Efforts:

- Continue with the digitization of local history records
- Continue efforts to introduce more drought tolerant landscaping

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:

Thanks to a generous donor, the Library completed the process of acquiring a neighboring property, the Contemporary Club, thereby providing a much-needed parking lot and a 250-person capacity meeting hall.

Accomplishments for Fiscal Year 2017-18:

- Circulated over 240,000 items to over 40,000 library cardholders
- Continued to offer diverse educational and informative adult programming
- Continued to offer multi-week computer training classes and employment workshops
- Celebrated our sixth Library Days, an all ages event designed to promote library resources
- Held our 14th annual Family Day event that drew more than 1,000 children and parents.
- The Lincoln Shrine offered a diverse range of programming and exhibits, including the 46th annual Open House and 86th annual Lincoln Dinner, Civil War musical events, and a student symposium
- Worked closely with the Redlands Historical Museum Association to raise funds for the long-awaited Museum of Redlands
- Coordinated with Redlands Police Department to address a number of negative public behavioral issues
- Using Library Endowment funds, completed the long needed maintenance/restoration of the Library's historic stained glass windows
- Using Library Endowment funds, installed new landscaping and artificial turf in the children's garden, thereby allowing this space to be utilized by patrons once again
- Collaborated with MUED and Development Services to install new ADA compliant public restrooms
- Our Smiley Heritage Tours committee conducted 50 tours for 2,000 Fourth grade students
- Our Adult Literacy program expanded to 130 volunteers and 110 learners

DEPARTMENT/DIVISION
LIBRARY ADMINISTRATION

| FUND | | | | ORGKEY |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| GENERAL FUND | | | | 101190 |
| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
| SALARIES AND BENEFITS | | | | |
| 4000 Full Time Salaries | 1,150,036 | 1,160,314 | 1,115,131 | 1,236,741 |
| 4005 Salaries: Part Time | 197,947 | 256,280 | 187,409 | 187,780 |
| 4010 Overtime Salaries | 1,550 | - | 442 | - |
| 4015 Banked Leave Buy Back | 17,762 | 47,652 | 55,295 | 69,359 |
| 4050 Pension Contributions | 221,216 | 246,942 | 232,428 | 286,174 |
| 4051 Fica/Medicare | 101,750 | 110,576 | 103,305 | 111,508 |
| 4053 Deferred Compensation | 13,702 | 13,702 | 12,985 | 14,005 |
| 4055 Health/Dental Insurance | 146,087 | 167,845 | 153,060 | 179,656 |
| 4056 Worker's Comp Insurance | 37,585 | 52,588 | 52,588 | 54,037 |
| 4057 Disability Insurance | 3,054 | 3,435 | 3,322 | 4,392 |
| 4058 Unemployment Insurance | (8,302) | 15,190 | 4,387 | 917 |
| 4059 Life Insurance | 1,011 | 1,071 | 1,050 | 1,197 |
| 4080 Vehicle Allowance | 4,829 | 4,800 | 5,043 | 4,800 |
| 4081 Eyecare Reimbursement | 1,575 | 3,825 | 3,825 | 4,276 |
| 4084 Clothing Cash Payment | 1,600 | 1,600 | 2,300 | 2,000 |
| 4085 Other Taxable Benefits | 13,900 | 13,950 | 17,476 | 18,150 |
| 4999 Vacancies | - | - | - | (25,526) |
| TOTAL SALARIES AND BENEFITS | 1,905,302 | 2,099,770 | 1,950,046 | 2,149,466 |
| SERVICES | | | | |
| 5190 Other Professional Services | 73 | - | - | - |
| 5270 Printing and Binding | 3 | 1,300 | 1,300 | 1,300 |
| 5275 Postage | 2,979 | 3,000 | 3,000 | 3,000 |
| 5303 Telephone | 1,725 | 1,500 | 1,200 | 1,200 |
| 5395 Info Technology Service Chgs | 14,366 | 19,820 | 19,820 | 20,118 |
| 5490 Other Insurance | 3,177 | 25,000 | 25,000 | 25,000 |
| 5570 Office Equip & Furn Rent | 5,304 | 7,750 | 7,750 | 7,750 |
| 5840 Training | 1,308 | 1,300 | - | - |
| 5950 Bad Debt Expense | - | 100 | 120 | 120 |
| TOTAL SERVICES | 28,936 | 59,770 | 58,190 | 58,488 |
| SUPPLIES | | | | |
| 6140 Office Supplies | 3,008 | 5,700 | 5,700 | 5,700 |
| 6210 Repair/Maintenance Supplies | 2,722 | 2,500 | 2,500 | 2,500 |
| 6350 Building Supplies | 1,606 | 1,500 | 1,500 | 1,500 |
| 6510 Small Tools & Equipment | - | 250 | 250 | 250 |
| 6590 Special Departmental Supplies | - | 500 | 500 | 500 |
| TOTAL SUPPLIES | 7,337 | 10,450 | 10,450 | 10,450 |
| DIVISION TOTAL | 1,941,576 | 2,169,990 | 2,018,686 | 2,218,404 |

DEPARTMENT/DIVISION
LINCOLN SHRINE

| FUND | | | | ORGKEY |
|-------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| GENERAL FUND | | | | 101193 |
| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
| SERVICES | | | | |
| 5275 Postage | 143 | 178 | 150 | 153 |
| 5303 Telephone | - | 12 | - | - |
| TOTAL SERVICES | <u>143</u> | <u>190</u> | <u>150</u> | <u>153</u> |
| SUPPLIES | | | | |
| 6610 Books | 891 | 950 | 950 | 975 |
| TOTAL SUPPLIES | <u>891</u> | <u>950</u> | <u>950</u> | <u>975</u> |
| | | | | |
| DIVISION TOTAL | 1,034 | 1,140 | 1,100 | 1,128 |
| | | | | |
| DEPARTMENT TOTAL | 1,942,610 | 2,171,130 | 2,019,786 | 2,219,532 |

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 a paperless organizational paradigm

Performance Measures:

- Reduce our response time to emergency Calls for Service to 6:30 or less in 2018
 - Improved safety of citizens through an expedient response
- Maintain Part 1 Crime clearance rates above national average in 2018
 - Improved ability to reunite victims with their stolen property
- Reduce Part 1 Crimes in 2018
 - Improve citizen safety by reducing violent crime
- Reduce property loss through crime reduction

Budget Reorganization

In order to reflect the new organizational structure of the department and in an effort to increase the transparency of how funding is spent within the various bureaus of the department, the Police Department has reconfigured its entire budget format to depict the budget for each bureau instead of one overall police budget.

Police Patrol Services Bureau

Program Description:

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

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

Program Objectives:

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

Significant Program Changes:

- The addition of a swing shift team to cover Sundays, Mondays, and Tuesdays
- The addition of custody officers working 20 hours a day, seven days a week

Accomplishments for Fiscal Year 2017-2018:

- Five new police officers were successfully trained in the Field Training and Evaluation Program to fill vacancies created through attrition. One of the officers was previously an Explorer.
- The Police Explorers received the Commitment to Excellence Award this past year. They currently have seven members in the post. Additionally, they have been instrumental in detailing patrol units to ensure a clean and professional looking fleet.
- A patrol officer received the Medal of Valor on February 20, 2017 from President Donald Trump in recognition of the officer's actions during the December 2, 2015 terrorist attack on the Inland Regional Center in San Bernardino.
- The addition of custody officers working 20 hours a day, 7 days a week, allows officers to be in the field more, making them available for enforcement action and emergency response

**DEPARTMENT/DIVISION
PATROL SERVICES**

| FUND | | | | ORGKEY |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| GENERAL FUND | | | | 101200 |
| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
| SALARIES AND BENEFITS | | | | |
| 4000 Full Time Salaries | 8,399,816 | 9,214,411 | 8,779,857 | 5,779,563 |
| 4002 Labor Code Section 4850 | 470,258 | - | 195,918 | - |
| 4005 Salaries: Part Time | 66,883 | 71,540 | 83,774 | - |
| 4010 Overtime Salaries | 788,798 | 800,000 | 1,000,000 | 638,290 |
| 4011 Overtime: Reimbursable | 213,645 | 190,000 | 190,000 | 35,550 |
| 4012 Stand By | 1,785 | 10,000 | 2,000 | - |
| 4014 Homicide OT | 16,201 | 25,000 | 75,000 | 25,000 |
| 4015 Banked Leave Buy Back | 1,271,481 | 1,200,000 | 1,360,480 | 811,406 |
| 4025 Police Reserves | 2,800 | 6,600 | 720 | - |
| 4035 Overtime: Court/Other | 45,980 | 85,000 | 40,000 | 40,000 |
| 4050 Pension Contributions | 4,810,819 | 4,937,093 | 5,028,547 | 3,394,545 |
| 4051 Fica/Medicare | 213,600 | 227,541 | 232,627 | 125,672 |
| 4053 Deferred Compensation | 19,252 | 19,419 | 26,398 | 7,607 |
| 4055 Health/Dental Insurance | 1,440,546 | 1,602,249 | 1,431,785 | 1,019,241 |
| 4056 Worker's Comp Insurance | - | 565,061 | 565,061 | 502,683 |
| 4057 Disability Insurance | 4,823 | 6,561 | 6,008 | 2,010 |
| 4058 Unemployment Insurance | (23,890) | 42,098 | 12,873 | 3,738 |
| 4059 Life Insurance | 5,491 | 5,807 | 5,565 | 3,591 |
| 4081 Eyecare Reimbursement | 739 | 2,250 | 1,250 | 900 |
| 4082 Clothing Allowance | 101,557 | 107,200 | 243,900 | 174,900 |
| 4085 Other Taxable Benefits | 91,547 | 107,260 | 121,041 | 89,220 |
| 4087 Employee Wellness Program | - | - | 485 | - |
| 4099 Vacancies | - | - | - | (470,927) |
| TOTAL SALARIES AND BENEFITS | 17,942,130 | 19,225,090 | 19,403,289 | 12,182,989 |
| SERVICES | | | | |
| 5040 Undercover Investigations | 20,000 | 20,000 | 10,000 | - |
| 5360 Machinery & Equip Maint | 9,896 | 13,000 | 13,000 | - |
| 5395 Info Technology Service Chgs | 92,465 | 127,570 | 127,570 | 86,488 |
| 5880 Special Contractual Services | 262,758 | 293,702 | 306,630 | 166,385 |
| 5950 Bad Debt Expense | 12,909 | 7,000 | 30,000 | 30,000 |
| 5999 Contingencies | - | (143,359) | (143,359) | - |
| TOTAL SERVICES | 398,028 | 317,913 | 343,841 | 282,873 |
| SUPPLIES | | | | |
| 6120 Chemical & Lab Supplies | 1,018 | 3,000 | 3,000 | - |
| 6510 Small Tools & Equipment | 6,325 | 5,500 | 6,548 | - |
| 6590 Special Departmental Supplies | 35,341 | 37,250 | 37,250 | - |
| 6640 Non-Capital Expenditures | 9,966 | 6,000 | 49,037 | - |
| TOTAL SUPPLIES | 52,650 | 51,750 | 95,835 | - |
| FIXED ASSETS | | | | |
| 7100 Motor Vehicles | 157,112 | 179,287 | 281,756 | - |
| 7140 All Other Equipment | - | 126,574 | 6,503 | - |
| TOTAL FIXED ASSETS | 157,112 | 305,861 | 288,259 | - |
| DIVISION TOTAL | 18,549,920 | 19,900,614 | 20,131,224 | 12,465,862 |

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 (25) 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 multiple locations in town to support responding units on calls for service serving as an additional resource to ensure site security at the locations. The Communications Unit is currently allocated six (6) part-time camera operators, fifteen (15) full-time dispatchers, one (1) part-time dispatcher, and one (1) shift supervisor, all of whom respond daily to hundreds of telephone and radio calls.

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 one hundred thirty (130) cameras placed at various locations throughout the city of Redlands
- Dispatch calls for service and process requests from officers in the field, to include the response of additional personnel, equipment and/or resources
- Facilitate and prioritize telephone contacts and communication between the public, public safety agencies, and other City departments
- Support the department's community policing policy, including, but not limited to, the one-on-one instruction from Redlands Police Dispatchers to local elementary students through the 911 for Kids program. Support problem-solving efforts through active participation and input on police department issues

Significant Program Changes:

- Creation of a Dispatcher III classification for employees with five (5) years or more of service
- Worked with County Radio to fully switch to upgraded encrypted radio software; this allows the department to remain in communication with other county agencies to assist in mutual aid situations

Accomplishments for Fiscal Year 2017-2018:

- Continued Quality Assurance and Review Program where supervisors randomly review calls to ensure police department customer service expectations and departmental protocols and guidelines are met
- Dispatchers answered 41,330 911 calls, a 5.1% decrease from last year
- Dispatchers answered 125,132 business and alternate emergency lines, a 5.3% decrease from last year
- There were 56,195 calls for service, a 3.3% decrease from last year
- Video cameras were used on 4,854 calls in comparison to 2,928 calls during the previous year, increasing by 65.7%

**DEPARTMENT/DIVISION
COMMUNICATIONS**

| FUND | | | | ORGKEY |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| GENERAL FUND | | | | 101201 |
| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
| SALARIES AND BENEFITS | | | | |
| 4000 Full Time Salaries | 726,445 | 845,406 | 766,784 | 912,799 |
| 4005 Salaries: Part Time | 47,434 | 22,160 | 14,404 | 22,830 |
| 4010 Overtime Salaries | 57,550 | 64,970 | 75,250 | 80,250 |
| 4012 Stand By | 9,836 | 12,815 | 11,435 | 12,815 |
| 4015 Banked Leave Buy Back | 17,790 | 26,043 | 16,124 | 23,393 |
| 4050 Pension Contributions | 143,879 | 183,406 | 174,664 | 217,159 |
| 4051 Fica/Medicare | 66,904 | 76,352 | 72,900 | 83,043 |
| 4053 Deferred Compensation | - | - | 3,583 | 13,760 |
| 4055 Health/Dental Insurance | 180,121 | 214,535 | 173,473 | 199,287 |
| 4056 Worker's Comp Insurance | - | 67,479 | 67,479 | 40,461 |
| 4057 Disability Insurance | 7,188 | 8,701 | 8,406 | 10,501 |
| 4058 Unemployment Insurance | (4,354) | 7,378 | 2,763 | 1,378 |
| 4059 Life Insurance | 839 | 1,008 | 930 | 1,008 |
| 4081 Eyecare Reimbursement | 825 | 3,600 | 1,800 | 3,600 |
| 4082 Clothing Allowance | 13,500 | 16,000 | 22,600 | 27,200 |
| 4085 Other Taxable Benefits | 6,813 | 10,674 | 19,525 | 21,600 |
| TOTAL SALARIES AND BENEFITS | 1,274,768 | 1,560,527 | 1,432,120 | 1,671,084 |
| SERVICES | | | | |
| 5340 Office Equipment Maintenance | 1,487 | 2,500 | 2,500 | 2,500 |
| 5395 Info Technology Service Chgs | 10,361 | 14,294 | 14,294 | 14,509 |
| 5580 Communications Svs & Rental | 284,183 | 286,000 | 336,000 | 236,000 |
| TOTAL SERVICES | 296,031 | 302,794 | 352,794 | 253,009 |
| SUPPLIES | | | | |
| 6500 Office Equipment & Furniture | 10,297 | 5,500 | - | 10,500 |
| 6510 Small Tools & Equipment | 2,423 | 2,000 | 1,500 | 4,000 |
| 6590 Special Departmental Supplies | 2,966 | 2,500 | 2,000 | 5,000 |
| 6640 Non-Capital Expenditures | - | - | 6,500 | - |
| TOTAL SUPPLIES | 15,687 | 10,000 | 10,000 | 19,500 |
| DIVISION TOTAL | 1,586,486 | 1,873,321 | 1,794,914 | 1,943,593 |

Police Support Services Bureau

Program Description:

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

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

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

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

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

Program Objectives:

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

Significant Program Changes:

- A new part-time ID technician was hired and successfully trained on fingerprinting utilizing both live scan and ink methods. She also makes appointments and enters all registrant information
- GovPay has been installed in the lobby, allowing customers to pay fees using debit and credit cards
- An additional workstation was installed in Records to assist with front counter customers, allowing for better customer service and efficiency

Accomplishments for Fiscal Year 2017-2018:

- Both the records supervisor and dispatch supervisor attended the annual user's conference for Spillman; the department's CAD/RMS system
- An awning with lighting was installed outside the front doors of the EOC. This has created an additional waiting area for customers while protecting them from the outside elements
- Eight new police patrol vehicles, one new forensic truck, two sedans for administrative personnel, one Escape for parking control, and one hybrid vehicle for administration were purchased and outfitted. These units replaced older units in the fleet, rotating them out of service and ensuring the safety of police personnel driving them

**DEPARTMENT/DIVISION
SUPPORT SERVICES**

| FUND | | | | ORGKEY |
|-------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| GENERAL FUND | | | | 101202 |
| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
| SALARIES AND BENEFITS | | | | |
| 4000 Full Time Salaries | 895,991 | 923,226 | 865,241 | 1,263,483 |
| 4005 Salaries: Part Time | 73,050 | 140,156 | 108,543 | 219,763 |
| 4010 Overtime Salaries | 14,529 | 20,250 | 33,625 | 40,000 |
| 4015 Banked Leave Buy Back | 55,700 | 79,507 | 179,750 | 129,617 |
| 4050 Pension Contributions | 173,346 | 197,229 | 235,045 | 424,202 |
| 4051 Fica/Medicare | 64,515 | 78,897 | 76,657 | 91,527 |
| 4053 Deferred Compensation | 9,768 | 9,843 | 16,309 | 26,198 |
| 4055 Health/Dental Insurance | 145,093 | 134,580 | 133,243 | 182,248 |
| 4056 Worker's Comp Insurance | 679,093 | 32,610 | 32,610 | 49,880 |
| 4057 Disability Insurance | 4,505 | 5,016 | 4,746 | 4,295 |
| 4058 Unemployment Insurance | (4,418) | 7,378 | 2,427 | 1,826 |
| 4059 Life Insurance | 748 | 756 | 752 | 819 |
| 4081 Eyecare Reimbursement | 1,009 | 3,134 | 2,250 | 2,475 |
| 4082 Clothing Allowance | 3,917 | 4,000 | 4,115 | 8,850 |
| 4085 Other Taxable Benefits | 32,823 | 15,682 | 134,055 | 19,192 |
| 4087 Employee Wellness Program | - | - | - | 900 |
| TOTAL SALARIES AND BENEFITS | 2,149,669 | 1,652,264 | 1,829,368 | 2,465,276 |
| SERVICES | | | | |
| 5034 Collection Agent/Bank Fees | - | 100 | 100 | 100 |
| 5050 Fingerprinting | 20,317 | 21,000 | 20,500 | 21,000 |
| 5140 Legal Services | 44,508 | 30,000 | 15,000 | 20,000 |
| 5180 Medical/Physicals | 49,633 | 72,000 | 71,000 | 73,840 |
| 5190 Other Professional Services | - | - | 30,000 | - |
| 5255 Travel Expense/Reimbursement | 57,870 | 103,250 | 103,250 | 98,250 |
| 5270 Printing and Binding | 13,655 | 32,450 | 20,000 | 20,000 |
| 5275 Postage | 5,100 | 6,500 | 5,100 | 7,200 |
| 5280 Advertising | - | - | 500 | 500 |
| 5303 Telephone | 97,121 | 130,000 | 91,000 | 110,000 |
| 5310 Electricity & Gas | 2,817 | 4,000 | 4,000 | 4,200 |
| 5360 Machinery & Equip Maint | 379 | 7,210 | 1,500 | 19,210 |
| 5365 Vehicle Maintenance | 6,064 | 8,000 | 8,000 | 8,500 |
| 5395 Info Technology Service Chgs | 775,903 | 874,881 | 874,881 | 874,571 |
| 5396 City Garage Charges | 357,191 | 454,443 | 476,247 | 388,142 |
| 5510 Land and Building Rent | 5,400 | 8,700 | 5,400 | 5,400 |
| 5570 Office Equip & Furn Rent | 23,375 | 29,190 | 29,190 | 29,190 |
| 5800 Subscriptions & Memberships | 5,296 | 6,500 | 6,500 | 6,500 |
| 5840 Training | 109,909 | 170,500 | 130,500 | 165,500 |
| 5880 Special Contractual Services | 36,747 | 59,820 | 56,000 | 61,820 |
| 5950 Bad Debt Expense | 58 | 500 | 500 | 500 |
| TOTAL SERVICES | 1,611,343 | 2,019,044 | 1,949,168 | 1,914,423 |
| SUPPLIES | | | | |
| 6130 Books & Supplies | 135 | 600 | 600 | 600 |
| 6140 Office Supplies | 35,453 | 45,000 | 45,000 | 45,000 |
| 6160 Medical Supplies | 778 | 1,360 | 1,360 | 1,360 |
| 6170 Weapons & Ammunitions | 49,643 | 69,904 | 69,904 | 60,000 |
| 6180 Turnouts/Uniform/Sfty Clothing | 44,692 | 71,134 | 117,014 | 77,734 |
| 6190 Photo & Copying Supplies | 601 | 1,500 | 1,500 | 7,500 |
| 6210 Repair/Maintenance Supplies | 402 | 500 | 500 | 500 |

**DEPARTMENT/DIVISION
SUPPORT SERVICES**

| FUND | | | | ORGKEY |
|-------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| GENERAL FUND | | | | 101202 |
| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
| SUPPLIES (CONT.) | | | | |
| 6500 Office Equipment & Furniture | 5,322 | 6,500 | 6,500 | 6,500 |
| 6510 Small Tools & Equipment | 1,389 | 1,500 | 1,500 | 13,600 |
| 6560 Food | 5,323 | 21,252 | 21,252 | 9,500 |
| 6590 Special Departmental Supplies | 15,979 | 33,900 | 37,200 | 61,500 |
| TOTAL SUPPLIES | <u>159,719</u> | <u>253,150</u> | <u>302,330</u> | <u>283,794</u> |
| FIXED ASSETS | | | | |
| 7100 Motor Vehicles | 48,149 | - | - | - |
| 7150 Other Betterments/Improvements | - | - | - | 30,000 |
| TOTAL FIXED ASSETS | <u>48,149</u> | <u>-</u> | <u>-</u> | <u>30,000</u> |
| DIVISION TOTAL | 3,968,879 | 3,924,458 | 4,080,866 | 4,693,493 |

Police Animal Control

Program Description:

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

Program Objectives:

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

Significant Program Changes:

- One full-time animal control officer was hired providing additional field coverage as well as officer safety by allowing them to respond to dangerous calls for service as a team
- The full-time animal control supervisor retired. Since his retirement the position has been flown three times. Currently, the position is vacant because no candidates that staff has deemed qualified have applied.

Accomplishments for Fiscal Year 2017-2018:

- Pet adoptions and rescue events have helped maintain pet adoptions throughout the year reducing the amount of time animals stay in the shelter
- Approximately fifteen (15) off-site adoption events held, a minimum of one off-site adoption event each month
- Fifty-one (51) new volunteers have joined the shelter team
- Generous food donations from PetSmart and Petco
- Over 600 shelter cats were adopted at PetSmart due to our collaboration. With each cat adoption, PetSmart Charities Inc. donates an additional \$20. Over \$12,000 was donated to the shelter fund

**DEPARTMENT/DIVISION
ANIMAL CONTROL**

| FUND | | | | ORGKEY |
|-------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| GENERAL FUND | | | | 101203 |
| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
| SALARIES AND BENEFITS | | | | |
| 4000 Full Time Salaries | 154,154 | 188,947 | 139,848 | 180,844 |
| 4005 Salaries: Part Time | 14,343 | 14,450 | 14,543 | 15,330 |
| 4010 Overtime Salaries | 6,776 | 11,800 | 9,000 | 9,000 |
| 4015 Banked Leave Buy Back | 2,194 | 5,607 | 28,659 | 2,205 |
| 4050 Pension Contributions | 30,587 | 41,227 | 31,260 | 43,427 |
| 4051 Fica/Medicare | 13,457 | 17,277 | 14,827 | 16,457 |
| 4053 Deferred Compensation | - | - | 1,353 | 3,440 |
| 4055 Health/Dental Insurance | 44,279 | 58,264 | 45,231 | 52,037 |
| 4056 Worker's Comp Insurance | - | 8,276 | 8,276 | 9,353 |
| 4057 Disability Insurance | 1,358 | 1,796 | 1,587 | 1,998 |
| 4058 Unemployment Insurance | (1,188) | 2,276 | 574 | 609 |
| 4059 Life Insurance | 190 | 252 | 209 | 252 |
| 4081 Eyecare Reimbursement | 225 | 900 | 900 | 900 |
| 4082 Clothing Allowance | 2,475 | 3,475 | 3,525 | 5,575 |
| 4085 Other Taxable Benefits | - | 1,560 | - | 1,560 |
| TOTAL SALARIES AND BENEFITS | 268,849 | 356,107 | 299,792 | 342,987 |
| SERVICES | | | | |
| 5153 Veterinary Services | 45,181 | 50,380 | 50,380 | 55,150 |
| 5360 Machinery & Equip Maint | - | 1,000 | 1,000 | 1,000 |
| 5395 Info Technology Service Chgs | 3,356 | 4,630 | 4,630 | 4,700 |
| 5396 City Garage Charges | 14,521 | 18,475 | 19,631 | 17,463 |
| 5570 Office Equip & Furn Rent | 2,562 | 2,431 | 2,431 | 2,431 |
| 5800 Subscriptions & Memberships | 100 | 140 | 100 | 100 |
| 5880 Special Contractual Services | 17,100 | 17,400 | 17,400 | 17,400 |
| 5950 Bad Debt Expense | 2,102 | 500 | 500 | 500 |
| TOTAL SERVICES | 84,922 | 94,956 | 96,072 | 98,744 |
| SUPPLIES | | | | |
| 6120 Chemical & Lab Supplies | 1,660 | 2,828 | 2,828 | 3,000 |
| 6140 Office Supplies | 183 | 500 | 500 | 500 |
| 6160 Medical Supplies | 20,960 | 28,750 | 28,750 | 28,750 |
| 6170 Weapons & Ammunitions | 112 | 550 | 3,000 | 550 |
| 6180 Turnouts/Uniform/Sfty Clothing | 281 | 750 | 750 | 625 |
| 6510 Small Tools & Equipment | - | 300 | 300 | 300 |
| 6560 Food | 201 | 15,500 | 15,500 | 16,500 |
| 6590 Special Departmental Supplies | 10,145 | 10,000 | 7,550 | 7,500 |
| TOTAL SUPPLIES | 33,542 | 59,178 | 59,178 | 57,725 |
| DIVISION TOTAL | 387,313 | 510,241 | 455,042 | 499,456 |

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 is assigned to the Traffic and Special Events Unit. This person is responsible for coordinating the efforts of the parking control officers to effectively investigate traffic related matters and to enforce parking standards throughout the city. The sergeant also manages all the OTS (Office of Traffic Safety) grants which encompass sobriety checkpoints, Click It or Ticket operations, and additional traffic enforcement and DUI saturation patrols during special events and holidays. In addition to traffic duties, the sergeant and the parking control officers organize traffic flow for all the special events in town such as the Christmas Parade, Redlands Bicycle Classic, Run Through Redlands, Lincoln Pilgrimage Parade, high school graduation ceremonies, several triathlon/5-10 K runs and approximately thirty additional special events that are held on weekends that require traffic control. The police sergeant also supervises two community policing officers, a part-time community outreach coordinator and all Citizen Volunteer Patrol members and park rangers.
- **Community Policing Unit:** Two officers and one part-time community outreach coordinator are assigned to the Community Policing Unit. These officers are committed to addressing issues such as homelessness, ongoing crime problems and working with community members and local businesses. These officers work closely with the Redlands Unified School District, as well as with the faith-based community. Both officers participate in youth programs, deploy the mobile book plane, and assist in special events.
- **Citizen Volunteers:** The Department also has a Citizen Volunteer Patrol (CVP) unit consisting of hard working men and women who have chosen to give back to their community. After a person successfully completes the application process to join the CVP program, they spend 32 hours in 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 CVPs patrol the city in specially marked patrol units.
- **Park Rangers:** The Redlands Police Department's Citizen Volunteer Park Ranger (CVPR) Unit follows the concept that a highly visible, uniformed, unarmed "eyes and ears" unit will assist the police department in making the City parks, City orange groves, the Santa Ana River Wash, and San Timoteo Canyon safer places for the community's use. The CVPRs patrol on horseback, dual sport motorcycles, Segways, mountain bikes, and on foot. CVPRs routinely visit with citizens in the patrol areas and are considered one of the department's "public relations" units. CVPRs are on the lookout for illegal activities in the patrol areas, including the use of alcohol, smoking in the parks, after-hours activities in the parks, significant trash accumulations, and signs of suspicious activity. All CVPRs on patrol carry a police radio and are in constant contact with dispatch and the officers on duty.

Program Objectives:

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

Significant Program Changes:

Addition of a part-time community outreach coordinator to assist homeless in obtaining resources.

Accomplishments for Fiscal Year 2017-2018:

- The Crime Prevention and Education Unit successfully coordinated many of the department's community outreach programs. This program brings crime and traffic safety presentations to schools, performs car seat inspections, and coordinates the Neighborhood Watch program. The Every 15 Minutes program was presented at Citrus Valley High School in an attempt to reduce underage drinking and driving.
- The Community Services Division coordinates the Responsible Redlands initiative which is a collaborative effort that focuses on curbing problems related to binge and underage drinking through ongoing strategic operations to enforce existing alcohol laws. Through this program, the department has conducted several enforcement operations related to the provision of alcohol to underage individuals. Additionally, grant funding has allowed officers to perform over two dozen DUI checkpoints and 12 DUI saturation patrols this year in an effort to curb the deadly crime of impaired driving.
- In 2017, CVP and CVPR members donated 19,517 hours; equivalent to a monetary value of \$409,857. These volunteers are a vital part of the department's strategy to meet the needs of the community.
- The addition of the community outreach coordinator to the Community Policing Unit has allowed officers to focus on enforcement and be more available to residents and business owners, while maintaining a commitment to assisting the homeless in our community.
- One of the community policing officers received the City Safety Employee of the Year award for 2017.

**DEPARTMENT/DIVISION
COMMUNITY SERVICES**

| FUND | | | | ORGKEY |
|-----------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| GENERAL FUND | | | | 101204 |
| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
| SALARIES AND BENEFITS | | | | |
| 4000 Full Time Salaries | - | - | - | 909,751 |
| 4010 Overtime Salaries | - | - | - | 133,405 |
| 4011 Overtime: Reimbursable | - | - | - | 152,300 |
| 4012 Stand By | - | - | - | 10,000 |
| 4014 Homicide OT | - | - | - | 5,000 |
| 4015 Banked Leave Buy Back | - | - | - | 128,444 |
| 4035 Overtime: Court/Other | - | - | - | 15,000 |
| 4050 Pension Contributions | - | - | - | 462,751 |
| 4051 Fica/Medicare | - | - | - | 42,977 |
| 4053 Deferred Compensation | - | - | - | 9,377 |
| 4055 Health/Dental Insurance | - | - | - | 134,108 |
| 4056 Worker's Comp Insurance | - | - | - | 18,705 |
| 4057 Disability Insurance | - | - | - | 3,554 |
| 4058 Unemployment Insurance | - | - | - | 1,904 |
| 4059 Life Insurance | - | - | - | 693 |
| 4081 Eyecare Reimbursement | - | - | - | 1,350 |
| 4082 Clothing Allowance | - | - | - | 21,500 |
| 4085 Other Taxable Benefits | - | - | - | 15,540 |
| TOTAL SALARIES AND BENEFITS | - | - | - | 2,066,358 |
| SERVICES | | | | |
| 5270 Printing & Binding | - | - | - | 5,000 |
| 5360 Machinery & Equip Maint | - | - | - | 1,000 |
| 5880 Special Contractual Services | - | - | - | 185,000 |
| TOTAL SERVICES | - | - | - | 191,000 |
| SUPPLIES | | | | |
| 6120 Chemical & Lab Supplies | - | - | - | 3,000 |
| TOTAL SUPPLIES | - | - | - | 3,000 |
| DIVISION TOTAL | - | - | - | 2,260,358 |

Police Special Services Bureau

Program Description:

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

The Investigations Unit is comprised of the following:

- *Violent Crimes:* This unit has primary responsibility for homicides, rapes, assaults, robberies, and other acts of violence against adults
- *Special Victim:* This unit has primary responsibility for crimes against children, senior citizens, and crimes committed by juveniles
- *Property Crime:* This unit is responsible for burglaries, fraud, identity theft, vehicle theft and other theft-related crimes
- *Crime Analysis:* This 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

Program Objectives:

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

Significant Program Changes:

The Forensics and Property & Evidence have moved from the Special Services Bureau to the Community Services Bureau.

Accomplishments for Fiscal Year 2017-2018:

- Detectives investigated a stabbing that resulted in a homicide near Sun Avenue and Alta Street. Through video evidence and statements made by a suspect, it was discovered the victim was lured to the sidewalk on the west side of Alta Street, south of Sun Avenue by one of the suspects. Three additional suspects were at the location waiting for the victim. These subjects argued with the victim, then attacked the victim, at which time one of the suspects stabbed the victim. Detectives were quickly able to identify and arrest all four suspects. The murder weapon and other items of evidentiary value were also located during the investigation.
- Detectives investigated a shooting that resulted in homicide at Sylvan Park. The suspects lured the victim to the location, robbed him of money, and then shot him several times. With very little information, detectives worked diligently and were quickly able to identify three suspects that were involved in the

murder. Detectives were able to locate and arrest all suspects, collect valuable evidence, and ultimately obtain a confession.

- Detectives investigated a murder in the 1600 block of Barton Road. The investigation revealed the murder was the result of a domestic dispute. The suspect forced his way into the victim's residence and shot the victim while she was holding their four-year-old child. The investigation led detectives to the Jurupa Valley area where they found the suspect dead from a self-inflicted gunshot wound.
- Detectives investigated a vehicle burglary that occurred on State Street. The victim was a musician and had three guitars and other equipment inside the car that were stolen. The next day, the victim saw one of the guitars on the OfferUp app and another on Craigslist. Detectives researched the seller and were able to obtain his identity. Detectives served the search warrant at the suspect's residence in San Bernardino and located one of the guitars and other suspected stolen items, including a stolen handgun. Detectives interviewed the suspect and obtained a full confession. Detectives learned the other two guitars were pawned at a pawn shop in Fontana. Detectives went to the pawn shop and located the outstanding guitars. All three guitars were subsequently returned to the victim. Several of the other items seized at the search warrant were also returned to additional victims, including two violins, tennis equipment, a Bluetooth speaker, and an iPhone.

Program Description:

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

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

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

Program Objectives:

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

Significant Program Changes:

The Redlands Police Department Air Support Unit was decommissioned.

Accomplishments for Fiscal Year 2017-2018:

- MET developed information regarding the illegal sale of assault weapons occurring in the city of Redlands. The Multiple Enforcement Team along with the Redlands Police Narcotics Unit and the Federal Bureau of Alcohol, Tobacco, Firearms, and Explosives served a search warrant in the city of Redlands, reference the three week long investigation. A 28 year-old Redlands man was arrested in connection with the investigation. A total of 43 firearms were recovered from his residence in Redlands, which included 13 assault weapons (3 of which were fully automatic), various rifles, and handguns. Approximately 200 high-capacity magazines, thousands of rounds of ammunition, and 8 firearm suppressors were also seized. The target of the investigation was charged in Federal Court for the illegal sales and manufacturing of assault weapons.
- MET investigated a gang related attempted homicide in the city of Redlands. The victim (a rival gang member) was stabbed multiple times by two documented North Side Redlands gang members. Both suspects immediately fled the area and went into hiding. MET officers continued to follow up on leads and conducted hours of surveillance. Two weeks later, one of the suspects was found hiding out in a local motel and taken into custody. After several months of being on the run, MET obtained information on the whereabouts of the second suspect. Upon contact, the suspect fled on foot and was taken into custody after a lengthy foot pursuit. He was found to be in possession of narcotics and a loaded handgun. Both suspects are currently awaiting trial for attempted homicide and gang enhancement.
- Over the past year, the SET has conducted investigations throughout San Bernardino, Riverside, Los Angeles and San Diego counties leading to 105 arrests and the seizure of over 10 lbs. of methamphetamine, 2 lbs. of cocaine, one half pound of heroin, 633 prescription pills, over \$50,000, and 33 firearms. In addition to narcotics investigations, the SET has assisted the Investigations Unit with surveillance and apprehending burglary, robbery, and homicide suspects.
- The Narcotics Unit also has two officers assigned to the Inland Regional Narcotics Enforcement Team (IRNET). IRNET is administered by the San Bernardino County Sheriff's Department and is made up of officers and investigators from numerous local, state, and federal agencies. As a part of the Los Angeles based HIDTA program, IRNET is responsible for major narcotics investigations throughout the Inland Empire and Los Angeles County. Over the past year, IRNET has seized 633 kilograms of cocaine, 396 lbs. of methamphetamine, 154 kilograms of heroin, 58 kilograms of fentanyl, and over \$5.2 million.

**DEPARTMENT/DIVISION
SPECIAL SERVICES**

| FUND | | | | ORGKEY |
|-----------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| GENERAL FUND | | | | 101205 |
| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
| SALARIES AND BENEFITS | | | | |
| 4000 Full Time Salaries | - | - | - | 2,823,620 |
| 4010 Overtime Salaries | - | - | - | 279,105 |
| 4011 Overtime: Reimbursable | - | - | - | 14,450 |
| 4014 Homicide OT | - | - | - | 14,965 |
| 4015 Banked Leave Buy Back | - | - | - | 356,224 |
| 4035 Overtime: Court/Other | - | - | - | 36,000 |
| 4050 Pension Contributions | - | - | - | 1,655,440 |
| 4051 Fica/Medicare | - | - | - | 60,714 |
| 4053 Deferred Compensation | - | - | - | 6,307 |
| 4055 Health/Dental Insurance | - | - | - | 444,562 |
| 4056 Worker's Comp Insurance | - | - | - | 51,958 |
| 4057 Disability Insurance | - | - | - | 822 |
| 4058 Unemployment Insurance | - | - | - | 1,825 |
| 4059 Life Insurance | - | - | - | 1,575 |
| 4081 Eyecare Reimbursement | - | - | - | 225 |
| 4082 Clothing Allowance | - | - | - | 75,625 |
| 4085 Other Taxable Benefits | - | - | - | 43,740 |
| TOTAL SALARIES AND BENEFITS | - | - | - | 5,867,157 |
| SERVICES | | | | |
| 5040 Undercover Investigations | - | - | - | 20,000 |
| 5880 Special Contractual Services | - | - | - | 2,500 |
| TOTAL SERVICES | - | - | - | 22,500 |
| DIVISION TOTAL | - | - | - | 5,889,657 |
| DEPARTMENT TOTAL | 24,492,598 | 26,208,634 | 26,462,046 | 27,752,418 |

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".

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 2017-2018 fiscal year include:

- Homeland Security Grant to provide funding for tactical ballistic vests to be worn by members of the Redlands Police Department SWAT team for use during tactical operations and other high-risk operations.
- Justice Assistance Grant (JAG) provides funding to underwrite projects to reduce crime and improve public safety. Current funding includes the purchase of one (1) PTZ surveillance camera for the department's Mobile Command Unit and a handheld radar detection device to enable emergency personnel to detect movement inside of a structure during any emergency situation or tactical operation.
- UASI Grant to provide funding for one (1) tactical robot with pan-tilt zoom accessory to assist in an inter-jurisdictional collaborative approach to a terrorist attack, threat of attack, or request for mutual aid throughout San Bernardino County and Riverside County.
- Office of Traffic Safety Selective Traffic Enforcement Grant that focuses on traffic safety issues and enforcement that funds overtime for DUI and driver's license checkpoints; DUI saturation patrols; special enforcement operations and court stings. The OTS grant also provides for traffic enforcement related training.
- Car Fit Mini Grant funding to help older drivers in our community stay safe on the road through Car Fit events.
- Supplemental Law Enforcement Services Fund (SLESF) supplements part-time camera surveillance monitoring personnel.

Significant Program Changes:

None.

**DEPARTMENT/DIVISION
ASSET FORFEITURE**

FUND
ASSET FORFEITURE FUND

ORGKEY
246200

| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
|-------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| SALARIES AND BENEFITS | | | | |
| 4010 Overtime Salaries | - | 10,000 | 35,130 | 35,000 |
| 4051 Fica/Medicare | - | 145 | 68 | 2,170 |
| TOTAL SALARIES AND BENEFITS | - | 10,145 | 35,198 | 37,170 |
| SERVICES | | | | |
| 5040 Undercover Investigations | - | 10,000 | - | 10,000 |
| 5103 Software Support & Development | 6,300 | - | - | - |
| 5240 Meeting & Professional Devlpmt | - | 3,000 | - | - |
| 5255 Travel Expense/Reimbursement | 577 | 1,500 | - | - |
| 5280 Advertising | - | 150 | 150 | 150 |
| 5285 Community Grant Award | - | 6,100 | 5,500 | 6,200 |
| 5303 Telephone | 2,342 | 2,400 | 2,400 | 2,400 |
| 5310 Electricity & Gas | 4,220 | 7,500 | 7,500 | 7,500 |
| 5510 Land and Building Rent | 18,000 | 18,000 | 18,000 | 18,000 |
| 5760 Special Program Expenditures | - | 100,000 | 6,146 | - |
| 5840 Training | 2,850 | 10,000 | - | - |
| 5880 Special Contractual Services | 16,450 | 5,000 | 6,200 | 6,200 |
| 5990 Reimbursed Expenditures | 60,869 | - | 34,066 | - |
| TOTAL SERVICES | 111,607 | 163,650 | 79,962 | 50,450 |
| SUPPLIES | | | | |
| 6170 Weapons & Ammunitions | 12,398 | 10,000 | 11,098 | 15,000 |
| 6180 Turnouts/Uniform/Sfty Clothing | - | - | 3,636 | - |
| 6560 Food | 127 | - | 17 | - |
| 6590 Special Departmental Supplies | 46,643 | 82,472 | 82,472 | 94,000 |
| 6640 Non-Capital Expenditures | 5,511 | - | - | - |
| TOTAL SUPPLIES | 64,679 | 92,472 | 97,223 | 109,000 |
| FIXED ASSETS | | | | |
| 7100 Motor Vehicles | 131,386 | 300,315 | 383,004 | 35,000 |
| 7140 All Other Equipment | - | 47,688 | - | - |
| TOTAL FIXED ASSETS | 131,386 | 348,004 | 383,004 | 35,000 |
| FUND TOTAL | 307,672 | 614,271 | 595,387 | 231,620 |

**DEPARTMENT/DIVISION
ASSET FORFEITURE**

JOB LEDGER BUDGET

| FUND | | ORGKEY | |
|-----------------------|-------------------------------|------------------------------------|----------------------------------|
| ASSET FORFEITURE FUND | | 246200 | |
| JOB LEDGER NO. | PROJECT/PROGRAM DESCRIPTION | FY 2017-18 12 MONTH ESTIMATE | FY 2018-19 COUNCIL ADOPTED |
| 25013 | Drug Confiscation - State | 17 | - |
| 25014 | Drug Confiscation - Federal | 584,444 | 225,420 |
| 25015 | Drug Confiscation - Fed Treas | 5,426 | - |
| 25016 | 15% Drug/Gang Prevention | 5,500 | 6,200 |
| TOTALS | | 595,387 | 231,620 |

DEPARTMENT/DIVISION
POLICE GRANTS

| FUND | | | | ORGKEY |
|-------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| POLICE GRANT FUND | | | | 247200 |
| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
| SALARIES AND BENEFITS | | | | |
| 4000 Full Time Salaries | 43 | 10,375 | - | - |
| 4005 Salaries: Part Time | 15,705 | 151,151 | 3,337 | - |
| 4011 Overtime: Reimbursable | 98,519 | 196,413 | 102,532 | 27,804 |
| 4050 Pension Contributions | 3,474 | - | 2,711 | - |
| 4051 Fica/Medicare | 1,409 | 359 | 399 | - |
| 4055 Health/Dental Insurance | 1,841 | - | 1,516 | - |
| 4057 Disability Insurance | 3 | - | - | - |
| 4058 Unemployment Insurance | (270) | 434 | - | - |
| 4059 Life Insurance | 6 | - | 5 | - |
| 4082 Clothing Allowance | 29 | - | - | - |
| 4085 Other Taxable Benefits | 81 | - | 73 | - |
| TOTAL SALARIES AND BENEFITS | 120,841 | 358,732 | 110,573 | 27,804 |
| SERVICES | | | | |
| 5103 Software Support & Development | - | 7,500 | 7,500 | - |
| 5104 Hardware Maint/Replace | - | 10,816 | 10,816 | - |
| 5180 Medical/Physicals | 181 | 250 | - | - |
| 5255 Travel Expense/Reimbursement | 2,445 | 4,696 | 4,372 | - |
| 5303 Telephone | 3,449 | 950 | 255 | - |
| 5320 Janitorial Services | 804 | 1,037 | 936 | - |
| 5360 Machinery & Equip Maint | 12,109 | 50,000 | 4,077 | - |
| 5840 Training | 525 | - | - | - |
| 5880 Special Contractual Services | 1,001 | 50,335 | 11,364 | 10,800 |
| 5990 Reimbursed Expenditures | (60,869) | - | (34,066) | - |
| TOTAL SERVICES | (40,355) | 125,584 | 5,254 | 10,800 |
| SUPPLIES | | | | |
| 6180 Turnouts/Uniform/Sfty Clothing | - | 22,724 | 22,724 | - |
| 6190 Photo & Copying Supplies | 2,800 | - | - | - |
| 6560 Food | - | - | 325 | 500 |
| 6590 Special Departmental Supplies | 45,523 | 58,738 | 29,991 | 500 |
| TOTAL SUPPLIES | 48,323 | 81,462 | 53,040 | 1,000 |
| FIXED ASSETS | | | | |
| 7140 All Other Equipment | 16,163 | 37,790 | 37,790 | - |
| TOTAL FIXED ASSETS | 16,163 | 37,790 | 37,790 | - |
| FUND TOTAL | 144,971 | 603,568 | 206,657 | 39,604 |

**DEPARTMENT/DIVISION
POLICE GRANTS**

JOB LEDGER BUDGET

| FUND | | ORGKEY | |
|-----------------------|------------------------------------|---|---|
| POLICE GRANT FUND | | 247200 | |
| JOB LEDGER NO. | PROJECT/PROGRAM DESCRIPTION | FY 2017-18 12 MONTH ESTIMATE | FY 2018-19 COUNCIL ADOPTED |
| 25132 | BSCC | 11,625 | 11,800 |
| 25148 | JAG 2016 | 3,337 | - |
| 25150 | 2016-17 OTS STEP Grant | 18,220 | - |
| 25152 | Homeland Security Grant FY 2016 | 18,316 | - |
| 25157 | JAG 2017 | 13,937 | - |
| 25158 | 2017-18 OTS STEP Grant | 90,196 | 27,804 |
| 25159 | Homeland Security Grant FY 2017 | 22,724 | - |
| 25160 | UASI 2017 | 28,302 | - |
| TOTALS | | 206,657 | 39,604 |

DEPARTMENT/DIVISION
SUPPLEMENTAL LAW ENFORCEMENT

| FUND | | | | ORGKEY |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| SUPPLEMENTAL LAW ENFORCEMENT FUND | | | | 249200 |
| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
| SALARIES AND BENEFITS | | | | |
| 4000 Full Time Salaries | 808 | - | - | - |
| 4005 Salaries: Part Time | 84,842 | 103,440 | 123,488 | 105,180 |
| 4051 Fica/Medicare | 6,552 | 7,913 | 9,393 | 8,046 |
| 4056 Worker's Comp Insurance | - | 6,260 | 6,260 | - |
| 4058 Unemployment Insurance | (1,625) | 2,604 | 867 | 312 |
| TOTAL SALARIES AND BENEFITS | <u>90,577</u> | <u>120,217</u> | <u>140,008</u> | <u>113,538</u> |
| SERVICES | | | | |
| 5190 Other Professional Services | - | - | 11,000 | - |
| TOTAL SERVICES | <u>-</u> | <u>-</u> | <u>11,000</u> | <u>-</u> |
| FUND TOTAL | 90,577 | 120,217 | 151,008 | 113,538 |



Fire

Mission Statement:

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

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

Departmental Goals:

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

Sustainability Efforts:

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

Fire Administrative Services

Program Description:

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

Program Objectives:

- Continue to exercise fiscal discipline and remain committed to providing a high level of service to the residents of the City of Redlands
- Continue to effectively administer and manage the resources of the department given the ongoing reductions in headquarters staff
- Integrate Fire Corps volunteers into as many functions as may be possible to maximize administrative and logistics capabilities
- Restructuring of office staff functions, responsibilities, and procedures to be more efficient and productive
- Draft, administer, and manage personnel policies and procedures to all department personnel
- Continued management of the Wildland Interface contract with Cal-Fire
- Provide administrative oversight of materials management and fleet services
- Monitor and modify all duties, as necessary, to ensure an efficient Fire and Emergency Medical Service delivery system
- Continue the pursuit of funding mechanisms to complete Fire Station 264 construction
- Continue to seek funding for remodel of Fire Station 262 to accommodate both male and female crew members
- Pre-employment screening and background investigations

Fire Suppression Division

Program Description:

This division operates under the direction of the Deputy Chief and consists of the 54 personnel assigned to line or operational responsibilities. The department staffs 3 shift Fire Battalion Chiefs, four 3 person engines, one 3 person ladder truck, one 2 person medic squad and one Battalion Chief per 24 hour shift. Redlands Fire Department units responded to 10,849 individual emergencies in 2017. This represents a 6.74% increase in emergency responses over 2016.

Redlands Fire Suppression personnel manage the following programs:

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

- *Hose Testing and Repair:* All fire hose within the department is annually tested. This program oversees 58,700 feet of various sized diameter hose.
- *Oxygen Supply Program:* Ensures oxygen supplies are adequate, deliveries are on time and cylinders are hydrostatically tested (ICEMA, DOT, OSHA, EMSA).
- *Safe Surrender:* As set forth under the Safely Surrendered Baby Law of 2006, this program allows mothers to drop off babies under 72 hours old at a Fire Station without any question. This very important program helps deter abandoning newborns (CFCA).
- *Standard Operating Procedures (Lexipol):* Management of this crucial program provides for the continuous updating and development of SOP's as related to the operations of the department.
- *Swiftwater Rescue:* Personnel assigned to this program have all been trained to the technician level, are able to train others, and are responsible for maintaining equipment inventories and serviceability.
- *Health and Wellness Program:* This program is a joint management and employee association program based upon the International Association of Fire Chiefs and International Association of Firefighters Wellness-Fitness Initiative (WFI) to improve the health and fitness of firefighters. Adopted in 2004, it helps reduce risk of injury and illness and maintains a healthy and fit work force (IAFC, IAFF).
- *Breathing Air Systems:* Personnel assigned to this program ensure that all regulations, maintenance, and upgrading of fixed, mobile, and self-contained breathing systems are met. There are numerous federal, state, and local requirements and regulations that guide this program (NIOSH, NFPA, OSHA, CAL_OSHA, ANSI).
- *Pump Testing:* National Fire Protection Association Standard 1911 mandates fire apparatus pumps must be tested on an annual basis (NFPA 1911, Insurance Services Organization).

Program Objectives:

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

Significant Program Changes:

- Operational personnel continue to absorb traditionally administrative and support functions as the department adapts to the headquarters staffing level.
- Acquisition of an All-Terrain Vehicle was made possible through a donation from the University of Redlands. This ATV will allow emergency access at events with large crowds and limited accessibility, as well as areas with rough terrain.

DEPARTMENT/DIVISION
FIRE SUPPRESSION

| FUND | | | | ORGKEY |
|-------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| GENERAL FUND | | | | 101250 |
| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
| SALARIES AND BENEFITS | | | | |
| 4000 Full Time Salaries | 4,057,153 | 4,384,426 | 4,329,823 | 4,586,376 |
| 4002 Labor Code Section 4850 | 138,930 | 140,000 | 190,000 | 150,000 |
| 4010 Overtime Salaries | 397,360 | 365,000 | 471,405 | 350,000 |
| 4011 Overtime: Reimbursable | 310,303 | 300,000 | 506,732 | 389,655 |
| 4013 Constant Staffing OT | 1,164,811 | 1,150,000 | 1,189,862 | 1,100,000 |
| 4015 Banked Leave Buy Back | 312,024 | 534,079 | 482,287 | 454,257 |
| 4018 Holiday: FLSA | 74,836 | 70,000 | 77,098 | 70,000 |
| 4050 Pension Contributions | 2,792,321 | 3,285,552 | 3,406,163 | 3,768,590 |
| 4051 Fica/Medicare | 100,263 | 88,003 | 109,152 | 83,255 |
| 4053 Deferred Compensation | 98,580 | 127,640 | 127,640 | 127,939 |
| 4055 Health/Dental Insurance | 719,614 | 743,074 | 752,383 | 704,536 |
| 4056 Worker's Comp Insurance | 412,603 | 357,308 | 357,308 | 377,749 |
| 4057 Disability Insurance | 33,779 | 36,051 | 37,386 | 40,809 |
| 4058 Unemployment Insurance | (8,887) | 16,926 | 19,626 | 4,407 |
| 4059 Life Insurance | 2,328 | 2,457 | 2,489 | 2,359 |
| 4081 Eyecare Reimbursement | 6,298 | 8,776 | 5,673 | 551 |
| 4082 Clothing Allowance | 18,000 | 18,500 | 38,050 | 41,695 |
| 4084 Clothing Cash Payment | 200 | 200 | 300 | 218 |
| 4085 Other Taxable Benefits | 10,280 | 4,500 | 5,563 | 6,342 |
| 4087 Employee Wellness Program | 956 | - | 438 | - |
| 4999 Vacancies | - | - | - | (58,325) |
| TOTAL SALARIES AND BENEFITS | 10,641,753 | 11,632,492 | 12,109,378 | 12,200,413 |
| SERVICES | | | | |
| 5034 Collection Agent/Bank Fees | - | 25 | - | 25 |
| 5050 Fingerprinting | 173 | 680 | 200 | 680 |
| 5103 Software Support & Development | 210 | 6,000 | 3,000 | 5,000 |
| 5104 Hardware Maint/Replace | 976 | 5,500 | 5,500 | 3,500 |
| 5140 Legal Services | 23,968 | 30,000 | 8,000 | - |
| 5180 Medical/Physicals | 5,345 | 7,000 | 2,000 | 5,000 |
| 5190 Other Professional Services | 7,877 | 11,500 | 34,449 | 13,500 |
| 5240 Meeting & Professional Devlpmt | 709 | 3,250 | 1,500 | 2,500 |
| 5255 Travel Expense/Reimbursement | 2,401 | 4,000 | 4,000 | 5,000 |
| 5270 Printing and Binding | 2,746 | 2,000 | 2,000 | 2,000 |
| 5275 Postage | 1,100 | 1,150 | 800 | 1,150 |
| 5280 Advertising | - | 3,000 | 1,000 | 2,500 |
| 5303 Telephone | 24,336 | 19,000 | 26,632 | 27,000 |
| 5340 Office Equipment Maintenance | - | 2,400 | 200 | 500 |
| 5350 Building/Grounds Maintenance | 73,842 | 73,000 | 73,000 | 33,000 |
| 5360 Machinery & Equip Maint | 12,572 | 15,907 | 15,907 | 8,407 |
| 5392 License & Permits | 70 | 1,350 | 200 | 1,350 |
| 5395 Info Technology Service Chgs | 37,640 | 31,931 | 31,931 | 37,411 |
| 5396 City Garage Charges | 284,853 | 294,593 | 308,728 | 278,451 |
| 5530 Clothing and Linen Rent | 4,953 | 7,000 | 7,000 | 8,000 |
| 5570 Office Equip & Furn Rent | 2,999 | 3,500 | 1,500 | 3,500 |
| 5580 Communications Svs & Rental | 339,669 | 366,520 | 366,520 | 370,000 |
| 5590 Other Rentals | 5,720 | 7,000 | 1,000 | 6,000 |
| 5722 Penalties and Interest | - | 25 | 144 | 150 |
| 5800 Subscriptions & Memberships | 2,754 | 3,340 | 2,500 | 6,500 |
| 5840 Training | 869 | 1,415 | 1,415 | 5,200 |

**DEPARTMENT/DIVISION
FIRE SUPPRESSION**

| FUND | | | | ORGKEY |
|-------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| GENERAL FUND | | | | 101250 |
| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
| SERVICES (CONT.) | | | | |
| 5880 Special Contractual Services | 84,856 | 90,600 | 94,940 | 110,744 |
| 5990 Reimbursed Expenditures | 6,115 | - | - | - |
| TOTAL SERVICES | 926,753 | 991,686 | 994,066 | 937,068 |
| SUPPLIES | | | | |
| 6130 Books & Supplies | 207 | 500 | 500 | 500 |
| 6140 Office Supplies | 11,019 | 15,000 | 13,000 | 10,000 |
| 6145 Awards/Recognition Program | 2,548 | 4,000 | 4,000 | 4,000 |
| 6160 Medical Supplies | 4,150 | 4,000 | 4,000 | 3,000 |
| 6180 Turnouts/Uniform/Sfty Clothing | 66,821 | 100,000 | 100,000 | 65,000 |
| 6190 Photo & Copying Supplies | 1,414 | 2,000 | 2,000 | 2,000 |
| 6210 Repair/Maintenance Supplies | 7,804 | 12,000 | 5,000 | 12,000 |
| 6310 Janitorial Supplies | 13,723 | 22,000 | 17,000 | 22,000 |
| 6375 Computer Components | 5,552 | 5,000 | 5,000 | 7,000 |
| 6410 Motor Vehicle Supplies | 2,276 | 3,500 | 3,000 | 3,000 |
| 6500 Office Equipment & Furniture | 12,584 | 15,000 | 15,000 | 15,000 |
| 6510 Small Tools & Equipment | 25,203 | 34,575 | 34,575 | 35,000 |
| 6560 Food | 3,340 | 3,500 | 3,603 | 4,500 |
| 6590 Special Departmental Supplies | 88,216 | 232,350 | 178,350 | 132,350 |
| 6640 Non-Capital Expenditures | 890 | - | - | - |
| TOTAL SUPPLIES | 245,745 | 453,425 | 385,028 | 315,350 |
| FIXED ASSETS | | | | |
| 7100 Motor Vehicles | 83,917 | - | 38,000 | - |
| 7140 All Other Equipment | - | 33,026 | 26,455 | - |
| TOTAL FIXED ASSETS | 83,917 | 33,026 | 64,455 | - |
| DEBT SERVICE | | | | |
| 8100 Principal | 226,823 | 113,242 | 113,242 | 116,356 |
| 8200 Interest | 31,786 | 23,682 | 23,682 | 20,568 |
| 8300 Capitalized Expenditures | 25,510 | - | - | - |
| TOTAL DEBT SERVICE | 284,119 | 136,924 | 136,924 | 136,924 |
| | | | | |
| DIVISION TOTAL | 12,182,287 | 13,247,553 | 13,689,850 | 13,589,755 |

Fire Prevention Bureau

Program Description:

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

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

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

Redlands Fire Prevention personnel manage the following programs:

- *Business Occupant Safety Survey (BOSS) Program:* The City Council approved this program as an educational tool for small businesses and building owners to equip them with the critical knowledge they need to keep their employees, customers, and property fire safe by adhering to the requirements of the California Fire Code. This program targets small, light hazard, commercial occupancies that normally do not have a high occupant load and contain a relatively low amount of combustible materials.
- *Fire/Arson Investigation:* The fire department is required, by the Redlands Municipal Code Section 15.20.060, to determine the origin and cause of all fires occurring within the City. The fire department is given the authority to conduct fire origin and cause investigations under Section 104.10 of the California Fire Code. Our Fire Investigators are sworn peace officers under Section 104.10 of the California Fire Code and Section 830.37 of the California Penal Code (Penal Code §830.37, Redlands Municipal Code §15.20.060).
- *Certificate of Occupancy Inspections:* The Bureau is responsible for conducting Fire/Life Safety inspections of all new businesses to ensure that all applicable codes have been met. Inspections are triggered by the issuance of a new business license by the Revenue Division.
- *Fireworks Displays:* conducts all required inspections of any licensed pyrotechnic displays within the City. Processes permit requests, verifies that all fees are collected, issues permits, performs safety inspections of proposed sites to ensure that all safety requirements are met, observes set-up of display and maintains all safety restrictions of display site, monitors safe practices, and records malfunctions. Also conducts after action inspections and ensures all explosives are cleaned up and removed from the site properly and safely (CFC, RMC, NFPA).
- *Illegal Fireworks Enforcement:* Fire Investigators patrol the city July 3-5 during the evening hours with specific emphasis on illegal aerial fireworks. Although all fireworks are illegal in the city, these fireworks present an extreme hazard as they are more likely to start fires in our wildland areas. Numerous administrative citations were issued during the 2017 holiday and appropriate cases were referred to the District Attorney for further prosecution.
- *Juvenile Fire Setters:* Members assist juvenile fire setters in understanding the consequences of arson, and redirecting their behavior toward a more positive resolution.

- *New Construction Fire Inspections:* Conducts inspections of residential and commercial construction projects to ensure compliance with code requirements regarding fire sprinklers, fire alarms, ansul systems, and other related types of construction involving new buildings, additions, remodels, tenant improvements, and new equipment.
- *Plan Check:* Conducts actual plan checks of fire related items such as fire sprinklers, alarms, ansul systems, and hood and duct systems (CFC, RMC, NFPA).
- *Plan Review:* Reviews all plans submitted for new construction, additions, remodels, and tenant improvements to determine if any additional items are required by applicable fire codes (CFC, RMC, NFPA).
- *Public Education:* Provides education for school aged youth in fire safety, exit drills in the home, Stop, Drop, & Roll, Learn Not to Burn, Your Fire Department, and static displays. Participants of these programs include schools, in house fire station tours, Boy Scouts of America, Girl Scouts of America, service groups, and local businesses, among others. This also includes fire extinguisher training and fire safety training for businesses.
- *Public Education Safety Trailer:* A partnership between the Colton Fire Department, Loma Linda Fire Department, Redlands Fire Department, and the Loma Linda University Medical Center to provide fire safety training to school aged youth.
- *Weed Abatement:* Fire hazard reduction through the weed abatement program is conducted on a semi-annual basis. Prevention staff reviews lists of affected parcels within the City and updates as needed. Notices are prepared and mailed to the owners of approximately 1,500 parcels twice per year totaling 300 properties annually. Every parcel is inspected to determine if clearing is needed (RMC, CFC).
- *Wildland Property Inspections:* As required by the Wildland Fire Protection Agreement with the California Department of Forestry and Fire Protection (CAL-FIRE), annual property notifications are distributed in “high fire hazard areas” (CFC).
- *KNOX Box- Fire Prevention Access and Entry Program:* The ability to gain access and entry into locked or gated areas in a timely manner during emergencies is imperative. Updating of keys and electronic gate cards is crucial given the continuous addition of new buildings, gated facilities, and the constant changing of locks on existing buildings and facilities (CFC, RMC, NFPA).

Program Objectives:

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

Significant Program Changes:

- In 2016-2017, 4 additional investigators were added for a total of 7 investigators. Moving forward, the goal is to have 3 investigators per shift for a total of 9.
- Cityworks is now integrated into fire prevention workflow for construction permits.
- Increased focus on community education and outreach at special events including Market Night.
- Increased inspections of food vendors at large community events.
- Continued participation in the “Ready Set Go” program.
- Fire Inspector certification program for volunteers.

Accomplishments for Calendar Year 2017:

- Investigators logged more than 500 training hours in Fire Investigation, Legal Updates, and Use of Force.
- The origin and cause for 331 fires were investigated by the department.
- Hired a full-time Fire Safety Specialist.
- Increased participation of the BOSS program.
- 552 plans were reviewed.
- 1,350 Engine Company inspections were completed.
- 158 BOSS inspections were completed.
- 445 Fire Prevention Officer Inspections were completed.
- 174 Certificate of Occupancy inspections were completed.
- 4 tracts/70 home residential housing developments were approved for construction.
- 567 weed abatement inspections were conducted.
- 12 public fireworks displays were inspected and monitored by Fire Prevention personnel.
- All fire protection systems, inspections, and maintenance reports are now being scanned in compliance with the new NFPA standards and the State of California Fire Marshal.
- 6 volunteers were brought into Fire Prevention and have been working on numerous projects.
- A working document providing the occupancy group for all facilities has been developed.
- The electronic inspection program from CityWorks was developed and field tested.
- Development and review of Prevention guidelines, standards, and handouts is on-going.
- Fire Department began to take in plans that pertained to Fire only, such as Fire Sprinklers, Fire Alarms, Commercial Kitchen Systems, etc.
- Continued to build relationships with business community via meetings and information.
- Increased attendance at our annual Open House (October).
- Improved addressing at our major residential complexes.

DEPARTMENT/DIVISION
FIRE PREVENTION

| FUND | | | | ORGKEY |
|-------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| GENERAL FUND | | | | 101251 |
| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
| SALARIES AND BENEFITS | | | | |
| 4000 Full Time Salaries | 231,011 | 238,771 | 242,338 | 258,549 |
| 4005 Salaries: Part Time | 42,745 | 63,800 | 62,559 | 67,310 |
| 4010 Overtime Salaries | 4,232 | 4,000 | 4,095 | 4,000 |
| 4015 Banked Leave Buy Back | 2,469 | 6,633 | 2,593 | 6,647 |
| 4050 Pension Contributions | 44,157 | 51,167 | 51,088 | 60,372 |
| 4051 Fica/Medicare | 20,598 | 23,542 | 24,177 | 24,831 |
| 4053 Deferred Compensation | - | 3,695 | 1,560 | 4,754 |
| 4055 Health/Dental Insurance | 35,091 | 43,500 | 44,060 | 44,616 |
| 4056 Worker's Comp Insurance | 2,349 | 12,572 | 12,572 | 9,353 |
| 4057 Disability Insurance | 918 | 1,043 | 1,035 | 1,263 |
| 4058 Unemployment Insurance | (1,868) | 2,604 | 973 | 31 |
| 4059 Life Insurance | 183 | 189 | 197 | 189 |
| 4081 Eyecare Reimbursement | 225 | 675 | 225 | 675 |
| 4082 Clothing Allowance | 650 | 1,000 | 325 | 2,000 |
| 4084 Clothing Cash Payment | 200 | 200 | 300 | - |
| 4085 Other Taxable Benefits | (325) | 930 | 150 | 930 |
| 4999 Vacancies | - | - | - | (94,708) |
| TOTAL SALARIES AND BENEFITS | 382,635 | 454,321 | 448,247 | 390,812 |
| SERVICES | | | | |
| 5103 Software Support & Development | 1,478 | 12,500 | 2,000 | 2,500 |
| 5190 Other Professional Services | 7,021 | 12,200 | 12,200 | 2,200 |
| 5240 Meeting & Professional Devlpmt | 575 | 5,750 | 3,000 | 3,550 |
| 5255 Travel Expense/Reimbursement | 1,770 | 7,469 | 3,000 | 4,900 |
| 5270 Printing and Binding | 5,680 | 7,300 | 7,300 | 7,300 |
| 5275 Postage | 225 | 3,500 | 500 | 1,000 |
| 5280 Advertising | 2,196 | 5,000 | 5,083 | 7,250 |
| 5303 Telephone | 1,366 | 1,450 | 1,200 | 1,200 |
| 5350 Building/Ground Maintenance | - | - | - | 5,000 |
| 5360 Machinery & Equip Maint | 500 | 500 | - | 1,000 |
| 5395 Info Technology Service Chgs | 1,569 | 2,165 | 2,165 | 2,198 |
| 5396 City Garage Charges | - | 21,075 | 22,086 | 19,920 |
| 5490 Other Insurance | 112 | 375 | 100 | 500 |
| 5580 Communications Svs & Rental | 34,239 | 34,057 | 26,057 | 67,776 |
| 5800 Subscriptions & Memberships | 2,574 | 4,660 | 3,000 | 7,025 |
| 5840 Training | 5,020 | 17,315 | 10,000 | 10,015 |
| 5880 Special Contractual Services | 15,848 | 35,380 | 35,380 | 19,420 |
| 5950 Bad Debt Expense | 19,059 | 10,000 | 20,000 | 20,000 |
| TOTAL SERVICES | 99,232 | 180,696 | 153,071 | 182,754 |
| SUPPLIES | | | | |
| 6130 Books & Supplies | 647 | 3,160 | 3,160 | 3,310 |
| 6140 Office Supplies | 1,209 | 3,100 | 3,100 | 3,100 |
| 6145 Awards/Recognition Program | 610 | 1,125 | 1,125 | 1,325 |
| 6180 Turnouts/Uniform/Sfty Clothing | 4,636 | 7,550 | 3,000 | 5,950 |
| 6190 Photo & Copying Supplies | 108 | 1,000 | 1,000 | 1,000 |
| 6375 Computer Components | 2,398 | 4,200 | 4,200 | 4,200 |
| 6500 Office Equipment & Furniture | 402 | 1,600 | 1,600 | 1,600 |
| 6510 Small Tools & Equipment | 4,577 | 6,806 | 6,806 | 7,542 |
| 6560 Food | 168 | 1,200 | 1,200 | 1,500 |

**DEPARTMENT/DIVISION
FIRE PREVENTION**

| FUND | | | | ORGKEY |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| GENERAL FUND | | | | 101251 |
| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
| SUPPLIES (CONT.) | | | | |
| 6590 Special Departmental Supplies | 4,531 | 12,275 | 15,475 | 6,275 |
| TOTAL SUPPLIES | 19,285 | 42,016 | 40,666 | 35,802 |
| FIXED ASSETS | | | | |
| 7100 Motor Vehicles | 21,376 | 13,625 | - | 50,000 |
| TOTAL FIXED ASSETS | 21,376 | 13,625 | - | 50,000 |
| DIVISION TOTAL | 522,528 | 690,657 | 641,984 | 659,368 |

Fire Training Program

Program Description:

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

The Training division manages the following programs:

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

Program Objectives:

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

Accomplishments for Calendar Year 2017:

- *13,704 Total Training hours*: Successfully provided department level training, meeting State and Federal requirements for a total of 13,704 training hours. Average training hours per person for 2017 was 259.

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

Training Courses Attended:

- *Aircraft Rescue Fire Fighting (3 personnel):* 5-day course with interactive lecture and hands on training of aircraft, airport familiarization, communications, fire tactics and strategy, use of foam and application of chemical agents, safety and safety gear, jet engine fires, interior fire operations, forcible entry and incident command.
- *Aircraft Rescue Fire Fighting FAA 139 Recertification Live Burn Training (5 personnel):* 1-day course covering specialized rescue training, aircraft familiarization, tactics and strategy, fire attack with hand lines, safety and communications.
- *Rio Hondo Regional Truck Academy (3 personnel):* 2-week training course teaching forcible entry, rapid intervention crew tactics and firefighter survival, rope rescue, ventilation tactics, auto extrication, building construction, high rise fire tactics, thermal imaging camera tactics and elevator rescue.
- *Swift Water Technician (3 personnel):* 1-week course covering classroom and hands on training on technical rescue strategies and equipment involving waterways.
- *Highway Emergency Response Specialist (3 personnel):* 1-week training teaching emergency responses to large scale incidents involving hazardous materials on highways and roadways. The class was held in Pueblo Colorado and was grant funded.
- *Corona Auto Extrication (4 personnel):* 3-day course covering hands-on practical training involving various scenarios addressing scene safety, evaluation, and management. Participants acquired hands-on experience using various methods to stabilize and extricate occupants in vehicles which are on their side, upside down, or on other vehicles or barriers. Operations included lying down, crouching, and crawling in vehicles.
- *California State Fire Marshal Emergency Vehicle Operation Course (all operations personnel):* 2-day course focusing on driver safety, code 3 operations, legal issues and liabilities, defensive driving techniques, braking methods, vehicle placement, and emergency hazard avoidance techniques.
- *Large Animal Rescue Course (3 personnel):* 3-day course covering procedures using technical rescue equipment and rope systems for large animals.
- *Trench Rescue Technician (1 attendee):* 3-day course teaching rescue techniques in a below ground trench setting, use of emergency timber shoring, pneumatic shores, hydraulic shores and air bag uses. Hands on training in several different configured trenches.
- *Rope Rescue Technician (3 personnel):* 5-day course teaching rope rescue techniques, safety practices using rope systems, hands on training during simulated rope and technical rescues.

Interagency Training:

- Hosted a Behavioral Health Emergencies Course in Redlands open to outside fire departments, Redlands Community Hospital and Redlands Police Department. Participants were taught mental

health illnesses recognition, treatment and field tactics to support our interactions on emergency incidents.

- Hosted swift water training at Splash Kingdom Waterpark in Redlands. The class offered hands on training in basic water safety and rescue by Redlands Fire Department personnel. Participating agencies were Loma Linda Fire Department, Colton Fire Department, and Cal Fire.
- Redlands Fire participated in a multiagency wildland fire training drill held in June over a 2-day period in Lytle Creek. The drill provided hands on training in the wildland urban interface and provided the opportunity for Redlands personnel to participate in command positions. As a participant in the multiagency drill, Redlands provided proctors to facilitate the training and evaluation of attending agencies.

Disaster Preparedness:

- Provided personnel to assist our disaster preparedness coordinator with CERT (Community Emergency Response Team) training. Redlands Fire assisted with pick-up and delivery of the fire tutor for fire extinguisher training, provided Fire Explorers as victims for final course drill, assisted with teaching of EMS and Cribbing portions of the course and provided transportation of CERT trailer to community center.

DEPARTMENT/DIVISION
FIRE TRAINING

| FUND | | | | ORGKEY |
|-------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| GENERAL FUND | | | | 101255 |
| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
| SALARIES AND BENEFITS | | | | |
| 4000 Full Time Salaries | 23 | - | - | - |
| 4010 Overtime Salaries | 71,325 | 70,000 | 10,484 | - |
| 4050 Pension Contributions | 20,178 | - | 2,999 | - |
| 4051 Fica/Medicare | 1,033 | - | 152 | - |
| 4053 Deferred Compensation | 255 | - | - | - |
| 4055 Health/Dental Insurance | 8,929 | - | 1,009 | - |
| 4057 Disability Insurance | 526 | - | 19 | - |
| 4059 Life Insurance | 26 | - | 4 | - |
| TOTAL SALARIES AND BENEFITS | 102,293 | 70,000 | 14,666 | - |
| SERVICES | | | | |
| 5103 Software Support & Development | 32 | 120 | 200 | 250 |
| 5190 Other Professional Services | 850 | 9,800 | 4,000 | 4,000 |
| 5240 Meeting & Professional Devlpmt | 2,544 | 4,584 | 1,000 | 4,584 |
| 5255 Travel Expense/Reimbursement | 5,402 | 10,000 | 6,000 | 8,000 |
| 5270 Printing and Binding | 565 | 1,500 | 1,500 | 1,500 |
| 5280 Advertising | - | 2,000 | 1,000 | 2,000 |
| 5580 Communications Svs & Rental | 68,478 | 74,000 | 74,000 | 70,000 |
| 5800 Subscriptions & Memberships | 730 | 1,265 | - | 1,265 |
| 5840 Training | 23,419 | 30,000 | 26,000 | 25,000 |
| 5880 Special Contractual Services | 5,744 | 5,000 | 5,000 | 5,000 |
| TOTAL SERVICES | 107,763 | 138,269 | 118,700 | 121,599 |
| SUPPLIES | | | | |
| 6130 Books & Supplies | 2,366 | 3,500 | 3,500 | 1,500 |
| 6140 Office Supplies | 1,327 | 2,000 | 2,000 | 2,000 |
| 6180 Turnouts/Uniform/Sfty Clothing | 7,311 | 28,520 | - | 18,520 |
| 6190 Photo & Copying Supplies | 575 | 3,000 | 3,000 | 3,000 |
| 6375 Computer Components | - | 5,000 | 5,000 | 5,000 |
| 6510 Small Tools & Equipment | 2,364 | 3,500 | 3,500 | 3,500 |
| 6560 Food | 1,399 | 3,366 | 3,000 | 3,500 |
| 6590 Special Departmental Supplies | 22,757 | 3,600 | 32,120 | 3,600 |
| 6630 Audio-Visual Materials | 881 | 3,150 | 3,150 | 3,150 |
| TOTAL SUPPLIES | 38,980 | 55,636 | 55,270 | 43,770 |
| DIVISION TOTAL | 249,036 | 263,905 | 188,636 | 165,369 |

DEPARTMENT/DIVISION
FIRE DEPARTMENT GRANTS

| FUND | | | | ORGKEY |
|-------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| GENERAL FUND | | | | 101256 |
| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
| SERVICES | | | | |
| 5990 Reimbursed Expenditures | (6,115) | - | - | - |
| TOTAL SERVICES | <u>(6,115)</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| SUPPLIES | | | | |
| 6180 Turnouts/Uniform/Sfty Clothing | 301,784 | - | - | - |
| 6375 Computer Components | - | 28,559 | 28,559 | - |
| 6410 Motor Vehicle Supplies | 13,754 | - | - | - |
| 6590 Special Departmental Supplies | 3,740 | 441,188 | 441,188 | - |
| TOTAL SUPPLIES | <u>319,278</u> | <u>469,747</u> | <u>469,747</u> | <u>-</u> |
| | | | | |
| DIVISION TOTAL | 313,163 | 469,747 | 469,747 | - |
| | | | | |
| DEPARTMENT TOTAL | 13,267,015 | 14,671,863 | 14,990,218 | 14,414,492 |

Fire Emergency Medical Services

Program Description:

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 a registered nurse and provides oversight to training and certification as well as protocol implementation for both EMTs and Paramedics.

Part-time QI Nurse Robert Tyson is currently managing the Emergency Medical Services program as an ancillary duty to his QI duties. His efforts are supported by field personnel as possible. A full time EMS Coordinator position has been funded and scheduled to begin at mid-year. The EMS coordinator position will ensure compliance with federal, state, and county procedures and protocol as well as to keep pace with increased demands for service.

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

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

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

the Emergency Medical Services Authority will issue a valid license, at the state level. In addition to state licensure, Paramedics must also hold a valid license under the Local Emergency Medical Services Authority (LEMSA). The LEMSAs for the RFD are the Inland Counties Emergency Medical Agency (ICEMA), located in San Bernardino.

- **Advanced Cardiac Life Support (ACLS) Recertification Program:**
 - The Inland Counties Emergency Medical Agency (ICEMA), which is the Local Emergency Medical Services Authority (LEMSA), mandates that all Paramedics within its region maintain a valid Advance Cardiac Life Support (ACLS) certification. The American Heart Association is the organization that prints the curriculum and conducts the research and development to ensure Paramedics are providing the most up to date care pertaining to cardiac events. An ACLS certification is valid for two years. ACLS certification requires:
 - Basic life support skills, including effective chest compressions, use of a bag-mask device, and use of an AED
 - Recognition and early management of respiratory and cardiac arrest
 - Recognition and early management of peri-arrest conditions such as symptomatic bradycardia
 - Airway management
 - Related pharmacology
 - Management of ACS and stroke
 - Effective communication as a member and leader of a resuscitation team.
 - RFD currently has three certified ACLS instructors to provide this mandated training. This training requires the use of skills mannequins, airway training tools, EKG rhythm generators, and current edition instructor manuals with DVD instruction. RFD currently offers six recertification classes every two years, in order to cover all current RFD Paramedics.

- **Pediatric Advanced Life Support (PALS) Recertification Program:**
 - The Pediatric Advanced Life Support (PALS) certification is a course created by the American Heart Association. Although possession of this certification is not a state or local mandate, in order to maintain Paramedic licensure, the Redlands Fire Department requires all Paramedics to maintain this certification as a commitment to excellence. The RFD recognizes that pediatric medical emergencies present different and complex challenges in the management of prehospital care. PALS certification requires:
 - High-quality Child CPR AED and Infant CPR
 - Recognition of patients who do and do not require immediate intervention
 - Recognition of cardiopulmonary arrest early and application of CPR within 10 seconds
 - Apply team dynamics
 - Differentiation between respiratory distress and failure
 - Early interventions for respiratory distress and failure
 - Differentiation between compensated and decompensated (hypotensive) shock
 - Early interventions for the treatment of shock
 - Differentiation between unstable and stable patients with arrhythmias
 - Clinical characteristics of instability in patients with arrhythmias
 - Post-cardiac arrest management
 - This certification is valid for two years. RFD currently has three certified PALS instructors to provide this training. This training requires the use of pediatric/child skills mannequins, pediatric/child airway training tools, EKG rhythm generators, and current edition instructor manuals with DVD instruction. RFD currently offers six recertification classes every two years, in order to cover all current RFD Paramedics.

- **Event Medic:** Provides public safety and event medics to large events within the city. The medics provide Advanced Life Support EMS care to citizens and participants at events including the Redlands Bicycle Classic, Hangar 24 Air Show, Believe Walk, and A Run Through Redlands (ICEMA).

- **Cardiopulmonary Resuscitation-Internal Program:** Each employee is required to maintain CPR certification, allowing CPR training to be taught in-house (AHA).

- *Infectious Control*: Responsible for the administration of the Infection Prevention and Control Program, which includes the identification, investigation, reporting, prevention, and control of nosocomial infections for personnel. Responsible for coordinating in-service programs related to infection prevention and control. Program is mandated by the Ryan White Act (CFR, Cal-OSHA, CDC, OSHA 1910, 130).
- *Emergency Medical Services Quality Improvement Program*: The quality improvement program maintains the regulatory requirement of quality assurance/ improvement for all personnel who perform emergency medical care to the sick and injured. The program is closely monitored as required by the Inland Counties Emergency Medical Services Agency, State Emergency Medical Authority and California Code of Regulations, Title 22 (EMSA, ICEMA).
- *ePCR*: Management of the implementation of the ICEMA mandated Electronic Patient Care Record System (ICEMA).

Program Objectives:

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

Significant Program Changes:

- A part-time Quality Assurance/Improvement Nurse has conducted post incident quality assurance review and training for paramedic and emergency medical technician personnel. The QA/QI Nurse 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 2017:

- Zoll X-Series Cardiac Monitors were purchased and deployed. 6 Zoll X-Series Cardiac monitors for daily use on all frontline Paramedic apparatus. These lightweight, compact, and highly advanced cardiac monitor/defibrillators equipped with Real CPR Help® have enabled our crews to nearly triple the odds of patients surviving cardiac arrest. The enhanced 12-lead ECG interpretation capabilities have enabled our rescuers to more rapidly recognize, treat, and reduce the lethal effects of heart attacks. These devices have also greatly improved our data collection with the utilization of cutting-edge open communication, including integrated WiFi, that has simplified transmission and charting.
- Zoll AutoPulse Resuscitation System were purchased and deployed. 6 Zoll AutoPulse Resuscitation Systems for daily use on all frontline Paramedic apparatus. These state of the art automated CPR devices have been proven to increase cardiac arrest patients' survivability rates as much as 71%. The lightweight and intelligent design of these machines have allowed our members to provide high quality CPR without interruption in some of the most precarious locations while offering a high degree of ergonomic safety. These remarkable tools will help propel us in the forefront of cardiac arrest care in our industry, thus making Redlands one of the safest cities to live in nationwide.
- Eight new laryngoscopes with attached fiber optic cameras were purchased and are on every apparatus to be used on all adult respiratory arrest responses. This state of the art technology gives medics direct visualization of the patient's vocal cords and records the intubation process so it may be attached to the Electronic Patient Record (ePCR).

DEPARTMENT/DIVISION
EMERGENCY MEDICAL SERVICES

FUND
EMERGENCY MEDICAL SERVICES FUND

ORGKEY
205254

| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
|-------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| SALARIES AND BENEFITS | | | | |
| 4000 Full Time Salaries | 1,693,884 | 1,705,826 | 1,602,961 | 2,032,792 |
| 4002 Labor Code Section 4850 | 83,057 | - | 86,776 | 50,000 |
| 4005 Salaries: Part Time | 30,254 | 32,000 | 32,000 | 32,000 |
| 4010 Overtime Salaries | 179,199 | 180,000 | 200,000 | 180,000 |
| 4011 Overtime: Reimbursable | 171,968 | 180,000 | 225,000 | 175,345 |
| 4013 Constant Staffing OT | 549,826 | 490,000 | 525,000 | 525,000 |
| 4015 Banked Leave Buy Back | 34,245 | 182,767 | 29,714 | 160,249 |
| 4018 Holiday: FLSA | 16,363 | - | 18,828 | 20,000 |
| 4050 Pension Contributions | 1,178,215 | 743,860 | 762,089 | 859,402 |
| 4051 Fica/Medicare | 40,813 | 29,986 | 39,551 | 37,246 |
| 4053 Deferred Compensation | 45,301 | 54,367 | 54,367 | 62,606 |
| 4055 Health/Dental Insurance | 358,495 | 361,939 | 357,147 | 393,225 |
| 4056 Worker's Comp Insurance | 181,509 | 108,836 | 108,836 | 331,230 |
| 4057 Disability Insurance | 17,428 | 17,092 | 16,695 | 21,753 |
| 4058 Unemployment Insurance | (4,799) | 8,246 | 2,685 | 2,451 |
| 4059 Life Insurance | 1,177 | 1,134 | 1,190 | 1,323 |
| 4081 Eyecare Reimbursement | 1,963 | 4,050 | 529 | 225 |
| 4082 Clothing Allowance | 8,714 | 9,000 | 19,700 | 22,000 |
| 4085 Other Taxable Benefits | 464 | 1,560 | 374 | 1,710 |
| 4087 Employee Wellness Program | 319 | - | - | - |
| 4999 Vacancies | - | - | - | (10,202) |
| TOTAL SALARIES AND BENEFITS | 4,588,396 | 4,110,663 | 4,083,442 | 4,898,355 |
| SERVICES | | | | |
| 5103 Software Support & Development | 1,441 | 3,000 | 3,000 | 3,500 |
| 5180 Medical/Physicals | - | 4,720 | 4,720 | 3,500 |
| 5190 Other Professional Services | 16,200 | 15,000 | 15,000 | 17,000 |
| 5240 Meeting & Professional Devlpmt | 100 | 6,200 | 1,500 | 5,000 |
| 5255 Travel Expense/Reimbursement | 2,420 | 4,550 | 3,000 | 4,500 |
| 5270 Printing and Binding | 1,272 | 3,000 | 3,000 | 3,000 |
| 5280 Advertising | - | 1,000 | 1,000 | 1,000 |
| 5360 Machinery & Equip Maint | 14,003 | 10,000 | 10,000 | 8,000 |
| 5392 License & Permits | 3,889 | 6,506 | 6,506 | 6,500 |
| 5395 Info Technology Service Chgs | 6,403 | 8,834 | 8,834 | 8,967 |
| 5396 City Garage Charges | - | 46,741 | 48,984 | 48,037 |
| 5580 Communications Svs & Rental | 162,635 | 173,000 | 173,000 | 177,913 |
| 5720 Taxes | - | 3,500 | 3,500 | 3,500 |
| 5722 Penalties and Interest | - | 200 | 200 | 200 |
| 5800 Subscriptions & Memberships | 830 | 1,118 | 1,200 | 1,200 |
| 5840 Training | 1,020 | 5,000 | 5,000 | 5,000 |
| 5870 General Govt Service Charge | 180,942 | 185,285 | 185,285 | 191,992 |
| 5880 Special Contractual Services | 2,595 | 2,840 | 2,840 | 5,000 |
| TOTAL SERVICES | 393,749 | 480,494 | 476,569 | 493,809 |
| SUPPLIES | | | | |
| 6130 Books & Supplies | 423 | 750 | 750 | 750 |
| 6140 Office Supplies | 1,153 | 1,500 | 1,500 | 1,500 |
| 6145 Awards/Recognition Program | 1,138 | 1,500 | 1,500 | 1,500 |
| 6160 Medical Supplies | 41,198 | 76,005 | 76,005 | 80,000 |
| 6180 Turnouts/Uniform/Sfty Clothing | 7,754 | 12,000 | 12,000 | 12,000 |

DEPARTMENT/DIVISION
EMERGENCY MEDICAL SERVICES

| FUND | | | | ORGKEY |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| EMERGENCY MEDICAL SERVICES FUND | | | | 205254 |
| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
| SUPPLIES (CONT.) | | | | |
| 6210 Repair/Maintenance Supplies | 446 | 1,050 | 1,050 | 1,000 |
| 6310 Janitorial Supplies | 634 | 2,000 | 2,000 | 2,000 |
| 6375 Computer Components | | 5,000 | 5,000 | 5,000 |
| 6410 Motor Vehicle Supplies | 575 | 1,250 | 1,250 | 1,000 |
| 6510 Small Tools & Equipment | 6,257 | 10,500 | 10,500 | 8,000 |
| 6560 Food | - | - | - | 1,000 |
| 6590 Special Departmental Supplies | 21,127 | 30,000 | 30,000 | 35,000 |
| TOTAL SUPPLIES | <u>80,705</u> | <u>141,555</u> | <u>141,555</u> | <u>148,750</u> |
| FIXED ASSETS | | | | |
| 7100 Motor Vehicles | - | 180,000 | 177,414 | |
| 7140 All Other Equipment | - | 232,034 | 248,869 | - |
| TOTAL FIXED ASSETS | <u>-</u> | <u>412,034</u> | <u>426,283</u> | <u>-</u> |
| FUND TOTAL | 5,062,851 | 5,144,746 | 5,127,849 | 5,540,914 |

Fire Household Hazardous Waste

Program Description:

The Household Hazardous Waste Program provides for proper disposal of hazardous materials that might otherwise end up in landfills or wastewater treatment facilities. The program provides personnel with the proper training and equipment to properly evaluate, accept, document, and recycle household hazardous waste. The Household Hazardous Waste Program exemplifies the City of Redlands' environmentally friendly approach by collecting and recycling hazardous substances and electronic equipment. Operations Captain Dempsey Chappell is assigned to program oversight, coordination, personnel training and certification related issues. This very successful program was used by approximately 2439 participants in 2017.

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

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

Program Objectives:

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

Significant Program Changes:

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

Accomplishments for Calendar Year 2017:

- Approximately 2,439 participants used the program in 2017
- Collection and proper disposal of 201,856 pounds (115 tons) of Household Hazardous Waste including used motor oil and oil products
- Collected 48,858 pounds of electronic waste.
- Collection and disposal of:
 - 34,315 lbs. of Latex Paint
 - 18,167 lbs. of Oil Base Paints
 - 9,285 lbs. of Flammable Liquids/ Solids
 - 1,614 lbs. of Bulked Flammable Liquids
 - 3,027 lbs. of Poison
 - 1009 lbs. of Corrosive Acids
 - 605 lbs. of Corrosive bases
 - 1412 lbs. of Oxidizers
 - 3,835 lbs. of Aerosols
 - 121 lbs. of Home Generated Sharps
 - 2,018 lbs. of Antifreeze
 - 4,642 lbs. of Lead/ Acid batteries
 - 3,835 lbs. of Household Batteries
 - 1513 lbs. of NiCad batteries
 - 15,542 lbs. of Motor Oil/ Oil products
 - 504 lbs. of Oil Filters
 - 31,085 lbs. of Cathode Ray Tubes (CRT)
 - 49,858 lbs. of Electronic Waste
 - 1,816 lbs. of Fluorescent Tubes
 - 2,422 Compressed Gas Cylinders
 - 2,624 lbs. of Cooking Oil
 - 1,513 lbs. of Pharmaceuticals
 - 5,853 lbs. of Waste Exchanged Materials
 - 5,228 lbs. of other hazardous materials

DEPARTMENT/DIVISION
HOUSEHOLD HAZARDOUS WASTE

FUND
HOUSEHOLD HAZARDOUS WASTE FUND

ORGKEY
206250

| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
|-------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| SALARIES AND BENEFITS | | | | |
| 4000 Full Time Salaries | 1,197 | - | 1,938 | - |
| 4005 Salaries: Part Time | 4,968 | 10,920 | 6,069 | 10,920 |
| 4010 Overtime Salaries | 228 | - | - | 14,500 |
| 4050 Pension Contributions | 430 | - | 857 | - |
| 4051 Fica/Medicare | 422 | 836 | 493 | 835 |
| 4055 Health/Dental Insurance | 110 | - | 209 | - |
| 4056 Worker's Comp Insurance | - | - | 1,565 | 2,078 |
| 4057 Disability Insurance | 9 | - | 16 | - |
| 4058 Unemployment Insurance | (182) | 677 | 103 | 677 |
| 4059 Life Insurance | 1 | - | 2 | - |
| TOTAL SALARIES AND BENEFITS | 7,182 | 12,433 | 11,252 | 29,010 |
| SERVICES | | | | |
| 5103 Software Support & Development | - | 5,000 | - | 5,000 |
| 5180 Medical/Physicals | - | 6,500 | - | 6,500 |
| 5240 Meeting & Professional Devlpmt | - | 2,000 | - | 2,000 |
| 5255 Travel Expense/Reimbursement | - | 900 | - | 900 |
| 5360 Machinery & Equip Maint | 105 | 1,000 | 106 | 1,000 |
| 5800 Subscriptions & Memberships | 315 | 505 | - | 510 |
| 5840 Training | - | 8,000 | - | 8,000 |
| 5870 General Govt Service Charge | 5,397 | 5,397 | 5,397 | 5,727 |
| 5880 Special Contractual Services | 93,505 | 135,000 | 100,000 | 114,799 |
| TOTAL SERVICES | 99,322 | 164,302 | 105,503 | 144,436 |
| SUPPLIES | | | | |
| 6140 Office Supplies | - | 2,000 | 2,000 | 2,000 |
| 6180 Turnouts/Uniform/Sfty Clothing | - | 1,000 | 1,000 | 500 |
| 6350 Building Supplies | - | 2,000 | 2,000 | 2,000 |
| 6510 Small Tools & Equipment | 370 | 15,000 | 15,000 | 12,000 |
| 6590 Special Departmental Supplies | - | 4,500 | 5,500 | 5,500 |
| TOTAL SUPPLIES | 370 | 24,500 | 25,500 | 22,000 |
| FUND TOTAL | 106,874 | 201,235 | 142,255 | 195,446 |

Quality of Life

Mission Statement

The mission of the Quality of Life 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 Quality of Life Department is comprised of the following divisions and functions:

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

Smart Redlands Initiative/Strategic Plan Objectives:

- Held twelve special events in the downtown area in support of Objective B-2 Tourism
- Inventory and ranking of City-owned buildings completed in support of Objective C-5 – Building Inventory and Assessment
- Evaluated the condition of each City park in support of Objective D-7 – Parks Capital Improvement Plan
- Conducted an internal survey of current demand for sports fields, identified needs, and developed a plan of action in support of Objective D-7.2 – Parks Capital Improvement Plan
- Coordinated the Zanja Trail and Greenway Park development, Phase 1 in support of Objective D-11 – Zanja Trail and Greenway Park development
- Coordinated the award of contract for the construction of the Skate Park in support of Object D-13-Skate Park/BMX Park Development
- Completed management guidelines for City-owned open space properties, identified conservator, established process for ongoing maintenance and monitoring of properties and began process of drafting conservation easements in support of Objective D-14 - Establish Conservation Easements on City-Owned natural and Agricultural Open Space

DEPARTMENT/DIVISION
QUALITY OF LIFE ADMINISTRATION

| FUND | | | | ORGKEY |
|-------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| GENERAL FUND | | | | 101300 |
| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
| SALARIES AND BENEFITS | | | | |
| 4000 Full Time Salaries | 128,740 | 125,372 | 136,967 | 85,445 |
| 4005 Salaries: Part Time | 103 | 25,000 | 17,363 | 32,900 |
| 4010 Overtime Salaries | 1,109 | 1,000 | 2,023 | 2,000 |
| 4012 Stand By | 291 | - | 4 | - |
| 4015 Banked Leave Buy Back | 36,169 | 3,046 | 18,537 | 3,014 |
| 4050 Pension Contributions | 27,046 | 26,716 | 29,888 | 19,878 |
| 4051 Fica/Medicare | 13,176 | 11,911 | 12,529 | 9,442 |
| 4053 Deferred Compensation | 1,090 | 1,228 | 3,157 | 663 |
| 4055 Health/Dental Insurance | 18,264 | 15,969 | 16,393 | 8,417 |
| 4056 Worker's Comp Insurance | 28,189 | 19,172 | 19,172 | 16,599 |
| 4057 Disability Insurance | 468 | 440 | 750 | 390 |
| 4058 Unemployment Insurance | (565) | 1,749 | 888 | (671) |
| 4059 Life Insurance | 126 | 128 | 193 | 86 |
| 4080 Vehicle Allowance | 251 | - | 227 | - |
| 4081 Eyecare Reimbursement | 278 | 457 | 287 | 306 |
| 4084 Clothing Cash Payment | 196 | 200 | 350 | 243 |
| 4085 Other Taxable Benefits | 7,178 | 3,348 | 4,591 | 3,622 |
| 4099 Vacancies | - | - | - | (161,936) |
| TOTAL SALARIES AND BENEFITS | 262,108 | 235,736 | 263,319 | 20,397 |
| SERVICES | | | | |
| 5103 Software Support & Development | 357 | 250 | 250 | - |
| 5140 Legal Services | 150 | 3,000 | 3,000 | 3,000 |
| 5190 Other Professional Services | 14,599 | 6,500 | 10,000 | 6,500 |
| 5240 Meeting & Professional Devlpmt | 246 | 1,500 | 1,500 | 1,500 |
| 5255 Travel Expense/Reimbursement | 190 | 1,500 | 1,500 | 1,500 |
| 5270 Printing and Binding | 5,976 | 5,000 | 5,000 | 5,000 |
| 5275 Postage | 2,615 | 2,500 | 3,679 | 3,700 |
| 5280 Advertising | 66 | 200 | 688 | 200 |
| 5303 Telephone | 7,077 | 5,800 | 5,800 | 5,800 |
| 5395 Info Technology Service Chgs | 10,639 | 10,178 | 10,178 | 14,399 |
| 5396 City Garage Charges | 6,300 | 8,015 | 8,400 | 7,576 |
| 5570 Office Equip & Furn Rent | 6,216 | 3,000 | 5,328 | 3,500 |
| 5760 Special Program Expenditures | - | 5,616 | 5,616 | - |
| 5800 Subscriptions & Memberships | 395 | 450 | 1,762 | 1,953 |
| 5840 Training | 1,274 | 1,000 | 1,319 | 1,300 |
| 5880 Special Contractual Services | 8,377 | - | 15 | - |
| 5950 Bad Debt Expense | - | - | 799 | - |
| 5990 Reimbursed Expenditures | 10,002 | - | - | - |
| TOTAL SERVICES | 74,479 | 54,509 | 64,833 | 55,928 |
| SUPPLIES | | | | |
| 6140 Office Supplies | 5,743 | 7,000 | 7,000 | 8,000 |
| 6210 Repair/Maintenance Supplies | - | - | 8 | - |
| 6310 Janitorial Supplies | 3,465 | - | 115 | - |
| 6375 Computer Components | 683 | 500 | 1,200 | 500 |
| 6500 Office Equipment & Furniture | 2,463 | 7,500 | 7,500 | 7,500 |
| 6510 Small Tools & Equipment | 920 | 500 | 500 | - |
| 6560 Food | 257 | 100 | 233 | 250 |
| 6590 Special Departmental Supplies | 151 | 150 | 479 | 200 |

DEPARTMENT/DIVISION
QUALITY OF LIFE ADMINISTRATION

| FUND | | | | ORGKEY |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| GENERAL FUND | | | | 101300 |
| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
| SUPPLIES (CONT.) | | | | |
| 6640 Non-Capital Expenditures | 1,445 | - | - | - |
| TOTAL SUPPLIES | 15,127 | 15,750 | 17,035 | 16,450 |
| FIXED ASSETS | | | | |
| 7150 Other Betterments/Improvement | (13,360) | - | - | - |
| TOTAL FIXED ASSETS | (13,360) | - | - | - |
| DIVISION TOTAL | 338,354 | 305,995 | 345,186 | 92,775 |

Quality of Life Recreation Administration

Program Description:

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

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

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

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

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

Program Objectives:

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

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

Strategic Goal Accomplishments for Fiscal Year 2017-2018:

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

The Recreation Division of the Quality of Life Department expanded the Movies in the Park program to additional City park locations. These locations included Texonia Park, Sylvan Park, and Community Park. The additional locations increased the attendance of movie goers by approximately 100 individuals within the overall program. Children in attendance enjoyed giveaways, activities, and entertainment.

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

The Recreation Division partnered with the talented team from Stars of Tomorrow Children’s Theater to offer four free daylong children’s musical theater workshops. The program allowed children and teens ages 6 to 17 to explore the fundamentals of drama, dance, and singing. Each participant had a speaking part in a mini musical with a performance at the end of the day. Children were assigned different characters and a free lunch was also served to all participants alongside the community center’s free Children’s Summer Lunch Program.

These daylong workshops were a collaboration between the Recreation Division and Redlands Bowl Performing Arts to reach at-risk and underserved youth through various impactful arts engagement opportunities. Attendance in the program was approximately 150 children.

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

The Recreation Division received a generous donation from the Redlands Police Officers’ Association for the community center’s gymnasium. The donation of \$2,602.33 assisted in repairs to the basketball equipment and help encourage the community to become physically fit through participation in sports. In addition, the funds provided assistance for additional basketball programs inside the community center, such as Midnight Hoops—a program that is co-sponsored by the Redlands Police Department. This was a free program for all ages, attendance was approximately 250 children and provided a safe environment for youths and young adults to play a game of basketball throughout the summer.

- **Enhanced Recreation Program Services through grant funding–E 8.3**

The Recreation Division received a \$30,000 grant from the National League of Cities. The grant provided a free BBQ Summer Meal Program that served over 11,408 meals over the summer. The grant was a partnership with the City and the Redlands Unified School District. Children enjoyed their choice of Hamburgers, Cheeseburgers, Hot Dogs, and a Rib-A-Q Sandwich along with vegetables, fruit, and milk served at two sites; the Redlands Community Center and Community Park. The funding made it possible to order new equipment, provide a kick-off event and engagement activities at these community sites.

In addition to the \$30,000 CHAMPS grant, the National League of Cities awarded Redlands with the CHAMPS CACFP Afterschool Meal Program Expansion Supplemental Grant of an additional \$10,000.00. The supplemental grant supported efforts to increase the number of CACFP afterschool meal sites in the city, one of which was the community center. The site was identified due to its proximity to low-income areas where children congregate during afterschool. As part of the program, the City has partnered with the Redlands Unified School District Nutrition Program to enhance and expand the afterschool meal program for youth. Healthy meals are now available to all youth at the community center from 5:00 to 6:30 p.m., Monday through Friday.

**DEPARTMENT/DIVISION
RECREATION**

FUND

GENERAL FUND

ORGKEY

101230

| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| SALARIES AND BENEFITS | | | | |
| 4000 Full Time Salaries | 66,416 | 108,657 | 110,223 | 137,302 |
| 4005 Salaries: Part Time | 76,540 | 64,030 | 47,735 | 66,966 |
| 4010 Overtime Salaries | 1,499 | 3,000 | 3,000 | 3,000 |
| 4015 Banked Leave Buy Back | 1,176 | 1,280 | 1,234 | 2,735 |
| 4050 Pension Contributions | 12,641 | 23,220 | 22,059 | 37,942 |
| 4051 Fica/Medicare | 11,030 | 13,354 | 12,345 | 15,939 |
| 4053 Deferred Compensation | - | 33 | - | 67 |
| 4055 Health/Dental Insurance | 11,378 | 34,069 | 24,030 | 55,877 |
| 4056 Worker's Comp Insurance | 5,285 | 12,022 | 12,022 | 13,509 |
| 4057 Disability Insurance | 632 | 985 | 963 | 1,647 |
| 4058 Unemployment Insurance | (2,252) | 3,476 | 1,179 | 147 |
| 4059 Life Insurance | 97 | 190 | 191 | 285 |
| 4081 Eyecare Reimbursement | 412 | 677 | 208 | 1,017 |
| 4084 Clothing Cash Payment | 200 | 600 | 900 | 1,350 |
| 4085 Other Taxable Benefits | - | 2 | 8 | 5 |
| TOTAL SALARIES AND BENEFITS | 185,054 | 265,595 | 236,097 | 337,788 |
| SERVICES | | | | |
| 5034 Collection Agent/Bank Fees | 9,970 | 10,400 | 10,400 | 10,400 |
| 5140 Legal Services | - | 6,000 | - | 6,000 |
| 5180 Medical/Physicals | 40 | - | - | - |
| 5190 Other Professional Services | 10,490 | 38,128 | 25,000 | 55,000 |
| 5270 Printing and Binding | (4,883) | 4,925 | 4,925 | 4,925 |
| 5275 Postage | 391 | 200 | 312 | 500 |
| 5280 Advertising | - | - | 245 | 1,000 |
| 5303 Telephone | 2,926 | 3,000 | 3,000 | 3,000 |
| 5310 Electricity & Gas | 18,171 | 17,000 | 17,000 | 17,000 |
| 5350 Building/Grounds Maintenance | 2,489 | 5,000 | 5,000 | 5,000 |
| 5360 Machinery & Equip Maint | - | 2,000 | 2,000 | 2,000 |
| 5395 Info Technology Service Chgs | 52,137 | 59,431 | 59,431 | 44,513 |
| 5396 City Garage Charges | 5,096 | 6,483 | 6,794 | 6,128 |
| 5570 Office Equip & Furn Rent | 5,071 | 5,000 | 5,000 | 5,000 |
| 5722 Penalties and Interest | 62 | - | - | - |
| 5760 Special Program Expenditures | 4,161 | 12,000 | 12,000 | 12,000 |
| 5800 Subscriptions & Memberships | 538 | 480 | 495 | 1,000 |
| 5840 Training | 196 | 1,000 | 1,131 | 1,000 |
| 5880 Special Contractual Services | 125,465 | 90,000 | 100,000 | 174,700 |
| 5890 Landfill Tipping Charges | 2,436 | 1,200 | 1,200 | 1,200 |
| 5950 Bad Debt Expense | - | - | 288 | - |
| TOTAL SERVICES | 234,755 | 262,247 | 254,221 | 350,366 |
| SUPPLIES | | | | |
| 6120 Chemical & Lab Supplies | 32 | - | - | - |
| 6140 Office Supplies | 450 | 1,400 | 1,400 | 2,000 |
| 6160 Medical Supplies | - | 100 | 100 | 100 |
| 6210 Repair/Maintenance Supplies | 2,452 | 10,000 | 5,000 | 10,000 |
| 6310 Janitorial Supplies | - | 250 | 250 | 250 |
| 6510 Small Tools & Equipment | 17,307 | 3,701 | 8,300 | 4,000 |
| 6590 Special Departmental Supplies | 11,657 | 16,323 | 16,000 | 16,000 |
| TOTAL SUPPLIES | 31,899 | 31,774 | 31,050 | 32,350 |

**DEPARTMENT/DIVISION
RECREATION**

| FUND | | | | ORGKEY |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| GENERAL FUND | | | | 101230 |
| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
| FIXED ASSETS | | | | |
| 7150 Other Betterments/Improvement | - | 173,000 | - | 173,000 |
| TOTAL FIXED ASSETS | - | 173,000 | - | 173,000 |
| | | | | |
| DIVISION TOTAL | 451,707 | 732,616 | 521,368 | 893,504 |

Quality of Life Redlands Senior Services Division

Program Description:

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

Program Objectives:

- Provide a clean, safe, healthy, and active environment for adults seeking interaction with others
- 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 senior transportation through the Senior Transportation Program, which provides transportation services to seniors and disabled citizens
- Promote healthy attitudes toward fitness

Significant Program Changes to *enhanced Recreation Program Services through local partnerships, (Strategic Plan Goal E 8.4)*

The City of Redlands Senior Services collaborated with AARP and AT&T to provide free educational services to the centers. The AARP Tax Aide program provided free tax preparation tutorial to all seniors at the Joslyn Senior Center and the Redlands Community Senior Center. Tax assistance was provided to over 600 senior citizens.

AT&T offered an iPad tutorial and training for resident seniors. The program included an interactive tutorial with tablets, which included touchscreen basics, surfing the web, taking and sharing photos, maps, and more. These courses were intended for beginners to introduce them to tablets.

Strategic Plan Accomplishments for fiscal year 2017-2018

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

The City's senior centers provided a cool center to its senior residents this past summer. As the summer heated up, the Joslyn Senior Center and Community Senior Center were cooling down. With excessive heat over the summer, seniors in the community were able to enjoy days away from their high temperature homes and come down to either senior center to beat the heat.

A donation from Stater Bros. Markets provided more than 2,000 bottles of water and nearly 1,000 granola bars for the cool centers. Resident seniors spent the day in air conditioning centers and participated in cool center activities that included puzzles, cards and games, craft class, exercise class, and more. All activities were free to all residents.

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

The City of Redlands Senior Services partnered with the Redlands Police Officers Association to provide free Thanksgiving meals for area seniors at the Joslyn Senior Center and Redlands Community Senior Center. Members of the Redlands Police Officers Association were available to help serve up plates filled with holiday

trimmings at the center's annual luncheons celebrating the season with local entertainers performing tunes from the past to the delight of those in attendance.

The meal at the Joslyn Center was paid entirely by the RPOA. Funds covering meals came from membership fees, fundraising efforts, and other means. While at the Redlands Community Senior Center, the meal was part of the Senior Nutrition Program coordinated through Family Services Association. A combined total of over 300 meals were served between the two events.

**DEPARTMENT/DIVISION
SENIOR SERVICES**

| FUND | | | | ORGKEY |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| GENERAL FUND | | | | 101232 |
| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
| SALARIES AND BENEFITS | | | | |
| 4000 Full Time Salaries | 155,750 | 232,628 | 152,753 | 179,969 |
| 4005 Salaries: Part Time | 56,869 | 80,550 | 68,576 | 81,630 |
| 4010 Overtime Salaries | 3,576 | 5,000 | 5,000 | 5,000 |
| 4015 Banked Leave Buy Back | 2,724 | 4,167 | 2,786 | 3,591 |
| 4050 Pension Contributions | 29,893 | 32,789 | 33,242 | 41,819 |
| 4051 Fica/Medicare | 16,436 | 18,604 | 17,423 | 20,368 |
| 4053 Deferred Compensation | - | 33 | - | 67 |
| 4055 Health/Dental Insurance | 32,548 | 34,015 | 32,661 | 51,179 |
| 4056 Worker's Comp Insurance | 4,698 | 13,053 | 13,053 | 13,509 |
| 4057 Disability Insurance | 1,315 | 1,416 | 1,387 | 1,823 |
| 4058 Unemployment Insurance | (2,285) | 3,910 | 1,311 | 667 |
| 4059 Life Insurance | 194 | 190 | 200 | 222 |
| 4081 Eyecare Reimbursement | 450 | 677 | 225 | 792 |
| 4084 Clothing Cash Payment | 400 | 600 | 900 | 1,050 |
| 4085 Other Taxable Benefits | 3,549 | 4,202 | 1,633 | 3 |
| TOTAL SALARIES AND BENEFITS | 306,117 | 431,834 | 331,150 | 401,689 |
| SERVICES | | | | |
| 5190 Other Professional Services | - | - | - | 5,000 |
| 5180 Medical/Physicals | 105 | 210 | 210 | 210 |
| 5275 Postage | 186 | 500 | 500 | 500 |
| 5280 Advertising | - | 10 | - | 500 |
| 5303 Telephone | 3,483 | 1,200 | 2,000 | 2,000 |
| 5360 Machinery & Equip Maint | - | 1,000 | 1,000 | 1,000 |
| 5365 Vehicle Maintenance | 20 | - | - | - |
| 5395 Info Technology Service Chgs | 16,666 | 22,993 | 22,993 | 15,839 |
| 5396 City Garage Charges | 13,827 | 17,592 | 18,436 | 16,628 |
| 5570 Office Equip & Furn Rent | 5,124 | 5,000 | 5,000 | 5,000 |
| 5760 Special Program Expenditures | - | 1,000 | 1,000 | 1,000 |
| 5800 Subscriptions & Memberships | 885 | 400 | 400 | 1,000 |
| 5840 Training | 107 | 300 | 300 | 1,000 |
| 5880 Special Contractual Services | 32,238 | 20,000 | 20,000 | 37,600 |
| TOTAL SERVICES | 72,640 | 70,205 | 71,839 | 87,277 |
| SUPPLIES | | | | |
| 6140 Office Supplies | 777 | 2,500 | 2,500 | 2,500 |
| 6210 Repair/Maintenance Supplies | - | 200 | 200 | 200 |
| 6310 Janitorial Supplies | 489 | 400 | 400 | 500 |
| 6350 Building Supplies | - | 100 | 100 | 100 |
| 6410 Motor Vehicle Supplies | 32 | - | - | - |
| 6440 Compressed Natural Gas (LCNG) | 1,531 | 2,369 | 2,369 | 3,500 |
| 6500 Office Equipment & Furniture | - | 500 | 500 | 500 |
| 6510 Small Tools & Equipment | - | 500 | 500 | 500 |
| 6560 Food | 10,524 | 13,000 | 13,000 | 15,000 |
| 6590 Special Departmental Supplies | 3,494 | 8,000 | 8,000 | 10,000 |
| 6640 Non-Capital Expenditures | - | 45,935 | - | - |
| TOTAL SUPPLIES | 16,847 | 73,504 | 27,569 | 32,800 |

DEPARTMENT/DIVISION
SENIOR SERVICES

| FUND | | | | ORGKEY |
|---------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| GENERAL FUND | | | | 101232 |
| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
| FIXED ASSETS | | | | |
| 7100 Motor Vehicles | 35,604 | - | - | - |
| TOTAL FIXED ASSETS | 35,604 | - | - | - |
| | | | | |
| DIVISION TOTAL | 431,208 | 575,543 | 430,558 | 521,766 |

Quality of Life Building Maintenance Division

Program Description:

The Building Maintenance Division performs routine maintenance of City-owned facilities. The Building Maintenance crew consists of two full-time positions. This crew provides maintenance services to all City facilities totaling approximately 215,000 square feet and includes the Civic Center, A.K. Smiley Library, Lincoln Shrine, four fire stations, the Police Annex, Joslyn Senior Center, the Community/Senior Center, facilities at the Corporate Yard, and Hillside Memorial Park. In addition, two parking structures are maintained by this Division. Employees complete a wide range of building maintenance functions including carpentry, plumbing, electrical, HVAC, painting and general cleaning services. This crew is also utilized for special projects including office construction and remodeling.

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

Program Objectives:

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

Accomplishments for Fiscal Year 2017-2018:

- Opened over 400 work orders and closed 375 work orders during the fiscal year
- Installed security gates at City Hall parking structure
- Remodeled Finance Department's break room
- Worked alongside other QOL divisions in the beautification projects around City Hall
- Christmas Extravaganza decorations and State Street arch installation
- Umbrella installation in the Orange Street Alley
- Tree lighting and State Street music system installation

Strategic Plan Accomplishments:

- None

**DEPARTMENT/DIVISION
BUILDING MAINTENANCE**

FUND
GENERAL FUND

ORGKEY
101301

| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
|-------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| SALARIES AND BENEFITS | | | | |
| 4000 Full Time Salaries | 58,196 | 87,938 | 25,964 | 96,007 |
| 4005 Salaries: Part Time | 1,191 | - | - | - |
| 4010 Overtime Salaries | 6,574 | 5,000 | 3,000 | 5,000 |
| 4015 Banked Leave Buy Back | 4,007 | 2,608 | - | 3,139 |
| 4050 Pension Contributions | 12,022 | 18,721 | 5,737 | 22,249 |
| 4051 Fica/Medicare | 5,423 | 7,071 | 2,221 | 7,750 |
| 4053 Deferred Compensation | 344 | 353 | 277 | 353 |
| 4055 Health/Dental Insurance | 15,309 | 20,138 | 265 | 14,985 |
| 4056 Worker's Comp Insurance | 44,387 | 54,584 | 54,584 | 21,502 |
| 4057 Disability Insurance | 591 | 560 | 251 | 643 |
| 4058 Unemployment Insurance | (359) | 612 | 28 | 538 |
| 4059 Life Insurance | 79 | 89 | 26 | 89 |
| 4081 Eyecare Reimbursement | - | 317 | - | 317 |
| 4082 Clothing Allowance | 150 | 150 | 9 | 300 |
| 4083 Uniform Rental | 2,151 | 1,625 | 1,512 | 1,625 |
| 4085 Other Taxable Benefits | 1,941 | 1,742 | 1,704 | 1,867 |
| TOTAL SALARIES AND BENEFITS | 152,005 | 201,508 | 95,578 | 176,364 |
| SERVICES | | | | |
| 5180 Medical/Physicals | - | - | 40 | 40 |
| 5190 Other Professional Services | 2,180 | 55,000 | 55,000 | - |
| 5280 Advertising | 2,881 | 2,000 | 721 | 2,000 |
| 5300 Water, Sewer, Disposal | 24,046 | 20,000 | 20,000 | 20,000 |
| 5303 Telephone | 9,204 | 8,000 | 8,000 | 8,000 |
| 5310 Electricity & Gas | 566,405 | 634,400 | 634,400 | 584,400 |
| 5313 Heating/AC Service Contract | 64,445 | 64,000 | 40,000 | 44,000 |
| 5320 Janitorial Services | 152,187 | 140,116 | 100,000 | 100,000 |
| 5350 Building/Grounds Maintenance | 61,739 | 70,000 | 70,000 | 70,000 |
| 5360 Machinery & Equip Maint | 11,062 | 17,000 | 10,264 | 7,000 |
| 5395 Info Technology Service Chgs | 4,091 | 5,645 | 5,645 | 5,230 |
| 5396 City Garage Charges | 3,818 | 4,857 | 5,090 | 9,191 |
| 5800 Subscriptions & Memberships | 5,000 | 100 | - | - |
| 5840 Training | 52 | 1,500 | 59 | 1,500 |
| 5880 Special Contractual Services | 147,197 | 141,200 | 141,200 | 91,200 |
| TOTAL SERVICES | 1,054,307 | 1,163,818 | 1,090,419 | 942,561 |
| SUPPLIES | | | | |
| 6140 Office Supplies | 607 | 1,000 | 925 | 1,000 |
| 6180 Turnouts/Uniform/Sfty Clothing | 442 | 500 | 899 | 500 |
| 6210 Repair/Maintenance Supplies | 20,817 | 25,000 | 25,000 | 20,000 |
| 6310 Janitorial Supplies | 312 | 2,500 | 2,000 | 2,500 |
| 6350 Building Supplies | 22,571 | 15,000 | 15,000 | 15,000 |
| 6375 Computer Components | 927 | 1,000 | 500 | 1,000 |
| 6500 Office Equipment & Furniture | 107 | - | - | - |
| 6510 Small Tools & Equipment | 1,055 | 1,500 | 1,500 | 1,500 |
| 6590 Special Departmental Supplies | 7,585 | 5,000 | 5,000 | 5,000 |
| 6640 Non-Capital Expenditures | 18,554 | - | - | 25,000 |
| TOTAL SUPPLIES | 72,976 | 51,500 | 50,824 | 71,500 |

**DEPARTMENT/DIVISION
BUILDING MAINTENANCE**

| FUND | | | | ORGKEY |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| GENERAL FUND | | | | 101301 |
| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
| FIXED ASSETS | | | | |
| 7100 Motor Vehicles | - | 35,000 | 35,000 | - |
| 7140 All Other Equipment | - | - | 30,000 | - |
| 7150 Other Betterments/Improvement | 191,714 | 49,732 | 183,862 | - |
| TOTAL FIXED ASSETS | <u>191,714</u> | <u>84,732</u> | <u>248,862</u> | <u>-</u> |
| | | | | |
| DIVISION TOTAL | 1,471,002 | 1,501,558 | 1,485,683 | 1,190,425 |

Quality of Life Streets & Electrical Division

Program Description:

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

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

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

Program Objectives:

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

Significant Program Changes and Process Improvements:

With the continued success of the council approved PARIS program and the addition of the five general crew, the Streets and Electrical crews have been able to dedicate more time on capital projects that in the past would normally have been contracted out. This has resulted in saving the City tens of thousands of dollars and increasing the quality of life in Redlands.

Electrical has been receiving training for the two new traffic signals on Eureka. These 2 intersections are the beginning stages of the City's movement towards smart signal technology.

Accomplishments for Fiscal Year 2017-18:

- Maintained over 300 miles of streets, including potholing and skin patching, using 282 tons of asphalt in 523 locations
- Swept 12,000 curb miles throughout the city
- Removed and replaced approximately 2,281 square feet of sidewalk and 314 linear feet of curb and gutter at 20 locations
- Completed approximately 1,695 underground service alert tickets
- Serviced and/or repaired 564 street lights

- Responded to approximately 40 traffic signal complaints
- Performed 265 traffic signal inspections
- Completed annual cleaning of all storm drain inlets and channels
- Fabricated, replaced or serviced over 738 street signs
- Replaced 10 street lights knocked down in traffic accidents
- Replaced 60 high pressure sodium street lights with energy efficient LEDs
- 300 labor hours eradicating illegal dumps

Projects Completed:

- Constructed new public parking lot on Alessandro Rd near Creekside
- Installed new Service Club signs at Ford/Redlands Blvd and at Jennie Davis Park
- Constructed new permanent Jennie Davis Park bridge connecting the adjacent parking lot
- Construction of the amphitheater at Heritage Park
- Worked alongside Parks and Building Maintenance Divisions and MUED to complete various downtown projects, including:
 - Christmas holiday decorations and lighting
 - Permanent tree lighting along State Street
 - Entry arches monuments
 - State Street speaker system
 - Orange Street Alley arches and umbrellas
- Rehabilitation of Triangle Park, including traffic signal relocation, planting of the replacement oak tree and new hardscape
- Installed various pieces of artwork including the Fork in the Road, Pickers Ladder, and Smudge Pot

Strategic Plan Accomplishments:

Focus Area C: Reconstructed the 5th Street parking lot adding 11 additional parking spaces

**DEPARTMENT/DIVISION
STREETS**

FUND
GENERAL FUND

ORGKEY
101304

| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
|-------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| SALARIES AND BENEFITS | | | | |
| 4000 Full Time Salaries | 616,134 | 642,488 | 682,170 | 663,556 |
| 4005 Salaries: Part Time | 26,401 | 32,620 | 29,319 | 33,600 |
| 4010 Overtime Salaries | 21,759 | 25,000 | 28,000 | 25,000 |
| 4012 Stand By | 13,577 | 15,000 | 13,760 | 15,000 |
| 4015 Banked Leave Buy Back | 8,782 | 23,726 | 17,095 | 20,151 |
| 4050 Pension Contributions | 119,616 | 136,962 | 145,056 | 154,196 |
| 4051 Fica/Medicare | 53,515 | 54,574 | 58,917 | 55,939 |
| 4053 Deferred Compensation | - | 9 | 6 | 9 |
| 4055 Health/Dental Insurance | 136,409 | 136,987 | 175,593 | 172,153 |
| 4056 Worker's Comp Insurance | 40,583 | 31,127 | 31,127 | 47,783 |
| 4057 Disability Insurance | 5,684 | 6,006 | 6,594 | 6,867 |
| 4058 Unemployment Insurance | (3,678) | 6,514 | 2,214 | 661 |
| 4059 Life Insurance | 797 | 820 | 909 | 820 |
| 4081 Eyecare Reimbursement | 185 | 2,927 | 327 | 2,927 |
| 4082 Clothing Allowance | 1,854 | 1,950 | 3,698 | 3,900 |
| 4083 Uniform Rental | 6,670 | 5,534 | 6,299 | 6,300 |
| 4085 Other Taxable Benefits | 14,606 | 12,600 | 11,998 | 10,027 |
| TOTAL SALARIES AND BENEFITS | 1,062,895 | 1,134,844 | 1,213,082 | 1,218,889 |
| SERVICES | | | | |
| 5103 Software Support & Development | 875 | - | - | - |
| 5180 Medical/Physicals | 515 | 800 | 800 | 800 |
| 5190 Other Professional Services | 3,374 | 76,626 | 76,626 | - |
| 5240 Meeting & Professional Devlpmt | 734 | 700 | - | - |
| 5255 Travel Expense/Reimbursement | 67 | 100 | 2,693 | - |
| 5275 Postage | - | 50 | 50 | 50 |
| 5280 Advertising | 212 | 1,000 | 1,000 | 1,000 |
| 5303 Telephone | 3,344 | 2,600 | 2,600 | 2,600 |
| 5395 Info Technology Service Chgs | 20,847 | 28,762 | 28,762 | 25,694 |
| 5396 City Garage Charges | 114,049 | 145,101 | 152,063 | 164,750 |
| 5590 Other Rentals | 6,635 | 10,000 | 10,000 | 10,000 |
| 5800 Subscriptions & Memberships | - | 7,200 | - | - |
| 5840 Training | 1,487 | 2,000 | 3,672 | 2,000 |
| 5880 Special Contractual Services | 419,719 | 472,015 | 456,322 | 387,300 |
| 5890 Landfill Tipping Charges | 6,608 | 7,500 | 5,000 | 7,500 |
| 5950 Bad Debt Expense | 1,438 | 5,000 | 2,500 | 1,500 |
| TOTAL SERVICES | 579,904 | 759,454 | 742,088 | 603,194 |
| SUPPLIES | | | | |
| 6140 Office Supplies | 1,424 | 1,500 | 1,500 | 1,500 |
| 6160 Medical Supplies | - | 500 | 500 | 500 |
| 6180 Turnouts/Uniform/Sfty Clothing | 7,493 | 8,000 | 8,000 | 9,000 |
| 6210 Repair/Maintenance Supplies | 137,711 | 130,000 | 130,000 | 135,000 |
| 6310 Janitorial Supplies | 1,446 | 1,500 | 1,500 | 1,500 |
| 6375 Computer Components | 3,046 | 2,000 | 2,000 | 2,000 |
| 6510 Small Tools & Equipment | 7,140 | 7,500 | 7,500 | 8,500 |
| 6560 Food | 1,010 | 1,000 | 1,000 | 1,000 |
| 6590 Special Departmental Supplies | 15,725 | 15,000 | 16,264 | 17,500 |
| 6640 Non-Capital Expenditures | 19,250 | - | 4,148 | 11,000 |
| TOTAL SUPPLIES | 194,244 | 167,000 | 172,412 | 187,500 |

**DEPARTMENT/DIVISION
STREETS**

| FUND | | | | ORGKEY |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| GENERAL FUND | | | | 101304 |
| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
| FIXED ASSETS | | | | |
| 7100 Motor Vehicles | 102,666 | - | - | - |
| 7150 Other Betterments/Improvement | 498 | 40,502 | 41,736 | - |
| TOTAL FIXED ASSETS | 103,164 | 40,502 | 41,736 | - |
| | | | | |
| DIVISION TOTAL | 1,940,207 | 2,101,800 | 2,169,318 | 2,009,583 |

**DEPARTMENT/DIVISION
ELECTRICAL**

FUND
GENERAL FUND

ORGKEY
101302

| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
|-------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| SALARIES AND BENEFITS | | | | |
| 4000 Full Time Salaries | 113,754 | 114,232 | 114,438 | 120,134 |
| 4010 Overtime Salaries | 1,654 | 4,000 | 2,000 | 4,000 |
| 4012 Stand By | 545 | 2,000 | - | - |
| 4015 Banked Leave Buy Back | 3,143 | 6,208 | 5,607 | 5,110 |
| 4050 Pension Contributions | 22,076 | 24,342 | 24,364 | 27,892 |
| 4051 Fica/Medicare | 9,053 | 9,237 | 9,383 | 9,968 |
| 4053 Deferred Compensation | - | 9 | 6 | 9 |
| 4055 Health/Dental Insurance | 28,968 | 29,602 | 18,594 | 16,248 |
| 4056 Worker's Comp Insurance | 4,698 | 4,173 | 4,173 | 4,157 |
| 4057 Disability Insurance | 995 | 1,079 | 1,086 | 1,250 |
| 4058 Unemployment Insurance | (480) | 872 | 239 | 241 |
| 4059 Life Insurance | 126 | 127 | 132 | 127 |
| 4081 Eyecare Reimbursement | 450 | 452 | 452 | 452 |
| 4082 Clothing Allowance | 308 | 300 | 609 | 600 |
| 4083 Uniform Rental | 1,772 | 1,495 | 1,565 | 1,565 |
| 4085 Other Taxable Benefits | - | 2 | 3,489 | 4,452 |
| TOTAL SALARIES AND BENEFITS | 187,063 | 198,130 | 186,137 | 196,205 |
| SERVICES | | | | |
| 5240 Meeting & Professional Devlpmt | 2,000 | 2,000 | - | 2,000 |
| 5255 Travel Expense/Reimbursement | - | 1,200 | - | 1,200 |
| 5270 Printing and Binding | - | 100 | 100 | 100 |
| 5275 Postage | 10 | 100 | 100 | 100 |
| 5280 Advertising | 494 | 600 | 600 | 600 |
| 5303 Telephone | 2,584 | 2,200 | 2,200 | 2,200 |
| 5310 Electricity & Gas | - | 40 | 96 | 110 |
| 5315 Elec Svc: State Traffic Sgls | 9,994 | 8,000 | 15,320 | 16,000 |
| 5316 Elec Svc: City Traffic Sgls | 39,659 | 42,000 | 36,224 | 38,000 |
| 5330 Elec Svc: State Street Lightng | 21,195 | 20,000 | 31,258 | 33,000 |
| 5331 Elec Svc: SCE Street Lighting | 98,659 | 110,000 | 83,408 | 86,000 |
| 5360 Machinery & Equip Maint | 16,360 | 12,000 | 5,000 | 12,000 |
| 5370 City Street Lighting Power | 223,296 | 235,000 | 221,508 | 225,000 |
| 5395 Info Technology Service Chgs | 8,371 | 11,550 | 11,550 | 10,723 |
| 5396 City Garage Charges | 16,564 | 21,074 | 22,086 | 24,520 |
| 5510 Land and Building Rent | 6,298 | 6,614 | 6,614 | 6,945 |
| 5722 Penalties and Interest | 6 | - | - | - |
| 5590 Other Rentals | - | 300 | 300 | 300 |
| 5800 Subscriptions & Memberships | - | 100 | 100 | - |
| 5840 Training | 165 | 300 | 201 | 1,000 |
| 5880 Special Contractual Services | 11,463 | 18,000 | 18,000 | 40,000 |
| TOTAL SERVICES | 457,117 | 491,178 | 454,665 | 499,798 |
| SUPPLIES | | | | |
| 6140 Office Supplies | 862 | 1,000 | 1,000 | 1,000 |
| 6160 Medical Supplies | - | 200 | 100 | 200 |
| 6180 Turnouts/Uniform/Sfty Clothing | 10 | 600 | 600 | 600 |
| 6210 Repair/Maintenance Supplies | 97,685 | 50,000 | 80,000 | 105,000 |
| 6310 Janitorial Supplies | 76 | 200 | 100 | 150 |
| 6350 Building Supplies | - | 700 | 700 | 700 |
| 6375 Computer Components | - | 2,000 | 2,000 | 2,000 |

**DEPARTMENT/DIVISION
ELECTRICAL**

| FUND | | | | ORGKEY |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| GENERAL FUND | | | | 101302 |
| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
| SUPPLIES (CONT.) | | | | |
| 6510 Small Tools & Equipment | 284 | 1,000 | 1,000 | 1,500 |
| 6590 Special Departmental Supplies | 3,840 | 6,000 | 6,000 | 6,000 |
| TOTAL SUPPLIES | <u>102,756</u> | <u>61,700</u> | <u>91,500</u> | <u>117,150</u> |
| FIXED ASSETS | | | | |
| 7150 Other Betterments/Improvement | - | 45,000 | 45,000 | 75,000 |
| TOTAL FIXED ASSETS | <u>-</u> | <u>45,000</u> | <u>45,000</u> | <u>75,000</u> |
| | | | | |
| DIVISION TOTAL | 746,937 | 796,008 | 777,302 | 888,153 |

Quality of Life Parks Division

Program Description:

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

Program Objectives:

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

Significant Program Changes and Process Improvements:

In efforts to keep up with the demand on staff not only within our parks system but also in regards to departmental projects such as the Alley Umbrellas, Downtown Music System, and State Street Tree Lighting, specific medians and base level tasks were contracted out in order to focus the skill set and field knowledge of our full-time Parks staff on such projects. Another great addition to the Parks Division this year was the council approved creation of an in-house tree crew made up of 6 full-time City employees. The addition of these tree trimmers has proven to be a valuable asset. This has not only decreased emergency response times significantly but also eliminated the redirection of Parks and Streets Division staff in reaction to any emergency tree related calls, as was protocol prior to the new crew. Parks Division was also given two new positions to help maintain the Gateway area as well as provide support and overlapping coverage to the downtown area in whole.

Capital Purchases Greater Than \$50,000:

Not Applicable

Accomplishments for Fiscal Year 2017-18:

- Implementation of a pesticide spraying program at the Sports Park soccer fields
- Cooperative work on projects with Streets and Building Maintenance Divisions to complete various downtown projects, including the holiday lighting, permanent tree lighting along E State Street, State Street Music System (phase I), and the Orange Street Alley Umbrellas

- Cooperative work with the Streets Division to install a permanent bridge structure at Jennie Davis Park which traverses the Zanja in order to connect the park with the adjacent parking lot
- Installed various pieces of artwork including the Orangemen, Fork in the Road, Pickers Ladder, and Smudge Pot.

Strategic Plan Accomplishments:

Objective D7.1: Parks Capital Improvement Plan–Create a working model of a GAP based program for all City parks and open spaces.

**DEPARTMENT/DIVISION
PARKS**

FUND

GENERAL FUND

ORGKEY

101303

| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
|-------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| SALARIES AND BENEFITS | | | | |
| 4000 Full Time Salaries | 599,057 | 564,718 | 541,925 | 627,875 |
| 4005 Salaries: Part Time | 26,832 | 32,620 | 23,711 | 33,600 |
| 4010 Overtime Salaries | 47,650 | 35,000 | 43,827 | 35,000 |
| 4012 Stand By | 7,899 | 9,000 | 9,706 | 9,000 |
| 4015 Banked Leave Buy Back | 12,589 | 16,255 | 10,312 | 16,718 |
| 4050 Pension Contributions | 118,059 | 120,470 | 114,012 | 146,029 |
| 4051 Fica/Medicare | 52,123 | 47,102 | 46,254 | 52,371 |
| 4053 Deferred Compensation | - | 9 | 6 | 9 |
| 4055 Health/Dental Insurance | 173,823 | 194,210 | 172,492 | 209,631 |
| 4056 Worker's Comp Insurance | 34,713 | 36,787 | 36,787 | 32,699 |
| 4057 Disability Insurance | 5,497 | 5,241 | 4,817 | 6,479 |
| 4058 Unemployment Insurance | (5,068) | 6,992 | 2,180 | 1,229 |
| 4059 Life Insurance | 827 | 826 | 808 | 889 |
| 4081 Eyecare Reimbursement | 948 | 3,175 | 400 | 3,175 |
| 4082 Clothing Allowance | 1,841 | 2,120 | 4,364 | 4,230 |
| 4083 Uniform Rental | 5,083 | 4,626 | 5,952 | 5,952 |
| 4084 Clothing Cash Payment | - | - | 20 | - |
| 4085 Other Taxable Benefits | 6,045 | - | 2,266 | 2,172 |
| TOTAL SALARIES AND BENEFITS | 1,087,918 | 1,079,151 | 1,019,840 | 1,187,058 |
| SERVICES | | | | |
| 5140 Legal Services | - | 2,154 | - | - |
| 5180 Medical/Physicals | - | 250 | 250 | 500 |
| 5190 Other Professional Services | 200 | - | 1,460 | - |
| 5255 Travel Expense/Reimbursement | 290 | 250 | - | 250 |
| 5270 Printing and Binding | 176 | 50 | - | 50 |
| 5280 Advertising | 1,299 | - | - | - |
| 5300 Water, Sewer, Disposal | 43,169 | 45,000 | 45,000 | 45,000 |
| 5303 Telephone | 5,937 | 5,000 | 5,000 | 5,000 |
| 5310 Electricity & Gas | 50,531 | 55,000 | 55,000 | 55,000 |
| 5312 Electric Srvc: Facility Ops | - | 50 | - | 50 |
| 5350 Building/Grounds Maintenance | 15,605 | 20,300 | 13,000 | 20,300 |
| 5360 Machinery & Equip Maint | 1,525 | 5,000 | 1,200 | 5,000 |
| 5395 Info Technology Service Chgs | 24,819 | 34,241 | 34,241 | 28,756 |
| 5396 City Garage Charges | 118,619 | 150,915 | 151,039 | 161,046 |
| 5530 Clothing and Linen Rent | - | 1,000 | - | - |
| 5722 Penalties and Interest | 25 | - | - | - |
| 5800 Subscriptions & Memberships | 230 | 400 | - | 400 |
| 5840 Training | 2,736 | 5,000 | 3,342 | 7,000 |
| 5880 Special Contractual Services | 133,532 | 257,202 | 257,202 | 162,000 |
| 5890 Landfill Tipping Charges | 14,397 | 15,000 | 13,000 | 15,000 |
| TOTAL SERVICES | 413,088 | 596,813 | 579,734 | 505,352 |
| SUPPLIES | | | | |
| 6140 Office Supplies | 1,068 | 800 | 800 | 800 |
| 6160 Medical Supplies | - | 300 | 300 | 300 |
| 6180 Turnouts/Uniform/Sfty Clothing | 1,699 | 3,000 | 3,000 | 3,000 |
| 6210 Repair/Maintenance Supplies | 96,028 | 95,000 | 95,000 | 95,000 |
| 6310 Janitorial Supplies | 17,896 | 18,000 | 18,000 | 18,000 |
| 6350 Building Supplies | 3,163 | 5,000 | 5,000 | 5,000 |

**DEPARTMENT/DIVISION
PARKS**

| FUND | | | | ORGKEY |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| GENERAL FUND | | | | 101303 |
| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
| SUPPLIES (CONT.) | | | | |
| 6430 Gasoline | 30 | - | - | - |
| 6510 Small Tools & Equipment | 5,115 | 5,500 | 5,000 | 5,500 |
| 6560 Food | 283 | 300 | 300 | 300 |
| 6590 Special Departmental Supplies | 15,925 | 13,500 | 13,500 | 13,500 |
| 6640 Non-Capital Expenditures | 23,433 | - | 120,000 | 71,000 |
| TOTAL SUPPLIES | 164,640 | 141,400 | 260,900 | 212,400 |
| FIXED ASSETS | | | | |
| 7100 Motor Vehicles | 113,439 | - | 100,000 | - |
| 7150 Other Betterments/Improvement | 17,830 | 208,176 | 41,940 | 224,096 |
| 7270 Building Construction | 31,279 | - | - | - |
| TOTAL FIXED ASSETS | 162,548 | 208,176 | 141,940 | 224,096 |
| | | | | |
| DIVISION TOTAL | 1,828,193 | 2,025,540 | 2,002,414 | 2,128,906 |

Quality of Life Trees

Program Description:

The Quality of Life Street Tree Division oversees the maintenance of approximately 53,875 tree sites located within the City's right-of-way, City facilities, City-owned parking lots, City-owned parcels, and throughout our City parks and trail system. Of these sites, approximately 42,184 are home to living trees. This includes approximately 6,530 trees within City parks system and some 9,920 palm trees of various species citywide. The City's urban forest is an amazing asset of the City of Redlands, valued at nearly \$160,500,540. The Trees Division, in partnership with the Redlands Street Tree Committee, is dedicated to the continued enhancement, maintenance, and care of this priceless living asset.

Program Objectives:

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

Significant Program Changes and Process Improvements:

This year, the City Council approved the creation of an in-house tree crew made up of 6 full-time City employees. The addition of these tree trimmers has proven to be a valuable asset. This has not only decreased emergency response times significantly but also eliminated the redirection of Parks and Streets Division staff in reaction to any emergency tree related calls, as was protocol prior to the new crew. Parks Division was also given two new positions to help maintain the Gateway area as well as provide support and overlapping coverage to the downtown area in whole. In addition to all of this, the crew adds more support to our total field crew head count which better prepares and arms us in the wake of any potential emergency or disaster state.

Accomplishments for Fiscal Year 2017-18:

- Approximately 510 trees removed
- Storm response times reduced by 48% with the addition of the tree crew
- Approximately 3,220 trees trimmed
- Dead tree population down to .016% of our total tree inventory
- Trees on monitor and recommended removal list is down to .097% of our total tree inventory
- Approximately 300 trees planted

Strategic Plan Accomplishments:

Focus Area E- Provide non-potable water to trees within the Gateway and E. State Street area.

**DEPARTMENT/DIVISION
TREES**

| FUND | | | | ORGKEY |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| GENERAL FUND | | | | 101305 |
| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
| SALARIES AND BENEFITS | | | | |
| 4000 Full Time Salaries | 336 | 251,746 | 228,334 | 275,515 |
| 4010 Overtime Salaries | - | 1,500 | 16,840 | 10,000 |
| 4015 Banked Leave Buy Back | - | 3,054 | 2,941 | 6,374 |
| 4050 Pension Contributions | 64 | 53,710 | 48,584 | 64,088 |
| 4051 Fica/Medicare | 26 | 19,888 | 19,098 | 22,137 |
| 4053 Deferred Compensation | - | 17 | 12 | 17 |
| 4055 Health/Dental Insurance | 64 | 64,636 | 32,064 | 64,407 |
| 4056 Worker's Comp Insurance | - | - | - | 12,470 |
| 4057 Disability Insurance | 2 | 2,287 | 1,294 | 2,820 |
| 4058 Unemployment Insurance | - | 2,695 | 1,094 | (191) |
| 4059 Life Insurance | 0 | 391 | 354 | 392 |
| 4081 Eyecare Reimbursement | - | 1,397 | 399 | 1,400 |
| 4082 Clothing Allowance | - | 938 | 1,106 | 1,860 |
| 4084 Clothing Cash Payment | - | - | 42 | - |
| 4085 Other Taxable Benefits | - | 4,984 | 4,404 | 5,622 |
| TOTAL SALARIES AND BENEFITS | 493 | 407,243 | 356,566 | 466,911 |
| SERVICES | | | | |
| 5180 Medical/Physicals | - | - | 40 | 1,000 |
| 5270 Printing and Binding | - | 1,000 | - | 2,500 |
| 5280 Advertising | 145 | - | - | - |
| 5360 Machinery & Equip Maint | - | 4,000 | - | - |
| 5396 City Garage Charges | - | - | 7,117 | 6,979 |
| 5840 Training | 155 | 5,000 | - | 5,000 |
| 5880 Special Contractual Services | 211,029 | - | 6,259 | 10,000 |
| 5890 Landfill Tipping Charges | - | 5,000 | - | - |
| TOTAL SERVICES | 211,329 | 15,000 | 13,416 | 25,479 |
| SUPPLIES | | | | |
| 6210 Repair/Maintenance Supplies | - | 20,000 | 10,000 | 10,000 |
| TOTAL SUPPLIES | - | 20,000 | 10,000 | 10,000 |
| FIXED ASSETS | | | | |
| 7100 Motor Vehicles | - | - | 70,000 | - |
| TOTAL FIXED ASSETS | - | - | 70,000 | - |
| DIVISION TOTAL | 211,822 | 442,243 | 449,981 | 502,390 |

Quality of Life Code Enforcement

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 two full time officers, one part-time officer and one full-time administrative technician who administers the Rental Property Inspection Program. The Code Enforcement Division provides a balance of providing customer service to residents concerned with municipal code violations while working to educate and gain voluntary compliance increasing the quality of life and serving the entire community.

Program Objectives:

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

Significant Program Changes and Process Improvements:

This year, the code enforcement division added two new positions including an administrative technician and part-time code enforcement officer. The addition of these two positions have increased the efficiency of code enforcements activities such as enforcement of property maintenance and unpermitted construction that relate to unsafe or blighted areas. The addition of staff also enhanced the administration of the City's rental program by providing customer services specifically for code enforcement actions. Other enhancements or significant program changes for this year included the use of Cyclomedia and additional software equipment for code enforcement activities, including laptops and printers in vehicles for on-site violations.

Accomplishments for Fiscal Year 2017-18:

- Opened 430 cases.
- Closed 400 cases.
- Inspected 3,195 rental units within the Residential Rental Dwelling Unit Program.
- The Code Enforcement Division participates in a monthly meeting with the City's Police Department to discuss current public safety issues, code cases, and municipal code violations. This partnership assists in improving interdepartmental communications and the success of closing of cases and providing health and safety to the community.

**DEPARTMENT/DIVISION
CODE ENFORCEMENT**

FUND
GENERAL FUND

ORGKEY
101306

| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
|-------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| SALARIES AND BENEFITS | | | | |
| 4000 Full Time Salaries | 87,751 | 160,743 | 177,245 | 171,124 |
| 4005 Salaries: Part Time | - | 23,120 | 4,800 | 19,000 |
| 4010 Overtime Salaries | 376 | - | - | 1,000 |
| 4015 Banked Leave Buy Back | 3,286 | 1,562 | 14,458 | 4,067 |
| 4050 Pension Contributions | 17,006 | 34,269 | 37,774 | 40,101 |
| 4051 Fica/Medicare | 7,103 | 14,226 | 15,267 | 15,718 |
| 4053 Deferred Compensation | - | 231 | 3,297 | 369 |
| 4055 Health/Dental Insurance | 7,677 | 40,616 | 18,135 | 16,052 |
| 4056 Worker's Comp Insurance | 7,047 | 4,173 | 4,173 | 4,157 |
| 4057 Disability Insurance | 779 | 1,305 | 1,340 | 1,650 |
| 4058 Unemployment Insurance | (626) | 1,840 | 598 | 202 |
| 4059 Life Insurance | 103 | 204 | 216 | 196 |
| 4081 Eyecare Reimbursement | - | 729 | 51 | 700 |
| 4082 Clothing Allowance | 150 | 500 | 10 | 900 |
| 4084 Clothing Cash Payment | - | - | 400 | - |
| 4085 Other Taxable Benefits | 2,638 | 36 | 8,189 | 10,377 |
| TOTAL SALARIES AND BENEFITS | 133,289 | 283,554 | 285,954 | 285,613 |
| SERVICES | | | | |
| 5140 Legal Services | - | 500 | 500 | 500 |
| 5190 Other Professional Services | 645 | 1,200 | 1,200 | 1,200 |
| 5270 Printing and Binding | 4,950 | 7,000 | 7,000 | 7,000 |
| 5275 Postage | - | 3,000 | 3,000 | 3,000 |
| 5280 Advertising | 899 | 1,500 | 1,500 | 1,500 |
| 5303 Telephone | 2,519 | 2,010 | 2,010 | 2,010 |
| 5396 City Garage Charges | 3,851 | 4,899 | 5,134 | 4,630 |
| 5800 Subscriptions & Memberships | - | - | - | 500 |
| 5840 Training | - | - | - | 3,000 |
| 5880 Special Contractual Services | 9,955 | 27,000 | 27,000 | 17,000 |
| TOTAL SERVICES | 22,819 | 47,109 | 47,344 | 40,340 |
| SUPPLIES | | | | |
| 6140 Office Supplies | 961 | 2,000 | 2,000 | 2,000 |
| 6180 Turnouts/Uniform/Sfty Clothing | 204 | - | - | 300 |
| 6560 Food | 66 | - | 72 | 100 |
| 6590 Special Departmental Supplies | - | - | 3,950 | 500 |
| TOTAL SUPPLIES | 1,231 | 2,000 | 6,022 | 2,900 |
| DIVISION TOTAL | 157,339 | 332,663 | 339,320 | 328,853 |
| DEPARTMENT TOTAL | 7,576,769 | 8,813,966 | 8,521,131 | 8,556,356 |

Quality of Life Department Downtown Redlands

Program Description:

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

Program Objectives:

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

Significant Program Changes and Process Improvements:

The Downtown Division was moved to the Quality of Life Department in Fiscal Year 2017-18 as planned organizational change to focus the synergistic relationship between other active downtown divisions such as Parks, Streets and Solid Waste. This organizational change provides a greater resource base that has the ability to work together and address the needs of the downtown area.

Smart Redlands Initiative/Strategic Plan Objectives:

- The following accomplishments meet or support the City of Redlands 2014-2017 Strategic Plan - Objective B-2 Tourism: Increase tourism by marketing Redlands as a destination and expand/enhance downtown area and related events as identified in the Economic Development Action Plan (Sections 4.1, 4.2, and 4.3).
- Rotating art installations within Orange Street Alley began with the highly popular umbrella installations.
- Oversaw and managed weekly Market Night, Saturday Farmers' Market, Movies in the Park series, Spring Egg Hunt, Downtown Redlands Art Walks, Surfin' State Street, Safe Trick-or-Treat, Holiday Kickoff, and the Holiday Décor and Entertainment Program; acted as a liaison for the Holiday Parade.
- Expanded the location of Market Night vendors into the Orange Street Alley.

DEPARTMENT/DIVISION
DOWNTOWN REDLANDS BUSINESS AREA

| FUND | | | | ORGKEY |
|--------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| DOWNTOWN REDLANDS BUSINESS AREA FUND | | | | 236166 |
| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
| SALARIES AND BENEFITS | | | | |
| 4000 Full Time Salaries | 81,599 | 84,725 | 58,983 | 85,094 |
| 4005 Salaries: Part Time | 12,858 | 16,310 | 2,650 | 20,900 |
| 4010 Overtime Salaries | 54 | - | 10,134 | 3,000 |
| 4015 Banked Leave Buy Back | - | 1,816 | 339 | 2,782 |
| 4050 Pension Contributions | 14,191 | 16,722 | 12,932 | 19,658 |
| 4051 Fica/Medicare | 6,572 | 7,417 | 4,991 | 8,333 |
| 4053 Deferred Compensation | 573 | 860 | 860 | 860 |
| 4055 Health/Dental Insurance | 9,445 | 11,738 | 13,305 | 12,328 |
| 4056 Worker's Comp Insurance | 2,349 | 5,217 | 5,217 | 5,196 |
| 4057 Disability Insurance | 38 | - | 27 | - |
| 4058 Unemployment Insurance | (617) | 868 | 172 | 631 |
| 4059 Life Insurance | 72 | 63 | 77 | 63 |
| 4081 Eyecare Reimbursement | 259 | 225 | 225 | 225 |
| 4082 Clothing Allowance | - | - | 7 | - |
| 4084 Clothing Cash Payment | 30 | - | 30 | - |
| 4085 Other Taxable Benefits | 256 | 150 | 150 | 150 |
| TOTAL SALARIES AND BENEFITS | 127,679 | 146,111 | 110,099 | 159,220 |
| SERVICES | | | | |
| 5034 Collection Agent/Bank Fees | 5,346 | 6,000 | 6,000 | 6,000 |
| 5103 Software Support & Development | - | 1,500 | 1,500 | 1,500 |
| 5255 Travel Expense/Reimbursement | - | 830 | 830 | 830 |
| 5270 Printing and Binding | 39 | 500 | 500 | - |
| 5275 Postage | - | 50 | 50 | 50 |
| 5300 Water, Sewer, Disposal | 7,653 | 9,000 | 11,000 | 11,000 |
| 5303 Telephone | 1,139 | 4,500 | 4,500 | 4,500 |
| 5310 Electricity & Gas | 2,203 | 2,500 | 2,500 | 2,500 |
| 5392 License & Permits | 1,602 | 3,200 | 3,200 | 3,200 |
| 5395 Info Technology Service Chgs | 14,944 | 20,617 | 20,617 | 20,927 |
| 5396 City Garage Charges | 357 | 454 | 476 | 467 |
| 5570 Office Equip & Furn Rent | 2,077 | 2,000 | 2,000 | 2,000 |
| 5722 Penalties and Interest | - | - | 104 | - |
| 5760 Special Program Expenditures | 20,314 | 30,000 | 39,000 | 20,000 |
| 5870 General Govt Service Charge | 33,917 | 34,731 | 34,731 | 35,988 |
| 5880 Special Contractual Services | 39,100 | 60,000 | 73,586 | 40,000 |
| 5990 Reimbursed Expenditures | - | 750 | 750 | 750 |
| TOTAL SERVICES | 128,693 | 176,632 | 201,344 | 149,712 |
| SUPPLIES | | | | |
| 6140 Office Supplies | 699 | 700 | 700 | 700 |
| 6190 Photo & Copying Supplies | - | 500 | 500 | 500 |
| 6210 Repair/Maintenance Supplies | 388 | 1,000 | 29,735 | 1,000 |
| 6510 Small Tools & Equipment | - | - | 295 | - |
| 6520 Promotional Supplies | 63 | 2,000 | 2,000 | 3,000 |
| 6560 Food | - | 6,860 | 6,860 | 6,900 |
| 6590 Special Departmental Supplies | 1,268 | 1,626 | 2,500 | 1,630 |
| 6640 Non-Capital Expenditures | - | - | 750 | 10,000 |
| TOTAL SUPPLIES | 2,418 | 12,686 | 43,340 | 23,730 |

DEPARTMENT/DIVISION
DOWNTOWN REDLANDS BUSINESS AREA

| FUND | | | | ORGKEY |
|--------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| DOWNTOWN REDLANDS BUSINESS AREA FUND | | | | 236166 |
| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
| FIXED ASSETS | | | | |
| 7150 Other Betterments/Improvement | - | 50,000 | - | - |
| TOTAL FIXED ASSETS | - | 50,000 | - | - |
| FUND TOTAL | 258,790 | 385,429 | 354,783 | 332,662 |

DEPARTMENT/DIVISION
DOWNTOWN REDLANDS BUSINESS AREA

JOB LEDGER BUDGET

| FUND | | ORGKEY | |
|--------------------------------------|---|---|---|
| DOWNTOWN REDLANDS BUSINESS AREA FUND | | 236166 | |
| JOB LEDGER NO. | PROJECT/PROGRAM DESCRIPTION | FY 2017-18 12 MONTH ESTIMATE | FY 2018-19 COUNCIL ADOPTED |
| 15000 | General Administration (66) | 249,755 | 188,124 |
| 15001 | Ads & Promotions | 22,308 | 23,541 |
| 15003 | Beautification | 320 | 65,964 |
| 15006 | Market Night | 50,146 | 51,033 |
| 15009 | Saturday Morning Farmer's Market | 4,627 | 4,000 |
| 15011 | California Market Match Food Assistance | 10,000 | - |
| 15014 | CMM In-Kind Match | 17,627 | - |
| TOTALS | | 354,783 | 332,662 |

Community Facility, Land Maintenance and Street Lighting Districts

Land Maintenance and Street Lighting Districts

Program Description:

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

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

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

Program Objectives:

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

Significant Program Changes and Process Improvements:

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

Community Facility Districts

Program Description:

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

In 1978, Proposition 13 was enacted by Californians, which limited the ability of many public agencies to finance new projects. In 1982, Senator Henry Mello and Assemblyman Mike Roos affected the passage of the "Mello-Roos Community Facilities Act of 1982" (the Act) authorizing local governments and developers to create

Community Facilities Districts (CFDs) for the purpose of selling tax-exempt bonds to fund public improvements. The Act allows any county, city, special district, school district or joint powers of authority to establish a CFD, which allows for the financing of public services and facilities. Basically, it allows communities to raise funds for improvements to infrastructure (streets, sewers, and storm drains) even though Proposition 13 limits their ability to tax property. The revenues collected through the assessments are used to support maintenance of parks, parkways, and open space as well as flood and storm protection services, including, but not limited to, the operation and maintenance of storm drainage systems and on-site retention basins.

Program Objectives:

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

Significant Program Changes and Process Improvements:

This year two CFD parks were completed but are still under the developers' landscaper per the one year maintenance/warranty period. Once the one year period is completed, these areas will fall under the direct purview of Quality of Life Department staff. One park is part of a Diversified Pacific tract off of Judson St. and the other is part of a Lennar tract that will abut seamlessly to Israel Beal Park.

DEPARTMENT/DIVISION
STREET LIGHTING DISTRICT #1

FUND
STREET LIGHTING DISTRICT #1 FUND

ORGKEY
260300

| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| SALARIES AND BENEFITS | | | | |
| 4000 Full Time Salaries | 4,596 | 7,735 | 7,296 | 9,316 |
| 4015 Banked Leave Buy Back | 132 | 424 | 196 | 596 |
| 4050 Pension Contributions | 891 | 1,644 | 1,541 | 2,160 |
| 4051 Fica/Medicare | 361 | 582 | 524 | 695 |
| 4053 Deferred Compensation | 50 | 124 | 101 | 138 |
| 4055 Health/Dental Insurance | 911 | 950 | 977 | 1,206 |
| 4057 Disability Insurance | - | - | 7 | - |
| 4058 Unemployment Insurance | (14) | 30 | 3 | 26 |
| 4059 Life Insurance | 3 | 4 | 4 | 6 |
| 4080 Vehicle Allowance | 1 | - | 22 | - |
| 4081 Eyecare Reimbursement | 5 | 16 | - | 18 |
| 4085 Other Taxable Benefits | 9 | 71 | 26 | 67 |
| TOTAL SALARIES AND BENEFITS | 6,944 | 11,580 | 10,697 | 14,228 |
| SERVICES | | | | |
| 5190 Other Professional Services | - | 1,500 | 1,500 | - |
| 5370 City Street Lighting Power | 17,866 | 15,000 | 15,000 | 16,482 |
| 5870 General Govt Service Charge | 1,075 | 1,101 | 1,101 | 1,141 |
| TOTAL SERVICES | 18,941 | 17,601 | 17,601 | 17,623 |
| FUND TOTAL | 25,885 | 29,181 | 28,298 | 31,851 |

DEPARTMENT/DIVISION
COMMUNITY FACILITIES DISTRICT 2004-1

FUND
CFD 2004-1 ASSESSMENTS FUND

ORGKEY
261300

| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| SALARIES AND BENEFITS | | | | |
| 4000 Full Time Salaries | 27,314 | 44,773 | 42,832 | 48,713 |
| 4005 Salaries: Part Time | 90 | - | - | - |
| 4015 Banked Leave Buy Back | 333 | 2,014 | 474 | 2,650 |
| 4050 Pension Contributions | 5,264 | 9,525 | 9,192 | 11,306 |
| 4051 Fica/Medicare | 2,102 | 3,424 | 3,136 | 3,715 |
| 4053 Deferred Compensation | 250 | 634 | 370 | 662 |
| 4055 Health/Dental Insurance | 5,458 | 7,806 | 7,129 | 8,470 |
| 4057 Disability Insurance | 31 | 94 | 88 | 108 |
| 4058 Unemployment Insurance | (65) | 252 | 32 | 171 |
| 4059 Life Insurance | 23 | 37 | 34 | 38 |
| 4080 Vehicle Allowance | 2 | - | 89 | - |
| 4081 Eyecare Reimbursement | 5 | 131 | 15 | 133 |
| 4084 Clothing Cash Payment | - | 44 | 64 | 66 |
| 4085 Other Taxable Benefits | 96 | 420 | 239 | 500 |
| TOTAL SALARIES AND BENEFITS | 40,902 | 69,154 | 63,694 | 76,532 |
| SERVICES | | | | |
| 5140 Legal Services | - | 8,500 | 8,500 | 5,000 |
| 5190 Other Professional Services | 12,000 | 17,000 | 17,000 | - |
| 5300 Water, Sewer, Disposal | 22,515 | 19,000 | 38,942 | 38,000 |
| 5310 Electricity & Gas | 1,709 | 1,500 | 1,500 | 1,500 |
| 5312 Electric Svc: Facility Ops | 24 | 50 | 50 | 50 |
| 5870 General Govt Service Charge | 6,334 | 6,486 | 6,486 | 6,720 |
| 5880 Special Contractual Services | 88,482 | 84,039 | 84,039 | 74,000 |
| TOTAL SERVICES | 131,064 | 136,575 | 156,517 | 125,270 |
| SUPPLIES | | | | |
| 6210 Repair/Maintenance Supplies | 2,748 | 5,000 | 5,000 | 5,000 |
| TOTAL SUPPLIES | 2,748 | 5,000 | 5,000 | 5,000 |
| FUND TOTAL | 174,714 | 210,729 | 225,211 | 206,802 |

DEPARTMENT/DIVISION
LANDSCAPE MAINTENANCE DISTRICT

| FUND | | | | ORGKEY |
|-------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| LANDSCAPE MAINTENANCE DISTRICT FUND | | | | 263300 |
| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
| SALARIES AND BENEFITS | | | | |
| 4000 Full Time Salaries | 4,016 | 10,401 | 9,571 | 12,205 |
| 4015 Banked Leave Buy Back | 116 | 485 | 196 | 685 |
| 4050 Pension Contributions | 778 | 2,211 | 2,025 | 2,828 |
| 4051 Fica/Medicare | 315 | 794 | 701 | 926 |
| 4053 Deferred Compensation | 41 | 150 | 119 | 164 |
| 4055 Health/Dental Insurance | 766 | 1,427 | 1,401 | 1,720 |
| 4057 Disability Insurance | 0 | 4 | 11 | 5 |
| 4058 Unemployment Insurance | (12) | 48 | 5 | 38 |
| 4059 Life Insurance | 3 | 7 | 6 | 8 |
| 4080 Vehicle Allowance | 1 | - | 22 | - |
| 4081 Eyecare Reimbursement | 5 | 25 | 1 | 27 |
| 4084 Clothing Cash Payment | - | 2 | 3 | 3 |
| 4085 Other Taxable Benefits | 9 | 117 | 61 | 114 |
| TOTAL SALARIES AND BENEFITS | 6,036 | 15,671 | 14,122 | 18,723 |
| SERVICES | | | | |
| 5300 Water, Sewer, Disposal | 18,863 | 11,271 | 28,000 | 25,000 |
| 5310 Electricity & Gas | 2,046 | 2,000 | 1,740 | 1,800 |
| 5350 Building/Grounds Maintenance | 10,150 | 9,964 | 9,964 | 9,964 |
| 5870 General Govt Service Charge | 2,423 | 2,481 | 2,481 | 2,571 |
| 5880 Special Contractual Services | 823 | 4,982 | - | 9,964 |
| TOTAL SERVICES | 34,305 | 30,698 | 42,185 | 49,299 |
| FUND TOTAL | 40,341 | 46,369 | 56,307 | 68,022 |

Quality of Life Solid Waste

Program Description:

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

Program Objectives:

- Comply with all local, state, and federal regulatory requirements such as AB 939, AB 341, AB 1826 State mandated waste diversion, SCAQMD Clean Air Acts, and landfill operating requirements
- Provide cost effective, high quality service to all solid waste customers
- Operate the landfill in an efficient and fiscally responsible manner
- Ensure that landfill regulatory requirements are met or exceeded
- Ensure continued compliance with increasing State diversion/recycling requirements

Significant Program Changes and Process Improvements:

- Staff has begun ordering organic collection dumpsters and automated organic containers to supplement the current organic recycling program.
- The division is in the process of adding a new automated side loader and a front end loader to its fleet in place of older units. The division also added a rear loading semi-automated unit for the collection of organic material.
- Repairs made to a security fence around the southern perimeter of the landfill to reduce invasive wildlife and trespassing.
- Improvements were made to the entrance/exit of the California Street Landfill to promote storm water drainage, water run-off, and reduce sediment to meet regulatory requirements of Industrial Storm Water Pollution Prevention Plan (SWPPP).
- Hiring of a recycling coordinator to perform business outreach and act as a liaison with CalRecycle and the Local Enforcement Agency.
- Introduction and adoption of a new rate structure.

Capital Purchases Greater Than \$50,000:

The Solid Waste Division purchased three collection vehicles as part of the ongoing fleet replacement program.

Accomplishments for Fiscal Year 2017-18:

- Solid Waste collected approximately 51,490 tons of refuse, 8,673 tons of recyclables, and 15,500 tons of green waste
- Landfill monitoring probe number eight (8) has reduced methane levels to a non-detect reading and the City's landfill has been removed from State inventory list of solid waste facilities that are not meeting State Minimum Compliance Standards
- Solid Waste and Landfill Divisions are now participating in a mattress and carpet recycling program funded by the State
- CalRecycle has found that the City of Redlands is meeting the requirements of AB 939, it has adequately implemented its diversion programs and has achieved the diversion requirement

- On November 7, 2017, the PLC landfill gas flow was increased at the flare station resulting in an increased level of vacuum throughout the landfill gas collection system
- Request for Bid is currently underway to recycle approximately 20,000 of soil grindings at the landfill
- Staff began outreach meetings and public speaking engagements to inform residents and business owners of the need for a solid waste operations rate increase

**DEPARTMENT/DIVISION
SOLID WASTE**

FUND
SOLID WASTE FUND

ORGKEY
511401

| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
|-------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| SALARIES AND BENEFITS | | | | |
| 4000 Full Time Salaries | 2,288,600 | 2,418,820 | 2,280,082 | 2,698,861 |
| 4005 Salaries: Part Time | 177,227 | 212,150 | 211,023 | 169,960 |
| 4010 Overtime Salaries | 147,475 | 110,000 | 176,238 | 150,000 |
| 4012 Stand By | 3,025 | 15,000 | 15,000 | 5,000 |
| 4015 Banked Leave Buy Back | 99,929 | 82,501 | 80,201 | 103,459 |
| 4016 Compensated Absence | 5,083 | - | - | - |
| 4050 Pension Contributions | 417,110 | 515,264 | 485,336 | 627,196 |
| 4051 Fica/Medicare | 205,933 | 207,164 | 206,505 | 225,246 |
| 4053 Deferred Compensation | 11,339 | 14,753 | 9,961 | 15,988 |
| 4055 Health/Dental Insurance | 437,405 | 475,440 | 461,241 | 573,350 |
| 4056 Worker's Comp Insurance | 158,282 | 148,768 | 148,768 | 133,036 |
| 4057 Disability Insurance | 16,112 | 15,333 | 16,578 | 19,342 |
| 4058 Unemployment Insurance | (15,144) | 24,217 | 7,174 | 4,978 |
| 4059 Life Insurance | 2,539 | 2,633 | 2,603 | 2,888 |
| 4080 Vehicle Allowance | 1,456 | 1,009 | 1,694 | - |
| 4081 Eyecare Reimbursement | 2,356 | 9,405 | 1,885 | 10,314 |
| 4082 Clothing Allowance | 4,747 | 5,180 | 8,384 | 11,355 |
| 4083 Uniform Rental | 18,655 | 17,600 | 13,531 | 17,600 |
| 4084 Clothing Cash Payment | 526 | 526 | 727 | 727 |
| 4085 Other Taxable Benefits | 38,908 | 46,238 | 37,090 | 45,897 |
| 4087 Employee Wellness Program | - | - | 23 | - |
| TOTAL SALARIES AND BENEFITS | 4,021,563 | 4,322,001 | 4,164,044 | 4,815,197 |
| SERVICES | | | | |
| 5103 Software Support & Development | 357 | 1,500 | 1,500 | 30,000 |
| 5110 Architect & Engineer | 43,110 | 15,000 | 15,000 | 15,000 |
| 5140 Legal Services | 214,570 | 60,000 | 30,000 | 15,000 |
| 5142 City Attorney Legal Service | 25,653 | 26,000 | 26,000 | 26,000 |
| 5180 Medical/Physicals | 2,161 | 2,500 | 2,500 | 2,500 |
| 5190 Other Professional Services | 392,117 | 439,084 | 475,444 | 484,902 |
| 5240 Meeting & Professional Devlpmt | 1,496 | 5,000 | 5,000 | 5,000 |
| 5255 Travel Expense/Reimbursement | 2,635 | 3,000 | 3,200 | 3,500 |
| 5270 Printing and Binding | 23,780 | 4,500 | 8,500 | 5,000 |
| 5275 Postage | 7 | 6,500 | 6,500 | 6,500 |
| 5280 Advertising | 3,059 | 2,000 | 2,000 | 2,000 |
| 5300 Water, Sewer, Disposal | 4,587 | 37,762 | 25,000 | 15,000 |
| 5301 City Water | - | - | 13 | - |
| 5302 City Disposal | 122,118 | 75,000 | 119,000 | 120,000 |
| 5303 Telephone | 5,997 | 28,000 | 7,000 | 8,000 |
| 5310 Electricity & Gas | 2,319 | 3,250 | 12,800 | 13,000 |
| 5320 Janitorial Services | - | 35,000 | 35,000 | 35,000 |
| 5360 Machinery & Equip Maint | 32,913 | 30,000 | 35,450 | 35,000 |
| 5392 License & Permits | 60,106 | 65,000 | 60,240 | 65,000 |
| 5395 Info Technology Service Chgs | 187,566 | 258,777 | 258,777 | 292,667 |
| 5396 City Garage Charges | 1,593,022 | 2,026,751 | 2,123,995 | 2,082,927 |
| 5451 Retiree Health Insurance | 660,812 | 190,000 | 190,000 | 190,000 |
| 5510 Land and Building Rent | 4,141 | 3,600 | 3,600 | 3,600 |
| 5530 Clothing and Linen Rent | 2,024 | 5,000 | 5,000 | 5,000 |
| 5580 Communications Svs & Rental | - | 500 | 500 | 500 |
| 5590 Other Rentals | 824 | 700 | 700 | 700 |

**DEPARTMENT/DIVISION
SOLID WASTE**

FUND
SOLID WASTE FUND

ORGKEY
511401

| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
|-------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| SERVICES (CONT.) | | | | |
| 5720 Taxes | - | 7,000 | 7,000 | 7,000 |
| 5722 Penalties and Interest | 6 | 75 | 75 | 75 |
| 5800 Subscriptions & Memberships | 599 | 1,200 | 1,476 | 2,000 |
| 5840 Training | 6,343 | 9,000 | 11,604 | 12,000 |
| 5870 General Govt Service Charge | 586,813 | 600,896 | 600,896 | 622,649 |
| 5880 Special Contractual Services | 655,564 | 525,000 | 653,260 | 550,000 |
| 5890 Landfill Tipping Charges | 3,972 | 85,000 | 71,657 | 175,000 |
| 5898 State Mandated Fees | 77,014 | 70,000 | 68,184 | 70,000 |
| 5950 Bad Debt Expense | 37,825 | 75 | - | 100 |
| 5980 Billing Services | 306,250 | 307,000 | 306,250 | 432,000 |
| 5995 Depreciation Expense | 1,614,852 | - | - | - |
| 5996 Landfill Closure/PC Expense | 204,820 | - | - | - |
| TOTAL SERVICES | 6,879,431 | 4,929,670 | 5,173,121 | 5,332,620 |
| SUPPLIES | | | | |
| 6140 Office Supplies | 9,196 | 7,000 | 3,722 | 6,000 |
| 6160 Medical Supplies | - | 1,000 | 500 | 500 |
| 6180 Turnouts/Uniform/Sfty Clothing | 26,295 | 14,000 | 23,600 | 35,000 |
| 6190 Photo & Copying Supplies | - | 1,000 | 200 | 500 |
| 6210 Repair/Maintenance Supplies | 22,509 | 17,000 | 26,312 | 28,000 |
| 6310 Janitorial Supplies | 5,493 | 6,000 | 14,528 | 15,000 |
| 6350 Building Supplies | - | 825 | 200 | 500 |
| 6375 Computer Components | 5,545 | 4,500 | 5,221 | 4,500 |
| 6410 Motor Vehicle Supplies | - | 400 | 800 | 800 |
| 6500 Office Equipment & Furniture | 2,751 | 5,000 | 3,061 | 3,500 |
| 6510 Small Tools & Equipment | 8,114 | 12,000 | 11,345 | 12,000 |
| 6560 Food | 1,061 | - | 1,350 | 1,200 |
| 6590 Special Departmental Supplies | 334,865 | 405,929 | 477,683 | 385,000 |
| TOTAL SUPPLIES | 415,830 | 474,654 | 568,522 | 492,500 |
| FIXED ASSETS | | | | |
| 7100 Motor Vehicles | - | - | - | 50,000 |
| TOTAL FIXED ASSETS | - | - | - | 50,000 |
| FUND TOTAL | 11,316,824 | 9,726,325 | 9,905,687 | 10,690,317 |

**DEPARTMENT/DIVISION
SOLID WASTE**

JOB LEDGER BUDGET

| FUND | | ORGKEY | |
|-----------------------|---|---|---|
| SOLID WASTE FUND | | 511401 | |
| JOB LEDGER NO. | PROJECT/PROGRAM DESCRIPTION | FY 2017-18 12 MONTH ESTIMATE | FY 2018-19 COUNCIL ADOPTED |
| 72001 | Solid Waste General Administration | 1,309,531 | 2,026,138 |
| 72020 | Solid Waste Landfill - General | 1,320,006 | 1,420,006 |
| 72032 | Solid Waste Landfill - Maint. and Operations | 1,052,534 | 943,217 |
| 72040 | Solid Waste Landfill - Quality Control | 873,170 | 674,923 |
| 72060 | Solid Waste Collection - General | 892,156 | 895,177 |
| 72061 | Solid Waste Green Waste Collection | 948,723 | 749,231 |
| 72062 | Solid Waste Residential Collection - Auto | 901,897 | 901,036 |
| 72063 | Solid Waste Residential Collection - Non-Auto | 366,466 | 356,048 |
| 72066 | Solid Waste Commercial Collection | 1,157,855 | 1,555,913 |
| 72068 | Solid Waste Special Collection | 80,324 | 240,628 |
| 72090 | Solid Waste Commercial Recycle Collection | 973,025 | 900,000 |
| 72100 | Cal Recycle City/County Annual Grant | 30,000 | 28,000 |
| TOTALS | | 9,905,687 | 10,690,317 |

**DEPARTMENT/DIVISION
SOLID WASTE PROJECTS**

| FUND | | | | ORGKEY |
|-----------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| SOLID WASTE PROJECTS FUND | | | | 513401 |
| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
| SERVICES | | | | |
| 5190 Other Professional Services | 15,155 | 95,000 | 95,000 | 6,000 |
| 5280 Advertising | 476 | 900 | 1,100 | 1,000 |
| 5392 License & Permits | - | 5,000 | 5,000 | 5,000 |
| 5880 Special Contractual Services | 152,574 | 200,000 | 189,250 | 185,000 |
| TOTAL SERVICES | 168,205 | 300,900 | 290,350 | 197,000 |
| FIXED ASSETS | | | | |
| 7100 Motor Vehicles | - | 417,715 | 871,466 | 1,647,000 |
| 7140 All Other Equipment | - | 70,000 | 70,000 | - |
| 7650 Solid Waste/Landfill | - | - | - | 4,000,000 |
| TOTAL FIXED ASSETS | - | 487,715 | 941,466 | 5,647,000 |
| FUND TOTAL | 168,205 | 788,615 | 1,231,816 | 5,844,000 |

**DEPARTMENT/DIVISION
SOLID WASTE PROJECTS**

JOB LEDGER BUDGET

| FUND | | ORGKEY | |
|---------------------------|------------------------------------|---|---|
| SOLID WASTE PROJECTS FUND | | 513401 | |
| JOB LEDGER NO. | PROJECT/PROGRAM DESCRIPTION | FY 2017-18 12 MONTH ESTIMATE | FY 2018-19 COUNCIL ADOPTED |
| 72311 | Landfill Site Work | 290,350 | 4,000,000 |
| 72318 | Gas Collection System | - | 97,000 |
| 72332 | Landfill Equipment | - | 915,000 |
| 72333 | Solid Waste Collection Containers | - | 100,000 |
| 72334 | Solid Waste Collection Vehicles | 941,466 | 732,000 |
| TOTALS | | 1,231,816 | 5,844,000 |

DEPARTMENT/DIVISION
SOLID WASTE DEBT SERVICE

FUND
SOLID WASTE DEBT SERVICE FUND

ORGKEY
516401

| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
|----------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| SERVICES | | | | |
| 5030 Fiscal Agent Fees | 2,013 | 2,013 | 2,013 | 2,013 |
| 5034 Collection Agent/Bank Fees | 39,110 | 17,550 | 17,550 | 16,836 |
| 5190 Other Professional Services | 132 | 4,000 | 4,000 | 4,000 |
| TOTAL SERVICES | 41,254 | 23,563 | 23,563 | 22,849 |
| DEBT SERVICE | | | | |
| 8100 Principal | - | 1,473,216 | 1,473,216 | 1,535,658 |
| 8200 Interest | 734,079 | 645,037 | 645,037 | 580,529 |
| TOTAL DEBT SERVICE | 734,079 | 2,118,253 | 2,118,253 | 2,116,187 |
| FUND TOTAL | 775,333 | 2,141,816 | 2,141,816 | 2,139,036 |

Quality of Life Citrus Groves

Program Descriptions:

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

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

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

Program Objectives:

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

Significant Program Changes and Process Improvements:

- City acquired property for the development of two new groves—approximately 12 acres
- Merger of California Citrus Coop with Villa Park Orchards packing house will result in more diverse market and higher returns on citrus crop
- Monitored the impact of the Asian citrus psyllid on California citrus industry and implementing prevention methods

Accomplishments for Fiscal Year 2017-18:

- Designed and planted West Riverview grove—4.8 acres
- Designed and planted the West Redlands Gateway Grove (Best property)—6.9 acres
- Fencing installed around West Riverview and I-10 Gateway groves

**DEPARTMENT/DIVISION
GROVES**

FUND
GROVES FUND

ORGKEY
538404

| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| SALARIES AND BENEFITS | | | | |
| 4000 Full Time Salaries | 36,819 | 12,870 | - | - |
| 4005 Salaries: Part Time | 2 | - | - | - |
| 4015 Banked Leave Buy Back | 493 | 787 | - | - |
| 4016 Compensated Absence | 83 | - | - | - |
| 4050 Pension Contributions | 6,961 | 2,737 | - | - |
| 4051 Fica/Medicare | 2,848 | 960 | - | - |
| 4053 Deferred Compensation | 675 | 263 | - | - |
| 4055 Health/Dental Insurance | 4,821 | 1,883 | - | - |
| 4056 Worker's Comp Insurance | 2,349 | 1,043 | 1,043 | 1,039 |
| 4057 Disability Insurance | 82 | 15 | - | - |
| 4058 Unemployment Insurance | (134) | 61 | - | - |
| 4059 Life Insurance | 30 | 9 | - | - |
| 4080 Vehicle Allowance | 32 | - | - | - |
| 4081 Eyecare Reimbursement | 27 | 32 | - | - |
| 4084 Clothing Cash Payment | - | 8 | - | - |
| 4085 Other Taxable Benefits | 875 | 135 | - | - |
| TOTAL SALARIES AND BENEFITS | 55,961 | 20,803 | 1,043 | 1,039 |
| SERVICES | | | | |
| 5140 Legal Services | 6,309 | - | - | - |
| 5255 Travel Expense/Reimbursement | 5 | - | - | - |
| 5275 Postage | 17 | - | - | - |
| 5280 Advertising | 1,186 | 1,000 | - | 1,000 |
| 5300 Water, Sewer, Disposal | 31,460 | 30,000 | 45,000 | 30,000 |
| 5310 Electricity & Gas | 6,372 | 7,000 | 7,000 | 7,000 |
| 5312 Electric Srvc: Facility Ops | 27,037 | 45,000 | 30,000 | 30,000 |
| 5395 Info Technology Service Chgs | 337 | 465 | 465 | 472 |
| 5490 Other Insurance | 3,569 | 5,000 | 3,170 | 5,000 |
| 5720 Taxes | - | - | 1,610 | 2,000 |
| 5870 General Govt Service Charge | 20,854 | 21,355 | 21,355 | 22,128 |
| 5880 Special Contractual Services | 616,744 | 445,707 | 698,948 | 700,000 |
| 5890 Landfill Tipping Charges | - | - | 560 | 560 |
| 5995 Depreciation Expense | 7,696 | - | - | - |
| TOTAL SERVICES | 721,586 | 555,527 | 808,108 | 798,160 |
| SUPPLIES | | | | |
| 6210 Repair/Maintenance Supplies | 4,999 | 5,000 | 4,000 | - |
| 6590 Special Departmental Supplies | - | 2,000 | 2,000 | - |
| TOTAL SUPPLIES | 4,999 | 7,000 | 6,000 | - |
| FUND TOTAL | 782,546 | 583,330 | 815,151 | 799,199 |

**DEPARTMENT/DIVISION
GROVES**

JOB LEDGER BUDGET

| FUND | | ORGKEY | |
|-----------------------|------------------------------------|---|---|
| GROVES FUND | | 538404 | |
| JOB LEDGER NO. | PROJECT/PROGRAM DESCRIPTION | FY 2017-18 12 MONTH ESTIMATE | FY 2018-19 COUNCIL ADOPTED |
| 76600 | Groves General Administration | 298,960 | 283,008 |
| 76610 | Texas/Webster Grove | 49,703 | 49,703 |
| 76616 | Fifth Avenue Grove | 9,231 | 9,231 |
| 76617 | Judson Grove | 38,972 | 38,972 |
| 76618 | Prospect Grove | 78,238 | 78,238 |
| 76622 | I-10/California Grove | 24,764 | 24,764 |
| 76623 | Nevada/Palmetto Grove #1 | 4,411 | 4,411 |
| 76624 | Olive Avenue Grove | 12,548 | 12,548 |
| 76626 | San Bernardino/Granite Grove | 9,834 | 9,834 |
| 76627 | Nevada/Palmetto Grove #2 | 6,361 | 6,361 |
| 76628 | Nevada/Palmetto Grove #3 | 11,873 | 11,873 |
| 76629 | Lugonia Avenue Groves | 56,902 | 56,902 |
| 76630 | Mullin Grove | 37,464 | 37,464 |
| 76631 | Jacinto Memorial Grove | 3,862 | 3,862 |
| 76632 | University Grove | 118,693 | 118,693 |
| 76633 | Riverview Grove East | 12,185 | 12,185 |
| 76634 | Mountain View Grove | 28,945 | 28,945 |
| 76635 | Riverview Grove West | 5,423 | 5,423 |
| 76636 | Best Grove | 6,782 | 6,782 |
| TOTALS | | 815,151 | 799,199 |

Quality of Life Cemetery Division

Program Description:

Hillside Memorial Park is a historical cemetery consisting of more than fifty acres of land. There are 12.5 acres of undeveloped land for future developments. The cemetery has performed and recorded over 31,800 interments since it was established in 1886. Hillside Memorial Park provides a place of reflection and remembrance to those that visit. Families that select Hillside Memorial Park as a final resting place are presented with an array of products to choose from which span from ground burials to mausoleum entombments. There are multiple options for families that prefer cremation services as their final wish. Hillside staff works diligently with public and private organizations to provide the best possible service to the families served. The cemetery conducts an average of 200 interments per year.

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

Program Objectives:

- Continue to modernize record keeping system 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

Significant Program Changes:

- Marketing efforts increased with staff holding lunch and learn presentations at the City's Senior Centers to educate the community of City resources. The cemetery will be working with the Recreation Department to schedule these presentations as well as to attend the annual Senior Expo.
- Cemetery staff began to digitize current year cemetery files and will continue to digitize prior year records to update and modernize the cemetery permanent records.
- A property inventory database was created to track available inventory spaces more effectively.

Capital Improvement Projects Greater Than \$50,000:

Block 11 will begin construction and will introduce Semi Private Estates for families as well as additional cremation options in an effort to maintain Hillside Memorial Park as a modern competitive cemetery.

Accomplishments for Fiscal Year 2017-18:

- Maintained permanent records for 32,127 recorded interments.
- Performed 207 new interments, 37.50% of which were cremation related services.
- Cemetery staff coordinated an Eagle Scout service project. The volunteer group painted 260 curb numbers and added the section name to 7 areas.
- Cemetery Staff began an ongoing project to digitize cemetery interment records with the help of the Redlands Area Historical Society. Since the project began, over 120 records have been digitized.
- 42 glass front niches were installed in the Redlands Mausoleum.
- Created 96 cremation spaces in the development of Cremation Garden Area Phase 4 – Phase 7.
- Achieved continued revenue growth of over 10% from the prior fiscal year.

Strategic Plan Accomplishments:

- Objective D8.1- Cemetery Staff has started an ongoing property inventory verification project in an effort to identify useable spaces located on the historic north end of the cemetery. Staff has identified an additional 32 usable spaces located on the north end of the cemetery. The sales of those newly identified spaces are projected to generate over \$90,000 in additional revenue. Staff also repurposed and added an additional 38 urn garden spaces that were formerly classified as unsaleable.
- Objective D8.2- Conduct inventory assessment and evaluation of the Cemetery: GIS inventory of 32,127 internments is on-going. Capital replacement and improvement projects are outlined in the council adopted Business Plan and presented to Council as an annual update.

**DEPARTMENT/DIVISION
CEMETERY**

FUND
CEMETERY FUND

ORGKEY
562430

| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
|-------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| SALARIES AND BENEFITS | | | | |
| 4000 Full Time Salaries | 217,965 | 247,857 | 264,640 | 280,997 |
| 4005 Salaries: Part Time | 25,750 | 16,310 | 17,109 | 31,440 |
| 4010 Overtime Salaries | 6,329 | 4,500 | 8,502 | 7,000 |
| 4015 Banked Leave Buy Back | 3,469 | 5,445 | 5,482 | 9,039 |
| 4016 Compensated Absence | 463 | - | - | - |
| 4050 Pension Contributions | 40,539 | 52,789 | 56,190 | 65,168 |
| 4051 Fica/Medicare | 18,846 | 20,599 | 22,015 | 24,509 |
| 4053 Deferred Compensation | 1,187 | 1,174 | 1,189 | 1,361 |
| 4055 Health/Dental Insurance | 40,617 | 56,301 | 52,870 | 60,223 |
| 4056 Worker's Comp Insurance | 9,396 | 9,390 | 9,390 | 9,353 |
| 4057 Disability Insurance | 1,158 | 1,431 | 1,497 | 1,751 |
| 4058 Unemployment Insurance | (1,382) | 2,265 | 632 | 1,060 |
| 4059 Life Insurance | 236 | 266 | 283 | 271 |
| 4080 Vehicle Allowance | 32 | - | 81 | - |
| 4081 Eyecare Reimbursement | 236 | 950 | 240 | 966 |
| 4082 Clothing Allowance | 308 | 512 | 613 | 923 |
| 4083 Uniform Rental | 588 | - | 1,037 | - |
| 4084 Clothing Cash Payment | - | - | 325 | - |
| 4085 Other Taxable Benefits | 4,665 | 393 | 4,206 | 740 |
| TOTAL SALARIES AND BENEFITS | 370,402 | 420,182 | 446,301 | 494,801 |
| SERVICES | | | | |
| 5190 Other Professional Services | - | - | - | 710 |
| 5240 Meeting & Professional Devlpmt | - | - | - | 5,200 |
| 5255 Travel Expense/Reimbursement | 535 | 440 | 440 | 1,200 |
| 5270 Printing and Binding | 74 | 500 | 500 | 3,200 |
| 5275 Postage | 2 | 220 | 220 | 2,500 |
| 5280 Advertising | - | 5,500 | 5,500 | 6,500 |
| 5300 Water, Sewer, Disposal | 22,879 | 25,000 | 25,000 | 28,500 |
| 5303 Telephone | 3,034 | 5,700 | 5,700 | 6,200 |
| 5310 Electricity & Gas | 2,469 | 2,800 | 2,800 | 3,200 |
| 5320 Janitorial Services | - | 7,500 | 7,500 | 8,200 |
| 5350 Building/Grounds Maintenance | 17,165 | 20,000 | 28,000 | 25,000 |
| 5360 Machinery & Equip Maint | 205 | - | - | 1,200 |
| 5392 License & Permits | 360 | 770 | 770 | 770 |
| 5395 Info Technology Service Chgs | 4,250 | 5,864 | 5,864 | 5,952 |
| 5396 City Garage Charges | 26,054 | 33,147 | 34,737 | 34,066 |
| 5451 Retiree Health Insurance | 80,098 | 21,000 | 21,000 | 21,000 |
| 5570 Office Equip & Furn Rent | 2,433 | 2,500 | 2,500 | 2,500 |
| 5740 Resale Materials | 55,928 | 42,000 | 62,000 | 65,000 |
| 5800 Subscriptions & Memberships | 300 | - | 360 | 1,525 |
| 5840 Training | 306 | 1,000 | 1,000 | 3,800 |
| 5870 General Govt Service Charge | 57,957 | 59,348 | 59,348 | 61,496 |
| 5880 Special Contractual Services | 24,036 | 48,800 | 48,800 | 79,650 |
| 5890 Landfill Tipping Charges | - | - | 350 | 350 |
| 5950 Bad Debt Expense | 415 | 5,000 | 4,200 | 5,000 |
| 5995 Depreciation Expense | 13,651 | - | - | - |
| TOTAL SERVICES | 312,152 | 287,089 | 316,589 | 372,719 |

**DEPARTMENT/DIVISION
CEMETERY**

FUND
CEMETERY FUND

ORGKEY
562430

| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
|-------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| SUPPLIES | | | | |
| 6140 Office Supplies | 1,104 | 800 | 800 | 800 |
| 6180 Turnouts/Uniform/Sfty Clothing | 841 | 220 | 220 | 900 |
| 6210 Repair/Maintenance Supplies | 18,778 | 15,000 | 15,000 | 15,000 |
| 6310 Janitorial Supplies | 240 | - | 55 | 200 |
| 6500 Office Equipment & Furniture | 6,098 | 5,000 | 5,000 | 5,000 |
| 6510 Small Tools & Equipment | 4,768 | 5,000 | 5,000 | 5,000 |
| 6520 Promotional Supplies | 4,537 | - | - | 1,200 |
| 6560 Food | 240 | 210 | 750 | 900 |
| 6590 Special Departmental Supplies | 9,870 | 5,000 | 5,000 | 5,000 |
| TOTAL SUPPLIES | 46,477 | 31,230 | 31,825 | 34,000 |
| FIXED ASSETS | | | | |
| 7140 All Other Equipment | - | 23,500 | 23,500 | 14,500 |
| 7150 Other Betterments/Improvement | - | 26,364 | 26,364 | 116,425 |
| 7260 Building Acquisitions | - | - | 766 | - |
| TOTAL FIXED ASSETS | - | 49,864 | 50,630 | 130,925 |
| DEBT SERVICE | | | | |
| 8100 Principal | - | 40,000 | 40,000 | 40,000 |
| 8200 Interest | 13,711 | 10,200 | 10,200 | 10,200 |
| 8300 Capitalized Expenditures | - | - | - | - |
| TOTAL DEBT SERVICE | 13,711 | 50,200 | 50,200 | 50,200 |
| FUND TOTAL | 742,742 | 838,565 | 895,545 | 1,082,645 |

**DEPARTMENT/DIVISION
CEMETERY**

JOB LEDGER BUDGET

| FUND | | ORGKEY | |
|-----------------------|------------------------------------|---|---|
| CEMETERY FUND | | 562430 | |
| JOB LEDGER NO. | PROJECT/PROGRAM DESCRIPTION | FY 2017-18 12 MONTH ESTIMATE | FY 2018-19 COUNCIL ADOPTED |
| 49000 | Cemetery Maintenance | 80,010 | 127,464 |
| 49001 | Cemetery Interment | 67,673 | 99,105 |
| 49002 | Cemetery Administration | 642,862 | 739,651 |
| 49006 | Endowment Improvements | 105,000 | 116,425 |
| TOTALS | | 895,545 | 1,082,645 |

**Quality of Life
Redlands Municipal Airport
(Aviation Division)**

Program Description:

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

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

Program Objectives:

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

Significant Program Changes and Process Improvements:

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

Capital Purchases Greater Than \$50,000:

Construction of the Lighting and Signage Phase 2 ACIP Project began in March 2018, with an expected completion date of May 2018.

Accomplishments for Fiscal Year 2017-18:

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

Strategic Plan Accomplishments:

- Objective D-8: Conduct Asset Inventory - Airport Business Plan was adopted by Council in 2016
 - Staff continues the implementation process of the recommendations outlined in the plan with input from the Airport Advisory Board
 - Grant acceptance and contract awards for the Lighting and Signage Phase 2 ACIP Project were completed in March 2018

DEPARTMENT/DIVISION
AIRPORT

FUND

AVIATION OPERATING FUND

ORGKEY

564450

| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
|-------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| SALARIES AND BENEFITS | | | | |
| 4000 Full Time Salaries | 61,643 | 72,674 | 59,591 | 61,278 |
| 4005 Salaries: Part Time | (3) | - | - | - |
| 4010 Overtime Salaries | 1,719 | 1,000 | 1,000 | - |
| 4012 Stand By | 97 | - | - | - |
| 4015 Banked Leave Buy Back | 786 | 1,684 | 961 | 2,827 |
| 4016 Compensated Absence | 136 | - | - | - |
| 4050 Pension Contributions | 11,296 | 11,240 | 12,633 | 14,202 |
| 4051 Fica/Medicare | 4,980 | 4,269 | 4,798 | 4,918 |
| 4053 Deferred Compensation | 545 | 826 | 562 | 925 |
| 4055 Health/Dental Insurance | 7,811 | 3,252 | 3,072 | 3,476 |
| 4056 Worker's Comp Insurance | 2,349 | 2,087 | 2,087 | 2,078 |
| 4057 Disability Insurance | 239 | 47 | 64 | 52 |
| 4058 Unemployment Insurance | (212) | 339 | 57 | 197 |
| 4059 Life Insurance | 64 | 49 | 54 | 51 |
| 4080 Vehicle Allowance | 30 | - | 56 | - |
| 4081 Eyecare Reimbursement | 85 | 176 | 7 | 181 |
| 4084 Clothing Cash Payment | 70 | 22 | 27 | 35 |
| 4085 Other Taxable Benefits | 1,760 | 2,505 | 2,833 | 2,798 |
| TOTAL SALARIES AND BENEFITS | 93,396 | 100,170 | 87,802 | 93,018 |
| SERVICES | | | | |
| 5140 Legal Services | 6,452 | 10,000 | 5,000 | 4,000 |
| 5190 Other Professional Services | 853 | 2,000 | 2,000 | 6,600 |
| 5240 Meeting & Professional Devlpmt | 100 | 2,000 | 2,000 | 2,000 |
| 5255 Travel Expense/Reimbursement | 3,003 | 2,000 | 2,000 | 4,000 |
| 5270 Printing and Binding | - | 1,000 | 1,000 | 500 |
| 5275 Postage | 33 | 500 | 500 | 500 |
| 5280 Advertising | 1,058 | 1,000 | 1,000 | 1,000 |
| 5300 Water, Sewer, Disposal | 5,575 | 5,000 | 5,500 | 5,500 |
| 5303 Telephone | 2,155 | 2,099 | 4,700 | 5,000 |
| 5310 Electricity & Gas | 20,059 | 26,000 | 26,000 | 26,000 |
| 5320 Janitorial Services | 3,198 | 9,600 | 9,600 | 7,200 |
| 5340 Office Equipment Maintenance | - | 500 | 500 | 500 |
| 5350 Building/Grounds Maintenance | 26,711 | 33,300 | 33,300 | 36,400 |
| 5392 License & Permits | 1,676 | - | - | - |
| 5395 Info Technology Service Chgs | 1,354 | 1,868 | 1,868 | 1,896 |
| 5451 Retiree Health Insurance | 20,025 | - | - | - |
| 5490 Other Insurance | 4,108 | 7,000 | 7,000 | 7,000 |
| 5800 Subscriptions & Memberships | 655 | 1,000 | 1,000 | 1,350 |
| 5840 Training | 992 | 1,000 | 1,000 | 2,500 |
| 5870 General Govt Service Charge | 58,248 | 59,646 | 59,646 | 61,805 |
| 5880 Special Contractual Services | 14,209 | 19,333 | 19,333 | 31,000 |
| 5890 Landfill Tipping Charges | - | - | 1,591 | - |
| 5898 State Mandated Fees | - | 1,700 | 1,700 | 1,800 |
| 5950 Bad Debt Expense | 10 | 2,054 | 3,351 | 2,000 |
| 5990 Reimbursed Expenditures | - | 6,105 | - | 500 |
| 5995 Depreciation Expense | 154,829 | - | - | - |
| TOTAL SERVICES | 325,301 | 194,705 | 189,589 | 209,051 |

DEPARTMENT/DIVISION
AIRPORT

FUND
AVIATION OPERATING FUND

ORGKEY
564450

| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
|-------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| SUPPLIES | | | | |
| 6140 Office Supplies | 849 | 800 | 800 | 800 |
| 6180 Turnouts/Uniform/Sfty Clothing | - | - | 200 | 200 |
| 6210 Repair/Maintenance Supplies | 1,745 | 5,000 | 5,000 | 5,000 |
| 6350 Building Supplies | 954 | 5,000 | 5,000 | 5,000 |
| 6500 Office Equipment & Furniture | 4,331 | 500 | 500 | 500 |
| 6510 Small Tools & Equipment | 76 | 500 | 500 | 500 |
| 6640 Non-Capital Expenditures | 1,100 | 38,590 | - | 500 |
| TOTAL SUPPLIES | 9,054 | 50,390 | 12,000 | 12,500 |
| FIXED ASSETS | | | | |
| 7140 All Other Equipment | 42,000 | - | - | - |
| 7150 Other Betterments/Improvement | 810,986 | 363,345 | 350,000 | - |
| TOTAL FIXED ASSETS | 852,986 | 363,345 | 350,000 | - |
| DEBT SERVICE | | | | |
| 8100 Principal | - | 40,000 | 40,000 | 45,000 |
| 8200 Interest | 7,159 | 3,000 | 3,000 | 3,000 |
| 8300 Capitalized Expenditures | (852,786) | - | - | - |
| TOTAL DEBT SERVICE | (845,627) | 43,000 | 43,000 | 48,000 |
| FUND TOTAL | 435,110 | 751,611 | 682,391 | 362,569 |

**DEPARTMENT/DIVISION
AIRPORT**

JOB LEDGER BUDGET

FUND
AVIATION OPERATING FUND

ORGKEY
564450

| JOB LEDGER NO. | PROJECT/PROGRAM DESCRIPTION | FY 2017-18 12 MONTH ESTIMATE | FY 2018-19 COUNCIL ADOPTED |
|----------------|--|------------------------------------|----------------------------------|
| 64001 | Airport Admin & General | 369,786 | 347,569 |
| 64002 | Cal Trans CAAP | 20,000 | 10,000 |
| 64003 | State Match for Airport Impv. Program | 6,105 | - |
| 64083 | Airfield Lighting and Signs Plan (FAA Grant) | 3,000 | - |
| 64084 | Airfield Runway Lighting Design | 55,500 | - |
| 64085 | Airport Construction Lighting and Signage | 78,000 | - |
| 64088 | FFA ACIP Grant 3-05-0195-016-2017 | 150,000 | - |
| 64089 | Airport Monument-Pedestal Sign | - | 5,000 |
| TOTALS | | 682,391 | 362,569 |

Quality of Life Equipment Maintenance Division

Program Description:

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

Program Objectives:

- Provide effective and reliable customer service.
- Identify possibilities for increases in electric vehicles and charge stations to support City and public needs.
- Quarterly planning to refurbish fleet paint and body, including safety lighting when applicable.
- Implement and maintain programs required by the State of California and other regulatory agencies
- Increase training for mechanics to update skills and knowledge pertaining to the computer and electronic technology on newer model vehicles, electrical vehicles, and alternative fuel converted vehicles.

Significant Program Changes:

- Reassignment of project assistant to support garage administrative duties.
- Restructuring of organization to include a shop lead to assist with the division assignments and work flow.
- Created a business partnership with a local parts supplier through the NJPA program for the supply of repair parts. Repairs conducted within the partnership will allow the City to get reimbursed for its labor costs in replacing the failed parts when utilizing NJPA purchased parts that falls within the manufacturer's warranty period.

Accomplishments for Fiscal Year 2017-18

- Equipment Maintenance coordinated the creation of an undercarriage protection shield to prevent damage to bottom of the Police Department Ford Explorers during high-speed pursuits. The skid plates saves approximately \$1,900 per unit in typical repair costs that result from pursuits.
- Assisted Solid Waste Division with the specifications and bidding process of the new organics/food collection vehicle.
- Updated the City Replacement Policy to include the addition of electric, hybrid, and alternative fuel (L/CNG) vehicles to be used as the next generation roof replacement vehicles.
- Updates to L/CNG station reducing downtime and increasing potential revenue. Current usage is approximately 10,000 gallons of L/CNG used weekly for City-owned vehicles and outside sales generating an approximate revenue of 1.1 Million for this fiscal year.
- Continued efforts in reducing inventory of parts for equipment that is no longer utilized. Parts returned to vendors and credits issued towards current purchase orders resulting in a substantial decreased inventory overhead.
- Continuous checks and balances and growth with vendors to help maintain on-site/off-site repairs, parts inventory, pricing, and quality of parts.
- Contracted supplemental fleet services to aid in off-site and after-hours maintenance demand for all City-owned vehicles resulting in a greater fleet availability rate.

**DEPARTMENT/DIVISION
EQUIPMENT MAINTENANCE**

FUND
EQUIPMENT MAINTENANCE FUND

ORGKEY
607500

| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
|-------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| SALARIES AND BENEFITS | | | | |
| 4000 Full Time Salaries | 348,169 | 446,393 | 440,014 | 467,983 |
| 4010 Overtime Salaries | 20,678 | 15,000 | 17,678 | 15,000 |
| 4012 Stand By | 2,777 | 1,000 | 754 | 1,000 |
| 4015 Banked Leave Buy Back | 7,571 | 14,494 | 9,780 | 18,343 |
| 4016 Compensated Absence | 776 | - | - | - |
| 4050 Pension Contributions | 63,317 | 95,095 | 92,918 | 108,639 |
| 4051 Fica/Medicare | 28,386 | 34,930 | 35,116 | 36,773 |
| 4053 Deferred Compensation | 860 | 2,070 | 1,693 | 2,130 |
| 4055 Health/Dental Insurance | 74,238 | 96,679 | 91,871 | 100,627 |
| 4056 Worker's Comp Insurance | 22,927 | 21,662 | 21,662 | 24,785 |
| 4057 Disability Insurance | 2,550 | 2,946 | 3,007 | 3,432 |
| 4058 Unemployment Insurance | (1,682) | 3,142 | 799 | 1,031 |
| 4059 Life Insurance | 394 | 456 | 464 | 456 |
| 4080 Vehicle Allowance | 6 | - | 223 | - |
| 4081 Eyecare Reimbursement | 717 | 1,629 | 324 | 1,629 |
| 4082 Clothing Allowance | 616 | 894 | 1,215 | 1,716 |
| 4083 Uniform Rental | 10,255 | 8,236 | 10,378 | 10,378 |
| 4084 Clothing Cash Payment | 100 | 100 | 214 | - |
| 4085 Other Taxable Benefits | 206 | 1,068 | 3,147 | 1,674 |
| TOTAL SALARIES AND BENEFITS | 582,859 | 745,794 | 731,257 | 795,596 |
| SERVICES | | | | |
| 5034 Collection Agent/Bank Fees | 15,208 | 13,080 | 27,384 | 13,080 |
| 5103 Software Support & Development | 6,794 | 15,765 | 3,463 | 15,765 |
| 5140 Legal Services | 98,115 | 7,500 | 12,511 | 7,500 |
| 5180 Medical/Physicals | 355 | 250 | 257 | 250 |
| 5190 Other Professional Services | 756 | 500 | - | 500 |
| 5240 Meeting & Professional Devlpmt | - | 500 | - | 500 |
| 5255 Travel Expense/Reimbursement | - | 500 | - | 500 |
| 5270 Printing and Binding | - | 300 | 600 | 300 |
| 5275 Postage | 221 | 156 | 706 | 156 |
| 5280 Advertising | 778 | 1,000 | 1,493 | 1,000 |
| 5303 Telephone | 2,016 | 4,000 | 2,364 | 4,000 |
| 5310 Electricity & Gas | - | 125 | - | 125 |
| 5350 Building/Grounds Maintenance | 29,382 | 33,526 | 20,222 | 33,526 |
| 5360 Machinery & Equip Maint | 73,240 | 72,375 | 118,227 | 72,375 |
| 5365 Vehicle Maintenance | 610,232 | 565,836 | 889,234 | 565,836 |
| 5392 License & Permits | 6,242 | 9,500 | 2,246 | 9,500 |
| 5395 Info Technology Service Chgs | 15,112 | 20,850 | 20,850 | 31,163 |
| 5451 Retiree Health Insurance | 100,123 | 120,000 | 120,000 | 120,000 |
| 5460 Liability Claims | 56 | - | - | - |
| 5570 Office Equip & Furn Rent | 6,380 | 3,275 | 2,194 | 3,275 |
| 5590 Other Rentals | 2,722 | 10,000 | 14,302 | 10,000 |
| 5720 Taxes | 116,167 | 67,256 | 31,344 | 67,256 |
| 5722 Penalties and Interest | 14,741 | 2,100 | - | 2,100 |
| 5800 Subscriptions & Memberships | - | 4,000 | - | 4,000 |
| 5840 Training | 312 | 16,758 | 2,985 | 16,785 |
| 5870 General Govt Service Charge | 262,764 | 269,070 | 269,070 | 278,810 |
| 5880 Special Contractual Services | 31,736 | 40,000 | 45,471 | 40,000 |
| 5890 Landfill Tipping Charges | - | 250 | - | 250 |

**DEPARTMENT/DIVISION
EQUIPMENT MAINTENANCE**

FUND
EQUIPMENT MAINTENANCE FUND

ORGKEY
607500

| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
|-------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| SERVICES (CONT.) | | | | |
| 5950 Bad Debt Expense | - | 350 | - | 350 |
| 5995 Depreciation Expense | 43,361 | - | - | - |
| TOTAL SERVICES | 1,436,813 | 1,278,822 | 1,584,923 | 1,298,902 |
| SUPPLIES | | | | |
| 6120 Chemical & Lab Supplies | 216 | 500 | - | 500 |
| 6140 Office Supplies | 1,711 | 2,856 | 2,506 | 2,856 |
| 6160 Medical Supplies | - | 50 | - | 50 |
| 6180 Turnouts/Uniform/Sfty Clothing | 817 | 500 | 427 | 500 |
| 6210 Repair/Maintenance Supplies | 5,830 | 2,500 | 1,699 | 2,500 |
| 6310 Janitorial Supplies | 617 | 750 | 941 | 750 |
| 6350 Building Supplies | 2,381 | 2,500 | - | 2,500 |
| 6375 Computer Components | 2,403 | 12,000 | 7,195 | 12,000 |
| 6400 Equipment Parts | - | 75 | - | 75 |
| 6410 Motor Vehicle Supplies | 837,305 | 775,000 | 907,761 | 775,000 |
| 6420 Tires & Tubes | 154,152 | 185,000 | 247,630 | 185,000 |
| 6430 Gasoline | 343,453 | 400,000 | 351,285 | 375,000 |
| 6440 Compressed Natural Gas (LCNG) | 769,959 | 690,000 | 435,105 | 600,000 |
| 6450 Oil and Lubricants | 15,388 | 35,000 | 3,226 | 15,000 |
| 6460 Diesel Fuel | 158,999 | 160,000 | 291,258 | 160,000 |
| 6500 Office Equipment & Furniture | 63 | 2,500 | - | 2,500 |
| 6510 Small Tools & Equipment | 4,257 | 8,750 | 7,692 | 8,750 |
| 6560 Food | 616 | 750 | 727 | 750 |
| 6590 Special Departmental Supplies | 2,267 | 2,500 | 108 | 2,500 |
| 6640 Non-Capital Expenditures | 4,207 | - | - | - |
| TOTAL SUPPLIES | 2,304,643 | 2,281,231 | 2,257,560 | 2,146,231 |
| FIXED ASSETS | | | | |
| 7140 All Other Equipment | - | - | - | 50,000 |
| TOTAL FIXED ASSETS | - | - | - | 50,000 |
| FUND TOTAL | 4,324,315 | 4,305,847 | 4,573,740 | 4,290,729 |



Municipal Utilities and Engineering

Mission:

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

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

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

The administrative and general budget programs support each department's functions. All engineering and utilities operations are coordinated for efficient use of City resources. Municipal Utilities & Engineering has a total of 103 full-time and 6 part-time authorized positions.

Measure "I" is a half-cent sales tax levy approved by the voters to fund local transportation improvements including street expansion and rehabilitation and related capital improvements. A portion of the Measure "I" allocation is provided to the City for the improvement of local roadways. New for 2018-19, the Road Maintenance and Rehabilitation Account (SB1) provides much needed additional funding to Redlands for local transportation improvements.

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

Departmental Goals:

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

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

Program Objectives:

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

Sustainability Efforts:

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

Significant Programs:

PARIS

In 2012-13, the City completed the PARIS funding strategy for the pavement condition assessment and pavement management platform to strategically prioritize the investment of funds for road improvements. The

initial stage of this program will result in the resurfacing of over 400 lane miles of all City streets. The program took considerable effort to implement and was unanimously approved by Council.

Traffic Signals

Working with researchers from the University of Southern California, Esri Inc., technology startups, and major hardware manufacturers, Redlands is implementing an innovative traffic signal system that utilizes advanced machine learning to significantly reduce traffic congestion at intersections and make traffic signals safer for pedestrians, cyclists and drivers.

Data-Driven Traffic Analytics

The City, in partnership with the University of Redlands, Esri, and WAZE, is working to put data at the core of traffic engineering and congestion mitigation. By collecting and analyzing information from a variety of sources, the City will soon be able to closely match infrastructure improvements with the highest need areas based on actual (often real time) traffic, accident, and congestion data. Staff pursues grant funding opportunities to augment its financial resources for roadway improvements and leveraging/coordinating utility pavement trench repair and paving programs.

Accomplishments for Fiscal Year 2017-18:

Capital Projects implemented:

- City's "Pavement Management Program"
- Pavement Accelerated Repair Implementation Strategy (PARIS)
- Design of PARIS Resurfacing Project (1491-1740), 56 lane-miles
- Construction of PARIS Resurfacing Project (1029-1490), 115 lane-miles
- Construction of major bike lane grid system
- Construction of street pavements, sidewalks, ADA ramps, and street signs
- Planning for over \$12.5 million water & wastewater projects
- Construction management of over \$14.5 million infrastructure improvement projects
- Construction of Heritage Park off-site improvements project
- Numerous City-owned building renovations
- Implementing more than \$7.9 million in grant funded projects
- Planning for the citywide intelligent traffic signal system
- Planning for Emergency Vehicle Signal Preemption system

Development Activity:

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

**DEPARTMENT/DIVISION
ENGINEERING**

| FUND | | | | ORGKEY |
|-------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| GENERAL FUND | | | | 101400 |
| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
| SALARIES AND BENEFITS | | | | |
| 4000 Full Time Salaries | 285,711 | 171,312 | 212,951 | 506,232 |
| 4005 Salaries: Part Time | 12,356 | 79,950 | 6,626 | 9,888 |
| 4010 Overtime Salaries | 12,849 | - | 5,159 | - |
| 4012 Stand By | 1,547 | - | 37 | - |
| 4015 Banked Leave Buy Back | 7,246 | 6,786 | 17,592 | 15,662 |
| 4050 Pension Contributions | 56,902 | 52,087 | 44,682 | 117,186 |
| 4051 Fica/Medicare | 23,666 | 19,515 | 17,643 | 38,798 |
| 4053 Deferred Compensation | 3,147 | 2,865 | 3,082 | 6,420 |
| 4055 Health/Dental Insurance | 39,876 | 34,587 | 28,392 | 62,843 |
| 4056 Worker's Comp Insurance | 50,092 | 41,735 | 41,735 | 33,253 |
| 4057 Disability Insurance | 1,082 | 546 | - | 1,444 |
| 4058 Unemployment Insurance | (1,440) | 1,376 | 1,344 | 1,208 |
| 4059 Life Insurance | 240 | 175 | 274 | 333 |
| 4080 Vehicle Allowance | 89 | - | - | - |
| 4081 Eyecare Reimbursement | 261 | 623 | 923 | 1,188 |
| 4084 Clothing Cash Payment | 230 | 176 | 408 | 597 |
| 4085 Other Taxable Benefits | 1,069 | 953 | 7,448 | 1,808 |
| 4087 Employee Wellness Program | - | - | 4 | - |
| 4999 Vacancies | - | - | - | (32,952) |
| TOTAL SALARIES AND BENEFITS | 494,923 | 412,686 | 388,300 | 763,908 |
| SERVICES | | | | |
| 5103 Software Support & Development | - | - | - | 10,000 |
| 5190 Other Professional Services | 41,889 | 431,024 | 592,378 | 26,800 |
| 5255 Travel Expense/Reimbursement | - | - | - | 1,000 |
| 5270 Printing and Binding | - | - | - | 1,500 |
| 5275 Postage | 11 | - | 54 | 50 |
| 5280 Advertising | 441 | 500 | 500 | 500 |
| 5392 License & Permits | 106,256 | 110,000 | 82,885 | 121,069 |
| 5395 Info Technology Service Chgs | 12,154 | 16,769 | 16,769 | 15,621 |
| 5396 City Garage Charges | 8,777 | 11,166 | 11,702 | 10,554 |
| 5570 Office Equip & Furn Rent | 9,537 | 5,000 | 5,000 | - |
| 5760 Special Program Expenditures | 1,200 | 18,100 | 1,200 | - |
| 5800 Subscriptions & Memberships | 135 | 200 | 200 | - |
| 5840 Training | - | - | - | 5,000 |
| 5880 Special Contractual Services | 8,768 | 6,500 | 31,500 | 6,500 |
| 5950 Bad Debt Expense | 2,567 | - | 1,000 | - |
| 5990 Reimbursed Expenditures | - | - | - | 100,000 |
| TOTAL SERVICES | 191,734 | 599,259 | 743,188 | 298,594 |
| SUPPLIES | | | | |
| 6140 Office Supplies | 241 | - | - | 2,500 |
| 6510 Small Tools & Equipment | 151 | - | - | - |
| 6640 Non-Capital Expenditures | 8,573 | - | - | - |
| TOTAL SUPPLIES | 8,965 | - | - | 2,500 |
| FIXED ASSETS | | | | |
| 7100 Motor Vehicle | 11,027 | - | - | - |
| 7150 Other Betterments/Improvement | 289,372 | 227,077 | 196,318 | 55,746 |

**DEPARTMENT/DIVISION
ENGINEERING**

| FUND | | | | ORGKEY |
|-------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| GENERAL FUND | | | | 101400 |
| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
| FIXED ASSETS (CONT.) | | | | |
| 7230 Street Construction | - | 100,000 | 100,000 | - |
| TOTAL FIXED ASSETS | 300,399 | 327,077 | 296,318 | 55,746 |
| DEBT SERVICE | | | | |
| 8300 Capitalized Expenditures | 51,146 | - | - | - |
| TOTAL DEBT SERVICE | 51,146 | - | - | - |
| DEPARTMENT TOTAL | 1,047,167 | 1,339,022 | 1,427,806 | 1,120,748 |

DEPARTMENT/DIVISION
LOCAL TRANSPORTATION

FUND

LOCAL TRANSPORTATION FUND

ORGKEY

209400

| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| SALARIES AND BENEFITS | | | | |
| 4000 Full Time Salaries | 427,671 | 310,295 | 185,423 | - |
| 4005 Salaries: Part Time | 2,455 | 31,980 | 2,897 | - |
| 4010 Overtime Salaries | 1,485 | - | 643 | - |
| 4015 Banked Leave Buy Back | 24,321 | 9,782 | 3,150 | - |
| 4050 Pension Contributions | 81,873 | 65,560 | 42,149 | - |
| 4051 Fica/Medicare | 32,735 | 24,625 | 14,455 | - |
| 4053 Deferred Compensation | 5,014 | 3,396 | 457 | - |
| 4055 Health/Dental Insurance | 35,509 | 26,362 | 19,880 | - |
| 4057 Disability Insurance | 940 | 758 | 496 | - |
| 4058 Unemployment Insurance | (1,092) | 1,536 | (581) | - |
| 4059 Life Insurance | 270 | 198 | 123 | - |
| 4080 Vehicle Allowance | 624 | - | - | - |
| 4081 Eyecare Reimbursement | 192 | 707 | - | - |
| 4084 Clothing Cash Payment | 270 | 200 | 396 | - |
| 4085 Other Taxable Benefits | 6,223 | 5,739 | 3,056 | - |
| 4087 Employee Wellness Program | - | - | 3 | - |
| TOTAL SALARIES AND BENEFITS | 618,489 | 481,138 | 272,547 | - |
| SERVICES | | | | |
| 5110 Architect & Engineer | 765 | - | - | - |
| 5190 Other Professional Services | 108,631 | 87,839 | 50,500 | - |
| 5255 Travel Expense/Reimbursement | 199 | - | - | - |
| 5270 Printing and Binding | 3,252 | - | 434 | - |
| 5275 Postage | 102 | - | 2 | - |
| 5280 Advertising | 913 | - | 5,572 | - |
| 5303 Telephone | (250) | - | (175) | - |
| 5304 Data Service | - | - | 160 | - |
| 5392 License & Permits | - | - | 50 | - |
| 5395 Info Technology Service Chgs | 5,318 | 7,338 | 7,338 | - |
| 5760 Special Program Expenditures | 52,397 | - | 1,200 | - |
| 5800 Subscriptions & Memberships | 400 | - | - | - |
| 5840 Training | 987 | - | 3,100 | - |
| 5870 General Govt Service Charge | 20,497 | 20,989 | 20,989 | - |
| 5880 Special Contractual Services | 33,796 | 5,870 | 1,000 | - |
| 5990 Reimbursed Expenditures | 2,277 | (2,760) | 731,562 | - |
| TOTAL SERVICES | 229,285 | 119,276 | 821,731 | - |
| SUPPLIES | | | | |
| 6130 Books & Supplies | 12 | - | - | - |
| 6140 Office Supplies | 1,349 | - | 1,000 | - |
| 6210 Repair/Maintenance Supplies | 4 | - | - | - |
| 6310 Janitorial Supplies | 150 | - | - | - |
| 6375 Computer Components | - | - | 125 | - |
| 6500 Office Equipment & Furniture | 326 | - | - | - |
| 6560 Food | 31 | - | - | - |
| 6590 Special Departmental Supplies | 230 | - | 5,012 | - |
| 6640 Non-Capital Expenditures | 31,874 | - | 4,359 | - |
| TOTAL SUPPLIES | 33,977 | - | 10,496 | - |

DEPARTMENT/DIVISION
LOCAL TRANSPORTATION

FUND
 LOCAL TRANSPORTATION FUND

ORGKEY
 209400

| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| FIXED ASSETS | | | | |
| 7150 Other Betterments/Improvement | 2,029,098 | 396,500 | 458,882 | - |
| 7230 Street Construction | 6,394,118 | 1,994,571 | - | - |
| TOTAL FIXED ASSETS | 8,423,216 | 2,391,071 | 458,882 | - |
| DEBT SERVICE | | | | |
| 8300 Capitalized Expenditures | 457,887 | - | - | - |
| TOTAL DEBT SERVICE | 457,887 | - | - | - |
| FUND TOTAL | 9,762,854 | 2,991,485 | 1,563,656 | - |

**DEPARTMENT/DIVISION
LOCAL TRANSPORTATION**

JOB LEDGER BUDGET

| FUND | | ORGKEY | |
|---------------------------|------------------------------------|---|---|
| LOCAL TRANSPORTATION FUND | | 209400 | |
| JOB LEDGER NO. | PROJECT/PROGRAM DESCRIPTION | FY 2017-18 12 MONTH ESTIMATE | FY 2018-19 COUNCIL ADOPTED |
| 41001 | Ped Fac at Redlands and Tennessee | 5,343 | - |
| 41004 | Administration | 1,113,635 | - |
| 41019 | Street Resurfacing Projects | 3,762 | - |
| 41055 | Gateway Monuments | 159,158 | - |
| 41061 | Hwy Safety Imprv Prgm - Cycle 4 | 10,018 | - |
| 41064 | Colton Pipeline (Paving) | 1,470 | - |
| 41065 | HSIP CY7 Crosswalk Beacons | 270,270 | - |
| TOTALS | | 1,563,656 | - |

**DEPARTMENT/DIVISION
MEASURE I (2010)**

FUND
MEASURE I FUND (2010)

ORGKEY
210400

| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| SALARIES AND BENEFITS | | | | |
| 4000 Full Time Salaries | 149,939 | 176,977 | - | - |
| 4005 Salaries: Part Time | 9 | 31,980 | - | - |
| 4010 Overtime Salaries | 845 | - | - | - |
| 4015 Banked Leave Buy Back | 3,769 | 5,975 | - | - |
| 4050 Pension Contributions | 28,596 | 43,531 | - | - |
| 4051 Fica/Medicare | 11,166 | 16,346 | - | - |
| 4053 Deferred Compensation | 1,561 | 2,257 | - | - |
| 4055 Health/Dental Insurance | 14,601 | 21,164 | - | - |
| 4057 Disability Insurance | 354 | 605 | - | - |
| 4058 Unemployment Insurance | (415) | 1,046 | - | - |
| 4059 Life Insurance | 99 | 135 | - | - |
| 4080 Vehicle Allowance | 178 | - | - | - |
| 4081 Eyecare Reimbursement | 96 | 482 | - | - |
| 4084 Clothing Cash Payment | 100 | 170 | - | - |
| 4085 Other Taxable Benefits | 1,514 | 2,855 | - | - |
| TOTAL SALARIES AND BENEFITS | 212,412 | 303,523 | - | - |
| SERVICES | | | | |
| 5275 Postage | 22 | - | - | - |
| 5395 Info Technology Service Chgs | 1,332 | 1,838 | 1,838 | 1,865 |
| 5870 General Govt Service Charge | 12,576 | 12,878 | 12,878 | 13,344 |
| 5880 Special Contractual Services | 47,000 | - | - | - |
| TOTAL SERVICES | 60,930 | 14,716 | 14,716 | 15,209 |
| SUPPLIES | | | | |
| 6210 Repair/Maintenance Supplies | 1 | - | - | - |
| TOTAL SUPPLIES | 1 | - | - | - |
| FIXED ASSETS | | | | |
| 7230 Street Construction | 1,362,241 | 6,445,403 | 1,895,777 | 3,100,000 |
| TOTAL FIXED ASSETS | 1,362,241 | 6,445,403 | 1,895,777 | 3,100,000 |
| FUND TOTAL | 1,635,584 | 6,763,642 | 1,910,493 | 3,115,209 |

DEPARTMENT/DIVISION
MEASURE I (2010)

JOB LEDGER BUDGET

| FUND | | ORGKEY | |
|-----------------------|---|---|---|
| MEASURE I (2010) | | 210400 | |
| JOB LEDGER NO. | PROJECT/PROGRAM DESCRIPTION | FY 2017-18 12 MONTH ESTIMATE | FY 2018-19 COUNCIL ADOPTED |
| 41800 | Administration | 14,716 | 15,209 |
| 41500 | PARIS 1029-1490 | 1,895,777 | - |
| 41502 | 210 Paris Resurfacing Project (1741-XXXX) | - | 3,100,000 |
| TOTALS | | 1,910,493 | 3,115,209 |

DEPARTMENT/DIVISION
PAVEMENT ACCELERATED REPAIR IMPLEMENTATION STRATEGY (PARIS)

| FUND | | | | ORGKEY |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| PARIS | | | | 211400 |
| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
| SALARIES AND BENEFITS | | | | |
| 4000 Full Time Salaries | - | - | 329,137 | 233,881 |
| 4005 Salaries: Part Time | - | - | 2,777 | 2,637 |
| 4010 Overtime Salaries | - | - | 2,672 | - |
| 4015 Banked Leave Buy Back | - | - | 43,675 | 11,087 |
| 4050 Pension Contributions | - | - | 67,411 | 54,187 |
| 4051 Fica/Medicare | - | - | 27,241 | 17,409 |
| 4053 Deferred Compensation | - | - | 2,055 | 3,350 |
| 4055 Health/Dental Insurance | - | - | 31,200 | 23,031 |
| 4057 Disability Insurance | - | - | 835 | 599 |
| 4058 Unemployment Insurance | - | - | 1,116 | 977 |
| 4059 Life Insurance | - | - | 211 | 132 |
| 4080 Vehicle Allowance | - | - | - | - |
| 4081 Eyecare Reimbursement | - | - | 157 | 470 |
| 4084 Clothing Cash Payment | - | - | 255 | 210 |
| 4085 Other Taxable Benefits | - | - | 23,326 | 2,351 |
| 4087 Employee Wellness Program | - | - | 13 | - |
| TOTAL SALARIES AND BENEFITS | - | - | 532,081 | 350,321 |
| SERVICES | | | | |
| 5190 Other Professional Services | - | - | 1,904 | - |
| 5395 Info Technology Service Chgs | - | - | - | 7,448 |
| 5870 General Govt Service Charge | - | - | - | 21,749 |
| TOTAL SERVICES | - | - | 1,904 | 29,197 |
| FIXED ASSETS | | | | |
| 7230 Street Construction | - | - | 7,500,000 | 2,845,000 |
| TOTAL FIXED ASSETS | - | - | 7,500,000 | 2,845,000 |
| FUND TOTAL | - | - | 8,033,985 | 3,224,518 |

DEPARTMENT/DIVISION
PAVEMENT ACCELERATED REPAIR IMPLEMENTATION STRATEGY (PARIS)

JOB LEDGER BUDGET

| FUND | | ORGKEY | |
|-----------------------|---|---|---|
| PARIS | | 211400 | |
| JOB LEDGER NO. | PROJECT/PROGRAM DESCRIPTION | FY 2017-18 12 MONTH ESTIMATE | FY 2018-19 COUNCIL ADOPTED |
| 41501 | Paris 1491-1740 | 7,846,836 | 29,197 |
| 41049 | PARIS Project Funding | 178,967 | - |
| 41060 | PARIS Resurfacing: 567-960 | 8,182 | - |
| 41503 | 211 Paris (1741-XXXX) Resurfacing Project | - | 3,195,321 |
| TOTALS | | 8,033,985 | 3,224,518 |

DEPARTMENT/DIVISION
GENERAL CAPITAL IMPROVEMENT

| FUND | | | | ORGKEY |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| GENERAL CAPITAL IMPROVEMENT FUND | | | | 240400 |
| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
| SALARIES AND BENEFITS | | | | |
| 4000 Full Time Salaries | 67,939 | 122,927 | 56,540 | - |
| 4005 Salaries: Part Time | - | 31,980 | - | - |
| 4010 Overtime Salaries | 31 | - | - | - |
| 4015 Banked Leave Buy Back | 1,288 | 4,217 | - | - |
| 4050 Pension Contributions | 13,025 | 32,564 | 11,679 | - |
| 4051 Fica/Medicare | 5,164 | 12,091 | 4,346 | - |
| 4053 Deferred Compensation | 563 | 2,171 | 347 | - |
| 4055 Health/Dental Insurance | 5,371 | 15,042 | 5,717 | - |
| 4057 Disability Insurance | 92 | 210 | 121 | - |
| 4058 Unemployment Insurance | (165) | 790 | 117 | - |
| 4059 Life Insurance | 49 | 108 | 42 | - |
| 4081 Eyecare Reimbursement | 23 | 385 | - | - |
| 4084 Clothing Cash Payment | - | 56 | - | - |
| 4085 Other Taxable Benefits | 948 | 2,456 | 1,091 | - |
| TOTAL SALARIES AND BENEFITS | <u>94,328</u> | <u>224,997</u> | <u>80,000</u> | - |
| SERVICES | | | | |
| 5190 Other Professional Services | 40,856 | 15,915 | 499,091 | - |
| 5270 Printing and Binding | - | - | 78 | - |
| 5280 Advertising | 10 | - | 467 | - |
| 5392 License & Permits | 5,450 | - | - | - |
| 5990 Reimbursed Expenditures | 67,524 | 49,844 | (54,413) | - |
| TOTAL SERVICES | <u>113,841</u> | <u>65,759</u> | <u>445,223</u> | - |
| SUPPLIES | | | | |
| 6640 Non-Capital Expenditures | 1,243 | - | - | - |
| TOTAL SUPPLIES | <u>1,243</u> | <u>-</u> | <u>-</u> | - |
| FIXED ASSETS | | | | |
| 7150 Other Betterments/Improvement | 59,903 | 7,393,863 | 5,647,382 | - |
| 7270 Building Construction | - | 324,345 | - | - |
| TOTAL FIXED ASSETS | <u>59,903</u> | <u>7,718,208</u> | <u>5,647,382</u> | - |
| FUND TOTAL | 269,315 | 8,008,964 | 6,172,605 | - |

**DEPARTMENT/DIVISION
GENERAL CAPITAL IMPROVEMENT**

JOB LEDGER BUDGET

| FUND | | ORGKEY | |
|----------------------------------|------------------------------------|---|---|
| GENERAL CAPITAL IMPROVEMENT FUND | | 240400 | |
| JOB LEDGER NO. | PROJECT/PROGRAM DESCRIPTION | FY 2017-18 12 MONTH ESTIMATE | FY 2018-19 COUNCIL ADOPTED |
| 47024 | MSRC Bike Lanes | 48,844 | - |
| 47025 | ATP Cycle 2/TDA 2015 | 1,656,395 | - |
| 47026 | HSIP 8 EVP | 1,188,000 | - |
| 47027 | HSIP 8 Ped Heads | 244,400 | - |
| 47029 | ATP 3 | 2,112,000 | - |
| 47030 | SSARP | 248,850 | - |
| 47032 | TDA 2016 Bus Stops | 10,000 | - |
| TOTALS | | 5,508,489 | - |

DEPARTMENT/DIVISION
TRANSPORTATION DEVELOPMENT ACT

| FUND | | | | ORGKEY |
|-------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| TRANSPORTATION DEVELOPMENT ACT FUND | | | | 241400 |
| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
| SERVICES | | | | |
| 5190 Other Professional Services | - | - | 479,000 | - |
| 5990 Reimbursed Expenditures | - | - | (775,631) | (100,000) |
| TOTAL SERVICES | - | - | (296,631) | (100,000) |
| FIXED ASSETS | | | | |
| 7150 Other Betterments/Improvement | - | - | 1,640,726 | 200,000 |
| TOTAL FIXED ASSETS | - | - | 1,640,726 | 200,000 |
| FUND TOTAL | - | - | 1,344,095 | 100,000 |

**DEPARTMENT/DIVISION
TRANSPORTATION DEVELOPMENT ACT**

JOB LEDGER BUDGET

| FUND | | ORGKEY | |
|-------------------------------------|------------------------------------|---|---|
| TRANSPORTATION DEVELOPMENT ACT FUND | | 241400 | |
| JOB LEDGER NO. | PROJECT/PROGRAM DESCRIPTION | FY 2017-18 12 MONTH ESTIMATE | FY 2018-19 COUNCIL ADOPTED |
| 41066 | TDA Bus Pads 2013 | 34,950 | - |
| 47019 | OBT 3 | 834,846 | - |
| 47028 | TDA 2016 | 263,000 | - |
| 47031 | PIPP Cajon/Vine | 80,607 | - |
| 47113 | PIPP Eureka/Grant | 80,607 | - |
| 47114 | TDA 2017 Sidewalk | - | 100,000 |
| 47115 | TDA 2017 Transit Grant | 50,085 | - |
| TOTALS | | 1,344,095 | 100,000 |

DEPARTMENT/DIVISION
PARK & OPEN SPACE DEVELOPMENT

| FUND | | | | ORGKEY |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| PARK & OPEN SPACE DEVELOPMENT FUND | | | | 250400 |
| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
| SALARIES AND BENEFITS | | | | |
| 4000 Full Time Salaries | 2,184 | 18,866 | 11,803 | 12,302 |
| 4010 Overtime Salaries | 9 | - | - | - |
| 4015 Banked Leave Buy Back | 129 | 667 | 1,034 | 901 |
| 4050 Pension Contributions | 413 | 4,010 | 2,504 | 2,851 |
| 4051 Fica/Medicare | 128 | 1,432 | 897 | 875 |
| 4053 Deferred Compensation | 49 | 324 | 104 | 275 |
| 4055 Health/Dental Insurance | 21 | 1,695 | 1,411 | 1,339 |
| 4058 Unemployment Insurance | (2) | 69 | 8 | 19 |
| 4059 Life Insurance | 1 | 10 | 6 | 6 |
| 4080 Vehicle Allowance | 18 | - | - | - |
| 4081 Eyecare Reimbursement | 1 | 36 | - | 20 |
| 4085 Other Taxable Benefits | 67 | 66 | 940 | 52 |
| 4087 Employee Wellness Program | - | - | 1 | - |
| TOTAL SALARIES AND BENEFITS | 3,018 | 27,175 | 18,708 | 18,640 |
| SERVICES | | | | |
| 5034 Collection Agent/Bank Fees | 4,706 | 4,545 | 4,545 | - |
| 5190 Other Professional Services | 73,262 | 71,588 | 121,588 | 12,000 |
| 5270 Printing and Binding | 367 | - | - | - |
| 5275 Postage | 22 | - | - | - |
| 5280 Advertising | 429 | - | 416 | - |
| 5870 General Govt Service Charge | 2,931 | - | - | - |
| 5990 Reimbursed Expenditures | (9,447) | - | - | - |
| TOTAL SERVICES | 72,270 | 76,133 | 126,549 | 12,000 |
| SUPPLIES | | | | |
| 6210 Repair/Maintenance Supplies | 1,841 | - | - | - |
| TOTAL SUPPLIES | 1,841 | - | - | - |
| FIXED ASSETS | | | | |
| 7140 All Other Equipment | 17,202 | - | - | - |
| 7150 Other Betterments/Improvement | 393,043 | 100,145 | 1,200,623 | - |
| TOTAL FIXED ASSETS | 410,245 | 100,145 | 1,200,623 | - |
| DEBT SERVICE | | | | |
| 8100 Principal | 53,830 | 55,525 | 55,525 | 57,274 |
| 8200 Interest | 48,569 | 46,847 | 46,847 | 45,070 |
| 8300 Capitalized Expenditures | 76,235 | - | - | - |
| TOTAL DEBT SERVICE | 178,633 | 102,372 | 102,372 | 102,345 |
| FUND TOTAL | 666,007 | 305,825 | 1,448,252 | 132,985 |

DEPARTMENT/DIVISION
PARK & OPEN SPACE DEVELOPMENT

JOB LEDGER BUDGET

FUND
PARK & OPEN SPACE DEVELOPMENT FUND

ORGKEY
250400

| JOB LEDGER NO. | PROJECT/PROGRAM DESCRIPTION | FY 2017-18 12 MONTH ESTIMATE | FY 2018-19 COUNCIL ADOPTED |
|----------------|-----------------------------|------------------------------------|----------------------------------|
| 41210 | Administration | 80,836 | 30,640 |
| 41200 | Sports Park | 102,372 | 102,345 |
| 41202 | Skate Park | 1,164,899 | - |
| 41207 | Heritage Park | 100,145 | - |
| TOTALS | | 1,448,252 | 132,985 |

DEPARTMENT/DIVISION
PUBLIC FACILITY DEVELOPMENT

| FUND | | | | ORGKEY |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| PUBLIC FACILITY DEVELOPMENT FUND | | | | 251400 |
| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
| SALARIES AND BENEFITS | | | | |
| 4000 Full Time Salaries | 1,804 | 3,256 | 2,340 | 1,932 |
| 4010 Overtime Salaries | 9 | - | - | - |
| 4015 Banked Leave Buy Back | 129 | 306 | 795 | 364 |
| 4050 Pension Contributions | 339 | 692 | 496 | 455 |
| 4051 Fica/Medicare | 97 | 228 | 156 | 113 |
| 4053 Deferred Compensation | 49 | 88 | 28 | 50 |
| 4055 Health/Dental Insurance | 14 | 139 | 187 | 164 |
| 4058 Unemployment Insurance | (2) | 9 | 2 | - |
| 4059 Life Insurance | 1 | 1 | 1 | 1 |
| 4080 Vehicle Allowance | 18 | - | - | - |
| 4081 Eyecare Reimbursement | 1 | 5 | - | 2 |
| 4085 Other Taxable Benefits | 41 | 45 | 940 | 41 |
| 4087 Employee Wellness Program | - | - | 1 | - |
| TOTAL SALARIES AND BENEFITS | 2,499 | 4,769 | 4,946 | 3,122 |
| SERVICES | | | | |
| 5190 Other Professional Services | - | - | - | 20,000 |
| 5870 General Govt Service Charge | 8,924 | - | - | - |
| TOTAL SERVICES | 8,924 | - | - | 20,000 |
| DEBT SERVICE | | | | |
| 8200 Interest | 5,861 | - | - | - |
| TOTAL DEBT SERVICE | 5,861 | - | - | - |
| FUND TOTAL | 17,284 | 4,769 | 4,946 | 23,122 |

DEPARTMENT/DIVISION
ARTERIAL STREET CONSTRUCTION

| FUND | | | | ORGKEY |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| ARTERIAL STREET CONSTRUCTION FUND | | | | 252400 |
| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
| SALARIES AND BENEFITS | | | | |
| 4000 Full Time Salaries | 1,804 | 3,256 | 2,340 | 1,932 |
| 4010 Overtime Salaries | 9 | - | - | - |
| 4015 Banked Leave Buy Back | 129 | 306 | 795 | 364 |
| 4050 Pension Contributions | 339 | 692 | 496 | 455 |
| 4051 Fica/Medicare | 97 | 228 | 156 | 113 |
| 4053 Deferred Compensation | 49 | 88 | 28 | 50 |
| 4055 Health/Dental Insurance | 14 | 139 | 187 | 164 |
| 4058 Unemployment Insurance | (2) | 9 | 2 | - |
| 4059 Life Insurance | 1 | 1 | 1 | 1 |
| 4080 Vehicle Allowance | 18 | - | - | - |
| 4081 Eyecare Reimbursement | 1 | 5 | - | 2 |
| 4085 Other Taxable Benefits | 41 | 45 | 940 | 41 |
| 4087 Employee Wellness Program | - | - | 1 | - |
| TOTAL SALARIES AND BENEFITS | 2,499 | 4,769 | 4,946 | 3,122 |
| SERVICES | | | | |
| 5190 Other Professional Services | - | - | - | 12,000 |
| 5870 General Govt Service Charge | 13,837 | - | - | - |
| TOTAL SERVICES | 13,837 | - | - | 12,000 |
| FIXED ASSETS | | | | |
| 7150 Other Betterment/Improvement | - | - | - | 1,000,000 |
| TOTAL FIXED ASSETS | - | - | - | 1,000,000 |
| FUND TOTAL | 16,337 | 4,769 | 4,946 | 1,015,122 |

DEPARTMENT/DIVISION
TRAFFIC SIGNALS

| FUND | | | | ORGKEY |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| TRAFFIC SIGNALS FUND | | | | 253400 |
| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
| SERVICES | | | | |
| 5190 Other Professional Services | - | - | - | 12,000 |
| 5760 Special Program Expenditures | - | - | 2,326 | - |
| 5870 General Govt Service Charge | 1,532 | - | - | - |
| TOTAL SERVICES | <u>1,532</u> | <u>-</u> | <u>2,326</u> | <u>12,000</u> |
| FIXED ASSETS | | | | |
| 7150 Other Betterments/Improvement | - | 160,000 | 160,000 | - |
| TOTAL FIXED ASSETS | <u>-</u> | <u>160,000</u> | <u>160,000</u> | <u>-</u> |
| FUND TOTAL | 1,532 | 160,000 | 162,326 | 12,000 |

**DEPARTMENT/DIVISION
FREEWAY INTERCHANGES**

FUND
FREEWAY INTERCHANGES FUND

ORGKEY
254400

| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| SALARIES AND BENEFITS | | | | |
| 4000 Full Time Salaries | 24,624 | 13,745 | 14,294 | 15,860 |
| 4010 Overtime Salaries | 18 | - | - | - |
| 4015 Banked Leave Buy Back | 1,319 | 780 | 1,757 | 1,007 |
| 4050 Pension Contributions | 4,751 | 2,921 | 2,952 | 3,682 |
| 4051 Fica/Medicare | 1,871 | 1,023 | 1,057 | 1,110 |
| 4053 Deferred Compensation | 157 | 235 | 109 | 261 |
| 4055 Health/Dental Insurance | 1,573 | 808 | 1,323 | 1,250 |
| 4058 Unemployment Insurance | (121) | 48 | 9 | 29 |
| 4059 Life Insurance | 14 | 7 | 8 | 8 |
| 4080 Vehicle Allowance | 36 | - | - | - |
| 4081 Eyecare Reimbursement | 18 | 25 | - | 27 |
| 4085 Other Taxable Benefits | 92 | 101 | 1,890 | 94 |
| 4087 Employee Wellness Program | - | - | 1 | - |
| TOTAL SALARIES AND BENEFITS | 34,352 | 19,693 | 23,400 | 23,328 |
| SERVICES | | | | |
| 5190 Other Professional Services | 7,665 | 121,609 | 131,016 | 12,000 |
| 5870 General Govt Service Charge | 9,151 | - | - | - |
| TOTAL SERVICES | 16,816 | 121,609 | 131,016 | 12,000 |
| SUPPLIES | | | | |
| 6210 Repair/Maintenance Supplies | (9) | - | - | - |
| TOTAL SUPPLIES | (9) | - | - | - |
| FIXED ASSETS | | | | |
| 7230 Street Construction | - | 1,032,589 | - | - |
| TOTAL FIXED ASSETS | - | 1,032,589 | - | - |
| FUND TOTAL | 51,160 | 1,173,891 | 154,417 | 35,328 |

**DEPARTMENT/DIVISION
FREEWAY INTERCHANGES**

JOB LEDGER BUDGET

| FUND | | ORGKEY | |
|---------------------------|------------------------------------|---|---|
| FREEWAY INTERCHANGES FUND | | 254400 | |
| JOB LEDGER NO. | PROJECT/PROGRAM DESCRIPTION | FY 2017-18 12 MONTH ESTIMATE | FY 2018-19 COUNCIL ADOPTED |
| 41400 | University Offramp | 4,814 | 14,738 |
| 41401 | I -10 Alabama Ramp Improvements | 131,645 | 8,613 |
| 41402 | General Administration | 17,958 | 11,977 |
| TOTALS | | 154,417 | 35,328 |

DEPARTMENT/DIVISION
STORM DRAIN CONSTRUCTION

FUND
STORM DRAIN CONSTRUCTION FUND

ORGKEY
405400

| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| SALARIES AND BENEFITS | | | | |
| 4000 Full Time Salaries | 30,013 | 36,602 | 15,517 | 37,475 |
| 4015 Banked Leave Buy Back | 676 | 754 | 596 | 1,443 |
| 4050 Pension Contributions | 5,817 | 7,779 | 3,201 | 8,529 |
| 4051 Fica/Medicare | 2,170 | 2,859 | 1,191 | 2,721 |
| 4053 Deferred Compensation | 315 | 485 | 38 | 533 |
| 4055 Health/Dental Insurance | 2,821 | 4,576 | 1,971 | 5,288 |
| 4057 Disability Insurance | - | - | - | 69 |
| 4058 Unemployment Insurance | (96) | 169 | 3 | 169 |
| 4059 Life Insurance | 19 | 25 | 9 | 23 |
| 4081 Eyecare Reimbursement | - | 88 | - | 83 |
| 4082 Clothing Allowance | - | - | - | 27 |
| 4085 Other Taxable Benefits | 38 | 143 | 53 | 119 |
| TOTAL SALARIES AND BENEFITS | 41,773 | 53,480 | 22,579 | 56,479 |
| SERVICES | | | | |
| 5190 Other Professional Services | 1,325 | - | - | 712,000 |
| 5275 Postage | - | - | 23 | - |
| 5280 Advertising | - | - | 431 | - |
| 5760 Special Program Expenditures | 1,200 | - | 1,552 | - |
| 5870 General Govt Service Charge | 6,192 | 4,529 | 4,529 | 4,693 |
| TOTAL SERVICES | 8,717 | 4,529 | 6,535 | 716,693 |
| FIXED ASSETS | | | | |
| 7240 Storm Drain Construction | - | - | 92,254 | - |
| TOTAL FIXED ASSETS | - | - | 92,254 | - |
| FUND TOTAL | 50,490 | 58,009 | 121,368 | 773,172 |

DEPARTMENT/DIVISION
STORM DRAIN CONSTRUCTION

JOB LEDGER BUDGET

| FUND | | ORGKEY | |
|-------------------------------|---|---|---|
| STORM DRAIN CONSTRUCTION FUND | | 405400 | |
| JOB LEDGER NO. | PROJECT/PROGRAM DESCRIPTION | FY 2017-18 12 MONTH ESTIMATE | FY 2018-19 COUNCIL ADOPTED |
| 40024 | California and Lugonia Storm Drain Repair | 92,277 | - |
| 48034 | Opal Basin Construction Project | 7,586 | - |
| 48040 | Storm Drain Construction Administration | 21,505 | 773,172 |
| TOTALS | | 121,368 | 773,172 |

Municipal Utilities and Engineering Water

Program Description:

The water utility produces and distributes water to over 22,000 water services, or to approximately 76,676 customers, within its service area. In general, the service area includes the city of Redlands, a small portion of Loma Linda, and unincorporated areas of the county (Mentone and Crafton areas), as well as the San Bernardino County Donut Hole area. The water utility operates and maintains over 400 miles of potable and non-potable pipelines, over 3,000 potable and non-potable fire hydrants, 18 reservoirs, two surface water treatment plants, one perchlorate treatment plant, 22 active potable and 12 non-potable groundwater production wells, and 14 booster station facilities.

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

Program Objectives:

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

Significant Program Changes:

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

Accomplishments for Fiscal Year 2017-18:

- Began replacement of approximately 6.6 miles of aged water distribution main.
- Rehabilitated Agate Well No. 2, Mill Creek 4, and various booster pumps and motors throughout the system.
- Completed over \$25,000 worth of pre-inspections for the Water Efficiency Rebate Program and finalized over \$16,000 in rebates which were given for over 16,000 square feet of turf converted, saving nearly 100,000 gallons of water per year. Rebates for high efficiency sprinklers, toilets, washers, and weather-based irrigation controllers were also given.
- Staff successfully launched an educational campaign geared toward elementary-aged children and features two alligators, Ira and Eva, who teach ways to save water primarily outdoors.

**DEPARTMENT/DIVISION
WATER**

| FUND | | | | ORGKEY |
|-------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| WATER FUND | | | | 501403 |
| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
| SALARIES AND BENEFITS | | | | |
| 4000 Full Time Salaries | 3,553,019 | 3,760,991 | 3,518,908 | 4,007,141 |
| 4005 Salaries: Part Time | 91,872 | 193,950 | 74,956 | 77,600 |
| 4010 Overtime Salaries | 213,373 | 185,000 | 183,117 | 190,550 |
| 4012 Stand By | 72,747 | 76,113 | 71,056 | 78,396 |
| 4015 Banked Leave Buy Back | 140,552 | 124,206 | 114,997 | 141,068 |
| 4016 Compensated Absence | 7,891 | - | - | - |
| 4050 Pension Contributions | 469,824 | 810,612 | 744,826 | 929,827 |
| 4051 Fica/Medicare | 307,043 | 313,608 | 300,389 | 321,127 |
| 4053 Deferred Compensation | 11,096 | 17,917 | 12,114 | 16,615 |
| 4055 Health/Dental Insurance | 639,284 | 734,278 | 668,966 | 781,410 |
| 4056 Worker's Comp Insurance | 201,678 | 294,356 | 294,356 | 197,448 |
| 4057 Disability Insurance | 27,128 | 25,228 | 28,058 | 30,896 |
| 4058 Unemployment Insurance | (18,217) | 29,126 | 7,328 | 8,896 |
| 4059 Life Insurance | 3,476 | 3,711 | 3,527 | 3,835 |
| 4080 Vehicle Allowance | 445 | - | - | - |
| 4081 Eyecare Reimbursement | 5,259 | 13,255 | 2,977 | 13,698 |
| 4082 Clothing Allowance | 6,182 | 7,444 | 11,692 | 15,312 |
| 4083 Uniform Rental | - | 18,393 | - | - |
| 4084 Clothing Cash Payment | 874 | 874 | 1,530 | 6,808 |
| 4085 Other Taxable Benefits | 42,039 | 51,266 | 62,483 | 27,508 |
| 4087 Employee Wellness Program | - | - | 55 | - |
| TOTAL SALARIES AND BENEFITS | 5,775,565 | 6,660,328 | 6,101,335 | 6,848,135 |
| SERVICES | | | | |
| 5103 Software Support & Development | 15,083 | 25,000 | 25,000 | 30,000 |
| 5104 Hardware Maint/Replace | - | - | 2,000 | 2,000 |
| 5142 City Attorney Legal Service | 36,647 | 33,500 | 33,500 | 35,000 |
| 5180 Medical/Physicals | 1,265 | 1,700 | 1,500 | 1,750 |
| 5190 Other Professional Services | 270,237 | 200,000 | 200,000 | 200,000 |
| 5240 Meeting & Professional Devlpmt | 1,512 | 2,500 | 2,000 | 2,750 |
| 5255 Travel Expense/Reimbursement | 9,205 | 12,000 | 11,000 | 11,900 |
| 5270 Printing and Binding | 11,207 | 30,000 | 30,000 | 30,000 |
| 5275 Postage | 13,725 | 10,000 | 15,000 | 14,900 |
| 5280 Advertising | 6,412 | 3,000 | 25,000 | 7,500 |
| 5300 Water, Sewer, Disposal | 7,637 | 8,000 | 8,000 | 10,000 |
| 5301 City Water | 393,357 | 320,000 | 650,000 | 500,000 |
| 5303 Telephone | 38,779 | 42,000 | 42,000 | 42,000 |
| 5310 Electricity & Gas | 225,647 | 350,000 | 350,000 | 400,000 |
| 5312 Electric Svc: Facility Ops | 1,470,648 | 1,602,000 | 1,600,000 | 1,990,000 |
| 5314 Gas Service: Facility Ops | 743 | 1,500 | 1,500 | 1,000 |
| 5317 Service for Facility Ops | 26,215 | 45,000 | 35,000 | 50,000 |
| 5318 Energy for Treatment | 39,252 | 60,000 | 55,000 | 60,000 |
| 5320 Janitorial Services | 2,133 | 40,000 | 30,000 | 32,000 |
| 5350 Building/Grounds Maintenance | - | 5,000 | 2,000 | 5,000 |
| 5360 Machinery & Equip Maint | 18,109 | 25,000 | 25,000 | 25,000 |
| 5392 License & Permits | 213,966 | 250,000 | 250,000 | 250,000 |
| 5395 Info Technology Service Chgs | 348,680 | 481,060 | 481,060 | 523,990 |
| 5396 City Garage Charges | 686,827 | 873,829 | 915,755 | 898,046 |
| 5451 Retiree Health Insurance | 1,341,647 | 400,000 | 400,000 | 400,000 |
| 5510 Land and Building Rent | 2,138 | 4,500 | 3,000 | 4,000 |

**DEPARTMENT/DIVISION
WATER**

| FUND | | | | | ORGKEY |
|-------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|---------------|
| WATER FUND | | | | | 501403 |
| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED | |
| SERVICES (CONT.) | | | | | |
| 5530 Clothing and Linen Rent | 23,575 | 22,000 | 25,000 | 25,000 | |
| 5570 Office Equip & Furn Rent | 6,159 | 5,000 | 6,500 | 6,500 | |
| 5590 Other Rentals | 12,399 | 30,000 | 30,000 | 30,000 | |
| 5710 Street Repairs | 233,812 | 577,879 | 575,000 | 500,000 | |
| 5720 Taxes | 11,312 | - | 15,000 | 15,000 | |
| 5722 Penalties and Interest | 256 | - | 1,000 | 1,000 | |
| 5730 Stock Assessment | 879,013 | 950,400 | 1,000,000 | 1,000,000 | |
| 5760 Special Program Expenditures | 88,885 | 257,274 | 200,000 | 106,500 | |
| 5765 Conservation Rebate | 47,496 | 60,000 | 60,000 | 100,000 | |
| 5800 Subscriptions & Memberships | 8,353 | 10,000 | 10,000 | 10,120 | |
| 5840 Training | 45,631 | 60,000 | 40,000 | 48,500 | |
| 5870 General Govt Service Charge | 1,132,416 | 1,159,594 | 1,159,594 | 1,201,571 | |
| 5880 Special Contractual Services | 207,986 | 30,000 | 220,000 | 220,000 | |
| 5890 Landfill Tipping Charges | 188 | - | 1,000 | 1,000 | |
| 5898 State Mandated Fees | 1,350 | - | 5,000 | 5,000 | |
| 5950 Bad Debt Expense | 85,181 | - | 7,665 | - | |
| 5980 Billing Services | 437,500 | 450,000 | 450,000 | 625,000 | |
| 5995 Depreciation Expense | 3,237,293 | - | - | - | |
| TOTAL SERVICES | 11,639,876 | 8,437,736 | 8,999,074 | 9,422,027 | |
| SUPPLIES | | | | | |
| 6100 Purchased Water | 100,000 | 200,000 | 200,000 | 200,000 | |
| 6120 Chemical & Lab Supplies | 232,547 | 325,000 | 300,000 | 350,000 | |
| 6130 Books & Supplies | 1,508 | 1,500 | 1,600 | 1,500 | |
| 6140 Office Supplies | 24,796 | 16,500 | 35,000 | 35,000 | |
| 6145 Awards/Recognition Program | - | 10,000 | 5,000 | 10,000 | |
| 6160 Medical Supplies | 82 | - | 250 | 250 | |
| 6180 Turnouts/Uniform/Sfty Clothing | 31,988 | 34,000 | 60,000 | 40,000 | |
| 6190 Photo & Copying Supplies | - | - | 1,000 | 1,000 | |
| 6210 Repair/Maintenance Supplies | 1,455,235 | 1,034,000 | 1,500,000 | 1,500,000 | |
| 6310 Janitorial Supplies | 4,043 | 3,000 | 6,000 | 6,000 | |
| 6375 Computer Components | 10,036 | 20,000 | 15,000 | 20,000 | |
| 6410 Motor Vehicle Supplies | 8,991 | 50,000 | 12,500 | 47,500 | |
| 6430 Gasoline | 46 | - | - | - | |
| 6500 Office Equipment & Furniture | 3,064 | 6,000 | 6,000 | 6,000 | |
| 6510 Small Tools & Equipment | 41,220 | 75,000 | 50,000 | 75,000 | |
| 6560 Food | 2,836 | 2,500 | 3,500 | 3,500 | |
| 6570 Water Meters & Fittings | 285,826 | 400,000 | 400,000 | 400,000 | |
| 6590 Special Departmental Supplies | 54,961 | 50,000 | 90,000 | 90,000 | |
| 6640 Non-Capital Expenditures | 22,157 | - | 25,000 | - | |
| TOTAL SUPPLIES | 2,279,336 | 2,227,500 | 2,710,850 | 2,785,750 | |
| FIXED ASSETS | | | | | |
| 7060 Office Furniture | - | 21,000 | 21,000 | 20,000 | |
| 7100 Motor Vehicles | 341,279 | 320,000 | 320,000 | 745,000 | |
| 7140 All Other Equipment | - | 170,000 | 170,000 | 20,000 | |
| 7150 Other Betterments/Improvement | 22,700 | - | 30,000 | - | |
| 7700 Water Facilities | - | - | 400,000 | 350,000 | |
| TOTAL FIXED ASSETS | 363,979 | 511,000 | 941,000 | 1,135,000 | |

**DEPARTMENT/DIVISION
WATER**

| FUND | | | | ORGKEY |
|-------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| WATER FUND | | | | 501403 |
| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
| DEBT SERVICE | | | | |
| 8300 Capitalized Expenditures | (233,245) | - | - | - |
| TOTAL DEBT SERVICE | (233,245) | - | - | - |
| | | | | |
| FUND TOTAL | 19,825,511 | 17,836,564 | 18,752,259 | 20,190,912 |

**DEPARTMENT/DIVISION
WATER**

JOB LEDGER BUDGET

| FUND | | ORGKEY | |
|----------------|---|-------------------|-------------------|
| WATER FUND | | 501403 | |
| | | FY 2017-18 | FY 2018-19 |
| | | 12 MONTH | COUNCIL |
| JOB LEDGER NO. | PROJECT/PROGRAM DESCRIPTION | ESTIMATE | ADOPTED |
| 71001 | Water Admin & General | 5,370,576 | 5,266,640 |
| 71010 | Water Engineering | 908,823 | 1,112,123 |
| 71020 | Water Production & Operations - General | 3,650,484 | 3,814,960 |
| 71024 | Water Production Maintenance | 1,807,215 | 2,112,275 |
| 71032 | Water Treatment - HTWTP | 590,964 | 688,953 |
| 71034 | Water Treatment - HHWTP | 793,964 | 734,953 |
| 71040 | Water Quality - General | 317,186 | 348,988 |
| 71060 | Water Distribution - General | 4,870,220 | 5,655,154 |
| 71090 | Water Conservation Program | 366,265 | 332,455 |
| 71114 | B' Contract (Reimbursable) | 75,000 | 80,000 |
| 71115 | B' Contract (City) | 531 | - |
| 71116 | South Mountain Water (Reimbursable) | 1,031 | 44,412 |
| TOTALS | | 18,752,259 | 20,190,912 |

**DEPARTMENT/DIVISION
WATER PROJECTS**

FUND
WATER PROJECTS FUND

ORGKEY
503403

| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| SALARIES AND BENEFITS | | | | |
| 4000 Full Time Salaries | 2,428 | - | 752 | - |
| 4010 Overtime Salaries | 130 | - | - | - |
| 4050 Pension Contributions | 466 | - | 150 | - |
| 4051 Fica/Medicare | 196 | - | 57 | - |
| 4055 Health/Dental Insurance | 513 | - | 158 | - |
| 4057 Disability Insurance | 22 | - | 6 | - |
| 4058 Unemployment Insurance | (4) | - | - | - |
| 4059 Life Insurance | 3 | - | 1 | - |
| 4082 Clothing Allowance | 0 | - | 1 | - |
| 4085 Other Taxable Benefits | 6 | - | - | - |
| TOTAL SALARIES AND BENEFITS | 3,759 | - | 1,125 | - |
| SERVICES | | | | |
| 5190 Other Professional Services | 13,245 | 87,205 | - | - |
| 5270 Printing and Binding | 3,864 | - | 277 | - |
| 5275 Postage | 22 | - | - | - |
| 5280 Advertising | 3,470 | - | 1,751 | - |
| 5392 License & Permits | 958 | - | 1,200 | - |
| 5722 Penalties and Interest | 12 | - | - | - |
| TOTAL SERVICES | 21,571 | 87,205 | 3,228 | - |
| SUPPLIES | | | | |
| 6210 Repair/Maintenance Supplies | 292,231 | 39,942 | 39,942 | - |
| 6640 Non-Capital Expenditures | (14,271) | - | - | - |
| TOTAL SUPPLIES | 277,959 | 39,942 | 39,942 | - |
| FIXED ASSETS | | | | |
| 7140 All Other Equipment | - | 83,375 | 83,375 | 85,000 |
| 7150 Other Betterments/Improvement | 198,575 | - | 3,995,453 | 1,250,000 |
| 7700 Water Facilities | 2,267,742 | 11,800,219 | 4,755,144 | 6,150,000 |
| TOTAL FIXED ASSETS | 2,466,317 | 11,883,594 | 8,833,972 | 7,485,000 |
| DEBT SERVICE | | | | |
| 8300 Capitalized Expenditures | (2,400,059) | - | - | - |
| TOTAL DEBT SERVICE | (2,400,059) | - | - | - |
| FUND TOTAL | 369,547 | 12,010,741 | 8,878,267 | 7,485,000 |

**DEPARTMENT/DIVISION
WATER PROJECTS**

JOB LEDGER BUDGET

| FUND | | ORGKEY | |
|-----------------------|--|---|---|
| WATER PROJECTS FUND | | 503403 | |
| JOB LEDGER NO. | PROJECT/PROGRAM DESCRIPTION | FY 2017-18 12 MONTH ESTIMATE | FY 2018-19 COUNCIL ADOPTED |
| 71210 | Rees Treatment Plant Operations | 2,932 | - |
| 71264 | Chicken Hill Well Rehabilitation | 60,041 | - |
| 71268 | Western Heights Interconnect | 14,508 | - |
| 71271 | Rees Well Rehabilitation | 243,695 | - |
| 71274 | Highland Avenue Water Main Replacement | 18,962 | - |
| 71276 | Redlands Rail Utility Crossings | 657,587 | - |
| 71277 | Agate Well 2 Rehabilitation | 184,507 | - |
| 71278 | Mill Creek Well #4 Rehabilitation | 42,982 | - |
| 71281 | 2017 Water CIP | 4,156,664 | - |
| 71282 | SCADA Upgrade | 83,375 | - |
| 71283 | Highline and Crafton | 1,560,986 | - |
| 71284 | Crafton Madera to Anzio Pipeline | 172,029 | - |
| 71286 | Brookside Median Landscaping | - | 250,000 |
| 71345 | Lugonia Avenue Water Pipeline | 270,000 | - |
| 71346 | Sunset Reservoir Recoating | - | 1,250,000 |
| 71347 | Hinckley Generator Replacement | - | 85,000 |
| 71348 | 2018 Well Rehabilitation | - | 350,000 |
| 71349 | SCADA System Upgrade | 690,000 | 1,000,000 |
| 71350 | DBP Removal System at Agate | - | 150,000 |
| 71351 | HAWC Manifold | - | 100,000 |
| 71352 | Hinckley Sludge Press | - | 300,000 |
| 71353 | 2019 CIP | - | 4,000,000 |
| 71355 | 2017 CIP Water Paving | 720,000 | - |
| TOTALS | | 8,878,267 | 7,485,000 |

**DEPARTMENT/DIVISION
WATER DEBT SERVICE**

FUND
WATER DEBT SERVICE FUND

ORGKEY
506403

| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
|---------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| SERVICES | | | | |
| 5030 Fiscal Agent Fees | 180 | - | 180 | - |
| TOTAL SERVICES | 180 | - | 180 | - |
| DEBT SERVICE | | | | |
| 8100 Principal | - | 731,493 | 731,493 | 758,223 |
| 8200 Interest | 314,429 | 305,633 | 305,633 | 278,612 |
| TOTAL DEBT SERVICE | 314,429 | 1,037,126 | 1,037,126 | 1,036,835 |
| | | | | |
| FUND TOTAL | 314,609 | 1,037,126 | 1,037,306 | 1,036,835 |

DEPARTMENT/DIVISION
SOURCE ACQUISITION

FUND
SOURCE ACQUISITION FUND

ORGKEY
508403

| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
|---------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| | | | | |
| DEBT SERVICE | | | | |
| 8200 Interest | 889 | - | - | - |
| TOTAL DEBT SERVICE | 889 | - | - | - |
| FUND TOTAL | 889 | - | - | - |

DEPARTMENT/DIVISION
WATER CAPITAL IMPROVEMENT

| FUND | | | | ORGKEY |
|----------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| WATER CAPITAL IMPROVEMENT FUND | | | | 509403 |
| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
| | _____ | _____ | _____ | _____ |
| SERVICES | | | | |
| 5190 Other Professional Services | - | - | - | 25,000 |
| TOTAL SERVICES | - | - | - | 25,000 |
| DEBT SERVICE | | | | |
| 8200 Interest | 3,782 | - | - | - |
| TOTAL DEBT SERVICE | 3,782 | - | - | - |
| FUND TOTAL | 3,782 | - | - | 25,000 |

Municipal Utilities and Engineering Wastewater

Program Description:

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

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

Program Objectives:

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

Accomplishments for Fiscal Year 2017-18:

- Revised the pretreatment program for the wastewater treatment plant
- Began the development of the City's public outreach program to reduce the amount of fats, oils, and grease (FOG), flushable wipes, and other objectionable items that enter into the collections system
- Updated Sewer System Management Plan (SSMP)
- Rehabilitated #1 primary clarifier with new internal mechanisms
- Upgraded the centrifuge process management system and hardware

DEPARTMENT/DIVISION
SEWER SERVICE

FUND
SEWER SERVICE FUND

ORGKEY
521402

| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
|-------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| SALARIES AND BENEFITS | | | | |
| 4000 Full Time Salaries | 1,946,766 | 2,204,240 | 1,861,673 | 2,260,002 |
| 4005 Salaries: Part Time | 8,058 | 79,950 | 21,020 | 13,513 |
| 4010 Overtime Salaries | 112,197 | 100,000 | 132,205 | 115,000 |
| 4012 Stand By | 43,224 | 45,000 | 36,928 | 45,000 |
| 4015 Banked Leave Buy Back | 101,902 | 82,164 | 58,623 | 85,984 |
| 4016 Compensated Absence | 4,322 | - | - | - |
| 4050 Pension Contributions | 355,932 | 480,986 | 395,746 | 524,537 |
| 4051 Fica/Medicare | 167,027 | 182,043 | 158,298 | 178,815 |
| 4053 Deferred Compensation | 7,533 | 13,688 | 10,066 | 11,874 |
| 4055 Health/Dental Insurance | 359,252 | 429,941 | 337,847 | 465,787 |
| 4056 Worker's Comp Insurance | 84,816 | 68,862 | 68,862 | 74,820 |
| 4057 Disability Insurance | 13,493 | 15,435 | 12,882 | 17,288 |
| 4058 Unemployment Insurance | (7,889) | 15,246 | 3,882 | 4,459 |
| 4059 Life Insurance | 1,800 | 2,111 | 1,722 | 2,086 |
| 4080 Vehicle Allowance | 178 | 200 | - | - |
| 4081 Eyecare Reimbursement | 3,363 | 7,540 | 3,403 | 7,448 |
| 4082 Clothing Allowance | 3,329 | 4,265 | 5,108 | 8,208 |
| 4083 Uniform Rental | 18,071 | 23,456 | 13,649 | 18,000 |
| 4084 Clothing Cash Payment | 564 | 1,000 | 770 | 1,000 |
| 4085 Other Taxable Benefits | 24,919 | 32,039 | 41,458 | 13,093 |
| 4087 Employee Wellness Program | - | - | 26 | - |
| TOTAL SALARIES AND BENEFITS | 3,248,858 | 3,788,166 | 3,164,168 | 3,846,914 |
| SERVICES | | | | |
| 5103 Software Support & Development | 7,429 | 100,000 | 100,000 | 142,000 |
| 5104 Hardware Maint/Replace | - | - | 816 | 4,500 |
| 5142 City Attorney Legal Service | 10,994 | 11,000 | 11,000 | 15,000 |
| 5180 Medical/Physicals | 160 | 800 | 800 | 800 |
| 5190 Other Professional Services | 42,732 | 43,013 | 43,013 | 50,000 |
| 5240 Meeting & Professional Devlpmt | 3,003 | 5,000 | 5,000 | 8,000 |
| 5255 Travel Expense/Reimbursement | 3,494 | 4,000 | 4,000 | 5,000 |
| 5270 Printing and Binding | 778 | 1,500 | 1,500 | 3,500 |
| 5275 Postage | 181 | 600 | 600 | 1,000 |
| 5280 Advertising | 2,962 | 1,500 | 5,572 | 5,500 |
| 5300 Water, Sewer, Disposal | 6,820 | 1,000 | 1,000 | 12,000 |
| 5303 Telephone | 16,145 | 28,100 | 28,100 | 28,300 |
| 5312 Electric Srvc: Facility Ops | 768,193 | 700,000 | 700,000 | 775,000 |
| 5313 Heating/AC Service Contract | - | 1,000 | 1,000 | 1,000 |
| 5317 Service for Facility Ops | - | 1,500 | 1,500 | 1,500 |
| 5320 Janitorial Services | 6,658 | 23,700 | 23,700 | 31,000 |
| 5340 Office Equipment Maintenance | - | 1,000 | 1,000 | 500 |
| 5350 Building/Grounds Maintenance | - | 5,000 | 5,000 | 5,000 |
| 5360 Machinery & Equip Maint | 102,415 | 73,000 | 73,000 | 125,000 |
| 5392 License & Permits | 69,875 | 125,000 | 125,000 | 125,000 |
| 5395 Info Technology Service Chgs | 197,029 | 271,832 | 271,832 | 321,918 |
| 5396 City Garage Charges | 80,858 | 102,873 | 107,809 | 105,724 |
| 5451 Retiree Health Insurance | 480,590 | 400,000 | 400,000 | 400,000 |
| 5530 Clothing and Linen Rent | - | 20,000 | 20,000 | 5,000 |
| 5570 Office Equip & Furn Rent | 3,540 | 8,500 | 8,500 | 4,500 |
| 5580 Communications Svs & Rental | 2,376 | 5,000 | 5,000 | 5,000 |

**DEPARTMENT/DIVISION
SEWER SERVICE**

FUND
SEWER SERVICE FUND

ORGKEY
521402

| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
|-------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| SERVICES (CONT.) | | | | |
| 5590 Other Rentals | 12,963 | 23,000 | 23,000 | 32,000 |
| 5720 Taxes | - | - | 7,448 | 7,500 |
| 5722 Penalties and Interest | 6 | - | - | - |
| 5760 Special Program Expenditures | 656 | 2,500 | 2,500 | 2,500 |
| 5800 Subscriptions & Memberships | 5,658 | 7,000 | 7,000 | 14,800 |
| 5840 Training | 14,751 | 21,000 | 21,000 | 33,750 |
| 5870 General Govt Service Charge | 496,058 | 507,964 | 507,964 | 526,352 |
| 5880 Special Contractual Services | 128,104 | 600 | 355,000 | 400,100 |
| 5890 Landfill Tipping Charges | 3,990 | 7,000 | 7,000 | 7,000 |
| 5898 State Mandated Fees | - | - | 36,124 | - |
| 5950 Bad Debt Expense | 32,482 | - | - | - |
| 5980 Billing Services | 131,250 | 131,250 | 131,250 | 193,000 |
| 5995 Depreciation Expense | 1,551,604 | - | - | - |
| TOTAL SERVICES | 4,183,755 | 2,635,232 | 3,043,028 | 3,398,744 |
| SUPPLIES | | | | |
| 6120 Chemical & Lab Supplies | 705,139 | 685,000 | 685,000 | 765,000 |
| 6130 Books & Supplies | 592 | 13,000 | 13,000 | 2,500 |
| 6140 Office Supplies | 16,458 | 15,000 | 15,000 | 30,000 |
| 6160 Medical Supplies | 82 | - | - | 500 |
| 6170 Weapons & Ammunitions | 6 | - | - | - |
| 6180 Turnouts/Uniform/Sfty Clothing | 5,645 | 7,000 | 7,000 | 12,500 |
| 6210 Repair/Maintenance Supplies | 473,261 | 370,000 | 370,000 | 490,000 |
| 6310 Janitorial Supplies | 3,254 | 3,000 | 3,000 | 5,700 |
| 6375 Computer Components | 5,212 | 15,000 | 15,000 | 6,500 |
| 6410 Motor Vehicle Supplies | 2,780 | - | 250 | 2,000 |
| 6500 Office Equipment & Furniture | 1,667 | 22,500 | 22,500 | - |
| 6510 Small Tools & Equipment | 24,965 | 25,000 | 25,000 | 29,000 |
| 6560 Food | 169 | 1,700 | 1,700 | 1,450 |
| 6590 Special Departmental Supplies | 8,388 | - | 6,194 | 12,000 |
| 6640 Non-Capital Expenditures | 26,087 | - | 8,227 | 10,000 |
| TOTAL SUPPLIES | 1,273,705 | 1,157,200 | 1,171,871 | 1,367,150 |
| FIXED ASSETS | | | | |
| 7080 Computer Equipment | - | 8,000 | - | - |
| 7100 Motor Vehicles | 191,988 | 24,000 | 24,000 | 140,000 |
| 7140 All Other Equipment | - | 35,000 | 35,000 | 130,000 |
| 7150 Other Betterments/Improvement | 15,180 | 30,000 | 30,000 | 210,529 |
| 7745 Laboratory Equipment | - | 210,000 | 210,000 | 220,000 |
| TOTAL FIXED ASSETS | 207,168 | 307,000 | 299,000 | 700,529 |
| DEBT SERVICE | | | | |
| 8300 Capitalized Expenditures | (198,546) | - | - | - |
| TOTAL DEBT SERVICE | (198,546) | - | - | - |
| FUND TOTAL | 8,714,940 | 7,887,598 | 7,678,067 | 9,313,337 |

**DEPARTMENT/DIVISION
SEWER SERVICE**

JOB LEDGER BUDGET

| FUND | | ORGKEY | |
|-----------------------|------------------------------------|---|---|
| SEWER SERVICE FUND | | 521402 | |
| JOB LEDGER NO. | PROJECT/PROGRAM DESCRIPTION | FY 2017-18 12 MONTH ESTIMATE | FY 2018-19 COUNCIL ADOPTED |
| 73001 | Sewer Administration | 2,402,014 | 2,499,000 |
| 73010 | Sewer Engineering | 432,563 | 511,934 |
| 73020 | Treatment & Operations | 2,445,444 | 3,109,034 |
| 73034 | Treatment Plant Maintenance | 952,830 | 1,398,588 |
| 73040 | Quality Control | 500,527 | 545,022 |
| 73041 | Industrial Waste Monitoring | 297,667 | 445,258 |
| 73060 | Collection System | 407,299 | 465,993 |
| 73072 | Joint Lab - Water | 236,899 | 332,042 |
| 73074 | Joint Lab - Solid Waste | 2,824 | 6,466 |
| TOTALS | | 7,678,067 | 9,313,337 |

**DEPARTMENT/DIVISION
SEWER PROJECTS**

| FUND | | | | ORGKEY |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| SEWER PROJECTS FUND | | | | 523402 |
| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
| SERVICES | | | | |
| 5190 Other Professional Services | - | 200,000 | 430,000 | 300,000 |
| 5270 Printing and Binding | 199 | - | - | - |
| 5280 Advertising | - | - | 222 | - |
| 5880 Special Contractual Services | - | - | 17,000 | 160,000 |
| TOTAL SERVICES | <u>199</u> | <u>200,000</u> | <u>447,222</u> | <u>460,000</u> |
| SUPPLIES | | | | |
| 6640 Non-Capital Expenditures | 145,475 | - | 138,201 | - |
| TOTAL SUPPLIES | <u>145,475</u> | <u>-</u> | <u>138,201</u> | <u>-</u> |
| FIXED ASSETS | | | | |
| 7150 Other Betterments/Improvement | - | - | 215,681 | 1,220,000 |
| 7600 Wastewater Facilities | 141,146 | 7,966,876 | 32,120 | 4,400,000 |
| 7700 Water Facilities | 122,511 | - | - | - |
| TOTAL FIXED ASSETS | <u>263,657</u> | <u>7,966,876</u> | <u>247,801</u> | <u>5,620,000</u> |
| DEBT SERVICE | | | | |
| 8300 Capitalized Expenditures | (261,639) | - | - | - |
| TOTAL DEBT SERVICE | <u>(261,639)</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| FUND TOTAL | 147,692 | 8,166,876 | 833,224 | 6,080,000 |

**DEPARTMENT/DIVISION
SEWER PROJECTS**

JOB LEDGER BUDGET

| FUND | | ORGKEY | |
|-----------------------|---|---|---|
| SEWER PROJECTS FUND | | 523402 | |
| JOB LEDGER NO. | PROJECT/PROGRAM DESCRIPTION | FY 2017-18 12 MONTH ESTIMATE | FY 2018-19 COUNCIL ADOPTED |
| 73415 | Digester 1 & 2 Re-Coating | 170,321 | - |
| 73416 | Redlands Rail Utility Crossings | 131,282 | - |
| 73417 | Lab Remodel | 36,037 | - |
| 73423 | Alabama Pond Fencing | 18,584 | - |
| 73342 | Collection Office Remodel | - | 70,000 |
| 73422 | 2018 Sewer Pipeline Replacement Project | - | 1,000,000 |
| 73343 | 2018 Sewer Pipeline Inspection | - | 200,000 |
| 73344 | Sewer Collection System Analysis | 60,000 | 150,000 |
| 73345 | Alabama Pond Analysis | 17,000 | 535,000 |
| 73346 | WWTP Assessment | 400,000 | - |
| 73347 | Centerifuge + SCADA | - | 125,000 |
| 73348 | WWTP Modifications | - | 4,000,000 |
| TOTALS | | 833,224 | 6,080,000 |

**DEPARTMENT/DIVISION
SEWER DEBT SERVICE**

FUND
SEWER DEBT SERVICE FUND

ORGKEY
526402

| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
|----------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| SERVICES | | | | |
| 5030 Fiscal Agent Fees | 2,013 | 2,500 | - | - |
| 5034 Collection Agent/Bank Fees | - | - | 65,434 | 57,944 |
| 5190 Other Professional Services | 132 | - | - | - |
| TOTAL SERVICES | 2,145 | 2,500 | 65,434 | 57,944 |
| DEBT SERVICE | | | | |
| 8100 Principal | - | 1,289,604 | 1,289,604 | 307,095 |
| 8200 Interest | 114,479 | 85,235 | 19,801 | - |
| TOTAL DEBT SERVICE | 114,479 | 1,374,839 | 1,309,405 | 307,095 |
| FUND TOTAL | 116,624 | 1,377,339 | 1,374,839 | 365,039 |

Municipal Utilities and Engineering Non-potable Water

Program Description:

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

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

Program Objectives:

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

Accomplishments for Fiscal Year 2017-18:

- Installed .5 miles of non-potable water pipeline
- Began the conversion of the Crafton Hills College to non-potable water for all their facility landscaping
- Upgraded booster pump and communication at 2330 Booster Station

**DEPARTMENT/DIVISION
NONPOTABLE WATER**

FUND
NONPOTABLE WATER FUND

ORGKEY
541403

| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| SALARIES AND BENEFITS | | | | |
| 4000 Full Time Salaries | 32,641 | 49,445 | 52,175 | 47,969 |
| 4010 Overtime Salaries | 169 | - | 1,044 | - |
| 4012 Stand By | 10 | - | 87 | - |
| 4015 Banked Leave Buy Back | 1,092 | 2,894 | 5,696 | 3,806 |
| 4016 Compensated Absence | 75 | - | - | - |
| 4050 Pension Contributions | 5,981 | 10,513 | 11,170 | 11,152 |
| 4051 Fica/Medicare | 2,213 | 3,694 | 5,950 | 3,566 |
| 4053 Deferred Compensation | 652 | 987 | 486 | 555 |
| 4055 Health/Dental Insurance | 1,476 | 3,715 | 5,455 | 6,430 |
| 4057 Disability Insurance | 16 | 67 | 211 | 192 |
| 4058 Unemployment Insurance | (58) | 178 | 33 | 113 |
| 4059 Life Insurance | 17 | 26 | 31 | 29 |
| 4080 Vehicle Allowance | 89 | - | - | - |
| 4081 Eyecare Reimbursement | 39 | 92 | 4 | 104 |
| 4082 Clothing Allowance | 5 | 19 | 7 | 72 |
| 4085 Other Taxable Benefits | 619 | 887 | 6,982 | 647 |
| 4087 Employee Wellness Program | - | - | 5 | - |
| TOTAL SALARIES AND BENEFITS | 45,036 | 72,517 | 89,336 | 74,635 |
| SERVICES | | | | |
| 5312 Electric Svc: Facility Ops | 15,484 | 80,000 | 16,195 | 16,195 |
| 5395 Info Technology Service Chgs | - | 13,000 | - | - |
| 5396 City Garage Charges | 8,745 | 11,126 | 11,660 | 11,434 |
| 5870 General Govt Service Charge | 6,495 | 6,651 | 6,651 | 6,892 |
| TOTAL SERVICES | 30,724 | 110,777 | 34,506 | 34,521 |
| SUPPLIES | | | | |
| 6210 Repair/Maintenance Supplies | 1 | - | - | - |
| TOTAL SUPPLIES | 1 | - | - | - |
| FUND TOTAL | 75,760 | 183,294 | 123,842 | 109,156 |

**DEPARTMENT/DIVISION
NONPOTABLE WATER**

JOB LEDGER BUDGET

| FUND | | ORGKEY | |
|-----------------------|------------------------------------|---|---|
| NONPOTABLE WATER FUND | | 541403 | |
| JOB LEDGER NO. | PROJECT/PROGRAM DESCRIPTION | FY 2017-18 12 MONTH ESTIMATE | FY 2018-19 COUNCIL ADOPTED |
| 74001 | Nonpotable Admin & General | 46,831 | 19,308 |
| 74020 | Nonpotable Production & Operation | 29,788 | 38,985 |
| 74030 | Nonpotable Maintenance | - | 11,587 |
| 74040 | Nonpotable Distribution | 47,223 | 39,276 |
| TOTALS | | 123,842 | 109,156 |

**DEPARTMENT/DIVISION
NONPOTABLE WATER PROJECTS**

| FUND | | | | ORGKEY |
|--------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| NONPOTABLE WATER PROJECTS FUND | | | | 543403 |
| | 2016-17 ACTUAL (AUDITED) | 2017-18 ADJUSTED BUDGET | 2017-18 12 MONTH ESTIMATED | 2018-19 COUNCIL ADOPTED |
| FIXED ASSETS | | | | |
| 7700 Water Facilities | - | 1,800,000 | - | 1,800,000 |
| TOTAL FIXED ASSETS | - | 1,800,000 | - | 1,800,000 |
| FUND TOTAL | - | 1,800,000 | - | 1,800,000 |

**DEPARTMENT/DIVISION
NONPOTABLE WATER PROJECTS**

JOB LEDGER BUDGET

| FUND | | ORGKEY | |
|--------------------------------|------------------------------------|---|---|
| NONPOTABLE WATER PROJECTS FUND | | 543403 | |
| JOB LEDGER NO. | PROJECT/PROGRAM DESCRIPTION | FY 2017-18 12 MONTH ESTIMATE | FY 2018-19 COUNCIL ADOPTED |
| 71242 | Texas Nonpotable Reservoir | - | 1,800,000 |
| TOTALS | | - | 1,800,000 |

