

# City of San Bernardino

Annual Operating Budget

FISCAL YEAR 2020/21



# CITY OF SAN BERNARDINO



MAYOR  
&  
CITY COUNCIL

MAYOR  
JOHN VALDIVIA



WARD 1  
COUNCIL MEMBER  
THEODORE SANCHEZ



WARD 2  
COUNCIL MEMBER  
SANDRA IBARRA



WARD 3  
COUNCIL MEMBER  
JUAN FIGUEROA



WARD 4  
COUNCIL MEMBER  
FRED SHORETT



WARD 5  
COUNCIL MEMBER  
HENRY NICKEL



WARD 6  
COUNCIL MEMBER  
BESSINE L. RICHARD



WARD 7  
COUNCIL MEMBER  
JAMES L. MULVIHILL





# City of San Bernardino

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## SAN BERNARDINO MAYOR AND CITY COUNCIL 2020-2025 KEY STRATEGIC TARGETS AND GOALS

### 1. FINANCIAL STABILITY

- a. Secure a long-term revenue source
- b. Implement, maintain, and update a fiscal accountability plan
- c. Create a framework for spending decisions
- d. Minimize risk and litigation exposure
- e. Create an asset management plan

### 2. FOCUSED, ALIGNED LEADERSHIP AND UNIFIED COMMUNITY

- a. Develop and implement a community engagement plan
- b. Build a culture that attracts, retains, and motivates the highest quality talent

### 3. IMPROVED QUALITY OF LIFE

- a. Reduce the burden of homelessness through engagement, collaboration, and alignment with other entities
- b. Develop a customer service initiative
- c. Constantly evaluate public safety service delivery models to enhance the quality of service

### 4. ECONOMIC GROWTH & DEVELOPMENT

- a. Develop a branding and marketing campaign
- b. Update the General Plan and Development Code
- c. Roll out a strategy to create a 21st century urban core





CITY OF SAN BERNARDINO  
**VISION FOR THE FUTURE**

**WE ENVISION** a world class city which capitalizes on its location, the diversity of its people and its economy to create a broad range of choices for its residents in how they live, work, and play.

**WE ENVISION** a thriving city possessing a sustainable system of high-quality education, community health, public safety, housing, retail, recreation, arts and culture and infrastructure.

**WE ENVISION** a vibrant economy with a skilled workforce that attracts employers who seek the unique opportunities the city has to offer and provide jobs that create citywide prosperity.

**WE ENVISION** a model community which is governed in an open and ethical manner, where all sectors work collaboratively to reach shared goals.

**WE ENVISION** a city that is recognized as the county's business and government center and a home for those seeking a sense of community and the best life has to offer.



CITY OF SAN BERNARDINO  
**JOB STATEMENT**

The job of the City of San Bernardino is to create, maintain, and grow economic value in the community.





CITY OF SAN BERNARDINO  
**OPERATING PARADIGM**

The City of San Bernardino is a municipal corporation.

The City Council functions as the elected Board of Directors of the corporation, the Mayor as the Chair of the Board, and the City Manager as the appointed CEO.

The City needs revenue to pay for services and amenities to maintain the built environment.

Income for the corporation comes directly or indirectly from anyone spending money in the City. They are investing in San Bernardino.

Each of those investors has a choice whether to spend their money in the City of San Bernardino or another jurisdiction.

Therefore, the City is in competition for that investment.

The level of service, the amenities, the breadth of choices of lifestyle and the quality of life help to determine where investors will choose to spend their money.

Every single interaction we have is an opportunity to win or lose that investment.





# City of San Bernardino

Office of the City Manager | Teri Ledoux, City Manager

May 28, 2020

Honorable Mayor, Council Members, and the Citizens of San Bernardino:

The City of San Bernardino finds itself in the same challenging economic environment as other jurisdictions throughout the country as a result of the COVID-19 pandemic. The loss of revenue related to the pandemic has and will continue to have significant impacts on the City's ability to maintain existing levels of service to its residents. The FY 2020/21 Proposed Budget presented to you in this document reflects an operating deficit of \$10.3 million. The proposed budget reflects the cost of providing services at pre-COVID levels and does not include any additional services or programs. The staff report for the upcoming Budget Workshop on June 2, 2020, will discuss a number of deficit reduction strategies for the Council's consideration.

The Proposed Budget document provides two important benchmarks to assist you in prioritizing the City's responsibilities and goals. First, the document presents to you the cost of providing services and programs to the community. Second, the document provides you with estimated funding resources available, taking into account the current economic outlook, legal restrictions, and availability of state and federal funding sources. The *Budget Overview* following this transmittal letter is a critical document to understanding the detailed information regarding the City's revenues, expenditures and reserves.

## General Fund

In January 2020, as the preparation of the FY 2020/21 budget was underway, most economists and investors expected the 11-year economic growth cycle and corresponding bull markets to continue through FY 2020/21 and staff had been working on the development of the FY 2020/21 budget under these expectations. In early March, prior to the COVID crisis, a deficit of \$1.3 million was projected for FY 2020/21. Staff felt confident that the pre-COVID-19 deficit could be bridged through slight reductions in spending and potential revenue measures including an update to the City's master fee schedule. Then COVID-19 hit and the financial impacts have been drastic and immediate.

Since the County ordered a Shelter in Place order in March of this year, the City of San Bernardino has seen retail stores, many hotels, and restaurants close their doors completely as the community struggles to adapt to this extraordinary challenge. We have also seen our daytime population drop as workers and visitors observe the stay-at-home orders, telework and limit their movements to slow the spread of the virus. The swift reaction by consumers and businesses to the outbreak of the COVID-19 pandemic and the stay-at-home orders issued throughout the nation has resulted in a significant decrease in spending on certain goods and services. The exact timetable for businesses reopening and returning to pre-COVID levels of activity remains unknown making it difficult to

predict how long this recession will last, how far our revenues will fall and when an economic recovery will start.

As reported in the COVID-19 operations and revenue update presented to the Mayor and City Council on April 15, 2020, it is anticipated that the City’s General Fund revenue projections presented in the Mid-year report on February 19, 2020, will decline by \$5.19 million in the current fiscal year. The decline in the City’s revenues from fees for services, sales tax remittance and transient occupancy taxes are expected to continue through FY 2020/21. Revenue projections have been reduced in total by 7% compared to pre-COVID projections.

After taking into consideration the anticipated impacts associated with the COVID-19 pandemic, the updated (or post COVID-19) budget estimates reflect a General Fund deficit of \$10.3 million. A comparison to the City's General Fund FY 2020/21 Preliminary Budget Pre-COVID-19 and Post-COVID-19 is shown below to illustrate the severe impacts to the City's General Fund:

<b>General Fund FY 2020-21 Preliminary Budget</b>	<b>Pre-COVID-19</b>	<b>Post-COVID-19</b>
<b>Beginning General Fund Balance Est. FY 19-20</b>	<b>29,276,621</b>	<b>29,276,621</b>
<b>COVID-19 Adjustment</b>		<b>(5,094,251)</b>
<b>Ending General Fund Balance) Est. FY 19-20</b>	<b>29,276,621</b>	<b>24,182,370</b>
<b>Beginning General Fund Balance Est. FY 2020-21</b>	<b>29,276,621</b>	<b>24,182,370</b>
<b>Proposed Revenues FY 2020-21</b>	<b>132,968,344</b>	<b>124,103,367</b>
<b>Proposed Expenditures FY 2020-21</b>	<b>134,355,805</b>	<b>134,355,805</b>
<b>Estimated Surplus/(Deficit)</b>	<b>(1,387,461)</b>	<b>(10,252,438)</b>
<b>Projected Ending General Fund Balance FY 2020-21 Est.</b>	<b>27,889,160</b>	<b>13,929,932</b>

The first step in assessing the various options available to close the budget deficit included a review of opportunities to reduce operating budget expenditures. It is important to recall that during the development of the current year’s budget last June, departmental operating budgets were reduced by \$11.2 million. These reductions combined with the proposed FY 2020/21 reductions directly impact the City’s service levels. Even so, without additional revenue streams, or drawing down reserves further, budget reductions and use of one-time monies are the only means available to close the budget gap of \$10.3 million.

Staff has identified \$7,251,974 in deficit reduction strategies for the Council’s consideration including: Addition of new revenue sources from cannabis business tax and revenues from the City’s master fee schedule update, savings from holding a number of positions vacant and reducing or eliminating operational expenditures including education and training. Additionally the use of available one-time funds resulting from audits of various City funds is recommended.



Best budgeting practices advise that the use of one-time funds should generally be used to support one-time expenditures, as opposed to on-going operational expenditures. However, staff believes that the unique nature of the economic downturn resulting from the COVID-19 pandemic warrants consideration of the use of these funds to preserve services where possible with the expectation that the economy will begin to recover as we move into FY 2021/22.

While the City will experience declines in sales tax and transient occupancy tax revenues, it is anticipated that the City will receive additional revenue in two areas that will assist in reducing next year's budget deficit: cannabis tax revenue and fee recovery revenue (approved on May 6, 2020).

It is important to emphasize the City's diminishing General Fund reserves. Reserves are projected to be \$24.2 million as of June 30, 2020. This is a total drawdown of \$14.8 since 2018 (including the \$5.1 million loss of revenue related to COVID impacts this fiscal year). This reserve fund balance is less than twenty-five percent (25%) of the City's General Fund expenditures. Continued use of reserves to balance the operating budget will hinder the City's ability to address unanticipated losses in revenue and/or operating expenditures.

The recommended measures to balance the budget are outlined in the June 2<sup>nd</sup> staff report and will be discussed in detail at the June 2<sup>nd</sup> Special Council Meeting. Assuming that these deficit reduction strategies are approved, there is a remaining deficit of \$3,000,464. In order to bridge this gap, the City will need to consider other cost reductions including possible concessions from each of the City's employee bargaining groups and/or additional lay-offs. It is also important to note that City staff continues to seek supplemental funding at the State and Federal levels to offset revenue losses and cover COVID-19 related expenditures.

#### Other Funds

Other funds include Capital Improvement Program (CIP) funds and Internal Service Funds. The Public Works Department is working closely with the Finance Department to develop the Proposed Five-Year CIP which will be presented to the Mayor and Council at the June 10<sup>th</sup> Budget Workshop. Once the CIP is approved, it will be incorporated into the final adopted budget.

Overall, Internal Service Funds (Worker's Compensation, Liability, Information Technology, and Fleet Services) are balanced from a cash perspective, but internal service funds should operate in a manner that covers long-term liabilities and replacement costs of major equipment. Unfortunately, the City has not had the resources to accomplish this but continues to explore ways to incrementally remedy this.

#### Conclusion

On June 2<sup>nd</sup> staff will be presenting the detailed Proposed FY 2020/21 Budget along with detailed information on the proposed budget balancing measures. The Proposed Five-Year Capital Improvement Program will be presented on June 10<sup>th</sup>. Departmental staff will be available to answer questions and provide information as needed at both meetings.

I would like to express my gratitude to the Finance Department, as well as all City Departments, for their hard work and determination in preparing this Proposed Budget document. I especially wish to thank the Mayor and City Council Members for their hard work and determination in setting sound policy direction for the City. Let me assure you that the City staff is dedicated to implementing the Council's policy direction to provide the best quality of life possible for the City of San Bernardino's residents, visitors and businesses.

Respectfully submitted,



Sincerely,

Teri Ledoux  
City Manager  
City of San Bernardino



# COMMUNITY PROFILE

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## INTRODUCTION

The City of San Bernardino is a community rich in history and cultural diversity. Influences of Native Americans, Mexican settlers, Spanish missionaries and Mormon emigrants can still be seen throughout the City today. From the day in 1810 when Franciscan missionary Father Dumetz named the area San Bernardino to the present, San Bernardino – nestled south of the San Bernardino Mountains and west of the lower desert – has been recognized for its scenic beauty and strategic location. Today, the City of San Bernardino serves as the county seat and is the largest city in the County of San Bernardino with a population of over 213,000.

## HISTORY

San Bernardino's colorful history begins in the early years of the 19th century when Spanish missionaries were the first settlers to the region. Mission "San Bernardino" was established in 1810 and the missionaries, along with the American Indians native to the area, diverted water to the valley from Mill Creek for irrigation purposes. As a result, the area flourished.

In 1822, California became a Mexican territory. Gradually the mission period came to a close and soon came the rise of the "Great Spanish Rancheros." The abandoned Mission San Bernardino did not stay vacant for long. "San Bernardino Rancho" was granted to the Lugo Brothers in 1842 and eventually became an important post on the trading route known as the "Spanish Trail", where pioneer trailblazers like Kit Carson and Jedediah Strong often traveled.

In 1848, California joined the United States. By this time, many rancheros, discouraged by Indian raids and horse and cattle stealing, left the area. The Lugo brothers eventually sold San Bernardino Rancho to a party of 500 Mormon settlers in 1852 that built a stockade around the ranch and named it "Fort San Bernardino." The community thrived and was officially incorporated as a City in 1854 with a population of 1,200. At that time, San Bernardino was strictly a temperance town, with no drinking or gambling allowed. As the last years of the 19th century waned, the giant railway companies eventually found their way to San Bernardino, changing it from a sleepy town into an enterprising city. Santa

Fe, Union Pacific and Southern Pacific all made San Bernardino the hub of their Southern California operations. When the Santa Fe Railway established a transcontinental link in 1886, the already prosperous valley exploded. Even more settlers flocked from the East and population figures doubled between 1900 and 1910.



# COMMUNITY PROFILE

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Today San Bernardino has emerged into a modern urban community with a bright future. The enduring spirit and vitality of yesterday's pioneers are still evident and reflected in the pride of community.



San Bernardino City Opera House 1882



Downtown San Bernardino 1927

## **QUALITY OF LIFE**

The City of San Bernardino has adopted the shared values of Integrity, Accountability, Respect for Human Dignity, Honesty and Fairness. The vision for the City is to be strong and prosperous. City residents can expect quality, cost effective services as well as an excellent public safety program, which is dedicated to providing the highest level of police and emergency services.

The two hospitals within the City limits, Community Hospital of San Bernardino and St. Bernardine's Medical Center are both state of the art facilities. City residents also have access to the nearby Arrowhead Regional Medical Center and the world renowned Loma Linda University Medical Center.

With 35 parks and 11 community centers, residents can enjoy playgrounds, swimming, youth sports, adult sports, senior activities, and special interest classes. The City's menu of programs and services includes a public library system comprised of one main and three library branches which provide life-long learning to the world of ideas, information and creative experience for all citizens of San Bernardino.



# COMMUNITY PROFILE

Enhancing public safety is also a key part of improving quality of life. In late 2015, the Mayor and Common Council approved a five-year Police Resources Plan focused on rebuilding sworn staffing levels and provide the sworn staff with the tools (largely technology, equipment and vehicles) needed to do the job. The Police Resources Plan also seeks to increase community engagement in strategies to reduce crime and increase economic development opportunities.

Portions of the Plan are financially supported by voter-approved Measures YY and Z that have been in place since November 2006. These measures established an additional 0.25 percent sales tax that took effect in April 2007. Use of Measure Z funds are reviewed by a Measure Z Oversight Committee and are reported on by the Committee annually. To date, funds have been spent primarily to hire the Police Department personnel as high vacancy rates continue to be a countywide challenge.

## Location/Transport

The City's elevation is 1,049 feet above sea level and encompasses the area of approximately 62.24 square miles. San Bernardino is located approximately 60 miles east of Los Angeles, 120 miles northeast of metropolitan San Diego, and 55 miles northwest of Palm Springs.

For more than 100 years, the City of San Bernardino has been a major transportation link between the east and west coasts. With rail, freeway, two nearby International Airports and the Port of Los Angeles within an hour's drive, San Bernardino is the link to national markets, Mexico, and the Pacific Rim. In 2015, a new Transit Center opened further connecting the City to more than ten cities in a two county area and provides access to transcontinental bus connections.



The Metrolink commuter rail service, available at the Santa Fe train station, provides long distance transportation to commuters from the San Bernardino area to major centers of employment, such as downtown Los Angeles, and Orange County, within 90 minutes. Further enhancing commuter connectivity, a new light rail program is in development extending service through San Bernardino to Redlands, California. The two San Bernardino stops are strategically located in the civic center and hospitality corridors.





# COMMUNITY PROFILE

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Three stops are slated for the City of Redlands; ESRI, downtown Redlands and the University of Redlands.

## Employment<sup>1</sup>

The City of San Bernardino has a labor force of 85,000 with 78,600 employed resulting in a 7.5 percent unemployment rate. For the past five years, the City has seen a steady 2 percent annual decrease in unemployment. Below is table showing the major employers within the city.

Major Employer (1,000-4,999)	Industry
BNSF Railway Company	Railroads
California State University, San Bernardino	Schools-Universities & Colleges
Community Hospital – San Bernardino	Hospitals
San Bernardino County Superintendent of Schools	Schools
San Bernardino County Sheriff	County Government - General Offices
California Department of Transportation	Government Offices – State

1. Source: State of California Employment Development Department Sept. 2016 report.

## Schools

Providing quality education and programs to providing quality education and programs to San Bernardino's youth is an important priority to City residents. High standards and emphasis on mastering the fundamentals resulted in the district's steady improvement on standardized test scores and graduation rates. Many schools in the San Bernardino Unified School District have been named California Distinguished Schools. If private schooling is a preference, San Bernardino has many private schools, from kindergarten to high school.



# COMMUNITY PROFILE

San Bernardino Valley College (SBVC), now in its 90th year, is a comprehensive community college offering a full range of degrees, transfer programs to four-year institutions, and certificates in a wide range of careers. As the original and largest of two colleges in the San Bernardino Community College District, SBVC is a regional leader in career and technical education with programs in nursing, human services, computer information technology, welding, electrical and dozens more. The SBVC mission is to provide quality education and services that support a diverse community of learners. San Bernardino Valley College serves 12,000 students every semester.



San Bernardino Valley College

California State University, San Bernardino is a preeminent center of intellectual and cultural activity in inland Southern California. Opened in 1965 and set at the foothills of the beautiful San Bernardino Mountains, the university serves more than 20,000 students each year and graduates about 4,000 students annually. The university offers more than



California State University San Bernardino

70 traditional baccalaureate and master's degree programs, education credential and certificate programs, and a doctoral program. In recent years, CSUSB added its first doctorate (educational leadership), engineering program (computer science and engineering) and M.F.A. programs in creative writing and studio art/design.

New to the City is the multi-faceted 150,000 square foot Loma Linda University Health – San Bernardino complex. The campus is home to San Manuel Gateway College, a multi-specialty medical clinic operated by Social Action Community Health System (SACHS) and a vegetarian restaurant designed to showcase the longevity-enhancing benefits of a plant-based diet. The facility also features a downtown



San Manuel Gateway College & Loma Linda University Health – San Bernardino



# COMMUNITY PROFILE

pharmacy. As a first of its kind, San Manuel Gateway College will integrate training programs in health careers with clinical experience, allowing students to benefit from hands-on training and mentoring by Loma Linda University Health faculty and students.

## Recreation, Sports & Culture

San Bernardino has a wide variety of recreational and entertainment attractions. From playing golf at one of San Bernardino's three public and private golf courses, to a 30 to 45 minute drive to mountains, skiing, deserts, beaches, resorts, and world-class cultural and sporting events, a variety of activities for all ages is available to residents and visitors.

San Bernardino is home to the Inland Empire 66ers, a Class A-Advanced Minor League affiliate of the Los Angeles Angels of Anaheim competing in the California League. The Inland Empire 66ers, named after historic Route 66, play at the multi-use San Manuel Stadium which regularly seats 5,000 people and can be expanded to seat 10,000.



San Bernardino is also home to the Little League Western Region Headquarters and hosts the regional playoffs each year, with 14 teams from 13 western states playing for the chance to advance to the Little League World Series for the national title.

Another sports venue is the San Bernardino Soccer Complex, one of only a few premier soccer facilities in Southern California. Currently under a million dollar renovation, the 50-acre complex offers 17 full sized soccer fields including 4 lighted championship fields. Operated by the Elmore Sports Group, the serves as a training center for the Southern California Sports Club, a member of the National Premier Soccer League (NPSL) competing in the West Region's Southwest Conference.





# COMMUNITY PROFILE

The arts and entertainment scene continues to thrive in San Bernardino. There are multiple art, performing art and concert venues in the City such as, the historic California Theater, Sturges Center for the Arts, Roosevelt Bowl, National Orange Show Events Center, Glen Helen and the Garcia Center for the Arts.



The City's historic California Theater, which opened its doors in 1928, hosts Broadway plays and musicals that light up the stage each year. The theater is also the home of the San Bernardino Symphony Orchestra. Today, the Orchestra, one of the oldest and most prestigious in the region, consistently reaches unmatched standards of musical performance under the dynamic leadership of Music Director and Conductor Frank Fetta.

One of the city's most popular events is the annual Return to the Route 66 Rendezvous. In the 1930s, Historic Route 66, which runs through downtown San Bernardino, was the first highway to link Chicago and the Midwest to Southern California. Today, the event coordinated by the San Bernardino Area Chamber of Commerce, unites the region's car culture community and draws thousands of people. This event is complete with exhibits, vendors, food booths, and live entertainment.



Entering its third year, SBD Fest, coordinated by the San Bernardino International Airport, offers a thrilling airshow, nationally known country music performers, large aircraft displays, nostalgic car show, and a variety of food trucks, beverage and merchants. The event attracts more than 10,000 attendees to the city annually.



# COMMUNITY PROFILE

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## **CITY GOVERNMENT**

In the 2016 general election, City of San Bernardino voters approved a new city Charter providing for a Council-Manager form of government. Under this governance plan, which is common to most California cities, the elected Mayor and City Council appoints a full-time professional City Manager responsible for the day-to-day administration of city government.

The Mayor and City Council (the legislative branch) are responsible for setting City policy and allocating resources. The City Manager and staff (the executive branch) are tasked with recommending policy and implementing the Mayor and Council's direction. Each City department, office and agency is administered by an executive appointed by and subject to the direction and supervision of the City Manager, except the Offices of the Council, Mayor, City Attorney and City Clerk, the Library Board of Trustees, and the Water Board, which are administered by their respective executive officers.

The City Attorney, City Clerk and City Manager work directly for the entire City Council and receive direction only from the full body, acting by majority vote, conducted at a publicly noticed meeting.



# Overview of FY 2020/21 Operating Budget

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This Overview Section of the FY 2020/2021 Operating Budget contains the following:

- Guide to the Budget Document
- Discussion of General Fund Revenues and Expenditures
- Discussion of General Fund Reserves
- Discussion of Other Funds
- Reserve Policy
- Description of Funds and Accounting Policies

In order to understand the detailed information throughout the Adopted Budget document, this overview not only offers guidance in navigating the document, it also provides critical narrative to understanding the City's current financial position and challenges.

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## Guide to Budget Document

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Budgets play a crucial role in communicating to elected officials, city employees, and the public the City's plans for the use of its resources. Yet budgets are complex documents that can be difficult to grasp at first glance. Although the City has made every effort to make the document as easy to navigate as possible, this section provides the reader with some basic understanding of the various components of the document.

The Budget Document is comprised of the following main sections:

- Transmittal Letter – the City Manager's message to the Mayor, Council and Citizens of San Bernardino
- Budget Overview – narrative and graphical information regarding revenues, expenditures, and reserves
- Budget Summary Tables – summary historical information regarding revenues and expenditures; revenue detail, summary of revenues and expenditures by category, budgeted position information
- Budget Detail by Department – line item expenditure detail, department overview, goals, and accomplishments
- Capital Improvement Program (CIP) Summary
- Grant Funds – grant descriptions, revenues, and expenditures
- Appropriation Limit
- Debt Service Schedules
- Budget Glossary – definitions of common governmental finance terms

# Overview of FY 2020/21 Operating Budget

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- Community Profile - history and information regarding the community of San Bernardino

The budget is again organized by department rather than framing the document by “fund type” so that various areas of responsibilities for each department, regardless of funding source, are housed under one section. The table of contents provides you with page numbers to locate each specific department.

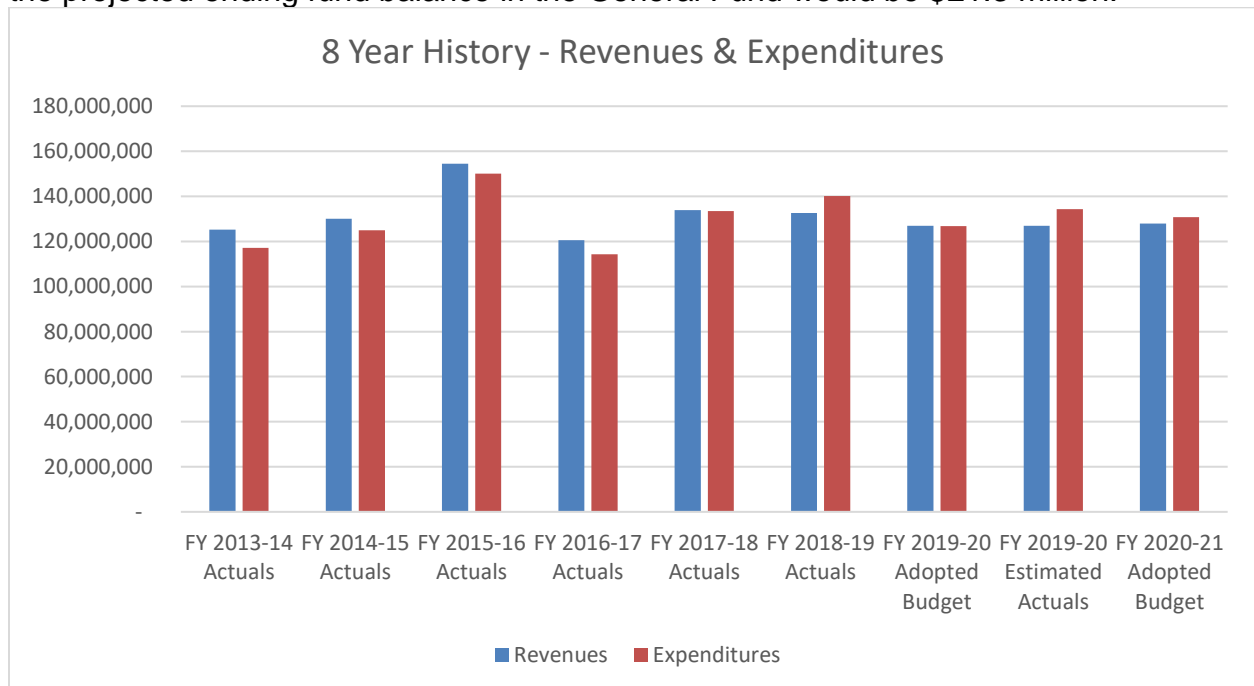
# Overview of FY 2020/21 Operating Budget

## General Fund

The FY 2020/21 General Fund Budget is a “status quo” budget, meaning no additional services or programs. Prior to the COVID crisis, a deficit of \$1.3 million was projected for FY 2020/21. Staff felt confident that the pre-COVID-19 deficit could be bridged through slight reductions in spending and potential revenue measures including an update to the City’s master fee schedule. However, after taking into consideration the anticipated impacts associated with the COVID-19 pandemic, the updated (or post COVID-19) budget estimates reflected a General Fund deficit of \$10.3 million. Through a series of budget reductions and the use of one-time funding sources, the City Council was able to reduce the deficit to \$2.87 million. The Mayor & City Council approved the budget using reserves to balance.

Total General Fund revenues are estimated at \$127.87 million, which reflects large decreases in major revenue categories compared to FY 19/20 Midyear Projections estimated just a few months ago. Expenditures however, without increasing services or expanding programs, continue to rise. In order to remedy this deficit position, the Mayor and City Council were presented a number of deficit reduction strategies for consideration. Among these strategies include the one-time use of alternative funding sources, the adoption of the User Fee Study, reorganization of departments in order to eliminate positions, holding some positions vacant, and various operational reductions including education and training.

The projected beginning Fund balance for the General Fund is \$24.2 million - down \$5.1 million from June 30, 2019 due to the use of reserves necessary to supplant revenues in the current fiscal year due to conditions brought on by the COVID-19 Pandemic. If no further reductions are addressed during the fiscal year and the full \$2.87 million is used, the projected ending fund balance in the General Fund would be \$21.3 million.



# Overview of FY 2020/21 Operating Budget

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## History & Background

The City's recent budget and financial challenges are well documented culminating with the Bankruptcy filing in 2012. Of the many factors that played a role in the City filing for Bankruptcy, none were as critical as the housing crisis and high pension costs. Even though the City has managed to maintain providing the very basic of services; city leaders and the public at large acknowledge more needs to be done in terms of increasing revenues.

While the successful emergence from bankruptcy allowed the City to restructure and/or eliminate approximately \$76 million in long-term obligations, it did not resolve the City's structural annual operating deficit. Both the 20-year projection included with the City's Plan of Adjustment, and the most recent 10-year projection presented to the Mayor and Council illustrated increasing deficits over time, even with suggested cost saving measures fully implemented. The accelerated rate of deficit growth has increased due to a number of factors:

- In attempting to address serious issues with employee attraction and retention (especially within the Police Department), and after years of employee concessions or no increases, the City implemented a number of salary and benefit increases. FY 2019/20 was the third year of both police and non-safety groups MOUs. For police, 3.5% salary increases were implemented for each of the three years of the MOU's term and 2% for non-safety. For FY 2020/21 no cost of living increases are included in the budget, and negotiations with all labor groups is underway.
- Increases to CalPERS unfunded liability costs, and normal costs, while factored into the Plan of Adjustment projection, have increased at a faster pace primarily due to changes in CalPERS discount rate assumptions. The discount rate is also known as the assumed rate of return because it's what CalPERS expects its investments to earn during the fiscal year. Calculating the value of the liability using a lower discount rate corresponds to a larger amount of funding that must be set aside today.

In 2012, the discount rate (or expected rate of return on investments) was 7.75%, so the City's payments to CalPERS were lower. When CalPERS investment earnings fell below this 7.75% rate, unfunded liabilities suddenly and drastically increased. To prevent this from happening in the future, CalPERS has incrementally lowered the discount rate to 7%. So this means that the City has to make larger unfunded liability payments since CalPERS has lowered the amount it expects to receive on gains in investments. For FY 2020/21, total CalPERS payments for both regular and unfunded liability payments are expected to increase by \$ 3,740,722. This includes a pre-payment savings of \$912,475 by opting to pay for the Unfunded Actuarial Liability in full at the beginning of the fiscal year instead of in monthly installments.

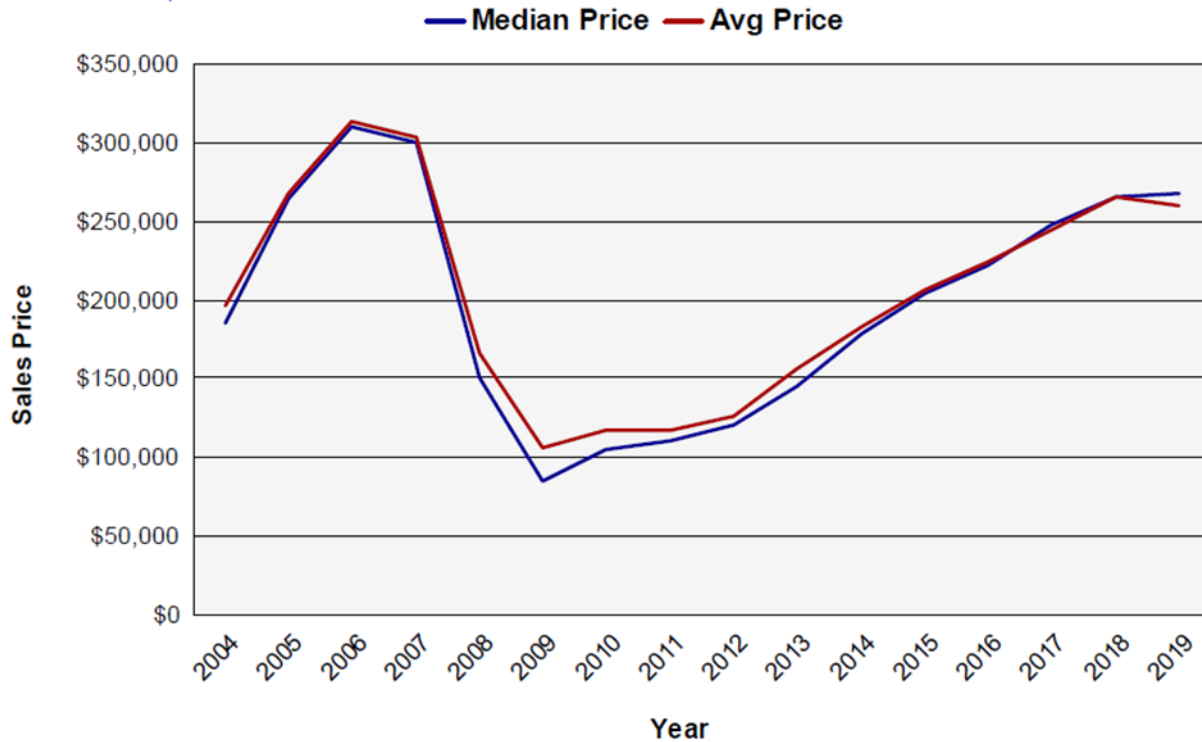
# Overview of FY 2020/21 Operating Budget

## The Economy:

Although the City was experiencing some positive changes with regard to the local economy, recovery has been slow, and now the economy is in a dire, unknown situation. The exact timetable for businesses reopening remains unknown and therefore it is difficult to predict how long this recession will last, how far our revenues will fall and when an economic recovery will start. Economists, property and sales tax consultants, fiscal policy advisors and municipal advisors' opinions vary.

The median sales price of a home, currently at \$267,000 has still not returned to peak levels of 2006 (\$315,000). The County average for median home prices is currently \$310,000.

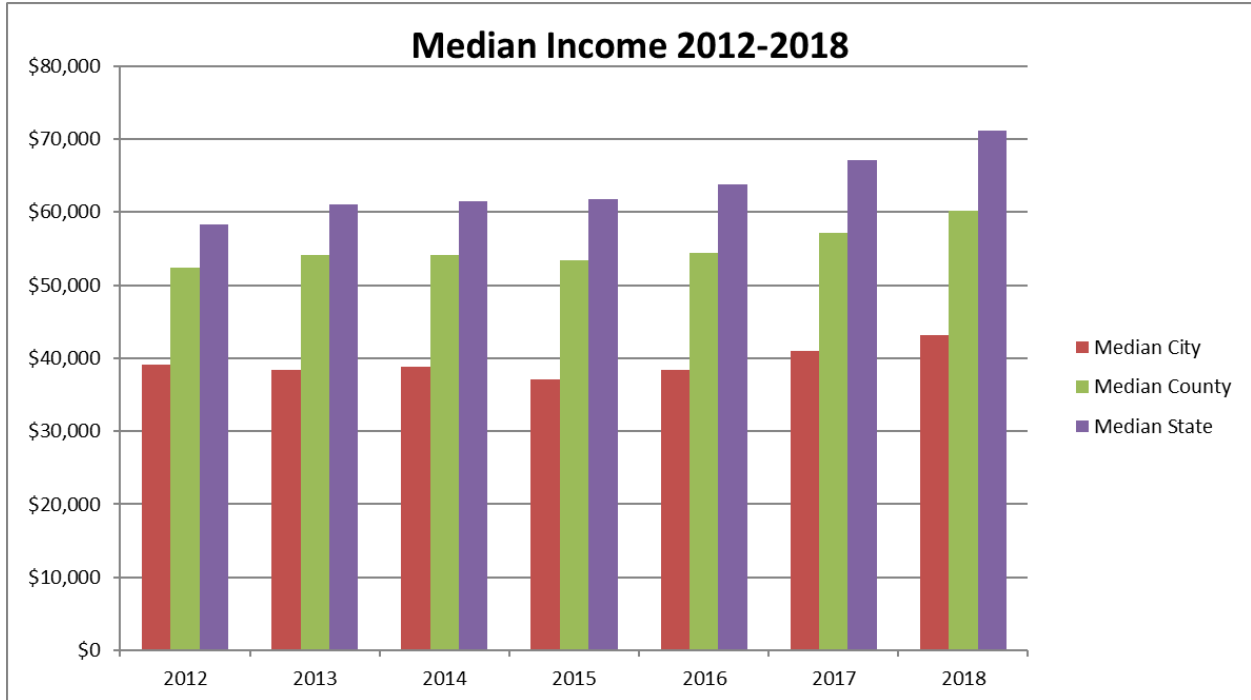
**SALES VALUE HISTORY  
THE CITY OF SAN BERNARDINO  
Single Family Residential Full Value Sales (01/01/2004 - 01/31/2019)**



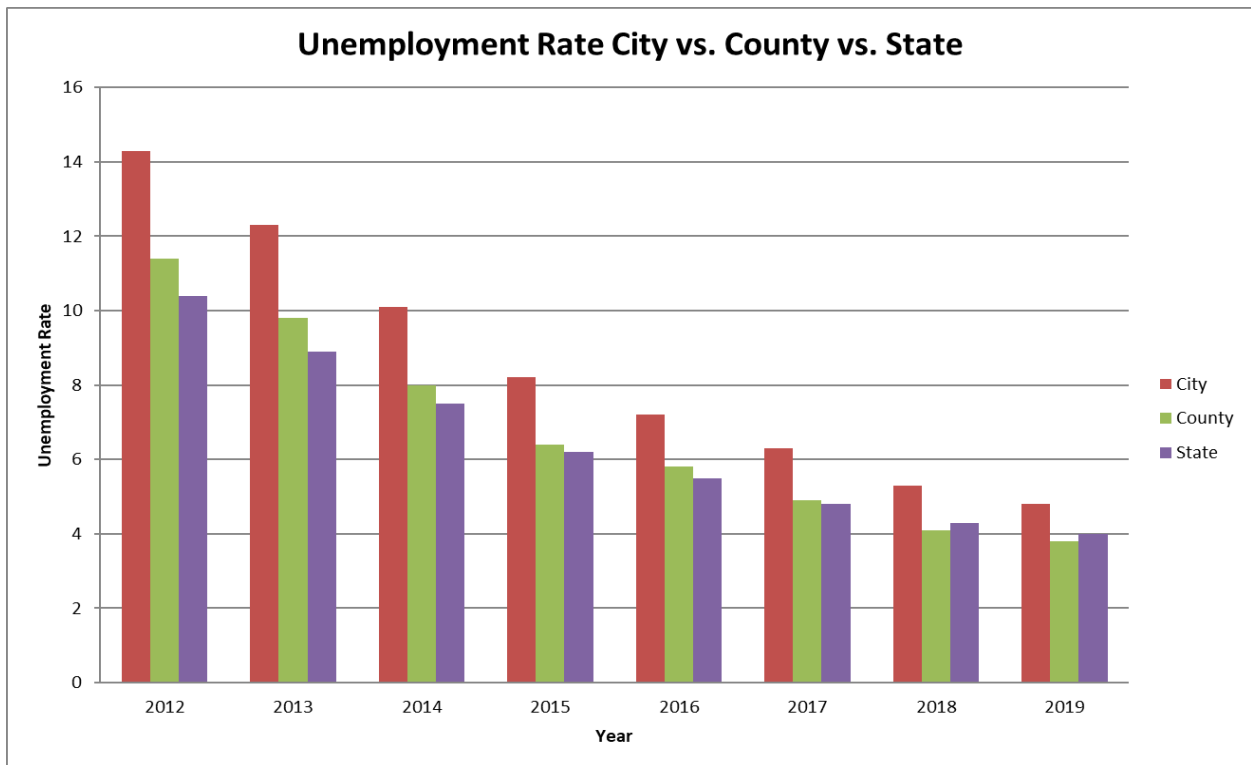


# Overview of FY 2020/21 Operating Budget

A comparison of median income in the City compared to the County and State shows only minor improvement over previous years:



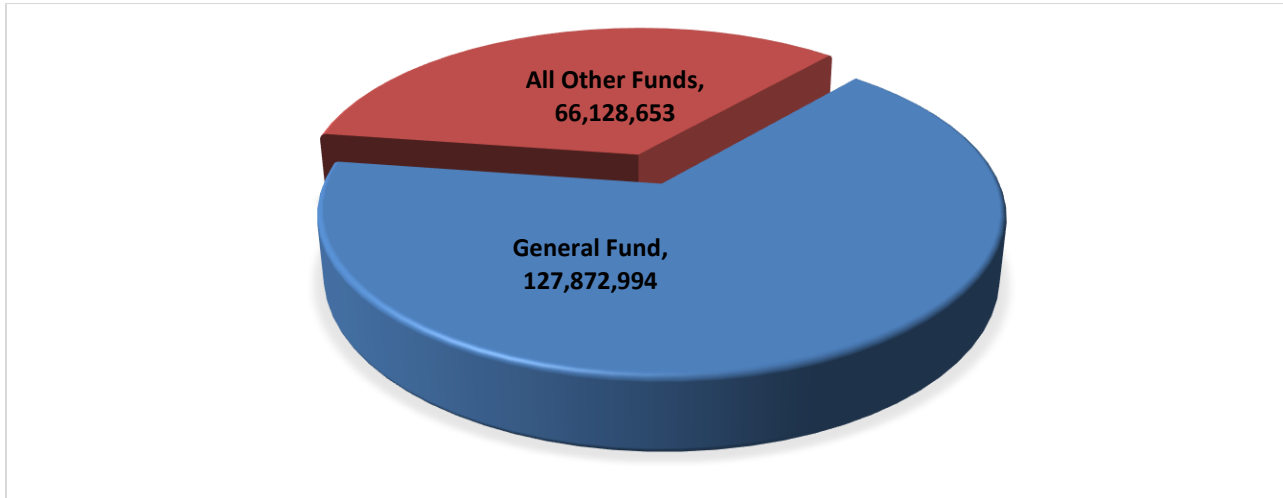
Additionally, the unemployment rate in the City has greatly improved from 14.3% in 2012 to 4.8 % in 2019:



# Overview of FY 2020/21 Operating Budget

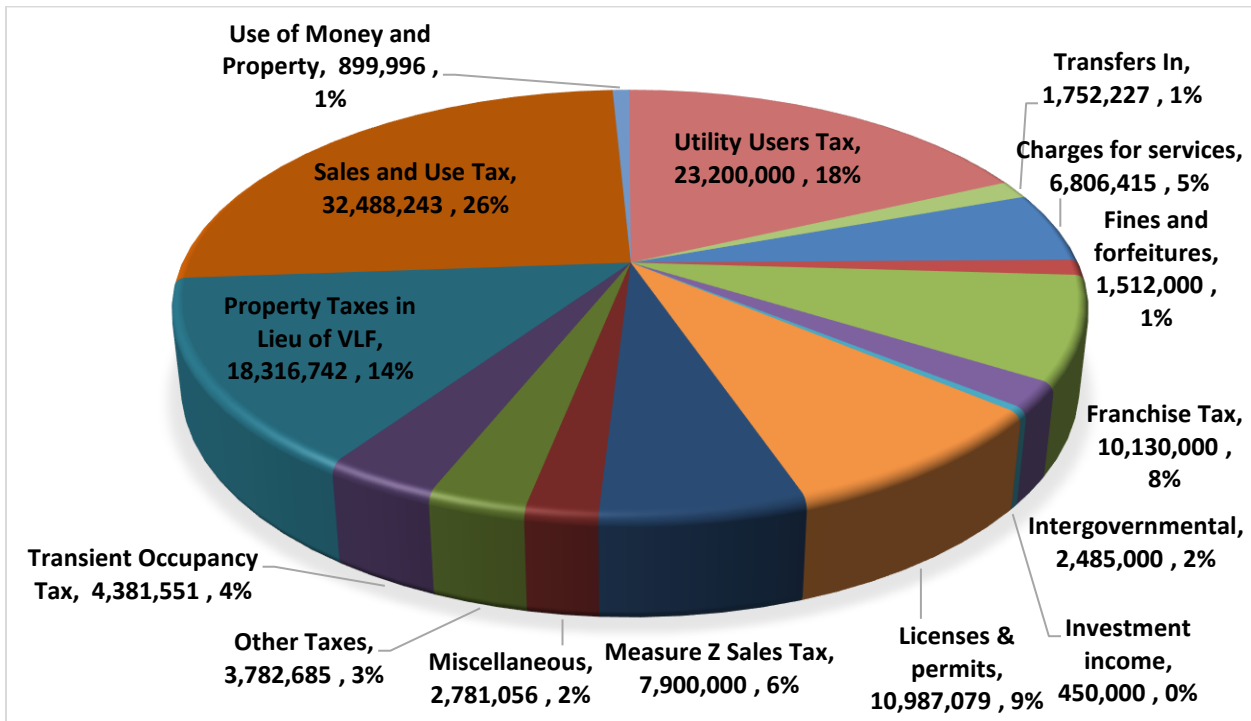
## General Fund Revenues

General Fund Estimated Revenues compared to Other Funds Estimated Revenues:



Total General Fund revenues, estimated at \$127.8 million, are down compared to the current year's midyear estimate with a decrease of 3.2% (\$4.2 million).

General Fund Estimated Revenues by Category (\$127,872,994):



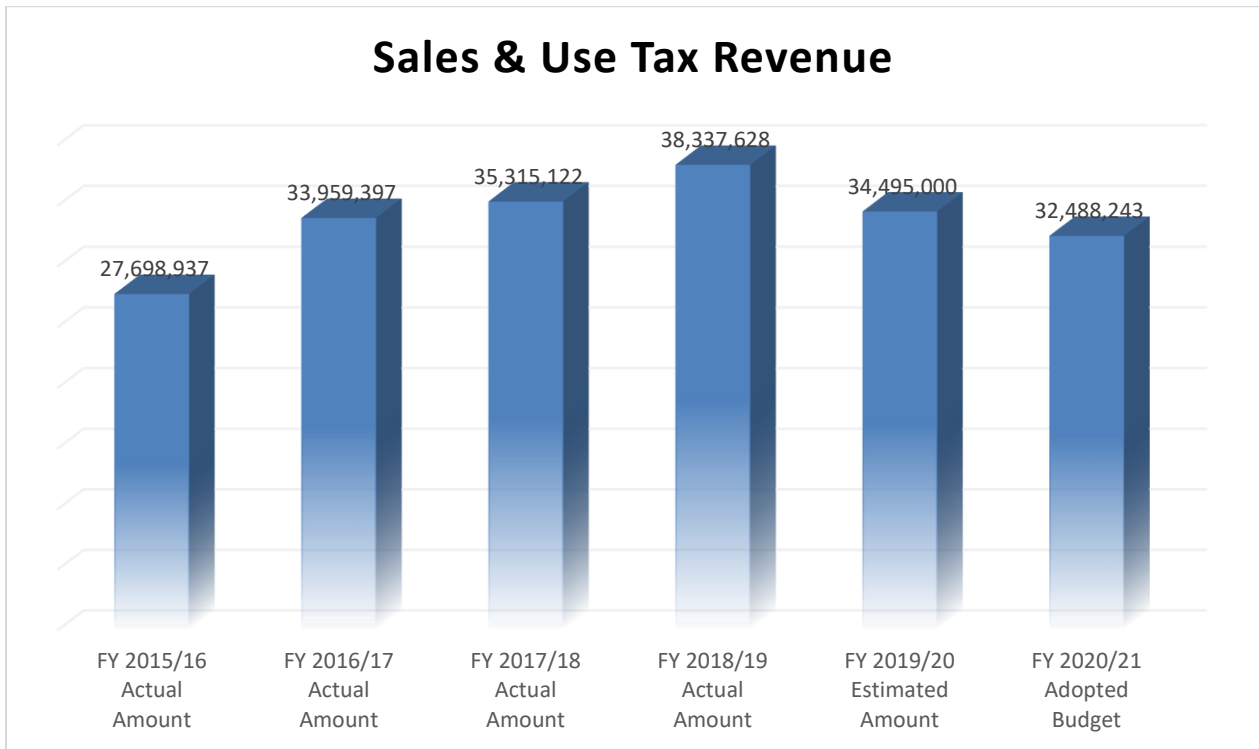
# Overview of FY 2020/21 Operating Budget

## Sales and Use Tax

Sales Tax (not including Measure Z District tax) is the largest revenue source for the City, at 26% of total General Fund revenues. In FY 19/20 Sales and Use Tax made up 29% of the City's General Fund revenue, and it is the source of revenue hit hardest by the impacts of Coronavirus. The California Department of Tax and Fee Administration (CDTFA) is responsible for administering the collection and distribution of sales and use tax in California. Including Measure Z, and the county wide Measure I Tax, the city of San Bernardino's sales tax rate is 8% on all retail sales within the City. Of the 8%, the City receives 1.25%. 1% is the City's share of the basic sales tax and .25% is generated from Measure Z (Measure Z is discussed further in its own section below.)

The City of San Bernardino's 1% share of the basic sales tax is projected to be \$32,488,243 for fiscal year 2020/21, which is a decline of approximately 5.8% compared to current estimates for FY 19/20. The following industries are expected to decrease due to the Covid-19 Pandemic's impact on the local economy:

- Business & Industry (-6.3%)
- Autos & Transportation (-6.5%)
- Restaurants & Hotels (-6.7%)
- General Consumer Goods (-2.5%)
- Fuel & Service Stations (-0.5%)
- Building & Construction (-0.3%)

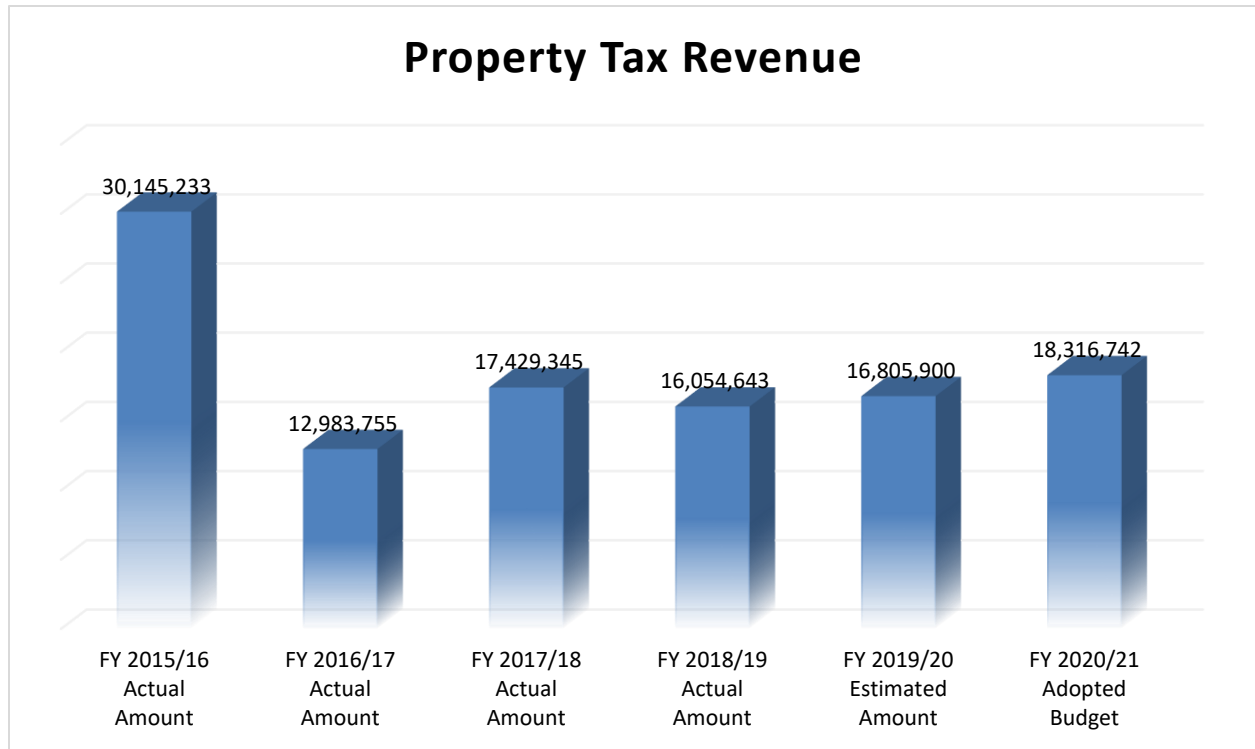


# Overview of FY 2020/21 Operating Budget

## Property Tax

The County of San Bernardino administers the property tax which is imposed on real property (land and permanently attached improvements such as buildings) and tangible personal property (movable property) located within the state. The California property tax is ad valorem, meaning it is based on the value of property rather than on fixed amount or benefit to the property or persons. Proposition 13 limits the real property tax rate to 1% of a property's assessed value plus rates imposed to fund indebtedness approved by voters. Property taxes, including Property Tax in-lieu of Motor Vehicle License Fees (VLF), represent a major source of income for all counties and cities in California. Revenue generated from property tax collections is divided or shared among different governmental organizations including the County of San Bernardino, San Bernardino Unified School District and San Bernardino Community College, and various other taxing districts. The City's share of the property tax revenue has historically been 17% of the 1% levy.

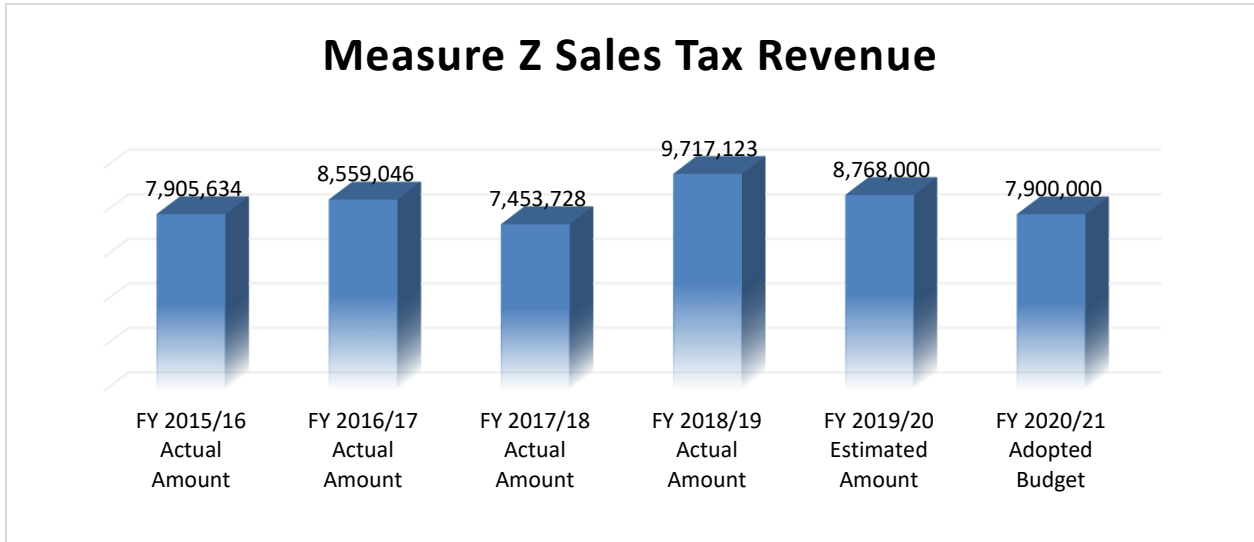
Subsequent to the City's decision to annex its Fire Protection Service to the County Fire Protection District, the City agreed to transfer all of the ad valorem-related property tax revenue and 35% of the VLF In-Lieu property tax revenue. That formula is subject to renegotiation at certain intervals based on various fiscal results that occur in the future that either improve or detract from the net financial position of either the City or County. In FY 2017/18 the City successful reduced the share of VLF to the County from 35% to 26.5%. Based on projections in assessed valuations, estimated VLF revenue for FY 2019/20 is \$ 18,316,742 is about a 9% increase (\$1,510,842) over the FY 2019/20 adopted budget estimate.



# Overview of FY 2020/21 Operating Budget

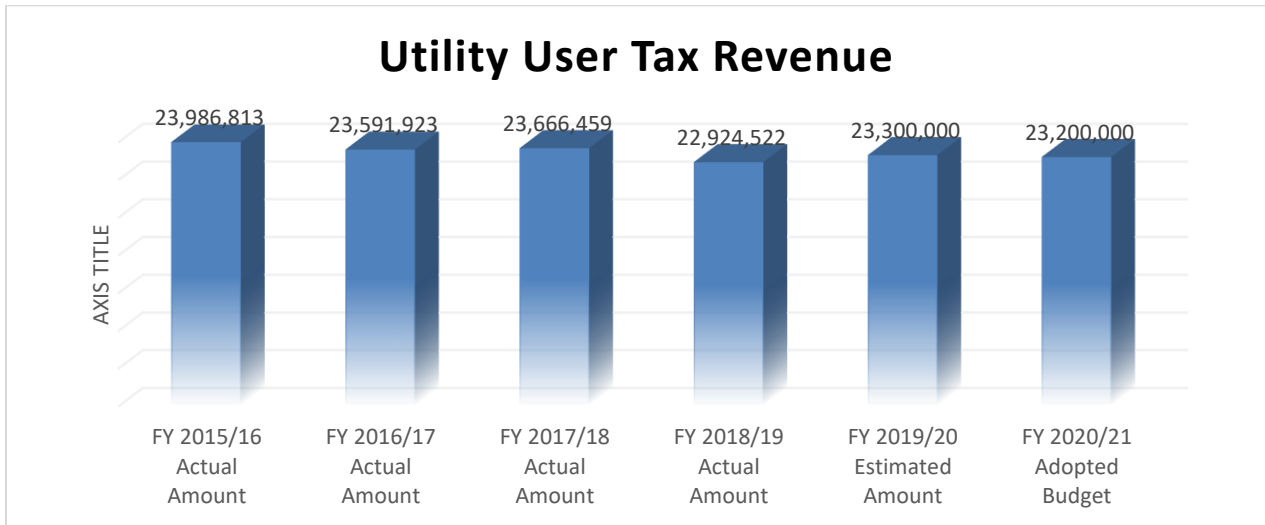
## Measure Z (District Tax)

6% of General Fund revenue is from the Measure Z district tax. District taxes are an additional voter-approved transactions tax imposed on goods or services at the location where they are delivered. This tax has to be approved by voters and is added to statewide base tax rate. Measure Z, establishing an additional 0.25% tax on transactions originating in San Bernardino was approved by the voters in 2006 and became effective in April of 2007. Measure Z will sunset in April of 2022 if voters do not vote to continue it. Measure Z revenue for fiscal year 2020/21 is projected to decrease by approximately 10% (\$868,000) from FY 2019/20 estimates to \$7,900,000.



## Utility User Taxes

The Utility Users Tax is also a major revenue source for the City of San Bernardino, comprising 19% of General Fund revenue. It is imposed on users of utilities within the city, such as cable, gas, electric and both land line and cell phones at a rate of 7.75%. Estimates in the FY 2020/21 Adopted Budget are \$ 23,200,000, which represents a 0.43% decrease from FY19/20 estimates.

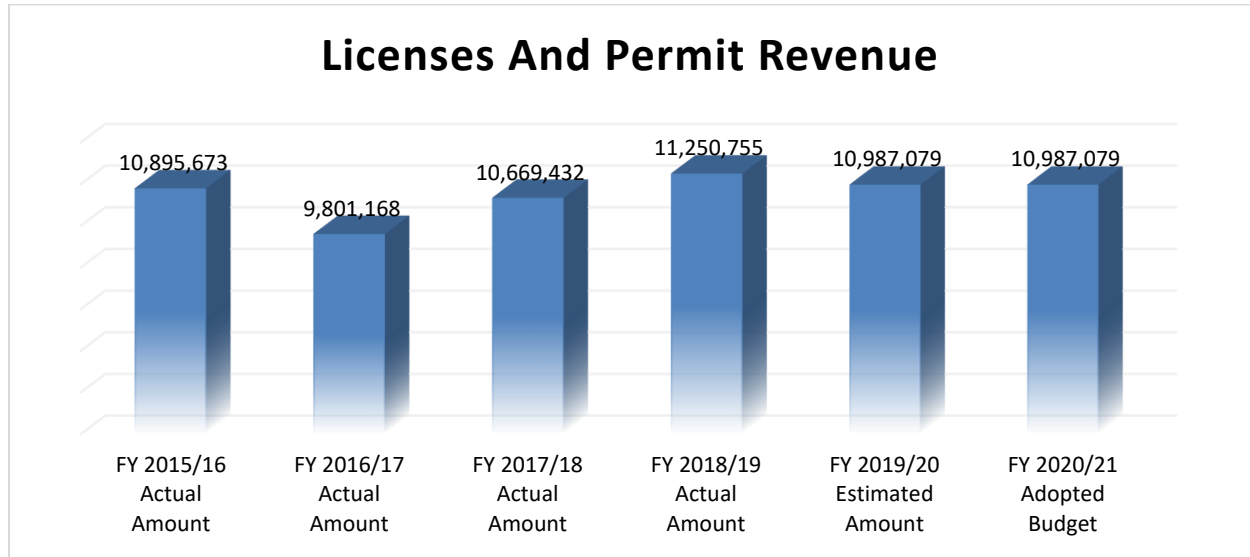




# Overview of FY 2020/21 Operating Budget

## Licenses & Permits

The City also generates significant revenues from issuing licenses and permits. The City issues permits for activities that include building permits, fire code permits and plan checks. The city also generates significant revenue from issuing Business Registrations. The revenue for Licenses and Permits for FY 2020/21 is projected to be \$10,987,079, which is flat compared to the current year's estimate. Of that amount, \$8.2 million is attributed to Business Registration revenue.



## Franchise Fees

Overall, franchise fees are projecting to remain flat (\$10,130,000) compared to current year's estimates.

## Water Fund Contribution

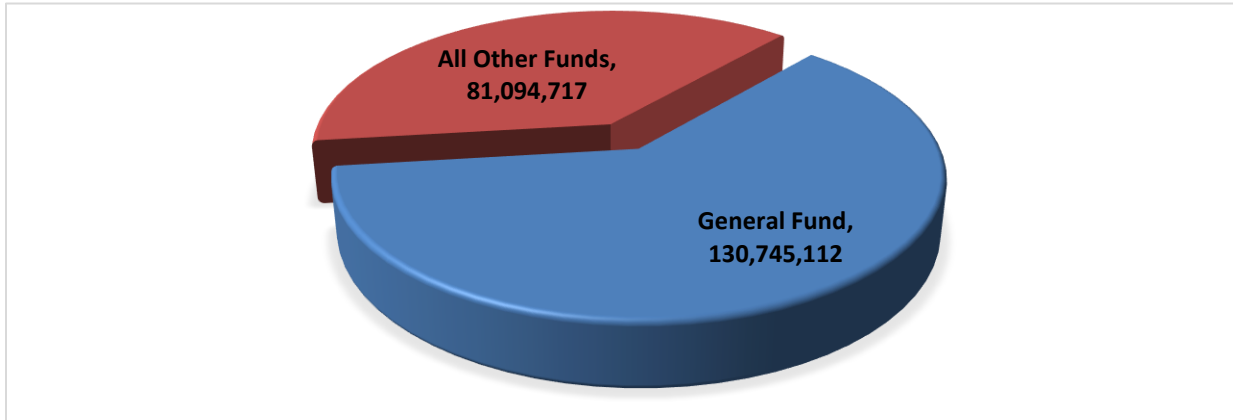
The City recently completed a joint- study with the Water Department related to costs that can be reimbursed to the City from the Water Department based on impacts to City streets and right-of-ways as a result of Water and Sewer operations. Proposition 218, approved by California voters in 2006, amended the State Constitution to establish the process by which public agencies can raise taxes or service fees. Based on the legalities of Proposition 218, the contribution from the Water Fund to the City must be developed with a defensible methodology and, based on legal interpretation, cannot include reimbursement for public safety costs.

The FY 2020/21 revenue estimate is \$2.39 million, which is an increase of 12% (\$293,556) over the estimate included in the FY 2019/20 Adopted Budget. This increase is due to the City expending more in qualifying CIP projects in FY 2018/19.

# Overview of FY 2020/21 Operating Budget

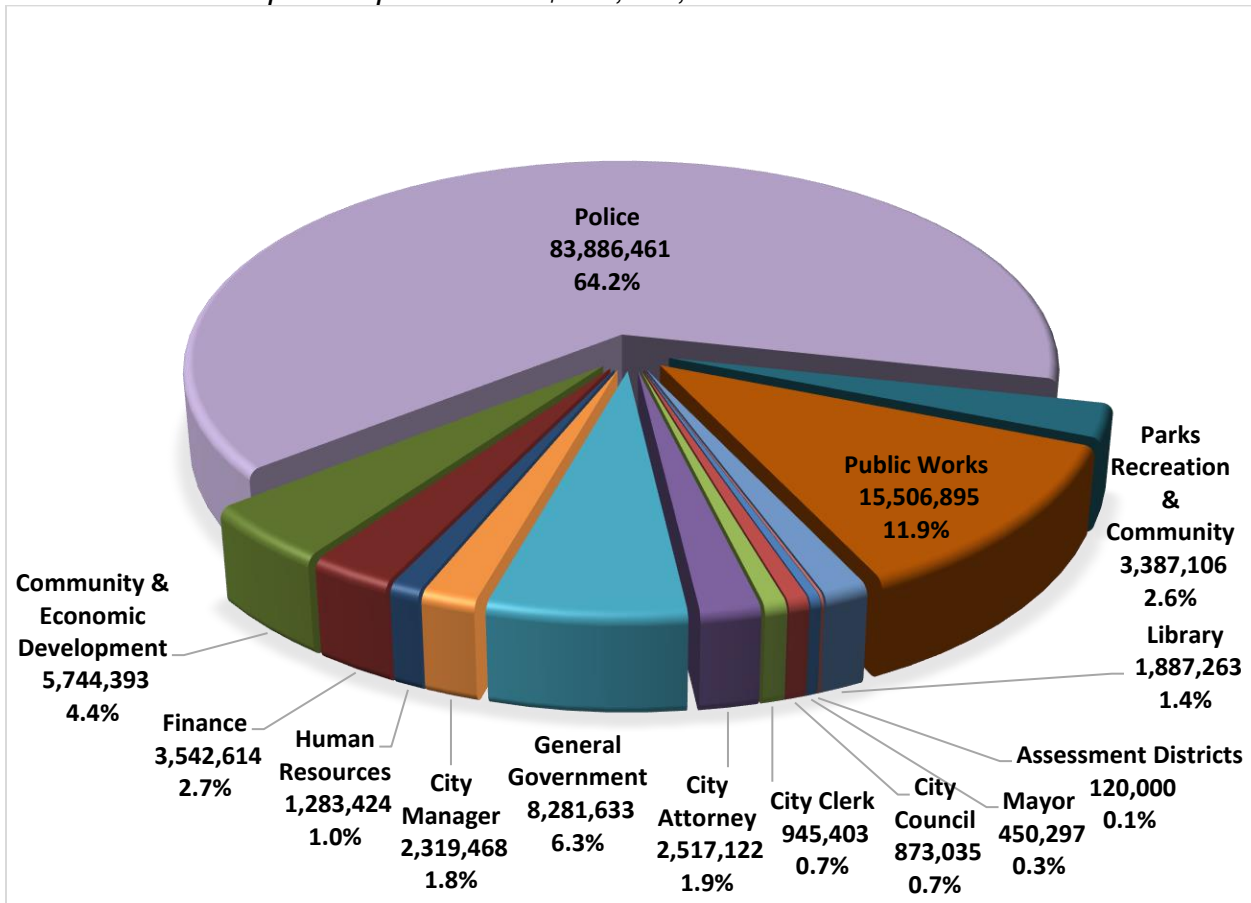
## General Fund Expenditures

General Fund Estimated Expenditures compared to Other Funds Estimated Expenditures:



General Fund expenditures are estimated at \$130.74 million. The FY 2019-20 General Fund Budget does not include any additional services or programs.

General Fund Adopted Expenditures: \$134,355,805



# Overview of FY 2020/21 Operating Budget

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Key factors driving General Fund Expenditures upward include:

- Increased CalPERS unfunded liability payment costs (discussed in the first part of this overview). For FY 2019/20, the City's CalPERS unfunded liability payment increased by \$2,768,780 to \$26,519,262. This includes a pre-payment savings of \$912,475 by opting to pay in full at the beginning of the fiscal year instead of in monthly installments.
- Increased salary and benefit costs related to increased PERS normal cost rates, increases to Health costs, and merit increases totals \$1.8 million. Of this, \$914,000 is due to the increase in Pers rates. No increases are included for cost of living adjustments or health insurance allowances. In addition, part-time salaries have increased by \$90,000 due largely to increases to the minimum wage.
- Increased salary and benefit costs, as well as increased premiums for workers compensation and liability insurance drove up internal service charges by approximately \$1.5 million.
- Increases to the cost of Outside Legal Services has increased the City Attorney's budget by a net total of \$325,000.
- In FY 2019/21, the body-worn camera contract was funded through Asset Forfeiture Funds. This year, the General Fund has reabsorbed this cost, increasing the General Fund budget by \$287,000.

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## Department Changes

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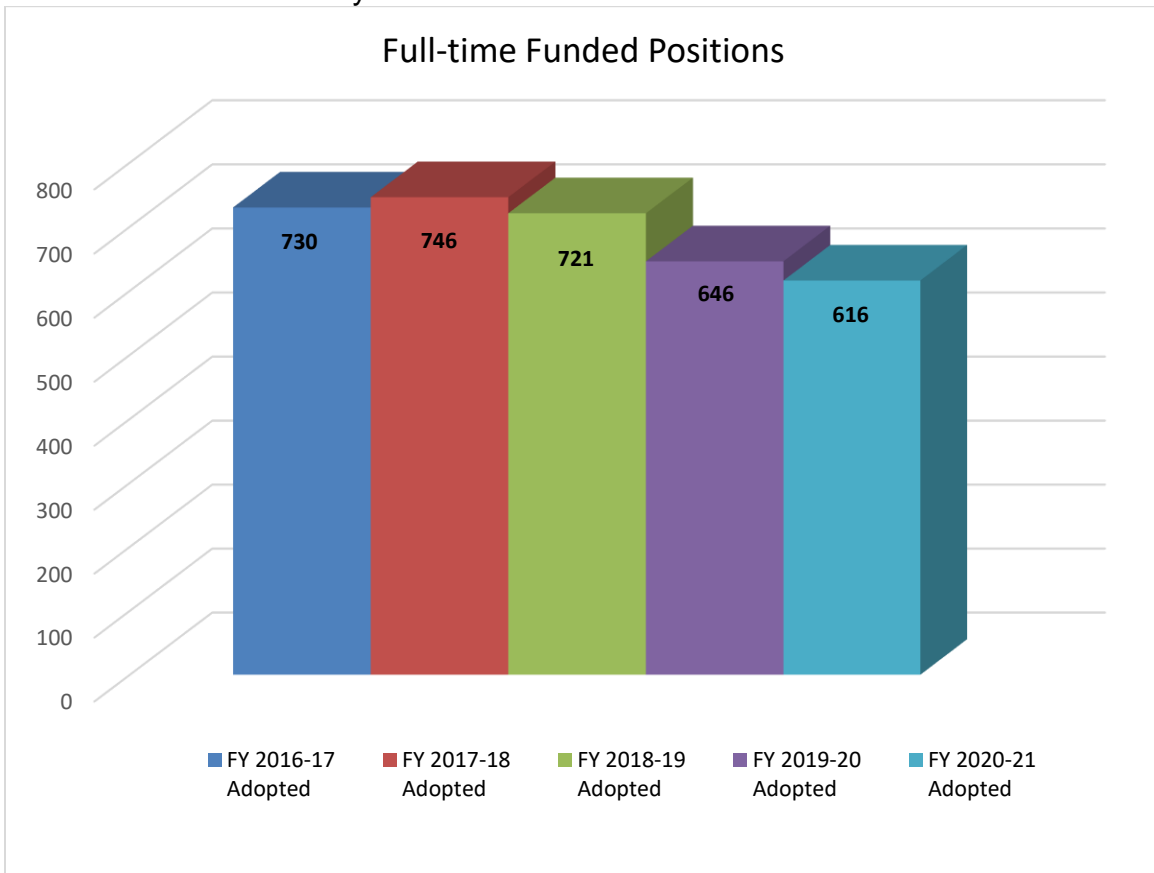
The City took this opportunity to realign some departments during the course of the current fiscal year. Some of the notable changes are listed below:

- Code enforcement was transferred from the Police Department to Community & Economic Development.
- Land Development and Property Maintenance were transferred from Community & Economic Development to Public Works.
- Animal Control Services have been established as their own department and recruitment for a Director is underway. Until a director is hired the Police department will continue to manage Animal Control.
- The recruitment function was transferred from the City Manager's Office to the Human Resources Department.

# Overview of FY 2020/21 Operating Budget

## Staffing Changes

For fiscal year 2020/21, the number of full-time funded positions is 641 which is a decrease from 646 in fiscal year 2019/20.



### Animal Control

- 1.00 Animal Control Manager & 2.00 Animal Control Officers were deleted in order to establish the Director Of Animal Services (U) during the 19/20 fiscal year.
- 1.00 Animal Control Officer and 1.00 Senior Customer Service Representative/Dispatcher is held vacant for the fiscal year.

### City Attorney's Office

- The City Attorney's term ended in March 2020, therefore 1.00 FTE has been deleted from this Office.
- 1.00 Administrative Analyst/Assistant of Elected Officer was deleted.

### City Manager's Office

- 3.00 FTE were transferred from the Mayor's Office to the City Manager's Office during FY 19/20, and then subsequently deleted:
  - 1.00 Assistant To The Mayor I (U)
  - 1.00 Mayor's Chief Of Staff (U)
  - 1.00 Senior Customer Service Representative (U)

# Overview of FY 2020/21 Operating Budget

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- 1.00 Senior Human Resources Technician was transferred to Human Resources with the recruitment function.
- 1.00 Administrative Analyst II was deleted
- 1.00 Community Engagement Specialist was deleted
- 1.00 Administrative Services Officer was reclassified to 1.00 Senior Management Analyst, subsequently held vacant for FY 20-21.

## **Community & Economic Development**

- Transferred 4.00 FTE to Public Works with the transfer of the Land Development Division.:
  - 1.00 Construction Inspector II
  - 1.00 Engineering Assistant II
  - 1.00 Engineering Assistant III
  - 1.00 Senior Civil Engineer/Division Manager (U)
- 8.00 FTE were transferred from the Police Department with the transfer of Code Enforcement:
  - 1.00 Code Enforcement Officer I
  - 3.00 Code Enforcement Officer II
  - 1.00 Code Enforcement Officer III
  - 2.00 Customer Service Representatives
  - 1.00 Senior Office Assistant.
- 1.00 Building Official was added when Code Enforcement was transferred from Police.
- 1.00 Accountant III was deleted
- 1.00 Executive Assistant to the Director was reclassified to 1.00 Economic Development Specialist
- 1.00 Code Enforcement Officer II and 1.00 Customer Service Representative were added as part of the legal cannabis enforcement efforts.

## **Finance**

- The City Treasurer's term ended in March 2020, therefore 1.00 FTE has been deleted from this Office.
- 1.00 Senior Finance Specialist was deleted
- 1.00 Treasure Assistant was deleted
- 1.00 Administrative Analyst II was reclassified to 1.00 Senior Management Analyst
- 1.00 Accountant III was reclassified to 1.00 Principal Accountant

## **Human Resources**

- 1.00 Senior Human Resources Technician was transferred to Human Resources with the recruitment function.

## **Mayor's Office**

- 3.00 FTE were transferred from the Mayor's Office to the City Manager's Office during FY 19/20:



# Overview of FY 2020/21 Operating Budget

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- 1.00 Assistant To The Mayor I (U)
- 1.00 Mayor's Chief Of Staff (U)
- 1.00 Senior Customer Service Representative (U)

## **Parks, Recreations, and Community Services**

- 1.00 Recreation Therapist was reclassified to a Community Services Center Supervisor during FY 19/20.
- 1.00 Community Services Center Supervisor was reclassified to 1.00 Community Recreation Program Supervisor

## **Police Department**

- 8.00 FTE were transferred to Community & Economic Development with the transfer of Code Enforcement:
  - 1.00 Code Enforcement Officer I
  - 3.00 Code Enforcement Officer II
  - 1.00 Code Enforcement Officer III
  - 2.00 Customer Service Representatives
  - 1.00 Senior Office Assistant.
- 1.00 Sergeant and 1.00 Police Captain were eliminated at Midyear as was approved in the FY 19/20 Adopted Budget as part of the Police Department's budget reduction strategies.
- 4.00 Community Services Officer I Positions are held vacant
- 1.00 Criminal Investigation Officer is held vacant
- 1.00 Police P&T Technician is held vacant
- 3.00 Police Records Technician I & II Positions are held vacant
- 1.00 Lieutenant is held vacant
- 1.00 Police Officer was added for legal cannabis enforcement

## **Public Works**

- Transferred 4.00 FTE from Community & Economic Development with the transfer of the Land Development Division:
  - 1.00 Construction Inspector II
  - 1.00 Engineering Assistant II
  - 1.00 Engineering Assistant III
  - 1.00 Senior Civil Engineer/Division Manager (U)
- 1.00 Arborist is held vacant
- 2.00 Facilities Maintenance Mechanics are held vacant
- 1.00 Maintenance Worker I is held vacant
- 1.00 Real Property Manager is held vacant
- 1.00 Traffic Engineering Associate is held vacant
- 1.00 Environmental Project Inspector was reclassified to 1.00 NPDES Inspector I.
- 1.00 Traffic Operations & Systems Analyst position was reclassified to 1.00 Traffic Engineering Associate.

# Overview of FY 2020/21 Operating Budget

## General Fund Reserves

At the FY 2019/20 midyear update the General Fund was anticipated to end the year with a small surplus of just over \$100,000 and a projected ending fund balance of \$27.27 million. However, due to the impact on revenues as a result of the COVID-19 pandemic, staff now estimates ending the fiscal year with a deficit of \$5,094,251, and therefore drawing from reserves in order to finish the year. Therefore, the projected beginning fund balance for FY 20/21 is \$24.18 million. The projected ending fund balance at June 30, 2021 is \$21,310,251.

	FY 2019/20 Adopted Budget	FY 2019/20 COVID-19 Revised	FY 2020/21 Preliminary Budget	FY 20/21 Adopted Budget
<b>Analysis of Reserves</b>				
<b>Beginning Fund Balance July 1:</b>	31,543,452	29,276,621	24,182,370	24,182,370
Estimated Revenues:	126,883,000	126,903,574	124,103,367	127,872,994
Estimated Expenditures:	(126,827,000)	(131,997,825)	(134,355,805)	(130,745,112)
<b>Operating Surplus/(Deficit):</b>	<b>56,000</b>	<b>(5,094,251)</b>	<b>(10,252,438)</b>	<b>(2,872,118)</b>
<b>Projected Ending Fund Balance June 30:</b>	<b>31,599,452</b>	<b>24,182,370</b>	<b>13,929,931</b>	<b>21,310,251</b>
<b>Reserves by Category:</b>				
<b>Operating Reserve:</b>				
Emergency Reserve - 15% of adopted budget	19,024,050	19,024,050	13,929,931	19,631,019
Economic Contingency Reserve -10% of adopted budget	12,575,402	5,158,320	-	1,679,233
<b>Combined Reserves:</b>	<b>\$ 31,599,452</b>	<b>\$ 24,182,370</b>	<b>\$ 13,929,931</b>	<b>\$ 21,310,251</b>

A copy of the General Fund Reserve Policy included at the end of this overview section.

# Overview of FY 2020/21 Operating Budget

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## Other Funds

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Other funds include Capital Improvement Program (CIP) funds and Internal Service Funds. The Public Works Department worked closely with the Finance Department to develop the Five-Year CIP which will be presented to the Mayor and Council at the June 4<sup>th</sup> Special Meeting. The CIP is not included in this document.

Overall, Internal Service Funds (Worker’s Compensation, Liability, Information Technology, and Fleet Services) are balanced from a cash perspective, but as was explained during the Finance Director’s presentation of the *FY 2018/19 Annual Financial Report and Audit* on February 19, 2020 internal service funds should operate in a manner that covers long-term liabilities and replacement costs of major equipment. Unfortunately, the City has not had the resources to accomplish this but continues to explore ways to incrementally remedy this.

## Budget Calendar

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### City of San Bernardino FY 2020/21 Budget Schedule

Action/Event	Date
Budget & CIP Kickoff Meeting	January 27, 2020
*Deliverables Due	February 21, 2020
City Council Meeting: Midyear Update	February 19, 2020
Finance Review of Budget Submittals	February 11, 2019 – March 7, 2019
Finance/Department Meetings	February 21 – March 14, 2020
City Manager Review Meetings	March 16 – 27, 2020
City Council Meeting: COVID-19 Update	April 15, 2020
City Council Meeting: Budget Overview	May 21, 2020
City Council Meeting: Budget Workshop	June 2, 2020
City Council Meeting: Budget Presentation - CIP	June 10, 2020
City Council Meeting: Public Hearing	June 24, 2020
City Council Meeting: Budget Adoption	June 24, 2020

# Overview of FY 2020/21 Operating Budget

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## Budgeting & Accounting Policies

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The City of San Bernardino, California (“the City”) was incorporated on April 13, 1854. In November of 2016, residents voted to approve a new City Charter, establishing the City as a “Council-Manager” form of government. The Mayor is elected at large by voters citywide while the seven (7) Councilmembers are elected by voters within their respective wards. The City Manager provides overall management and supervision of all City departments.

The City provides the following services: public safety (police), highways and streets, health and social services, culture-recreation, public improvements, community development (planning, building, and zoning), and general administrative services.

### **Budget and Financial Forecasting**

The City budgets on an annual basis, but also conducts financial planning over a ten-year timeframe. This is done to ensure that decisions are made within a larger financial perspective. Annual budget decisions, particularly in the General Fund, are made such that resources and requirements balance over the ten-year plan.

### **The Charter of the City of San Bernardino, California**

#### *Section 702. Budget and Capital Improvement Program*

The budget shall provide a complete financial plan of all City funds and activities for the ensuing fiscal year and, except as required by law or this Charter, shall be in such form as the City Manager deems desirable or the Council or Mayor may request for effective management and understanding of the relationship between the budget and the City’s strategic goals. In addition, the City Manager shall prepare and submit a multi-year capital improvement plan (CIP). The CIP shall be revised and extended each year with regard to capital improvements still pending or in the process of construction or acquisition.

The city’s budget and CIP should strive to achieve the best practice standards set by the Government Finance Officers Association (GFOA) for distinguished budget presentation

#### *Section 703. Council Action on the Budget and Capital Improvement Plan*

The Council shall publish a general summary of the budget and CIP and hold one (1) or more public hearings. After the public hearing(s), the Budget and CIP shall be adopted as they may be amended, by the Council before the beginning of each fiscal year.

# Overview of FY 2020/21 Operating Budget

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## City Manager Proposed Budget

### *Section 401. Powers and Duties*

The City Manager shall:

- (f) Prepare and submit the annual budget and capital improvement program to the Mayor and Council and implement the final budget approved by the Council to achieve the goals of the City.

### *Section 701. Submission of Budget and Budget Message*

At least sixty (60) days prior to the beginning of each fiscal year, the City Manager shall prepare and submit to the Mayor and Council the proposed budget and an accompanying message. The City Manager's budget message shall explain the budget both in fiscal terms and in terms of the work programs, linking those programs to organizational goals and community priorities. It shall outline the proposed financial policies of the City for the ensuing fiscal year and the impact of those policies on future years. It shall describe the important features of the budget and indicate any major changes from the current year in financial policies, expenditures, and revenues, together with the reasons for such changes. It shall summarize the City's debt position, including factors affecting the ability to raise resources through debt issues, and include other such material as the City Manager deems desirable.

### *Section 702. Budget and Capital Improvement Program*

The budget shall provide a complete financial plan of all City funds and activities for the ensuing fiscal year and, except as required by law or this Charter, shall be in such form as the City Manager deems desirable of the Council or Mayor may request for effective management and understanding of the relationship between the budget and the City's strategic goals. In addition, the City Manager shall prepare and submit a multi-year capital improvement plan (CIP). The CIP shall be revised and extended each year with regard to capital improvements still pending or the process of construction or acquisition.

The City's budget and CIP should strive to achieve the best practice standards set by the Government Finance Officers Association (GFOA) for distinguished budget presentation.

## City Council Action

### *Section 703. Council Action on the Budget and Capital Improvement Plan*

The Council shall publish a general summary of the budget and CIP and hold (1) or more public hearings. After the public hearing(s), the Budget and CIP shall be adopted, as they may be amended, by the Council before the beginning of each fiscal year.



# Overview of FY 2020/21 Operating Budget

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## **Annual Budget Process**

### Mid-Year Budget Review

The City's fiscal year begins July 1<sup>st</sup> and ends on June 30<sup>th</sup>. Preparation for the annual budget process actually begins with a mid-year review of the current year's budget. In February, City departments are asked to estimate what their actual expenditures and revenues will be at June 30<sup>th</sup> based on actual expenditures and revenues received through December (the first half of the fiscal year). Finance Department staff analyzes the departmental estimates and makes adjustments to the estimates as needed. A report is then presented to the Mayor and Council which not only details what year-end expenditures and revenues are estimated to be, but also gives a preliminary first estimate of the City's budget needs for the upcoming year.

### Preliminary Budget Preparation

Departments are given their budget instructions in December. The budget instructions include: bottom-line departmental budget amounts, personnel costs for currently authorized budgeted positions, costs for internal service charges, instructions on how to use the automated budget system and current year revenue information. City departments are essentially held to the same bottom-line budget amounts as allocated in the current budget year with adjustments for changes in internal service charges, negotiated changes in personnel costs, increases/decreases in retirement and health benefit costs, and any other specific changes approved by the Director of Finance and City Manager.

Internal Service Departments (Information Technology (IT), Fleet Services, and Risk Management) prepare their expenditure and revenue budgets and then Finance develops the allocation of these programs to other City departments.

### Preliminary Budget Review

Budget submittals are due back in Finance in January for review and analysis before submittal to the City Manager. Finance staff makes adjustments to departmental submittals as needed.

Throughout the months of January-March, budget meetings are held with individual City departments, Finance staff, and the City Manager. During the meetings, departments present their budget submittals and explain any requests for increased funding.

Upon completion of meetings with each individual department, the City Manager makes final adjustments to the departmental requests. A preliminary budget document is developed which presents the cost of providing service to the community at current levels (no service reductions are included in the Preliminary Budget Document). The Preliminary Budget Document also presents the estimated funding resources available, given the current economic outlook, legal restrictions, and the availability of state and federal funding. The Preliminary Budget Document is presented to the Mayor and Council in May.

# Overview of FY 2020/21 Operating Budget

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## Final Budget Adoption

A series of special Council meetings are held in the month of June to review the Preliminary Budget Document and, if necessary, discuss options for balancing the City's budget. Departmental suggestions for revenue enhancements and expenditure reductions are presented to the Mayor and Council for their consideration. By June 30th, the Council adopts a balanced budget or spending plan in which expenditures do not exceed revenues through passage of a resolution.

## **Budgetary Control and Accounting**

The City utilizes the following general procedures in establishing its annual budgets:

- The Annual Budget adopted by the Common Council provides for the City's general operations. Such annual budget includes proposed expenditures and estimated revenues for all Governmental Fund Types.
- The City Manager or designee is authorized to administratively transfer budgeted amounts (with the exception of personnel accounts) within departments up to \$25,000. Any other transfers or amendments to the budget required the approval of the City Council. Actual expenditures may not exceed budgeted appropriations at the department level for the General Fund and at the fund level for all other budgeted funds. The budget figures used in the financial statements are final adjusted amounts.
- The budget is formally integrated into the accounting system and employed as a managed control device during the year for all funds.
- Budgets for the budgeted Governmental Fund Types are adopted on a basis consistent with generally accepted accounting principles.
- At fiscal year-end, operating budget appropriations lapse; however, incomplete capital improvements, equipment and contractual appropriations and can be carried over to the following year upon approval by the Mayor and Common Council.

## **Significant Accounting Policies**

### Reporting Entity

As required by generally accepted accounting principles, the City's financial statements present the activities of the City and its component units, entities for which the City is considered to be financially accountable. Blended component units, although legally separate entities, are, in substance, part of the City's operations and so data from these units are combined with data of the primary government. Each discretely presented component unit, on the other hand, is reported in a separate column in the combined

# Overview of FY 2020/21 Operating Budget

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financial statements to emphasize it is legally separate from the government. Each blended and discretely presented component unit has a June 30 year-end. **Because these blended units are legally separate entities, budgets for these entities are adopted separately by their respective boards and not included in this document.**

Discretely presented Component Units: The Municipal Water Department (Department) of the City serves all the citizens of the City and is governed by a board whose members are appointed by the mayor of the City. The Department operates three enterprise funds: the Water utility, Sewer Utility and Geothermal utility Enterprise Funds. Each of the Department's utilities are reported as separate enterprise funds. Included with the Department's activities is the West End Water Development, Treatment and Conservation Joint Powers Authority, the San Bernardino Public Safety Authority and the Colton/San Bernardino Regional Tertiary Treatment and Water Reclamation Authority, all of which are reported as blended component units of the Department.

Complete financial statements and budgets of the individual component units can be obtained directly from their administrative offices.

Municipal Water Department of the City of San Bernardino  
1350 South E Street  
San Bernardino, CA 92408

## Measurement Focus, Basis of Accounting, and Basis of Presentation

The accounts of the City are organized and operated on the basis of funds and account groups. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds are maintained consistent with legal and managerial requirements. Account groups are a reporting device to account for certain assets and liabilities of the governmental funds not recorded directly in those funds.

## Fund Equity

Reservations of fund balance represent amounts that are not appropriable or are legally segregated for a specific purpose. Reservations of retained earnings are limited to outside third-party restrictions. Designations of fund balance represent management plans that are subject to change. The proprietary funds' contributed capital represent equity through capital grants and capital contributions from developers, customers or other funds.

# Overview of FY 2020/21 Operating Budget

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## Fund Structure and Description

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The City has the following fund types and account groups:

**Governmental funds** are used to account for the City's general government activities. Governmental fund types use the flow of current financial resources measurement focus and the modified accrual basis of accounting and budgeting. Under the modified accrual basis of accounting revenues are recognized when susceptible to accrual (i.e., when they are "measurable and available"). "Measurable" means the amount of the transaction can be determined; "available" means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The City considers all revenues available if they are collected within 60 days after year-end. Expenditures are recorded when the related fund liability is incurred, except for un-matured interest on general long-term debt which is recognized when due, and certain compensated absences and judgments and claims which are recognized when the obligations are expected to be liquidated with expendable available financial resources.

Property taxes, franchise taxes, licenses, interest and special assessments are susceptible to accrual. Sales taxes collected and held by the state at year end on behalf of the City are also recognized as revenue. Other receipts and taxes become measurable and available when cash is received by the City and are recognized as revenue at that time.

Entitlements and shared revenues are recorded at the time of receipt or earlier. Expenditure-driven grants are recognized as revenue when the qualifying expenditures have been incurred and all other grant requirements have been met.

Governmental funds include the following fund types:

The **general fund** is the City's primary operating fund. It is used to account for all revenues and expenditures that are not required to be accounted for in another fund.

The **Federal and State Grants Fund** is used to report various grants awarded to the City by Federal, State, and local government not otherwise accounted for in the General Fund or Capital Projects funds.

The **Low and Moderate Income Housing Fund** is used for the continued maintenance and operations of low and moderate income housing project activities of the former redevelopment agency. This fund was established on February 1, 2012, when the City elected to become the Housing Successor to the housing related activities of the former redevelopment agency.

The **special revenue funds** account for revenue sources that are legally restricted to expenditure for specific purposes (not including major capital projects).

The **debt service funds** account for the servicing of general long-term debt not being financed by proprietary funds.

# Overview of FY 2020/21 Operating Budget

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The **capital projects funds** account for the acquisition of fixed assets or construction of major capital projects not being financed by proprietary funds.

**Proprietary funds** are accounted for on the flow of economic resources measurement focus and use the accrual basis of accounting and budgeting. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred. The City applies all applicable FASB pronouncements in accounting and reporting for its proprietary operations. Proprietary funds include the following fund types:

**Enterprise funds** are used to account for those operations that are financed and operated in a manner similar to private business or where the council has decided that the determination of revenues earned costs incurred and/or net income is necessary for management accountability.

**Fiduciary funds** account for assets held by the City in a trustee capacity or as an agent on behalf of others. Trust funds account for assets held by the City under the terms of a formal trust agreement.

The **agency fund** is custodial in nature and does not present results of operations or have a measurement focus. Agency funds are accounted for using the modified accrual basis of accounting. This fund is used to account for assets that the City holds for others in an agency capacity.

**Internal Service Funds** account for operations that provide services to other departments or agencies of the City, or to other governments, on a cost-reimbursement basis. These include the Workers' Compensation Fund, Liability Fund, Information Technology Fund, and the Fleet fund. These funds collect Internal Service Charges (ISCs) to pay for their services. ISCs are a major resource for these programs, although some of the funds receive additional revenue to offset these costs. Included in these costs are staffing to administer each program, as well as maintenance and operational costs.

## Drivers

Driver data is typically based on service data from a time period: the last completed fiscal year, a single point in time (e.g. July 1), or on budgetary information for the current fiscal year. For some instances, data may be based on a rolling three year average in order to smooth out the impact of special projects or unusual circumstances.

- Size of operating budget
- Size of payroll
- FTE (full-time employee equivalent)
- Square footage of facilities – based on square footage occupied by a program area
- Number of computers
- Number of telephones
- Number, classification, and maintenance costs (three year average) of vehicles
- Fuel usage – based on average usage from the last three completed fiscal years



# Overview of FY 2020/21 Operating Budget

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- Workers' compensation claims associated with a department

The methodology used to calculate drivers typically remains consistent from year to year. After careful review, driver allocations that no longer accurately reflect the proportion of services delivered in the long-term are recalculated. No significant methodology changes or updates are included for FY 2019/20.

- Liability – 50% Size of payroll / 50% Actual claims paid
- Workers Compensation - 50% Size of payroll / 50% percentage of claims paid
- Information Technology - # of Pc's
- Fleet – Prior full fiscal year actuals / Projections of current fiscal year – Fuel usage & maintenance costs

The drivers are updated each year to reflect the most current data available. This update may have an impact on the proportion collected from an individual program area for a specific support function. Currently, Internal Service budgets are allocated to each department and then sub divided to programs based on salary ratios.

<b>Governmental Funds</b>	<b>Proprietary Funds</b>	<b>Fiduciary Funds</b>	<b>Internal Service Funds</b>
<ul style="list-style-type: none"> <li>• General Fund</li> <li>• Federal and State Grants Fund</li> <li>• Low and Mod Income Housing Fund</li> <li>• Sales and Road Fund</li> <li>• Other Governmental Funds</li> </ul>	<ul style="list-style-type: none"> <li>• Integrated Waste Fund</li> <li>• Water Fund</li> </ul>	<ul style="list-style-type: none"> <li>• Agency Fund</li> <li>• Successor Agency</li> </ul>	<ul style="list-style-type: none"> <li>• Fleet</li> <li>• Information Technology</li> <li>• Liability</li> <li>• Workers Compensation</li> </ul>

# Overview of FY 2020/21 Operating Budget

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## General Fund Reserve Policy

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1. General Fund Operating Reserve: It shall be the policy of the City of San Bernardino to maintain a General Fund operating reserve equal to 25% of General Fund budget appropriations. This reserve is to be further broken down as follows:
  - A. An Emergency Reserve of 15% - This reserve account is established for the purpose of addressing any extremely unusual and infrequent occurrences, such as a major natural disaster or a major unforeseen legal settlement or judgment. Utilization of the Emergency Reserve may only occur after the declaration of an emergency by a majority of the City Council. Following the resolution of the emergency, staff must present a plan to the Mayor and City Council to return the Emergency Reserve to the 15% minimum level as quickly as is practicable given the unique circumstances and requirements of each emergency.
  - B. An Economic Contingency Reserve of 10% - This reserve account is established for the purpose of providing a mechanism to allow for a measured and thoughtful reduction in expenditures during times of economic downturn. Utilization of the Economic Contingency Reserve requires approval by a majority of the City Council. When it is determined that the economic downturn has ended and the City's financial condition is improving, staff is required to present a plan to the Mayor and City Council to return the economic contingency reserve to the 10% minimum level over a period of no more than five years.

If the General Fund operating reserve exceeds 30% of General Fund budget appropriations, staff is required to present a plan to the Mayor and City Council to utilize excess funds consistent with its adopted Goals and Objectives to a point that the balance is again consistent with the policy. Uses could include accelerating funding into the special reserves noted below in this policy; capital projects, vehicle, or equipment purchases not originally planned for the current fiscal year; early repayment of outstanding debt obligations; or other expenditures of a one-time nature.

If an action of the City Council for a reason other than those described above reduces the General Fund operating reserve balance below the 25% level required by this policy, staff must include an allocation to reserves in the following budget cycle sufficient to restore the reserve balance to the 25% minimum balance required by this policy.

2. General Fund Special Reserves: It shall be the policy of the City of San Bernardino to establish General Fund special reserves to provide funding for future anticipated liabilities and capital needs. These reserves shall be segregated into the following four accounts:

## Overview of FY 2020/21 Operating Budget

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- A. Risk Management Reserve – This reserve account is established to fund anticipated liabilities associated with general liability and workers' compensation claims against the City. Its balance will be initially determined, and thereafter adjusted, based on the balance of available reserve funds after meeting the General Fund Operating Reserve requirement and then giving consideration to both the outstanding balance of claims as well as to the anticipated timing of claim payments.
- B. City Facilities Reserve – This reserve account is established to fund the cost of replacing city buildings and park facilities. Its balance will be initially determined, and thereafter adjusted, based on the balance of available reserve funds after meeting the General Fund Operating Reserve requirement and then giving consideration to the facilities needs analysis maintained by the Public Works department.
- C. Vehicles and Equipment Reserve – This reserve account is established to fund the cost of replacing General Fund-funded city vehicles and major equipment (including technology equipment). Its balance will be initially determined, and thereafter adjusted, based on the balance of available reserve funds after meeting the General Fund Operating Reserve requirement and then giving consideration to the vehicle and equipment assessment needs analyses maintained by the Fleet division and the Information Technology department.
- D. Infrastructure Reserve – This reserve account is established to provide additional funding for the cost of replacing city infrastructure such as roads, sidewalks, and storm drains. These funds are to supplement dedicated non-General Fund revenue streams and competitive grants that also fund these types of projects. These funds may also provide for the match requirement on a grant when other resources are not available. No specific balance target is spelled out by this policy, but the reserve is established for the receipt of funds for this purposes when directed by the Mayor and City Council.

The goal for General Fund special reserves is to fund at a level sufficient to address anticipated requirements over a projected period of 30 years, subject to availability of funds and prioritization of funding between the four categories of special reserves by the Mayor and City Council. As a part of each annual budget presented to the Mayor and City Council, staff will update the balances for the four categories of special reserves and any anticipated utilization or additions to the General Fund special reserves.

**City of San Bernardino**  
**FY 2020-21 Summary of Revenues, Expenditures, and Transfers**

Fund / Title	Additions				Deductions			Estimated Balance 6/30/2020
	Estimated Balance 7/1/2020	Revenues	Transfers In	Total Available	Expenditures	Transfers Out	Total Deductions	
<b>001 General</b>	24,182,370	126,120,767	1,752,227	152,055,364	127,426,240	3,318,872	130,745,112	21,310,252
<b>Special Revenue Funds:</b>								
002 Bankruptcy Settlement	-		900,000	900,000	900,000		900,000	-
107 Cable tv fund	939,925	285,000		1,224,925	330,500		330,500	894,425
108 Asset forfeiture	2,271,332	-		2,271,332	1,227,000		1,227,000	1,044,332
111 AB2766 air quality	198,300	255,000		453,300	11,480		11,480	441,820
116 Emergency Solutions Grant 14.231	(941)	295,799		294,858	295,799		295,799	(941)
117 Home Improvement Part 14.239	1,317,352	3,340,478		4,657,830	3,324,104		3,324,104	1,333,726
118 Gang and street asset forfeiture	92,484	-		92,484	95,000		95,000	(2,516)
119 CDBG	13,183,970	4,223,184		17,407,154	6,887,190		6,887,190	10,519,965
120 Neighborhood Stabil. Prog(NSP1)	255,858	360,000		615,858	360,000		360,000	255,858
122 Neighborhood Stabil Prog(NSP3)	(660,499)	-		(660,499)	-		-	(660,499)
123 Federal grant programs	825,000	1,034,249		1,859,249	4,116,669	644,848	4,761,517	(2,902,268)
124 Animal control	48,389	308,000	2,373,872	2,730,261	2,606,872	75,000	2,681,872	48,389
127 Low Mod Housing Fund	18,588,861	20,000		18,608,861	20,000		20,000	18,588,861
128 Traffic safety	1,718,852	560,000		2,278,852	630,000		630,000	1,648,852
247 Cultural development construction	4,946,694	600,000		5,546,694	2,258,279		2,258,279	3,288,415
<b>Total Special Revenues:</b>	<b>43,725,576</b>	<b>11,281,710</b>	<b>3,273,872</b>	<b>58,281,158</b>	<b>23,062,891</b>	<b>719,848</b>	<b>23,782,739</b>	<b>34,498,418</b>
<b>Capital Projects Funds:</b>								
125 RMA Gas Tax	833,097	3,767,880		4,600,977	3,700,000		3,700,000	900,977
126 Gas tax fund	240,742	5,139,614		5,380,356	5,203,754		5,203,754	176,602
129 Measure I 1/2 Cent Sales & RdTax	1,542,688	3,198,950		4,741,638	4,028,940		4,028,940	712,698
208 Verdernont capital project	77,699	-		77,699	-		-	77,699
242 Street construction fund	1,730,811	-		1,730,811	-	820,251	820,251	910,560
243 Park construction fund	145,972	-		145,972	-		-	145,972
246 Public improvement fund	1,144,217	10,000		1,154,217	500,000		500,000	654,217
248 Storm drain construction	4,066,282	1,500,000		5,566,282	950,000		950,000	4,616,282
258 Prop 1b - local street	64,270	2,000		66,270	-		-	66,270
<b>Total Capital Projects:</b>	<b>9,845,778</b>	<b>13,618,444</b>	<b>-</b>	<b>23,464,222</b>	<b>14,382,694</b>	<b>820,251</b>	<b>15,202,945</b>	<b>8,261,277</b>
<b>Assessment District Funds:</b>								
254 Assessment District:	(35,991)	1,225,920	120,000	1,309,929	1,237,569		1,237,569	72,359
<b>Impact Fee Funds:</b>								
261 Law enforcement facilities DIF	619,397	80,000		699,397	-		-	699,397
263 Local regional circulation	37,489	200,000		237,489	300,000		300,000	(62,511)
264 Regional circulation system	3,562,190	1,500,000		5,062,190	4,550,000		4,550,000	512,190
265 Library facilities and	117,046	10,000		127,046	-		-	127,046
266 Public use facilities	619,773	15,000		634,773	300,000		300,000	334,773
267 Aquatics facilities	184,074	5,000		189,074	-		-	189,074
268 AB 1600 parkland and op	455,466	80,000		535,466	-		-	535,466
269 Quimby act parkland	1,562,122	70,000		1,632,122	500,000		500,000	1,132,122
<b>Total Impact Fee Funds:</b>	<b>7,157,558</b>	<b>1,960,000</b>	<b>-</b>	<b>9,117,558</b>	<b>5,650,000</b>	<b>-</b>	<b>5,650,000</b>	<b>3,467,558</b>
<b>Enterprise Funds:</b>								
527 Integrated waste Management	1,711,435	500,000		2,211,435	1,147,757		1,147,757	1,063,678
<b>Internal Service Funds:</b>								
629 Liability insurance fund	(2,511,583)	3,406,111		894,528	3,406,111		3,406,111	(2,511,583)
635 Fleet services fund	(7,598,176)	3,551,815		(4,046,361)	3,551,814		3,551,814	(7,598,175)
678 Workers compensation	(25,495,927)	5,866,814		(19,629,113)	5,866,814		5,866,814	(25,495,927)
679 Information technology	(7,594,556)	4,533,505		(3,061,050)	4,533,505		4,533,505	(7,594,556)
<b>Total Internal Service funds:</b>	<b>(43,200,241)</b>	<b>17,358,245</b>	<b>-</b>	<b>(25,841,996)</b>	<b>17,358,245</b>	<b>-</b>	<b>17,358,245</b>	<b>(43,200,241)</b>
<b>Agency Funds:</b>								
710 Successor Agency	(36,318,411)	16,790,462		(19,527,949)	16,790,462		16,790,462	(36,318,411)
772 Special deposits fund				-	-	287,128	287,128	(287,128)
<b>Total All Funds</b>	<b>7,068,073</b>	<b>188,855,548</b>	<b>5,146,099</b>	<b>201,069,720</b>	<b>207,055,859</b>	<b>5,146,099</b>	<b>212,201,958</b>	<b>(11,132,237)</b>

**City of San Bernardino  
General Fund Summary  
FY 2020-21 Adopted Budget**

<b>General Fund Revenues</b>	<b>FY 2021 Adopted Budget</b>
Charges for services	6,806,415
Fines and forfeitures	1,512,000
Franchise Tax	10,130,000
Intergovernmental	2,485,000
Investment income	450,000
Licenses & permits	10,987,079
Measure Z Sales Tax	7,900,000
Miscellaneous	2,781,056
Other Taxes	8,164,236
Property Taxes	18,316,742
Sales and Use Tax	32,488,243
Use of Money and Property	899,996
Utility Users Tax	23,200,000
<b>Total Revenue</b>	<b>126,120,767</b>
Transfers in	1,752,227
<b>Total Funds Available</b>	<b>127,872,994</b>
<b>General Fund Expenses</b>	
Animal Control	2,298,872
City Attorney	2,517,122
City Clerk	945,403
City Manager	2,319,468
CED	5,744,393
Finance	3,542,613
General Government	5,982,761
Human Resource	1,283,424
Mayor	450,297
City Council	873,035
Library	1,887,263
Parks	3,387,106
Police	83,886,461
Special Assessment Districts	120,000
Public Works	15,506,895
<b>Total Expenditures</b>	<b>130,745,112</b>
<b>Excess (Deficiency)</b>	<b>(2,872,118)</b>
<b>Estimated Beginning Fund Balance</b>	<b>24,182,370</b>
<b>Estimated Ending Fund Balance</b>	<b>21,310,251</b>

**City of San Bernardino  
Expenditures by Classification  
General Fund  
FY 2020-21 Adopted Budget**

<b>Departments</b>	<b>Salaries</b>	<b>Benefits</b>	<b>M &amp; O / Contractual</b>	<b>Internal Service Charges</b>	<b>Credit /billables</b>	<b>Debt Service</b>	<b>Transfers Out</b>	<b>Total</b>
010 Mayor	183,808	95,686	47,600	123,203	-			450,297
020 City Council	303,990	327,011	69,800	172,234	-			873,035
030 City Clerk	370,330	190,421	284,400	100,252	-			945,403
050 City Attorney	67,500	45,879	2,348,800	54,943	-			2,517,122
090 General Government	(1,859,800)	208,000	4,025,282		-	2,508,706	3,134,992	8,081,060
100 City Manager	1,316,487	527,177	200,551	215,253	-	-	-	2,259,468
110 Human Resource	454,445	291,620	457,977	79,382	-			1,283,424
120 Finance	1,736,558	891,540	513,447	401,068	-	-	-	3,542,614
150 Special Assessment District							120,000	120,000
180 Community & Economic Development	1,906,489	1,091,841	2,010,800	735,263	-			5,744,393
210 Police	40,113,531	31,910,457	3,208,635	9,403,291	(425,000)	-		84,147,034
380 Parks Recreation & Community	1,344,623	568,967	983,120	490,396	-			3,387,106
400 Public Works	5,416,663	2,886,023	5,311,965	2,433,344	(541,100)		-	15,506,895
470 Library	990,322	399,416	309,800	187,725	-			1,887,263
<b>Grand Total</b>	<b>52,344,947</b>	<b>39,434,037</b>	<b>19,772,177</b>	<b>14,396,354</b>	<b>(966,100)</b>	<b>2,508,706</b>	<b>3,254,992</b>	<b>130,745,112</b>



**City of San Bernardino  
General Fund Revenues  
FY 2020-21 Adopted Budget**

	<b>FY 2018-19 Actuals</b>	<b>FY 2019-20 Adopted Budget</b>	<b>FY 2019-20 Amended Budget</b>	<b>FY 2019-20 Actuals YTD</b>	<b>FY 2020-21 Adopted Budget</b>	<b>% Change from Amended 19-20</b>
<b><u>Charges for services</u></b>						
4229 - Burrtec Host Fee	328,549	-	-	274,921	325,000	0%
4230 - Fee Study	-	-	-	-	967,400	0%
4303 - Miscellaneous Clerk Fees	477	-	-	323	-	0%
4339 - Sale Of Fire Reports	-	-	-	-	-	0%
4363 - On Site Plan Check Fees	181,238	160,000	160,000	104,073	160,000	0%
4451 - Cannabis Permit Application Fee	184,411	-	-	11,845	-	0%
4452 - Cannabis Permit Regulatory Fee	180	-	-	30,166	105,000	0%
4531 - Downtown Parking Meters	-	-	-	-	-	0%
4705 - Utility Collection Fee	-	-	-	-	-	0%
4709 - Fire hazmat/HMIU invest	-	-	-	-	-	0%
4711 - Subdivision Filing Fee	163,419	95,000	95,000	47,398	105,000	11%
4714 - Planning Development PR	405,816	350,000	424,349	229,057	350,000	-18%
4715 - Technology Fee Dev Svcs	89,714	70,000	70,000	113,524	-	-100%
4718 - Environmental fee	-	-	-	-	-	0%
4719 - HUD Building Inspection	-	-	-	-	-	0%
4720 - Plan Review	231,279	185,000	185,000	132,386	200,000	8%
4722 - Construction And Demolition Application Fee	7,616	5,400	5,400	5,861	9,000	67%
4728 - Mens Sports	-	-	-	-	-	0%
4730 - Womens Sports	-	-	-	-	-	0%
4731 - Plan Check Fee-B & S	520,537	400,000	400,000	502,608	1,525,000	281%
4733 - Board Up/Demolition	410,062	400,000	400,000	306,325	400,000	0%
4734 - CDBG Revenue	305,170	50,000	50,000	5,197	5,000	-90%
4735 - Pendency Release	14,173	20,000	20,000	3,780	4,000	-80%
4740 - Miscellaneous Police Receipts	1,696,046	850,000	850,000	922,208	899,715	6%
4741 - Sale of Photos	1,829	2,000	2,000	1,050	1,500	-25%
4742 - Traffic Offender OTS Fee	67,855	50,000	50,000	82,168	65,000	30%
4743 - Police Tow Release	406,395	325,000	325,000	453,417	450,000	38%
4744 - Fingerprint Fee	1,815	2,000	2,000	2,830	25,000	1150%
4745 - Code Tow Release Fee	-	-	-	-	-	0%
4746 - Property Auction	1,964	1,500	1,500	1,440	1,500	0%
4747 - False Alarm Fee	51,892	20,000	20,000	12,925	40,000	100%
4748 - Vehicle Repossession Fee	10,478	9,000	9,000	6,724	10,000	11%

**City of San Bernardino  
General Fund Revenues  
FY 2020-21 Adopted Budget**

	<b>FY 2018-19 Actuals</b>	<b>FY 2019-20 Adopted Budget</b>	<b>FY 2019-20 Amended Budget</b>	<b>FY 2019-20 Actuals YTD</b>	<b>FY 2020-21 Adopted Budget</b>	<b>% Change from Amended 19-20</b>
4749 - Crime Prevention Revenue	629	400	400	197	400	0%
4751 - Fire Apartment Inspections	-	-	-	-	-	0%
4763 - Owner Release Fee	-	-	-	-	-	0%
4766 - Building Permit Review	-	-	-	45	-	0%
4767 - Code SFIF	38,613	40,000	40,000	5,272	1,000	-98%
4768 - Administrative Citations SFRPIP	84,983	40,000	40,000	57,803	90,000	125%
4769 - Payoff Demand Fee	2,579	2,000	2,000	1,559	1,500	-25%
4770 - Crime Free Rental Housing	144,300	125,000	125,000	98,752	125,000	0%
4775 - Cemetery Burial Fee	3,988	5,000	5,000	3,325	4,000	-20%
4776 - Sale of Vases	375	400	400	150	400	0%
4777 - Sale Of Cemetery Vaults And Liners	1,187	2,000	2,000	1,230	1,500	-25%
4778 - Sale of Cemetery Plots	(2,550)	-	-	79	-	0%
4779 - Blanket Inspection Fee	-	1,000	1,000	9,479	-	-100%
4780 - Miscellaneous Engineering Receipt	138,716	70,000	70,000	185,791	120,000	71%
4786 - Certificate of Compliance	-	-	-	-	-	0%
4797 - Right Of Way Preparation Fees	-	-	-	-	-	0%
4798 - NPDES Storm Drain Utility Fee	137,891	117,000	117,000	184,799	140,000	20%
4799 - NPDES Inspection Fee	23,480	24,000	24,000	19,207	15,500	-35%
4802 - Street Light Energy Fee	-	-	-	-	-	0%
4822 - Sewer Connection Fee	-	-	-	-	-	0%
4846 - Recycling Revenues	134,572	135,000	135,000	-	135,000	0%
4861 - Program And Facility Use Fees	95,537	75,000	75,000	86,484	85,000	13%
4862 - Park Energy Fee	5,270	5,000	5,000	6,515	6,500	30%
4863 - Class Registration Fee	23,406	22,000	22,000	11,789	22,000	0%
4864 - Swimming Pool Fee	53,788	50,000	50,000	34,929	50,000	0%
4865 - Non Resident Fee	815	200	200	609	500	150%
4928 - Booking Fee Reimbursement	-	-	-	-	-	0%
<b>Charges for services Total</b>	<b>6,457,475</b>	<b>4,455,900</b>	<b>4,530,249</b>	<b>4,299,081</b>	<b>6,806,415</b>	<b>50%</b>
4401 - Unauthorized Signs Fine	-	-	-	-	-	0%
4410 - General Fine	18,283	15,000	15,000	40,103	50,000	233%
4411 - Code Administration Citations	102,316	75,000	75,000	92,967	80,000	7%
4412 - Fire Administrative Citations	321	-	-	472	-	0%

**City of San Bernardino  
General Fund Revenues  
FY 2020-21 Adopted Budget**

	<b>FY 2018-19 Actuals</b>	<b>FY 2019-20 Adopted Budget</b>	<b>FY 2019-20 Amended Budget</b>	<b>FY 2019-20 Actuals YTD</b>	<b>FY 2020-21 Adopted Budget</b>	<b>% Change from Amended 19-20</b>
4421 - Vehicle Abatement Fine	-	-	-	-	-	0%
4422 - Fireworks Administrative Civil Penalty	200	-	-	5,950	-	0%
4423 - General Administrative Civil Penalty	145,756	65,000	65,000	133,714	120,000	85%
4424 - Police Administrative Civil Penalty	556,616	25,000	25,000	-	25,000	0%
4425 - Public Works Administrative Civil Penalty	750	1,400	1,400	-	-	-100%
4426 - Dev Serv Administration Civil Penalty	100	-	-	-	-	0%
4427 - Fire Administrative Civil Penalty	-	-	-	950	-	0%
4428 - Code Administration Civil Penalty	469,412	875,000	875,000	473,842	450,000	-49%
4429 - City Attorney Administrative Citations	2,600	2,000	2,000	1,325	2,000	0%
4450 - Citations	-	-	-	7,350	-	0%
4762 - Private Property Tow Fee	117,307	85,000	85,000	123,065	115,000	35%
4851 - Library Fines	17,111	15,000	15,000	10,301	15,000	0%
4937 - Street Light Recovery	-	-	-	-	-	0%
<b>Fines and forfeitures Total</b>	<b>2,295,461</b>	<b>1,815,900</b>	<b>1,815,900</b>	<b>1,601,040</b>	<b>1,512,000</b>	<b>-17%</b>
<b>Franchise Tax</b>						
4201 - Franchise - So Cal Edison	1,031,680	1,000,000	1,000,000	-	1,000,000	0%
4202 - Franchise - So Cal Gas	632,322	585,000	585,000	386,854	600,000	3%
4205 - CATV PEG Franchise Fee	-	-	-	-	-	0%
4206 - Franchise - Verizon	122,967	165,000	165,000	138,311	120,000	-27%
4207 - Franchise - AT&T (Pacific Bell)	14,478	20,000	20,000	12,737	10,000	-50%
4212 - Franchise - Curran's Dipsoal	-	-	-	-	-	0%
4213 - Franchise - Burrtec Disposal	7,726,088	7,300,000	7,300,000	7,563,720	7,300,000	0%
4214 - Franchise - Cal Diposal	-	-	-	-	-	0%
<b>Franchise Tax Total</b>	<b>10,678,437</b>	<b>10,220,000</b>	<b>10,220,000</b>	<b>8,980,383</b>	<b>10,130,000</b>	<b>-1%</b>
<b>Impact fees</b>						
4824 - Development Impact Fees	(1,584)	-	-	-	-	0%
<b>Impact fees Total</b>	<b>(1,584)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>Intergovernmental</b>						
4603 - Motor Vehicle In Lieu	106,144	115,000	115,000	173,513	120,000	4%
4607 - HUTA R&T 7360	-	-	-	-	-	0%

**City of San Bernardino  
General Fund Revenues  
FY 2020-21 Adopted Budget**

	<b>FY 2018-19 Actuals</b>	<b>FY 2019-20 Adopted Budget</b>	<b>FY 2019-20 Amended Budget</b>	<b>FY 2019-20 Actuals YTD</b>	<b>FY 2020-21 Adopted Budget</b>	<b>% Change from Amended 19-20</b>
4615 - State aid - civil defense	-	-	-	-	-	0%
4622 - ICEMA Medical Supply Reimbursement	-	-	-	-	-	0%
4651 - Construction Reimbursement	-	-	-	-	-	0%
4670 - Economic Development Reimbursement	3,985	-	-	1,208	-	0%
4671 - SBIAA Reimbursement	64,580	65,000	65,000	48,391	65,000	0%
4673 - Water reimbursement	4,898	-	-	1,973	2,000	0%
4706 - Marriage Ceremony Fee	-	-	-	-	-	0%
4825 - San Manuel Community Credit	1,200,000	1,200,000	1,200,000	600,000	1,200,000	0%
4934 - Cont from other government	-	-	-	-	-	0%
<b>Intergovernmental Total</b>	<b>1,787,758</b>	<b>2,306,000</b>	<b>5,306,000</b>	<b>4,328,171</b>	<b>2,485,000</b>	<b>-53%</b>
4506 - Interest On Bond Reserves	-	-	-	-	-	0%
4509 - Unrealized gains/losses	-	-	-	-	-	0%
4520 - Land and Building Rental/Lease	414,864	426,000	426,000	542,519	450,000	6%
4523 - ATS Land And Building Rental	2,874	6,000	6,000	58	-	-100%
<b>Investment income Total</b>	<b>844,223</b>	<b>432,000</b>	<b>432,000</b>	<b>542,577</b>	<b>450,000</b>	<b>4%</b>
<b><u>Licenses &amp; permits</u></b>						<b>0%</b>
4301 - Business Registration	8,217,876	8,200,000	8,200,000	6,406,060	8,200,000	0%
4304 - Miscellaneous Planning Permits	13,943	13,000	13,000	10,703	17,737	36%
4320 - Animal Licenses	-	-	-	-	-	0%
4330 - Building Permit	978,642	850,000	850,000	1,313,383	950,000	12%
4331 - Mechanical Permit	94,180	95,000	95,000	114,221	92,141	-3%
4332 - Construction And Demolition Self Haul Permit	4,257	5,000	5,000	1,032	1,568	-69%
4340 - Burrtec Fees	-	-	-	-	-	0%
4342 - Paramedic EMS Subscription	-	-	-	148	-	0%
4351 - Street Cut Permit	390,597	265,000	265,000	462,905	400,000	51%
4353 - Yard Sale Permits	-	-	-	-	-	0%
4360 - Grading Permit	24,625	15,000	15,000	17,224	11,098	-26%
4361 - Public Works Construction Permit	211,181	150,000	150,000	505,565	298,582	99%
4362 - On Site Permit	857,446	490,000	490,000	1,027,510	545,953	11%
<b>Licenses &amp; permits Total</b>	<b>11,250,755</b>	<b>10,453,000</b>	<b>10,453,000</b>	<b>10,556,724</b>	<b>10,987,079</b>	<b>5%</b>

**City of San Bernardino  
General Fund Revenues  
FY 2020-21 Adopted Budget**

	<b>FY 2018-19 Actuals</b>	<b>FY 2019-20 Adopted Budget</b>	<b>FY 2019-20 Amended Budget</b>	<b>FY 2019-20 Actuals YTD</b>	<b>FY 2020-21 Adopted Budget</b>	<b>% Change from Amended 19-20</b>
<b><u>Measure Z Sales Tax</u></b>						
4227 - Measure Z Sales Tax	9,717,123	9,021,000	9,021,000	6,668,061	7,900,000	-12%
<b>Measure Z Sales Tax Total</b>	<b>9,717,123</b>	<b>9,021,000</b>	<b>9,021,000</b>	<b>6,668,061</b>	<b>7,900,000</b>	<b>-12%</b>
4698 - Donations (was 5958 in Linus)	-	-	-	-	-	0%
4710 - Msicellaneous Planning Receipts	95,066	75,000	75,000	85,188	130,000	73%
4810 - Miscellaneous Street Receipts	-	-	-	-	-	0%
4850 - Miscellaneous Library Receipts	28,727	12,000	12,000	6,566	5,000	-58%
4901 - Miscellaneous Receipts	325,004	132,300	164,998	1,846,981	103,500	-37%
4903 - Refunds And Rebates	3,920	-	-	2,171	-	0%
4905 - Litigation Settlements	21,823	60,000	60,000	75,576	60,000	0%
4906 - Water Fund Contributions	2,453,448	2,100,000	2,100,000	2,116,072	2,393,556	14%
4908 - Vehicle Take Home Reimbursement	13,835	12,500	12,500	5,474	4,000	-68%
4909 - Returned Check Charge	668	-	-	526	-	0%
4912 - Off Track Betting	59,670	55,000	55,000	36,017	45,000	-18%
6472 - Debt Forgiven	-	-	-	-	-	0%
<b>Miscellaneous Total</b>	<b>3,061,111</b>	<b>2,446,800</b>	<b>2,479,498</b>	<b>4,234,891</b>	<b>2,781,056</b>	<b>12%</b>
4011 - Statutory Pass Thru of RDA RPTTF Dist.	-	-	-	-	-	0%
4215 - Tow Franchise	606,139	500,000	500,000	540,251	525,000	5%
4222 - Transient Occupancy Tax	4,950,170	4,900,000	4,900,000	4,014,768	4,381,551	-11%
4223 - Property Transfer Tax	937,683	1,000,000	1,000,000	1,024,253	1,095,800	10%
4225 - Sales Tax - Public Safety	1,396,034	1,299,100	1,299,100	1,108,814	1,161,885	-11%
4456 - Cannabis Tax	-	-	-	-	1,000,000	0%
<b>Other Taxes Total</b>	<b>7,890,026</b>	<b>7,699,100</b>	<b>7,699,100</b>	<b>6,688,087</b>	<b>8,164,236</b>	<b>6%</b>
<b><u>Property Taxes</u></b>						
4001 - Property Tax Current Secured	(21,546)	-	-	1,868	-	0%
4002 - Property Tax Current Unsecured	41,129	-	-	43,326	-	0%
4003 - Property Tax Prior Secured	5,478	-	-	15,070	-	0%
4004 - Property Tax Prior Unsecured	72	-	-	348	-	0%
4005 - Property Tax Other	194,113	-	-	19,018	-	0%
4006 - Property Tax Supplemental	6,769	-	-	7,113	-	0%

**City of San Bernardino  
General Fund Revenues  
FY 2020-21 Adopted Budget**

	<b>FY 2018-19 Actuals</b>	<b>FY 2019-20 Adopted Budget</b>	<b>FY 2019-20 Amended Budget</b>	<b>FY 2019-20 Actuals YTD</b>	<b>FY 2020-21 Adopted Budget</b>	<b>% Change from Amended 19-20</b>
4007 - Property Tax In Lieu VLF	15,815,110	16,805,900	16,805,900	17,406,121	18,316,742	9%
4120 - Property Tax Administration Fee	-	-	-	-	-	0%
4122 - Prop Tax Penalty CY Unsecured	4,662	-	-	2,805	-	0%
4123 - Property tax penalty PT secured	4,340	-	-	2,939	-	0%
4124 - Property tax penalty PY unsecured	334	-	-	156	-	0%
4125 - Property Tax Penalty Other	6	-	-	-	-	0%
4220 - Property Tax In Lieu Of Sales Tax	-	-	-	-	-	0%
<b>Property Taxes in Lieu of Sales Tax Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b><u>Sales and Use Tax</u></b>						
4221 - Sales And Use Tax	38,337,628	36,619,400	36,619,400	28,073,166	32,488,243	-11%
<b>Sales and Use Tax Total</b>	<b>38,337,628</b>	<b>36,619,400</b>	<b>36,619,400</b>	<b>28,073,166</b>	<b>32,488,243</b>	<b>-11%</b>
<b><u>Taxes</u></b>						
4115 - All Assessment Districts	-	-	-	-	-	0%
6450 - Transfers in	-	-	-	-	1,752,227	0%
<b>Transfers in Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,752,227</b>	<b>0%</b>
4508 - Interest on Notes Receivable	-	-	-	-	-	0%
4510 - Gain/Loss On Sale Of Property	-	-	-	-	-	0%
4524 - Rental Income from Former EDA Properties	681,992	550,000	550,000	638,282	499,996	-9%
4540 - Vending Machine Commission	5,394	8,000	8,000	6,182	-	-100%
<b>Use of Money and Property Total</b>	<b>1,309,153</b>	<b>908,000</b>	<b>908,000</b>	<b>898,305</b>	<b>899,996</b>	<b>-1%</b>
<b><u>Utility Users Tax</u></b>						
4224 - Utility Users Tax	22,924,522	23,700,000	23,700,000	20,411,442	23,200,000	-2%
<b>Utility Users Tax Total</b>	<b>22,924,522</b>	<b>23,700,000</b>	<b>23,700,000</b>	<b>20,411,442</b>	<b>23,200,000</b>	<b>-2%</b>
<b>GENERAL FUND REVENUE</b>	<b>132,609,051</b>	<b>126,883,000</b>	<b>129,990,047</b>	<b>114,784,349</b>	<b>127,872,994</b>	<b>0%</b>



**City of San Bernardino  
Other Fund Revenues  
FY 2020-21 Adopted Budget**

	<b>FY 2018-19 Actuals</b>	<b>FY 2019-20 Adopted Budget</b>	<b>FY 2019-20 Amended Budget</b>	<b>FY 2019-20 Actuals YTD</b>	<b>FY 2020-21 Adopted Budget</b>	<b>% Change from Amended 19-20</b>
<b><u>002 Bankruptcy Settlement</u></b>						
4609 - Other Governmental Agencies	29,925	1,500,000	1,500,000	-	-	-100%
4901 - Miscellaneous Receipts	-	-	-	27,645	-	0%
6450 - Transfers in	3,918,720	-	-	-	900,000	0%
	<b>3,948,645</b>	<b>1,500,000</b>	<b>1,500,000</b>	<b>27,645</b>	<b>900,000</b>	<b>-40%</b>
<b><u>107 Cable Television Fund</u></b>						
4205 - CATV PEG Franchise Fee	265,871	270,000	270,000	198,994	270,000	0%
4505 - Interest On Idle Cash	16,882	10,000	10,000	7,881	10,000	0%
4507 - Gain/Loss Market Value	6,754	-	-	-	-	0%
4699 - Program income (was 5957 in Linus)	10,590	5,000	5,000	5,510	5,000	0%
	<b>300,098</b>	<b>285,000</b>	<b>285,000</b>	<b>212,384</b>	<b>285,000</b>	<b>0%</b>
<b><u>108 Asset forfeiture</u></b>						
4115 - All Assessment Districts	-	-	-	-	-	-
4505 - Interest On Idle Cash	66,346	50,000	50,000	-	-	-100%
4507 - Gain/Loss Market Value	26,949	-	-	-	-	0%
4672 - Asset Seizure - Federal	71,754	-	-	76,885	-	0%
4675 - Asset Seizure - Federal Tre	133,004	-	-	45,683	-	0%
4927 - Asset Seizure Revenues	121,936	-	-	30,974	-	0%
	<b>419,989</b>	<b>50,000</b>	<b>50,000</b>	<b>153,542</b>	<b>-</b>	<b>-100%</b>
<b><u>111 AB2766 air quality</u></b>						
4505 - Interest On Idle Cash	14,209	15,000	15,000	7,560	5,000	-67%
4507 - Gain/Loss Market Value	5,427	-	-	-	-	0%
4626 - AB2766 Revenues	287,781	250,000	250,000	175,002	250,000	0%
	<b>307,417</b>	<b>265,000</b>	<b>265,000</b>	<b>182,563</b>	<b>255,000</b>	<b>-4%</b>
<b><u>116 Emergency Solutions Grant 14.231</u></b>						
4695 - Recoverable expense income	390,571	270,000	392,537	113,147	295,799	-25%
4901 - Miscellaneous Receipts	-	-	-	-	-	0%
	<b>390,571</b>	<b>270,000</b>	<b>392,537</b>	<b>113,147</b>	<b>295,799</b>	<b>-25%</b>

**City of San Bernardino  
Other Fund Revenues  
FY 2020-21 Adopted Budget**

	<b>FY 2018-19 Actuals</b>	<b>FY 2019-20 Adopted Budget</b>	<b>FY 2019-20 Amended Budget</b>	<b>FY 2019-20 Actuals YTD</b>	<b>FY 2020-21 Adopted Budget</b>	<b>% Change from Amended 19-20</b>
<b><u>117 Home Improvement Part 14.239</u></b>						
4505 - Interest On Idle Cash	75,461	-	-	69,921	-	0%
4507 - Gain/Loss Market Value	6,540	-	-	-	-	0%
4508 - Interest on Notes Receivable	-	-	-	-	-	0%
4695 - Recoverable expense income	879,495	1,385,700	2,109,762	534,112	2,840,478	35%
4699 - Program income (was 5957 in Linus)	-	-	207,030	510,039	500,000	142%
	<b>961,495</b>	<b>1,385,700</b>	<b>2,316,792</b>	<b>1,114,071</b>	<b>3,340,478</b>	<b>44%</b>
<b><u>118 Gang and street asset forfeiture</u></b>						
4505 - Interest On Idle Cash	3,866	3,000	3,000	29,466	-	-100%
4507 - Gain/Loss Market Value	2,014	-	-	-	-	0%
4929 - Asset Seizure - Drugs/Gangs	21,505	-	-	5,466	-	0%
	<b>27,386</b>	<b>3,000</b>	<b>3,000</b>	<b>34,932</b>	<b>-</b>	<b>-100%</b>
<b><u>119 Community Developmnt Block Grant</u></b>						
4502 - CD Loan Repay Principal	-	-	-	18,958	-	0%
4505 - Interest On Idle Cash	10,068	-	-	-	-	0%
4678 - CDBG Allocation	5,021,039	-	3,366,410	1,591,956	3,405,816	1%
4695 - Recoverable expense income	990,021	2,800,000	-	-	817,368	0%
4699 - Program income (was 5957 in Linus)	-	-	226,872	218	-	-100%
	<b>6,021,128</b>	<b>2,800,000</b>	<b>3,593,282</b>	<b>1,611,132</b>	<b>4,223,184</b>	<b>18%</b>
<b><u>120 Neighborhood Stabil Prog (NSP1)</u></b>						
4695 - Recoverable expense income	-	1,500,000	1,670,499	-	360,000	-78%
	<b>-</b>	<b>1,500,000</b>	<b>1,670,499</b>	<b>-</b>	<b>360,000</b>	<b>-78%</b>
<b><u>123 Federal grant programs</u></b>						
4505 - Interest On Idle Cash	-	-	-	21,561	-	0%
4695 - Recoverable expense income	3,085,986	4,426,324	6,368,832	1,529,141	1,034,249	-84%
4696 - Credit C-1 recoverable revenue (was 5946 in Linus)	327,850	-	-	218,945	-	0%
	<b>3,413,836</b>	<b>4,426,324</b>	<b>6,368,832</b>	<b>2,031,580</b>	<b>1,034,249</b>	<b>-84%</b>
<b><u>124 Animal control</u></b>						
4320 - Animal Licenses	130,220	125,000	125,000	108,638	125,000	0%

**City of San Bernardino  
Other Fund Revenues  
FY 2020-21 Adopted Budget**

	<b>FY 2018-19 Actuals</b>	<b>FY 2019-20 Adopted Budget</b>	<b>FY 2019-20 Amended Budget</b>	<b>FY 2019-20 Actuals YTD</b>	<b>FY 2020-21 Adopted Budget</b>	<b>% Change from Amended 19-20</b>
4352 - Miscellaneous Licenses & Permits	1,710	2,000	2,000	1,130	2,000	0%
4410 - General Fine	7,473	10,000	10,000	8,115	10,000	0%
4430 - Animal License Penalty	10,400	10,000	10,000	11,140	13,000	30%
4756 - Animal Adoption Fee	46,521	50,000	50,000	36,555	50,000	0%
4757 - Contracted Shelter Fee	71,968	-	-	750	-	0%
4758 - Animal Alteration Fee	-	-	-	265	-	0%
4759 - Apprehension Fee	23,400	21,000	21,000	23,970	-	-100%
4760 - Boarding Fee	29,803	23,000	23,000	25,829	30,000	30%
4761 - Field Service Fee	1,550	1,500	1,500	2,960	3,000	100%
4763 - Owner Release Fee	9,400	10,000	10,000	7,610	10,000	0%
4764 - Vaccination Fee	26,100	22,000	22,000	27,900	30,000	36%
4765 - Microchip Identification Fee	23,090	25,000	25,000	19,865	25,000	0%
4901 - Miscellaneous Receipts	9,398	20,000	379,200	364,897	10,000	-97%
6450 - Transfers in	1,692,870	2,243,700	2,243,700	1,019,120	2,373,872	6%
	<b>2,083,904</b>	<b>2,563,200</b>	<b>2,922,400</b>	<b>1,658,744</b>	<b>2,681,872</b>	<b>-8%</b>
<b><u>125 RMRA-GAS TAX</u></b>						
4453 - SB1 Chapter 5 RMRA	4,055,125	3,634,245	3,634,245	2,919,141	3,767,880	4%
4454 - Traffic Congestion Relief Fund Loan Repayment (SB1)	-	249,369	249,369	246,466	-	-100%
4505 - Interest On Idle Cash	65,736	-	-	43,927	-	0%
	<b>4,120,861</b>	<b>3,883,614</b>	<b>3,883,614</b>	<b>3,209,534</b>	<b>3,767,880</b>	<b>-3%</b>
<b><u>126 Gas tax fund</u></b>						
4454 - Traffic Congestion Relief Fund Loan Repayment (SB1)	249,369	-	-	-	-	0%
4505 - Interest On Idle Cash	7,785	-	-	18,411	-	0%
4507 - Gain/Loss Market Value	765	-	-	-	-	0%
4602 - HUTA Proposition 42 replacement - gas tax 2103	738,738	1,904,553	1,904,553	2,263,506	1,749,215	-8%
4607 - HUTA R&T 7360	-	-	-	-	-	0%
4610 - State aid - gas tax 2106	770,452	760,274	760,274	487,233	667,651	-12%
4611 - State aid - gas tax 2107	1,535,804	1,603,987	1,603,987	977,318	1,353,930	-16%
4612 - State aid - gas tax 2107.5	-	10,000	10,000	-	9,000	-10%
4614 - Prop 111 highway users tax - gas tax 2105	1,213,257	1,228,094	1,228,094	797,185	1,134,077	-8%
	<b>4,516,170</b>	<b>5,506,908</b>	<b>5,506,908</b>	<b>4,543,653</b>	<b>4,913,873</b>	<b>-11%</b>

**City of San Bernardino  
Other Fund Revenues  
FY 2020-21 Adopted Budget**

	<b>FY 2018-19 Actuals</b>	<b>FY 2019-20 Adopted Budget</b>	<b>FY 2019-20 Amended Budget</b>	<b>FY 2019-20 Actuals YTD</b>	<b>FY 2020-21 Adopted Budget</b>	<b>% Change from Amended 19-20</b>
<b><u>127 Low Mod Housing Fund</u></b>						
4304 - Miscellaneous Planning Permits	150	-	-	600	-	0%
4505 - Interest On Idle Cash	497,367	-	-	376,912	-	0%
4507 - Gain/Loss Market Value	15,547	-	-	-	-	0%
4510 - Gain/Loss On Sale Of Property	(882,637)	-	-	-	-	0%
4699 - Program income (was 5957 in Linus)	-	50,000	50,000	-	20,000	-60%
	<b>(369,573)</b>	<b>50,000</b>	<b>50,000</b>	<b>455,888</b>	<b>20,000</b>	<b>-60%</b>
<b><u>128 Traffic safety</u></b>						
4440 - CVC Fine	456,060	320,000	320,000	732,807	560,000	75%
4441 - Nester Red Lights	10,351	10,000	10,000	12,015	-	-100%
4505 - Interest On Idle Cash	-	-	-	16,388	-	0%
	<b>466,411</b>	<b>330,000</b>	<b>330,000</b>	<b>761,210</b>	<b>560,000</b>	<b>70%</b>
<b><u>129 Measure I</u></b>						
4505 - Interest On Idle Cash	229,497	-	-	86,978	-	0%
4507 - Gain/Loss Market Value	100,694	-	-	-	-	0%
4613 - 1/2 cent sales tax - Measure I	4,105,053	3,776,585	3,776,585	2,988,576	3,198,950	-15%
4695 - Recoverable expense income	-	-	-	341,082	-	0%
4945 - Reimbursement Street Construction	102,862	-	-	64,165	-	0%
	<b>4,538,107</b>	<b>3,776,585</b>	<b>3,776,585</b>	<b>3,480,799</b>	<b>3,198,950</b>	<b>-15%</b>
<b><u>208 Verdernont capital project</u></b>						
4505 - Interest On Idle Cash	5,854	-	-	2,260	-	0%
4507 - Gain/Loss Market Value	2,644	-	-	-	-	0%
4511 - Palm Avenue Improvement Fee	3,068	-	-	-	-	0%
4512 - Infrastructure Fees Verdernont	(11,518)	-	-	-	-	0%
4818 - Storm Drain Fee	41,032	-	-	-	-	0%
	<b>41,080</b>	<b>-</b>	<b>-</b>	<b>2,260</b>	<b>-</b>	<b>0%</b>
<b><u>242 Street construction fund</u></b>						
4658 - Federal Aid Street Construction	113,979	-	-	-	-	0%
	<b>113,979</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>

**City of San Bernardino  
Other Fund Revenues  
FY 2020-21 Adopted Budget**

	<b>FY 2018-19 Actuals</b>	<b>FY 2019-20 Adopted Budget</b>	<b>FY 2019-20 Amended Budget</b>	<b>FY 2019-20 Actuals YTD</b>	<b>FY 2020-21 Adopted Budget</b>	<b>% Change from Amended 19-20</b>
<b><u>243 Park construction fund</u></b>						
4505 - Interest On Idle Cash	2,951	-	-	1,275	-	0%
4507 - Gain/Loss Market Value	1,251	-	-	-	-	0%
	<b>4,202</b>	<b>-</b>	<b>-</b>	<b>1,275</b>	<b>-</b>	<b>0%</b>
<b><u>245 Sewer line construction</u></b>						
4505 - Interest On Idle Cash	-	-	-	1,065	-	0%
	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,065</b>	<b>-</b>	<b>0%</b>
<b><u>246 Public improvement fund</u></b>						
4505 - Interest On Idle Cash	22,931	10,000	10,000	9,910	10,000	0%
4507 - Gain/Loss Market Value	9,725	-	-	-	-	0%
	<b>32,656</b>	<b>10,000</b>	<b>10,000</b>	<b>9,910</b>	<b>10,000</b>	<b>0%</b>
<b><u>247 Cultural Developmnt Construction</u></b>						
4335 - Cultural Development Construction Fee	731,690	600,000	600,000	1,212,566	600,000	0%
4505 - Interest On Idle Cash	96,854	-	-	44,084	-	0%
4507 - Gain/Loss Market Value	37,601	-	-	-	-	0%
	<b>866,145</b>	<b>600,000</b>	<b>600,000</b>	<b>1,256,649</b>	<b>600,000</b>	<b>0%</b>
<b><u>248 Storm drain construction</u></b>						
4505 - Interest On Idle Cash	182,249	-	-	79,222	-	0%
4507 - Gain/Loss Market Value	68,670	-	-	-	-	0%
4818 - Storm Drain Fee	1,684,546	1,500,000	1,500,000	1,387,154	1,500,000	0%
	<b>1,935,465</b>	<b>1,500,000</b>	<b>1,500,000</b>	<b>1,466,376</b>	<b>1,500,000</b>	<b>0%</b>
<b><u>254 Assessment district</u></b>						
4115 - All Assessment Districts	1,219,831	143,300	1,349,122	1,077,278	1,225,920	-9%
6450 - Transfers in	-	-	118,755	118,755	120,000	1%
	<b>1,219,831</b>	<b>143,300</b>	<b>1,467,877</b>	<b>1,196,033</b>	<b>1,345,920</b>	<b>-8%</b>
<b><u>258 Prop 1b - local street</u></b>						
4505 - Interest On Idle Cash	1,299	-	-	561	2,000	0%
4507 - Gain/Loss Market Value	551	-	-	-	-	0%

**City of San Bernardino  
Other Fund Revenues  
FY 2020-21 Adopted Budget**

	<b>FY 2018-19 Actuals</b>	<b>FY 2019-20 Adopted Budget</b>	<b>FY 2019-20 Amended Budget</b>	<b>FY 2019-20 Actuals YTD</b>	<b>FY 2020-21 Adopted Budget</b>	<b>% Change from Amended 19-20</b>
	<b>1,850</b>	<b>-</b>	<b>-</b>	<b>561</b>	<b>2,000</b>	<b>0%</b>
<b><u>261 Law Enforcement Facilities</u></b>						
4505 - Interest On Idle Cash	9,956	-	-	-	-	0%
4507 - Gain/Loss Market Value	3,765	-	-	-	-	0%
4824 - Development Impact Fees	99,114	80,000	80,000	249,636	80,000	0%
	<b>112,834</b>	<b>80,000</b>	<b>80,000</b>	<b>249,636</b>	<b>80,000</b>	<b>0%</b>
<b><u>263 Local regional circulation</u></b>						
4505 - Interest On Idle Cash	32,623	-	-	-	-	0%
4507 - Gain/Loss Market Value	12,729	-	-	-	-	0%
4630 - State Aid Street Construction	61,105	-	-	-	-	0%
4824 - Development Impact Fees	249,028	200,000	200,000	298,599	200,000	0%
	<b>355,486</b>	<b>200,000</b>	<b>200,000</b>	<b>298,599</b>	<b>200,000</b>	<b>0%</b>
<b><u>264 Regional circulation system</u></b>						
4505 - Interest On Idle Cash	279,462	-	-	179,970	-	0%
4507 - Gain/Loss Market Value	114,777	-	-	-	-	0%
4630 - State Aid Street Construction	162,991	1,500,000	1,500,000	-	-	-100%
4658 - Federal Aid Street Construction	53,978	-	-	-	-	0%
4695 - Recoverable expense income	97,451	-	-	384,370	-	0%
4824 - Development Impact Fees	935,746	-	-	661,557	1,500,000	0%
4998 - Extraordinary Gain	-	-	-	34,364	-	0%
6450 - Transfers in	-	-	-	910,560	-	0%
	<b>1,644,404</b>	<b>1,500,000</b>	<b>1,500,000</b>	<b>2,170,822</b>	<b>1,500,000</b>	<b>0%</b>
<b><u>265 Library Facilities</u></b>						
4505 - Interest On Idle Cash	1,823	-	-	-	-	0%
4507 - Gain/Loss Market Value	636	-	-	-	-	0%
4824 - Development Impact Fees	32,507	10,000	10,000	140,574	10,000	0%
	<b>34,967</b>	<b>10,000</b>	<b>10,000</b>	<b>140,574</b>	<b>10,000</b>	<b>0%</b>
<b><u>266 Public use facilities</u></b>						
4505 - Interest On Idle Cash	11,645	-	-	-	-	0%



**City of San Bernardino  
Other Fund Revenues  
FY 2020-21 Adopted Budget**

	FY 2018-19 Actuals	FY 2019-20 Adopted Budget	FY 2019-20 Amended Budget	FY 2019-20 Actuals YTD	FY 2020-21 Adopted Budget	% Change from Amended 19-20
4507 - Gain/Loss Market Value	4,703	-	-	-	-	0%
4824 - Development Impact Fees	55,518	15,000	15,000	241,529	15,000	0%
	<b>71,866</b>	<b>15,000</b>	<b>15,000</b>	<b>241,529</b>	<b>15,000</b>	<b>0%</b>
<b><u>267 Aquatics facilities</u></b>						0%
4505 - Interest On Idle Cash	3,446	-	-	-	-	0%
4507 - Gain/Loss Market Value	1,391	-	-	-	-	0%
4824 - Development Impact Fees	16,617	5,000	5,000	71,782	5,000	0%
	<b>21,454</b>	<b>5,000</b>	<b>5,000</b>	<b>71,782</b>	<b>5,000</b>	<b>0%</b>
<b><u>268 AB 1600 parkland and op</u></b>						0%
4505 - Interest On Idle Cash	24,951	-	-	-	-	0%
4507 - Gain/Loss Market Value	10,998	-	-	-	-	0%
4824 - Development Impact Fees	136,410	80,000	80,000	330,537	80,000	0%
	<b>172,359</b>	<b>80,000</b>	<b>80,000</b>	<b>330,537</b>	<b>80,000</b>	<b>0%</b>
<b><u>269 Quimby act parkland</u></b>						0%
4505 - Interest On Idle Cash	26,200	-	-	-	-	0%
4507 - Gain/Loss Market Value	9,910	-	-	-	-	0%
4509 - Unrealized gains/losses	-	-	-	-	-	0%
4824 - Development Impact Fees	333,125	70,000	70,000	1,063,429	70,000	0%
	<b>369,235</b>	<b>70,000</b>	<b>70,000</b>	<b>1,063,429</b>	<b>70,000</b>	<b>0%</b>
<b><u>308 Verdernont improvement loan</u></b>						0%
4505 - Interest On Idle Cash	329	-	-	728	-	0%
4511 - Palm Avenue Improvement Fee	6,276	-	-	1,975	-	0%
4512 - Infrastructure Fees Verdernont	-	-	-	-	-	0%
4818 - Storm Drain Fee	66,424	-	-	29,365	-	0%
6472 - Debt Forgiven	-	-	-	-	-	0%
	<b>73,029</b>	<b>-</b>	<b>-</b>	<b>32,068</b>	<b>-</b>	<b>0%</b>
<b><u>356 AD 1015 New Pine Debt Service</u></b>						0%
4115 - All Assessment Districts	-	-	-	-	-	0%
4505 - Interest On Idle Cash	444	-	-	192	-	0%

**City of San Bernardino  
Other Fund Revenues  
FY 2020-21 Adopted Budget**

	<b>FY 2018-19 Actuals</b>	<b>FY 2019-20 Adopted Budget</b>	<b>FY 2019-20 Amended Budget</b>	<b>FY 2019-20 Actuals YTD</b>	<b>FY 2020-21 Adopted Budget</b>	<b>% Change from Amended 19-20</b>
6472 - Debt Forgiven					-	0%
	<b>632</b>	-	-	<b>192</b>	-	<b>0%</b>
4423 - General Administrative Civil Penalty	-	-	-	-	-	0%
4506 - Interest On Bond Reserves	-	-	-	-	-	0%
4543 - Landfill Fees	-	-	-	-	-	0%
4845 - Residential Penalties	-	-	-	-	-	0%
4896 - Replacement Contribution	-	-	-	-	-	0%
6450 - Transfers in	-	-	-	-	-	0%
	<b>770,340</b>	<b>500,000</b>	<b>500,000</b>	<b>549,916</b>	<b>500,000</b>	<b>0%</b>
<b>629 Liability insurance fund</b>						0%
4505 - Interest On Idle Cash	-	-	-	39,961	-	0%
4897 - Interdepartmental Receipts	3,213,638	2,525,700	2,525,700	2,525,899	3,281,111	30%
4906 - Water Fund Contributions	-	-	-	28,633	-	0%
4924 - Damage Claim Recovery	931,065	75,000	75,000	84,872	75,000	0%
4937 - Street Light Recovery	45,512	25,000	25,000	90,801	50,000	100%
	<b>4,190,215</b>	<b>2,625,700</b>	<b>2,625,700</b>	<b>2,770,164</b>	<b>3,406,111</b>	<b>30%</b>
<b>635 Fleet services fund</b>						0%
4228 - BIO CNG FUEL	500,000	500,000	500,000	375,000	500,000	0%
4505 - Interest On Idle Cash	-	-	-	11,841	-	0%
4542 - Fuel Sales	393,914	425,000	425,000	12,529	900,000	0%
4897 - Interdepartmental Receipts	2,040,600	2,446,100	2,446,100	2,264,899	2,151,815	-12%
4901 - Miscellaneous Receipts	8,821	-	-	-	-	0%
4903 - Refunds And Rebates	-	-	-	480	-	0%
	<b>2,943,335</b>	<b>3,371,100</b>	<b>3,371,100</b>	<b>2,664,748</b>	<b>3,551,815</b>	<b>5%</b>
4505 - Interest On Idle Cash	-	-	-	-	-	0%
4670 - Economic Development Reimbursement	-	-	-	-	-	0%
4897 - Interdepartmental Receipts	5,957,379	5,366,800	5,366,800	5,312,999	5,701,814	6%
4901 - Miscellaneous Receipts	2,000	-	-	-	2,000	0%
4906 - Water Fund Contributions	82,357	117,000	117,000	90,891	137,000	17%
6450 - Transfers in	-	-	-	-	-	0%

**City of San Bernardino  
Other Fund Revenues  
FY 2020-21 Adopted Budget**

	<b>FY 2018-19 Actuals</b>	<b>FY 2019-20 Adopted Budget</b>	<b>FY 2019-20 Amended Budget</b>	<b>FY 2019-20 Actuals YTD</b>	<b>FY 2020-21 Adopted Budget</b>	<b>% Change from Amended 19-20</b>
	<b>6,133,810</b>	<b>5,843,800</b>	<b>5,843,800</b>	<b>5,580,762</b>	<b>5,866,814</b>	<b>0%</b>
4893 - Water Departmental Receipts	-	-	-	-	-	0%
4897 - Interdepartmental Receipts	4,632,419	4,493,400	4,493,400	4,493,294	4,533,505	1%
6450 - Transfers in	-	-	-	-	-	0%
	<b>5,010,291</b>	<b>4,493,400</b>	<b>4,493,400</b>	<b>4,882,059</b>	<b>4,533,505</b>	<b>1%</b>
<b><u>710 Successor Agency</u></b>						<b>0%</b>
4001 - Property Tax Current Secured	-	5,487,353	5,487,353	-	16,655,384	0%
4505 - Interest On Idle Cash	592,556	-	-	313,647	-	0%
4510 - Gain/Loss On Sale Of Property	(619,475)	-	-	(94,680)	-	0%
4520 - Land and Building Rental/Lease	-	-	-	10,002	-	0%
4660 - Former EDA - bond retirement revenue	16,280,136	-	-	15,694,431	-	0%
4901 - Miscellaneous Receipts	317,621	-	-	184,594	135,078	0%
	<b>16,570,838</b>	<b>5,487,353</b>	<b>5,487,353</b>	<b>16,107,994</b>	<b>16,790,462</b>	<b>206%</b>
					-	
<b>OTHER FUNDS REVENUE</b>	<b>73,836,746</b>	<b>55,129,984</b>	<b>60,773,680</b>	<b>60,679,846</b>	<b>65,902,912</b>	<b>8%</b>

**City of San Bernardino  
Historical Summary of Revenues  
FY 2020-21 Adopted Budget**

Description	FY 2016-17 Actual	FY 2017-18 Adopted	FY 2017-18 Actual	FY 2018-19 Adopted	FY 2018-19 Amended	FY 2019-20 Adopted	FY 2019-20 Amended	FY 2020-21 Adopted Budget
001 General	120,504,613	119,861,000	133,917,093	126,990,500	127,160,500	126,883,000	129,990,047	127,872,994
002 Bankruptcy Settlement	2,403,919	-	6,172,963	-	-	1,500,000	1,500,000	900,000
107 Cable Television Fund	317,061	306,550	287,769	295,000	295,000	285,000	285,000	285,000
108 Asset forfeiture	1,056,359	650,000	451,136	220,000	220,000	50,000	50,000	-
111 AB2766 air quality	282,230	250,000	176,727	260,000	500,000	265,000	265,000	255,000
116 Emergency Solutions Grant 14.231	129,399	440,185	233,249	323,222	496,574	270,000	392,537	295,799
117 Home Improvement Part 14.239	746,840	1,217,397	1,938,510	788,568	1,192,412	1,385,700	2,316,792	3,340,478
118 Gang and street asset forfeiture	63,832	-	51,823	-	-	3,000	3,000	-
119 Community Developmnt Block Grant	2,410,976	4,227,911	3,937,166	4,591,861	7,764,856	2,800,000	3,593,282	4,223,184
120 Neighborhood Stabil Prog (NSP1)	-	-	(150,197)	277,360	277,360	1,500,000	1,670,499	360,000
121 SBETA	3,154,684	-	-	-	-	-	-	-
122 Neighborhood Stabil Prog(NSP3)	63,229	-	-	904,500	904,500	-	-	-
123 Federal grant programs	2,786,263	1,978,984	4,234,112	122,498	2,174,603	4,426,324	6,368,832	1,034,249
124 Animal control	1,668,881	1,601,100	1,576,823	1,951,600	1,951,600	2,563,200	2,922,400	2,606,872
125 RMRA-GAS TAX	-	-	1,518,019	-	3,849,708	3,883,614	3,883,614	3,767,880
126 Gas tax fund	4,075,468	6,143,941	4,306,863	9,065,621	5,215,913	5,506,908	5,506,908	4,913,873
127 Low Mod Housing Fund	184,571	-	258,622	-	-	50,000	50,000	20,000
128 Traffic safety	829,052	340,000	797,137	330,000	330,000	330,000	330,000	560,000
129 Measure I	3,733,524	3,650,000	3,892,640	3,800,000	3,800,000	3,776,585	3,776,585	3,198,950
132 Sewer line maintenance	4,286,585	-	(1,953)	-	-	-	-	-
134 Soccer field	-	-	-	-	-	-	-	-
137 CFD 1033 Fire Station	-	-	-	-	-	-	-	-
208 Verdemont capital project	737	-	151,227	-	-	-	-	-
242 Street construction fund	608,716	-	283,942	-	-	-	-	-
243 Park construction fund	(75)	-	48,770	-	-	-	-	-
244 Cemetry construction fund	-	-	-	-	-	-	-	-
245 Sewer line construction	229,480	-	116,357	-	-	-	-	-
246 Public improvement fund	5,306	-	6,876	-	-	10,000	10,000	10,000
247 Cultural Developmnt Construction	697,362	-	884,017	-	-	600,000	600,000	600,000
248 Storm drain construction	1,432,825	-	1,906,755	-	-	1,500,000	1,500,000	1,500,000
254 Assessment district	1,365,490	1,155,775	1,164,324	1,221,926	1,221,926	143,300	1,467,877	1,345,920
258 Prop 1b - local street	2,643	-	16,402	-	-	-	-	2,000
261 Law Enforcement Facilities	170,226	-	102,030	-	-	80,000	80,000	80,000
262 Fire Supression	-	-	-	-	-	-	-	-
263 Local regional circulation	220,580	-	569,517	-	-	200,000	200,000	200,000
264 Regional circulation system	2,230,689	-	2,114,679	-	-	1,500,000	1,500,000	1,500,000
265 Library Facilities	5,425	-	8,056	-	-	10,000	10,000	10,000
266 Public use facilities	11,189	-	16,274	-	-	15,000	15,000	15,000
267 Aquatics facilities	3,340	-	4,859	-	-	5,000	5,000	5,000
268 AB 1600 parkland and op	62,178	-	71,659	-	-	80,000	80,000	80,000
269 Quimby act parkland	14,645	-	44,752	-	-	70,000	70,000	70,000
356 AD 1015 New Pine Debt Service	62,234	-	58,566	-	-	-	-	-
527 Integrated waste management	747,432	600,000	658,071	600,000	600,000	500,000	500,000	500,000
621 Central services fund	88,621	-	158,742	-	-	-	-	-
629 Liability insurance fund	2,024,657	3,530,707	2,075,221	2,354,179	2,354,179	2,625,700	2,625,700	3,406,111

**City of San Bernardino  
Historical Summary of Revenues  
FY 2020-21 Adopted Budget**

<b>Description</b>	<b>FY 2016-17 Actual</b>	<b>FY 2017-18 Adopted</b>	<b>FY 2017-18 Actual</b>	<b>FY 2018-19 Adopted</b>	<b>FY 2018-19 Amended</b>	<b>FY 2019-20 Adopted</b>	<b>FY 2019-20 Amended</b>	<b>FY 2020-21 Adopted Budget</b>
630 Telephone support fund	721,359	-	496,432	-	-	-	-	-
631 Utility fund	-	-	-	-	-	-	-	-
635 Fleet services fund	3,197,252	3,763,495	2,862,368	3,829,807	3,829,807	3,371,100	3,371,100	3,551,815
678 Workers compensation	6,458,286	4,909,225	5,385,576	5,606,044	5,606,044	5,843,800	5,843,800	5,866,814
679 Information technology	3,158,908	4,622,444	4,110,324	4,682,940	4,682,940	4,493,400	4,493,400	4,533,505
710 Successor Agency	19,190,759	-	18,599,953	599,074	599,074	5,487,353	5,487,353	16,790,462
775 Cemetery perpetual care	-	-	-	-	-	-	-	-
<b>GRAND TOTAL</b>	<b>191,196,302</b>	<b>159,248,714</b>	<b>205,514,253</b>	<b>168,814,699</b>	<b>175,026,995</b>	<b>182,012,984</b>	<b>190,763,727</b>	<b>193,700,906</b>

**CITY OF SAN BERNARDINO  
AUTHORIZED FULL-TIME POSITIONS BY DEPARTMENT  
ALL FUNDS**

Department	2017-18 Authorized	2018-19 Authorized	2019-20 Authorized	2020-21 Authorized	NOTES From 2019-20 Authorized to 20-21 Authorized
Animal Services	25.00	25.00	25.00	21.00	(-1.00) Animal Control Manager (-2.00) Animal Control Officers (+1.00) Director Of Animal Services (U) (-1.00) Animal Control Officer is held vacant (-1.00) Senior Customer Service Representative/Dispatcher is held vacant
City Attorney's Office	19.00	14.00	3.00	1.00	(-1.00) City Attorney position deleted after expiration of term. (-1.00) Administrative Analyst/Assistant of Elected Officer
City Clerk's Office	6.00	5.00	4.00	4.00	(-1.00) Deputy City Clerk (+1.00) Records Management Specialist
City Council Office	11.00	11.00	9.00	9.00	No changes
City Manager's Office	16.00	14.00	15.00	11.00	(+,-1.00) Transfer of Mayor's Chief of Staff from the Mayor's Office, subsequent deletion (+,-1.00) Transfer of Assistant to the Mayor I from the Mayor's Office, subsequent deletion (+,-1.00) Transfer of Customer Service Representative from the Mayor's Office, subsequent deletion (-1.00) Senior Human Resources Technician transferred to Human Resources (-1.00) Administrative Analyst II (-1.00) Community Engagement Specialist (-1.00) Administrative Services Officer was reclassified to (+,-1.00) Senior Management Analyst, subsequently held vacant for FY 20-21
City Treasurer's Office	1.00	1.00	1.00	0.00	(-1.00) City Treasurer position deleted after expiration of term.
Civil Service	0.00	0.00	0.00	0.00	No changes
Community & Economic Development	27.00	23.00	25.00	31.00	(+1.00) Code Enforcement Officer I transferred from Police (+3.00) Code Enforcement Officer II transferred from Police (+1.00) Code Enforcement Officer III transferred from Police (+2.00) Customer Service Representatives transferred from Police (+1.00) Senior Office Assistant transferred from Police (+1.00) Building Official was added when Code Enforcement was transferred. (-1.00) Construction Inspector II transferred to Public Works (-1.00) Engineering Assistant II transferred to Public Works (-1.00) Engineering Assistant III transferred to Public Works (-1.00) Senior Civil Engineer/Division Manager (U) transferred to Public Works (-1.00) Accountant III (-1.00) Executive Assistant to the Director was reclassified to (+1.00) Economic Development Specialist (+1.00) Code Enforcement Officer II (+1.00) Customer Service Representative
Economic & Housing Development	8.00	7.00	0.00	0.00	No changes
Fire	0.00	0.00	0.00	0.00	No changes
Finance	27.00	25.00	23.00	21.00	(-1.00) Senior Finance Specialist (-1.00) Treasure Assistant (-1.00) Administrative Analyst II was reclassified to (+1.00) Senior Management Analyst (-1.00) Accountant III was reclassified to (+1.00) Principal Accountant
Human Resources	9.00	9.00	9.00	10.00	(+1.00) of Senior Human Resources Technician from the City Manager's Office
Information Technology	15.00	14.00	13.00	13.00	No changes
Library	11.00	11.00	11.00	11.00	No changes



**CITY OF SAN BERNARDINO  
 AUTHORIZED FULL-TIME POSITIONS BY DEPARTMENT  
 ALL FUNDS**

Department	2017-18 Authorized	2018-19 Authorized	2019-20 Authorized	2020-21 Authorized	NOTES From 2019-20 Authorized to 20-21 Authorized
Mayor's Office	4.00	4.00	5.00	2.00	(-1.00) Transfer of Mayor's Chief of Staff to the City Manager's Office (-1.00) Transfer of Assistant to the Mayor I to the City Manager's Office (-1.00) Transfer of Customer Service Representative to the City Manager's Office
Parks, Recreation and Community Services	31.00	30.00	21.00	21.00	(-1.00) Recreation Therapist was reclassified to (+1.00) Community Services Center Supervisor (-1.00) Community Services Center Supervisor was reclassified to (+1.00) Community Recreation Program Supervisor
Police	425.00	424.00	375.00	356.00	(-1.00) Code Enforcement Officer I to CED (-3.00) Code Enforcement Officer II to CED (-1.00) Code Enforcement Officer III to CED (-2.00) Customer Service Representatives to CED (-1.00) Senior Office Assistant. to CED (-1.00) Sergeant at Midyear as part of the Police Department's 19/20 budget reduction strategies. (-1.00) Police Captain at Midyear as part of the Police Department's 19/20 budget reduction strategies. (-4.00) Community Services Officer I Positions are held vacant (-1.00) Criminal Investigation Officer is held vacant (-1.00) Police P&T Technician is held vacant (-3.00) Police Records Technician I & II Positions are held vacant (-1.00) Lieutenant is held vacant (+1.00) Police Officer (Cannabis Enforcement)
Public Works	111.00	104.00	107.00	105.00	(+1.00) Construction Inspector II transferred from CED (+1.00) Engineering Assistant II transferred from CED (+1.00) Engineering Assistant III transferred from CED (+1.00) Senior Civil Engineer/Division Manager (U) transferred from CED (-1.00) Arborist is held vacant (-2.00) Facilities Maintenance Mechanics are held vacant (-1.00) Maintenance Worker I is held vacant (-1.00) Real Property Manager is held vacant (-1.00) Traffic Engineering Associate is held vacant (-1.00) Environmental Project Inspector was reclassified to(+1.00) NPDES Inspector I. (-1.00) Traffic Operations & Systems Analyst position was reclassified to (+1.00) Traffic Engineering Associate
<b>Total</b>	<b>746.00</b>	<b>721.00</b>	<b>646.00</b>	<b>616.00</b>	

**CITY OF SAN BERNARDINO  
FULL TIME POSITIONS BY DEPARTMENT**

	FY 2017-18 Adopted	FY 2018-19 Adopted	FY 2019-20 Adopted	FY 2020-21 Adopted
<b><u>City Attorney</u></b>				
General Fund				
Municipal legal service				
Administrative Analyst II/Assistant Of Elective Officer (U)	3	2	1	0
Chief Assistant City Attorney (U)	1	1	0	0
City Attorney (U)	1	1	1	0
City Attorney Investigations Supervisor (U)	1	0	0	0
Deputy City Attorney I (U)	1	0	0	0
Deputy City Attorney III (U)	2	2	0	0
Deputy City Attorney IV (U)	2	2	0	0
Executive Assistant To The City Attorney (U)	1	1	0	0
Legal Administrative Assistant (U)	1	1	1	1
Legal Secretary I (U)	1	1	0	0
Legal Secretary II (U)	2	2	0	0
Office Assistant (U)	2	1	0	0
Senior Deputy City Attorney (U)	1	0	0	0
Municipal legal service Total	19	14	3	1
General Fund Total	19	14	3	1
<b>City Attorney Total</b>	<b>19</b>	<b>14</b>	<b>3</b>	<b>1</b>

**CITY OF SAN BERNARDINO  
FULL TIME POSITIONS BY DEPARTMENT**

	FY 2017-18 Adopted	FY 2018-19 Adopted	FY 2019-20 Adopted	FY 2020-21 Adopted
<b>City Clerk</b>				
General Fund				
Administration				
Chief Deputy City Clerk (U)	0.9	0.9	0.9	0.9
City Clerk (U)	0.85	0.85	0.85	0.85
Deputy City Clerk (U)	0.9	0.9	0.9	0
Records Management Specialist (U)	0.05	0	0	0.05
Senior Customer Service Representative (U)	0.4	0.4	0	0
Senior Office Assistant (U)	0.75	0.75	0.75	0.75
Administration Total	3.85	3.8	3.4	2.55
Elections				
Chief Deputy City Clerk (U)	0.05	0.05	0.05	0.05
City Clerk (U)	0.1	0.1	0.1	0.1
Deputy City Clerk (U)	0.05	0.05	0.05	0
Elections Total	0.2	0.2	0.2	0.15
Records Management				
Chief Deputy City Clerk (U)	0.05	0.05	0.05	0.05
City Clerk (U)	0.05	0.05	0.05	0.05
Deputy City Clerk (U)	0.05	0.05	0.05	0
Records Management Specialist (U)	0.95	0	0	0.95
Senior Customer Service Representative (U)	0.6	0.6	0	0
Senior Office Assistant (U)	0.25	0.25	0.25	0.25
Records Management Total	1.95	1	0.4	1.3
General Fund Total	6	5	4	4
<b>City Clerk Total</b>	<b>6</b>	<b>5</b>	<b>4</b>	<b>4</b>

**CITY OF SAN BERNARDINO  
FULL TIME POSITIONS BY DEPARTMENT**

	FY 2017-18 Adopted	FY 2018-19 Adopted	FY 2019-20 Adopted	FY 2020-21 Adopted
<b><u>City Council</u></b>				
General Fund				
City Council				
Councilperson	7	7	7	7
City Council Total	7	7	7	7
Council Support				
Administrative Analyst II	1	0	0	0
Administrative Assistant To City Council (U)	1	2	1	1
Council Administrative Supervisor (U)	1	1	1	1
Executive Staff Assistant To City Council (U)	1	1	0	0
Council Support Total	4	4	2	2
General Fund Total	11	11	9	9
<b>City Council Total</b>	<b>11</b>	<b>11</b>	<b>9</b>	<b>9</b>

**CITY OF SAN BERNARDINO**  
**FULL TIME POSITIONS BY DEPARTMENT**

	FY 2017-18 Adopted	FY 2018-19 Adopted	FY 2019-20 Adopted	FY 2020-21 Adopted
<b>City Manager</b>				
Cable Television Fund				
CATV				
lemg Broadcast Engineering Coordinator	1	0	0	0
CATV Total	1	0	0	0
Cable Television Fund Total	1	0	0	0
General Fund				
Administration				
Administrative Assistant To City Manager (U)	0	0.5	0.5	0.5
Assistant City Manager	1	0.75	0.75	0
Assistant City Manager (U)	0	0	0	1
Assistant To The City Manager (U)	0.85	0.25	0	0
City Manager (U)	0.9	1	1	1
Executive Assistant To The City Manager (U)	1	1	1	1
Neighborhood & Cust Svcs Ops Mgr (U)	0	0	0.25	0.25
Administration Total	3.75	3.5	3.5	3.75
Administrative Services				
Administrative Analyst I (Flex)	0	1	0	0
Administrative Analyst II	0	0	1	0
Administrative Services Officer	1	1	1	0
Human Resources Analyst	1	0	0	0
Human Resources Technician	1	0	0	0
Senior Human Resources Technician	0	1	1	0
Administrative Services Total	3	3	3	0
Air Quality/Rideshare				
Administrative Assistant To City Manager (U)	0.5	0.5	0.5	0.5
Assistant To The City Manager (U)	0.15	0	0	0
Air Quality/Rideshare Total	0.65	0.5	0.5	0.5
CATV				
lemg Broadcast Engineering Coordinator	0	1	1	1
CATV Total	0	1	1	1
Communication & Community Relations				
Administrative Assistant To City Manager (U)	0.25	0	0	0
Assistant City Manager	0	0.25	0.25	0
City Manager (U)	0.05	0	0	0
Community Engagement Specialist	0	0	1	0
Manager Of Communications	1	0	0	0
Communication & Community Relations Total	1.3	0.25	1.25	0
Customer & Neighborhood Services				
Assistant To The City Manager (U)	0	0.75	0	0
Neighborhood & Cust Svcs Ops Mgr (U)	0	0	0.75	0.75
Sb Direct Call Taker (Bilingual)	4	4	4	4
Senior Sb Direct Call Taker (Bilingual)	1	0	0	0
Customer & Neighborhood Services Total	5	4.75	4.75	4.75
Grants Coordination/Intergovernmental Relations				
Administrative Assistant To City Manager (U)	0.25	0	0	0
City Manager (U)	0.05	0	0	0
Grants Coordination/Intergovernmental Relations Total	0.3	0	0	0

**CITY OF SAN BERNARDINO  
FULL TIME POSITIONS BY DEPARTMENT**

	FY 2017-18 Adopted	FY 2018-19 Adopted	FY 2019-20 Adopted	FY 2020-21 Adopted
Violence Intervention				
Community Intervention Program Manager (U)	1	1	1	1
Violence Intervention Total	1	1	1	1
General Fund Total	15	14	15	11
<b>City Manager Total</b>	<b>16</b>	<b>14</b>	<b>15</b>	<b>11</b>

**CITY OF SAN BERNARDINO  
FULL TIME POSITIONS BY DEPARTMENT**

	FY 2017-18 Adopted	FY 2018-19 Adopted	FY 2019-20 Adopted	FY 2020-21 Adopted
<b><u>City Treasurer</u></b>				
General Fund				
Treasurer				
City Treasurer (U)	1	1	0	0
Treasurer Total	1	1	0	0
General Fund Total	1	1	0	0
<b>City Treasurer Total</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>

**CITY OF SAN BERNARDINO  
FULL TIME POSITIONS BY DEPARTMENT**

	FY 2017-18 Adopted	FY 2018-19 Adopted	FY 2019-20 Adopted	FY 2020-21 Adopted
<b><u>Community Development</u></b>				
Home Improvement Part 14.239				
Administration				
Community Development Block Grant (Cdbg) Coordinator	0	0	0	0.15
Housing Division Manager (U)	0	0	0	0.15
Administration Total	0	0	0	0.3
Home Improvement Part 14.239 Total	0	0	0	0.3
General Fund				
Administration				
Director Of Community & Economic Dev	0	0	0	1
Director Of Community & Economic Development (U)	0	0	1	0
Director Of Community Development (U)	0.25	0.25	0	0
Executive Assistant	1	0.5	0.5	0.5
Executive Assistant To Director (U)	1	1	1	0
Senior Management Analyst	1	1	1	1
Administration Total	3.25	2.75	3.5	2.5
Building and Safety				
Building Inspector I (Flex)	0	1	2	2
Building Inspector Ii	0	0	0	1
Building Inspector II	3	2	1	0
Building Official	0	0	0	1
Chief Building Official & Building & Safety Division Manager (U)	1	1	0	0
Community Development Technician	1	3	3	3
Construction Inspector II	0.5	0.5	0.5	0
Development Services Technician	4	0	0	0
Director Of Community Development (U)	0.3	0.3	0	0
Executive Assistant	0.5	0.5	0.5	0.5
Senior Plans Examiner	1	0	0	0
Building and Safety Total	11.3	8.3	7	7.5
Economic Development				
Economic Development Specialist	0	0	0	1
Economic Development Total	0	0	0	1
Enforcement/Beautification				
Code Enforcement Officer I	0	0	0	1
Code Enforcement Officer II	0	0	0	4
Code Enforcement Officer III	0	0	0	1
Customer Service Representative	0	0	0	3
Senior Office Assistant	0	0	0	1
Enforcement/Beautification Total	0	0	0	10
Land Development				
Construction Inspector II	1.5	0.5	0.5	0
Director Of Community Development (U)	0.15	0.15	0	0
Engineering Assistant I (Flex)	1	1	0	0
Engineering Assistant II	0	0	1	0
Engineering Assistant III	1	1	1	0
NPDES Coordinator	1	1	0	0
NPDES Inspector I (Flex)	0	1	0	0
Senior Civil Engineer/ Division Manager (U)	1	1	1	0
Land Development Total	5.65	5.65	3.5	0
Planning				
Assistant Planner (Flex)	0	2	1	1



**CITY OF SAN BERNARDINO**  
**FULL TIME POSITIONS BY DEPARTMENT**

	FY 2017-18 Adopted	FY 2018-19 Adopted	FY 2019-20 Adopted	FY 2020-21 Adopted
Associate Planner	4	2	3	3
Director Of Community Development (U)	0.3	0.3	0	0
Executive Assistant	0.5	0	0	0
Planning Division Manager (U)	1	1	1	1
Senior Planner	0	1	0	0
Transportation Planner	1	0	0	0
<b>Planning Total</b>	<b>6.8</b>	<b>6.3</b>	<b>5</b>	<b>5</b>
<b>General Fund Total</b>	<b>27</b>	<b>23</b>	<b>19</b>	<b>26</b>
Community Development Block Grant				
Administration				
Accountant III	0	0	1	0
Administrative Analyst I	0	0	1	1
Administrative Analyst II	0	0	1	1
Administrative Assistant	0	0	1	1
Community Development Block Grant (Cdbg) Coordinator	0	0	0	0.85
Community Development Block Grant (CDBG) Program Coordinator	0	0	1	0
Housing Division Manager (U)	0	0	1	0.85
<b>Administration Total</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>4.7</b>
<b>Community Development Block Grant Total</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>4.7</b>
<b>Community Development Total</b>	<b>27</b>	<b>23</b>	<b>25</b>	<b>31</b>

**CITY OF SAN BERNARDINO  
FULL TIME POSITIONS BY DEPARTMENT**

	FY 2017-18 Adopted	FY 2018-19 Adopted	FY 2019-20 Adopted	FY 2020-21 Adopted
<b><u>Economic &amp; Housing Development</u></b>				
General Fund				
Administration				
Economic Development Analyst (U)	1	0	0	0
Administration Total	1	0	0	0
Economic Development				
Director Of Economic And Housing Development (U)	1	1	0	0
Economic Development Total	1	1	0	0
General Fund Total	2	1	0	0
Community Development Block Grant				
Administration				
Accountant III	1	1	0	0
Administrative Analyst II	0	1	0	0
Community Development Block Grant (CDBG) Program Assistant	0	2	0	0
Community Development Block Grant Coordinator	1	1	0	0
Community Development Block Grant Program Assistant	2	0	0	0
Housing Division Manager (U)	1	1	0	0
Management Analyst Ii/Assistant To The City Manager	1	0	0	0
Administration Total	6	6	0	0
Community Development Block Grant Total	6	6	0	0
<b><u>Economic &amp; Housing Development Total</u></b>	<b>8</b>	<b>7</b>	<b>0</b>	<b>0</b>

**CITY OF SAN BERNARDINO  
FULL TIME POSITIONS BY DEPARTMENT**

	FY 2017-18 Adopted	FY 2018-19 Adopted	FY 2019-20 Adopted	FY 2020-21 Adopted
<b>Finance</b>				
General Fund				
Accounting				
Accountant I (Flex)	1	0	0	0
Accountant II	1	1	1	1
Accountant III	1	1	1	0
Accounting Division Manager (U)	1	0	1	1
Accounting Technician	2	2	2	2
Deputy Director Of Finance (U)	0	0	1	1
Deputy Director Of Finance/Budget Manager (U)	0	1	0	0
Principal Accountant	1	1	0	1
Senior Finance Specialist	0.25	0.25	0.25	0
Accounting Total	7.25	6.25	6.25	6
Administration				
Accounting Assistant	0	1	0	0
Administrative Assistant	0	1	1	1
Director Of Finance (U)	1	1	1	1
Executive Assistant To Director (U)	1	0	0	0
Administration Total	2	3	2	2
Budget				
Administrative Analyst I (Flex)	0	1	0	0
Administrative Analyst II	0	0	1	0
Budget Officer	0	0	0	1
Budget Officer (U)	1	1	1	0
Financial Analyst	1	0	0	0
Senior Management Analyst	0	0	0	1
Budget Total	2	2	2	2
Business Registration				
Accounting Technician	0	0	1	1
Business Reg. Representative	0	0	0	1
Business Registration Accounting Technician (U)	1	1	0	0
Business Registration Inspector	0	0	0	4
Business Registration Inspector (U)	4	4	4	0
Business Registration Manager	0	0	0	1
Business Registration Manager (U)	1	1	1	0
Senior Business Registration Representative (U)	1	1	1	0
Business Registration Total	7	7	7	7
Payroll/Benefits				
Accounting Assistant	2	0	0	0
Payroll Manager	1	1	0	0
Payroll Supervisor	0	0	1	1
Payroll Technician	1	1	1	1
Senior Finance Specialist	0.75	0.75	0.75	0
Payroll/Benefits Total	4.75	2.75	2.75	2
Purchasing				
Accounting Assistant	1	1	0	0
Assistant Buyer	0	0	1	1
Procurement/Contract Support Services Division Manager (U)	1	1	0	0
Purchasing Total	2	2	1	1

**CITY OF SAN BERNARDINO  
FULL TIME POSITIONS BY DEPARTMENT**

	FY 2017-18 Adopted	FY 2018-19 Adopted	FY 2019-20 Adopted	FY 2020-21 Adopted
Treasurer				
City Treasurer (U)	0	0	1	0
Deputy City Treasurer (U)	1	1	0	0
Treasury Assistant (U)	1	1	1	0
Treasury Supervisor	0	0	1	1
Treasurer Total	2	2	3	1
General Fund Total	27	25	24	21
<b>Finance Total</b>	<b>27</b>	<b>25</b>	<b>24</b>	<b>21</b>

**CITY OF SAN BERNARDINO  
FULL TIME POSITIONS BY DEPARTMENT**

	FY 2017-18 Adopted	FY 2018-19 Adopted	FY 2019-20 Adopted	FY 2020-21 Adopted
<b>Human Resource</b>				
Liability Insurance Fund				
Administration				
Administrative Claims Specialist	0	0.5	0	0
Administration Total	0	0.5	0	0
Liability/Risk Management				
Administrative Claims Specialist	0.5	0	0.5	0.75
Departmental Accounting Technician	0	0.3	0	0
Director Of Human Resources (U)	0.2	0.2	0.2	0.2
Executive Assistant To Director (U)	0.15	0.15	0.15	0.25
Human Resources Analyst	0.5	0.4	0.4	0.5
Human Resources Technician	0.1	0.15	0.45	0.1
Senior Human Resources Technician	0.1	0.2	0.2	0
Senior Human Resources/Risk Analyst	0.2	0.5	0.5	0.5
Liability/Risk Management Total	1.75	1.9	2.4	2.3
Liability Insurance Fund Total	1.75	2.4	2.4	2.3
Workers Compensation Fund				
Liability/Risk Management				
Administrative Claims Specialist	0	0.5	0	0
Liability/Risk Management Total	0	0.5	0	0
Workers compensation				
Administrative Claims Specialist	0.5	0	0.5	0.25
Departmental Accounting Technician	0	0.3	0	0
Director Of Human Resources (U)	0.2	0.2	0.2	0.2
Executive Assistant To Director (U)	0.25	0.25	0.25	0.25
Human Resources Analyst	0.75	0.4	0.4	0.5
Human Resources Technician	0.2	0.15	0.45	0.1
Senior Human Resources Technician	0.2	0	0	0
Senior Human Resources/Risk Analyst	0.25	0.5	0.5	0.5
Workers compensation Total	2.35	1.8	2.3	1.8
Workers Compensation Fund Total	2.35	2.3	2.3	1.8
General Fund				
Administration				
Departmental Accounting Technician	1	0.4	0	0
Director Of Human Resources (U)	0.6	0.6	0.6	0.6
Executive Assistant To Director (U)	0.6	0.6	0.6	0.5
Human Resources Analyst	0.75	0.2	0.2	0
Human Resources Technician	0.7	0.7	1.1	1.8
Senior Human Resources Technician	0.7	0.8	0.8	1
Senior Human Resources/Risk Analyst	0.55	1	1	1
Administration Total	4.9	4.3	4.3	4.9
Administrative Services				
Senior Human Resources Technician	0	0	0	1
Administrative Services Total	0	0	0	1
General Fund Total	4.9	4.3	4.3	5.9
<b>Human Resource Total</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>10</b>

**CITY OF SAN BERNARDINO  
FULL TIME POSITIONS BY DEPARTMENT**

	FY 2017-18 Adopted	FY 2018-19 Adopted	FY 2019-20 Adopted	FY 2020-21 Adopted
<b><u>Information Technology</u></b>				
Information Technology Fund				
Administration				
Administrative Assistant	0	0	1	1
Departmental Accounting Technician	1	1	0	0
Director Of Information Technology (U)	1	1	1	1
Administration Total	2	2	2	2
Business Systems				
Applications Development Manager	1	1	1	1
Senior IT Analyst	2	2	2	2
Business Systems Total	3	3	3	3
Client Services				
IT Operations Supervisor	1	1	1	1
Senior IT Technician	1	1	1	1
Client Services Total	2	2	2	2
GIS & Office automation				
GIS Administrator	0	1	0	0
GIS System Administrator	1	0	0	0
Senior GIS Analyst	1	1	1	1
GIS & Office automation Total	2	2	1	1
Network Services				
Senior Network Administrator	0.75	1	1	1
Network Services Total	0.75	1	1	1
Print Shop				
Reprographics & Mail Technician	1	0	0	0
Print Shop Total	1	0	0	0
Public Safety Systems				
IT Analyst I (Flex)	1	1	1	1
IT Analyst II	1	1	1	1
Public Safety IT Manager	1	1	1	1
Senior IT Analyst	1	1	1	1
Public Safety Systems Total	4	4	4	4
Telephone Support				
Senior Network Administrator	0.25	0	0	0
Telephone Support Total	0.25	0	0	0
Information Technology Fund Total	15	14	13	13
<b>Information Technology Total</b>	<b>15</b>	<b>14</b>	<b>13</b>	<b>13</b>

**CITY OF SAN BERNARDINO  
FULL TIME POSITIONS BY DEPARTMENT**

	FY 2017-18 Adopted	FY 2018-19 Adopted	FY 2019-20 Adopted	FY 2020-21 Adopted
<b><u>Library</u></b>				
Federal grant programs				
Adult Basic Education				
Literacy Program Coordinator	1	1	1	1
Adult Basic Education Total	1	1	1	1
Federal grant programs Total	1	1	1	1
General Fund				
Administration				
Executive Assistant To Director (U)	0	0.5	0.5	0.5
Library Admin Technician/Webmaster	0.5	0	0	0
Library Director (U)	1	1	1	1
Administration Total	1.5	1.5	1.5	1.5
Branch Library Services				
Library Technician II	0.67	0.67	0.67	0.67
Branch Library Services Total	0.67	0.67	0.67	0.67
Central Library Services				
Librarian II	2	2	2	2
Library Circulation Supervisor	1	1	1	1
Library Program Coordinator	1	1	1	1
Technology Librarian	1	1	1	1
Central Library Services Total	5	5	5	5
Support Services				
Executive Assistant To Director (U)	0	0.5	0.5	0.5
Library Admin Technician/Webmaster	0.5	0	0	0
Library Network Administrator	1	1	1	1
Library Network Assistant	1	1	1	1
Library Technician II	0.33	0.33	0.33	0.33
Support Services Total	2.83	2.83	2.83	2.83
General Fund Total	10	10	10	10
<b>Library Total</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>

**CITY OF SAN BERNARDINO  
FULL TIME POSITIONS BY DEPARTMENT**

	FY 2017-18 Adopted	FY 2018-19 Adopted	FY 2019-20 Adopted	FY 2020-21 Adopted
<b>Mayor</b>				
General Fund				
Administration				
Assistant To The Mayor II (U)	1	1	1	0
Assistant To The Mayor III (U)	0	1	0	0
Executive Assistant To Mayor (U)	1	0	1	1
Mayor	1	1	1	1
Mayor'S Chief Of Staff (U)	1	1	1	0
Senior Customer Service Representative (U)	0	0	1	0
Administration Total	4	4	5	2
General Fund Total	4	4	5	2
<b>Mayor Total</b>	<b>4</b>	<b>4</b>	<b>5</b>	<b>2</b>



**CITY OF SAN BERNARDINO**  
**FULL TIME POSITIONS BY DEPARTMENT**

	FY 2017-18 Adopted	FY 2018-19 Adopted	FY 2019-20 Adopted	FY 2020-21 Adopted
<b><u>Parks Recreation &amp; Community</u></b>				
Federal grant programs				
Rsvp Program				
Program Manager RSVP	1	0	0.45	0.45
Rsvp Program Total	1	0	0.45	0.45
Senior Companion				
Coordinator Of Volunteers	0.25	0.6	0.6	0
Coordinator Of Volunteers (Grant Funded)	0	0	0	0.6
Program Manager RSVP	0	0.45	0	0
Program Manager SCP	0.9	0.6	0.6	0.6
Senior Companion Total	1.15	1.65	1.2	1.2
Senior Nutrition				
Food Service Supervisor II	1	1	1	1
Senior Nutrition Total	1	1	1	1
Federal grant programs Total	3.15	2.65	2.65	2.65
General Fund				
Administration				
Administrative Analyst I (Flex)	1	1	1	1
Administrative Assistant	2	1	1	1
Community Recreation Manager	1	0.7	1.7	1.7
Deputy Director Of Parks/Rec/Community Services (U)	1	1	0	0
Director Of Parks/Rec/Community Services (U)	1	1	1	1
Executive Assistant To Director (U)	1	1	1	1
Administration Total	8	6.7	6.7	6.7
Aquatics				
Community Recreation Manager	0	0.3	0.3	0.3
Pool Maintenance Coordinator	0	1	0	0
Aquatics Total	0	1.3	0.3	0.3
Cemetery Administration				
Administrative Assistant	0	1	1	1
Cemetery Worker	1	1	0	0
Cemetery Administration Total	1	2	1	1
Center for Individual Development (CID)				
Community Services Center Supervisor	0	0	0	1
Recreation Therapist	1	1	1	0
Center for Individual Development (CID) Total	1	1	1	1
Outdoor Facilities				
Community Recreation Program Coordinator	1	1	1	1
Outdoor Facilities Total	1	1	1	1
Parks Maintenance				
Landscape Inspector I (Flex)	2	2	0	0
Landscape Inspector II	2	2	0	0
Lead Park Construction & Maintenance Worker	1	1	0	0
Parks Maintenance Division Manager (U)	1	0	0	0
Parks Maintenance Supervisor	1	1	0	0
Parks Maintenance Worker II	2	2	0	0
Parks Maintenance Total	9	8	0	0

Recreation & Community Programs

**CITY OF SAN BERNARDINO**  
**FULL TIME POSITIONS BY DEPARTMENT**

	FY 2017-18 Adopted	FY 2018-19 Adopted	FY 2019-20 Adopted	FY 2020-21 Adopted
Community Recreation Program Coordinator	4	4	5	0.75
Community Recreation Program Supervisor	0	0	0	0.25
Community Services Center Supervisor	1	1	1	0
<b>Recreation &amp; Community Programs Total</b>	<b>5</b>	<b>5</b>	<b>6</b>	<b>1</b>
Rsvp Program				
Program Manager RSVP	0	0.55	0.55	0.55
<b>Rsvp Program Total</b>	<b>0</b>	<b>0.55</b>	<b>0.55</b>	<b>0.55</b>
Senior Companion				
Coordinator Of Volunteers	0	0.4	0.4	0
Coordinator Of Volunteers (Grant Funded)	0	0	0	0.4
Program Manager SCP	0	0.4	0.4	0.4
<b>Senior Companion Total</b>	<b>0</b>	<b>0.8</b>	<b>0.8</b>	<b>0.8</b>
Senior Services				
Community Services Center Supervisor	1	1	1	1
Coordinator Of Volunteers	0.75	0	0	0
Program Manager SCP	0.1	0	0	0
<b>Senior Services Total</b>	<b>1.85</b>	<b>1</b>	<b>1</b>	<b>1</b>
Special Events				
Special Events Coordinator	1	0	0	0
<b>Special Events Total</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>General Fund Total</b>	<b>27.85</b>	<b>27.35</b>	<b>18.35</b>	<b>13.35</b>
Cultural Developmnt Construction				
Recreation & Community Programs				
Community Recreation Program Coordinator	0	0	0	4.25
Community Recreation Program Supervisor	0	0	0	0.75
<b>Recreation &amp; Community Programs Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b>
<b>Cultural Developmnt Construction Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b>
<b>Parks Recreation &amp; Community Total</b>	<b>31</b>	<b>30</b>	<b>21</b>	<b>21</b>

**CITY OF SAN BERNARDINO**  
**FULL TIME POSITIONS BY DEPARTMENT**

	FY 2017-18 Adopted	FY 2018-19 Adopted	FY 2019-20 Adopted	FY 2020-21 Adopted
<b>Police</b>				
Animal control				
Administration				
Animal Control Manager	1	1	1	0
Animal Shelter Attendant	8	8	8	8
Animal Shelter Kennel Supervisor	1	1	1	1
Animal Shelter Office Supervisor	1	1	1	1
Director Of Animal Services (U)	0	0	0	1
Senior Customer Service Rep/Dispatcher	4	4	4	3
Senior Office Assistant	1	1	1	1
Administration Total	16	16	16	15
Field Services				
Animal Control Officer	9	9	9	6
Field Services Total	9	9	9	6
Animal control Total	25	25	25	21
General Fund				
Administration				
Administrative Analyst II	1	1	1	1
Administrative Services Supervisor	1	1	0	0
Assistant Chief Of Police	1	1	1	1
Chief Of Police	1	1	1	1
Departmental Accounting Technician	1	1	1	1
Detective/Corporal	3	2	3	2
Executive Assistant	2	2	2	2
Executive Assistant To Director (U)	1	1	1	1
Lieutenant	2	2	2	1
Police Captain (U)	3	4	4	3
Senior Management Analyst	1	1	1	1
Senior Office Assistant	1	1	1	1
Sergeant	1	2	2	1
Administration Total	19	20	20	16
Community Policing				
Community Engagement Specialist	3	0	0	0
Community Policing Specialist	1	0	0	0
Lieutenant	1	0	0	0
Community Policing Total	5	0	0	0
DIGNITY HEALTH				
Police Officer	0	0	2	2
DIGNITY HEALTH Total	0	0	2	2
Dispatch				
Lieutenant	0	1	1	0
Police Dispatch Supervisor	4	4	4	4
Police Dispatcher I (Flex)	13	12	4	4
Police Dispatcher II	15	16	17	17
Dispatch Total	32	33	26	25
Enforcement/Beautification				
Code Enforcement Division Manager (U)	1	0	0	0
Code Enforcement Officer II	6	6	4	0
Code Enforcement Officer III	1	1	1	0
Community Engagement Specialist	0	3	0	0
Community Policing Specialist	0	7	0	0
Customer Service Representative	3	3	2	0

**CITY OF SAN BERNARDINO**  
**FULL TIME POSITIONS BY DEPARTMENT**

	FY 2017-18 Adopted	FY 2018-19 Adopted	FY 2019-20 Adopted	FY 2020-21 Adopted
Lieutenant	0	1	0	0
Police Officer	0	5	3	0
Senior Office Assistant	0	1	1	0
Sergeant	0	1	1	0
Weed Abatement Coordinator	1	0	0	0
<b>Enforcement/Beautification Total</b>	<b>12</b>	<b>28</b>	<b>12</b>	<b>0</b>
Forensics-Property				
Forensics Specialist I (Flex)	2	2	2	0
Forensics Specialist II	6	6	4	6
Forensics Specialist III	1	1	1	1
Property & Evidence Technician II	2	2	1	1
Property Evidence & Supply Supervisor	1	1	1	1
Senior Office Assistant	1	1	1	1
<b>Forensics-Property Total</b>	<b>13</b>	<b>13</b>	<b>10</b>	<b>10</b>
General Investigation				
Community Services Officer I	2	0	4	5
Community Services Officer II	7	7	8	8
Criminal Investigation Officer	7	7	5	6
Detective/Corporal	24	25	24	19
Lieutenant	1	1	2	1
Sergeant	4	3	4	5
<b>General Investigation Total</b>	<b>45</b>	<b>43</b>	<b>47</b>	<b>44</b>
Intel/Emergency Management				
Crime Analysis Support Assistant	2	2	1	1
Crime Analyst	2	2	2.5	2.5
Criminal Investigation Officer	2	2	1	0
Detective/Corporal	3	5	4	0
Emergency Operations Manager	1	1	0	0
IT Analyst II	1	1	0	0
Lieutenant	1	1	1	1
Police Fleet Maintenance Expeditor	0	0	0	1
Police Officer	5	5	5	0
Sergeant	2	2	2	2
<b>Intel/Emergency Management Total</b>	<b>19</b>	<b>21</b>	<b>16.5</b>	<b>7.5</b>
North Operations				
Community Services Officer I	1	1	0	0
Community Services Officer II	2	2	0	0
Criminal Investigation Officer	1	1	0	0
Detective/Corporal	1	1	0	0
Lieutenant	0	1	0	0
Police Officer	7	8	0	0
Sergeant	1	2	0	0
<b>North Operations Total</b>	<b>13</b>	<b>16</b>	<b>0</b>	<b>0</b>
Patrol Field Services				
Community Services Officer I	21	22	14	10
Detective/Corporal	9	7	9	15
Lieutenant	4	2	4	6
Police Fleet Maintenance Expeditor	1	1	1	0
Police Officer	139	134	118	127
Sergeant	26	25	30	28
<b>Patrol Field Services Total</b>	<b>200</b>	<b>191</b>	<b>176</b>	<b>186</b>

Personnel and Training

**CITY OF SAN BERNARDINO  
FULL TIME POSITIONS BY DEPARTMENT**

	FY 2017-18 Adopted	FY 2018-19 Adopted	FY 2019-20 Adopted	FY 2020-21 Adopted
Detective/Corporal	2	2	1	1
Lieutenant	0	0	1	1
Police Officer	0	0	2	1
Police P&T Technician	3	3	3	2
Sergeant	1	1	1	1
<b>Personnel and Training Total</b>	<b>6</b>	<b>6</b>	<b>8</b>	<b>6</b>
<b>Records</b>				
Police Records Supervisor	2	2	2	2
Police Records Technician I (Flex)	6	6	3	2
Police Records Technician II	14	14	13	11
Police Transcriber	4	4	0	0
<b>Records Total</b>	<b>26</b>	<b>26</b>	<b>18</b>	<b>15</b>
<b>SAN MANUEL CCF 2017-2020</b>				
Community Services Officer I	0	0	2	1
Police Officer	0	0	4	4
<b>SAN MANUEL CCF 2017-2020 Total</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>5</b>
<b>South Operations</b>				
Community Policing Specialist	6	0	0	0
Community Services Officer I	0	1	0	0
Criminal Investigation Officer	0	0	1	1
Detective/Corporal	1	1	2	6
Lieutenant	1	1	1	1
Police Officer	11	9	13	14
Sergeant	3	2	2	4
<b>South Operations Total</b>	<b>22</b>	<b>14</b>	<b>19</b>	<b>26</b>
<b>Traffic</b>				
Administrative Assistant	1	1	1	1
Community Services Officer II	1	1	0	0
Criminal Investigation Officer	1	1	1	0
Detective/Corporal	1	1	1	1
Parking Enforcement Officer	5	5	4	4
Police Officer	0	1	4	4
Senior Office Assistant	3	2	2	2
Sergeant	1	1	1	1
<b>Traffic Total</b>	<b>13</b>	<b>13</b>	<b>14</b>	<b>13</b>
<b>Violence Intervention</b>				
Crime Analyst	0	0	0.5	0.5
<b>Violence Intervention Total</b>	<b>0</b>	<b>0</b>	<b>0.5</b>	<b>0.5</b>
<b>General Fund Total</b>	<b>425</b>	<b>424</b>	<b>375</b>	<b>356</b>
<b>Police Total</b>	<b>450</b>	<b>449</b>	<b>400</b>	<b>377</b>

**CITY OF SAN BERNARDINO  
FULL TIME POSITIONS BY DEPARTMENT**

	FY 2017-18 Adopted	FY 2018-19 Adopted	FY 2019-20 Adopted	FY 2020-21 Adopted
<b>Public Works</b>				
Assessment district				
General Assessment Districts				
Landscape Inspection Supervisor	1	0	0	0
Landscape Inspector II	1	0	0	0
General Assessment Districts Total	2	0	0	0
Assessment district Total	2	0	0	0
Fleet Services Fund				
Administration				
Administrative Services Supervisor	1	1	1	1
Building Maintenance Division Manager (U)	0.3	0	0	0
Equipment Maintenance Manager	1	0	0	0
Equipment Maintenance Supervisor	0	1	0	0
Facilities & Fleet Maintenance Division Manager (U)	0	0	0.3	0.3
Office Assistant	0	0	0	1
Administration Total	2.3	2	1.3	2.3
Building Maintenance				
Facilities & Fleet Maintenance Division Manager (U)	0	0.3	0	0
Building Maintenance Total	0	0.3	0	0
Vehicle Maintenance				
Equipment Maintenance Supervisor	2	1	2	2
Equipment Mechanic I (Flex)	1	0	0	0
Equipment Mechanic II	6	7	7	7
Equipment Service Worker	1	2	2	2
Vehicle Maintenance Total	10	10	11	11
Fleet Services Fund Total	12.3	12.3	12.3	13.3
Gas Tax Fund				
Administration				
Maintenance Worker I (Flex)	0	0.5	0	0
Maintenance Worker II	0	0.5	0	0
Administration Total	0	1	0	0
Capital Projects				
Lead Maintenance Worker	2	0	0	0
Maintenance Worker I (Flex)	4	0.5	0	0
Maintenance Worker II	4	0	0	0
Capital Projects Total	10	0.5	0	0
Concrete Maintenance				
Maintenance Worker II	0	0	1	1
Concrete Maintenance Total	0	0	1	1
Parks Maintenance				
Lead Park Construction & Maintenance Worker	0	0	0	1
Tree Trimmer Assistant	1	0	0	0
Tree Trimmer I	1	0	0	0
Tree Trimmer II	1	0	0	0
Parks Maintenance Total	3	0	0	1
Real Property				
Administrative Services Supervisor	0.3	0	0	0
Real Property Total	0.3	0	0	0

Right of Way Cleaning

**CITY OF SAN BERNARDINO  
FULL TIME POSITIONS BY DEPARTMENT**

	FY 2017-18 Adopted	FY 2018-19 Adopted	FY 2019-20 Adopted	FY 2020-21 Adopted
Maintenance Worker I (Flex)	1	0.5	0	0
Senior Office Assistant	1	0	0	0
Right of Way Cleaning Total	2	0.5	0	0
Storm Drain				
Maintenance Supervisor	0	0	0.2	0.2
Maintenance Worker II	0	0.5	0	0
Maintenance Worker III	0	2	1.5	1.5
Storm Drain Total	0	2.5	1.7	1.7
Street Light Maintenance				
Electrician I (Flex)	1	0	0	0
Operations & Maintenance Division Manager (U)	0	0	0.15	0
Street Signal/Lighting Supervisor	0.5	0.25	0	0
Street Light Maintenance Total	1.5	0.25	0.15	0
Street Maintenance				
Departmental Accounting Technician	1	0	0	0
Heavy Equipment Operator	2	1	0	0
Lead Maintenance Worker	3	0.5	1	1
Maintenance Supervisor	1	0.5	0	0
Maintenance Worker I (Flex)	1	3.5	4	4
Maintenance Worker II	0	0	2.5	2.5
Maintenance Worker III	0	0	0.5	1
Operations & Maintenance Division Manager (U)	1	0.5	0	0
Street Maintenance Total	9	6	8	8.5
Traffic Engineering				
Traffic Engineering Associate	0.2	0	0	0
Traffic Engineering Total	0.2	0	0	0
Traffic Signal Maintenance				
Electrician I (Flex)	1	0.5	0	1
Street Signal/Lighting Supervisor	0.5	0.25	0	0.5
Traffic Signal Technician I (Flex)	1	0.5	0	0
Traffic Signal Technician II	2	1	1	3
Traffic Signal Maintenance Total	4.5	2.25	1	4.5
Traffic Signs & Markings				
Lead Maintenance Worker	0	1	0	0
Traffic Signs & Markings Total	0	1	0	0
Gas Tax Fund Total	30.5	14	11.85	16.7
Integrated waste management				
Administration				
Administrative Assistant	1	1	1	1
Environmental Project Specialist	1	0	1	1
Facilities Maintenance Mechanic	1	0	0	0
IW Field Inspector	1	0	1	1
Maintenance Worker I (Flex)	1	0	0	0
Regulatory Compliance Analyst	1	0	0	0
Administration Total	6	1	3	3
Building Maintenance				
IW Field Inspector	0	1	0	0
Building Maintenance Total	0	1	0	0
Capital Projects				

**CITY OF SAN BERNARDINO  
FULL TIME POSITIONS BY DEPARTMENT**

	FY 2017-18 Adopted	FY 2018-19 Adopted	FY 2019-20 Adopted	FY 2020-21 Adopted
Environmental Project Specialist	0	1	0	0
Capital Projects Total	0	1	0	0
Integrated waste management Total	6	3	3	3
Measure I				
Administration				
Accounting Assistant	1	0	0	0
Administrative Assistant	1	0	0	0
Administration Total	2	0	0	0
Measure I Total	2	0	0	0
General Fund				
Administration				
Accounting Assistant	0	2	0	0
Administrative Analyst I (Flex)	0	1	0	0
Administrative Analyst II	0	0	1	1
Administrative Assistant	0	1	0	0
Administrative Services Supervisor	0.7	0	0	0
Departmental Accounting Technician	1	1	0	0
Deputy Director Of Public Works/City Engineer (U)	0	1	0	0
Director Of Public Works (U)	1	1	1	1
Executive Assistant	0	1	0	0
Executive Assistant To Director (U)	1	1	0	0
Hazmat Technician	1	1	0	0
Maintenance Worker I (Flex)	1	0	0	0
Maintenance Worker II	2	1	0	0
Office Assistant	0	1	0	0
Safety & Training Officer	0	1	0	0
Senior Management Analyst	0.56	1	0	0
Administration Total	8.26	14	2	2
Aquatics				
Pool Maintenance Coordinator	0	0	1	1
Aquatics Total	0	0	1	1
Building Maintenance				
Accounting Assistant	0	0	0.5	0.5
Building Maintenance Division Manager (U)	0.35	0	0	0
Departmental Accounting Technician	1	0	0	0
Facilities & Fleet Maintenance Division Manager (U)	0	0.35	0.35	0.35
Facilities Maintenance Mechanic	2	3	4	2
Facilities Maintenance Supervisor	1	1	1	1
HVAC Mechanic	1	1	1	1
Office Assistant	0	1	0	0
Plumber	1	1	1	1
Building Maintenance Total	6.35	7.35	7.85	5.85
Capital Projects				
Accounting Assistant	1	0	0.4	0.4
Construction Inspector I (Flex)	2	2	1	1
Construction Inspector II	3	2	2	2
Construction Manager	1	1	1	1
Deputy Director Of Public Works/City Engineer (U)	1	0	0.4	0.4
Engineering Assistant I (Flex)	3	2	2	2
Engineering Assistant II	3	3	3	3
Engineering Associate	1	1	1	1



**CITY OF SAN BERNARDINO**  
**FULL TIME POSITIONS BY DEPARTMENT**

	FY 2017-18 Adopted	FY 2018-19 Adopted	FY 2019-20 Adopted	FY 2020-21 Adopted
Environmental Project Inspector	0	0	1	0
Executive Assistant	1	0	0.4	0.4
NPDES Inspector I (Flex)	0	0	0	1
Principal Civil Engineer	1	1	1	1
Senior Management Analyst	0.44	0	0.4	0.4
<b>Capital Projects Total</b>	<b>17.44</b>	<b>12</b>	<b>13.6</b>	<b>13.6</b>
<b>Cemetery Administration</b>				
Cemetery Caretaker	0	0	1	1
<b>Cemetery Administration Total</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>
<b>Concrete Maintenance</b>				
Maintenance Supervisor	0	0	0.2	0.2
Maintenance Worker I (Flex)	0	0	0.5	1
Maintenance Worker II	0	0	1	0.5
<b>Concrete Maintenance Total</b>	<b>0</b>	<b>0</b>	<b>1.7</b>	<b>1.7</b>
<b>Custodial Maintenance</b>				
Accounting Assistant	0	0	0.5	0.5
Building Maintenance Division Manager (U)	0.35	0	0	0
Custodial Maintenance Supervisor	0	1	1	1
Custodian	8	8	8	8
Facilities & Fleet Maintenance Division Manager (U)	0	0.35	0.35	0.35
Lead Custodian	2	1	1	1
<b>Custodial Maintenance Total</b>	<b>10.35</b>	<b>10.35</b>	<b>10.85</b>	<b>10.85</b>
<b>Graffiti Removal</b>				
Lead Maintenance Worker	0	1	0	0
Maintenance Supervisor	0	0	0.2	0.2
Maintenance Worker I (Flex)	6	4	1.7	1.7
<b>Graffiti Removal Total</b>	<b>6</b>	<b>5</b>	<b>1.9</b>	<b>1.9</b>
<b>Land Development</b>				
Construction Inspector II	0	0	0	1
Engineering Assistant II	0	0	0	1
Engineering Assistant III	0	0	0	1
Senior Civil Engineer/Division Manager (U)	0	0	0	1
<b>Land Development Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>
<b>Landscap main districts</b>				
Maintenance Worker II	0	1	0	0
Tree Trimmer Assistant	0	1	0	0
Tree Trimmer I	0	1	0	0
Tree Trimmer II	0	1	0	0
<b>Landscap main districts Total</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>
<b>Parks Maintenance</b>				
Administrative Assistant	0	0	0.25	0.25
Data Analyst	0	0	0.25	0.25
Landscape Inspector I (Flex)	0	0	2	1
Landscape Inspector II	0	0	1	3
Lead Park Construction & Maintenance Worker	0	0	1	0
Office Assistant	0	0	0.25	0
Parks And Landscape Maintenance Supervisor	0	0	1	0
Parks And Landscape Maintenance Supv	0	0	0	1
Parks Maintenance Worker II	0	0	2	2
Public Works Safety & Training Officer	0	0	0	0.25
Safety & Training Officer	0	0	0.25	0
<b>Parks Maintenance Total</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>7.75</b>

**CITY OF SAN BERNARDINO**  
**FULL TIME POSITIONS BY DEPARTMENT**

	FY 2017-18 Adopted	FY 2018-19 Adopted	FY 2019-20 Adopted	FY 2020-21 Adopted
<b>Real Property</b>				
Accounting Assistant	0	0	0.3	0.3
Assessment District/Real Prop Specialist	2	2	1	1
Assessment District/Real Property Manager	1	0	0	0
Deputy Director Of Public Works/City Engineer (U)	0	0	0.3	0.3
Executive Assistant	0	0	0.3	0.3
Real Property Manager	0	0	1	0
Senior Management Analyst	0	0	0.3	0.3
<b>Real Property Total</b>	<b>3</b>	<b>2</b>	<b>3.2</b>	<b>2.2</b>
<b>Right of Way Cleaning</b>				
Maintenance Supervisor	0	0	0.2	0.2
Maintenance Worker I (Flex)	0	1	1.7	1.7
<b>Right of Way Cleaning Total</b>	<b>0</b>	<b>1</b>	<b>1.9</b>	<b>1.9</b>
<b>Storm Drain</b>				
Maintenance Worker II	0	0.5	0	0
Maintenance Worker III	4	1.5	0	0
<b>Storm Drain Total</b>	<b>4</b>	<b>2</b>	<b>0</b>	<b>0</b>
<b>Stormwater Management</b>				
NPDES Coordinator	0	0	1	1
NPDES Inspector II	0	0	1	1
<b>Stormwater Management Total</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>2</b>
<b>Street Light Maintenance</b>				
Electrician I (Flex)	0	0.5	0	0
Operations & Maintenance Division Manager (U)	0	0	0	0.15
Street Signal/Lighting Supervisor	0	0.25	0	0
<b>Street Light Maintenance Total</b>	<b>0</b>	<b>0.75</b>	<b>0</b>	<b>0.15</b>
<b>Street Maintenance</b>				
Administrative Assistant	0	0	0.25	0.25
Data Analyst	0	0	0.25	0.25
Heavy Equipment Operator	0	1	0	0
Lead Maintenance Worker	0	1	0	0
Maintenance Supervisor	0	0.5	0.2	0.2
Maintenance Worker I (Flex)	0	4	2.1	2.6
Maintenance Worker II	0	0.5	0.5	0
Maintenance Worker III	0	0.5	1	0.5
Office Assistant	0	0	0.25	0
Operations & Maintenance Division Manager (U)	0	0.5	0.85	0.85
Public Works Safety & Training Officer	0	0	0	0.25
Safety & Training Officer	0	0	0.25	0
<b>Street Maintenance Total</b>	<b>0</b>	<b>8</b>	<b>5.65</b>	<b>4.9</b>
<b>Traffic Engineering</b>				
Accounting Assistant	0	0	0.3	0.3
Deputy Director Of Public Works/City Engineer (U)	0	0	0.3	0.3
Executive Assistant	0	0	0.3	0.3
Senior Management Analyst	0	0	0.3	0.3
Traffic Engineer	1	1	1	0
Traffic Engineer	0	0	0	1
Traffic Engineering Associate	0.8	1	1	1
Traffic Operations & Systems Analyst	1	1	1	0
<b>Traffic Engineering Total</b>	<b>2.8</b>	<b>3</b>	<b>4.2</b>	<b>3.2</b>

Traffic Signal Maintenance

**CITY OF SAN BERNARDINO  
FULL TIME POSITIONS BY DEPARTMENT**

	FY 2017-18 Adopted	FY 2018-19 Adopted	FY 2019-20 Adopted	FY 2020-21 Adopted
Administrative Assistant	0	0	0.25	0.25
Data Analyst	0	0	0.25	0.25
Electrician I (Flex)	0	0	1	0
Office Assistant	0	0	0.25	0
Public Works Safety & Training Officer	0	0	0	0.25
Safety & Training Officer	0	0	0.25	0
Street Signal/Lighting Supervisor	0	0.25	0.5	0
Traffic Signal Technician I (Flex)	0	0.5	0	0
Traffic Signal Technician II	0	1	2	0
<b>Traffic Signal Maintenance Total</b>	<b>0</b>	<b>1.75</b>	<b>4.5</b>	<b>0.75</b>
<b>Traffic Signs &amp; Markings</b>				
Lead Maintenance Worker	0	0.5	1	1
Maintenance Worker I (Flex)	0	1	1	0
Street Signal/Lighting Supervisor	0	0	0.5	0.5
<b>Traffic Signs &amp; Markings Total</b>	<b>0</b>	<b>1.5</b>	<b>2.5</b>	<b>1.5</b>
<b>Tree Maintenance</b>				
Administrative Assistant	0	0	0.25	0.25
Arborist	0	0	2	1
Data Analyst	0	0	0.25	0.25
Forestry Supervisor	0	0	1	1
Groundworker Arborist	0	0	2	2
Office Assistant	0	0	0.25	0
Public Works Safety & Training Officer	0	0	0	0.25
Safety & Training Officer	0	0	0.25	0
Senior Arborist	0	0	1	1
<b>Tree Maintenance Total</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>5.75</b>
<b>General Fund Total</b>	<b>58.2</b>	<b>72.7</b>	<b>78.85</b>	<b>72</b>
<b>Public Works Total</b>	<b>111</b>	<b>102</b>	<b>106</b>	<b>105</b>
<b>Special Assessment District</b>				
Assessment district				
Administration				
Landscape Inspection Supervisor	0	1	0	0
<b>Administration Total</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>
General Assessment Districts				
Landscape Inspector II	0	1	1	0
<b>General Assessment Districts Total</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>
<b>Assessment district Total</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>0</b>
<b>Special Assessment District Total</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>0</b>
<b>Total Citywide Positions</b>	<b>746</b>	<b>721</b>	<b>646</b>	<b>616</b>



# City of San Bernardino

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## Animal Services

### **DEPARTMENT OVERVIEW**

The Animal Services Department is comprised of field and sheltering services. Field personnel recover approximately five hundred lost, abandoned and seized animals per month. Those animals are then cared for in the City's shelter facility until they can return to their owners or be adopted by a member from the public. Historically Animal Services were under the management of the Police Department until December 4, 2019 when the Mayor and City Council voted to establish Animal Services as its own department.

### **SHELTER SERVICES**

All animals brought into the San Bernardino City Animal Shelter receive immediate care by our highly trained staff. Every dog and cat is vaccinated and a medical assessment is completed. If medical attention is necessary, the animal is promptly taken to our contracted city veterinarian for further assessment and treatment. Photographs are taken and placed on Petharbor.com to allow identification of a privately owned animal by its owner, as well as alerting the public as to when an animal will become available for adoption. Animal Control provides adoption services to the public and coordinates with pet rescues to help place animals. As part of the adoption process every animal may be microchipped and animals that haven't been previously spayed or neutered are sent to the contracted city veterinarian or the Humane Society to be altered before being released to the new owner. This is done insure compliance with the California State Law.

Additional shelter services include the sheltering of animals, daily feeding and care, owner surrenders, microchipping for privately owned animals and assistance with reuniting lost and found animals with their owners. Animal Control also provides disposal services for deceased animals and will coordinate cremation services for deceased animals.

### **LICENSING SERVICES**

In coordination with the City Licensing Ordinance, Animal Control assists the City of San Bernardino residents with their purchase of a one, two, or three-year licenses with proof of valid Rabies Vaccination Certificate and certificate of spay or neuter. Discounts are given to senior citizens over the age of 60 with documented proof of age. License renewal notices are sent out monthly to our city residents to remind them that their animal's license needs to be renewed.

License Checkers contact dog owners by canvassing neighborhoods to determine if there are unlicensed and unvaccinated dogs within our city limits. They also educate the public about the licensing requirements, issue warnings to potential violators and conduct follow ups to ensure compliance with the licensing regulations.

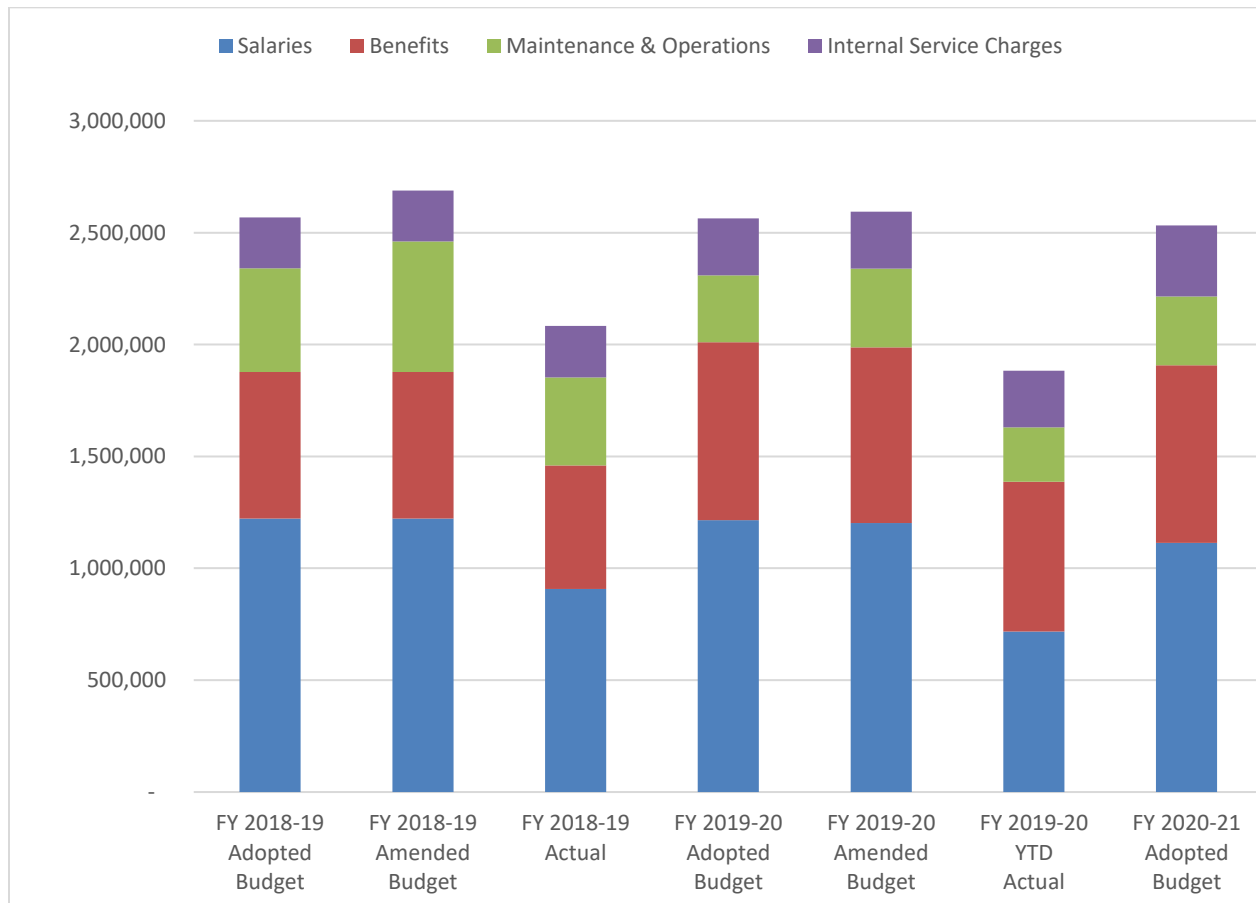
## FIELD SERVICES

Animal Control Officers provide the following field services: respond to calls for assistance from public/law enforcement/fire; impoundment of stray animals; care and treatment of stray/abandoned animals; document animal bites; rabies quarantine and investigations; transport injured or sick animals to veterinarian; handle stray and barking animal complaints; provide dead animal pick-up; return of impounded animals; dog licensing; kennel/cattery licensing; circus, aviary, pet store, groomers, licensing; Issuance of warnings/citations; public service and education; emergency planning and response.

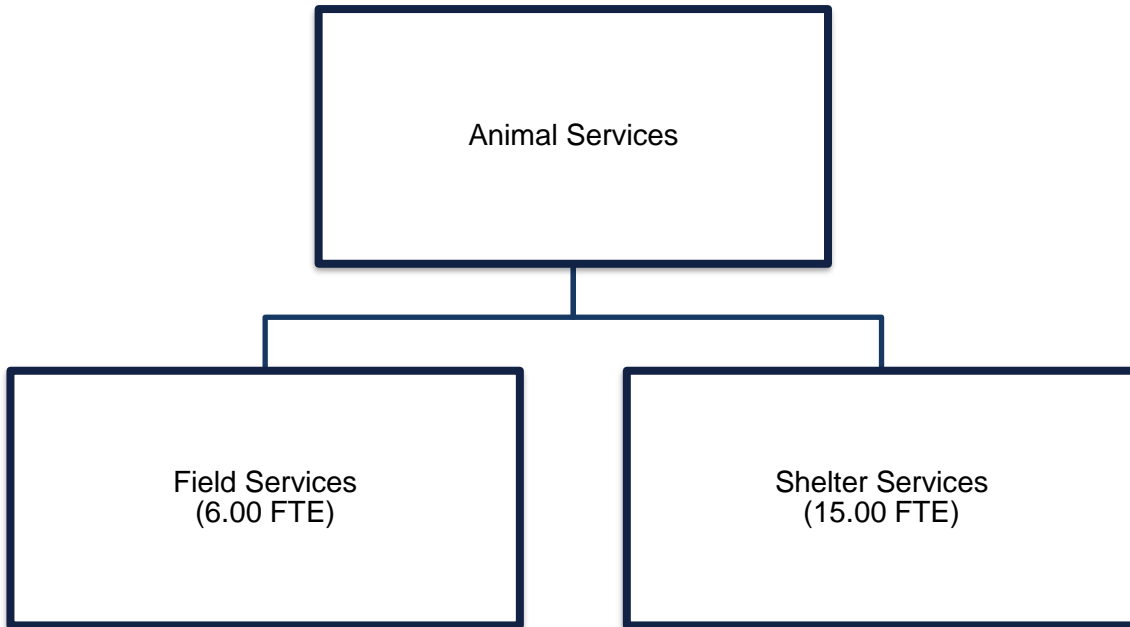
Animal Control Officers are on call 24 hours a day, ready to assist with the city’s Animal Control needs. Animal Control Officers prepare court documents and appear in court on behalf of the city for violations to the city ordinances.

Animal Control Officers participate in community service events, educate the residents on the proper care of animals, speak to students at schools and community groups in order to educate them on the importance of vaccinating, spay and neuter and licensing their pets.

## SUMMARY BY CLASSIFICATION



**ORGANIZATIONAL CHART**



	2017-18 Adopted	2018-19 Adopted	2019-20 Adopted	2020-21 Adopted
<b><u>Animal Services</u></b>				
Animal Control Manager	1	1	1	0
Animal Shelter Attendant	8	8	8	8
Animal Shelter Kennel Supervisor	1	1	1	1
Animal Shelter Office Supervisor	1	1	1	1
Director Of Animal Services (U)	0	0	0	1
Senior Customer Service Rep/Dispatcher	4	4	4	3
Senior Office Assistant	1	1	1	1
Animal Control Officer	9	9	9	6
<b>Animal Services Total</b>	<b>25</b>	<b>25</b>	<b>25</b>	<b>21</b>

**PERSONNEL CHANGES**

During FY2019/20 1.00 Animal Control Manager and 2.00 Animal Control Officers were deleted in order to establish the Director Of Animal Services (U).

\*Effective June 1, 2020 and carrying through FY 20/21, The Mayor and City Council approved holding the following positions vacant:

- 1.00 Animal Control Officer
- 1.00 Senior Customer Service Representative/Dispatcher

These positions have been removed from the above table and total position count but are not deleted.

**City of San Bernardino  
2020-21 Department Summary  
Animal Control**

A. Department/ Division	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	FY 2018-19 Actual	FY 2019-20 Adopted Budget	FY 2019-20 Amended Budget	FY 2019-20 YTD Actual	FY 2020-21 Adopted Budget	% Change to Amended Budget 2019-20
0001 Administration	1,593,806	1,593,806	1,304,106	1,635,900	1,775,994	1,220,864	1,763,447	-1%
0002 Field Services	935,209	1,055,153	749,788	887,800	777,706	657,298	706,540	-9%
0003 Animal Shelter Services	38,844	38,844	29,924	39,500	39,500	5,651	61,885	57%
<b>Grand Total</b>	<b>2,567,859</b>	<b>2,687,803</b>	<b>2,083,819</b>	<b>2,563,200</b>	<b>2,593,200</b>	<b>1,883,813</b>	<b>2,531,872</b>	<b>-2%</b>

B. Expenditures BY Classification	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	FY 2018-19 Actual	FY 2019-20 Adopted Budget	FY 2019-20 Amended Budget	FY 2019-20 YTD Actual	FY 2020-21 Adopted Budget	% Change to Amended Budget 2019-20
Salaries	1,222,548	1,222,548	907,964	1,215,300	1,202,806	717,043	1,113,451	-7%
Benefits	654,304	654,304	551,451	795,300	784,294	670,146	793,794	1%
Maintenance & Operations	463,820	583,763	393,906	299,000	352,500	243,025	307,100	-13%
Internal Service Charges	227,188	227,188	230,498	253,600	253,600	253,600	317,527	25%
<b>Grand Total</b>	<b>2,567,859</b>	<b>2,687,803</b>	<b>2,083,819</b>	<b>2,563,200</b>	<b>2,593,200</b>	<b>1,883,813</b>	<b>2,531,872</b>	<b>-2%</b>

C. Funding Sources	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	FY 2018-19 Actual	FY 2019-20 Adopted Budget	FY 2019-20 Amended Budget	FY 2019-20 YTD Actual	FY 2020-21 Adopted Budget	% Change to Amended Budget 2019-20
124 Animal control	2,567,859	2,687,803	2,083,819	2,563,200	2,593,200	1,883,813	2,531,872	-2%
<b>Grand Total</b>	<b>2,567,859</b>	<b>2,687,803</b>	<b>2,083,819</b>	<b>2,563,200</b>	<b>2,593,200</b>	<b>1,883,813</b>	<b>2,531,872</b>	<b>-2%</b>

**Animal Control Fund  
Animal Services  
Administration**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	535,929	687,500	733,493	719,575
5012	Special Salaries	6,894	1,700	1,700	1,680
5013	Auto Phone Allowance	540	-	8,700	-
5014	Salaries Temporary Parttime	4,316	24,000	41,198	-
5015	Overtime	3,129	3,000	3,000	3,000
5018	Vacation Pay	6,763	-	-	-
5026	PERS Retirement	61,385	72,200	79,716	83,614
5027	Health Life Insurance	80,638	120,600	126,780	134,711
5029	Medicare	8,283	10,000	11,008	10,458
5034	Calpers Unfunded Liability	211,131	302,300	302,300	335,871
5602	Workers Compensation	70,737	72,800	72,800	83,770
5603	Liability	21,893	22,500	22,500	31,475
5604	IT Charges In House	18,059	20,300	20,300	52,192
5111	Material And Supplies	81,925	120,000	111,600	86,000
	6,000 Animal control supplies - control poles, cages, tags				
	50,000 Animal vaccines, euthanasia solution & meds				
	10,000 Cleaning solutions and supplies				
	2,000 Latex gloves				
	5,000 Maintenance supplies				
	10,000 Microchips and scanners				
	3,000 Solar screen fabric for animal beds				
5112	Small Tools And Equipment	4,920	600	600	500
	500 Misc shelter equipment				
5122	Dues And Subscriptions	120	600	600	600
	600 Permits, membership dues & subscriptions				
5151	Electric Charges	19,939	21,000	21,000	21,000
5152	Gas Charges	6,643	7,500	7,500	7,500
5154	Water Charges	26,132	24,000	24,000	24,000
5172	Equipment Maintenance	-	1,500	1,500	500
	500 Maintenance of office equipment				
5174	Printing Charges	-	-	-	1,500
	1,500 Printing of forms, notices & mailers				
5175	Postage	3,341	5,000	5,000	5,000
5181	Other Operating Expense	50	-	-	-
5502	Professional Contractual	-	-	49,500	10,000
	10,000 Spay & Neuter services				
5505	Other Professional Services	131,340	118,800	122,800	150,500
	12,000 After hours emergency vet services				
	5,000 Credit card transaction terminal costs				
	66,000 Dead animal disposal				
	1,000 Disposal of medical waste				
	800 Drinking water delivery service				



**Animal Control Fund  
Animal Services  
Administration**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
	4,500 Landscape maintenance				
	500 Monthly pest control services				
	700 Monthly security alarm services				
	60,000 Primary veterinarian services				
<b>Administration Totals:</b>		1,304,144	1,635,900	1,767,594	1,763,447

**Animal Control Fund  
Animal Services  
Field Services**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	280,523	415,600	331,216	285,196
5012	Special Salaries	2,757	1,600	1,600	-
5015	Overtime	30,042	43,000	43,000	43,000
5018	Vacation Pay	7,576	-	-	-
5026	PERS Retirement	26,549	42,400	33,274	31,881
5027	Health Life Insurance	39,584	71,100	55,740	57,890
5029	Medicare	4,693	6,000	4,776	4,135
5034	Calpers Unfunded Liability	118,761	170,100	170,100	134,348
5601	Garage Charges	22,631	38,000	38,000	46,959
5602	Workers Compensation	42,797	43,800	43,800	33,487
5603	Liability	13,245	13,600	13,600	12,582
5604	IT Charges In House	10,926	12,200	12,200	20,864
5612	Fleet Charges Fuel	30,210	30,400	30,400	36,198
9999	Suspense	46	-	-	-
5701	Motor Vehicles	119,496	-	-	-
<b>Field Services Totals:</b>		<b>749,835</b>	<b>887,800</b>	<b>777,706</b>	<b>706,540</b>

**Animal Control Fund  
Animal Services  
Animal Shelter Services**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	365	-	-	-
5014	Salaries Temporary Parttime	29,132	38,900	38,900	61,000
	61,000 Part-time shelter attendants				
5029	Medicare	428	600	600	885
	<b>Animal Shelter Services Totals:</b>	<b>29,924</b>	<b>39,500</b>	<b>39,500</b>	<b>61,885</b>



# City of San Bernardino

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## City Attorney's Office

### **DEPARTMENT OVERVIEW**

Charter Section 504 provides “The City Attorney shall serve as the chief legal advisor to the Council, the City Manager and all City departments, offices and agencies; shall represent the City in all legal proceedings; and shall perform other duties prescribed by state law, this Charter or by ordinance.”

In performing these duties, the City Attorney’s Office provides legal advice to the Mayor, City Council, City Manager, and all City departments on a daily basis; legal advice includes drafting and reviewing policies, agreements, agenda items, etc. The City Attorney’s Office also manages and supervises outside counsel in addressing all lawsuits filed by or against the City.

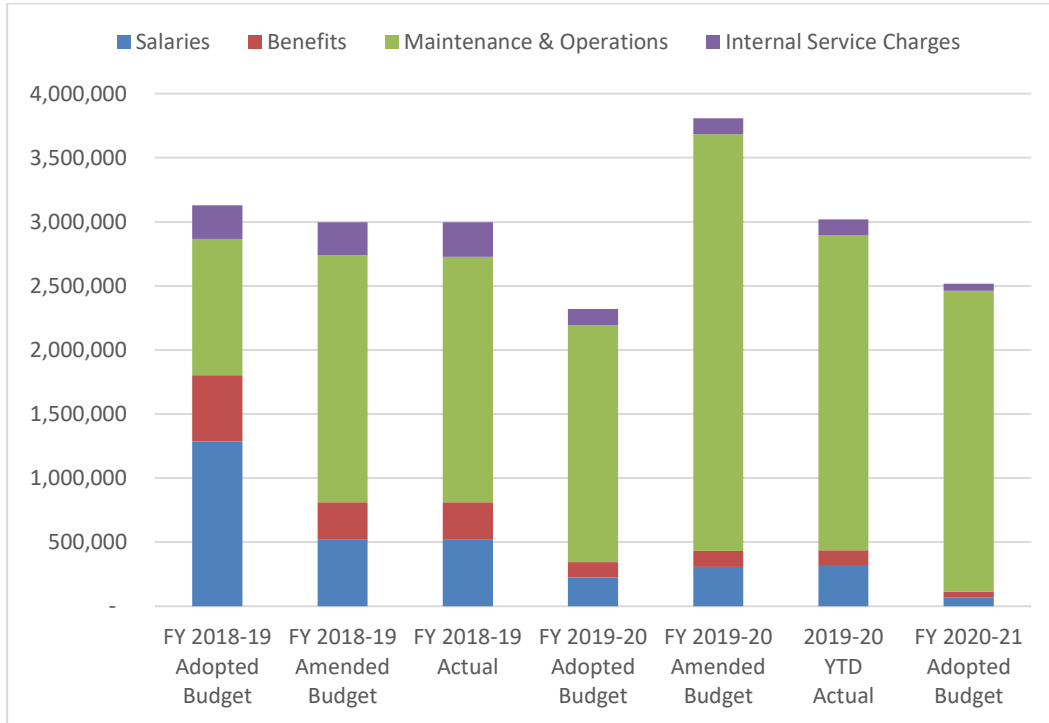
### **BUDGET HIGHLIGHTS**

The City Attorney’s Office intends to continue its efforts to more effectively and efficiently handle cases filed by and against the City. The City Attorney’s Office will strive to finalize the City’s bankruptcy action by resolving all of the outstanding litigation cases that are subject to the Confirmed plan; this will include mediating cases and, ultimately, taking cases to trial if they are not able to be resolved through the mediation process.

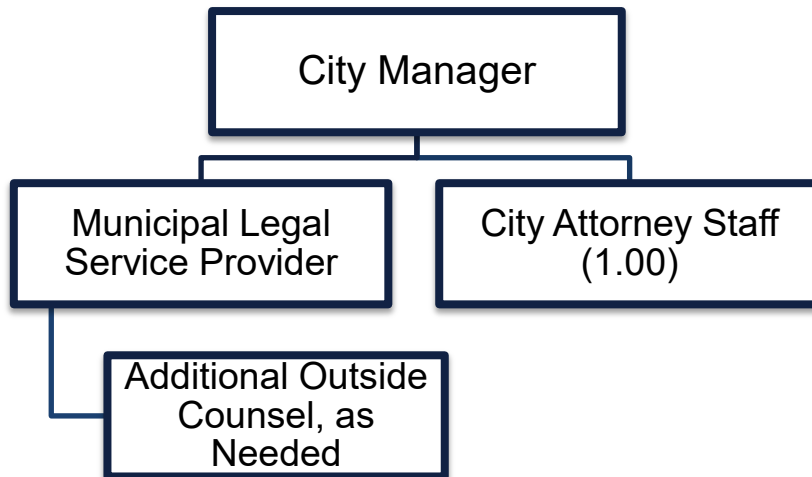
This Office also intends to:

- Efficiently supervise and manage outside counsel handling the City’s cases within the parameters outlined in the budget.
- Vigorously pursue a variety of enforcement actions, including the Receivership Program, to hold property owners responsible for maintaining their properties within the City.
- In conjunction with the City’s departments, explore other tools that can be utilized to increase enforcement of the Municipal and State codes, which will help the City to achieve its goal of providing for the safety of residents and businesses, as well as ensuring the development of a well-planned, balanced and sustainable City.

## SUMMARY BY CLASSIFICATION



## ORGANIZATIONAL CHART



**PERSONNEL SUMMARY**

	<b>2017-18 Adopted</b>	<b>2018-19 Adopted</b>	<b>2019-20 Adopted</b>	<b>2020-21 Adopted</b>
<b><u>City Attorney</u></b>				
Administrative Analyst I/ Assistant Of Elective Officer	1	0	0	0
Administrative Analyst II/Assistant Of Elective Officer	2	2	1	0
Chief Assistant City Attorney (U)	1	1	0	0
City Attorney (U)	1	1	0.75	0
City Attorney Investigations Supervisor (U)	1	0	0	0
Deputy City Attorney I (U)	1	0	0	0
Deputy City Attorney III (U)	2	2	0	0
Deputy City Attorney IV (U)	2	2	0	0
Executive Assistant To The City Attorney (U)	1	1	0	0
Legal Administrative Assistant (U)	1	1	1	1
Legal Secretary I (Flex)(U)	1	1	0	0
Legal Secretary II (U)	2	2	0	0
Office Assistant (U)	2	1	0	0
Senior Deputy City Attorney (U)	1	0	0	0
<b>City Attorney Total</b>	<b>19</b>	<b>14</b>	<b>2.75</b>	<b>1</b>

**PERSONNEL CHANGES**

The City Attorney’s term ended in March of 2020, and therefore the position has been deleted.

Effective June 1, 2020 the Mayor and City Council deleted the Administrative Analyst II/Assistant of Elected Officer.

**City of San Bernardino  
2020-21 Department Summary  
City Attorney**

	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	FY 2018-19 Actual	FY 2019-20 Adopted Budget	FY 2019-20 Amended Budget	2019-20 YTD Actual	FY 2020-21 Adopted Budget	% Change from 2018-19 Amended Budget
<b>A. Department/ Division</b>								
0001 Administration	-	-	14	-	-	-	-	-
0005 Municipal Legal Service	3,128,333	2,996,333	2,996,162	2,319,800	3,807,414	3,017,240	2,517,122	-34%
8751 COVID-19 Activity				-	-	706	-	
<b>Grand Total</b>	<b>3,128,333</b>	<b>2,996,333</b>	<b>2,996,176</b>	<b>2,319,800</b>	<b>3,807,414</b>	<b>3,017,946</b>	<b>2,517,122</b>	<b>-34%</b>

	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	FY 2018-19 Actual	FY 2019-20 Adopted Budget	FY 2019-20 Amended Budget	2019-20 YTD Actual	FY 2020-21 Adopted Budget	% Change from 2018-19 Amended Budget
<b>B. Expenditures BY Classification</b>								
Salaries	1,285,044	518,769	518,769	224,200	305,451	312,831	67,500	-78%
Benefits	517,397	291,302	291,301	120,200	126,563	122,576	45,879	-64%
Maintenance & Operations	1,063,400	1,929,666	1,917,056	1,850,400	3,250,400	2,457,539	2,348,800	-28%
Internal Service Charges	262,492	256,596	269,050	125,000	125,000	125,000	54,943	-56%
<b>Grand Total</b>	<b>3,128,333</b>	<b>2,996,333</b>	<b>2,996,176</b>	<b>2,319,800</b>	<b>3,807,414</b>	<b>3,017,946</b>	<b>2,517,122</b>	<b>-34%</b>

	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	FY 2018-19 Actual	FY 2019-20 Adopted Budget	FY 2019-20 Amended Budget	2019-20 YTD Actual	FY 2020-21 Adopted Budget	% Change from 2018-19 Amended Budget
<b>C. Funding Sources</b>								
001 General	3,128,333	2,996,333	2,996,176	2,319,800	3,807,414	3,017,946	2,517,122	-34%
<b>Grand Total</b>	<b>3,128,333</b>	<b>2,996,333</b>	<b>2,996,176</b>	<b>2,319,800</b>	<b>3,807,414</b>	<b>3,017,946</b>	<b>2,517,122</b>	<b>-34%</b>

**General  
City Attorney  
Municipal Legal Service**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	442,411	217,700	269,700	67,500
5013	Auto Phone Allowance	8,689	6,500	6,500	-
5018	Vacation Pay	67,669	-	29,251	-
5026	PERS Retirement	36,381	20,900	26,518	7,129
5027	Health Life Insurance	62,573	39,400	39,435	15,380
5029	Medicare	7,608	3,200	3,910	979
5034	Calpers Unfunded Liability	184,739	56,700	56,700	22,391
5602	Workers Compensation	72,396	31,000	31,000	15,683
5603	Liability	21,508	4,600	4,600	2,160
5604	IT Charges In House	175,146	89,400	89,400	37,099
9999	Suspense	(44)	-	-	-
5111	Material And Supplies	3,280	5,000	5,000	5,000
	5,000 Office Supplies				
5112	Small Tools And Equipment	-	200	200	200
	200 Date Stamp Service Maintenance				
5122	Dues And Subscriptions	1,451	2,000	2,000	-
5123	Library Books	21,690	-	-	-
5131	Mileage	-	100	100	100
5132	Meetings And Conferences	-	2,000	2,000	-
5133	Education And Training	-	1,000	1,000	-
5171	Rentals	2,458	-	-	-
5172	Equipment Maintenance	91	-	-	-
5174	Printing Charges	160	1,000	1,000	5,000
	5,000 Printing of letterhead envelopes and business cards				
5175	Postage	3,880	5,000	5,000	5,000
	5,000 Postage meter and Federal Express for outgoing mail				
5176	Copy Machine Charges	3,844	2,000	2,000	2,000
	2,000 Anticipated copying (color or black and white)				
5177	Litigation Expenses	34,033	20,000	20,000	20,000
	20,000 Other litigation expenses related to litigation cases				
5183	Management Allowance	-	600	600	-
5501	Outside Legal Services-	825,000	900,000	900,000	900,000
	900,000 Appointed City Attorney Retainer				
5502	Professional Contractual	9,642	11,500	11,500	11,500
	11,500 Docu-Trust Storage				
5503	Outside Legal Services	1,011,512	900,000	2,300,000	1,400,000
	1,400,000 Outside Attorney Fees				
	<b>City Attorney Totals:</b>	<b>2,996,132</b>	<b>2,319,800</b>	<b>3,807,414</b>	<b>2,517,122</b>





# City of San Bernardino

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## City Clerk's Office

### **DEPARTMENT OVERVIEW**

The City Clerk as of March 4, 2020 is an appointed position by the Mayor and City Council and carries out duties as mandated in the City's Charter and Municipal Code as well as State-mandated duties.

The City Clerk's Department is the custodian of public records of the City, including ordinances, resolutions, minutes of the City Council, election-related documents, Campaign Disclosure Filings, Statements of Economic Interest, and many others. As a support department of the city, the department consists of three programs: Administration, Elections, and Records Management, with each responsible for distinct duties, but overlapping responsibilities to maximize the efficiency of the office. We currently have three employees, who are cross-trained to provide support across all divisions.

The City Clerk Department operates under the direction of the City Clerk, with support from the Chief Deputy Clerk, both of which are professionally certified as municipal clerks, have experience in local election administration, records management and delivery of public records. A Senior Office Assistant who assists in records management, subpoena processing, the Municipal Code updates, and routing contracts and records requests.

### **ADMINISTRATION**

The Administrative Services Division is responsible for preparing agendas and minutes of all meetings of the Mayor and City Council. This Program processes all resolutions and ordinances and claims filed against the City. The Administration Program also receives appeals and is responsible for maintaining the City's Municipal Code, distributing supplements to Municipal Code subscribers, and maintaining the list of appointees to all City Boards and Commissions. The City Clerk is the custodian of all public documents for the City of San Bernardino. Under State-mandated duties, the City Clerk serves as the filing officer for all Statements of Economic Interest (Form 700). Ministerial Duties include administering oaths of office; notarizing City documents, attesting and sealing official documents.

### **ELECTION SERVICES**

The Election Services Program duties are performed by staff in the Administration Program and, if required, we enlist the support of personnel in the entire department to assist with city-conducted elections. For cost effectiveness, the City contracts with the San Bernardino County Registrar of Voters to conduct elections; however, this office is to conduct its own elections if required by the Mayor and City Council.

The City's regular elections occur every two years, on even years and staff prepares candidate notebooks, issues nomination papers and accepts them for filing, along with

other documents required to be filed by candidates. Staff proofreads all candidate statements and arranges for the Federally-mandated translation from English to Spanish.

The City Clerk's Election Services provides guidance to candidates in meeting their legal responsibilities before, during, and after an election, including filing of semi-annual campaign statements and following state law regarding ethics training.

This Program must also be prepared to handle any issues/processes concerning charter amendments, recalls, initiatives, referendums, and special elections.

## **RECORDS MANAGEMENT**

As custodian of public records of the City, the City Clerk Department maintains records to ensure compliance with records retention schedules and the Public Records Act. As part of that function, the Office processes records requests from internal and external customers seeking access to those records. The office manages the receipt and processing of petitions relating to initiatives, recalls, and referendums. City Clerk staff maintains copies of the City Charter and Municipal Code and publishes updates to the Municipal Code as they occur.

This Program maintains the records retention schedule and submits requests for destruction of records in accordance with the records retention schedule approved by the Mayor and Council.

## **GOALS AND OBJECTIVE**

The objective of the City Clerk Department is to provide excellent service to our internal and external customers by maintaining the highest standards of training, embracing technology that promotes government transparency and efficiency and seeking cost-effective methods to deliver information to the public.

Our goals in FY 2020/21 are to:

- Successfully manage a General Municipal election likely to include a sales tax measure and several a run-off elections;
- Bring back Passport services to the City of San Bernardino, specifically in the City Clerk's Office
- Complete the digitizing effort of public documents that started seven years ago;
- Transition from a manual Municipal Code update to an online hosting code service, re-publish and electronically update the Municipal Code to identify obsolete sections in violation of the Charter, and codify the Municipal Code maintain the Municipal Code online and readily accessible on various devices.
- Continue consolidation of city records into a centralized climate storage area with a master index.

We aim to do these several ways. The Elections Division will continue to be headed by the Clerk, with support from the Chief Deputy, both of which have experience in local election administration, to conduct municipal elections in accordance with the Municipal Code, California Elections Code, and Political Reform Act. The Clerk's Office will

continue to be a mail-ballot drop-off point for all elections, and also become a resource for early voting. In the capacity as the local election office, we provide unbiased information about voter issues, such as how and where to register, how to read a Voter Information Guide versus campaign mailers, information about local ballot initiatives, and answer general “process” questions. The division will continue to coordinate and conduct campaign finance training for candidates for local office and their campaign treasurers, and will maintain the documentation required by the California Fair Political Practices Commission to ensure open and honest government.

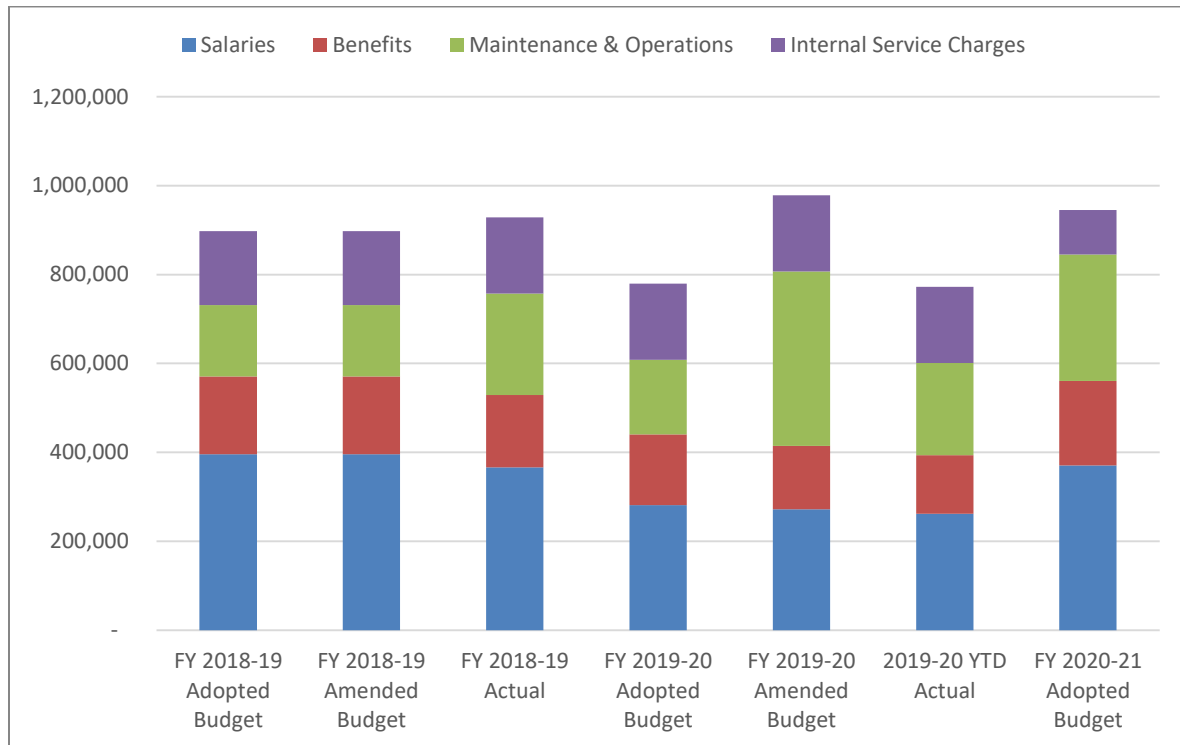
With the proper staffing levels, the City Clerk’s Office will be able to re-certify as an authorized Passport Acceptance Facility. Accepting and processing passport applications is a needed service in the City at this time because foreign travel requires a passport book or card. Members of the community that are transitioning to the Real ID can also use their passport book or card to meet the State’s identity requirements. This service also generates revenue for the city, as it would be the only Passport Acceptance Facility in the City of San Bernardino.

The City Clerk’s Office is in need of a full-time and part-time Office Assistants that can oversee the processing of passports, greet, and help customers at the front desk, answer, and screen phone calls. Aside from their customer service roles, the Office Assistants will scan and file City documents, process claims, and perform a wide variety of routine clerical support functions in the City Clerk’s department. This position will allow the Senior Office Assistant, Chief Deputy City Clerk, and City Clerk to concentrate on tasks that have deadlines. They will organize City records in the City’s electronic management system, which will make pertinent documents readily available to City Staff and the community. These positions will help increase transparency and will help the City Clerk Department meet its ongoing goal of digitizing public documents.

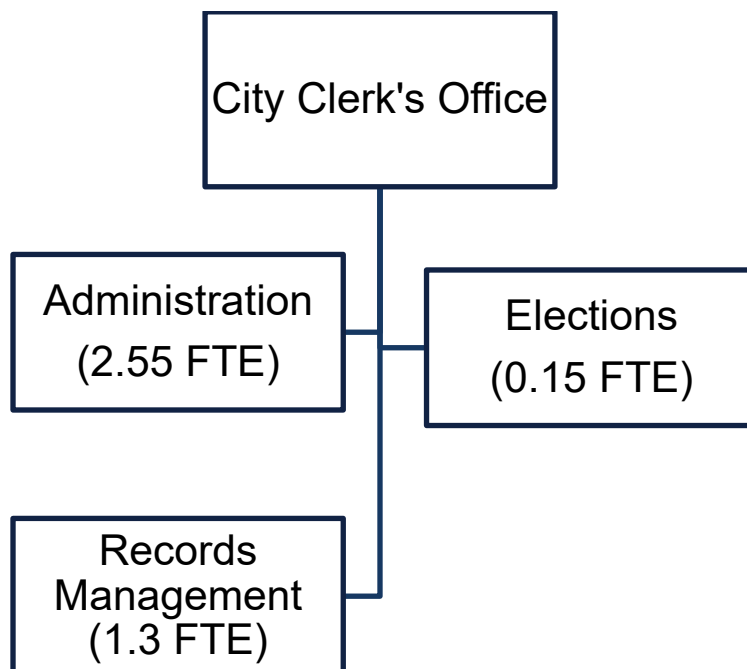
The City would benefit from transitioning from a manual Municipal Code update to online code hosting. Online code hosting increases searchability, shareability, accessibility, and transparency. Online code hosting would decrease the time it takes to update the Municipal Code, freeing up Staff time to focus on other tasks and duties. The online hosting service will ensure that the Code is always up to date, notify staff and residents of changes to the Code, and increase accessibility for those that quickly need the information.

With these changes, the City Clerk’s office will improve processes internally, while being responsive to the needs of our residents, elected officials, and our fellow employees, making it a thriving information hub for internal and external stakeholders.

## SUMMARY



## ORGANIZATIONAL CHART



**PERSONNEL SUMMARY**

	<b>2017-18 Adopted</b>	<b>2018-19 Adopted</b>	<b>2019-20 Adopted</b>	<b>2020-21 Adopted</b>
<b><u>City Clerk</u></b>				
Chief Deputy City Clerk (U)	1	1	1	1
City Clerk (U)	1	1	1	1
Deputy City Clerk (U)	1	1	1	0
Records Management Specialist (U)	1	0	0	1
Senior Customer Service Representative (U)	1	1	0	0
Senior Office Assistant (U)	1	1	1	1
<b>City Clerk Total</b>	<b>6</b>	<b>5</b>	<b>4</b>	<b>4</b>

**PERSONNEL CHANGES**

With the Adoption of the FY 2020/21 Budget, the Deputy City Clerk position was reclassified to a Records Management Specialist. This will allow the reopening of the City's Passport Program operations.

**City of San Bernardino  
2020-21 Department Summary  
City Clerk**

<b>A. Department/ Division</b>	<b>FY 2018-19 Adopted Budget</b>	<b>FY 2018-19 Amended Budget</b>	<b>FY 2018-19 Actual</b>	<b>FY 2019-20 Adopted Budget</b>	<b>FY 2019-20 Amended Budget</b>	<b>2019-20 YTD Actual</b>	<b>FY 2020-21 Adopted Budget</b>	<b>% Change to Amended Budget 2019-20</b>
0001 Administration	602,485	606,376	582,379	544,900	717,078	572,825	526,076	-27%
0011 Records Managment	134,784	130,893	117,690	69,500	67,752	60,778	163,195	141%
8751 COVID-19 Activity				-	-	2,039	-	
0009 Elections	151,732	151,732	227,433	163,900	192,232	135,882	256,132	33%
0010 Passport Acceptance	8,552	8,552	1,304	1,000	1,700	812	-	-100%
<b>Grand Total</b>	<b>897,554</b>	<b>897,554</b>	<b>928,805</b>	<b>779,300</b>	<b>978,762</b>	<b>772,336</b>	<b>945,403</b>	<b>-3%</b>

<b>B. Expenditures BY Classification</b>	<b>FY 2018-19 Adopted Budget</b>	<b>FY 2018-19 Amended Budget</b>	<b>FY 2018-19 Actual</b>	<b>FY 2019-20 Adopted Budget</b>	<b>FY 2019-20 Amended Budget</b>	<b>2019-20 YTD Actual</b>	<b>FY 2020-21 Adopted Budget</b>	<b>% Change to Amended Budget 2018-19</b>
Salaries	395,801	395,801	366,161	281,300	271,572	261,902	370,330	36%
Benefits	174,668	174,668	162,802	159,400	142,910	131,737	190,421	33%
Maintenance & Operations	160,662	160,662	228,205	167,200	392,880	207,298	284,400	-28%
Internal Service Charges	166,423	166,423	171,638	171,400	171,400	171,400	100,252	-42%
<b>Grand Total</b>	<b>897,554</b>	<b>897,554</b>	<b>928,805</b>	<b>779,300</b>	<b>978,762</b>	<b>772,336</b>	<b>945,403</b>	<b>-3%</b>

<b>C. Funding Sources</b>	<b>FY 2018-19 Adopted Budget</b>	<b>FY 2018-19 Amended Budget</b>	<b>FY 2018-19 Actual</b>	<b>FY 2019-20 Adopted Budget</b>	<b>FY 2019-20 Amended Budget</b>	<b>2019-20 YTD Actual</b>	<b>FY 2020-21 Adopted Budget</b>	<b>% Change to Amended Budget 2018-19</b>
001 General	897,554	897,554	928,805	779,300	978,762	772,336	945,403	-3%
<b>Grand Total</b>	<b>897,554</b>	<b>897,554</b>	<b>928,805</b>	<b>779,300</b>	<b>978,762</b>	<b>772,336</b>	<b>945,403</b>	<b>-3%</b>

**General Fund  
City Clerk  
Administration**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	274,489	220,700	205,431	250,590
5013	Auto Phone Allowance	7,385	7,400	7,400	7,395
5014	Salaries Temporary Parttime	16,223	16,500	16,500	16,500
5015	Overtime	834	400	400	400
5018	Vacation Pay	5,680	-	4,087	-
5026	PERS Retirement	24,097	20,800	17,600	26,797
5027	Health Life Insurance	48,522	47,600	35,600	36,815
5029	Medicare	4,540	3,200	3,400	3,828
5034	Calpers Unfunded Liability	50,144	64,200	64,200	57,098
5602	Workers Compensation	19,762	26,400	26,400	21,636
5603	Liability	4,185	4,900	4,900	7,551
5604	IT Charges In House	89,224	105,300	105,300	42,366
9999	Suspense	(4)	-	-	-
5111	Material And Supplies	3,992	2,100	1,820	2,400
5112	Small Tools And Equipment	81	100	100	200
	100 Time Stamp Maitenance				
5121	Advertising	5,482	6,200	30,450	6,200
	6,200 Legal Advertisements for Ordinances				
5122	Dues And Subscriptions	1,200	1,900	1,230	700
	550 CCAC & IIMC Membership Dues				
	150 Notary Membership Dues				
5131	Mileage	-	1,000	-	500
	500 Reimbursement for trainings attended or deliveries made				
5132	Meetings And Conferences	903	2,000	500	2,000
	2,000 CCAC Conference				
5133	Education And Training	9,625	8,600	1,300	7,000
	560 Athenian Dialogue & CCAC Trainings				
	6,000 Master Municipal Clerk Academy Training				
	440 Notary Training				
5174	Printing Charges	4,239	3,100	-	1,500
	1,500 Production of Agenda Follow-up and PRA Deliverables				
5175	Postage	3,053	2,500	2,500	2,400
	2,400 Postage for mailings				
5176	Copy Machine Charges	6,091	-	2,400	2,200
5502	Professional Contractual	2,627	-	92,159	-
5503	Outside Legal Services	-	-	91,521	30,000
	30,000 PRA Assistance				
5702	Computer Equipment	-	-	1,500	-
	<b>Administration Totals:</b>	<b>582,374</b>	<b>544,900</b>	<b>716,698</b>	<b>526,076</b>

**General Fund  
City Clerk  
Elections**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	19,366	14,000	16,100	19,976
5013	Auto Phone Allowance	869	900	900	870
5018	Vacation Pay	316	-	227	-
5026	PERS Retirement	1,624	1,300	1,400	2,025
5027	Health Life Insurance	2,701	2,900	2,200	2,186
5029	Medicare	304	200	185	307
5034	Calpers Unfunded Liability	2,639	3,800	3,800	3,359
5602	Workers Compensation	1,747	1,800	1,800	1,666
5603	Liability	370	300	300	582
5604	IT Charges In House	7,889	7,100	7,100	3,263
9999	Suspense	(0)	-	-	-
5111	Material And Supplies	114	1,300	1,300	1,300
	1,300 Election Code Book, Binders, Candidate Supplies				
5121	Advertising	709	500	500	800
	800 Notices for the General Municipal Election				
5132	Meetings And Conferences	1,177	1,800	1,800	1,800
	1,800 \$1800 New Law & Elections Seminar- Lodge, Travel, Conference				
5167	Software Maintenance	17,000	-	-	-
5502	Professional Contractual	170,608	128,000	155,000	218,000
	200,000 County of San Bernardino Election Fees				
	18,000 NetFile - Filing system for Campaign and 700 Filers				
	<b>Elections Totals:</b>	<b>227,433</b>	<b>163,900</b>	<b>192,612</b>	<b>256,132</b>



**General Fund  
City Clerk  
Records Management**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	39,372	21,000	19,900	74,165
5013	Auto Phone Allowance	434	400	400	435
5015	Overtime	876	-	-	-
5018	Vacation Pay	316	-	227	-
5026	PERS Retirement	3,461	2,100	1,950	8,627
5027	Health Life Insurance	10,959	5,400	4,700	19,171
5029	Medicare	615	300	275	1,101
5034	Calpers Unfunded Liability	13,196	7,600	7,600	29,109
5602	Workers Compensation	8,462	5,000	5,000	7,012
5603	Liability	1,792	500	500	2,447
5604	IT Charges In House	38,207	20,100	20,100	13,730
9999	Suspense	(3)	-	-	-
5111	Material And Supplies	-	1,100	1,100	1,100
	1,100 Filing, organizing supplies and paper for PRA processing.				
5122	Dues And Subscriptions	-	-	-	300
	300 Association of Records Managers and Administrators membership.				
5502	Professional Contractual	-	6,000	6,000	6,000
	6,000 Docu-Trust - Records Storage				
<b>Records Management Totals:</b>		<b>117,687</b>	<b>69,500</b>	<b>67,752</b>	<b>163,195</b>



# City of San Bernardino

## City Council Office

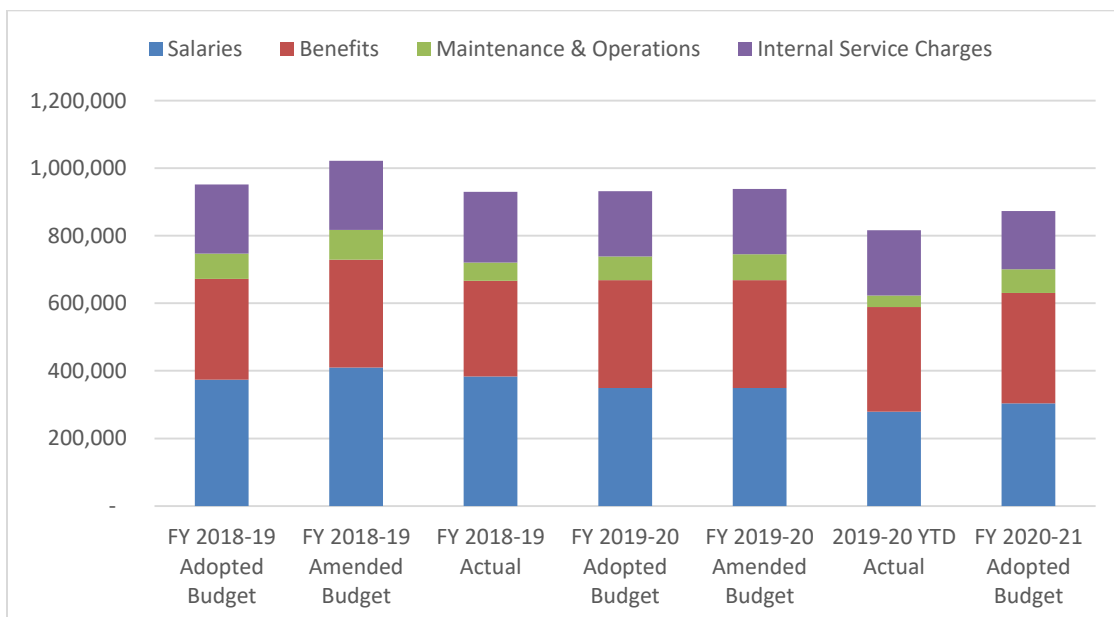
### DEPARTMENT OVERVIEW

Under the Council-Manager form of government, established pursuant to Charter section 200, the Mayor and City Council, acting as the legislative body, are responsible for the legislative functions of the City including establishing policies and priorities based on information provided by staff, advisory boards and commissions and the community; developing an overall vision and mission; approving the annual spending plan; providing for the exercise and performance of all duties and obligations imposed on the City by state and federal laws; and implementing policy through staff under the direction of the appointed City Manager.

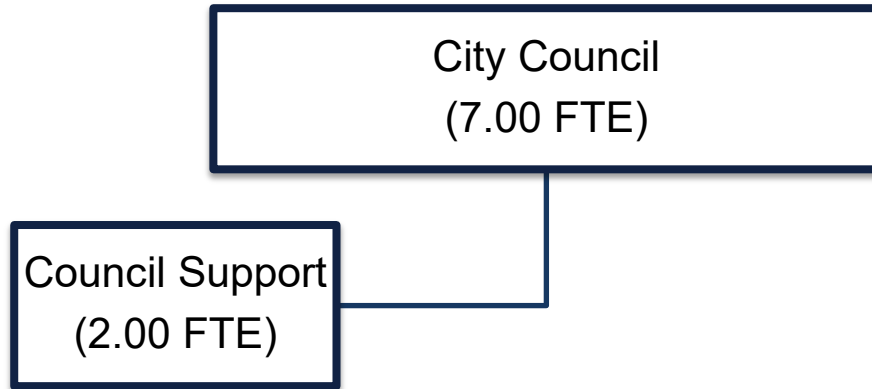
City Council Members are elected by ward by the voters within that ward for terms of four years, with terms staggered between the wards pursuant to the San Bernardino Municipal Code.

The role of the City Council is legislative, policy-making; the City Council, in collaboration with the Mayor, ensures that fundamental municipal services are provided to protect and promote the public health, safety and welfare, and operates with the Mayor to serve the best interests of the City. The resources to conduct City Council business such as memberships, conference and travel expenses, general supplies as well as the costs related to administrative support are budgeted here.

### SUMMARY BY CLASSIFICATION



**ORGANIZATIONAL CHART**



**PERSONNEL SUMMARY**

	<b>2017-18 Adopted</b>	<b>2018-19 Adopted</b>	<b>2019-20 Adopted</b>	<b>2020-21 Adopted</b>
<b><u>City Council</u></b>				
Administrative Analyst II	1	0	0	0
Administrative Assistant to City Council (U)	1	2	1	1
Council Administrative Supervisor (U)	1	1	1	1
Councilperson	7	7	7	7
Executive Staff Assistant to City Council (U)	1	1	0	0
<b>City Council Total</b>	<b>11</b>	<b>11</b>	<b>9</b>	<b>9</b>

**PERSONNEL CHANGES**

No personnel changes from FY 2019/20 to FY 2020/21.

**City of San Bernardino  
2020-21 Department Summary  
City Council**

A. Department/ Division	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	FY 2018-19 Actual	FY 2019-20 Adopted Budget	FY 2019-20 Amended Budget	2019-20 YTD Actual	FY 2020-21 Adopted Budget	% Change to Amended Budget 2019-20
0022 City Council	281,731	338,231	305,676	453,100	453,100	444,034	460,559	2%
0023 Council Support	670,005	683,759	624,743	478,700	485,772	372,113	412,476	-15%
<b>Grand Total</b>	<b>951,736</b>	<b>1,021,989</b>	<b>930,419</b>	<b>931,800</b>	<b>938,872</b>	<b>816,148</b>	<b>873,035</b>	<b>-7%</b>

B. Expenditures BY Class	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	FY 2018-19 Actual	FY 2019-20 Adopted Budget	FY 2019-20 Amended Budget	2019-20 YTD Actual	FY 2020-21 Adopted Budget	% Change to Amended Budget 2019-20
Salaries	374,004	410,404	383,031	349,600	349,600	278,701	303,990	-13%
Benefits	298,895	318,995	283,923	318,600	318,600	310,178	327,011	3%
Maintenance & Operations	74,000	87,753	53,421	70,400	77,472	34,068	69,800	-10%
Internal Service Charges	204,837	204,837	210,044	193,200	193,200	193,200	172,234	-11%
<b>Grand Total</b>	<b>951,736</b>	<b>1,021,989</b>	<b>930,419</b>	<b>931,800</b>	<b>938,872</b>	<b>816,148</b>	<b>873,035</b>	<b>-7%</b>

C. Funding Sources	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	FY 2018-19 Actual	FY 2019-20 Adopted Budget	FY 2019-20 Amended Budget	2019-20 YTD Actual	FY 2020-21 Adopted Budget	% Change to Amended Budget 2019-20
001 General	951,736	1,021,989	930,419	931,800	938,872	816,148	873,035	-7%
<b>Grand Total</b>	<b>951,736</b>	<b>1,021,989</b>	<b>930,419</b>	<b>931,800</b>	<b>938,872</b>	<b>816,148</b>	<b>873,035</b>	<b>-7%</b>

**General Fund  
City Council  
City Council**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	41,728	98,300	98,300	98,000
5013	Auto Phone Allowance	50,713	42,000	42,000	42,000
5026	PERS Retirement	3,573	10,400	10,400	9,462
5027	Health Life Insurance	57,380	74,200	74,200	67,869
5029	Medicare	1,580	1,400	1,400	2,122
5034	Calpers Unfunded Liability	92,370	132,300	132,300	156,740
5602	Workers Compensation	9,187	9,000	9,000	7,322
5603	Liability	2,070	4,200	4,200	4,213
5604	IT Charges In House	47,011	81,000	81,000	72,648
5612	Fleet Charges Fuel	65	300	300	184
<b>City Council Totals:</b>		<b>305,676</b>	<b>453,100</b>	<b>453,100</b>	<b>460,559</b>

**General Fund  
City Council  
Council Support**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	271,453	184,300	184,300	138,990
5014	Salaries Temporary Parttime	-	25,000	25,000	25,000
5018	Vacation Pay	19,137	-	-	-
5026	PERS Retirement	22,813	12,900	12,900	14,679
5027	Health Life Insurance	49,165	28,700	28,700	29,270
5029	Medicare	4,260	2,000	2,000	2,088
5034	Calpers Unfunded Liability	52,783	56,700	56,700	44,783
5601	Garage Charges	229	500	500	90
5602	Workers Compensation	23,847	9,400	9,400	7,635
5603	Liability	5,372	4,400	4,400	4,393
5604	IT Charges In House	122,023	84,300	84,300	75,749
5612	Fleet Charges Fuel	241	100	100	-
9999	Suspense	(1)	-	-	-
5111	Material And Supplies	7,959	10,000	7,801	10,000
	5,000 Council Office Supplies				
	1,000 Materials & Supplies for New Council Inauguration Ceremony				
	1,500 Mayor & City Council Meeting supplies				
	2,500 MCC Council Meeting Meals				
5112	Small Tools And Equipment	864	3,600	3,600	1,600
	1,600 Small Tools & Equipment				
5122	Dues And Subscriptions	1,015	1,200	1,200	600
	300 Other dues and/or subscriptions				
	300 The Sun Newspaper yearly subscription				
5133	Education And Training	-	-	699	2,000
	2,000 Certification and training of staff				
5142	Meetings And Conferences -	1,225	6,000	6,000	6,000
	6,000 Council Member Meeting and Conference expenses				
5143	Meetings And Conferences -	4,531	6,000	6,000	6,000
	6,000 Council Member Meeting and Conference expenses				
5144	Meetings And Conferences -	5,400	6,000	6,000	6,000
	6,000 Council Member Meeting and Conference expenses				
5145	Meetings And Conferences -	3,696	6,000	6,000	6,000
	6,000 Council Member Meeting and Conference expenses				
5146	Meetings And Conferences -	5,999	6,000	6,000	6,000
	6,000 Council Member Meeting and Conference expenses				
5147	Meetings And Conferences -	3,340	6,000	6,000	6,000
	6,000 Council Member Meeting and Conference expenses				
5148	Meetings And Conferences -	4,460	6,000	6,000	6,000
	6,000 Council Member Meeting and Conference expenses				
5172	Equipment Maintenance	162	600	600	600
	600 Time stamp machine maintenance and repairs				

**General Fund  
City Council  
Council Support**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5174	Printing Charges	979	3,000	3,000	3,000
	100 Business cards				
	1,900 Misc. printing throughout the year				
	700 Nameplates, magnetic signs and badges				
	300 Printing of Inauguration ceremony program				
5175	Postage	607	4,800	4,800	4,800
	4,800 Monthly mailings for 7 Council members & regular outgoing mail				
5176	Copy Machine Charges	2,046	3,700	3,700	3,700
	3,700 Konica maintenance, repairs and toner.				
5186	Civic And Promotional	11,139	1,500	8,572	1,500
	800 Photography for newly elected Council Member				
	400 Plaques for Outgoing Elected Officials				
	300 Video of Inauguration Ceremony				
5505	Other Professional Services	-	-	1,500	-
	<b>Council Support Totals:</b>	<b>624,742</b>	<b>478,700</b>	<b>485,772</b>	<b>412,476</b>



# City of San Bernardino

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## City Manager

### **DEPARTMENT OVERVIEW**

The City Manager is appointed by the Mayor and City Council and functions as the City's Chief Executive Officer to implement the vision, goals, and objectives established by the Mayor and City Council. The City Manager directs daily operations of the City, makes recommendations and assists the Mayor and City Council in formulating policies, prepares and administers the municipal budget, provides professional leadership in the administration of the City and is responsible for the direction of all municipal programs and services as well as the supervision of all City departments and agencies, with the exception of those governed by separate boards including the Library and Water Department, and the offices of the elected and appointed officials.

Additionally, the City Manager ensures the effective coordination and execution of public policies, programs, and initiatives. Programs of the City Manager's Office include: Administration; Air Quality and Rideshare; Customer and Neighborhood Services; Community Relations, and Community Access Television (CATV); and Violence Intervention.

### **ADMINISTRATION**

The Administrative Division of the Office of the City Manager is responsible for providing clear direction, leadership, and the management of City operations to ensure the cost effective and efficient delivery of municipal services. This division assists in improving accountability of City government and promotes improvement in the quality of City services; furnishes objective, useful, relevant, accurate and timely audits, information, and recommendations regarding City operations; oversees intergovernmental affairs and activities; and promotes the City's position on legislative issues based upon the City's adopted legislative platform.

### **AIR QUALITY AND RIDESHARE**

The Air Quality/Rideshare program accounts for the City's implementation of programs in accordance to Assembly Bill (AB) 2766, the California Clean Air Act of 1988, and South Coast Air Quality Management District Rule 2202. The program focuses on reducing emissions by incentivizing rideshare efforts.

### **COMMUNITY ACCESS TELEVISION (CATV)**

Community Access Television (CATV), also known as the Inland Empire Media Group (IEMG), creates locally originated programming and provides coverage of community sponsored events and government meetings such as City Council and Planning Commission meetings. This includes the operation and programming of the City's three cable channels seen on Spectrum, Frontier and AT&T, the City's YouTube channel and emergency radio AM1610, and serves as the liaison to the cable and telephone companies as required by the Digital Infrastructure and Video Competition Act (DIVCA) under Assembly Bill 2987. This program produces 5 hours each week of original programming to inform and entertain the citizens of San Bernardino.



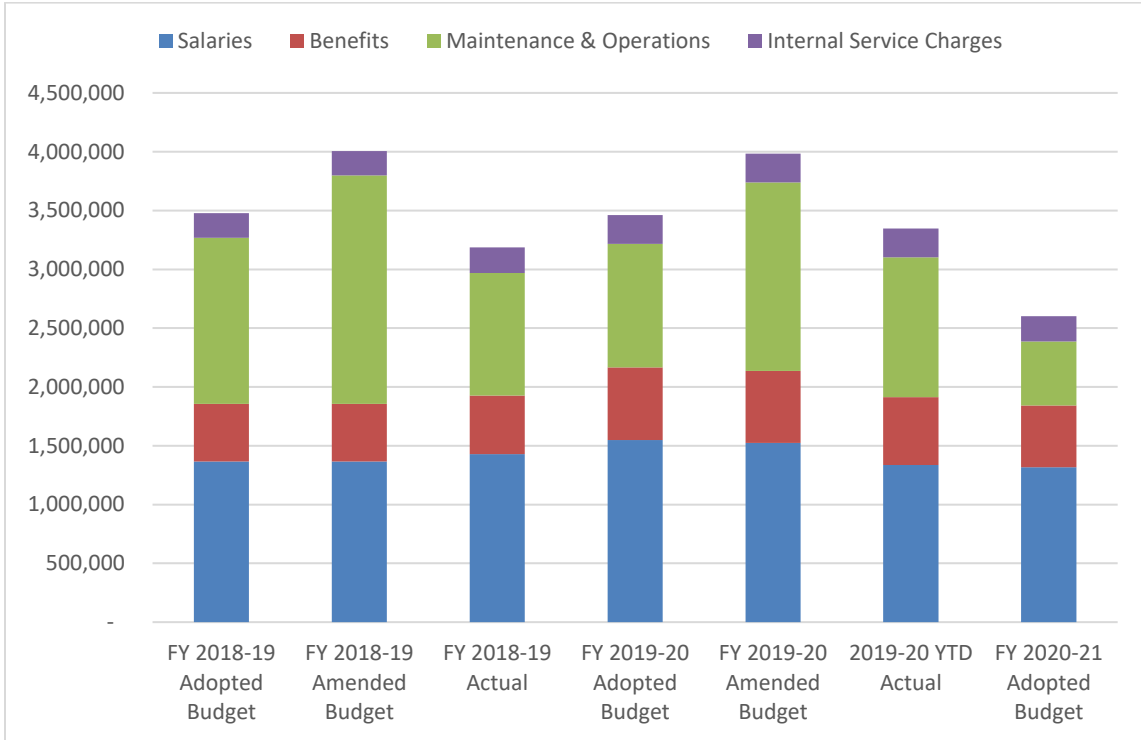
## **CUSTOMER AND NEIGHBORHOOD SERVICES**

This program is responsible for providing the community with a clear understanding of City policies, issues, and activities as well as timely and accurate information on Mayor and City Council priorities, special events and services in an effort to enhance confidence in, and knowledge of, City government. This program provides those who live, work, and visit the City of San Bernardino with convenient access to City services and information. Staff responsible for this program coordinate and implement community outreach and relations efforts by enhancing communication and partnerships with the local community. Staff made roughly 6,100 outreach contacts during the prior year through a number of meeting venues. The program is responsible for the operation of the citywide customer service call center (SB Direct) and provides public counter customer service assistance at the City's Information Center. Service levels are enhanced through the utilization of a centralized location for service requests and tracking system. The staff handles more than 143,000 calls and contacts per year; and that number has grown every year since the inception of the Call Center. In addition, the program provides enriched collaboration with the 23 neighborhood associations in the community and supports the development of programs and initiatives that improve the quality of life for City residents and businesses. The Customer and Neighborhood Services program also supports the Neighborhood Resource Center, Matching Grant Program, and Leadership Programs approved by the Mayor and City Council.

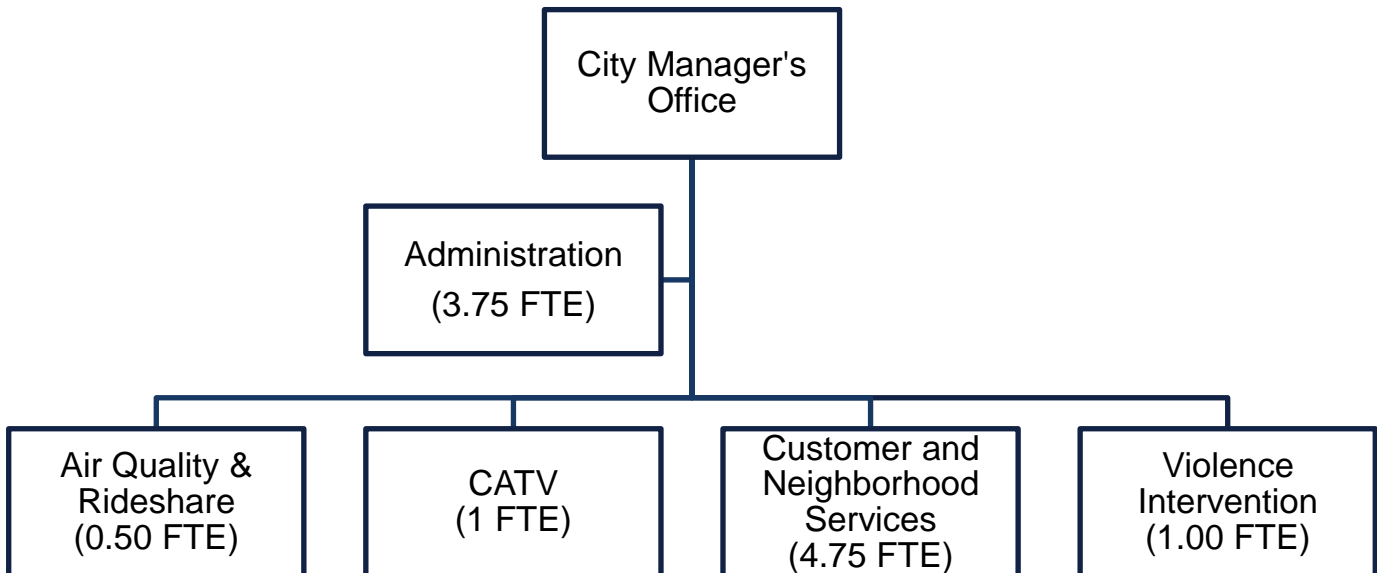
## **VIOLENCE INTERVENTION**

Established in 2017, the Violence Intervention Program (VIP), is designed to reduce gang related homicides and non-fatal injury shootings throughout the City of San Bernardino. Strategies for violence intervention involve a focused deterrence on violent crime using real-time crime analysis to identify high risk individuals and community oriented policing used in combination with culturally relevant intervention strategies, such as street outreach and linkages to human services. The City was awarded a Board of State and Community Corrections, two-year matching grant for \$500,000 that provides supportive services to people at the highest risk of being impacted by violence and allows for the delivery of outreach services through June 30, 2020. The City is well positioned to reapply for State grant funds in June 2020. In an effort to continue to provide external violence intervention services the City will reapply for the maximum amount allowed through the State's Cal VIP grant program. If awarded, program has a tentative start date of September 1, 2020 through June 30, 2023.

## SUMMARY BY CLASSIFICATION



## ORGANIZATIONAL CHART



## PERSONNEL SUMMARY

	2017-18 Adopted	2018-19 Adopted	2019-20 Adopted	2020-21 Adopted
<b>City Manager</b>				
Administrative Analyst I (Flex)	0	1	0	0
Administrative Analyst II	0	0	1	0
Administrative Assistant To City Manager (U)	1	1	1	1
Administrative Services Officer (U)	1	1	1	0
Assistant City Manager (U)	1	1	1	1
Assistant To The City Manager (U)	1	1	0	0
Assistant To The Mayor II (U)*	0	0	0	0
City Manager (U)	1	1	1	1
Community Engagement Specialist	0	0	1	0
Community Intervention Program Manager (U)	1	1	1	1
Executive Assistant To The City Manager (U)	1	1	1	1
Human Resources Analyst	1	0	0	0
Human Resources Technician	1	0	0	0
IEMG Broadcast Engineering Coordinator	1	1	1	1
Mayor's Chief Of Staff (U)*	0	0	0	0
Senior Customer Service Representative (U)*	0	0	0	0
Neighborhood & Cust Services Ops Manager (U)	0	0	1	1
SB Direct Call Taker (Bilingual)	4	4	4	4
Senior Human Resources Technician	0	1	1	0
Senior SB Direct Call Taker (Bilingual)	1	0	0	0
<b>City Manager Total</b>	<b>16</b>	<b>14</b>	<b>15</b>	<b>11</b>

## PERSONNEL CHANGES

\*During FY 2019/20 three positions were transferred from the Mayor's Office and then subsequently deleted, effective June 1, 2020:

- 1.00 Mayor's Chief of Staff (U)
- 1.00 Assistant to the Mayor I (U)
- 1.00 Customer Service Representative (U)

As part of the budget development process the following changes were approved:

- Deletion of Administrative Analyst II, effective June 1, 2020.
- Transfer of Senior Human Resources Technician to the Human Resources Department – 1.00 FTE
- Deletion of the Community Engagement Specialist position.
- Reclassification of the Administrative Services Officer position to a Senior Management Analyst position that was subsequently held vacant for FY 20/21 as part of the budget reduction strategies.

## **LOOKING BACK – ACHIEVEMENTS**

### **ACHIEVEMENT #1 – Executive Staffing**

Hired three new Directors including the Director of Finance, Director of Public Works and Director of Human Resources and initiated a search for the Director of Animal Services.

### **ACHIEVEMENT #2 – Strategic Targets and Goals**

Held a strategic planning workshop with the Mayor and City Council and established the City's five-year strategic targets and goals followed by the adoption of the 2020 action plan.

### **ACHIEVEMENT #3 – Violence Intervention Program**

- The City experiences an 11% reduction in gang related homicides compared to 2018 and a 14% reduction in overall aggravated assaults with a firearm.
- \$1,000,000 in funding was secured from the California Board of State & Community Corrections Youth Reinvestment grant program to establish a City-wide youth development program providing academic case management and career development services for at risk youth. The program is implemented in partnership with two local community-based nonprofit agencies with services being available through February 28, 2023.

### **ACHIEVEMENT #4 – Communications**

The City's public access channel was expanded to include California legislative programming on all City channels. Additionally a series of videos were developed to educate the public regarding the City's capital improvement program combined with the integration of public access programming throughout the City's website.

### **ACHIEVEMENT #5 – Neighborhood Resource Center**

The Neighborhood Resource Center was implemented in Fiscal Year 2019/2020.

### **ACHIEVEMENT #6 – Revenue**

Developed educational materials and conducted an assessment and outreach associated with the consideration of a potential tax measure.

**City of San Bernardino  
2020-21 Department Summary  
City Manager's Office**

A. Department/ Division	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	FY 2018-19 Actual	FY 2019-20 Adopted Budget	FY 2019-20 Amended Budget	2019-20 YTD Actual	FY 2020-21 Adopted Budget	% Change to Amended Budget 2019-20
0001 Administration	1,070,692	1,100,692	990,486	976,100	896,100	865,351	1,216,396	36%
8751 COVID-19 Activity				-	-	25,419	-	0%
0013 Communication & Comm Relations	572,367	572,367	300,883	431,600	431,600	333,870	-	-100%
0016 Air Quality & Rideshare	49,853	49,853	64,676	62,800	62,800	58,568	67,191	7%
0067 Customer & Neighborhood Services	412,156	412,156	467,718	576,800	576,800	521,483	567,273	-2%
0133 CATV	378,876	378,876	351,655	455,400	455,400	310,612	461,153	1%
0149 Administrative Services	544,061	544,061	482,826	569,800	566,074	331,752	-	-100%
0150 Violence Intervention	449,251	948,662	528,287	387,500	721,024	702,032	289,435	-60%
8737 Youth Reinvestment Grant				-	272,727	197,278	-	-100%
<b>Grand Total</b>	<b>3,477,255</b>	<b>4,006,666</b>	<b>3,186,531</b>	<b>3,460,000</b>	<b>3,982,525</b>	<b>3,346,366</b>	<b>2,601,448</b>	<b>-35%</b>

B. Expenditures BY Classification	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	FY 2018-19 Actual	FY 2019-20 Adopted Budget	FY 2019-20 Amended Budget	2019-20 YTD Actual	FY 2020-21 Adopted Budget	% Change to Amended Budget 2019-20
Salaries	1,365,513	1,365,513	1,427,506	1,549,200	1,524,229	1,336,495	1,316,487	-14%
Benefits	490,036	490,036	499,906	617,700	611,150	575,289	527,177	-14%
Maintenance & Operations	1,413,705	1,943,116	1,040,904	1,049,100	1,603,146	1,190,581	542,531	-66%
Internal Service Charges	208,001	208,001	218,216	244,000	244,000	244,000	215,253	-12%
<b>Grand Total</b>	<b>3,477,255</b>	<b>4,006,666</b>	<b>3,186,531</b>	<b>3,460,000</b>	<b>3,982,525</b>	<b>3,346,366</b>	<b>2,601,448</b>	<b>-35%</b>

C. Funding Sources	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	FY 2018-19 Actual	FY 2019-20 Adopted Budget	FY 2019-20 Amended Budget	2019-20 YTD Actual	FY 2020-21 Adopted Budget	% Change to Amended Budget 2019-20
001 General	3,266,755	3,296,755	2,797,451	3,179,000	3,138,607	2,718,684	2,319,468	-26%
107 Cable Television Fund	210,500	210,500	190,970	270,500	270,500	140,573	270,500	0%
111 AB2766 air quality	-	-	13,302	10,500	10,500	7,186	11,480	9%
123 Federal grant programs	-	499,411	184,809	-	562,918	479,923	-	-100%
<b>Grand Total</b>	<b>3,477,255</b>	<b>4,006,666</b>	<b>3,186,531</b>	<b>3,460,000</b>	<b>3,982,525</b>	<b>3,346,366</b>	<b>2,601,448</b>	<b>-35%</b>

**General Fund  
City Manager  
Administration**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	534,739	550,500	550,500	626,435
5013	Auto Phone Allowance	17,169	17,500	17,500	19,725
5014	Salaries Temporary Parttime	-	-	-	97,000
5015	Overtime	127	-	-	-
5018	Vacation Pay	35,230	-	-	-
5026	PERS Retirement	48,461	53,300	53,300	65,710
5027	Health Life Insurance	50,151	49,300	49,300	58,510
5029	Medicare	8,661	8,000	8,000	9,249
5034	Calpers Unfunded Liability	46,185	66,100	66,100	83,968
5602	Workers Compensation	21,641	30,300	30,300	37,079
5603	Liability	7,733	10,600	10,600	17,720
5604	IT Charges In House	51,088	51,200	51,200	58,669
9999	Suspense	(39)	-	-	-
5111	Material And Supplies	11,869	15,000	15,000	10,000
	10,000 Miscellaneous Materials/Office Supplies				
5122	Dues And Subscriptions	4,543	5,000	5,000	4,466
	360 Canva				
	600 Constant Contact				
	2,800 International City/County Management Association				
	469 Misc. Dues/Subscriptions				
	117 The Sun Electronic Subscription				
	120 Vimeo				
5132	Meetings And Conferences	9,780	4,500	4,500	-
5133	Education And Training	470	1,000	500	-
5158	Legal	2,394	-	-	-
5174	Printing Charges	5,134	5,000	5,000	3,000
	3,000 Printing Charges				
5175	Postage	707	500	1,000	500
	500 Annual Postage				
5176	Copy Machine Charges	5,622	4,800	4,800	4,000
	4,000 Copy Machine Charges				
5181	Other Operating Expense	581	-	-	-
5502	Professional Contractual	128,200	100,000	20,000	120,365
	65,000 On Demand Grant Writing Services				
	30,000 Professional Services on an as needed basis				
	25,365 Public Education and Engagement				
5505	Other Professional Services	-	3,500	3,500	-
	<b>Administration Totals:</b>	<b>990,447</b>	<b>976,100</b>	<b>896,100</b>	<b>1,216,396</b>

**General Fund  
City Manager  
Communication & Comm Relations**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	52,355	111,500	111,500	-
5013	Auto Phone Allowance	2,172	2,200	2,200	-
5026	PERS Retirement	4,657	11,400	11,400	-
5027	Health Life Insurance	3,516	11,000	11,000	-
5029	Medicare	810	1,600	1,600	-
5034	Calpers Unfunded Liability	3,299	23,600	23,600	-
5602	Workers Compensation	5,977	2,800	2,800	-
5603	Liability	2,136	2,000	2,000	-
5604	IT Charges In House	14,109	4,800	4,800	-
9999	Suspense	7	-	-	-
5111	Material And Supplies	1,706	-	-	-
5121	Advertising	479	-	-	-
5122	Dues And Subscriptions	6,665	700	700	-
5167	Software Maintenance	2,775	-	-	-
5174	Printing Charges	-	50,000	50,000	-
5502	Professional Contractual	192,726	210,000	210,000	-
5505	Other Professional Services	7,500	-	-	-
<b>Communication &amp; Comm Relations</b>		<b>300,890</b>	<b>431,600</b>	<b>431,600</b>	<b>-</b>

**General Fund  
City Manager  
Air Quality & Rideshare**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	26,023	27,000	27,000	27,642
5015	Overtime	127	-	-	-
5026	PERS Retirement	2,325	2,600	2,600	2,919
5027	Health Life Insurance	7,253	7,200	7,200	7,676
5029	Medicare	382	400	400	403
5034	Calpers Unfunded Liability	6,598	9,400	9,400	11,196
5602	Workers Compensation	2,331	1,900	1,900	1,920
5603	Liability	833	600	600	917
5604	IT Charges In House	5,503	3,200	3,200	3,038
9999	Suspense	(3)	-	-	-
<b>Air Quality &amp; Rideshare Totals:</b>		<b>51,371</b>	<b>52,300</b>	<b>52,300</b>	<b>55,711</b>



**General Fund  
City Manager  
Customer & Neighborhood Services**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	277,601	288,900	288,900	295,866
5012	Special Salaries	3,600	3,600	3,600	3,600
5013	Auto Phone Allowance	5,166	5,200	5,200	5,175
5014	Salaries Temporary Parttime	-	22,000	22,000	-
5015	Overtime	1,907	2,500	2,500	-
5018	Vacation Pay	1,429	-	-	-
5026	PERS Retirement	27,882	30,300	30,300	34,116
5027	Health Life Insurance	40,815	41,200	41,200	44,180
5029	Medicare	4,209	4,200	4,200	4,417
5034	Calpers Unfunded Liability	62,679	89,800	89,800	106,359
5602	Workers Compensation	10,799	18,700	18,700	18,810
5603	Liability	3,859	5,800	5,800	8,989
5604	IT Charges In House	25,493	31,500	31,500	29,762
9999	Suspense	17	-	-	-
5111	Material And Supplies	-	7,700	7,700	7,650
	1,200 Leadership Program & Community Meetings Supplies				
	750 Office Supplies - Neighborhood Resource Center				
	3,700 Supplies for Community Use/Rental - Neighborhood Resource Center				
	2,000 Volunteer T-Shirts - Neighborhood Resource Center				
5122	Dues And Subscriptions	-	400	400	-
5131	Mileage	-	300	300	200
	200 Mileage				
5132	Meetings And Conferences	2,091	2,200	3,200	3,700
	3,700 Neighborhood USA Conference				
5133	Education And Training	-	1,000	-	1,000
	1,000 Training for SB Direct Staff				
5174	Printing Charges	187	1,700	1,700	1,700
	1,700 Leadership Program/Neighborhood Resource Ctr.; Custom Print Jobs				
5502	Professional Contractual	-	18,000	18,000	-
5505	Other Professional Services	-	1,800	1,800	1,750
<b>Customer &amp; Neighborhood Services</b>		<b>467,735</b>	<b>576,800</b>	<b>576,800</b>	<b>567,273</b>

**General Fund  
City Manager  
CATV**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	73,148	74,600	74,600	74,580
5014	Salaries Temporary Parttime	30,683	42,500	42,500	42,500
5026	PERS Retirement	8,416	7,100	7,100	7,876
5027	Health Life Insurance	11,381	11,900	11,900	12,606
5029	Medicare	1,513	1,100	1,100	1,081
5034	Calpers Unfunded Liability	13,196	18,900	18,900	22,391
5602	Workers Compensation	2,950	4,600	4,600	4,777
5603	Liability	1,054	1,500	1,500	2,283
5604	IT Charges In House	6,965	7,700	7,700	7,558
9999	Suspense	21	-	-	-
5111	Material And Supplies	2,522	3,000	3,000	3,000
	3,000 Office Supplies/Materials				
5122	Dues And Subscriptions	6,000	6,000	6,000	6,000
	6,000 LIVEU for 40 Hrs. Per Month of Live Remote Capability				
5167	Software Maintenance	-	3,000	3,000	3,000
	3,000 Annual On-Air Maintenance for City Channels				
5181	Other Operating Expense	2,859	3,000	3,000	3,000
	3,000 Alarm, AM Radio Stream, Internet Channels				
	<b>CATV Totals:</b>	<b>160,707</b>	<b>184,900</b>	<b>184,900</b>	<b>190,653</b>

**General Fund  
City Manager  
Administrative Services**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	235,868	256,500	237,249	-
5013	Auto Phone Allowance	6,888	6,900	6,900	-
5014	Salaries Temporary Parttime	9,709	19,800	14,080	-
5015	Overtime	79	-	-	-
5018	Vacation Pay	2,439	-	-	-
5026	PERS Retirement	22,474	26,000	23,920	-
5027	Health Life Insurance	40,720	35,200	31,130	-
5029	Medicare	3,819	3,700	3,300	-
5034	Calpers Unfunded Liability	39,587	56,700	56,700	-
5602	Workers Compensation	10,710	15,300	15,300	-
5603	Liability	3,827	5,100	5,100	-
5604	IT Charges In House	25,284	25,900	25,900	-
9999	Suspense	2	-	-	-
5111	Material And Supplies	1,028	2,000	45	-
5121	Advertising	1,796	3,000	4,735	-
5122	Dues And Subscriptions	300	900	200	-
5131	Mileage	91	200	-	-
5132	Meetings And Conferences	1,935	2,100	1,677	-
5133	Education And Training	-	1,000	1,495	-
5167	Software Maintenance	3,847	6,500	2,600	-
5174	Printing Charges	24	-	-	-
5175	Postage	9	200	-	-
5176	Copy Machine Charges	908	2,800	86	-
5181	Other Operating Expense	2,450	-	-	-
5502	Professional Contractual	69,034	100,000	135,657	-
<b>Administrative Services Totals:</b>		<b>482,828</b>	<b>569,800</b>	<b>566,074</b>	<b>-</b>

**General Fund  
City Manager  
Violence Intervention**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	111,046	118,000	118,000	123,964
5026	PERS Retirement	11,352	12,800	12,800	14,708
	12,800 PERS Retirement				
5027	Health Life Insurance	14,756	14,300	14,300	15,621
5029	Medicare	1,614	1,700	1,700	1,797
5034	Calpers Unfunded Liability	13,196	18,900	18,900	22,391
5602	Workers Compensation	4,283	6,800	6,800	7,755
5603	Liability	1,530	2,300	2,300	3,706
5604	IT Charges In House	10,110	11,400	11,400	12,271
9999	Suspense	1	-	-	-
5111	Material And Supplies	402	500	500	300
	300 Easel Boards/Binders/Notebooks				
5132	Meetings And Conferences	573	500	500	1,620
	1,020 Multiple VIP/YRG Meetings throughout the Year				
	600 VIP Community Outreach Call-Ins for High Risk Individuals				
5174	Printing Charges	-	300	300	300
	300 Printing cost for VIP/YRG brochures				
5502	Professional Contractual	174,617	200,000	243,333	85,000
	5,000 Emergency Temporary Relocation Services				
	60,000 VIP Outreach Services				
	10,000 VIP/YRG Outreach/Case Mgmt. & Development Training				
	10,000 VIP/YRG Software & Database Training for Caseworkers				
<b>Violence Intervention Totals:</b>		<b>343,479</b>	<b>387,500</b>	<b>430,833</b>	<b>289,435</b>

**Cable Television Fund  
City Manager  
CATV**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
9999	Suspense	(20)	-	-	-
5112	Small Tools And Equipment 25,000 Annual PO w/B&H for Small Tools & Equipment	36,689	25,000	25,000	25,000
5505	Other Professional Services 205,500 Budget for Copyright Content Creation	145,791	205,500	205,500	205,500
5703	Communications Equipment 40,000 Facility Video Server Upgrades	8,490	40,000	40,000	40,000
<b>Cable Television Fund Totals:</b>		190,949	270,500	270,500	270,500

**AB2766 Air Quality Fund  
City Manager  
Air Quality & Rideshare**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5111	Material And Supplies	475	-	-	1,510
	1,510 Rideshare Health/Wellness Fair Swag & Refreshments				
5132	Meetings And Conferences	-	-	-	100
	100 Rideshare Health & Wellness Fair Drawings				
5133	Education And Training	25	-	-	300
	300 Rideshare Education & Training				
5174	Printing Charges	135	-	-	-
5181	Other Operating Expense	12,667	10,500	10,500	9,570
	2,160 Rideshare Monthly Bus Passes				
	1,800 Rideshare Monthly Drawings				
	960 Rideshare Monthly Gas Cards				
	4,000 Rideshare Quarterly Drawings				
	400 Rideshare Week Competition				
	250 Rideshare Weekly Drawing				
<b>Air Quality &amp; Rideshare Totals:</b>		<b>13,302</b>	<b>10,500</b>	<b>10,500</b>	<b>11,480</b>

**Federal Grant Programs Fund  
City Manager  
Violence Intervention**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5502	Professional Contractual	184,809	-	290,191	-
<b>Violence Intervention Totals:</b>		184,809	-	290,191	-

**Federal Grant Programs Fund  
City Manager  
Youth Reinvestment Grant**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5132	Meetings And Conferences	-	-	714	-
5502	Professional Contractual	-	-	272,013	-
<b>Youth Reinvestment Grant Totals:</b>		-	-	272,727	-





# City of San Bernardino

## Community & Economic Development

### **DEPARTMENT OVERVIEW**

The Community and Economic Development Department works to improve the quality of life for all residents throughout the City of San Bernardino. The Department is responsible for maintaining the City's physical environment through the effective and efficient use of the City legislative mandates (i.e., enforcement of policies established in the comprehensive General Plan, enforcement of the development and performance standards in the Development, Building and Safety, Housing and Property Maintenance Codes) which provide a solid foundation for maintaining a solid quality of life for the community. The Department functions as the liaison to the City Manager, Mayor and City Council on land use, development, housing and environmental issues, both locally and regionally. The Department also manages the economic development functions of the city including business attraction, business retention and marketing the city's assets. The Department is comprised of seven internally related divisions including Planning, Building and Safety, Housing, Economic Development, Code Enforcement, Administration, and the Successor Agency. There are a total of 30 full-time personnel and one part time employee. The Department also staff's and oversees the activities of the Successor Agency of the former Redevelopment Agency.

### **ADMINISTRATION**

The Administration Division provides leadership and management for the department and administrative support to the management team. Primary functions include oversight of the administrative functions and policies of the department, preparing and monitoring the budget, contract administration, grant administration, payroll and various personnel related functions. Administrative staff is also a key component providing customer service in taking and routing calls to all six of the divisions, assists at the public counter, and processes public records requests.

### **PLANNING**

The Planning Division is responsible for the implementation of the City's development policies as set forth in the City of San Bernardino comprehensive General Plan and Development Code. The General Plan serves as the policy document, as required by State law, to guide future development and services based upon the community's vision. The Division reviews and processes land use entitlement applications for consistency with the City's policies and development standards to safeguard the public's health, safety and general welfare ensuring a high quality of living for the community. The Division is tasked with ensuring compliance with the California Environmental Quality Act. The Division is also involved with interagency coordination working in collaboration with the Southern California Association of Government (SCAG), San Bernardino County Transportation Authority (SBCTA) and San Bernardino County. Finally, the Planning Division is responsible for staffing both the DERC and Planning Commission meetings, attending City Council meetings on development related projects and oversees the cannabis monitoring program.

## **BUILDING AND SAFETY**

The Building & Safety Division implements the regulations set forth in the various California Building Codes to ensure the safe construction and occupancy of buildings. The Division's operations include public counter assistance, construction plan review, issuing permits, and building inspections. The front counter is a critical component since it is the intake point for plan check, development submittals and public interaction. The Division is also the liaison between the County Fire, County Health and the School District.

## **HOUSING DIVISION**

The Housing Division is responsible for the management and implementation of the Community Planning and Development formula grants (Community Development Block Grant, HOME Investment Partnerships, Emergency Solutions Grant, and Neighborhood Stabilization Program 1 and 3). Staff manages these funds, which are intended to primarily benefit low-income residents and improve the housing quality within the City.

- Community Development Block Grant (CDBG) is the primary federal program providing local governments with grants to improve the physical, economic, and social conditions in their communities. The program provides affordable housing, suitable living environments, and expands economic opportunities for low and moderate-income residents.
- HOME program creates and preserves affordable housing. Eligible activities include housing rehabilitation, new construction, and acquisition and rehabilitation, for both single-family and multifamily projects. All activities must benefit lower-income renters or owners.
- Emergency Solutions Grants (ESG) program assists individuals and families in quickly regaining stability in permanent housing. ESG funds are available for five program activities: street outreach, emergency shelter, homelessness prevention, rapid re-housing assistance and data collection.
- Neighborhood Stabilization Programs were established to provide funds to stabilize communities that suffered from foreclosures and abandonment. The goal is realized through the purchase and redevelopment of foreclosed and abandoned residential properties.

The Division is tasked with creating affordable housing opportunities to improve the quality of life for the residents of San Bernardino, improving and preserving the housing stock and funding programs that will assist persons at risk of homelessness and those experiencing homelessness. The Division manages and moves forward a pipeline of housing projects that will meet the City's five year Consolidate Plan goals and objectives.

## **ECONOMIC DEVELOPMENT**

Economic Development Division is responsible for providing professional services that focus on 1) marketing to enhance the City image and showcase the City's assets and opportunities; 2) business retention and attraction efforts to encourage job creation and increase general fund revenue; 3) workforce development efforts to provide residents access to quality local jobs; and 4) building strategic partnerships with intergovernmental and community based agencies such as local educational institutions, medical service providers, businesses, state, local, county, and regional entities, and local joint power authorities to both leverage and attract funds and resources.

## **CODE ENFORCEMENT**

The Code Enforcement Division is responsible for improving the quality of life through the enforcement of various sections of the San Bernardino Municipal Code. The Division works closely with the Police Department, Building and Safety, Planning, Housing, Public Works and the County Health Department. This Division responds to a variety of calls including, but not limited to, abandoned and dangerous buildings, inoperable vehicles, substandard property maintenance, overgrown weeds and vegetation, illegal dumping, illegal street vending, etc. This division provides one of the most critical functions for ensuring the overall public health, safety and general welfare as well as maintaining the City's general appearance.

## **SUCCESSOR AGENCY**

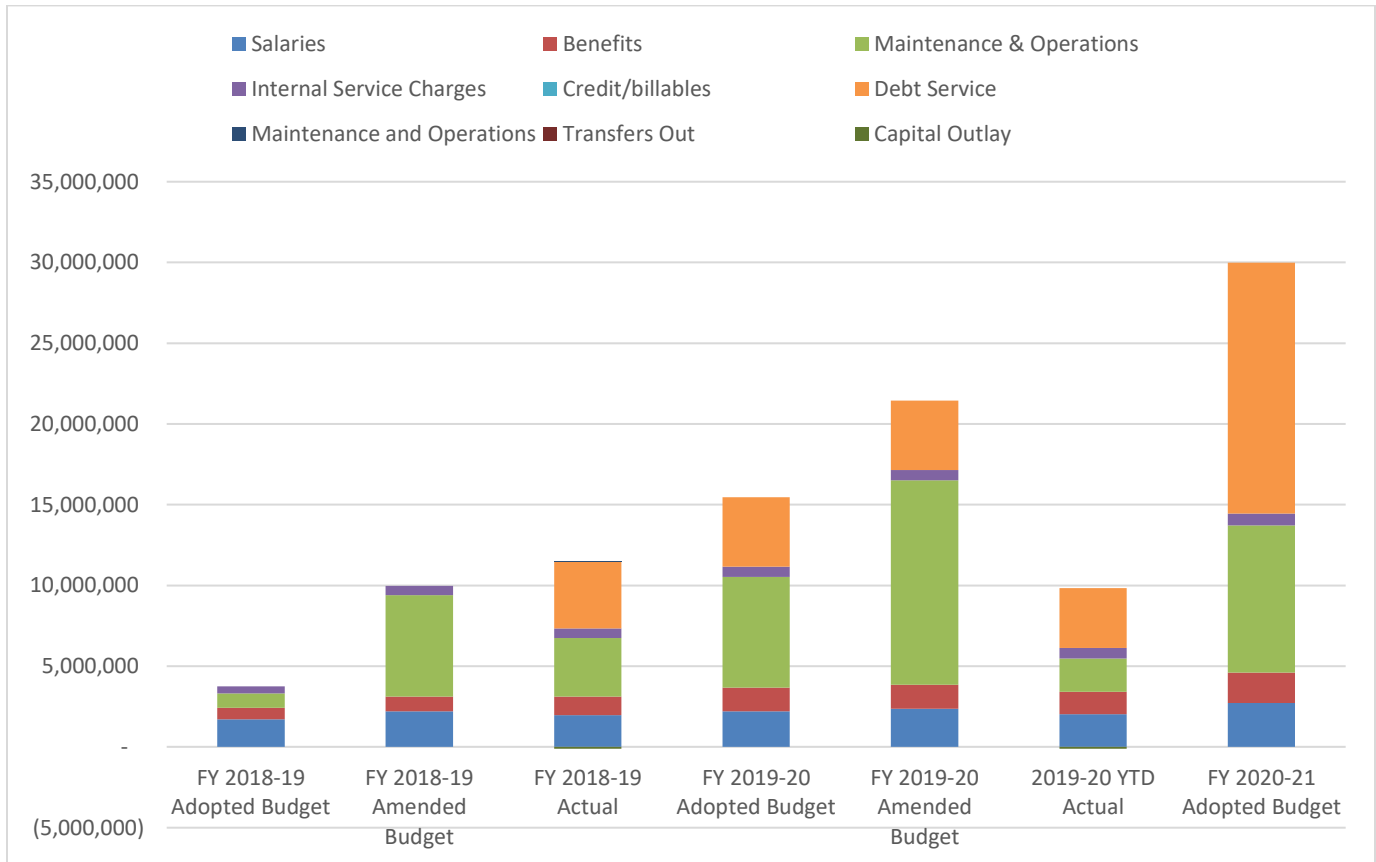
On December 29, 2011, the California Supreme Court upheld Assembly Bill 1X 26 abolishing redevelopment in California as of February 1, 2012. The City of San Bernardino, acting as the Successor Agency for the former Redevelopment Agency (RDA), became responsible for winding down the affairs of the redevelopment agency including disposing of its assets and making payments due for debt incurred by the former RDA.

The Successor Agency conducts the following activities: prepares the Recognized Obligation Payment Schedule; implements the Successor Agency's Property Disposition plan; manages the Successor Agency's portfolio of properties; prepares invitations for letters of interest and requests for proposals; process the disposition/transfer of remaining development properties; and manages the Request for Qualifications for consultants assisting with the activities at the Carousel Mall, California Theatre/Theater Square, 5<sup>th</sup> Street Gateway and Arden/Guthrie properties.

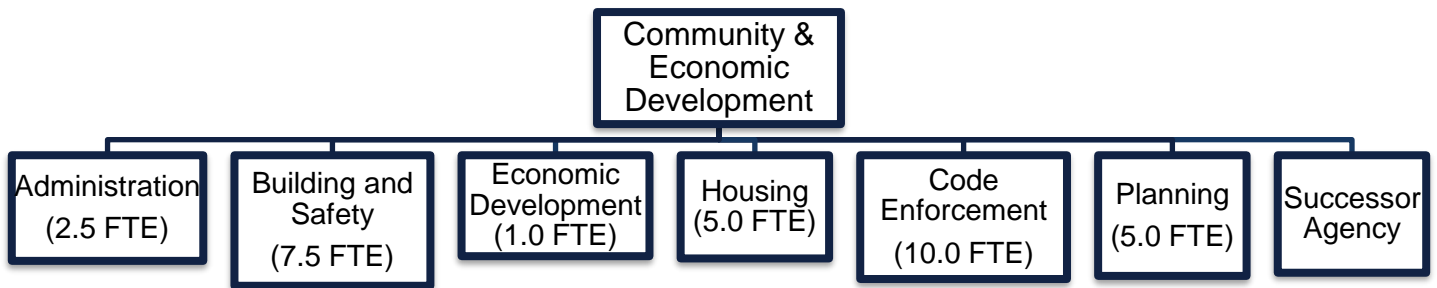
## **BUDGET HIGHLIGHTS**

- Includes the continued integration of the Economic Development, Housing and Successor Agency functions into the Community and Economic Development Department improving the effectiveness of the development.
- Includes the re-integration of the Code Enforcement Division into the Department.
- The relocation of the Land Development Division into the Public Works Department where all engineering functions of the city will be housed.
- The relocation of the Property Maintenance functions to the Public Works department.
- The kick-off of the comprehensive update to the General Plan and Development Code.

## SUMMARY BY CLASSIFICATION



## ORGANIZATIONAL CHART



**PERSONNEL SUMMARY**

	2017-18 Adopted	2018-19 Adopted	2019-20 Adopted	2020-21 Adopted
<b><u>Community &amp; Economic Development</u></b>				
Accountant III	0	0	1	0
Administrative Analyst II	0	0	1	1
Administrative Assistant	0	0	1	1
Assistant Planner (Flex)	0	2	1	1
Associate Planner	4	2	3	3
Building Inspector I (Flex)	0	1	2	2
Building Inspector II	3	2	1	1
Building Official	0	0	0	1
Chief Building Official/Building & Safety Division Manager	1	1	0	0
Code Enforcement Officer I	0	0	0	1
Code Enforcement Officer II	0	0	0	4
Code Enforcement Officer III	0	0	0	1
Community Development Technician	1	3	3	3
Construction Inspector II	2	1	1	0
Customer Service Representative	0	0	0	3
Development Services Technician	4	0	0	0
Director of Community Development (U)	1	1	0	0
Economic Development Specialist	0	0	0	1
Engineering Assistant I (Flex)	1	1	0	0
Engineering Assistant II	0	0	1	0
Engineering Assistant III	1	1	1	0
Executive Assistant	2	1	1	1
Executive Assistant to Director (U)	1	1	1	0
Housing Division Manager (U)	0	0	1	1
NPDES Coordinator	1	1	0	0
NPDES Inspector I (Flex)	0	1	0	0
Planning Division Manager (U)	1	1	1	1
Senior Civil Engineer/ Division Manager (U)	1	1	1	0
Senior Management Analyst	1	1	1	1
Senior Office Assistant	0	0	0	1
Senior Planner	0	1	0	0
Senior Plans Examiner	1	0	0	0
Transportation Planner	1	0	0	0
Administrative Analyst I	0	0	1	1
CDBG Program Coordinator	0	0	1	1
Director of Community & Economic Development	0	0	1	1
<b>Community &amp; Economic Development Total</b>	<b>27</b>	<b>23</b>	<b>25</b>	<b>31</b>

## **PERSONNEL CHANGES**

Personnel changes represent the transfer of Code Enforcement from the Police Department and the transfer of Land Development to the Public Works Department.

- (+1.00) Code Enforcement Officer I transferred from Police
- (+3.00) Code Enforcement Officer II transferred from Police
- (+1.00) Code Enforcement Officer III transferred from Police
- (+2.00) Customer Service Representatives transferred from Police
- (+1.00) Senior Office Assistant transferred from Police
- (+1.00) Building Official was added when Code Enforcement was transferred.
- (-1.00) Construction Inspector II transferred to Public Works
- (-1.00) Engineering Assistant II transferred to Public Works
- (-1.00) Engineering Assistant III transferred to Public Works
- (-1.00) Senior Civil Engineer/Division Manager (U) transferred to Public Works

The Executive Assistant to the Director position was reclassified as an Economic Development Specialist.

The Accountant III in the Housing Division was deleted.

The following positions were added as part of legal cannabis enforcement:

- (+1.00) Code Enforcement Officer II
- (+1.00) Customer Service Representative

## **LOOKING BACK –ACHIEVEMENTS**

### **ACHIEVEMENT #1**

Received \$3 million dollars from the State Department of Housing and Community Development to update the General Plan. Received another \$625,000 in SB2 Grant funds to update the Development Code and create a Specific Plan for Downtown.

### **ACHIEVEMENT #2**

Selected a consulting team to assist the City with the comprehensive update of the General Plan and Development Code.

### **ACHIEVEMENT #3**

Processed a Request for Proposal to select a development entity to master plan and develop the Carousel Mall.

### **ACHIEVEMENT #4**

Completed a Code Amendment to the Sign Regulations.

### **ACHIEVEMENT #5**

Processed a Request for Proposal for Building Plan Check services and selected a consulting firm to manage these services for the City.

### **ACHIEVEMENT #6**

Processed a Request for Proposal for Cannabis Monitoring Services and selected a consulting firm to manage these services for the City.



**City of San Bernardino  
2020-21 Department Summary  
Community & Economic Development**

A. Department/ Division	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	FY 2018-19 Actual	FY 2019-20 Adopted Budget	FY 2019-20 Amended Budget	2019-20 YTD Actual	FY 2020-21 Adopted Budget	% Change to Amended Budget 2019-20
0001 Administration	373,992	874,805	1,011,876	1,117,073	1,360,198	975,590	631,550	-54%
2002 CDBG Administration	-	696,604	330,835	2,815,000	673,282	553,656	3,345,169	397%
8751 COVID-19 Activity	-	-	-	-	-	199,837	-	0%
0144 Economic Development	-	371,474	305,248	172,100	227,533	54,080	307,844	35%
2021 ESG Lutheran Social Services	-	115,000	115,000	-	55,366	-	-	-100%
2027 Time For Change Foundation	-	75,000	75,000	-	-	-	-	0%
2031 ESG Administration	-	-	16,754	270,000	21,490	16,507	295,799	1276%
2034 ESG-Community Action Partnership	-	71,500	21,642	-	82,735	11,784	-	-100%
2058 ADMINISTRATION	-	904,500	-	-	-	-	-	0%
2156 Inland Fair Housing Mediatn Brd	-	66,000	66,000	-	66,000	31,157	73,000	11%
2199 CDBG Micro Enterprise Program	-	32,950	-	-	56,705	32,950	35,000	-38%
2200 CDBG CW Comm Bldg Rehab/Busi Imp	-	237,661	-	-	-	-	-	0%
2201 CDBG CW Owner Occ Hsng Rehab qua	-	670,000	401,813	-	268,187	268,183	-	-100%
2305 ADMINISTRATION	-	138,568	229,112	1,385,700	163,315	54,712	2,624,104	1507%
2330 Home-Single Family Rehab	-	-	-	-	450,000	-	-	-100%
2331 Infilled Housing Developmnt	-	1,053,844	309,308	-	744,536	-	700,000	-6%
2350 ADMINISTRATION	-	277,360	3,618	1,500,000	443,499	33,052	360,000	-19%
0021 Enforcement & Beautification	-	-	-	-	571,020	194,684	1,559,961	173%
0027 Stormwater Management	-	-	135	-	-	-	-	0%
0028 Building and Safety	1,275,286	1,264,220	1,051,123	1,227,100	1,227,200	1,010,318	2,217,678	81%
0029 Planning	1,045,369	1,075,960	957,980	873,300	992,834	827,675	907,360	-9%
0030 Land Development	1,066,251	655,469	601,477	600,300	600,300	517,521	-	-100%
0125 Property Maintenance	-	943,756	588,321	338,300	338,300	308,298	-	-100%
0126 EDA - ROPS	-	195,000	4,871,226	5,157,780	5,157,780	4,491,764	16,790,462	226%
0148 Bond Expenses-	-	26,904	225,572	-	-	83,442	-	0%
2036 ESG Family Services Association	-	64,097	35,505	-	79,510	12,098	-	-100%
8657 Homeless Svcs Coord Project	-	170,977	126,671	-	83,000	42,503	-	-100%
8658 Arrowhead Grove Mixed Incom Hous	-	-	-	-	4,010,000	-	-	-100%
8738 ESG Salvation Army	-	-	-	-	70,436	-	-	-100%
8739 Home Affordable Housing Ownershi	-	-	-	-	701,786	-	-	-100%
8742 General Plan Update	-	-	-	-	3,000,000	-	-	-100%
<b>Grand Total</b>	<b>3,760,899</b>	<b>9,981,649</b>	<b>11,344,213</b>	<b>15,456,653</b>	<b>21,445,013</b>	<b>9,719,811</b>	<b>29,987,926</b>	<b>40%</b>

B. Expenditures By Classification	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	FY 2018-19 Actual	FY 2019-20 Adopted Budget	FY 2019-20 Amended Budget	2019-20 YTD Actual	FY 2020-21 Adopted Budget	% Change to Amended Budget 2019-20
Salaries	1,707,321	2,204,228	1,960,792	2,209,800	2,359,706	2,027,439	2,725,461	16%
Benefits	716,843	912,790	1,158,015	1,457,708	1,493,368	1,396,251	1,875,354	26%
Maintenance & Operations	893,614	6,275,300	3,625,881	6,851,821	12,654,615	2,053,208	9,108,051	-28%
Internal Service Charges	443,120	589,331	598,266	648,300	648,300	649,710	735,263	13%
Debt Service	-	-	4,111,840	4,289,024	4,289,024	3,709,762	15,543,797	262%
Maintenance and Operations	-	-	5,978	-	-	-	-	0%
Capital Outlay	-	-	(116,558)	-	-	(116,558)	-	0%
<b>Grand Total</b>	<b>3,760,899</b>	<b>9,981,649</b>	<b>11,344,213</b>	<b>15,456,653</b>	<b>21,445,013</b>	<b>9,719,811</b>	<b>29,987,926</b>	<b>40%</b>

C. Funding Sources	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	FY 2018-19 Actual	FY 2019-20 Adopted Budget	FY 2019-20 Amended Budget	2019-20 YTD Actual	FY 2020-21 Adopted Budget	% Change to Amended Budget 2019-20
001 General	3,760,899	4,771,899	4,015,199	3,948,600	7,730,782	3,753,561	5,744,393	-26%
116 Emergency Solutions Grant 14.231	-	496,574	390,571	270,000	392,537	82,893	295,799	-25%
117 Home Improvement Part 14.239	-	1,192,412	534,919	1,385,700	2,889,637	54,712	3,324,104	15%
119 Community Developmnt Block Grant	-	1,703,215	802,148	2,815,000	1,244,174	885,946	3,453,169	178%
120 Neighborhood Stabil Prog (NSP1)	-	277,360	3,618	1,500,000	3,443,499	33,052	360,000	-90%
127 Low Mod Housing Fund	-	-	9,957	50,000	257,030	180,432	20,000	-92%
710 Successor Agency	-	635,689	5,587,801	5,487,353	5,487,353	4,729,216	16,790,462	206%
<b>Grand Total</b>	<b>3,760,899</b>	<b>9,981,649</b>	<b>11,344,213</b>	<b>15,456,653</b>	<b>21,445,013</b>	<b>9,719,811</b>	<b>29,987,926</b>	<b>40%</b>



**General Fund  
Community & Economic Development  
Administration**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	191,012	375,700	375,700	313,071
5013	Auto Phone Allowance	669	8,700	8,700	8,700
5014	Salaries Temporary Parttime 7,800 Part time Administrative staff	20,212	7,800	7,800	7,800
5015	Overtime 500 Overtime for Admin staff	950	500	500	500
5033	Salary Savings (24,000) Portion of the Director's Salary charged to other funds	-	(46,600)	(46,600)	(24,000)
5026	PERS Retirement	17,975	39,300	39,300	32,571
5027	Health Life Insurance	30,843	43,400	43,400	35,383
5029	Medicare	3,160	5,400	5,400	4,666
5034	Calpers Unfunded Liability	36,288	66,100	66,100	55,979
5602	Workers Compensation	12,474	22,400	22,400	21,142
5603	Liability	3,416	30,200	30,200	28,650
5604	IT Charges In House	35,072	86,300	86,300	66,789
9999	Suspense	6	-	-	-
5111	Material And Supplies 800 Materials and supplies for the department	8,282	8,000	8,000	8,000
5121	Advertising	1,000	-	-	-
5122	Dues And Subscriptions 700 American Planning Association 120 American Society of Public Administration 200 ICMA Membership Renewal 80 Municipal Management Association	85	1,100	-	1,100
5132	Meetings And Conferences 1,000 American Planning conference for the Director 500 International Council of Shopping Centers 800 League of California Cities	2,636	2,300	3,400	2,300
5133	Education And Training 600 Skillpath Seminars	327	600	600	600
5152	Gas Charges	178	-	-	-
5167	Software Maintenance 400 Software Maintenance per IT	3,360	400	400	400
5171	Rentals	1,600	-	-	-
5174	Printing Charges 800 Business cards, Staff Reports and News Letters	701	800	800	800
5175	Postage 100 Postage - General Correspondance and notices	307	100	200	100
5176	Copy Machine Charges 5,000 Copy machine charges	5,222	5,000	5,000	5,000
5502	Professional Contractual 42,000 Archival of plans	139,835	80,000	115,995	42,000
<b>Administration Totals:</b>		<b>515,611</b>	<b>737,500</b>	<b>773,595</b>	<b>611,550</b>

**General Fund  
Community & Economic Development  
Enforcement & Beautification**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	-	-	211,223	555,369
5012	Special Salaries	-	-	2,094	1,800
5014	Salaries Temporary Parttime	-	-	-	30,500
5015	Overtime	-	-	5,000	5,000
	5,000 Overtime for Code Enforcement				
5026	PERS Retirement	-	-	24,509	61,344
5027	Health Life Insurance	-	-	23,351	94,028
5029	Medicare	-	-	3,093	8,529
5034	Calpers Unfunded Liability	-	-	-	223,915
5601	Garage Charges	-	-	-	9,022
5602	Workers Compensation	-	-	-	39,403
5603	Liability	-	-	-	53,395
5604	IT Charges In House	-	-	-	124,477
5612	Fleet Charges Fuel	-	-	-	5,179
5111	Material And Supplies	-	-	3,000	3,000
	3,000 Materials and office supplies for the division				
5122	Dues And Subscriptions	-	-	500	2,500
	2,500 Dues and subscriptions for Code Enforcement Associations				
5133	Education And Training	-	-	-	500
	500 Education and training for the division				
5174	Printing Charges	-	-	2,000	-
5175	Postage	-	-	4,700	-
5181	Other Operating Expense	-	-	6,766	12,000
	12,000 Other operating expenses				
5502	Professional Contractual	-	-	272,589	330,000
	330,000 Professional contractual services for on-call services				
5505	Other Professional Services	-	-	12,195	-
<b>Enforcement &amp; Beautification Totals:</b>		-	-	571,020	1,559,961

**General Fund  
Community & Economic Development  
Building and Safety**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	357,649	408,400	408,400	479,872
5012	Special Salaries	1,627	1,800	1,800	900
5013	Auto Phone Allowance	803	-	-	-
5014	Salaries Temporary Parttime	24,254	-	-	-
5015	Overtime	22,971	20,000	20,000	20,000
	20,000 Overtime for building inspection services				
5018	Vacation Pay	8,538	-	-	-
5026	PERS Retirement	35,025	42,400	42,400	56,937
5027	Health Life Insurance	50,314	61,700	61,700	70,920
5029	Medicare	6,035	5,900	5,900	6,971
5034	Calpers Unfunded Liability	109,524	132,300	132,300	167,936
5601	Garage Charges	8,303	14,200	14,200	3,006
5602	Workers Compensation	41,078	33,100	33,100	33,696
5603	Liability	11,249	33,300	33,300	45,661
5604	IT Charges In House	115,491	127,300	127,300	106,447
5612	Fleet Charges Fuel	4,580	5,200	5,200	5,733
9999	Suspense	1	-	-	-
5111	Material And Supplies	1,782	7,000	7,000	2,100
	600 Division polos				
	1,500 Office Supplies for the division				
5112	Small Tools And Equipment	97	500	500	500
	500 Small tools and equipment				
5122	Dues And Subscriptions	560	400	400	400
	300 California Building Official dues and subscriptions				
	100 International Code Council				
5133	Education And Training	3,384	6,000	6,000	6,000
	6,000 Education and training for division				
5174	Printing Charges	2,428	2,500	2,500	2,500
	2,500 Printing charges for the division				
5175	Postage	408	100	200	100
	100 Postage for the division				
5502	Professional Contractual	245,022	325,000	325,000	1,208,000
	1,208,000 Building plan check and staffing services				
	<b>Building and Safety Totals:</b>	<b>1,051,124</b>	<b>1,227,100</b>	<b>1,227,200</b>	<b>2,217,678</b>

**General Fund  
Community & Economic Development  
Planning**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	453,899	412,500	412,500	429,673
5012	Special Salaries	900	900	900	-
5013	Auto Phone Allowance	7,691	6,900	6,900	6,900
5014	Salaries Temporary Parttime	24,254	-	-	-
5015	Overtime	1,827	500	500	1,000
	1,000 Overtime for Planning staff				
5018	Vacation Pay	2,043	-	-	-
5026	PERS Retirement	44,684	43,000	43,000	49,173
5027	Health Life Insurance	53,592	50,100	50,100	58,525
5029	Medicare	7,187	6,000	6,000	6,376
5034	Calpers Unfunded Liability	83,133	94,500	94,500	111,957
5602	Workers Compensation	27,674	30,100	30,100	29,807
5603	Liability	7,578	33,200	33,200	40,390
5604	IT Charges In House	77,805	115,700	115,700	94,160
9999	Suspense	4	-	-	-
5111	Material And Supplies	1,124	600	600	600
	600 Materials and office supplies				
5121	Advertising	13,255	13,000	14,000	13,000
	13,000 Advertising				
5122	Dues And Subscriptions	1,572	2,000	2,000	2,000
	2,000 Dues and Subscriptions for the American Planning Association				
5132	Meetings And Conferences	-	3,000	3,000	2,500
	2,500 Meetings and Conferences				
5133	Education And Training	1,100	2,500	1,500	2,500
	2,500 Educations and Training for division				
5174	Printing Charges	6,332	1,000	1,000	1,000
	1,000 Printing charges for division				
5175	Postage	3,541	2,800	2,900	2,800
	2,800 Postage for the division				
5502	Professional Contractual	138,789	55,000	174,434	55,000
	47,000 Contract Planner services				
	8,000 SMARA Consulting Services				
	<b>Planning Totals:</b>	<b>957,984</b>	<b>873,300</b>	<b>992,834</b>	<b>907,360</b>

**General Fund  
Community & Economic Development  
Economic Development**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	69,621	-	-	69,405
5013	Auto Phone Allowance	3,335	-	-	-
5014	Salaries Temporary Parttime	7,510	7,800	7,800	-
5018	Vacation Pay	9,904	-	-	-
5026	PERS Retirement	4,473	-	-	8,235
5027	Health Life Insurance	4,892	-	-	15,000
5029	Medicare	1,317	-	-	1,006
5034	Calpers Unfunded Liability	13,196	-	-	22,391
5602	Workers Compensation	25,986	-	-	5,133
5603	Liability	9,286	-	-	6,956
5604	IT Charges In House	115,461	-	-	16,217
5111	Material And Supplies	58	500	500	500
	500 Materils and office supplies for the division				
5121	Advertising	-	50,000	50,000	50,000
	50,000 Advetising and Marketing the City of San Bernardino				
5122	Dues And Subscriptions	331	5,800	5,800	10,000
	5,000 CoStar Suite or similar software				
	5,000 Dues and Subscriptions for ICSC				
5131	Mileage	21	200	200	200
	200 Mileage to and from conferences and out of city meetings				
5132	Meetings And Conferences	-	3,000	3,000	4,000
	4,000 Meetings and conferences for the division				
5133	Education And Training	-	2,000	2,000	2,000
	2,000 Education and training for the Division				
5174	Printing Charges	-	2,500	2,500	2,500
	2,500 Printing charges for marketing activities and promotions.				
5175	Postage	73	300	300	300
	300 Postage for the Division				
5502	Professional Contractual	36,805	50,000	105,433	44,000
	44,000 Professional contractual services				
5503	Outside Legal Services	2,980	50,000	50,000	50,000
	50,000 Outside legal services for economic development activities				
<b>Economic Development Totals:</b>		<b>305,248</b>	<b>172,100</b>	<b>227,533</b>	<b>307,844</b>

**General Fund  
Community & Economic Development  
Cannabis Cultivation**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5502	Professional Contractual	-	-	-	140,000
	140,000 Cannabis Consulting Services				
<b>Cannabis Cultivation Totals:</b>		-	-	-	140,000

**General Fund  
Community & Economic Development  
General Plan Update**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5505	Other Professional Services	-	-	3,000,000	-
	3,000,000 Other professional services for the General Plan				
	<b>General Plan Update Totals:</b>	-	-	3,000,000	-

**Emergency Solutions Grant Fund  
Community & Economic Development  
ESG Administration**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	14,510	-	-	-
5026	PERS Retirement	1,380	-	-	-
5027	Health Life Insurance	654	-	-	-
5029	Medicare	210	-	-	-
5502	Professional Contractual	-	270,000	21,490	295,799
	22,000 ESG Consultant Contract				
	273,799 Placeholder for ESG programs tbd				
	<b>ESG Administration Totals:</b>	16,754	270,000	21,490	295,799



**Home Improvement Fund  
Community & Economic Development  
Administration**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	135,682	-	11,740	19,363
5026	PERS Retirement	11,066	-	999	1,851
5027	Health Life Insurance	19,889	-	1,304	2,350
5029	Medicare	1,974	-	170	281
5034	Calpers Unfunded Liability	-	-	-	3,359
9999	Suspense	3	-	-	-
5111	Material And Supplies	-	1,000	1,000	500
	500 General office supplies for Housing staff				
5121	Advertising	-	-	-	3,500
	1,000 Newspaper ads - large				
	2,500 Newspaper ads - small				
5131	Mileage	-	-	-	500
	500 Mileage reimbursement for staff to attend trainings				
5133	Education And Training	-	500	500	2,000
	1,000 Comprehensive HUD trainings				
	1,000 Microsoft Excel trainings for (2) Housing staff				
5174	Printing Charges	-	500	500	200
	200 Printing charges based on anticipate usage				
5175	Postage	-	-	-	200
	200 Postage charges based on anticipated usage				
5502	Professional Contractual	34,661	1,357,700	111,101	2,530,000
	500,000 Hanes Housing Project				
	30,000 KMA consultant services				
	2,000,000 Seccombe Park Housing Project				
5503	Outside Legal Services	22,339	26,000	36,000	60,000
	30,000 BB&K or other approved legal counsel				
	<b>HOME Totals:</b>	<b>225,615</b>	<b>1,385,700</b>	<b>163,315</b>	<b>2,624,104</b>

**Home Improvement Fund  
Community & Economic Development  
Infilled Housing Development**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5502	Professional Contractual	309,308	-	744,536	700,000
	700,000 Infill Housing project - developer to be determined				
<b>Infilled Housing Development Totals:</b>		309,308	-	744,536	700,000

**Community Development Block Grant  
Community & Economic Development  
Administration**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	128,016	422,300	328,862	350,595
5014	Salaries Temporary Parttime	1,604	5,000	5,000	-
5018	Vacation Pay	7,383	-	-	-
5026	PERS Retirement	11,758	41,000	32,150	37,278
5027	Health Life Insurance	24,994	65,400	55,018	68,336
5029	Medicare	2,069	6,100	4,852	5,162
5034	Calpers Unfunded Liability	79,174	113,400	113,400	108,598
9999	Suspense	5	-	-	-
5102	Computer Equip-Non Capital	-	2,000	2,500	2,000
	1,100 Computer for the Administrative Analyst				
	400 Monitors for the Administrative Analyst				
	500 Tablet for the Administrative Analyst				
5111	Material And Supplies	1,991	3,000	2,655	1,500
	1,500 General office supplies for the Housing staff				
5121	Advertising	3,565	4,000	8,800	8,000
	3,000 Newspaper Ads - Large				
	5,000 Newspaper Ads - Small				
5122	Dues And Subscriptions	1,545	2,000	1,545	2,000
	2,000 Subscription to National Community Dvlpmnt Assoc				
5131	Mileage	237	500	500	300
	300 Mileage reimbursement for (2) Housing staff				
5132	Meetings And Conferences	-	1,000	1,000	1,000
	1,000 CDBG conference and training courses				
5133	Education And Training	2,762	3,000	200	1,000
	1,000 CDBG basic training courses				
5174	Printing Charges	118	500	500	500
	500 Printing charges based on anticipated usage				
5175	Postage	791	500	800	1,000
	1,000 Postage charges based on anticipated usage				
5176	Copy Machine Charges	2,540	3,000	2,000	3,000
	3,000 Copier charges based on anticipated usage				
5502	Professional Contractual	62,290	2,132,300	104,500	2,734,900
	253,000 Anne Shirrel Project				
	63,900 Annie Clark's contract (\$63,900 CDBG & \$27,300 GF)				
	253,000 Meadowbrook Project				
	1,000,000 Nicholson Park Improvements				
	665,000 Parks Project - To be determined				
	500,000 PW Project - Concrete Repairs - ADA compliance				
5503	Outside Legal Services	-	10,000	9,000	20,000
	20,000 BB&K or eligible legal counsel				
<b>Administration Totals:</b>		<b>330,839</b>	<b>2,815,000</b>	<b>673,282</b>	<b>3,345,169</b>

**Community Development Block Grant  
Community & Economic Development  
Inland Fair Housing Mediation Board**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5502	Professional Contractual	66,000	-	66,000	73,000
	73,000 Inland Fair Housing				
	<b>Inland Fair Housing Mediation Board</b>	66,000	-	66,000	73,000
	<b>Totals:</b>				

**Community Development Block Grant  
Community & Economic Development  
CDBG Micro Enterprise Program**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5502	Professional Contractual 35,000 Micro Enterprise Program	-	-	56,705	35,000
<b>CDBG Micro Enterprise Program Totals:</b>		-	-	56,705	35,000

**Neighborhood Stabilization Program (NSP1)  
Community & Economic Development  
Administration**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	2,981	-	12,796	60,000
5014	Salaries Temporary Parttime	14	-	491	-
5026	PERS Retirement	236	-	1,610	-
5027	Health Life Insurance	345	-	186	-
5029	Medicare	43	-	918	-
9999	Suspense	2	-	-	-
5502	Professional Contractual	-	1,500,000	427,499	300,000
	300,000 Placeholder for MECH				
	<b>Administration Totals:</b>	3,620	1,500,000	443,499	360,000

**Low Mod Housing Fund  
Community & Economic Development  
Administration**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	316	-	-	20,000
5014	Salaries Temporary Parttime	270	20,000	20,000	-
5026	PERS Retirement	26	-	-	-
5027	Health Life Insurance	69	-	-	-
5029	Medicare	9	-	-	-
5262	LRPMP Held for resale	5,978	-	-	-
5150	Utilities	-	10,000	10,000	-
5181	Other Operating Expense	290	-	207,030	-
5502	Professional Contractual	3,000	20,000	20,000	-
<b>Low Mod Housing Fund Totals:</b>		<b>9,957</b>	<b>50,000</b>	<b>257,030</b>	<b>20,000</b>

**Successor Agency Fund  
Community & Economic Development  
EDA - ROPS**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	94,932	197,700	197,700	253,815
	112,000 Retirement Payout				
	51,827 Salary - Director				
	89,988 Salary - SA staff				
5014	Salaries Temporary Parttime	57,600	57,600	57,600	115,200
	115,200 Part-time Successor Agency staff				
5021	Employer Deferred Comp	7,681	10,100	10,100	10,100
	10,100 Employer Deferred Compensation				
5024	PERS Retirees Health	37,909	-	-	-
	20,200 PERS Retirement				
5026	PERS Retirement	(87,665)	20,200	20,200	20,200
	20,200 PERS Retirement				
5027	Health Life Insurance	1,927	48,700	48,700	48,800
	900 CA Unemployment Insurance				
	100 Federal Unemployment Insurance				
	10,000 Health Insurance				
	37,800 Retiree Health Benefit (ROPS Line 31)				
5028	Unemployment Insurance	952	-	-	-
5029	Medicare	2,289	2,400	2,400	2,300
	2,300 Medicare				
5032	Reimbursed Nonhealth	-	4,200	4,200	4,200
	4,200 PayChex fees				
5034	Calpers Unfunded Liability	397,626	423,208	423,208	470,698
	470,698 PERS Unfunded Liability (ROPS Line 30)				
5602	Workers Compensation	1,259	-	-	-
5801	Debt Service Principal	-	470,000	470,000	12,460,000
	95,000 1995H Highland Lutheran - ROPS Line 12				
	85,000 1995R - Casa Romona Sr. Housing - ROPS Line 13				
	490,000 1999 COPS Reimb Agreement - ROPS Line 96				
	4,135,000 2005A TABS - ROPS Line 8				
	1,595,000 2005B TABS - ROPS Line 9				
	300,000 2010A Recovery Zone - ROPS Line 10				
	65,000 2010B TABS - ROPS Line 11				
	5,695,000 2016 Refunding TABS - ROPS Line 126				
5802	Debt Service Interest	4,099,990	3,783,672	3,783,672	3,047,727
	56,894 1995H Highland Lutheran Int - ROPS Line 12				
	47,131 1995R Cas Ramona Sr. Housing Int - ROPS Line 13				
	137,501 1999 COPS Reimb Agreement Int - ROPS Line 96				
	839,117 2005A TABS Int - ROPS Line 8				
	299,415 2005B TABS Int - ROPS Line 9				
	415,626 2010A Recovery Zone Int - ROPS Line 10				
	127,400 2010B TABS Int - ROPS Line 11				
	1,124,643 2016 Refund TABS Int - ROPS Line 125				
5804	Note/Loan Fees/Bond Issue	-	-	-	36,070
	9,000 Continuing Disclosure Services - ROPS Line 120				



**Successor Agency Fund  
Community & Economic Development  
EDA - ROPS**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
	27,070 Securities Servicing - ROPS Line 84				
5181	Other Operating Expense	145,881	100,000	100,000	-
5502	Professional Contractual	110,847	-	-	305,078
	150,000 Third party litigation - ROPS Line 115				
	135,078 2010B TABS - CIP - ROPS Line 132				
	10,000 LRPMP Implementation - ROPS Line 130				
	10,000 Property Maintenance - ROPS Line 38				
5503	Outside Legal Services	-	-	-	-
5505	Other Professional Services	-	40,000	40,000	16,274
	16,274 Professional services under SA administration				
<b>EDA - ROPS Totals:</b>		<b>4,871,226</b>	<b>5,157,780</b>	<b>5,157,780</b>	<b>16,790,462</b>



# City of San Bernardino

## Finance

### **DEPARTMENT OVERVIEW**

The Finance Department provides oversight and management of the City's various financial operations. Those functions include: financial planning, investing, budgeting, general accounting and reporting, payroll, treasury, purchasing, debt management and business registration. Through these functional areas, the Department provides accurate financial information and analysis required to support decision making by City management and policy makers. A significant responsibility of the Department is to design, implement and sustain strong internal controls which both protect the City's monetary and physical assets, and help ensure that the City's business is conducted in an efficient manner that preserves limited resources. In this way, the operation of City government is improved, and the City is better able to successfully compete for the economic investments made by citizens, businesses and visitors. The Finance Department provides services through the following divisions:

### **ADMINISTRATION**

Provides direction and oversight to the other Finance functions; coordinates the multi-year financial planning; communicates financial updates to City management and the Mayor and City Council. In addition, the Administration division is responsible for managing the City's \$120 million investment portfolio.

### **ACCOUNTING**

This Accounting Division performs financial tasks for internal and external customers in compliance with federal, state and industry standards. These functions include payroll for more than 700 full-time employees and as many as 250 part-time employees. The accounts payable function generates more than 11,000 payments annually, and is always exploring alternative payment methods that increase the efficiency of this operation. Accounts receivable generates invoices for miscellaneous amounts owed to the City. Those collections as well as funds originating in other departments are receipted in the Accounting Division ultimately for deposit by the Treasury staff which performs all the daily banking tasks required for the City. Other staff members perform account reconciliations and prepare financial reports and analyses to make sure the information processed is accurately accounted. The entire process culminates annually with preparation for the annual independent audit after the close of the fiscal year.

### **BUDGET**

The Budget Division staff coordinates the planning and development of the annual operating and capital budgets. They work in concert with other City department administrative staff to prepare the departmental budget requests to be submitted to the City Manager for review and ultimately presented to the Mayor and City Council for consideration and approval. Once approved, staff assists City departments to manage their operations consistent with the adopted budget, ensuring budgetary compliance throughout the fiscal year. Lastly, the Budget division is instrumental in

maintaining the City’s long-term financial plan and prepares updates periodically as new information becomes available, with the objective to ensure fiscal sustainability.

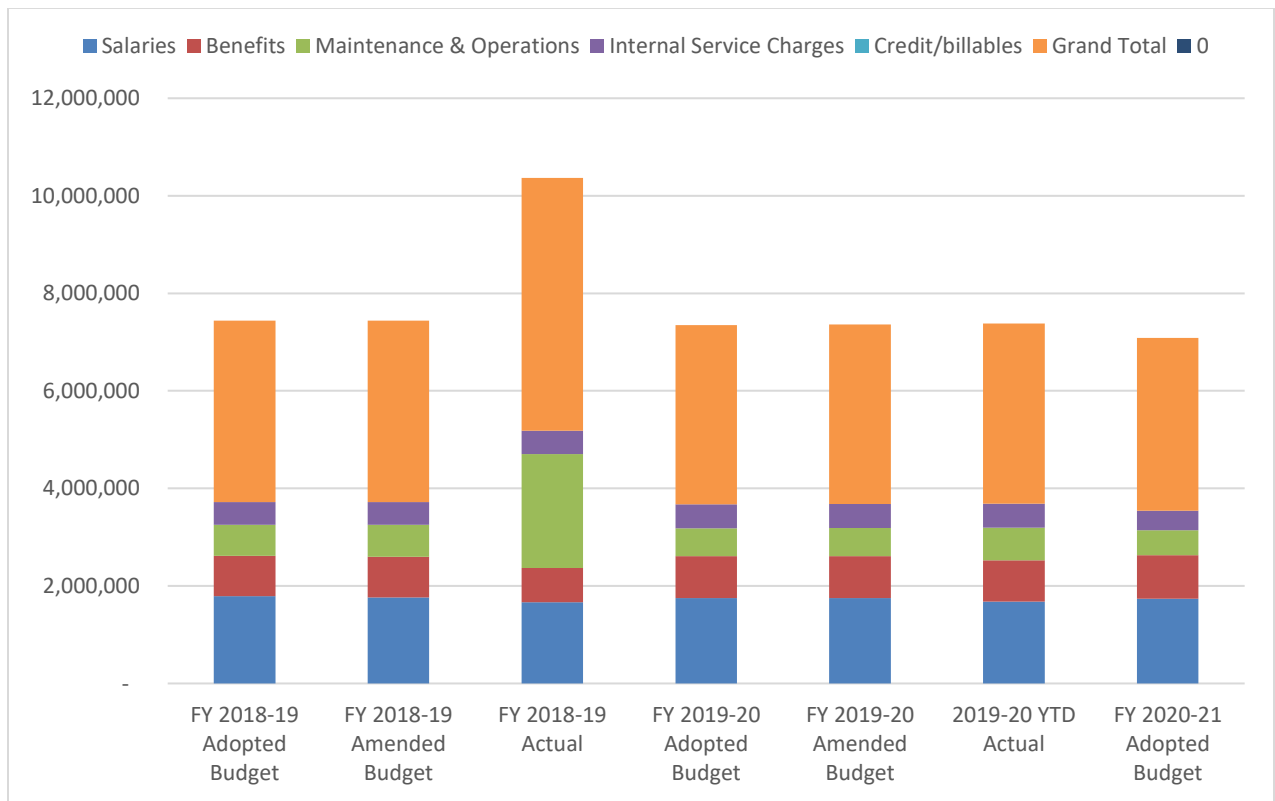
**BUSINESS REGISTRATION**

The Business Registration Division manages the collection of business registration and transient lodging taxes within the City. Businesses and hotels are required to remit amounts due consistent with the Municipal Code. A significant portion of the time is spent performing work designed to “discover” new businesses that have not registered, or verify information provided by businesses that may not be complete and thus generates inaccurate tax payments. Each of these City revenues is an important part of the total General Fund resources which fund City services to enhance the quality of life for citizens, businesses and visitors.

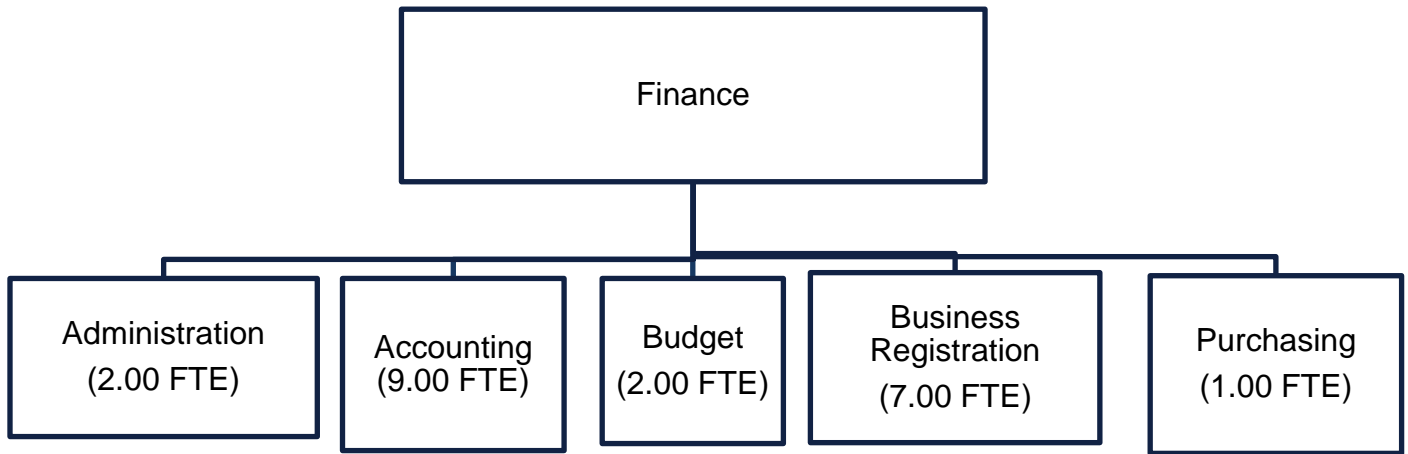
**PURCHASING**

The staff members of the Purchasing Division strive to efficiently provide timely acquisition of the resources required by City departments in the execution of their functions. The provision of a centralized purchasing system helps assure the acquisition of these items occurs not only in an efficient manner but also that their procurement is consistent with the City’s Municipal Code which is designed to create a fair bidding environment for all interested parties. To enhance this function, the staff recently implemented an electronic bidding system which will, when fully deployed, will give a those interested in serving the City, an easier and more efficient way to do business with the City. Ultimately, by expanding the base of competing parties, the City ensures the best possible pricing for its projects and goods.

**SUMMARY BY CLASSIFICATION**



**ORGANIZATIONAL CHART**



<b>Department</b>	<b>2017-18 Adopted</b>	<b>2018-19 Proposed</b>	<b>2019-20 Adopted</b>	<b>2020-21 Adopted</b>
<b>Finance</b>				
Accountant I (Flex)	1	0	0	0
Accountant II	1	1	1	1
Accountant III	1	1	1	0
Accounting Assistant	3	2	0	0
Accounting Division Manager	1	0	1	1
Accounting Technician	2	2	3	3
Administrative Analyst I (Flex)	0	1	0	0
Administrative Analyst II	0	0	1	0
Administrative Assistant	0	1	1	1
Assistant Buyer	0	0	1	1
Budget Officer	1	1	1	1
Business Registration Accounting Technician	1	1	0	0
Business Registration Inspector	4	4	4	4
Business Registration Manager	1	1	1	1
Deputy City Treasurer	1	1	0	0
Deputy Director of Finance	0	1	1	1
Director of Finance	1	1	1	1
Executive Assistant to Director	1	0	0	0
Financial Analyst	1	0	0	0
Payroll Manager	1	1	0	0
Payroll Supervisor	0	0	1	1
Payroll Technician	1	1	1	1
Principal Accountant	1	1	0	1

Procurement/Contract Support Services				
Division Manager	1	1	0	0
Senior Business Registration Representative	1	1	1	1
Senior Finance Specialist	1	1	1	0
Senior Management Analyst	0	0	0	1
Treasury Assistant	1	1	1	0
Treasury Supervisor	0	0	1	1
<b>Finance Total</b>	<b>27</b>	<b>25</b>	<b>23</b>	<b>21</b>

**PERSONNEL CHANGES**

The Administrative Analyst II position was reclassified to a Senior Management Analyst.  
The Accountant III position was reclassified to a Principal Accountant.

The following positions were deleted:

- 1.00 Senior Financial Specialist position was deleted.
- 1.00 Treasury Assistant position was deleted.

**City of San Bernardino  
2020-21 Department Summary  
Finance**

<b>A. Department/ Division</b>	<b>FY 2018-19 Adopted Budget</b>	<b>FY 2018-19 Amended Budget</b>	<b>FY 2018-19 Actual</b>	<b>FY 2019-20 Adopted Budget</b>	<b>FY 2019-20 Amended Budget</b>	<b>2019-20 YTD Actual</b>	<b>FY 2020-21 Adopted Budget</b>	<b>% Change to Amended Budget 2019-20</b>
0001 Administration	458,628	458,628	2,240,908	465,700	474,451	607,855	477,700	1%
0017 Treasurer	280,586	280,586	277,928	259,300	259,300	227,567	138,369	-47%
0039 Accounting	1,175,572	1,175,572	1,064,973	1,286,800	1,286,379	1,218,782	1,262,707	-2%
0042 Purchasing	339,809	339,809	255,985	142,500	142,500	125,346	114,301	-20%
0043 Budget	315,022	315,022	317,041	328,100	328,100	329,965	367,863	12%
0012 Business Registrator	796,155	796,155	721,060	840,200	840,200	806,125	909,376	8%
0040 Payroll & Benefits	353,263	353,263	303,729	350,800	350,800	343,994	272,298	-22%
8751 COVID-19 Activity				-	-	29,533	-	-
<b>Grand Total</b>	<b>3,719,035</b>	<b>3,719,035</b>	<b>5,181,624</b>	<b>3,673,400</b>	<b>3,681,730</b>	<b>3,689,167</b>	<b>3,542,614</b>	<b>0%</b>

<b>B. Expenditures BY Class</b>	<b>FY 2018-19 Adopted Budget</b>	<b>FY 2018-19 Amended Budget</b>	<b>FY 2018-19 Actual</b>	<b>FY 2019-20 Adopted Budget</b>	<b>FY 2019-20 Amended Budget</b>	<b>2019-20 YTD Actual</b>	<b>FY 2020-21 Adopted Budget</b>	<b>% Change to Amended Budget 2019-20</b>
Salaries	1,792,227	1,767,227	1,663,270	1,749,900	1,749,900	1,677,542	1,736,558	-1%
Benefits	827,867	827,867	704,164	862,500	862,500	845,642	891,540	3%
Maintenance & Operations	633,851	658,851	2,336,437	565,900	574,230	670,883	513,447	-11%
Internal Service Charges	465,090	465,090	477,752	495,100	495,100	495,100	401,068	-19%
<b>Grand Total</b>	<b>3,719,035</b>	<b>3,719,035</b>	<b>5,181,624</b>	<b>3,673,400</b>	<b>3,681,730</b>	<b>3,689,167</b>	<b>3,542,614</b>	<b>-4%</b>

<b>C. Funding Sources</b>	<b>FY 2018-19 Adopted Budget</b>	<b>FY 2018-19 Amended Budget</b>	<b>FY 2018-19 Actual</b>	<b>FY 2019-20 Adopted Budget</b>	<b>FY 2019-20 Amended Budget</b>	<b>2019-20 YTD Actual</b>	<b>FY 2020-21 Adopted Budget</b>	<b>% Change to Amended Budget 2019-20</b>
001 General	3,719,035	3,719,035	5,181,444	3,673,400	3,681,730	3,689,167	3,542,614	-4%
<b>Grand Total</b>	<b>3,719,035</b>	<b>3,719,035</b>	<b>5,181,444</b>	<b>3,673,400</b>	<b>3,681,730</b>	<b>3,689,167</b>	<b>3,542,614</b>	<b>0%</b>

**General Fund  
Finance  
Administration**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	169,584	247,700	247,700	249,954
5012	Special Salaries	900	900	900	900
5013	Auto Phone Allowance	4,339	8,700	8,700	8,700
5014	Salaries Temporary Parttime	77,385	-	-	-
5015	Overtime	15	-	-	-
5018	Vacation Pay	24,597	-	-	-
5026	PERS Retirement	15,157	22,100	22,100	24,951
5027	Health Life Insurance	19,476	20,900	20,900	23,276
5029	Medicare	4,017	3,600	3,600	3,824
5034	Calpers Unfunded Liability	39,587	37,800	37,800	44,783
5602	Workers Compensation	13,792	13,600	13,600	17,682
5603	Liability	4,929	4,900	4,900	7,171
5604	IT Charges In House	57,985	51,100	51,100	33,560
9999	Suspense	(17)	-	-	-
5182	Bad Debts/Uncollectible	1,594,560	-	-	-
5111	Material And Supplies	847	1,500	1,500	1,500
	1,500 Office Supplies				
5112	Small Tools And Equipment	75	-	-	-
5122	Dues And Subscriptions	720	1,000	1,000	1,000
	300 American Institute of Certified Public Accountants				
	220 CSMFO Membership				
	480 GFOA Membership				
5132	Meetings And Conferences	742	4,000	4,000	5,600
	1,500 CalPERS Forum				
	500 CSMFO Chapter Meetings				
	2,100 CSMFO Conference				
	300 GFOA Workshop Meetings				
	400 League of CA Cities Meetings				
	800 Year-End Tax Forum				
5133	Education And Training	150	-	-	-
5174	Printing Charges	294	500	500	500
5175	Postage	674	400	400	400
5176	Copy Machine Charges	2,078	2,000	2,421	2,000
5502	Professional Contractual	206,356	45,000	53,330	51,900
	6,900 Claims Processing - MGT of America				
	45,000 HDL Sales and Property Tax Consulting				
5505	Other Professional Services	2,650	-	-	-
	<b>Administration Totals:</b>	<b>2,240,891</b>	<b>465,700</b>	<b>474,451</b>	<b>477,700</b>

**General Fund  
Finance  
Business Registration**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	330,619	403,200	403,200	406,717
5012	Special Salaries	704	-	-	900
5014	Salaries Temporary Parttime	35,023	-	-	38,000
5018	Vacation Pay	1,095	-	-	-
5026	PERS Retirement	34,702	41,000	41,000	45,591
5027	Health Life Insurance	47,305	56,100	56,100	67,681
5029	Medicare	5,341	5,800	5,800	5,910
5034	Calpers Unfunded Liability	92,370	132,300	132,300	156,740
5601	Garage Charges	1,525	4,300	4,300	232
5602	Workers Compensation	18,448	22,500	22,500	30,791
5603	Liability	6,592	8,200	8,200	12,487
5604	IT Charges In House	77,557	84,600	84,600	58,440
5612	Fleet Charges Fuel	294	200	200	486
9999	Suspense	19	-	-	-
5111	Material And Supplies	3,317	3,000	3,000	3,000
	3,000 Office Supplies				
5112	Small Tools And Equipment	2,393	-	-	-
5121	Advertising	90	100	100	100
	100 Newspaper Public Hearing Notices				
5122	Dues And Subscriptions	350	400	400	300
	150 CMRTA Membership				
	150 PO Box				
5132	Meetings And Conferences	220	500	500	500
	500 CMRTA Trainings				
5133	Education And Training	1,438	-	40	-
5167	Software Maintenance	19,675	21,000	20,647	21,000
	21,000 Business Registration Software				
5172	Equipment Maintenance	752	-	-	-
5174	Printing Charges	4,774	9,000	9,000	9,000
5175	Postage	31,205	35,000	34,000	35,000
5176	Copy Machine Charges	3,097	-	3,313	3,500
5181	Other Operating Expense	2,174	13,000	11,000	13,000
	13,000 Recording Fee				
<b>Business Registration Totals:</b>		<b>721,079</b>	<b>840,200</b>	<b>840,200</b>	<b>909,376</b>



**General Fund  
Finance  
Treasurer**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	127,419	113,200	113,200	67,500
5013	Auto Phone Allowance	8,700	-	-	-
5015	Overtime	782	-	-	-
5026	PERS Retirement	11,412	10,800	10,800	7,129
5027	Health Life Insurance	29,621	13,100	13,100	3,236
5029	Medicare	1,994	1,600	1,600	979
5034	Calpers Unfunded Liability	39,587	56,700	56,700	22,391
5602	Workers Compensation	6,488	8,400	8,400	4,616
5603	Liability	2,319	2,300	2,300	1,872
5604	IT Charges In House	27,278	31,800	31,800	8,761
9999	Suspense	(21)	-	-	-
5111	Material And Supplies	691	500	500	500
	500 Office Supplies				
5122	Dues And Subscriptions	40	200	200	200
	200 California Municipal Treasurers' Association (CMTA) Membership				
5132	Meetings And Conferences	1,883	1,000	1,000	1,200
	1,200 CMTA Annual Conference				
5133	Education And Training	-	-	-	285
	285 CMTA & CSMFO Training Classes				
5167	Software Maintenance	-	-	-	5,000
	5,000 Treasury Management Software				
5172	Equipment Maintenance	110	-	-	-
5174	Printing Charges	587	100	100	100
5175	Postage	-	100	100	100
5176	Copy Machine Charges	-	500	500	500
5181	Other Operating Expense	4,188	5,000	5,000	-
5502	Professional Contractual	14,828	14,000	14,000	14,000
	4,000 Armored Truck - Cash Pick-up				
	10,000 Banking Services				
	<b>Treasurer Totals:</b>	<b>277,907</b>	<b>259,300</b>	<b>259,300</b>	<b>138,369</b>

**General Fund  
Finance  
Accounting**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	361,425	537,400	537,400	526,929
5012	Special Salaries	1,800	1,800	1,800	1,800
5013	Auto Phone Allowance	3,438	6,900	6,900	13,800
5014	Salaries Temporary Parttime	20,203	-	-	21,000
5015	Overtime	-	2,000	2,000	-
5018	Vacation Pay	4,961	-	-	-
5026	PERS Retirement	33,793	56,800	56,800	57,588
5027	Health Life Insurance	39,947	56,600	56,600	61,921
5029	Medicare	5,474	7,900	7,900	7,867
5034	Calpers Unfunded Liability	82,473	118,100	118,100	134,348
5602	Workers Compensation	20,477	23,600	23,600	38,309
5603	Liability	7,317	10,800	10,800	15,535
5604	IT Charges In House	86,087	88,800	88,800	72,709
9999	Suspense	(75)	-	-	-
5111	Material And Supplies	857	2,500	2,500	2,500
	2,500 Office Supplies				
5122	Dues And Subscriptions	895	1,600	1,600	1,600
	500 California Society of Municipal Finance Officers				
	500 Government Finance Officers Association				
	600 National Association of Government Defined Contribution				
5132	Meetings And Conferences	743	3,000	3,000	10,000
	1,000 CalPERS Forum				
	3,500 CSMFO Annual Conference				
	1,250 CSMFO Chapter Meetings				
	2,000 GFOA Annual Conference				
	500 League of CA Cities Annual Conference				
	1,000 National Association of Government Defined Contribution				
	750 White, Nelson, Dehl Evans Year-End Tax Conference				
5133	Education And Training	540	2,000	2,000	6,000
	500 CPA Licensure and Related Trainings				
	5,500 CSMFO and GFOA Training Opportunities				
5172	Equipment Maintenance	172	-	-	-
5174	Printing Charges	163	3,000	3,000	-
5175	Postage	3,377	5,000	5,000	-
5176	Copy Machine Charges	-	1,000	579	-
5502	Professional Contractual	390,649	358,000	358,000	290,800
	153,000 As Needed Specialized Accounting Contracts				
	90,800 Audit & Financial Statements				
	7,000 Measure Z Contract				
	40,000 Revenue Audit Services				
	<b>Accounting Totals:</b>	<b>1,064,719</b>	<b>1,286,800</b>	<b>1,286,379</b>	<b>1,262,707</b>

**General Fund  
Finance  
Payroll & Benefits**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	137,132	188,300	188,300	137,939
5014	Salaries Temporary Parttime	24,608	-	-	-
5015	Overtime	6,759	2,500	2,500	2,000
5018	Vacation Pay	1,108	-	-	-
5026	PERS Retirement	12,348	17,900	17,900	15,263
5027	Health Life Insurance	27,400	36,000	36,000	29,347
5029	Medicare	1,622	2,700	2,700	2,077
5034	Calpers Unfunded Liability	36,288	52,000	52,000	44,783
5602	Workers Compensation	9,028	8,900	8,900	10,810
5603	Liability	3,226	4,000	4,000	4,384
5604	IT Charges In House	37,956	33,700	33,700	20,516
9999	Suspense	12	-	-	-
5111	Material And Supplies	3,408	2,500	2,500	2,500
	2,500 Office Supplies				
5122	Dues And Subscriptions	75	800	800	800
	580 American Payroll Association Membership				
	220 CSMFO Membership				
5132	Meetings And Conferences	784	200	200	200
	200 CSMFO Luncheons				
5133	Education And Training	904	500	500	920
	920 Year-End Tax Seminar				
5172	Equipment Maintenance	110	200	200	160
	160 Annual Maintenance of Time-Clock				
5174	Printing Charges	523	200	200	200
5175	Postage	451	400	400	400
	<b>Payroll &amp; Benefits Totals:</b>	<b>303,741</b>	<b>350,800</b>	<b>350,800</b>	<b>272,298</b>

**General Fund  
Finance  
Purchasing**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	139,149	54,000	54,000	55,284
5012	Special Salaries	900	900	900	900
5013	Auto Phone Allowance	785	-	-	-
5015	Overtime	582	-	-	-
5018	Vacation Pay	3,407	-	-	-
5026	PERS Retirement	11,596	5,100	5,100	5,839
5027	Health Life Insurance	12,467	3,000	3,000	3,109
5029	Medicare	2,145	800	800	815
5034	Calpers Unfunded Liability	26,391	18,900	18,900	22,391
5602	Workers Compensation	7,148	9,100	9,100	3,808
5603	Liability	2,554	1,000	1,000	1,544
5604	IT Charges In House	30,052	34,300	34,300	7,228
9999	Suspense	(81)	-	-	-
5111	Material And Supplies	1,610	2,000	2,000	2,000
	2,000 Office Supplies				
5121	Advertising	5,723	2,500	2,500	2,500
5122	Dues And Subscriptions	660	1,100	1,100	260
	260 California Association of Public Procurement Officers Membership				
5132	Meetings And Conferences	504	2,300	2,300	1,700
	1,500 California Association of Public Procurement Officers Conference				
	200 CSMFO Chapter Meetings				
5133	Education And Training	235	1,000	1,000	400
	400 Local or Online Procurement Training				
5167	Software Maintenance	3,000	-	-	-
5172	Equipment Maintenance	110	-	-	-
5174	Printing Charges	172	400	400	400
5175	Postage	120	200	200	200
5505	Other Professional Services	6,675	5,900	5,900	5,922
	5,922 Online Bidding System				
	<b>Purchasing Totals:</b>	<b>255,904</b>	<b>142,500</b>	<b>142,500</b>	<b>114,301</b>

**General Fund  
Finance  
Budget**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	173,672	182,400	182,400	204,236
5018	Vacation Pay	2,181	-	-	-
5026	PERS Retirement	16,250	18,200	18,200	22,709
5027	Health Life Insurance	26,324	26,300	26,300	29,171
5029	Medicare	2,685	2,600	2,600	3,040
5034	Calpers Unfunded Liability	26,391	37,800	37,800	44,783
5602	Workers Compensation	10,195	9,500	9,500	15,173
5603	Liability	3,643	3,700	3,700	6,153
5604	IT Charges In House	42,861	35,800	35,800	28,798
9999	Suspense	(6)	-	-	-
5111	Material And Supplies	1,179	1,500	1,500	1,500
	750 Binders & Divider Tabs for Preliminary Budget Meetings				
	750 Office Supplies				
5121	Advertising	123	-	-	-
5122	Dues And Subscriptions	1,142	700	700	700
	220 CSMFO Memberships				
	300 GFOA Memberships				
	180 MMASC Memberships				
5132	Meetings And Conferences	231	2,000	2,000	2,000
	2,000 CSMFO Chapter Meetings & Annual Conference				
5133	Education And Training	2,536	2,000	2,000	2,000
	2,000 Budget and Long Term Financial Planning Trainings				
5167	Software Maintenance	360	-	-	-
5172	Equipment Maintenance	110	-	-	-
5174	Printing Charges	7,057	5,000	5,000	7,000
5181	Other Operating Expense	99	600	600	600
	600 Software to Assist in Developing Budget Books				
<b>Budget Totals:</b>		<b>317,035</b>	<b>328,100</b>	<b>328,100</b>	<b>367,863</b>



# City of San Bernardino

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## General Government

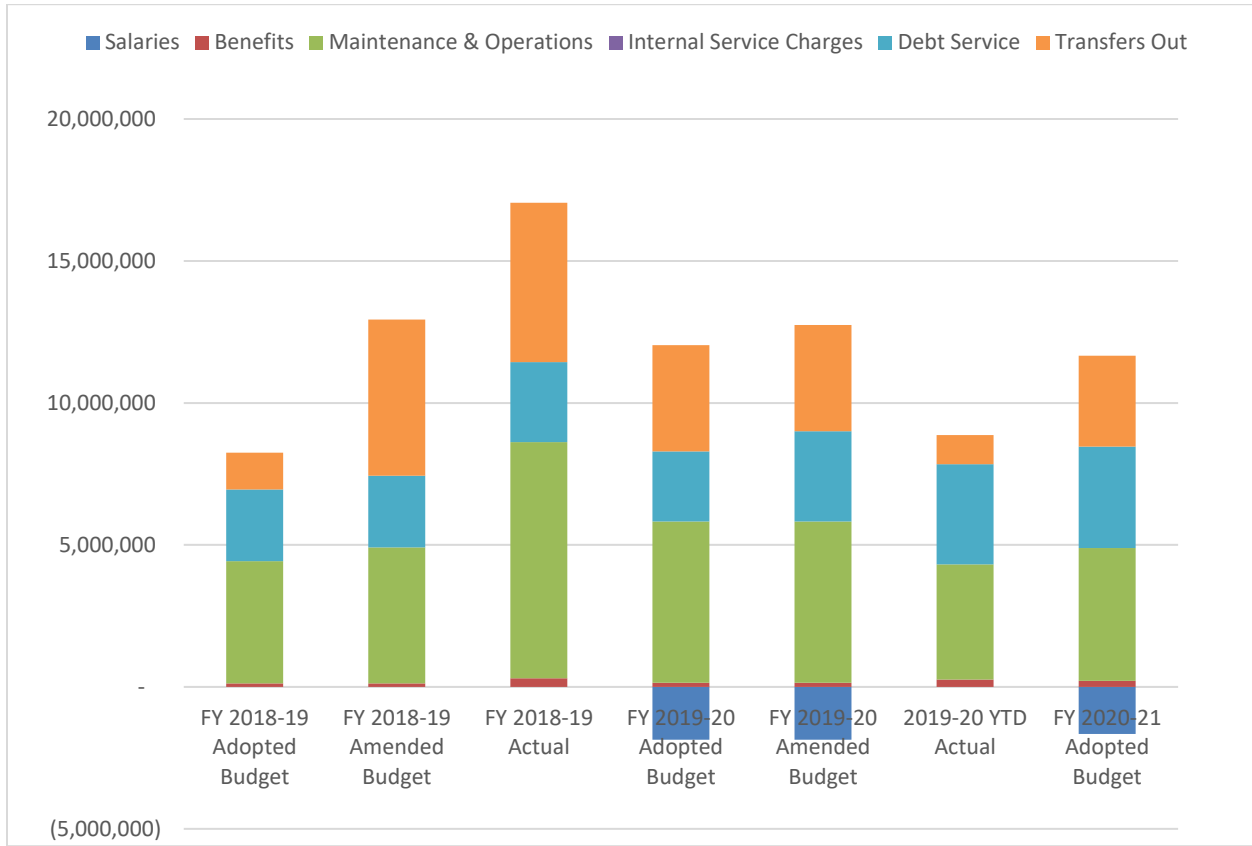
### **DEPARTMENT OVERVIEW**

The General Government function represents the budgetary mechanism to account for those costs that are not directly applicable to any one department. All items included in the General Government budget are assigned to and managed by a City staff member with responsibility for that particular expenditure. An example of this is the City's General Fund debt service obligations. While the Finance Department oversees and has responsibility for these payments, they are not actually a Finance Department operating expenditure. For FY 2020 - 21, the General Government budget is proposed to be \$10 million.

### **BUDGET HIGHLIGHTS**

- Includes the following transfers to other funds:
  - \$900,000 to Bankruptcy Fund
  - \$2,329,872 to the Animal Control contract
  
- Provides funding for the following costs:
  - Debt service payments - \$2.5 million
  - Sales Tax Sharing Agreements with Kohl's and JC Penney - \$1.9 million
  - Administrative Hearing Officers - \$200,000
  - Cooperative Maintenance Agreements for the SB Depot and the Downtown Transit Center - \$894,372
  - Citywide dues and subscriptions (League of California Cities, LAFCO, SCAG, SBCOG, OpenGov) - \$125,700
  - Office rental charges - \$415,700
  
- (\$1,659,227) in Budgeted Expenditure Savings. In the past, salary savings were allocated and budgeted in the individual Departments.

## SUMMARY BY CLASSIFICATION



**City of San Bernardino  
2020-21 Department Summary  
General Government**

	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	FY 2018-19 Actual	FY 2019-20 Adopted Budget	FY 2019-20 Amended Budget	2019-20 YTD Actual	FY 2020-21 Adopted Budget	% Change to Amended Budget 2019-20
<b>A. Department/ Division</b>								
0000 Recorded before using	1,300,000	5,500,000	5,611,590	3,743,700	3,743,700	1,019,120	3,198,872	-15%
0053 Non-departmental	6,950,402	7,432,799	11,439,379	8,295,100	9,004,312	7,844,320	8,465,009	-6%
8696 Budgeted Expenditure Savings				(1,859,800)	(1,859,800)	-	(1,659,227)	-11%
<b>Grand Total</b>	<b>8,250,402</b>	<b>12,932,799</b>	<b>17,050,969</b>	<b>10,179,000</b>	<b>10,888,212</b>	<b>8,863,439</b>	<b>10,004,654</b>	<b>-8%</b>

	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	FY 2018-19 Actual	FY 2019-20 Adopted Budget	FY 2019-20 Amended Budget	2019-20 YTD Actual	FY 2020-21 Adopted Budget	% Change to Amended Budget 2019-20
<b>B. Expenditures BY Classifi</b>								
Salaries	-	-	-	(1,859,800)	(1,859,800)	-	(1,659,227)	-11%
Benefits	128,000	128,000	302,251	148,000	148,000	261,741	208,000	41%
Maintenance & Operations	4,300,532	4,782,929	8,315,635	5,673,800	5,676,144	4,058,033	4,685,282	-17%
Debt Service	2,521,870	2,521,870	2,821,494	2,473,300	3,180,168	3,524,546	3,571,727	12%
Transfers Out	1,300,000	5,500,000	5,611,590	3,743,700	3,743,700	1,019,120	3,198,872	-15%
<b>Grand Total</b>	<b>8,250,402</b>	<b>12,932,799</b>	<b>17,050,969</b>	<b>10,179,000</b>	<b>10,888,212</b>	<b>8,863,439</b>	<b>10,004,654</b>	<b>-8%</b>

	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	FY 2018-19 Actual	FY 2019-20 Adopted Budget	FY 2019-20 Amended Budget	2019-20 YTD Actual	FY 2020-21 Adopted Budget	% Change to Amended Budget 2019-20
<b>C. Funding Sources</b>								
001 General	7,213,532	11,895,929	12,134,966	8,619,000	8,621,344	7,050,300	8,281,633	-4%
002 Bankruptcy Settlement	-	-	3,929,323	1,500,000	1,500,000	1,061,946	900,000	-40%
119 Community Developm	736,870	736,870	736,867	-	706,868	751,193	763,021	8%
247 Cultural Developmnt C	300,000	300,000	249,813	60,000	60,000	-	60,000	0%
<b>Grand Total</b>	<b>8,250,402</b>	<b>12,932,799</b>	<b>17,050,969</b>	<b>10,179,000</b>	<b>10,888,212</b>	<b>8,863,439</b>	<b>10,004,654</b>	<b>-8%</b>



**General Fund  
General Government  
Transfers Out**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
7451	Transfers Out	5,611,590	3,743,700	3,743,700	3,198,872
	2,298,872 Transfer to Animal Control Fund				
	900,000 Transfer to BK Fund				
	<b>Totals:</b>	5,611,590	3,743,700	3,743,700	3,198,872

**General Fund  
General Government  
Non-departmental**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5024	PERS Retirees Health	57,865	78,000	78,000	78,000
5026	PERS Retirement	49,527	-	-	-
5028	Unemployment Insurance	194,860	70,000	70,000	130,000
5801	Debt Service Principal	1,217,120	1,540,800	1,540,800	1,593,969
	173,678 AMBAC- Pension Obligation Bond				
	404,670 Commerzbank - Pension Obligation Bond				
	135,377 I Bank - Herriman Place Extension				
	880,244 US Bank - 2018 Lease Revenue Refunding Bonds				
5802	Debt Service Interest	567,506	932,500	932,500	914,737
	239,234 AMBAC - Pension Obligation Bond				
	557,417 Commerzbank - Pension Obligation Bond				
	5,813 I Bank - Herriman Place Extension				
	112,273 US Bank - 2018 Lease Revenue Refunding Bond				
5184	Low Income Rebates	36	500	500	500
5198	Payments To Other Agencies	212,680	-	-	-
5122	Dues And Subscriptions	115,860	143,800	143,800	125,700
	41,000 League of California Cities				
	14,500 OpenGov				
	9,000 San Bernardino Association of Governments				
	40,500 SB County Auditor Controller Recorder - LAFCO				
	20,700 Southern California Association Of Governments				
5151	Electric Charges	260,431	300,000	300,000	305,000
5152	Gas Charges	474	14,000	14,000	4,000
5154	Water Charges	50,777	60,000	60,000	65,000
5171	Rentals	620,446	543,500	543,500	430,710
	15,000 Moving Costs				
	325,110 Vanir Tower Rent, 10 Months New Rate				
	90,600 Vanir Tower Rent, 2 Month Holdover				
5175	Postage	470	-	-	-
5181	Other Operating Expense	(5,330)	-	-	-
5502	Professional Contractual	3,125,406	3,052,000	3,054,344	3,094,372
	50,000 Gonsalves & Sons				
	200,000 Hearing Officers				
	50,000 JC Penny Sales Tax Sharing Agreement				
	1,900,000 Kohls Sales Tax Sharing Agreement				
	476,950 San Bernardino Santa Fe Depot				
	417,422 Transit Center				
5503	Outside Legal Services	30,948	-	-	-
5505	Other Professional Services	21,369	-	-	-
5950	Miscellaneous	2,932	-	-	-
	<b>Non-departmental Totals:</b>	<b>6,523,376</b>	<b>6,735,100</b>	<b>6,737,444</b>	<b>6,741,988</b>

**General Fund  
General Government  
Budgeted Expenditure Savings**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 City Manager Proposed</b>
5033	Salary Savings	-	(1,859,800)	(1,859,800)	(1,659,227)
<b>Budgeted Expenditure Savings Totals:</b>		-	(1,859,800)	(1,859,800)	(1,659,227)

**Bankruptcy Settlement Fund  
General Government  
Non-departmental**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 City Manager Proposed</b>
5801	Debt Service Principal	300,000	-	-	300,000
5162	Liability Claims	1,761,343	780,000	780,000	-
5502	Professional Contractual	9,705	720,000	720,000	600,000
5503	Outside Legal Services	106,813	-	-	-
5505	Other Professional Services	1,751,462	-	-	-
<b>Bankruptcy Settlement Totals:</b>		<b>3,929,323</b>	<b>1,500,000</b>	<b>1,500,000</b>	<b>900,000</b>

**Community Development Block Grant  
General Government  
Non-departmental**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 City Manager Proposed</b>
5801	Debt Service Principal 534,000 CDBG Section 108 Repayment - Principal	454,000	-	464,850	534,000
5802	Debt Service Interest 229,021 CDBG Section 108 repayment - Interest	282,867	-	242,018	229,021
<b>Community Development Block Grant</b>		<b>736,867</b>	<b>-</b>	<b>706,868</b>	<b>763,021</b>
<b>Totals:</b>					

**Cultural Development Fund  
General Government  
Non-departmental**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 City Manager Proposed</b>
5502	Professional Contractual	249,813	60,000	60,000	60,000
	60,000 Fine Arts/Cultural Development Grants				
<b>Cultural Development Fund Totals:</b>		249,813	60,000	60,000	60,000



# City of San Bernardino

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## Human Resources

### **DEPARTMENT OVERVIEW**

Human Resources provides a variety of services to all City Departments in order to promote organizational effectiveness through creative leadership that is responsive to our community, employees, and the public while providing excellent customer service and quality human resources, labor relations, employee services, recruitment, workforce planning, employee retention, employee benefits and training.

The department has four programs: Administration, Administrative Services/Recruitment, Liability/Risk Management and Workers' Compensation.

### **ADMINISTRATION**

The Administration Program provides comprehensive personnel management services to the entire organization through classification and compensation plans, an employee benefit program, workforce planning, employee retention, employee recognition program, labor management, employee relations, and implementation of a City-wide training program to retain an outstanding workforce that is committed to providing excellent public service.

### **RECRUITMENT**

The recruitment program is responsible for the appointment and retention of a qualified, effective workforce. These efforts include proactive recruitment efforts and the administration of a fair, consistent, and objective applicant screening, and testing. The City has averaged 140 recruitments annually in recent years.

### **LIABILITY/RISK MANAGEMENT**

The Liability/Risk Management Program administers liability claims that arise in the course of conducting City business to minimize their adverse financial effect on the organization. Staff completes this task in conjunction with a Third-Party Administrator (TPA) that is experienced in handling liability claims across a variety of exposures for municipalities. On average, the City receives 345 general liability claims per fiscal year. Staff works closely with the TPA to preserve assets and minimize the City's exposure to financial losses in relation to these claims. Excess liability insurance policies are in effect to limit financial exposure to losses that exceed the City's \$5 million self-insured retention. Additionally, staff monitors claim activity to identify areas of loss that can be reduced through proactive changes to policies or other City activities. Through a City-wide safety program, the department provides employee safety training and manages the City's Injury and Illness Prevention Program as required by CalOSHA. Finally, public official bonds are required by Municipal Code Chapter 2.62 for the purpose of protecting the City in the event that unethical services are provided by executive staff.

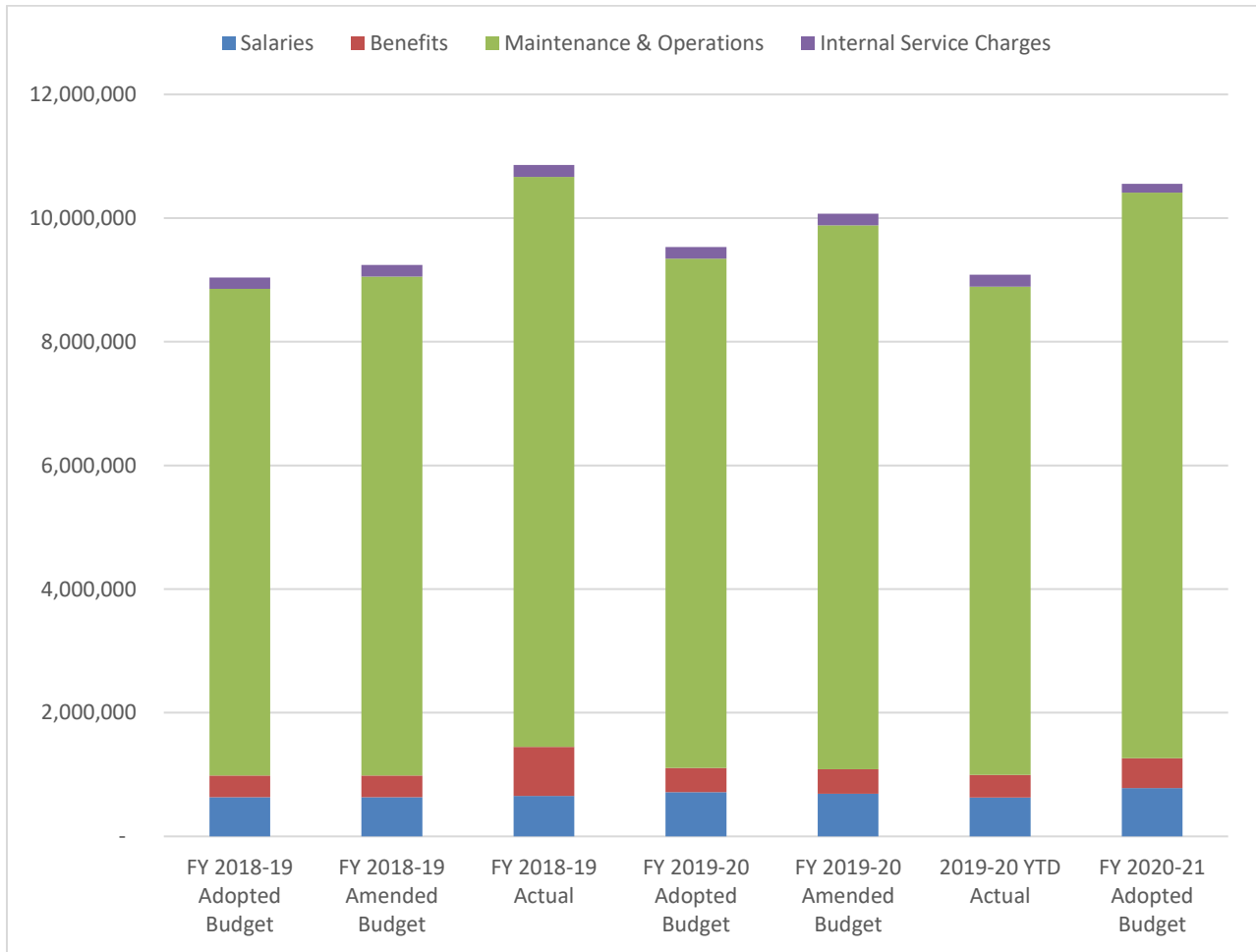
**WORKERS' COMPENSATION**

The Workers' Compensation Program provides benefits for all City employees consistent with State laws and regulations. This occurs through a shared workflow process that involves both City staff and an external Third-Party Administrator (TPA). The City typically receives an average of 160 new workers' compensation claims per fiscal year. As new and existing claims are processed, staff looks for opportunities to cost effectively manage the claim and resolve them permanently when appropriate. The excess Workers' Compensation insurance protects against claims that exceed the City's \$1 million self-insured retention. Furthermore, staff provides a variety of training opportunities designed to decrease work related injuries and ensure a safe work environment. Additionally, the Human Resources Department oversees the Wellness Program to improve employee health behavior and productivity.

**BUDGET HIGHLIGHTS**

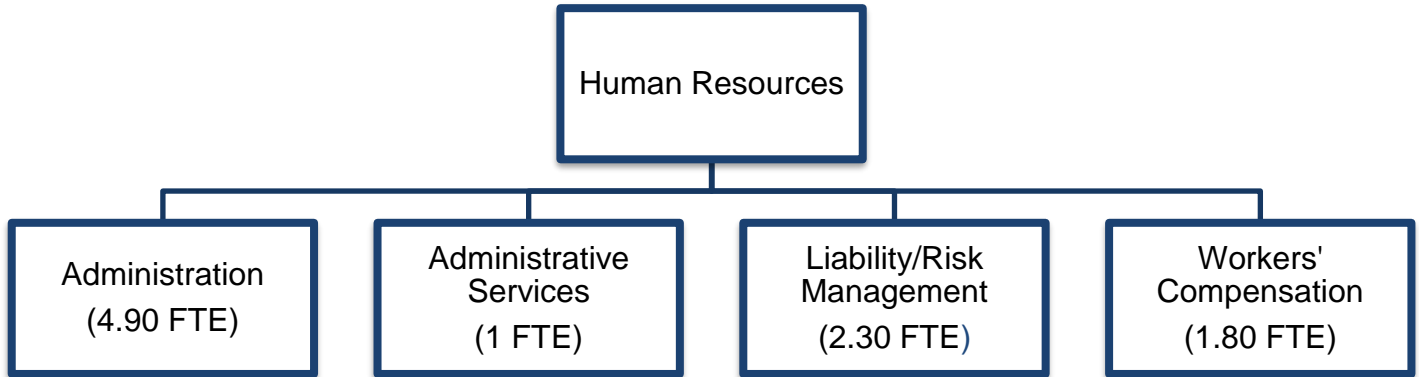
Property, excess workers compensation and excess liability insurance premiums continue to increase due to the current marketplace.

**Summary by Classification**





**ORGANIZATIONAL CHART**



**PERSONNEL SUMMARY**

	2018-19 Adopted	2019-20 Adopted	2019-20 Adopted	2020-21 Adopted
<b><u>Human Resource</u></b>				
Administrative Claims Specialist	1	1	1	1
Departmental Accounting Technician	1	0	0	0
Director of Human Resources (U)	1	1	1	1
Executive Assistant to Director (U)	1	1	1	1
Human Resources Analyst	1	1	1	1
Human Resources Technician	1	2	2	2
Senior Human Resources Technician	1	1	1	2
Senior Human Resources/Risk Analyst	2	2	2	2
<b>Human Resource Total</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>10</b>

**PERSONNEL CHANGES**

Human Resources personnel totals increased by one due to the transfer of the Administrative Services/Recruitment Division from the office of the City Manager to the Human Resources Department:

- 1.00 Senior Human Resources Technician was transferred from the City Manager’s Office

## **LOOKING BACK - ACHIEVEMENTS**

### **ACHIEVEMENT #1**

Successfully complied with CalPERS Public Agency Review by bringing the City's salary schedules into compliance with CalPERS regulations.

### **ACHIEVEMENT #2**

Through a Request for Proposal process, Public Sector Personnel Consultants was selected and approved by the Mayor and City Council to complete the classification and compensation study as agreed upon in the Memoranda of Understanding (MOU) with the miscellaneous groups.

**City of San Bernardino  
2020-21 Department Summary  
Human Resources**

	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	FY 2018-19 Actual	FY 2019-20 Adopted Budget	FY 2019-20 Amended Budget	2019-20 YTD Actual	FY 2020-21 Adopted Budget	% Change to Amended Budget 2019-20
<b>A. Department/ Division</b>								
0001 Administration	1,080,077	1,280,077	1,057,248	1,064,800	1,396,267	982,410	1,138,693	-18%
8751 COVID-19 Activity				-	-	39,496	-	0%
0056 Liability & Risk Management	2,354,179	2,354,179	4,190,209	2,625,700	2,789,915	3,470,648	3,406,111	22%
0057 Workers Compensation	5,606,044	5,606,044	5,609,434	5,843,800	5,843,800	4,570,470	5,866,814	0%
0149 Administrative Services				-	41,538	20,574	144,730	248%
<b>Grand Total</b>	<b>9,040,299</b>	<b>9,240,299</b>	<b>10,856,892</b>	<b>9,534,300</b>	<b>10,071,520</b>	<b>9,083,597</b>	<b>10,556,349</b>	<b>5%</b>

	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	FY 2018-19 Actual	FY 2019-20 Adopted Budget	FY 2019-20 Amended Budget	2019-20 YTD Actual	FY 2020-21 Adopted Budget	% Change to Amended Budget 2019-20
<b>B. Expenditures BY Classification</b>								
Salaries	634,569	634,569	654,085	717,300	692,270	630,373	778,929	13%
Benefits	352,172	352,172	793,822	390,200	396,750	364,187	486,285	23%
Maintenance & Operations	7,867,615	8,067,615	9,217,769	8,236,200	8,791,900	7,898,437	9,147,777	4%
Internal Service Charges	185,944	185,944	191,215	190,600	190,600	190,600	143,358	-25%
<b>Grand Total</b>	<b>9,040,299</b>	<b>9,240,299</b>	<b>10,856,892</b>	<b>9,534,300</b>	<b>10,071,520</b>	<b>9,083,597</b>	<b>10,556,349</b>	<b>5%</b>

	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	FY 2018-19 Actual	FY 2019-20 Adopted Budget	FY 2019-20 Amended Budget	2019-20 YTD Actual	FY 2020-21 Adopted Budget	% Change to Amended Budget 2019-20
<b>C. Funding Sources</b>								
001 General	1,080,077	1,280,077	1,057,248	1,064,800	1,437,805	1,042,479	1,283,424	-11%
629 Liability insurance fund	2,354,179	2,354,179	4,190,209	2,625,700	2,789,915	3,470,648	3,406,111	22%
678 Workers compensation	5,606,044	5,606,044	5,609,434	5,843,800	5,843,800	4,570,470	5,866,814	0%
<b>Grand Total</b>	<b>9,040,299</b>	<b>9,240,299</b>	<b>10,856,892</b>	<b>9,534,300</b>	<b>10,071,520</b>	<b>9,083,597</b>	<b>10,556,349</b>	<b>5%</b>

**General Fund  
Human Resources  
Administration**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	307,156	334,600	284,600	349,907
5013	Auto Phone Allowance	5,213	5,200	5,200	5,220
5014	Salaries Temporary Parttime	37,340	30,000	30,000	30,000
	30,000 Part-Time Employee Wages				
5015	Overtime	5,128	6,000	6,000	3,000
	3,000 Overtime				
5018	Vacation Pay	2,678	-	-	-
5026	PERS Retirement	31,394	34,900	34,900	41,516
5027	Health Life Insurance	52,518	51,500	51,500	62,688
5029	Medicare	5,309	4,900	4,900	5,216
5034	Calpers Unfunded Liability	56,741	81,200	81,200	109,718
5138	Tuition Reimbursement	29,560	30,000	30,000	30,000
	30,000 Tuition Reimbursement Program				
5602	Workers Compensation	14,904	14,600	14,600	18,952
5603	Liability	5,326	6,900	6,900	10,906
5604	IT Charges In House	73,853	72,100	72,100	39,471
5105	Employee Recognition	17,647	4,000	4,000	4,000
	1,000 City Seal Pins and Service Awards				
	3,000 Employee Recognition Events				
5111	Material And Supplies	7,595	5,500	5,500	5,400
	900 Badge Supplies				
	200 Coffee Supplies				
	3,700 Office Supplies				
	550 Water Refill Station Filter				
5122	Dues And Subscriptions	2,782	4,900	4,900	3,700
	450 Membership - Association of Workplace Investigations, Inc.				
	1,110 Membership - CA Public Employer Labor Relations Assoc				
	660 Membership - Society for HR Management (SHRM)				
	600 Publication - ADA Compliance Guide				
	600 Publication - FLSA Compliance Guide				
	150 Publication - Labor and Employment Pocket Guides				
	125 Subscription (Online) - The Sun Newspaper				
5132	Meetings And Conferences	5,868	6,500	6,500	6,200
	1,500 Conference - Association of Workplace Investigators				
	3,150 Conference - CA Public Employer Labor Relations Assoc				
	1,500 Conference - League of California Cities				
5133	Education And Training	7,201	10,000	10,000	10,300
	2,000 Employee Relations Consortium with Premium Library Subscription				
	2,000 Ethics Training				
	300 Liebert Cassidy Whitmore (LCW) Webinars				
	2,000 Liebert Cassidy Whitmore (LCW) Workshops				
	4,000 Supervisory Skills Training				
5172	Equipment Maintenance	69	300	300	300
	150 Date Stamp Maintenance				
	150 Water Refill Station Maintenance				

**General Fund  
Human Resources  
Administration**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5174	Printing Charges	462	1,400	1,400	1,000
5175	Postage	1,362	800	800	500
5176	Copy Machine Charges	2,491	1,200	1,200	1,200
5183	Management Allowance	338	600	600	600
	600 Department Head Allowance				
5502	Professional Contractual	275,979	282,700	491,200	317,900
	15,000 Affordable Care Act (ACA) Tracking				
	140,000 Employee Benefits Consulting Services				
	50,000 Employment Investigative Services				
	2,000 File Storage Services				
	3,000 Health Fair Coordinator				
	65,000 Labor Negotiation Services				
	11,700 Pre-Employment & Fitness for Duty Psychological Evaluations				
	24,500 Pre-employment Physicals & Fitness for Duty Evaluations				
	2,000 Transcription Services				
	4,700 Unemployment Management Services				
5503	Outside Legal Services	108,333	75,000	247,967	81,000
	81,000 Consulting, Representation & Legal Services				
<b>Administration Totals:</b>		<b>1,057,254</b>	<b>1,064,800</b>	<b>1,396,267</b>	<b>1,138,693</b>

**General Fund  
Human Resources  
Administrative Services**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	-	-	19,250	46,518
5014	Salaries Temporary Parttime	-	-	5,720	19,800
	19,800 Part-Time Employee Wages				
5026	PERS Retirement	-	-	2,080	5,519
5027	Health Life Insurance	-	-	4,070	13,824
5029	Medicare	-	-	400	747
5034	Calpers Unfunded Liability	-	-	-	22,391
5602	Workers Compensation	-	-	-	2,748
5603	Liability	-	-	-	1,582
5604	IT Charges In House	-	-	-	5,724
5111	Material And Supplies	-	-	-	2,000
	2,000 Office Supplies				
5121	Advertising	-	-	1,204	8,000
	8,000 Job Posting Advertisement				
5122	Dues And Subscriptions	-	-	-	900
	300 Engaging Local Government Leaders (ELGL)				
	400 International City Management Association (ICMA)				
	170 Municipal Management Association of Southern California				
5131	Mileage	-	-	200	200
5132	Meetings And Conferences	-	-	-	2,100
	575 League of California Cities Annual Conference				
	1,440 Miscellaneous Meetings and Conferences				
5133	Education And Training	-	-	-	1,000
	1,000 Miscellaneous Education and Training				
5167	Software Maintenance	-	-	3,900	8,677
	4,077 Biddle Software License D - OPAC, CritiCall & Examin				
	2,600 CODESP Public HR				
	2,000 Software Maintenance				
5175	Postage	-	-	-	200
	200 Postage				
5176	Copy Machine Charges	-	-	4,714	2,800
	2,800 Copy Machine Charges				
<b>Administrative Services Totals:</b>		-	-	41,538	144,730

**Liability Insurance Fund  
Human Resources  
Liability & Risk Management**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	147,142	171,400	171,400	172,430
5013	Auto Phone Allowance	1,738	1,700	1,700	1,740
5015	Overtime	1,061	-	-	-
5018	Vacation Pay	709	-	-	-
5026	PERS Retirement	364,805	18,100	18,100	20,459
5027	Health Life Insurance	25,906	29,700	29,700	33,449
5029	Medicare	2,252	2,500	2,500	2,581
5034	Calpers Unfunded Liability	31,670	45,300	45,300	51,500
5602	Workers Compensation	7,842	7,700	7,700	9,445
5603	Liability	2,802	3,600	3,600	5,435
5604	IT Charges In House	38,857	37,900	37,900	19,671
5111	Material And Supplies	1,067	1,500	1,500	1,000
	1,000 Office Supplies				
5122	Dues And Subscriptions	1,436	1,500	1,500	1,500
	150 Membership - Public Agency Risk Managers Association (PARMA)				
	1,300 Publication - Labor Law Posters Annual Update Service				
5132	Meetings And Conferences	2,816	3,100	3,100	3,000
	1,575 Conference - CA Public Employer Labor Relations Assoc				
	1,400 Conference - Public Agency Risk Management Association (PARMA)				
5133	Education And Training	2,840	3,500	3,500	1,200
	500 CPR Training				
	700 Reasonable Suspicion Training				
5161	Insurance Premiums	1,330,091	1,614,100	1,778,315	2,407,200
	85,000 Broker Fee				
	800,000 Excess Liability Insurance				
	15,000 Master Crime Policy				
	1,500,000 Property Insurance				
	7,200 Surety bonds				
5162	Liability Claims	2,067,649	500,000	500,000	500,000
	500,000 General Liability Claims				
5172	Equipment Maintenance	35	100	100	100
	100 Date Stamp Maintenance and Repair				
5174	Printing Charges	82	400	400	300
	300 Printing Charges				
5175	Postage	21	300	300	100
	100 Postage				
5176	Copy Machine Charges	983	600	600	600
	600 Copy Machine Charges				
5502	Professional Contractual	158,405	182,700	182,700	174,400
	12,000 Consulting Services (ProStaff LLC)				
	50,000 Employment Investigation Services				
	1,000 File Storage Services				
	3,500 General Liability Actuarial Study				

**Liability Insurance Fund  
Human Resources  
Liability & Risk Management**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
	1,000 General Liability Claim Indexing Services				
	106,833 General Liability Claims Administration Services				
<b>Liability &amp; Risk Management Totals:</b>		4,190,215	2,625,700	2,789,915	3,406,111



**Workers Compensation Fund  
Human Resources  
Workers Compensation**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	142,412	166,700	166,700	148,574
5013	Auto Phone Allowance	1,738	1,700	1,700	1,740
5015	Overtime	1,061	-	-	-
5018	Vacation Pay	709	-	-	-
5026	PERS Retirement	136,378	17,600	17,600	17,628
5027	Health Life Insurance	24,764	28,600	28,600	26,545
5029	Medicare	2,175	2,400	2,400	2,198
5034	Calpers Unfunded Liability	30,350	43,500	43,500	40,305
5602	Workers Compensation	7,546	7,500	7,500	8,043
5603	Liability	2,696	3,500	3,500	4,629
5604	IT Charges In House	37,389	36,800	36,800	16,752
5111	Material And Supplies	1,986	2,500	2,500	2,500
	1,000 Office Supplies				
	1,500 Wellness Program				
5122	Dues And Subscriptions	1,429	800	800	500
	500 Publication - Labor Law Posters Annual Update Service				
5132	Meetings And Conferences	447	2,500	2,500	2,500
	975 Conference - CA Public Employer Labor Relations Assoc				
	1,400 Conference - Public Agency Risk Management Asso (PARMA)				
	100 Seminars - Workers' Compensation Forum of the Inland Empire				
5133	Education And Training	76	500	500	-
5161	Insurance Premiums	759,674	651,000	651,000	793,300
	393,275 Excess WC Insurance				
	400,000 WC Assessment Fee				
5163	Workers Compensation	3,644,907	4,100,000	4,100,000	4,100,000
	4,100,000 WC Claims				
5172	Equipment Maintenance	35	100	100	100
	100 Date Stamp Repair & Maintenance				
5174	Printing Charges	125	300	300	300
	300 Printing Charges				
5175	Postage	1	100	100	100
	100 Postage				
5176	Copy Machine Charges	983	600	600	600
	600 Copy Machine Charges				
5181	Other Operating Expense	155,376	-	-	-
5502	Professional Contractual	452,117	477,100	477,100	440,500
	12,000 Consulting Services (ProStaff LLC)				
	42,500 Employee Assistance Program Services				
	1,000 File Storage Services				
	3,500 Fitness for Duty Evaluation				
	2,000 Wellness Program				
	6,000 Workers' Compensation Actuarial Studies				
	373,437 Workers' Compensation Claims TPA				

**Workers Compensation Fund  
Human Resources  
Workers Compensation**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5503	Outside Legal Services	205,061	300,000	300,000	260,000
	260,000 WC Legal Services				
<b>Workers Compensation Totals:</b>		5,609,437	5,843,800	5,843,800	5,866,814



# City of San Bernardino

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## Information Technology

### **DEPARTMENT OVERVIEW**

The Information Technology (IT) Department is responsible for the City's communication and information technology services, and maintains all computer, business and enterprise applications including the network, Geographic Information Systems (GIS), and email. The Department supports City staff at more than 40 locations throughout the City through its Local and Wide Area Networks. IT strives to serve its customer departments by helping them maximize the efficiency embedded within their existing software and equipment. In the coming year, the IT Department anticipates upgrades to three major City systems:

- Replacing the City's permitting system
- Updating the Police Dispatch system to the Enterprise version
- Migration of the City websites to a new application

The Department has six divisions consisting of: Administration, Business Systems, Client Services, GIS and Office Automation, Network Services, and Public Safety Systems.

### **ADMINISTRATION**

The Administration Division manages personnel, departmental finances, agency partnerships, and various City-wide activities. The purpose of the division is to plan, administer and coordinate resources to ensure cost effectiveness, and operational efficiency.

### **BUSINESS SYSTEMS**

The Business Systems Program provides technology services for enterprise and departmental applications and the public and internal websites, with the goal of meeting their technology requirements. The Business Systems program manages the City Hall data center and supports citywide applications such as the New World Systems financial system, the Laserfiche document management system and the Customer Relationship Management (CRM) system. The program also helps each department get the most out of their specialized applications such as Permits, Business Registrations, Code Enforcement, and meeting systems.

### **CLIENT SERVICES**

The Client Service group maintains and repairs all City PC's and peripheral devices (laptops, tablets, and printing equipment). The Group provides technical support and assistance for all City end users' software programs. The City has 900+ workstation related pieces of equipment to be maintained and periodically replaced. In a year's time, staff responds to 600 calls for service from employees requiring assistance with their computer or other technology-oriented equipment.

## **GIS AND OFFICE AUTOMATION**

The GIS and Office Automation group provides geographic information (GIS) and office automation (OA) technology services to employees and departments thereby enhancing their ability to address City goals and citizen requests. A geographic information system (GIS) is a framework for gathering, managing, and analyzing data. Rooted in the science of geography, GIS integrates many types of data. It analyzes spatial location and organizes layers of information into visualizations using maps and 3D scenes. With this unique capability, GIS reveals deeper insights into data, such as patterns, relationships, and situations, thus helping users make smarter decisions. The OA program provides technical and computer services including email, anti-virus, anti-spam, and computer updates, and wireless and cellular access for field personnel.

## **NETWORK SERVICES**

The Network Service group develops and maintains the network infrastructure used by City employees for phone service, software required in their daily duties, and other automated technologies. Staff manages the wide area network (WAN) connections through both a City owned fiber optic network and third party provided network services for a variety of communications oriented purposes such as radios and data circuits. Some of these tasks are coordinated by staff with third party providers that assist with hardware/software maintenance, remote access servers and software, configuring and maintaining network security equipment to ensure a secure network environment. The program operates a software product that documents traffic patterns on the network and can detect intrusion attempts, all intended to help secure our electronic environment.

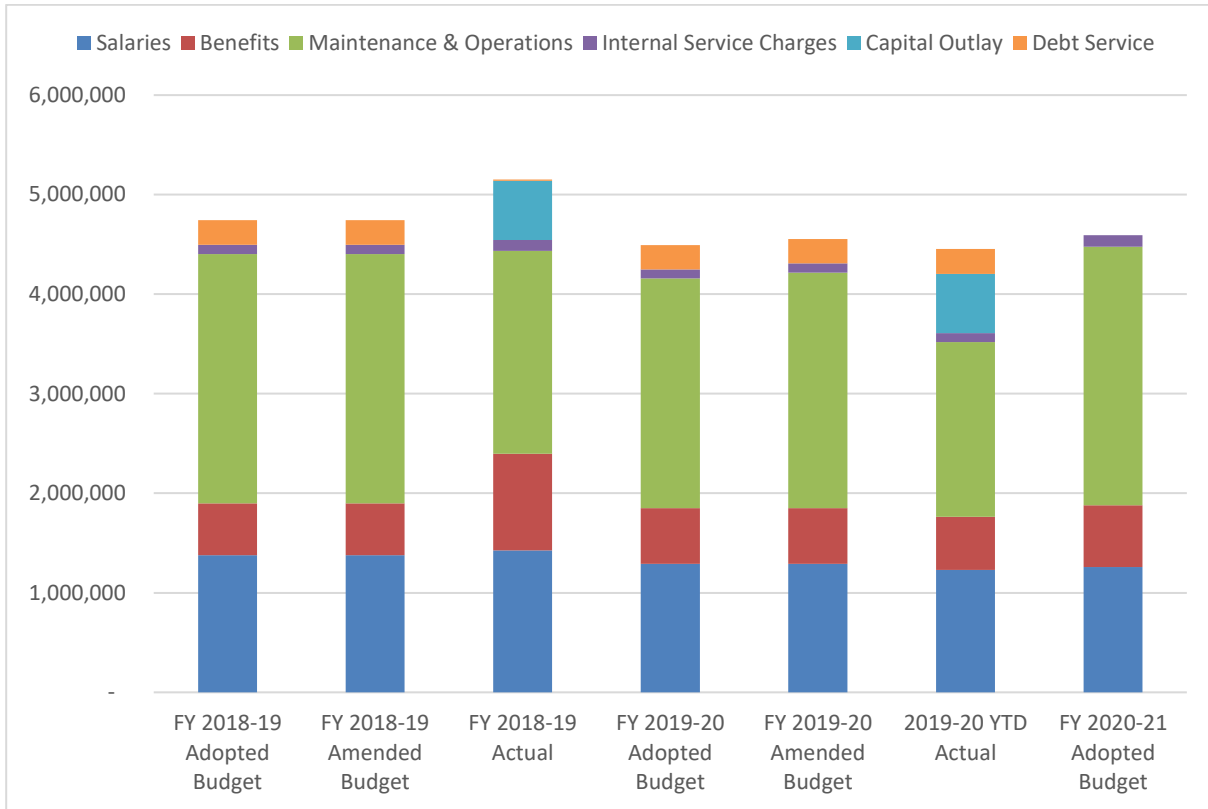
## **PUBLIC SAFETY SYSTEMS**

This group is dedicated to managing and maintaining the Police Department data center and the many Police computer systems. The systems include office related equipment, mobile data computers (MDC) in the police vehicles, radios, and body cameras. The group also supports all of the software applications such as dispatch, records, and evidence systems. The size and expertise requirements of the Police Department related technology needs has merited the dedicated, on-site team at the Police Department to meet those needs in a timely manner.

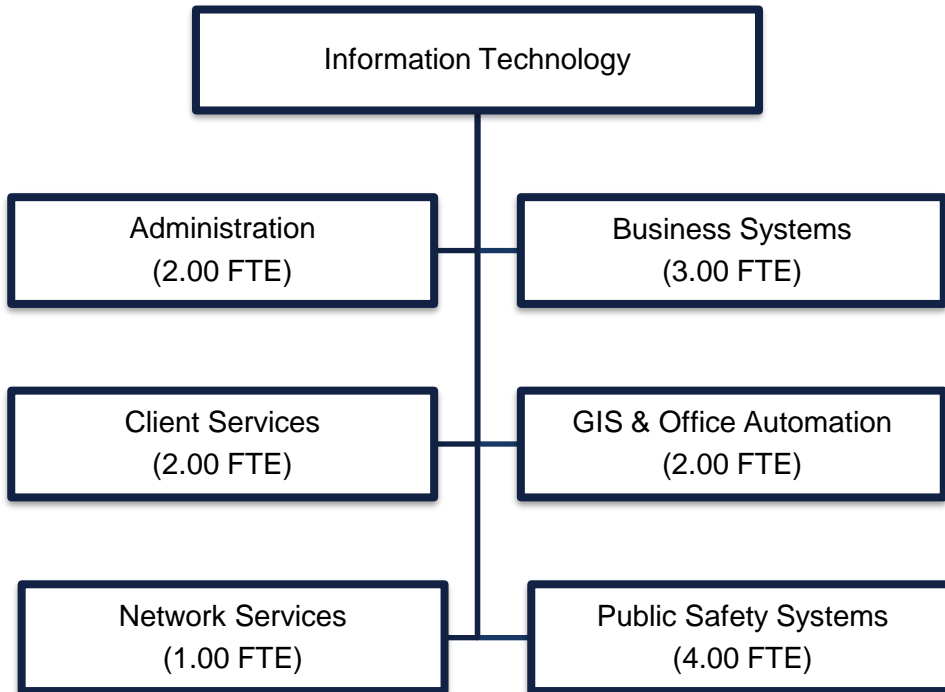
## **BUDGET HIGHLIGHTS**

- After personnel related costs, 70% of the Department's remaining costs are dedicated to funding the annual costs for software maintenance, hardware support agreements and phone/network expenses. These annual expenditures provide for the continued functionality on which most City operations rely to perform their daily responsibilities.
- It is anticipated that in FY 2020/2021, a significant portion of staff resources will be utilized to implement system upgrades or conversions, enhancing the customer department's ability to efficiently and effectively perform their daily tasks.
- The budget includes the resources to continue the strategic replacement of the City's personal computers; it is anticipated that approximately 50 new machines will replace the oldest and least functional computers throughout the City.

## SUMMARY BY CLASSIFICATION



## ORGANIZATIONAL CHART



## PERSONNEL SUMMARY

	2017-18 Adopted	2018-19 Adopted	2019-20 Adopted	2020-21 Adopted
<b><u>Information Technology</u></b>				
Administrative Assistant	0	0	1	1
Applications Development Manager	1	1	1	1
Departmental Accounting Technician	1	1	0	0
Director Of Information Technology (U)	1	1	1	1
GIS Administrator	1	1	0	0
IT Analyst I (Flex)	1	1	1	1
IT Analyst II	1	1	1	1
IT Operations Supervisor	1	1	1	1
Public Safety IT Manager	1	1	1	1
Reprographics & Mail Technician	1	0	0	0
Senior GIS Analyst	1	1	1	1
Senior IT Analyst	3	3	3	3
Senior IT Technician	1	1	1	1
Senior Network Administrator	1	1	1	1
<b>Information Technology Total</b>	<b>15</b>	<b>14</b>	<b>13</b>	<b>13</b>

## PERSONNEL CHANGES

There are no personnel changes in the FY2020-21 Proposed Budget.

## LOOKING BACK -ACHIEVEMENTS

### ACHIEVEMENT #1

The City went paperless on its agenda process. Council members and staff now utilize electronic copies of the agenda at home and on the dais yielding a significant savings by not printing 24 sets of agendas.

### ACHIEVEMENT #2

Worked with the Library and Public Works to enhance the Bing Wong Auditorium into a modern City Council Chamber.

### ACHIEVEMENT #3

The City was able to upgrade over 80 workstations to newer technology and Microsoft Windows 10.

**City of San Bernardino  
2020-21 Department Summary  
Information Technnology**

<b>A. Department/ Division</b>	<b>FY 2018-19 Adopted Budget</b>	<b>FY 2018-19 Amended Budget</b>	<b>FY 2018-19 Actual</b>	<b>FY 2019-20 Adopted Budget</b>	<b>FY 2019-20 Amended Budget</b>	<b>2019-20 YTD Actual</b>	<b>FY 2020-21 Adopted Budget</b>	<b>% Change to Amended Budget 2019-20</b>
0001 Administration	329,328	329,328	473,297	340,700	338,285	306,831	351,206	4%
8751 COVID-19 Activity				-	-	36,489	-	0%
0041 Print Shop	60,000	60,000	14,337	11,500	15,600	4,947	22,100	42%
0058 Business Systems	1,010,557	1,050,057	1,138,920	1,072,800	1,071,200	1,282,807	1,091,024	2%
0059 GIS & Office Automation	368,254	368,254	462,008	225,100	225,100	220,017	238,622	6%
0060 Network Services	1,343,423	1,343,423	1,106,667	1,297,000	1,296,900	954,363	1,370,440	6%
0061 Client Services	534,070	494,570	529,899	512,500	512,515	391,186	491,222	-4%
0062 Public Safety Systems	1,097,307	1,097,307	1,428,328	1,033,800	1,094,800	1,258,730	1,028,891	-6%
<b>Grand Total</b>	<b>4,742,940</b>	<b>4,742,940</b>	<b>5,153,455</b>	<b>4,493,400</b>	<b>4,554,400</b>	<b>4,455,369</b>	<b>4,593,505</b>	<b>1%</b>

<b>B. Expenditures BY Classificati</b>	<b>FY 2018-19 Adopted Budget</b>	<b>FY 2018-19 Amended Budget</b>	<b>FY 2018-19 Actual</b>	<b>FY 2019-20 Adopted Budget</b>	<b>FY 2019-20 Amended Budget</b>	<b>2019-20 YTD Actual</b>	<b>FY 2020-21 Adopted Budget</b>	<b>% Change to Amended Budget 2019-20</b>
Salaries	1,377,484	1,377,484	1,424,827	1,290,300	1,290,300	1,231,244	1,258,644	-2%
Benefits	519,938	519,938	973,664	561,500	561,500	533,944	619,410	10%
Maintenance & Operations	2,505,447	2,505,447	2,037,109	2,305,400	2,366,400	1,752,467	2,598,002	10%
Internal Service Charges	95,070	95,070	109,625	91,200	91,200	91,200	117,449	29%
Capital Outlay	-	-	594,633	-	-	594,633	-	0%
Debt Service	245,000	245,000	13,598	245,000	245,000	251,882	-	-100%
<b>Grand Total</b>	<b>4,742,940</b>	<b>4,742,940</b>	<b>5,153,455</b>	<b>4,493,400</b>	<b>4,554,400</b>	<b>4,455,369</b>	<b>4,593,505</b>	<b>1%</b>

<b>C. Funding Sources</b>	<b>FY 2018-19 Adopted Budget</b>	<b>FY 2018-19 Amended Budget</b>	<b>FY 2018-19 Actual</b>	<b>FY 2019-20 Adopted Budget</b>	<b>FY 2019-20 Amended Budget</b>	<b>2019-20 YTD Actual</b>	<b>FY 2020-21 Adopted Budget</b>	<b>% Change to Amended Budget 2019-20</b>
107 Cable Television Fund							60,000	0%
679 Information technology	4,742,940	4,742,940	5,153,455	4,493,400	4,554,400	4,455,369	4,533,505	0%
<b>Grand Total</b>	<b>4,742,940</b>	<b>4,742,940</b>	<b>5,153,455</b>	<b>4,493,400</b>	<b>4,554,400</b>	<b>4,455,369</b>	<b>4,593,505</b>	<b>1%</b>

**Information technology  
Information Technology  
Administration**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	225,946	216,200	216,200	214,255
5013	Auto Phone Allowance	8,354	8,700	8,700	8,700
5018	Vacation Pay	1,158	-	-	-
5026	PERS Retirement	83,197	19,400	19,400	21,410
5027	Health Life Insurance	19,782	22,000	22,000	26,749
5029	Medicare	3,102	3,100	3,100	3,233
5034	Calpers Unfunded Liability	26,391	37,800	37,800	44,783
5602	Workers Compensation	15,656	9,700	9,700	12,969
5603	Liability	3,992	4,200	4,200	6,307
9999	Suspense	2	-	-	-
5199	Depreciation Expense	67,086	-	-	-
5102	Computer Equip-Non Capital	2,855	3,000	3,000	3,000
5111	Material And Supplies	5,054	4,000	3,985	4,000
5112	Small Tools And Equipment	4,931	4,000	1,600	4,000
5122	Dues And Subscriptions	-	800	800	800
	800 MISAC Annual Dues				
5132	Meetings And Conferences	425	800	800	-
	800 MISAC Annual Conference - Palm Springs Oct 2020				
5133	Education And Training	1,300	-	-	-
5167	Software Maintenance	799	-	-	-
5176	Copy Machine Charges	3,269	7,000	7,000	1,000
	<b>Administration Totals:</b>	<b>473,299</b>	<b>340,700</b>	<b>338,285</b>	<b>351,206</b>



**Information Technology Fund  
Information Technology  
Print Shop**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5111	Material And Supplies	1,244	1,000	1,000	1,000
5171	Rentals	5,658	-	4,100	4,600
	4,600 Call Center Mail Machine Rental				
5174	Printing Charges	187	-	-	-
5176	Copy Machine Charges	7,248	10,000	10,000	16,000
	16,000 Konica Copy Charges - all City copiers				
5505	Other Professional Services	-	500	500	500
	<b>Print Shop Totals:</b>	<b>14,337</b>	<b>11,500</b>	<b>15,600</b>	<b>22,100</b>

**Information Technology Fund  
Information Technology  
Business Systems**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	317,644	323,900	323,900	324,000
5018	Vacation Pay	2,315	-	-	-
5026	PERS Retirement	133,515	30,800	30,800	34,218
5027	Health Life Insurance	41,011	40,700	40,700	42,094
5029	Medicare	4,764	4,700	4,700	4,859
5034	Calpers Unfunded Liability	39,587	56,700	56,700	67,174
5602	Workers Compensation	18,871	14,400	14,400	19,780
5603	Liability	4,812	6,200	6,200	9,620
5300	Amortization	237,853	-	-	-
5802	Debt Service Interest	13,598	-	-	-
5803	Lease Payments	-	245,000	245,000	-
9999	Suspense	0	-	-	-
5102	Computer Equip-Non Capital	4,418	3,000	3,000	3,000
	3,000 Desktop hardware, software, and peripherals				
5111	Material And Supplies	3,101	7,800	6,200	5,453
	3,098 Backup tapes				
	1,000 Miscellaneous supplies and consumables				
	1,355 W-2 electronic form update, W-2/1099 forms and envelopes				
5122	Dues And Subscriptions	6,000	7,000	7,000	7,500
	7,500 Property characteristics data				
5132	Meetings And Conferences	1,594	6,000	6,000	-
	2,000 Laserfiche Empower 2021 (Long Beach, CA)				
	4,000 Tyler Connect 2021 (San Antonio, TX)				
5133	Education And Training	20,187	-	-	-
5167	Software Maintenance	275,373	285,200	285,200	506,518
	45,314 Agenda management (MinuteTraQ)				
	15,242 Backup software (Commvault)				
	15,750 CRM				
	8,576 Document management (Laserfiche)				
	495 File recovery (Undelete)				
	170,000 Financials (New World ERP)				
	38,949 Microsoft operating system, database, clients				
	39,321 Payroll				
	101,803 Permitting (Permits Plus)				
	12,491 Recruitment (NEOGOV)				
	51,000 Server virtualization (VMware)				
	7,577 Web content management (Civica)				
5172	Equipment Maintenance	9,305	34,300	34,300	-
5175	Postage	-	200	200	200
	200 Document delivery and equipment shipments				
5702	Computer Equipment	4,973	6,900	6,900	6,608
	6,608 Backup system capacity expansion license (Commvault)				
<b>Business Systems Totals:</b>		<b>1,138,920</b>	<b>1,072,800</b>	<b>1,071,200</b>	<b>1,031,024</b>

**Information Technology Fund  
Information Technology  
GIS & Office Automation**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	223,346	91,000	91,000	91,044
5018	Vacation Pay	6,838	-	-	-
5026	PERS Retirement	87,032	8,700	8,700	9,615
5027	Health Life Insurance	25,687	13,200	13,200	13,957
5029	Medicare	3,489	1,300	1,300	1,396
5034	Calpers Unfunded Liability	26,391	18,900	18,900	22,391
5602	Workers Compensation	11,839	9,300	9,300	5,664
5603	Liability	3,019	1,800	1,800	2,755
5111	Material And Supplies	2,536	2,800	2,800	2,800
5122	Dues And Subscriptions	529	500	500	-
5132	Meetings And Conferences	1,301	1,600	1,600	-
	1,100 ESRI User Conference-San Diego July 2020				
5167	Software Maintenance	-	75,000	75,000	88,500
	500 ESRI BUSINESS ANALYTICS				
	87,500 ESRI YEAR 2 OF 3 YEAR ELA (\$75K, 87.5K, 100K)				
	500 UNDELETE SOFTWARE ANNUAL MAINT.				
5172	Equipment Maintenance	70,000	500	500	500
	500 GIS Plotter Maintenance				
5181	Other Operating Expense	-	500	500	-
<b>GIS &amp; Office Automation Totals:</b>		<b>462,008</b>	<b>225,100</b>	<b>225,100</b>	<b>238,622</b>

**Information Technology Fund  
Information Technology  
Network Services**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	114,766	116,800	116,800	116,832
5026	PERS Retirement	46,364	11,100	11,100	12,339
5027	Health Life Insurance	14,688	14,300	14,300	15,000
5029	Medicare	1,690	1,700	1,700	1,694
5034	Calpers Unfunded Liability	13,196	18,900	18,900	22,391
5602	Workers Compensation	6,835	5,100	5,100	7,121
5603	Liability	1,743	2,200	2,200	3,463
9999	Suspense	20	-	-	-
5102	Computer Equip-Non Capital	37,722	24,000	34,900	45,000
	15,000 Networking equipment for expansion and equip. failure.				
	30,000 Voip phones for Gig replacement at PD				
5111	Material And Supplies	3,360	4,100	4,000	3,600
	2,000 Cable and general supplies (Graybar)				
	400 Office Depot general supplies				
	1,200 Verizon cellular supplies				
5112	Small Tools And Equipment	8,014	1,600	1,600	1,200
	1,200 Tools for networking maintenance and installation.				
5133	Education And Training	4,475	6,400	6,400	-
	6,400 Education and training (Fortinet, NEC)				
5155	Cellular Service	90,017	140,000	140,000	118,000
	8,000 Nextel cellular				
	110,000 Verizon cellular				
5157	Telephone Charges	502,116	606,100	606,100	578,200
	16,000 AT&T landline				
	220,000 Frontier landline				
	1,000 PTS Feldhym payphone				
	340,000 TPX MPLS and PRI				
	1,200 Verizon landline				
5166	Cable TV Charges	1,952	4,800	4,800	4,800
	4,800 Time Warner cable tv charges				
5167	Software Maintenance	67,815	-	-	-
5171	Rentals	81	200	200	200
	200 SPOK Pager rental for PD				
5172	Equipment Maintenance	116,125	246,900	246,900	275,000
	14,000 Fortinet firewall maintenance				
	20,000 Metropolis Call logging maintenance				
	120,000 NPA General h/w s/w maintenance				
	56,000 PBX Maintenance				
	65,000 Zeacom maintenance (or system upgrade)				
5175	Postage	258	200	200	200
	200 Postage for RMA's				

**Information Technology Fund  
Information Technology  
Network Services**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5502	Professional Contractual	67,277	76,600	76,600	165,400
	16,000 ATEL off contract system help				
	1,600 GoDaddy (Certs, DNS and web hosting)				
	13,800 LogMeIn (Remote access)				
	24,000 Spectrum (Direct fiber Internet access)				
	30,000 Upgrade to Metro call logger				
	80,000 Upgrade to UCB19 (voice mail and IVR/AA/ACD)				
5702	Computer Equipment	8,172	16,000	-	-
5704	Miscellaneous Equipment	-	-	5,100	-
	<b>Network Services Totals:</b>	<b>1,106,687</b>	<b>1,297,000</b>	<b>1,296,900</b>	<b>1,370,440</b>

**Information Technology Fund  
Information Technology  
Client Services**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	152,540	155,200	155,200	155,256
5026	PERS Retirement	75,415	14,800	14,800	16,397
5027	Health Life Insurance	17,317	29,000	29,000	18,171
5029	Medicare	2,237	2,300	2,300	2,251
5034	Calpers Unfunded Liability	26,391	37,800	37,800	44,783
5601	Garage Charges	1,937	1,900	1,900	1,895
5602	Workers Compensation	9,298	7,500	7,500	9,377
5603	Liability	2,371	3,100	3,100	4,560
5612	Fleet Charges Fuel	717	1,000	1,000	1,032
9999	Suspense	24	-	-	-
5102	Computer Equip-Non Capital	104,626	50,000	50,000	50,000
	50,000 Technology replacement fund				
5111	Material And Supplies	-	5,000	1,000	5,000
	5,000 General Office Supply				
5112	Small Tools And Equipment	-	-	5,000	-
5133	Education And Training	17,850	-	-	-
5167	Software Maintenance	70,797	150,400	150,400	128,000
	86,000 Hosted Microsoft Exchange				
	2,000 Lan Sweeper				
	15,000 Mimecast				
	25,000 Trend Mirco Security				
5172	Equipment Maintenance	19,938	24,500	19,500	24,500
	24,500 Desktop & Printer Maintenance				
5175	Postage	172	-	-	-
5505	Other Professional Services	28,292	30,000	34,015	30,000
	30,000 Iron Mountain Data offsite storage				
<b>Client Services Totals:</b>		<b>529,922</b>	<b>512,500</b>	<b>512,515</b>	<b>491,222</b>

**Information Technology Fund  
Information Technology  
Public Safety Systems**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	369,595	378,500	378,500	348,557
5014	Salaries Temporary Parttime	2,325	-	-	-
5026	PERS Retirement	168,112	37,000	37,000	39,833
5027	Health Life Insurance	56,015	56,200	56,200	60,003
5029	Medicare	5,508	5,500	5,500	5,103
5034	Calpers Unfunded Liability	52,782	75,600	75,600	89,566
5602	Workers Compensation	22,735	17,400	17,400	22,139
5603	Liability	5,799	7,400	7,400	10,767
5300	Amortization	356,780	-	-	-
9999	Suspense	9	-	-	-
5102	Computer Equip-Non Capital	11,102	9,000	9,000	8,960
	2,400 4G Vehicle Antennas				
	4,060 Backup tapes				
	2,500 Misc broken equipment				
5111	Material And Supplies	1,150	3,000	3,000	3,000
	1,000 Getac Batteries				
	2,000 Small computer parts (keyboards, mouse, monitors, batteries)				
5133	Education And Training	22,017	3,300	3,300	-
	500 California User Group Training				
	110 CCUG Membership and Training				
	160 MISAC membership				
	2,500 Tyler Connect 2021 Conference (San Antonio, TX)				
5157	Telephone Charges	-	-	-	97,879
	97,878 Verizon - 4G broadband wireless for PD field units (was in 5502)				
5167	Software Maintenance	158,341	159,900	174,900	163,261
	4,112 AT Solutions - Scene PD maintenance				
	5,508 Celplan - PD building surveillance system maintenance				
	20,000 Chameleon - Animal Control system maintenance				
	2,900 Civica - PD intranet				
	13,791 Commvault software maintenance (PD portion)				
	5,500 Coplogic (LexisNexis - Coplogic maintenance)				
	5,200 Copware - electronic code book maintenance				
	51,000 Dell - VMWare mMaintenance - year 4 of 5				
	18,585 Intime Solutions - PD scheduling system maintenance				
	9,500 Netmotion annual maintenance				
	365 ReCrystallize server maintenance				
	20,500 TriTech - Omega Group Crimeview maintenance				
	6,300 VIP - Digital Belt recorder system maintenance				
5171	Rentals	5,242	9,500	9,500	9,510
	5,400 County CPU charges				
	221 County pager fees				
	3,888 County WAN monthly fees				

**Information Technology Fund  
Information Technology  
Public Safety Systems**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5172	Equipment Maintenance	71,568	166,500	212,500	164,119
	25,000 Celplan - hardware T&M (cameras, encoders, etc)				
	48,000 County - Citywide 800 Time and Materials				
	36,768 County - dispatch console maintenance				
	23,388 ECS - document imaging system maintenance				
	3,063 EMC - DD2200 maintenance				
	3,700 Linear Systems - DIMS maintenance				
	19,200 QPCS - 4G wireless system backbone maintenance				
	5,000 West Coast Lights & Sirens - MDC installation T&M				
5181	Other Operating Expense	6,510	7,100	7,100	6,194
	6,194 Commvault 1TB backup storage expansion				
5502	Professional Contractual	112,963	97,900	97,900	-
5702	Computer Equipment	(216)	-	-	-
<b>Public Safety Systems Totals:</b>		<b>1,428,337</b>	<b>1,033,800</b>	<b>1,094,800</b>	<b>1,028,891</b>



**Cable Television Fund  
Information Technology  
Business Systems**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5167	Software Maintenance	-	-	-	60,000
	60,000 City Website Upgrades				
<b>Cable Television Fund Totals:</b>		-	-	-	60,000



# City of San Bernardino

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## Library

### **DEPARTMENT OVERVIEW**

The Library Department encourages the growth and development of a strong community by providing life-long learning opportunities, safe and welcoming spaces for community engagement, and life skills and support for persons of all ages and abilities. The Library provides services from a central facility, Feldheim Library, which is open five days, thirty seven hours each week; three branch libraries, Rowe Branch, Ingram Branch, and Villaseñor Branch, which are open twenty hours per week; and online services that are available 24/7. The Library benefits from generous Friends and Foundation groups, and is the recipient of various state grants and charitable contributions, and partners with local schools, non-profits and neighborhood associations to maximize its reach and impact in building a stronger and more prosperous San Bernardino community. In addition, the Department provides staff support to the Library Board of Trustees.

The mission of the San Bernardino Public Library is to provide free access to the world of ideas, information, and creative experiences for all citizens of San Bernardino. Your public library is where you will find free access to everything you need for your education, employment, self-government, cultural enrichment, recreation, and endless opportunities for lifelong learning and economic improvement. The library also offers access to sixty two free internet public PCs among the city's four libraries, free Wi-Fi, and various electronic resources available anytime to library cardholders. One of the library's best offerings for the public is free programming for all ages to promote culture and recreation and build community in the city.

The Library Program is organized into four programs: Administration, Library Support Services, Central Library Services, and Branch Library Services.

### **ADMINISTRATION**

The Library delivers cohesive and cost-effective operation of the Library facilities, maintaining a safe and welcoming environment for customers and staff. High-quality customer service is provided through programs and services designed to meet community needs. Staff provides leadership and manages employees to support the overall effectiveness and efficiency of service delivery. The financial condition and results of Library programs are monitored and analyzed to ensure optimal use of resources. Staff explores options for grants in order to supplement services with non-City funding. The Library partners with civic groups, the local business community, City departments, the Board of Library Trustees, the Friends and Foundation groups and others to effectively inform the community about the services and resources available to them.

### **SUPPORT**

During the last few years, the Library has increased its online service delivery and maintained patron access to computers, which is managed and maintained through Support Services. At the Library, computers, photocopiers and other equipment provide access to information and services.

Through the Library website, patrons have access to an online catalog and mobile app. The catalog allows customers to search for library materials, including e-Books and e-Audiobooks, manage their account, renew materials, place items on hold, and request materials from other City libraries. Library cardholders can use resources available through the library website to search for magazine and newspaper articles, as well as online tutors available to advise all types of learners in various subjects, including resume preparation. Cardholders can also search a directory with facts about companies that include listings of jobs and internships. Technology Services maintains all systems and equipment in working order to ensure continuity of services.

## **CENTRAL**

The Feldheim Library is open to the community 37 hours each week and offers public points including: Circulation; Reference Desk; Children’s and Young Adult Section; the Cosand Computer Learning Center, which offers 24 computers with free public internet access; and the Jack Hill Lifelong Learning Center offering literacy services, computer courses, citizenship assistance, English as a Second Language (ESL), homework assistance, and other free programs and services. Customers are also able to access and borrow library materials by checking items out. Library personnel check the items in/out, renew items, shelve returned items to their proper location, and process reserved items and materials requested from other libraries for customers. Staff encourages timely return of materials by notifying borrowers of overdue items, sending replacement bills for items long overdue, and collecting fines/fees. Staff also keeps existing library customer accounts updated and issues library cards to new borrowers. The Literacy Center has received grants for a Makerspace area which items are created and built and 3D Printing and Virtual Reality stations from the state library.

The Library enhances the use of library materials and information resources by providing one-on-one assistance locating and utilizing those resources as well as providing programming in support of community interests and educational pursuits. Staff attends community events and meetings to promote Library services for adults. The Library provides quality adult collections by selecting and acquiring new and relevant materials in a wide variety of formats in response to community interest and demand. Staff evaluates the collection areas in terms of age, relevancy and condition. The Library prepares materials for easy access and use by cataloging new materials accurately using national standards; updating the catalog to keep it current; physically processing new books, media items, periodicals and newspapers; and extending the life of materials through basic repair and rebinding. Staff also orders and receives materials, processes invoices and monitors purchases.

## **BRANCHES**

Three branch libraries (Villaseñor, Inghram, and Rowe) each provide library service 20 hours a week. In addition to enabling customers to access and borrow library materials by checking items in/out, the branches also offer the Summer Reading Program, weekly story times, crafts, and other special programs and events.

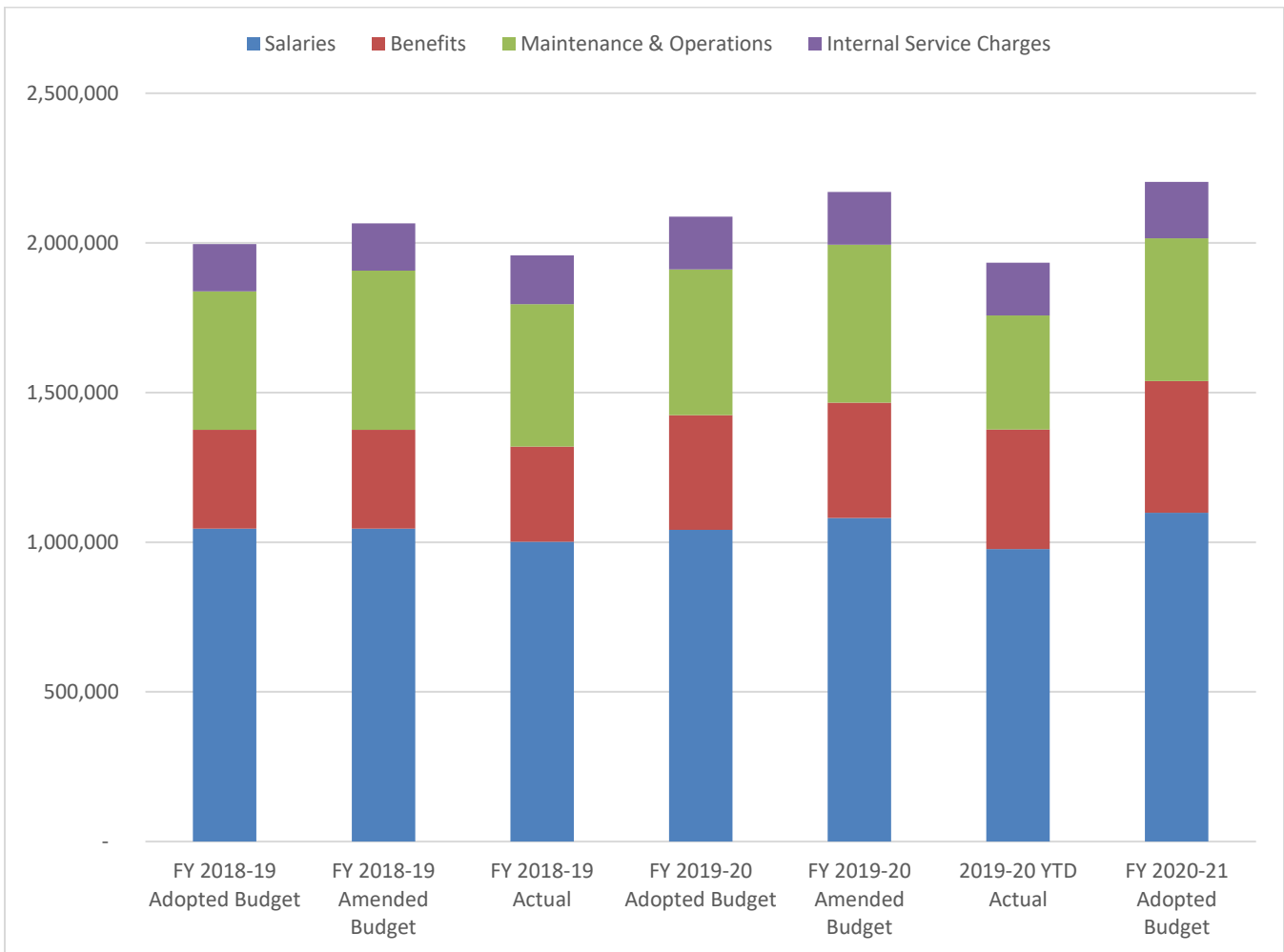
The Library Board of Trustees created Library goals for the next three to five years, including more programs, the Library being a community destination, and a welcome place its patrons, at its November 2018 meeting. It then sought feedback from community stakeholders on those goals. The goals presented at the end of this document are aligned to the city’s for budgetary purposes

and to indicate those measures that can be analyzed in a single-year compared to the more long-term goals of the Library Board of Trustees.

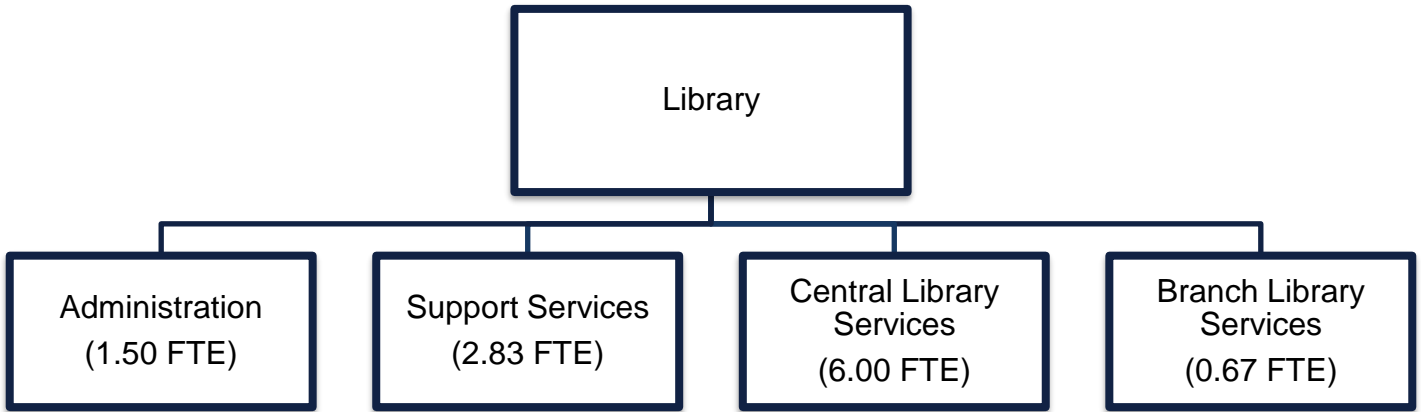
**BUDGET HIGHLIGHTS**

The proposed budget continues to fully fund the existing level of services being provided to the community through the Central Library and the three branch libraries system.

**SUMMARY BY CLASSIFICATION**



**ORGANIZATIONAL CHART**



**PERSONNEL SUMMARY**

	2017-18 Adopted	2018-19 Adopted	2019-20 Adopted	2020-21 Adopted
<b>Library</b>				
Executive Assistant To Director (U)	0	0	1	1
Librarian II	2	2	2	2
Library Admin Technician/Webmaster	1	1	0	0
Library Circulation Supervisor	1	1	1	1
Library Director (U)	1	1	1	1
Library Network Administrator	1	1	1	1
Library Network Assistant	1	1	1	1
Library Program Coordinator	1	1	1	1
Library Technician II	1	1	1	1
Literacy Program Coordinator	1	1	1	1
Technology Librarian	1	1	1	1
<b>Library Total</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>

**PERSONNEL CHANGES**

There are no personnel changes.

## **LOOKING BACK -ACHIEVEMENTS**

### **ACHIEVEMENT #1**

Summer Reading Program saw almost 1,800 participants at all libraries.

### **ACHIEVEMENT #2**

Library's free programs and activities for all ages served approximately 10,403 participants in 2018-19.

### **ACHIEVEMENT #3**

Library leveraged non-General Fund financial resources to supplement operations, consisting of approximately \$216,000 in state and federal grants for literacy programs, \$40,000 from San Manuel Band of Mission Indians, Inc. for library books, \$40,000 from Friends of San Bernardino Public Library, \$12,000 from San Bernardino City Library Foundation, Inc. for Overdrive eBooks and eAudiobooks annual subscription and more than \$12,000 from California State Library for Overdrive content.

### **ACHIEVEMENT #4**

Offering evening library service at Feldheym on Tuesdays until 8 p.m. including a program each week for the first time since 2013.

### **ACHIEVEMENT #5**

Completion of xeriscaping project outside Feldheym Central Library to serve as a model in the city for water conversion along with re-surfacing of parking lots and improvements in the Bing Wong Auditorium in order to host Mayor and City Council meetings.

**City of San Bernardino  
2020-21 Department Summary  
Library**

A. Department/ Division	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	FY 2018-19 Actual	FY 2019-20 Adopted Budget	FY 2019-20 Amended Budget	FY 2019-20 YTD Actual	FY 2020-21 Adopted Budget	% Change to Amended Budget 2019-20
0001 Administration	561,055	490,765	471,947	534,100	545,323	480,216	542,295	-1%
8751 COVID-19 Activity				-	-	14,299	-	0%
0049 Support Services	358,621	466,287	450,058	445,000	452,535	414,603	470,767	4%
0063 Central Library Services	722,211	723,867	687,919	765,500	766,600	692,440	786,691	3%
0064 Branch Library Services	203,989	203,989	197,172	207,600	207,600	187,884	227,109	9%
0520 ADULT BASIC EDUCATION	104,835	104,835	97,789	118,400	118,400	100,812	109,677	-7%
0532 CALIFORNIA LITERACY PROGRAM	45,127	45,127	33,527	17,600	59,996	41,527	67,000	12%
0545 MAKERSPACE 2018	-	10,000	1,008	-	19,992	2,170	-	-100%
8684 Spanish Language Books Grant	-	10,000	9,534	-	-	-	-	0%
8685 Library Initiatives Books Grant	-	10,000	9,666	-	-	-	-	0%
<b>Grand Total</b>	<b>1,995,837</b>	<b>2,064,870</b>	<b>1,958,621</b>	<b>2,088,200</b>	<b>2,170,447</b>	<b>1,933,953</b>	<b>2,203,540</b>	<b>2%</b>

B. Expenditures BY Classification	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	FY 2018-19 Actual	FY 2019-20 Adopted Budget	FY 2019-20 Amended Budget	FY 2019-20 YTD Actual	FY 2020-21 Adopted Budget	% Change to Amended Budget 2019-20
Salaries	1,045,889	1,045,889	1,001,569	1,041,200	1,081,630	976,878	1,098,834	2%
Benefits	329,526	329,526	318,337	382,900	384,634	399,315	440,056	14%
Maintenance & Operations	462,967	531,999	475,202	487,600	527,683	381,260	476,925	-10%
Internal Service Charges	157,456	157,456	163,513	176,500	176,500	176,500	187,725	6%
<b>Grand Total</b>	<b>1,995,837</b>	<b>2,064,870</b>	<b>1,958,621</b>	<b>2,088,200</b>	<b>2,170,447</b>	<b>1,933,953</b>	<b>2,203,540</b>	<b>2%</b>

C. Funding Sources	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	FY 2018-19 Actual	FY 2019-20 Adopted Budget	FY 2019-20 Amended Budget	FY 2019-20 YTD Actual	FY 2020-21 Adopted Budget	% Change to Amended Budget 2019-20
001 General	1,845,876	1,884,908	1,807,096	1,812,600	1,832,458	1,674,395	1,887,263	3%
123 Federal grant programs	149,962	179,962	151,525	136,000	198,389	144,510	176,677	-11%
247 Cultural Developmnt Construction				139,600	139,600	115,047	139,600	0%
<b>Grand Total</b>	<b>1,995,837</b>	<b>2,064,870</b>	<b>1,958,621</b>	<b>2,088,200</b>	<b>2,170,447</b>	<b>1,933,953</b>	<b>2,203,540</b>	<b>2%</b>

**General Fund  
Library  
Administration**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	166,599	175,000	175,000	179,369
5014	Salaries Temporary Parttime	7,859	9,200	9,200	12,234
	12,234 Part-time staffing costs for library courier				
5026	PERS Retirement	15,151	17,000	17,000	19,327
5027	Health Life Insurance	15,129	14,700	14,700	16,079
5029	Medicare	2,609	2,500	2,500	2,645
5034	Calpers Unfunded Liability	19,793	28,300	28,300	33,587
5602	Workers Compensation	7,779	12,800	12,800	12,792
5603	Liability	2,780	3,800	3,800	5,639
5604	IT Charges In House	26,763	33,900	33,900	27,922
9999	Suspense	4	-	-	-
5102	Computer Equip-Non Capital	1,080	-	-	-
5111	Material And Supplies	6,034	-	-	-
5112	Small Tools And Equipment	2,022	-	-	-
5122	Dues And Subscriptions	1,616	1,800	2,832	3,000
	3,000 Membership Dues of the Inland Library System				
5123	Library Books	40,325	-	12,470	-
5131	Mileage	81	500	500	500
	500 Mileage for Travel				
5132	Meetings And Conferences	727	-	-	-
5151	Electric Charges	124,380	140,000	138,000	137,000
5152	Gas Charges	5,837	8,000	10,000	11,000
5154	Water Charges	19,221	24,000	24,000	24,000
5174	Printing Charges	2,338	4,900	3,800	3,400
	3,400 Printing charges for flyers, posters, etc.				
5175	Postage	1,091	1,000	1,000	1,800
	1,800 Postage for mailing of library cards, etc.				
5176	Copy Machine Charges	2,074	3,700	3,700	2,000
	2,000 Copy machine charges				
5181	Other Operating Expense	657	3,000	1,821	-
	<b>Administration Totals:</b>	<b>471,951</b>	<b>484,100</b>	<b>495,323</b>	<b>492,295</b>



**General Fund  
Library  
Support Services**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	153,442	161,700	161,700	164,685
5014	Salaries Temporary Parttime	22,431	24,400	24,400	27,034
	27,034 Part-time staffing costs for cataloging and book processing				
5018	Vacation Pay	37	-	-	-
5026	PERS Retirement	14,146	15,900	15,900	17,962
5027	Health Life Insurance	19,188	20,000	20,000	21,745
5029	Medicare	2,572	2,300	2,300	2,388
5034	Calpers Unfunded Liability	37,344	53,500	53,500	63,368
5602	Workers Compensation	8,611	9,600	9,600	12,166
5603	Liability	3,077	3,600	3,600	5,363
5604	IT Charges In House	29,623	25,400	25,400	26,556
9999	Suspense	0	-	-	-
5122	Dues And Subscriptions	517	500	500	500
	520 Annual OCLC subscription				
5167	Software Maintenance	61,943	-	1,535	-
5181	Other Operating Expense	90,582	67,200	67,200	68,100
	1,200 Analog phone service for all libraries				
	61,800 Internet Service for all four libraries				
	5,100 VoIP Phone Service for all four libraries				
5502	Professional Contractual	6,545	-	6,000	-
	<b>Support Services Totals:</b>	<b>450,058</b>	<b>384,100</b>	<b>391,635</b>	<b>409,867</b>

**General Fund  
Library  
Central Library Services**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	310,492	315,400	315,400	318,141
5012	Special Salaries	900	900	900	900
5014	Salaries Temporary Parttime	129,137	168,400	168,400	153,047
	153,047 Part-time staffing costs for various public service counters.				
5026	PERS Retirement	29,914	30,000	30,000	33,599
5027	Health Life Insurance	42,100	44,600	44,600	47,679
5029	Medicare	6,392	4,600	4,600	4,626
5034	Calpers Unfunded Liability	65,978	94,500	94,500	111,957
5602	Workers Compensation	15,570	18,600	18,600	23,773
5603	Liability	5,564	7,100	7,100	10,480
5604	IT Charges In House	53,565	49,200	49,200	51,890
9999	Suspense	(7)	-	-	-
5123	Library Books	8,678	-	-	-
5172	Equipment Maintenance	4,052	-	-	-
5175	Postage	2,765	4,000	4,000	2,700
	2,700 Postage especially for mailing library cards				
5181	Other Operating Expense	1,550	600	600	900
	300 Monthly fees for equipment allowing patrons to use credit cards				
	600 ReferenceUSA database				
5505	Other Professional Services	11,262	11,900	13,000	11,300
	4,600 Aquarium Maintenance				
	6,700 Burglar and Fire Alarm Montly Service at Feldheim				
<b>Central Library Services Totals:</b>		<b>687,912</b>	<b>749,800</b>	<b>750,900</b>	<b>770,991</b>

**General Fund  
Library  
Branch Library Services**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	17,688	25,700	25,700	28,928
5014	Salaries Temporary Parttime	100,319	96,300	96,300	105,985
	105,985 Part-time staffing for branch libraries				
5018	Vacation Pay	74	-	-	-
5026	PERS Retirement	5,869	2,800	2,800	3,432
5027	Health Life Insurance	3,982	5,500	5,500	5,599
5029	Medicare	1,713	400	400	419
5034	Calpers Unfunded Liability	8,841	12,700	12,700	15,002
5601	Garage Charges	1,713	4,600	4,600	1,919
5602	Workers Compensation	1,602	1,800	1,800	2,258
5603	Liability	572	600	600	995
5604	IT Charges In House	5,508	4,700	4,700	4,929
5612	Fleet Charges Fuel	785	800	800	1,041
9999	Suspense	1	-	-	-
5123	Library Books	5,683	-	-	-
5171	Rentals	30,828	30,800	30,800	30,800
	30,800 Inghram Library Rent				
5172	Equipment Maintenance	5,755	-	-	-
5175	Postage	1,046	1,500	1,500	1,500
	1,500 Postage for mailing of library cards				
5505	Other Professional Services	5,193	6,400	6,400	11,300
	11,300 Burglar and fire alarm monthly				
<b>Branch Library Services Totals:</b>		<b>197,172</b>	<b>194,600</b>	<b>194,600</b>	<b>214,109</b>

**Federal Grant Programs  
Library  
Adult Basic Education**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	62,940	64,200	64,200	64,212
5026	PERS Retirement	5,581	6,100	6,100	6,781
5027	Health Life Insurance	7,496	7,700	7,700	8,161
5029	Medicare	913	900	900	931
5034	Calpers Unfunded Liability	13,196	18,900	18,900	22,391
5111	Material And Supplies	-	3,500	3,500	2,500
	2,500 Materials and Supplies				
5132	Meetings And Conferences	-	3,500	3,500	1,800
	1,800 Meetings and Conferences				
5133	Education And Training	-	1,500	1,500	800
	800 Education and Training				
5175	Postage	-	100	100	100
	100 Postage				
	100 Postage				
5181	Other Operating Expense	7,664	12,000	12,000	2,000
	2,000 Other Operating Expense				
<b>Adult Basic Education Totals:</b>		<b>97,789</b>	<b>118,400</b>	<b>118,400</b>	<b>109,677</b>

**Federal Grant Programs  
Library  
California Literacy Program**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	715	-	-	-
5014	Salaries Temporary Parttime	28,936	-	40,430	44,300
	44,300 Salaries Temporary Part time				
5026	PERS Retirement	-	-	1,734	1,750
5029	Medicare	430	-	-	625
5111	Material And Supplies	257	5,800	6,032	2,500
	2,500 Materials and Supplies				
5122	Dues And Subscriptions	-	200	200	-
5132	Meetings And Conferences	-	3,500	3,500	2,000
	2,000 Meetings and Conferences				
5133	Education And Training	-	2,500	2,500	1,000
	1,000 Education and Training				
5175	Postage	-	100	100	-
5181	Other Operating Expense	-	3,000	3,000	2,000
	2,000 Other operating expenses				
5505	Other Professional Services	3,190	2,500	2,500	12,825
	12,825 Other Professional Services				
<b>California Literacy Program Totals:</b>		<b>33,527</b>	<b>17,600</b>	<b>59,996</b>	<b>67,000</b>

**Cultural Development Fund  
Library  
Administration**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5102	Computer Equip-Non Capital	-	-	6,002	-
5111	Material And Supplies	-	10,000	10,000	10,000
5123	Library Books	-	40,000	33,998	40,000
<b>Administration Totals:</b>		-	50,000	50,000	50,000

**Cultural Development Fund  
Library  
Support Services**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5167	Software Maintenance	-	60,900	60,900	60,900
	38,200 Annual Maintenance for Integrated Library System from TLC				
	8,800 Comprise Public PC Time Management Software				
	800 Cornerstone Software Preventing Changes to PC				
	1,600 Trend Micro Anti-Virus Software				
	11,500 VMWare Server Annual Maintenance				
	<b>Support Services Totals:</b>	-	60,900	60,900	60,900

**Cultural Development Fund  
Library  
Central Library Services**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5123	Library Books	-	9,300	9,300	9,300
5172	Equipment Maintenance	-	4,200	4,200	4,200
	4,200 Anti-Theft Detection System & Equipment				
5181	Other Operating Expense	-	2,200	2,200	2,200
	1,200 Miscellaneous Expenses				
	1,000 Movie License Public Performance Rights				
<b>Central Library Services Totals:</b>		-	15,700	15,700	15,700



**Cultural Development Fund  
Library  
Branch Library Services**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5123	Library Books	-	6,000	6,000	6,000
5172	Equipment Maintenance	-	7,000	7,000	7,000
	7,000 Book Security System - Bibliotheca				
<b>Branch Library Services Totals:</b>		-	13,000	13,000	13,000



# City of San Bernardino

## Mayor's Office

### **DEPARTMENT OVERVIEW**

The Office of the Mayor serves as the lead in developing consensus and shared vision, goals and priorities throughout the City of San Bernardino, deferring operational management to the Office of the City Manager. The Office of the Mayor develops consensus in a myriad of ways: by (1) collaborating with other elected city officials, (2) working as a collective to develop policy guidance, and (3) creating and maintaining partnerships with external agencies, businesses, community organizations and residents, and regional boards. The Department functions through one division: Administration, which administers support to the Mayor in his role as the chief spokesperson for the City of San Bernardino.

### **ADMINISTRATION**

The Administration Program is responsible for the implementation of the daily operations for the Office of the Mayor. The program covers the cost of the staff, supplies and resources needed to oversee and implement strategic, effective, and efficient policy and action aligned with the City's adopted vision, goals, and priorities.

The major components of this program include:

- Participation on Regional Boards
- Community Meetings
- Annual State of the City
- Social Media Videos and Campaigns
- Newsletters, Calendars, & Correspondence with Constituents
- Attendance to Community Events
- Issuance of Certificates, Plaques, and Other Recognitions

## **MAYOR AND CITY COUNCIL GOALS**

### **GROWING JOBS & ECONOMIC VALUE**

The Office of the Mayor is committed to boosting the economic value for San Bernardino residents by creating, fostering, and supporting partnerships and programs that cultivate a culture of learning and opportunity for San Bernardino students and a culture of celebration and appreciation for the businesses who choose to conduct business in the City. The following programs support the economy of the City by cultivating talent, and recognizing the businesses that have thrived and stayed in the community.

#### **COLLEGE INTERNSHIP PROGRAM**

The Office of the Mayor has historically hosted college and university students for internships, laying the foundation for their entrance into the San Bernardino job market. The Office will continue to contribute to closing the skills gap by providing capable Valley College, Cal State San Bernardino, and other local university students with opportunities in the office.

#### **VIDEOS & SOCIAL MEDIA**

The Office of the Mayor utilizes video messages through social media and periodic newsletters in order to promote support and pride for the City's businesses. In order to maintain economic value, City businesses need to know that they are valued and welcomed here in the City. The Office of the Mayor will continue to highlight local business and drive customers to local businesses.

### **IMPLEMENTING THE CITY VISION**

In order to support the vision established by the Mayor and City Council, the Office of the Mayor uses strategic communications methods for developing consensus among community members and stakeholders.

#### **COMMUNITY MEETINGS**

In order to capture the objectives of the community, the Mayor has implemented an open door policy. This allows community members and stakeholders to access the Office to share their ideas, concerns, or questions. This further aligns the City administration with the community and its desires.

### **PURSUING CITY GOALS & OBJECTIVES BY WORKING WITH OTHER AGENCIES**

By serving on a variety of boards, the Mayor is able to advocate for the needs of the City and develop relationships that can benefit the City of San Bernardino.

#### **REGIONAL BOARDS**

The Mayor's participation in regional boards covers areas such as transportation, economic development, and construction associated with those activities. Many of these boards involve transit that connect San Bernardino residents to places of employment, retail, entertainment, and recreation within the city, the Inland Empire, and the Southern California region, which results in increased economic

development opportunities and a more sustainable city. The Mayor serves on the following:

### **OMNITRANS**

OmniTrans is the public transit agency serving the San Bernardino Valley, providing safe, reliable, affordable, friendly and environmentally responsible transportation. The Mayor's participation on the board gives a voice to the constituents of San Bernardino. In San Bernardino, OmniTrans is a partner in the Downtown San Bernardino Passenger Rail Project and is responsible for the Transit Center, which establishes San Bernardino as a destination and an epicenter for economic development and growth, and the SBX, which provides rapid transit for students, residents, and visitors of San Bernardino.

### **SAN BERNARDINO COUNTY TRANSPORTATION AUTHORITY**

SBCTA is responsible for cooperative regional planning and furthering an efficient multi-modal transportation system countywide. The SBCTA administers Measure I, the half-cent transportation sales tax approved by county voters in 1989, and supports freeway construction projects, regional and local road improvements, train and bus transportation, railroad crossings, call boxes, ridesharing, congestion management efforts, and long-term planning studies. In San Bernardino, SBCTA is a partner for the Downtown San Bernardino Passenger Rail Project and is responsible for improvements to the I-215 Tippecanoe Interchange, Palm Avenue, and to the Muscoy Bridge Retrofit.

### **INLAND VALLEY DEVELOPMENT AGENCY**

IVDA serves as the Local Reuse Authority to achieve successful implementation of the effective reuse of the former Norton Air Force Base. This includes support for a public airport and various lands and buildings. During its annual review, the agency found that the 14,000-acre area of the former base now employs 10,780 people and is responsible for an economic output of \$1.9 billion, surpassing the totals lost when the base closed in 1994. The agency, in partnership with SBIAA also hosts the SBD Air Fest annually, attracting thousands of attendees.

### **SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY**

San Bernardino International Airport Authority (SBIAA) is a regional joint powers authority created by and through State Legislation to serve as the owner, developer, and operator of the aeronautical portions of the former Norton Air Force Base, now known as the San Bernardino International Airport. The Authority's efforts are focused on strengthening our community and region by promoting aviation activities and business opportunities, improving the infrastructure, landscape, and aesthetics of the airport, and promoting the safe and efficient movement of people and goods throughout the Southern California region. In 2016, SBIAA approved a Memorandum of Agreement with the International Trade Administration on a variety of initiatives to increase international trade and business investment awareness and promote programs that will benefit local businesses. In 2016, SBIAA hosted the SBD Air Fest, which attracted nearly

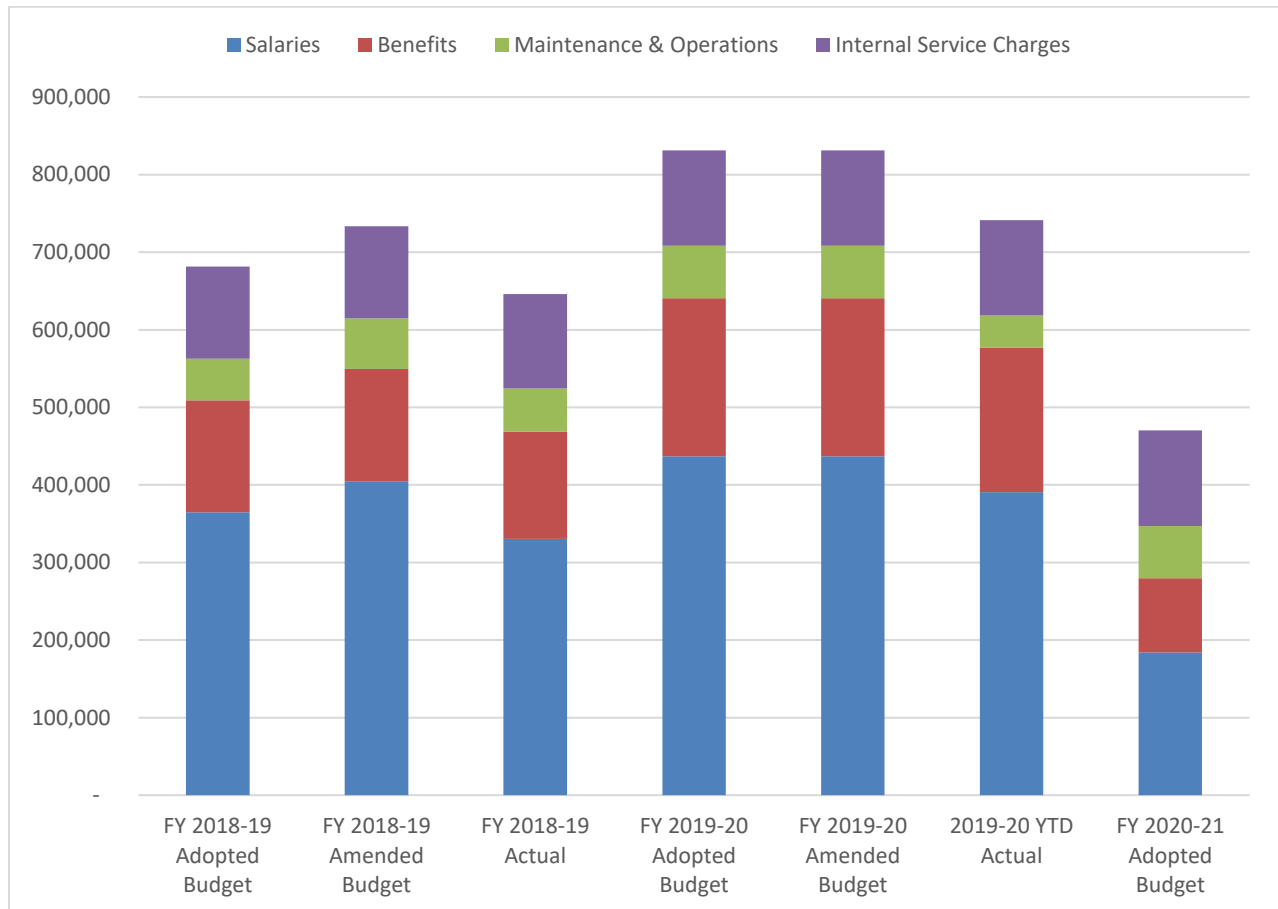
10,000 attendees. SBIAA also SBD) has entered into an agreement with United Parcel Service (UPS) to expand flight operations within the Inland Empire in support of peak 4<sup>th</sup> quarter activity. The Mayor serves as the President of SBIAA.

**BUDGET SUMMARY**

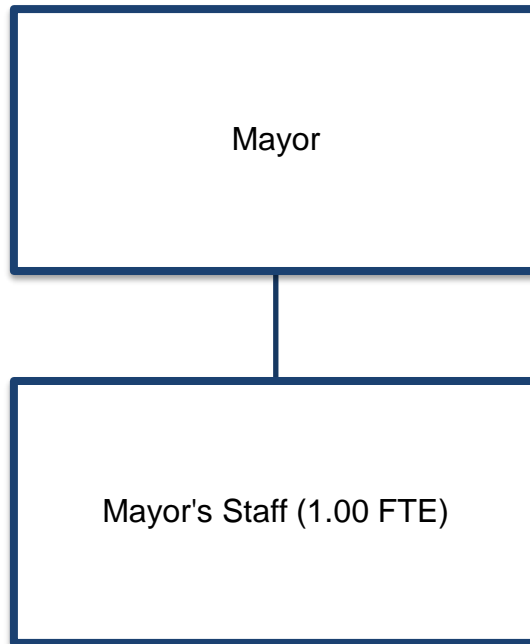
In its function, the Office of the Mayor strives to strengthen the community and grow economic value in the City by engaging potential developers and business owners and maintaining existing relationships with partners.

The Office will continue to pursue increasing revenues while employing conservative but an effective communication program and administration. The Office of the Mayor will continue to focus on being responsive to community needs and requests. The Office will also continue connecting with the community in the most effective of ways which have proven to be community meetings, social media, and the annual State of the City Address. This budget includes \$20,000 from the Cultural Development Fund for the annual State of the City Address.

**SUMMARY BY CLASSIFICATION**



## ORGANIZATIONAL CHART



## PERSONNEL SUMMARY

	2017-18 Adopted	2018-19 Adopted	2019-20 Adopted	2020-21 Proposed
<b>Mayor</b>				
Assistant To The Mayor I (U)	0	0	0	0
Assistant To The Mayor II (U)	1	1	1	0
Assistant To The Mayor III (U)	1	1	0	0
Executive Assistant To The Mayor (U)	0	0	1	1
Mayor	1	1	1	1
Mayor's Chief Of Staff (U)	1	1	1	0
Senior Customer Service Representative (U)	0	0	1	0
<b>Mayor Total</b>	<b>4</b>	<b>4</b>	<b>5</b>	<b>2</b>

## PERSONNEL CHANGES

During FY 2019/20 three positions were transferred to the City Manager's Office:

- 1.00 Mayor's Chief of Staff
- 1.00 Assistant to the Mayor I
- 1.00 Customer Service Representative

City of San Bernardino  
2020-21 Department Summary  
Mayor

A. Department/ Division	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	FY 2018-19 Actual	FY 2019-20 Adopted Budget	FY 2019-20 Amended Budget	2019-20 YTD Actual	FY 2020-21 Adopted Budget	% Change to Amended Budget 2019-20
0001 Administration	681,420	733,520	645,852	811,200	811,200	736,557	450,297	-44%
8751 COVID-19 Activity				-	-	2,996	-	
0052 Fine Arts & Cultural Affairs	-	-	-	20,000	20,000	1,619	20,000	0%
<b>Grand Total</b>	<b>681,420</b>	<b>733,520</b>	<b>645,852</b>	<b>831,200</b>	<b>831,200</b>	<b>741,172</b>	<b>470,297</b>	<b>-43%</b>

B. Expenditures BY Classification	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	FY 2018-19 Actual	FY 2019-20 Adopted Budget	FY 2019-20 Amended Budget	2019-20 YTD Actual	FY 2020-21 Adopted Budget	% Change to Amended Budget 2019-20
Salaries	364,547	404,811	330,510	436,700	436,700	390,542	183,808	-58%
Benefits	144,563	144,563	138,278	203,900	203,900	186,019	95,686	-53%
Maintenance & Operations	53,492	65,328	55,511	67,600	67,600	41,611	67,600	0%
Internal Service Charges	118,818	118,818	121,553	123,000	123,000	123,000	123,203	0%
<b>Grand Total</b>	<b>681,420</b>	<b>733,520</b>	<b>645,852</b>	<b>831,200</b>	<b>831,200</b>	<b>741,172</b>	<b>470,297</b>	<b>-43%</b>

C. Funding Sources	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	FY 2018-19 Actual	FY 2019-20 Adopted Budget	FY 2019-20 Amended Budget	2019-20 YTD Actual	FY 2020-21 Adopted Budget	% Change to Amended Budget 2019-20
001 General	681,420	733,520	645,852	811,200	811,200	739,553	450,297	56%
<b>Grand Total</b>	<b>681,420</b>	<b>733,520</b>	<b>645,852</b>	<b>831,200</b>	<b>831,200</b>	<b>741,172</b>	<b>470,297</b>	<b>-43%</b>

**General Fund  
Mayor  
Administration**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	297,143	376,000	376,000	175,108
5013	Auto Phone Allowance	9,023	8,700	8,700	8,700
5014	Salaries Temporary Parttime	15,248	52,000	52,000	-
5018	Vacation Pay	9,096	-	-	-
5026	PERS Retirement	27,537	35,700	35,700	17,456
5027	Health Life Insurance	53,016	68,200	68,200	30,781
5029	Medicare	4,942	5,500	5,500	2,665
5034	Calpers Unfunded Liability	52,783	94,500	94,500	44,783
5602	Workers Compensation	15,717	16,800	16,800	9,325
5603	Liability	5,616	7,900	7,900	32,261
5604	IT Charges In House	100,220	98,300	98,300	81,618
9999	Suspense	(81)	-	-	-
5111	Material And Supplies	4,030	4,500	4,500	4,500
5121	Advertising	1,091	1,700	1,700	1,700
5122	Dues And Subscriptions	11,791	13,900	13,900	12,200
5131	Mileage	-	400	400	100
5132	Meetings And Conferences	18,486	15,000	15,000	16,200
5133	Education And Training	-	500	500	100
5167	Software Maintenance	180	-	-	-
5174	Printing Charges	3,643	1,000	1,000	1,000
5175	Postage	271	800	800	800
5176	Copy Machine Charges	2,346	1,300	1,300	1,300
5186	Civic And Promotional	1,070	3,500	3,500	3,500
5502	Professional Contractual	12,603	5,000	5,000	6,200
<b>General Fund Totals:</b>		<b>645,771</b>	<b>811,200</b>	<b>811,200</b>	<b>450,297</b>



**Cultural Development Fund  
Mayor  
Fine Arts & Cultural Affairs**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5111	Material And Supplies	-	-	3,000	-
5121	Advertising	-	-	5,000	-
5132	Meetings And Conferences	-	-	3,000	-
5174	Printing Charges	-	-	3,000	-
5175	Postage	-	-	1,000	-
5502	Professional Contractual	-	20,000	5,000	20,000
	20,000 State of the City Address				
<b>Cultural Development Fund Totals:</b>		-	20,000	20,000	20,000



# City of San Bernardino

## Parks, Recreation, & Community Services

### **DEPARTMENT OVERVIEW**

The Parks, Recreation and Community Services Department provides a diversified system of parks and open spaces, recreation centers, programs and community services to meet social and leisure needs and enhance the quality of life for all City residents. The Department has three (3) program divisions covering the following service areas: Administration, Aquatics, Sports, Center for Individual Development, City-Wide Events, Recreation and Community Programs, Senior Services and Outdoor Facilities.

### **ADMINISTRATION DIVISION**

This Administration Division, which includes City-Wide Events, supports all divisions within the Department. The Administration Division manages personnel, information technology in coordination with the City's Information Technology Department, front counter customer service delivery, park and facility reservations, Mayor and City Council action items, policy application, emergency response training and coordination, and the financial recording and reporting functions of the department: purchasing, accounts payable, budget development, revenue collection reporting. The Administration Division is responsible for facilitating Parks and Community Service Commission Meetings as well as Fine Arts Commission and Historical Preservation Commission Meetings. The Administration Division also manages the cooperative use agreements, service provider agreements; vendor services agreements, MOU's and special contract agreements with class instructors and volunteer groups.

The City-Wide Event Division also plans and organizes the following City-Wide Events: Movies in the Park, Cinco de Mayo, Veteran's Day Salute and Parade, Winter Wonderland, Operation Splash, Arts Fest. This year co-sponsorship support will be provided for the following events: Ho Ho Parade, Rendezvous Back to Route 66, National Night Out and the Black Chamber of Commerce and the Black History Expo. Over 35,000 attendees are expected at these events.

Management of the Pioneer Memorial Cemetery is included under the Administration Division. This historic site was acquired in 1857 and consists of 17,000 burial sites. While the cemetery no longer has gravesites available for sale, department staff coordinates graveside services for those who pre-planned their burial needs. Staff regularly provides genealogy services and answers questions regarding grave locations.

### **RECREATION DIVISION**

"Creating community through people, parks, and programs" remains The Recreation Division mantra. The Recreation Division is comprised of four (4) Community Recreation Centers, six (6) Aquatic facilities, the Center for Individual Development, Adult and Youth sports programs, special events and Outdoor Facilities.

Each of our community centers (Delmann Heights, Lytle Creek, Ruben Campos and Rudy C. Hernandez Center) offers a diverse range of leisure and recreation activities and services geared to the community they serve, such as open recreation, arts and crafts, family game days, sports, homework help, community resources, aerobics, comic book reading clubs, foosball, billiards, reading programs, music programs, and themed events.

The Center for Individual Development (CID) provides specialized programming for developmentally disabled individuals with of all ages. CID's programming consists of therapeutic aquatics, a sensory room, life skills classes, water safety programming for infants and events such as Family Fun Day and Prom Night. They also plan and organize special fund-raising events: Murder Mystery Dinner and Grapes and Gourmet. CID staff also coordinates and provides supervision for the Community Gardens, which consists of 80 plots and year-round gardens.

Our aquatic facilities offer open recreational swim, junior life guard program, swim lessons (free and fee-based), private pool rentals, and lifeguard training. The Jerry Lewis Family Swim Center is a regional-serving swim facility with a 105' waterslide, wading pool, and slide for small children, shade canopy with tables and various water spray features. Other pool locations include Hernandez, Nunez, Delmann Heights, and the Ninth Street Pool.

The Recreation Division provides a wide-range of sports programming for youth and adults. Youth sports are divided into two age divisions; 3 to 6 year olds can learn basketball, T-Ball, Soccer and Flag Football while Youth ages 7 to 18 years enjoy two seasons of basketball. The sports division also coordinates the Tennis Buddies program and Summer Youth Tennis Program, a subsidized program for low-income youth. Sports staff also coordinates the ball field allocation and use of 40 ball fields city-wide to 15+ resident youth sports groups such as Little Leagues, Junior All-American Football and Inland Empire Soccer Association, among others.

The adult sports program provides indoor/outdoor soccer leagues, basketball leagues, and flag football leagues, tournament play, classes and workshops. This past year, participants were offered open gym time for a more relaxed basketball experience.

## **COMMUNITY SERVICES DIVISION**

The Community Services Division strives to engage seniors aged 50 years and better in essential life services and activities which enhance their dignity, support their independence, and encourage involvement in physical and social activity.

The City has two Senior Centers; Fifth Street and Perris Hill. Both centers offer monthly themed dances, recreation classes, billiards, chess, special holiday dances, public safety, advocacy, physical fitness and senior nutrition services, all in a supportive and nurturing environment.

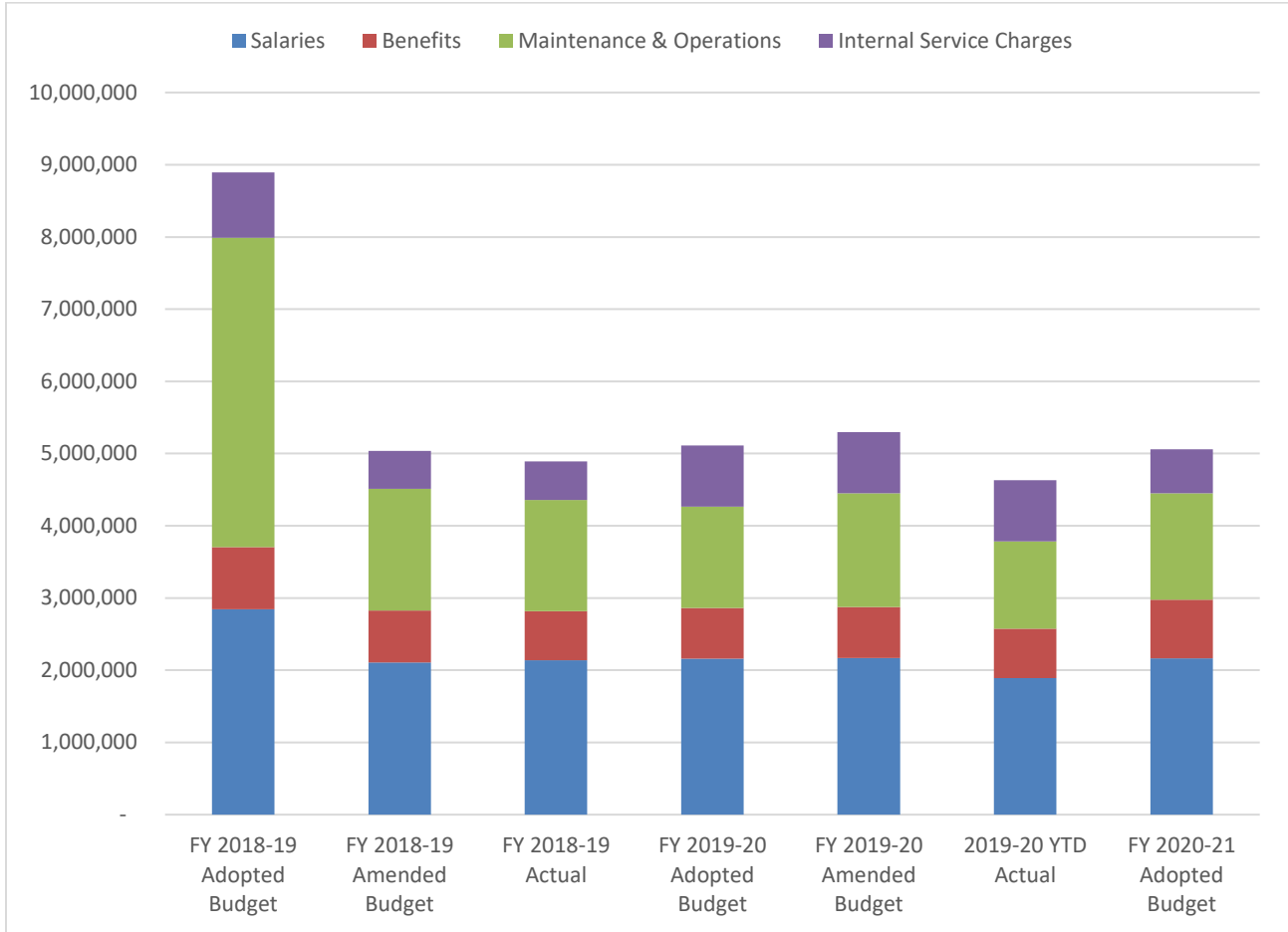
The Community Services Division also holds two regional-serving events, Ollie McDonald Senior Talent Showcase where seniors can show off their singing, dancing and other talents in a fun environment, and Inland Empire Senior Games which is a sanctioned series of sports competitions open to all senior aged athletes. Seniors are able to compete in several swimming events, bowling, golf, basketball, pickle ball, volleyball and a variety of other sports. Seniors who excel in their respective sport have an opportunity to compete in State and National competitions.

There are three (3) Senior Grant programs that engage and aid seniors. The Retired Senior Volunteer Program (RSVP) provides volunteer opportunities for seniors throughout the Inland Empire. These volunteers serve in various roles for various agencies and non-profits. The Senior Companion Program (SCP) matches senior-age volunteer companions with senior-age clients in need. Services provided include transportation services for shopping and appointments, light cleaning services, meal prepping services, and overall companionship. The Senior Nutrition program provides nutritious lunch and dinner meals at six (6) locations: Fifth Street Senior Center, Perris Hill Senior Center, Hernandez Community Center, Lytle Creek Community Center, New Hope, and the Highland Senior Center. These facilities serve an average of 52,500 meals annually to the senior community.

## **BUDGET HIGHLIGHTS**

- The Parks, Recreation and Community Services Department along with the Public Works Department, KABOOM!, Keurig-Dr. Pepper, and Stater Bros. Charities, built a new playground at Littlefield/Shultis Park on November 16, 2019 . We had 320 Volunteers along with the dedicated staff of the City working on building this exciting project.
- The Department has been developing a new Organizational Chart that includes the reclassification of the Recreation Therapist position at the Center for Individual Development to a Community Services Center Supervisor. The Community Services Center Supervisor position aligns with the actual job duties being performed.
- The Youth and Adult Sports Divisions will continue working to increasing participation in their existing programs while offering new leagues, classes and programs.
- The Administration Division will be looking into cost effective ways to create an on-line brochure program that will list activities by Community Center, special program offerings, Adult and Youth Sports programs, City-Wide events, Aquatic activities and Class offerings.
- Pioneer Memorial Cemetery has chosen a new cemetery software mapping program. This program will map the locations of gravesites so those wanting to locate a grave or work on family genealogy will be able to do so through the City's website, though it will take time for staff to input the over 17,000 grave locations this will be an invaluable tool for staff and the public.
- The Community Services Division celebrated the 40 year anniversary of the Fifth Street Senior Center. A dinner dance was had to top off the day long community celebration. Staff has been actively pursuing social media marketing to increase participation and attendance at senior related events and programs.
- The Recreation Division continues to offer new programs and activities. The Verdemon Community Center has taken a unique approach to programming given space constraints they experience. Aquatics have seen a rise in the number of overall attendees at open swim sessions, and fee based and no cost swim lessons. Aquatics will also be offering an inflatable pool feature this upcoming season at the Delmann Heights pool in addition to the inflatable slide located at the Rudy C. Hernandez Pool.
- New AED's (Automated External Defibrillators) were purchased and installed at our five pool locations. A training program was also implemented so that staff can effectively use these life-saving tools if necessary.

## SUMMARY BY CLASSIFICATION



## ORGANIZATIONAL CHART



## PERSONNEL SUMMARY

	2017-18 Adopted	2018-19 Adopted	2019-20 Adopted	2020-21 Adopted
<b><u>Parks Recreation &amp; Community</u></b>				
Administrative Analyst I (Flex)	1	1	1	1
Administrative Assistant	2	2	2	2
Cemetery Worker	1	1	0	0
Community Recreation Manager	1	1	2	2
Community Recreation Program Coordinator	5	5	6	6
Community Recreation Program Supervisor	0	0	0	1
Community Services Center Supervisor	2	2	2	2
Coordinator Of Volunteers	1	1	1	1
Departmental Accounting Technician	1	1	1	1
Deputy Director Of Parks/Rec/Comm Svcs (U)	1	1	0	0
Director Of Parks/Rec/Community Services (U)	1	1	1	1
Executive Assistant To Director (U)	1	1	1	1
Food Service Supervisor II	1	1	1	1
Landscape Inspector I (Flex)	2	2	0	0
Landscape Inspector II	2	2	0	0
Lead Park Construction & Maintenance Worker	1	1	0	0
Parks Maintenance Division Manager (U)	1	0	0	0
Parks Maintenance Supervisor	1	1	0	0
Parks Maintenance Worker II	2	2	0	0
Pool Maintenance Coordinator	0	1	0	0
Program Manager RSVP	1	1	1	1
Program Manager SCP	1	1	1	1
Recreation Therapist	1	1	1	0
Special Events Coordinator	1	0	0	0
<b>Parks Recreation &amp; Community Total</b>	<b>31</b>	<b>30</b>	<b>21</b>	<b>21</b>

## PERSONNEL CHANGES

Full-time personnel changes include:

- Reclassification of Recreation Therapist to Community Services Center Supervisor
- Reclassification of a Community Services Center Supervisor to a Community Recreation Program Supervisor.

## **LOOKING BACK -ACHIEVEMENTS**

### **ACHIEVEMENT #1**

The Department collaborated with KABOOM!, Keurig-Dr. Pepper, and Stater Bros. Charities, along with 320 volunteers to build a playground at Littlefield/Shultis Park on November 16, 2019.

### **ACHIEVEMENT #2**

The Community Services Division celebrated the 40<sup>th</sup> Anniversary of the Fifth Street Senior Center with day long programming, ending with a dinner and dance.

### **ACHIEVEMENT #3**

The Department presented 7 Events including Cinco de Mayo, Operation Splash, Movies in the Park, The Veterans Day Salute and Parade, Ollie McDonald Talent Showcase, Inland Empire Senior Games, and Winter Wonderland to the community and co-sponsored with other organizations in support of additional events (Rendezvous 66 Back to the Route, Ho Ho Parades, and San Bernardino Art Night.

### **ACHIEVEMENT #4**

The Department expanded Adult Sports programming to include more leagues, tournaments, classes and open gym recreation.

### **ACHIEVEMENT #5**

All five pool locations were outfitted with Automatic External Defibrillators (AED). A training program was also implemented to train staff on how to correctly and effectively use these valuable lifesaving tools if necessary.

### **ACHIEVEMENT # 6**

The Department reclassified the Recreation Therapist position at the Center for Individual Development (CID), and updated the position to a Community Services Center Supervisor. This reclassification more effectively follows the job duties assigned to operating the center.

### **ACHIEVEMENT # 7**

The Department has seen a steady and continual rise in attendance at the Movies in the Park events held throughout the City.

### **ACHIEVEMENT #8**

In Fiscal Year 19/20, the Grant-Funded Retired Senior Volunteer Program (RSVP) had 156 volunteers provide 39,533 hours of volunteering services at a value of \$954,326.00. Not to be outdone, the Senior Companion Program (SCP) provided 210 clients with 42,031 volunteer hours. The value of our Companion's services is \$1,014,644.

**City of San Bernardino  
2020-21 Department Summary  
Parks**

A. Department/ Division	FY 2018-19	FY 2018-19	FY 2018-19 Actual	FY 2019-20	FY 2019-20	2019-20 YTD Actual	FY 2020-21	% Change
	Adopted Budget	Amended Budget		Adopted Budget	Amended Budget		Adopted Budget	to Amended Budget 2019-20
0001 Administration	1,598,090	1,593,815	1,603,894	1,799,600	1,799,600	1,523,567	1,795,266	0%
Community Services / SENIOR NUTRITION	317,211	407,107	431,178	383,520	462,213	424,653	483,725	5%
Community Services / RSVP	106,256	106,256	102,374	158,754	162,094	144,997	137,830	-15%
Community Services / SENIOR COMPANION	381,692	399,274	297,769	445,305	445,305	345,764	436,627	-2%
Community Service / Senior services	372,254	297,254	295,014	336,800	357,175	308,063	286,478	-20%
Parks / Cemetery Administration	338,713	153,323	148,371	128,800	128,800	104,792	113,704	-12%
Recreation / Aquatics	515,783	363,249	308,808	327,000	327,000	271,518	291,633	-11%
Recreation / Sports	178,581	178,581	157,346	126,500	123,990	81,788	117,954	-5%
0074 Recreation & Community Programs	813,950	813,950	832,813	939,800	939,800	861,441	942,427	0%
0007 Prosecution	-	-	43	-	-	-	-	0%
8751 COVID-19 Activity	-	-	-	-	-	113,915	-	0%
0071 Center for Individual Developmnt	220,258	220,258	240,896	238,100	238,100	181,938	228,258	-4%
0072 Parks Maintenance	3,807,011	108,916	105,565	-	-	-	-	0%
0073 Citywide Activities	86,238	86,238	83,909	81,800	81,800	57,441	81,800	0%
0076 Special Events	-	-	451	-	-	-	-	0%
0077 Outdoor Facilities	155,933	120,033	91,349	146,600	149,110	127,829	141,965	-5%
8662 Housing Related Parks Program	-	191,023	192,374	-	80,338	82,020	-	-100%
<b>Grand Total</b>	<b>8,891,969</b>	<b>5,039,277</b>	<b>4,892,155</b>	<b>5,112,579</b>	<b>5,295,325</b>	<b>4,629,727</b>	<b>5,057,667</b>	<b>-4%</b>

B. Expenditures BY Classification	FY 2018-19	FY 2018-19	FY 2018-19 Actual	FY 2019-20	FY 2019-20	2019-20 YTD Actual	FY 2020-21	% Change
	Adopted Budget	Amended Budget		Adopted Budget	Amended Budget		Adopted Budget	to Amended Budget 2019-20
Salaries	2,844,497	2,109,231	2,138,462	2,158,836	2,169,014	1,893,129	2,162,964	0%
Benefits	861,971	717,281	680,544	703,200	707,586	680,335	814,242	15%
Maintenance & Operations	4,283,506	1,686,370	1,538,607	1,404,943	1,573,125	1,210,664	1,474,882	-6%
Internal Service Charges	901,996	526,395	534,542	845,600	845,600	845,599	605,579	-28%
<b>Grand Total</b>	<b>8,891,969</b>	<b>5,039,277</b>	<b>4,892,155</b>	<b>5,112,579</b>	<b>5,295,325</b>	<b>4,629,727</b>	<b>5,057,667</b>	<b>-4%</b>

C. Funding Sources	FY 2018-19	FY 2018-19	FY 2018-19 Actual	FY 2019-20	FY 2019-20	2019-20 YTD Actual	FY 2020-21	% Change
	Adopted Budget	Amended Budget		Adopted Budget	Amended Budget		Adopted Budget	to Amended Budget 2019-20
001 General	8,218,566	4,185,444	4,072,332	4,332,700	4,353,075	3,837,993	3,387,106	-22%
123 Federal grant programs	673,403	853,833	819,823	688,079	850,450	727,209	774,202	-9%
247 Cultural Developmnt Construction	-	-	-	91,800	91,800	64,525	896,359	876%
<b>Grand Total</b>	<b>8,891,969</b>	<b>5,039,277</b>	<b>4,892,155</b>	<b>5,112,579</b>	<b>5,295,325</b>	<b>4,629,727</b>	<b>5,057,667</b>	<b>-4%</b>



**General Fund  
Parks, Recreation, & Community Services  
Administration**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	496,169	522,900	522,900	523,156
5013	Auto Phone Allowance	12,658	8,700	8,700	8,700
5014	Salaries Temporary Parttime	3,955	-	-	-
5015	Overtime	9,778	14,900	14,900	16,300
5018	Vacation Pay	21,397	-	-	-
5026	PERS Retirement	46,367	53,400	53,400	59,860
5027	Health Life Insurance	68,170	75,700	75,700	79,737
5028	Unemployment Insurance	-	100	100	-
5029	Medicare	8,004	7,600	7,600	7,790
5034	Calpers Unfunded Liability	88,411	126,600	126,600	150,022
5601	Garage Charges	1,107	5,200	5,200	1,449
5602	Workers Compensation	79,419	66,700	66,700	134,979
5603	Liability	9,679	53,400	53,400	43,934
5604	IT Charges In House	164,783	205,000	205,000	111,234
5612	Fleet Charges Fuel	1,325	2,000	2,000	55
5111	Material And Supplies	13,276	11,100	6,440	8,500
	8,000 General Office Supplies				
	100 Hardware and Supply Purchases				
	150 Janitorial Supplies				
	50 Key Copies				
	200 Water and Lite Refreshments for Park Clean-Up Days				
5122	Dues And Subscriptions	990	1,100	1,100	1,150
	200 Annual Membership Fee for Costco for Department				
	950 California Parks & Recreation Society Annual Membership Dues				
5132	Meetings And Conferences	1,840	1,200	1,200	-
5133	Education And Training	568	900	-	-
5151	Electric Charges	508,843	570,000	570,000	565,000
5152	Gas Charges	39,680	40,000	40,000	45,000
5154	Water Charges	(407)	-	-	-
5171	Rentals	-	-	6,360	2,500
	2,500 Rental of one storage container at Verdemont Community Center				
5172	Equipment Maintenance	2,609	3,000	3,000	3,000
	3,000 Maintenance of Electronic Sign				
5174	Printing Charges	250	1,200	900	2,000
	500 General Administration Printing				
	1,500 Printing of Facility Use Applications				
5175	Postage	727	500	500	2,200
5176	Copy Machine Charges	8,279	6,000	7,500	7,500
5181	Other Operating Expense	-	2,000	50	-
5505	Other Professional Services	16,018	20,400	20,350	21,200
	4,300 Active Network Fees				
	16,500 Alarm Monitoring and Repair Services				
	400 Date Line for Electronic Sign				
<b>Administration Totals:</b>		<b>1,603,927</b>	<b>1,799,600</b>	<b>1,799,600</b>	<b>1,795,266</b>

**General Fund  
Parks, Recreation, & Community Services  
Aquatics**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	30,647	26,000	26,000	25,985
5014	Salaries Temporary Parttime	207,008	239,600	239,600	208,565
5015	Overtime	4,192	-	-	-
5018	Vacation Pay	490	-	-	-
5026	PERS Retirement	5,498	2,500	2,500	2,744
5027	Health Life Insurance	1,448	3,600	3,600	1,245
5028	Unemployment Insurance	-	800	800	717
5029	Medicare	3,518	400	400	377
5034	Calpers Unfunded Liability	17,154	5,700	5,700	6,717
5602	Workers Compensation	-	5,800	5,800	6,110
5603	Liability	1,018	2,600	2,600	1,989
5604	IT Charges In House	-	9,800	9,800	5,035
5111	Material And Supplies	30,613	18,400	20,020	18,250
	1,600 AED Replacement Materials				
	750 Blowers for staff to keep pool deck free of debris				
	1,600 Custodial Supplies				
	300 Dollies and straps to place/remove pool covers				
	400 Employee Recognition				
	200 Expendable Materials for CPR Training Manikins				
	2,500 Health/Safety Materials for Lifeguards				
	900 Incidental Mechanical Parts				
	1,200 Lifeguard Certification Materials				
	1,000 Misc. Supplies for Lifeguard Stands				
	800 Office Supplies				
	900 Paint and Misc. Supplies				
	3,600 Rethink your Drink Grant - Promotional Materials				
	2,500 Staff Uniforms				
5112	Small Tools And Equipment	-	-	-	3,500
	3,500 Floor Cleaning Machine				
5121	Advertising	-	-	-	1,200
	1,200 Banners for Rethink your Drink; jobs available, training				
5122	Dues And Subscriptions	-	200	200	-
5132	Meetings And Conferences	395	2,100	480	500
	500 California Parks & Recreation Society day training				
5174	Printing Charges	-	200	200	-
5175	Postage	16	100	100	-
5181	Other Operating Expense	6,290	9,200	9,200	8,700
	8,700 Health and Hazardous Materials Permits				
5505	Other Professional Services	240	-	-	-
	<b>Aquatics Totals:</b>	<b>308,547</b>	<b>327,000</b>	<b>327,000</b>	<b>291,633</b>

**General Fund  
Parks, Recreation, & Community Services  
Sports**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	2,887	-	-	-
5014	Salaries Temporary Parttime	79,532	69,300	69,300	64,310
5028	Unemployment Insurance	-	300	300	234
5029	Medicare	1,195	1,400	1,400	1,125
5102	Computer Equip-Non Capital	864	-	-	1,000
	1,000 Adult Sports - Printer at Norton Gym				
5111	Material And Supplies	57,023	36,600	41,280	36,380
	2,400 Adult Sports - Awards for Team Play				
	1,000 Adult Sports - Furniture and Cabinet Purchase				
	600 Adult Sports - General Office Supplies including Soccer ID				
	1,000 Adult Sports - Gym Floor Cleaning System				
	1,000 Adult Sports - Janitorial Supplies				
	1,760 Adult Sports - Materials/Equipment Replacement				
	4,000 Adult Sports - Replacement of Basketball Backboards				
	5,720 Youth Sports - Awards for Participants				
	4,500 Youth Sports - Equipment Replacement				
	300 Youth Sports - First Aid Kit Replenishment				
	1,700 Youth Sports - Flag Football Program Materials				
	500 Youth Sports - General Office Supplies				
	11,900 Youth Sports - Team Shirts/Jerseys for Participants				
5121	Advertising	3,519	2,500	2,500	2,500
	1,000 Adult Sports - Banners				
	500 Adult Sports - Social Media Marketing/Advertising of Programs				
	1,000 Youth Sports - Banners for sports programs				
5122	Dues And Subscriptions	550	1,500	660	1,605
	1,015 Adult Sports - California Park & Recreation Society Membership				
	190 Adult Sports - Southern California Municipal Athletic Federation				
	170 Youth Sports - California Park & Recreation Society Membership				
	130 Youth Sports - Southern California Municipal Athletic Federation				
	100 Youth Sports - Women in Leisure Services Membership				
5132	Meetings And Conferences	338	2,600	1,630	1,150
	910 Adult Sports - Local Day Conferences and Workshops				
	240 Youth Sports - Local Day Conferences and Workshops				
5174	Printing Charges	2,205	1,700	1,000	1,000
	1,000 Youth Sports - Outside Printing Services				
5175	Postage	-	800	320	-
5502	Professional Contractual	4,849	9,800	5,600	8,650
	2,200 Adult Sports - Class Instructor Reimbursement Fees				
	6,450 Youth Sports - Referee Services for Youth Basketball Programs				
5505	Other Professional Services	4,385	-	-	-
	<b>Sports Totals:</b>	<b>157,346</b>	<b>126,500</b>	<b>123,990</b>	<b>117,954</b>

**General Fund  
Parks, Recreation, & Community Services  
Center for Individual Developmnt**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	54,023	55,600	55,600	49,003
5014	Salaries Temporary Parttime	117,681	96,000	96,000	96,000
5018	Vacation Pay	1,380	-	-	-
5026	PERS Retirement	6,047	6,000	6,000	5,814
5027	Health Life Insurance	7,399	7,600	7,600	12,360
5028	Unemployment Insurance	-	300	300	288
5029	Medicare	2,510	800	800	711
5034	Calpers Unfunded Liability	13,196	18,900	18,900	22,391
5602	Workers Compensation	7,831	13,400	13,400	13,666
5603	Liability	954	5,600	5,600	4,448
5604	IT Charges In House	16,249	22,800	22,800	11,262
5111	Material And Supplies	8,208	8,900	6,700	6,400
	1,250 Arts and Crafts Supplies and Recreation Equipment				
	1,500 Decor for Special Events				
	900 Food Items for Events				
	900 Food Products for Participant Cooking Programs				
	1,100 General Office Supplies				
	500 Improvement Items for Center Beautification Day				
	250 Janitorial Supplies				
5121	Advertising	499	-	-	500
	500 Annual Booth at San Manuel Stadium on Disability Game Day				
5122	Dues And Subscriptions	145	400	400	315
	150 Autism Society Membership				
	165 California Park and Recreation Society Membership				
5132	Meetings And Conferences	189	200	800	1,400
	200 California Park and Recreation Society Local Day Conferences				
	1,200 Crisis Prevention Institute - Behavioral Training				
5171	Rentals	878	1,000	1,000	1,700
	1,200 Chair covers and event decor rentals for events				
	500 Rentals of Jumpers and Helium tanks for events				
5174	Printing Charges	1,636	-	800	600
	600 Printing of Flyers for events and monthly programming calendars				
5175	Postage	2,072	-	800	800
	800 Postage for mailing of program materials				
5505	Other Professional Services	-	600	600	600
	600 DJ Services for special events				
<b>Center for Individual Developmnt</b>		<b>240,896</b>	<b>238,100</b>	<b>238,100</b>	<b>228,258</b>

**General Fund  
Parks, Recreation, & Community Services  
Recreation & Community Programs**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	229,357	250,200	250,200	47,217
5012	Special Salaries	900	900	900	-
5014	Salaries Temporary Parttime	310,915	245,600	245,600	-
5015	Overtime	1,683	-	-	-
5026	PERS Retirement	23,271	25,800	25,800	5,254
5027	Health Life Insurance	39,198	46,600	46,600	8,655
5028	Unemployment Insurance	-	1,000	1,000	-
5029	Medicare	7,780	3,600	3,600	685
5034	Calpers Unfunded Liability	65,978	113,400	113,400	22,391
5602	Workers Compensation	33,231	66,100	66,100	20,314
5603	Liability	4,050	26,200	26,200	6,612
5604	IT Charges In House	68,949	112,200	112,200	16,740
5111	Material And Supplies	34,452	29,500	30,325	-
5122	Dues And Subscriptions	725	900	900	-
5132	Meetings And Conferences	1,023	1,800	1,800	-
5133	Education And Training	-	500	500	-
5171	Rentals	1,392	2,500	2,500	-
5172	Equipment Maintenance	2,827	2,000	2,000	-
5174	Printing Charges	259	1,000	175	-
5175	Postage	792	-	-	-
5181	Other Operating Expense	1,367	-	-	-
5502	Professional Contractual	4,246	-	-	-
5505	Other Professional Services	419	-	-	-
<b>Recreation &amp; Community Programs</b>		<b>832,815</b>	<b>929,800</b>	<b>929,800</b>	<b>127,868</b>

**General Fund  
Parks, Recreation, & Community Services  
Senior Services**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	55,923	57,600	57,600	58,116
	5,975 Outside Printing of Programs and Event Application Booklets				
5014	Salaries Temporary Parttime	88,329	84,000	84,000	86,300
	86,300 Part-Time Staff for two Senior Centers				
5026	PERS Retirement	4,819	5,500	5,500	6,138
5027	Health Life Insurance	3,222	3,000	3,000	3,213
5028	Unemployment Insurance	-	300	300	259
5029	Medicare	2,135	800	800	843
5034	Calpers Unfunded Liability	13,196	18,900	18,900	22,391
5601	Garage Charges	2,953	3,400	3,400	2,674
5602	Workers Compensation	7,556	27,700	27,700	13,751
5603	Liability	921	5,400	5,400	4,476
5604	IT Charges In House	15,677	47,000	47,000	11,332
5612	Fleet Charges Fuel	2,655	2,700	2,700	1,422
5111	Material And Supplies	63,424	43,900	64,200	42,161
	1,000 Coffee in a Cup program				
	4,200 Decor for twelve dances				
	7,500 Food for monthly events at two sites				
	7,200 Food for twelve monthly dances at two sites				
	600 Holiday Food Giveaway Program Supplies				
	576 Ice Cream for Monthly Ice Cream Socials at two sites				
	4,500 Office Supplies and General Cleaning Supplies for two locations				
	250 Ollie McDonald - Audition Refreshments				
	250 Ollie McDonald - Cast Party Refreshments				
	325 Ollie McDonald - Concession Items				
	100 Ollie McDonald - Flowers for Entertainers				
	750 Ollie McDonald - Stage Decor				
	3,300 Refreshment for Saturday Dances at Perris Hill Senior Center				
	2,100 Sr. Games - Awards, stickers, trophies and plaque				
	1,500 Sr. Games - Breakfast Item for Health Fair				
	1,050 Sr. Games - Decor for Opening/Closing and Health Fair				
	1,000 Sr. Games - Opening/Closing Ceremonies				
	2,160 Sr. Games - Participant T-Shirt				
	1,000 Sr. Games - Refreshments (water, fruit and energy bars, etc)				
	1,500 Sr. Games - Softball, Basketball, Pickleball Tournament Lunches				
	500 Sr. Games - Sport Equipment Replacement				
	300 Tennis Tournament Supplies - Year Round Sr. Program				
	500 Volunteer Recognition Items				
5121	Advertising	1,560	2,500	3,775	3,000
	3,000 Social Media advertising and banners for various senior events				
5122	Dues And Subscriptions	745	1,200	1,200	795
	145 California Park & Recreation Society Membership				
	250 Inland Empire Sr. Games Association				
	400 Sr. Games Sanctioning Fees per participant				

**General Fund  
Parks, Recreation, & Community Services  
Senior Services**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5131	Mileage	474	-	750	603
	603 Mileage reimbursement for staff using their own vehicles				
5132	Meetings And Conferences	-	1,500	1,500	200
	200 California Park & Recreation Society Universities and Workshops				
5133	Education And Training	132	300	300	350
	350 CPR and First Aid Training for staff at both Senior Centers				
5167	Software Maintenance	530	-	-	-
5171	Rentals	5,968	7,900	7,900	6,250
	3,000 Ollie McDonald - Rental of Theater Type Facility for Talent Show				
	500 Sr. Games - Rental of Bowling Facility for Bowling Events				
	2,000 Sr. Games - Rental of Golf Course Facility				
	750 Sr. Games - Rental of Pool Facility for Swim Events				
5174	Printing Charges	4,287	6,500	750	5,975
5175	Postage	1,052	1,200	1,200	-
5176	Copy Machine Charges	1,573	-	-	-
5502	Professional Contractual	1,775	-	-	-
5505	Other Professional Services	10,815	15,500	13,500	16,230
	3,600 DJ Services for 5th Street Senior Center Events				
	3,630 Entertainment Services for Perris Hill Senior Center Events				
	500 Ollie McDonald - Cast Party Catering after show				
	2,000 Ollie McDonald - Videography Services of show				
	1,000 Senior Games - Finale Dinner/Dance Catering for participants				
	1,500 Senior Games - Referee Services for Basketball Tournaments				
	2,000 Senior Participant Field Trips				
	1,000 Sr. Games - Entertainment for Health Fair and Dinner Finale				
	1,000 Sr. Volunteers Recognition Luncheon				
5704	Miscellaneous Equipment	-	-	5,800	-
5706	Alterations And Renovations	5,292	-	-	-
	<b>Senior Services Totals:</b>	<b>295,014</b>	<b>336,800</b>	<b>357,175</b>	<b>286,478</b>

**General Fund  
Parks, Recreation, & Community Services  
Outdoor Facilities**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	34,265	37,000	37,000	38,552
5014	Salaries Temporary Parttime	4,285	13,600	13,600	13,600
	13,600 Part-Time Staff for Outdoor Facilities				
5026	PERS Retirement	3,542	4,000	4,000	4,574
5027	Health Life Insurance	2,355	3,000	3,000	3,102
5028	Unemployment Insurance	-	100	100	41
	41 Unemployment Insurance for Part-Time Staff				
5029	Medicare	592	500	500	559
5034	Calpers Unfunded Liability	13,196	18,900	18,900	22,391
5601	Garage Charges	-	5,500	5,500	-
5602	Workers Compensation	5,970	9,500	9,500	9,418
5603	Liability	728	3,600	3,600	3,066
5604	IT Charges In House	12,386	16,100	16,100	7,761
5111	Material And Supplies	3,663	17,500	24,990	17,500
	5,800 Ball Field and Norton Gym Equipment and Repairs				
	4,000 Field and Court Management Supplies				
	1,000 Janitorial Supplies at Field Restrooms and Norton Gym				
	500 Promotion of Outdoor Sports Classes and Park Reservations				
	6,200 Replacement Nets at facilities				
5122	Dues And Subscriptions	-	400	-	400
	145 California Park and Recreation Society Membership				
	255 Southern California Municipal Athletic Membership				
5132	Meetings And Conferences	-	200	-	300
	300 Local Day Conferences for Sports and Park Management				
5171	Rentals	1,635	-	2,240	3,400
	3,400 Rental of portable restrooms at the community gardens				
5175	Postage	-	500	-	-
5502	Professional Contractual	483	16,200	10,080	17,300
	7,800 Automated Ball Field Light Controller Access				
	3,600 Fitness Equipment Inspection and Service at Norton Gym				
	5,000 Operational Emergency Facilities Repairs				
	900 Portable Welding Repairs				
5505	Other Professional Services	8,251	-	-	-
	<b>Outdoor Facilities Totals:</b>	<b>91,349</b>	<b>146,600</b>	<b>149,110</b>	<b>141,965</b>



**General Fund  
Parks, Recreation, & Community Services  
RSVP Program**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	24,021	27,500	27,500	27,522
5012	Special Salaries	2,416	-	-	-
5014	Salaries Temporary Parttime	2,277	9,900	9,900	-
5026	PERS Retirement	2,158	2,600	2,600	2,907
5027	Health Life Insurance	3,678	4,200	4,200	4,682
5029	Medicare	417	400	400	399
5034	Calpers Unfunded Liability	7,258	10,400	10,400	22,391
5602	Workers Compensation	-	12,400	12,400	7,148
5603	Liability	-	2,800	2,800	2,327
5604	IT Charges In House	-	21,000	21,000	5,891
9999	Suspense	(0)	-	-	-
5111	Material And Supplies	957	-	-	-
5135	Transportation Grants	4,739	7,800	7,800	7,800
	7,800 Match Portion of Volunteer Mileage Reimbursement				
5150	Utilities	-	1,000	1,000	-
5157	Telephone Charges	-	200	200	-
5161	Insurance Premiums	964	-	-	-
5181	Other Operating Expense	2,242	1,600	1,600	3,026
	3,026 Expenses related to Volunteer Recognition				
<b>RSVP Program Totals:</b>		<b>51,126</b>	<b>101,800</b>	<b>101,800</b>	<b>84,092</b>

**General Fund  
Parks, Recreation, & Community Services  
Senior Companion Program**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	29,982	32,100	32,100	33,693
5026	PERS Retirement	3,094	3,500	3,500	3,998
5027	Health Life Insurance	1,389	2,400	2,400	5,463
5029	Medicare	453	500	500	489
5034	Calpers Unfunded Liability	10,557	15,100	15,100	44,783
5602	Workers Compensation	5,158	20,000	20,000	8,785
5603	Liability	629	3,100	3,100	2,859
5604	IT Charges In House	10,701	33,900	33,900	7,240
5111	Material And Supplies	592	600	600	-
5131	Mileage	-	200	200	-
5135	Transportation Grants	1,500	10,200	10,200	15,300
	15,300 Match Portion of Volunteer Mileage				
5174	Printing Charges	134	200	200	-
5175	Postage	-	100	100	300
	300 Postage for Volunteer Mailings				
5181	Other Operating Expense	28	-	-	-
5505	Other Professional Services	-	800	800	480
	480 Match Portion of Background Check fees for Volunteers and Staff				
<b>Senior Companion Program Totals:</b>		<b>64,216</b>	<b>122,700</b>	<b>122,700</b>	<b>123,388</b>

**General Fund  
Parks, Recreation, & Community Services  
Senior Nutrition Program**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	2,318	-	-	-
5014	Salaries Temporary Parttime	5,799	-	-	-
5026	PERS Retirement	184	-	-	-
5027	Health Life Insurance	344	-	-	-
5029	Medicare	118	-	-	-
5114	Raw Foods	80,049	75,000	75,000	75,000
	75,000 Match on food costs				
5505	Other Professional Services	-	-	-	1,500
	1,500 Match to cover nutritionist services				
<b>Senior Nutrition Program Totals:</b>		<b>88,811</b>	<b>75,000</b>	<b>75,000</b>	<b>76,500</b>

**General Fund  
Parks, Recreation, & Community Services  
Cemetery Administration**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	48,030	47,600	47,600	47,604
5026	PERS Retirement	4,336	4,500	4,500	5,027
5027	Health Life Insurance	3,428	3,000	3,000	3,119
5029	Medicare	740	700	700	690
5034	Calpers Unfunded Liability	26,391	18,900	18,900	22,391
5601	Garage Charges	7,149	-	-	-
5602	Workers Compensation	13,924	11,200	11,200	11,361
5603	Liability	1,697	4,500	4,500	3,698
5604	IT Charges In House	28,890	19,000	19,000	9,363
5612	Fleet Charges Fuel	6,431	-	-	-
5111	Material And Supplies	3,096	16,700	16,700	8,300
	800 Cement Borders				
	2,000 HHH Cremation Vaults				
	4,000 Liners/Vaults				
	500 Office Supplies				
	1,000 Operation Supplies				
5122	Dues And Subscriptions	126	200	200	150
	150 Association of Public Cemeteries				
5167	Software Maintenance	-	-	-	2,000
	2,000 Software Maintenance				
5505	Other Professional Services	-	2,500	2,500	-
5506	Landscape Contracts	4,133	-	-	-
<b>Cemetery Administration Totals:</b>		<b>148,371</b>	<b>128,800</b>	<b>128,800</b>	<b>113,704</b>

**Federal Grant Programs  
Parks, Recreation, & Community Services  
RSVP Program**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	25,035	22,500	22,500	22,518
5012	Special Salaries	1,652	-	-	-
5014	Salaries Temporary Parttime 7,404 Part-Time Staff	4,261	4,641	4,641	7,404
5026	PERS Retirement	2,249	2,100	2,100	2,378
5027	Health Life Insurance	3,794	3,500	3,500	3,830
5029	Medicare	449	300	300	327
5034	Calpers Unfunded Liability	5,938	8,500	8,500	-
9999	Suspense	1	-	-	-
5111	Material And Supplies 2,881 General Office Supplies	1,075	1,671	2,881	2,881
5132	Meetings And Conferences 2,150 Annual Conference	2,410	1,500	2,150	2,150
5135	Transportation Grants 7,800 Mileage Reimbursements to Grant Volunteers	2,297	7,800	7,800	7,800
5161	Insurance Premiums 1,306 Annual Volunteer Insurance	342	1,306	1,306	1,306
5174	Printing Charges 250 Printing of forms	-	250	250	250
5181	Other Operating Expense 2,894 Volunteer Recognition Event	1,748	2,886	4,366	2,894
<b>RSVP Program Totals:</b>		<b>51,249</b>	<b>56,954</b>	<b>60,294</b>	<b>53,738</b>

**Federal Grant Programs  
Parks, Recreation, & Community Services  
Senior Companion Program**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	30,924	48,100	48,100	50,539
5026	PERS Retirement	3,181	5,200	5,200	5,996
5027	Health Life Insurance	2,076	3,600	3,600	8,194
5029	Medicare	477	700	700	733
5034	Calpers Unfunded Liability	15,835	22,700	22,700	-
5191	Stipends	118,823	141,117	141,117	145,776
	145,776 Stipends for Grant Volunteers				
5111	Material And Supplies	1,708	3,120	6,120	3,120
	2,520 Miscellaneous Office Supplies				
	600 Replacement of Computer Monitors (s/b5102)				
5131	Mileage	190	1,375	1,375	1,375
	1,375 Employee Mileage Reimbursement for Grant Staff				
5132	Meetings And Conferences	801	2,500	-	3,109
	3,109 Annual NSSC Conference for two staff				
5135	Transportation Grants	32,044	45,900	45,400	45,900
	45,900 Volunteer Mileage Reimbursement				
5136	Meals	24,019	45,000	45,000	45,000
	45,000 Volunteer Meal Reimbursement				
5161	Insurance Premiums	513	565	565	565
	565 Excess Accident and Liability Insurance for Volunteers				
5167	Software Maintenance	500	-	-	-
5174	Printing Charges	(134)	-	-	-
5175	Postage	134	-	-	-
5181	Other Operating Expense	2,464	2,296	2,296	2,500
	2,500 Volunteer Recognition Luncheon and Service Gifts				
5505	Other Professional Services	-	432	432	432
	432 Criminal Background Checks & NSOPW for New Volunteers				
<b>Senior Companion Program Totals:</b>		<b>233,553</b>	<b>322,605</b>	<b>322,605</b>	<b>313,239</b>

**Federal Grant Programs  
Parks, Recreation, & Community Services  
Senior Nutrition Program**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	61,671	64,200	64,200	64,212
5014	Salaries Temporary Parttime	132,301	165,395	175,573	195,312
	195,312 Sr. Nutrition Part-Time Staff				
5026	PERS Retirement	4,590	5,500	5,500	6,139
5027	Health Life Insurance	7,635	8,000	8,000	8,485
5029	Medicare	2,817	900	5,286	931
5034	Calpers Unfunded Liability	13,196	18,900	18,900	22,391
5111	Material And Supplies	-	-	5,000	5,000
	5,000 General Supplies				
5112	Small Tools And Equipment	15,856	12,000	13,400	15,500
	15,500 Consumable Supplies for Program				
5114	Raw Foods	84,545	11,500	68,629	68,629
	68,629 Raw Foods				
5172	Equipment Maintenance	324	2,300	2,300	2,300
	2,300 Maintenance of Kitchen Equipment				
5181	Other Operating Expense	5,607	6,000	6,000	6,000
	6,000 Health Permits for Sr. Nutrition Sites				
5505	Other Professional Services	13,825	13,825	14,425	12,325
	12,325 Nutritionist Services for Menu Prep, Review and Training				
<b>Senior Nutrition Program Totals:</b>		<b>342,367</b>	<b>308,520</b>	<b>387,213</b>	<b>407,225</b>

**Cultural Development Fund  
Parks, Recreation, & Community Services  
Citywide Activities**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5014	Salaries Temporary Parttime	-	15,000	15,000	15,000
5111	Material And Supplies	-	35,400	35,400	35,400
	9,000 ArtFest				
	1,000 Arts & Crafts/Games for Youth Activity				
	450 Car Show Trophies - Cinco de Mayo				
	1,000 Catering Services for Volunteers				
	500 Christmas Trees for Donations				
	2,500 Decorations for Events				
	1,400 Information Signs				
	300 Office Supplies				
	16,000 Snow Hill for Winter Wonderland				
	1,000 Staff & Volunteer Shirts				
	500 Supplies for Movies in the Park				
	1,550 Veteran's Day Awards & Challenge				
	200 Warehouse Store Items				
5121	Advertising	-	6,000	6,000	6,000
	4,000 Banners & Custom Printed Items for Information Booths				
	2,000 Radio Advertising for Winter Wonderland				
5171	Rentals	-	9,900	9,900	9,900
	500 Costumes				
	800 Linens				
	3,000 Portable Restrooms & Sinks				
	5,600 Stage				
5174	Printing Charges	-	2,500	2,500	2,500
5175	Postage	-	1,500	1,500	1,500
5181	Other Operating Expense	-	1,500	1,500	1,500
5502	Professional Contractual	-	10,000	10,000	10,000
	2,500 Band Performance				
	2,500 DJ Services				
	500 Dry Cleaning of Linens/Costume Rentals				
	2,500 Movie Licensing Fees for Movies in the Park				
	2,000 Security Services				
<b>Citywide Activities Totals:</b>		<b>-</b>	<b>81,800</b>	<b>81,800</b>	<b>81,800</b>



**Cultural Development Fund  
Parks, Recreation, & Community Services  
Recreation & Community Programs**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	-	-	-	216,456
5012	Special Salaries	-	-	-	900
5014	Salaries Temporary Parttime	-	-	-	246,000
5026	PERS Retirement	-	-	-	24,637
5027	Health Life Insurance	-	-	-	42,776
5029	Medicare	-	-	-	6,500
5034	Calpers Unfunded Liability	-	-	-	111,957
5602	Workers Compensation	-	-	-	53,584
5603	Liability	-	-	-	17,441
5604	IT Charges In House	-	-	-	44,158
5111	Material And Supplies	-	10,000	10,000	46,300
	10,000 Arts & Crafts Supplies				
	1,500 Baked Goods for Community Center Special Events				
	2,500 Community Clean-Up Days Supplies				
	5,000 Fees for Annual Community Center Field Trip				
	6,000 Food Items for Community Center Special Events				
	5,000 Janitorial Supplies				
	5,000 Office Supplies				
	4,000 Replacement of Recreation Equipment				
	3,000 Seasonal Decor				
	4,300 Tables & Folding Chairs for Community Centers				
5122	Dues And Subscriptions	-	-	-	1,050
	1,050 California Park & Recreation Society Memberships				
5171	Rentals	-	-	-	2,800
	2,500 Bus Rental for Annual Field Trip				
	300 Rental of Holiday Event Costumes				
<b>Recreation &amp; Community Programs</b>		<b>-</b>	<b>10,000</b>	<b>10,000</b>	<b>814,559</b>



# City of San Bernardino

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## Police Department

### **DEPARTMENT OVERVIEW**

The Police Department serves to address crime and quality of life issues and recruit the best employees to provide that service. In order for the City to grow economically, the Department needs to be responsive to resident and business owner concerns and provide excellent service.

The Police Department is configured to provide for the efficient delivery of service while ensuring the greatest degree of accountability for the resources allocated to public safety. The Department is comprised of three divisions which administer its various bureau and unit level functions.

### **EXECUTIVE OFFICE**

The Department's executive managers and their supporting staff are responsible for the oversight and administration of all divisions of the department.

### **INVESTIGATIONS**

The Investigations Division is responsible for the investigative follow up and case management required for the prosecution of crimes in the City. The Forensics Unit documents, collects, and processes evidence at crime scenes, including but not limited to fingerprints & DNA evidence. Forensic Specialists collect evidence at autopsies and from fatal traffic collisions. The Property and Evidence Unit accepts evidence, found property, safekeeping property, then catalogs, stores and provides disposition of the property. Evidence is sent to the crime lab as needed and unneeded evidence is returned or destroyed consistent with applicable laws. The Special Investigations Unit is responsible for the gathering of intelligence and implementation of investigative techniques designed to curb violent assaults, gang, and narcotic and vice related crimes. The Department's Crime Analysis Unit provides crime and intelligence data to all divisions of the Department.

### **PATROL**

The Patrol Division is the largest division of the Department and serves to provide emergency and non-emergency first response. It is comprised of uniformed officers available 24 hours per day, 7 days per week to patrol the community, respond to calls for service, and handle the emergency and public safety needs of our community. Patrol officers, canine handlers, and community service officers are responsible for conducting preliminary criminal investigations, enforcing laws and ordinances, and providing a variety of community services. The Traffic Unit encompasses motor officers, accident investigations, DUI enforcement and administers a number of programs designed to educate the community on traffic safety. The Patrol Division is divided into five policing districts.

## **ADMINISTRATIVE SERVICES**

The Administrative Services Division is comprised of Dispatch, Records, Personnel and Training, Professional Standards, Financial Unit, Community Affairs, Fleet Services, Emergency Management and Special Events. While diverse, the functions of this Division serve to support the Department's primary mission of public safety. For FY2020/21, the Division will focus on rebuilding operational capacity both in the Division itself as well as the Department at large. This will be accomplished through the recruitment, hiring and training of personnel to positions currently held vacant. Staffing these vacancies will enable the Department to improve service levels and create a safer environment for citizens.

The Dispatch Bureau serves as the primary answering point for all citizen requests for service. In a typical month, Dispatch receives over seven thousand emergency and non-emergency calls. Each call is screened and then routed to a patrol officer or other destination as appropriate.

The Records Bureau serves as the repository for all reports generated by the Department. This Bureau also handles registrations related to specific types of convictions as well as all criminal and civil subpoenas served on Department personnel.

The Personnel and Training Unit manages all recruitment, processing, and hiring of Department personnel. This Bureau also manages new employee training and continuing education for existing personnel. In a typical month, this Bureau processes several hundred job applicants.

The Professional Standards Bureau is responsible for receiving and investigating all citizen complaints on Department personnel. This bureau also interfaces with the City Attorney's Office on all civil claims and litigation related to police actions. The Bureau is also responsible for tracking high liability policing actions and reporting specified data to the California Department of Justice.

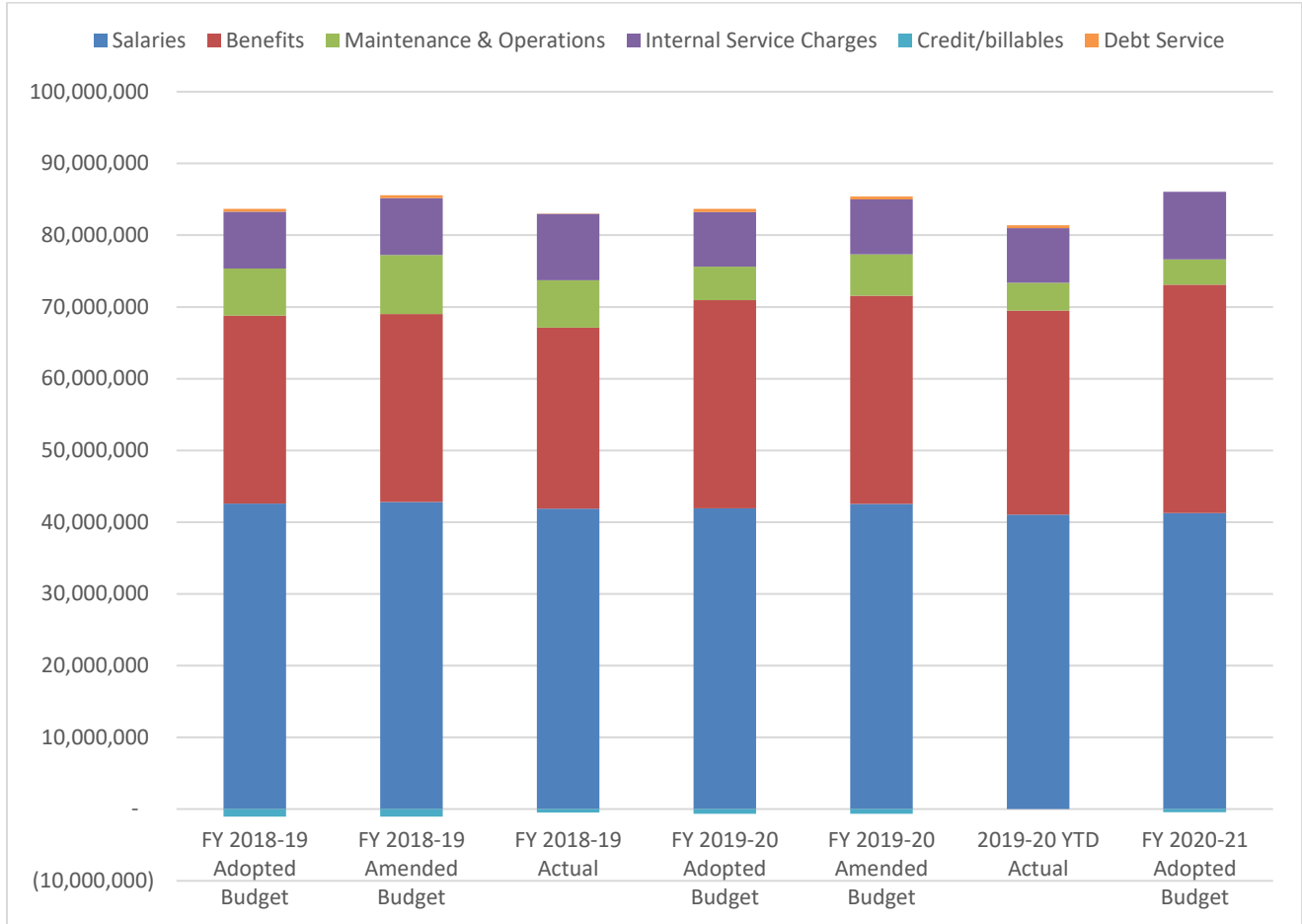
The Financial Unit functions within the executive office and provides for all financial services at the Department including, budget, grants, contractual services, purchasing, accounts payable, timekeeping & facilities maintenance.

The Community Affairs Unit handles media inquiries, social media interaction, and community engagement.

Fleet Services is staffed by a single Fleet Expediter who is responsible for working with City auto mechanics and other auto industry vendor to service and maintain Department vehicles.

The Emergency Management Unit serves to prepare, prevent, respond, and recover from man-made and natural disasters. The Special Events Unit is responsible for working with event promoters to ensure public safety at all parades, fairs, music festivals, and sporting events held in the City.

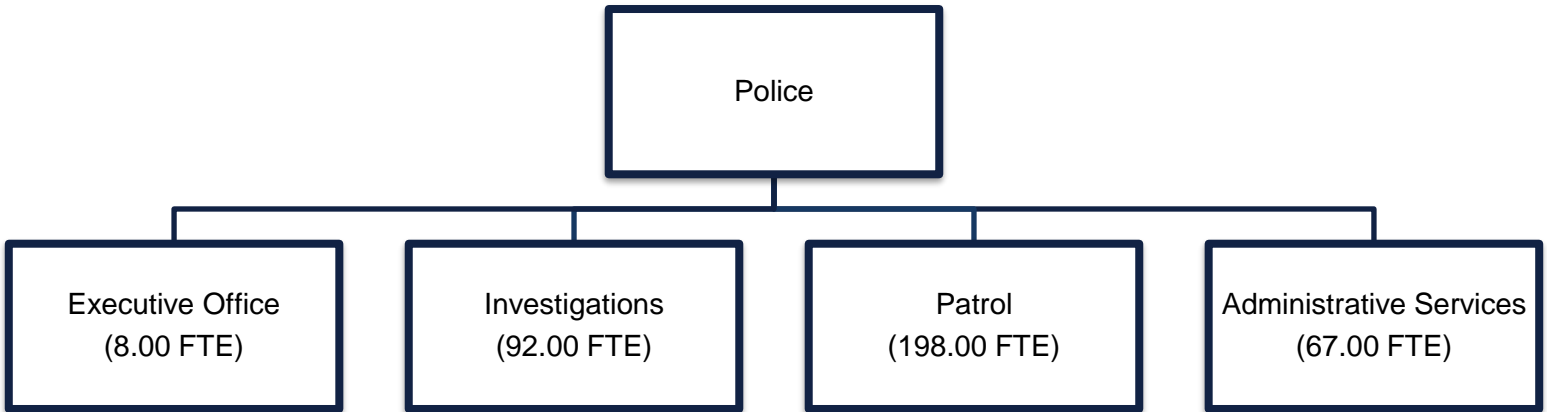
## SUMMARY BY CLASSIFICATION



## BUDGET HIGHLIGHTS

- Contractual services with the San Manuel Band of Mission Indians allowed the department to increase patrol staffing and to purchase equipment to enhance security in the areas around San Manuel Casino.
- Contractual services with Dignity Health has allowed the department to staff an officer at two local hospitals to enhance security and safety at those locations as well as creating an efficient service model.

**ORGANIZATIONAL CHART**



	2017-18 Adopted	2018-19 Adopted	2019-20 Adopted	2020-21 Adopted
<b>Police</b>				
Administrative Analyst II	1	1	1	1
Administrative Assistant	1	1	1	1
Administrative Services Supervisor	1	1	0	0
Assistant Chief Of Police	1	1	1	1
Chief Of Police	1	1	1	1
Code Enforcement Division Manager (U)	1	0	0	0
Code Enforcement Officer II	6	6	4	0
Code Enforcement Officer III	1	1	1	0
Community Engagement Coordinator	0	0	0	0
Community Engagement Officer	0	0	0	0
Community Engagement Specialist	3	3	0	0
Community Policing Specialist	7	7	0	0
Community Services Officer I	24	24	20	16
Community Services Officer II	10	10	8	8
Crime Analysis Support Assistant	2	2	1	1
Crime Analyst	2	2	3	3
Criminal Investigation Officer	11	11	8	7
Customer Service Representative	3	3	2	0
Departmental Accounting Technician	1	1	1	1
Detective/Corporal	44	44	44	44
Emergency Operations Manager	1	1	0	0
Executive Assistant	2	2	2	2
Executive Assistant To Director (U)	1	1	1	1
Forensics Specialist I (Flex)	2	2	2	0

	2017-18 Adopted	2018-19 Adopted	2019-20 Adopted	2020-21 Adopted
<b>Police</b>				
Forensics Specialist II	6	6	4	6
Forensics Specialist III	1	1	1	1
IT Analyst II	1	1	0	0
Lieutenant	10	10	12	11
Parking Enforcement Officer	5	5	4	4
Police Captain (U)	3	4	3.5	3
Police Dispatch Supervisor	4	4	4	4
Police Dispatcher I (Flex)	13	12	4	4
Police Dispatcher II	15	16	17	17
Police Fleet Maintenance Expeditor	1	1	1	1
Police Officer	162	162	151	152
Police P&T Technician	3	3	3	2
Police Records Supervisor	2	2	2	2
Police Records Technician I (Flex)	6	6	2	2
Police Records Technician II	14	14	14	11
Police Transcriber	4	4	0	0
Property & Evidence Technician II	2	2	0	1
Property Evidence & Supply Supervisor	1	1	1	1
Senior Management Analyst	1	1	1	1
Senior Office Assistant	5	5	4	4
Sergeant	39	39	43	42
Weed Abatement Coordinator	1	0	0	0
Property & Evidence Technician I (Flex)	0	0	1	0
<b>Police Total</b>	<b>425</b>	<b>424</b>	<b>375</b>	<b>356*</b>

### PERSONNEL CHANGES

During FY2019/20 eight Code Enforcement staff were transferred to the Community Development Department which includes the following positions:

- 1.00 Code Enforcement Officer I to CED
- 3.00 Code Enforcement Officer II to CED
- 1.00 Code Enforcement Officer III to CED
- 2.00 Customer Service Representatives to CED
- 1.00 Senior Office Assistant. to CED

1.00 Sergeant and 1.00 Police Captain were deleted at Midyear as part of the Police Department's 19/20 budget reduction strategies.

## **PERSONNEL CHANGES (continued)**

\*Effective June 1, 2020 the Mayor and City Council approved holding the following positions vacant:

- 4.00 Community Services Officer I Positions
- 1.00 Criminal Investigation Officer
- 1.00 Police P&T Technician
- 3.00 Police Records Technician I & II
- 1.00 Lieutenant

These positions have been removed from the above table and total position count but are not deleted.

With the adoption of the budget 1.00 Police Officer was added as part of the legal cannabis enforcement efforts.

## **LOOKING BACK -ACHIEVEMENTS**

### **ACHIEVEMENT #1**

- Successfully hired and trained 30 police officers eliminating existing vacancies at the sworn ranks that had impacted Department operations since 2012.

### **ACHIEVEMENT #2**

- Successfully implemented the Community Oriented Policing and Problem Solving (COPPS) philosophy and reconstituted gang, narcotic and vice investigative units.

### **ACHIEVEMENT #3**

- Successfully implemented the district policing concept with a focused effort to improve public safety in the City's downtown area.

**City of San Bernardino  
2020-21 Department Summary  
Police**

A. Department/ Division	FY 2018-19	FY 2018-19	FY 2018-19 Actual	FY 2019-20	FY 2019-20	2019-20 YTD Actual	FY 2020-21	% Change
	Adopted Budget	Amended Budget		Adopted Budget	Amended Budget		Adopted Budget	to Amended Budget 2019-20
0001 Administration	4,047,131	4,358,564	6,399,477	6,613,700	6,845,946	6,036,149	5,145,043	-25%
0078 Patrol Field Services	38,378,687	38,274,455	37,106,285	37,685,200	37,680,200	38,767,866	47,002,493	25%
0080 Gang & Multiple Enforcement Team	-	-	780	-	-	-	763	0%
0081 Traffic	1,748,948	1,848,948	1,583,016	2,323,600	2,333,542	1,880,121	2,416,331	4%
0062 Public Safety Systems	1,324,483	1,351,308	1,202,922	1,086,800	1,215,163	1,011,671	1,014,150	-17%
0082 General Investigation	9,216,069	9,221,628	9,246,840	11,293,500	11,288,500	10,939,516	10,483,587	-7%
0083 Forensics Property	1,274,996	1,303,138	1,126,433	1,128,100	1,138,100	1,090,939	1,229,665	8%
0084 Dispatch	3,503,723	3,503,723	3,020,567	3,160,300	3,160,300	2,805,088	3,094,335	-2%
0085 Records	1,876,519	1,877,019	1,748,057	1,503,300	1,498,300	1,407,404	1,381,852	-8%
0086 Personnel & Training	2,224,612	2,249,354	1,770,086	2,371,600	2,454,440	2,226,123	2,319,351	-6%
0145 Special Enforcement Teams	3,239,304	3,241,021	3,325,464	4,787,800	4,787,800	4,598,471	6,919,665	45%
0147 Intel/Emergency Management	3,786,173	3,786,173	3,385,750	4,687,600	4,687,600	3,764,922	1,520,371	-68%
0150 Violence Intervention	-	-	234,917	54,300	54,300	55,079	60,344	11%
0972 PROP 30 (AB109)	491,425	519,440	53,953	1,001,400	1,001,400	698,101	323,000	-68%
4911 PD Special Events Reimb OT	1,000,000	1,000,000	1,007,937	500,000	500,000	519,128	960,000	92%
5076 Fireworks Enforcement	-	-	31,874	-	-	50,449	49,500	-
8652 SAN MANUEL CCF 2017-2020	1,200,000	1,200,000	625,230	1,217,700	1,792,875	1,209,921	1,113,102	-38%
8654 DIGNITY HEALTH	250,000	250,000	179,212	479,300	479,300	483,584	497,908	4%
0073 Citywide Activities	-	-	-	-	42,325	40,960	42,400	0%
8608 Public Safety Academy Cadet Prog	44,892	44,892	1,406	41,800	41,800	-	41,600	0%
<b>Grand Total</b>	<b>82,641,402</b>	<b>84,546,683</b>	<b>82,476,185</b>	<b>83,003,100</b>	<b>84,730,803</b>	<b>81,404,717</b>	<b>85,615,461</b>	<b>1%</b>

B. Expenditures BY Classification	FY 2018-19	FY 2018-19	FY 2018-19 Actual	FY 2019-20	FY 2019-20	2019-20 YTD Actual	FY 2020-21	% Change
	Adopted Budget	Amended Budget		Adopted Budget	Amended Budget		Adopted Budget	to Amended Budget 2019-20
Salaries	42,591,354	42,801,058	41,878,120	41,906,200	42,533,270	41,047,471	41,257,245	-3%
Benefits	26,219,346	26,227,911	25,257,349	29,051,800	29,016,483	28,460,385	31,862,990	10%
Maintenance & Operations	6,524,390	8,196,193	6,565,401	4,650,600	5,766,543	3,841,127	3,516,935	-39%
Internal Service Charges	7,937,562	7,952,772	9,251,498	7,644,500	7,664,507	7,644,499	9,403,291	23%
Credit/billables	(1,031,250)	(1,031,250)	(498,311)	(650,000)	(650,000)	-	(425,000)	-35%
Transfers Out	-	-	-	-	-	-	-	0%
Debt Service	400,000	400,000	22,127	400,000	400,000	411,235	-	-100%
<b>Grand Total</b>	<b>82,641,402</b>	<b>84,546,683</b>	<b>82,476,185</b>	<b>83,003,100</b>	<b>84,730,803</b>	<b>81,404,717</b>	<b>85,615,461</b>	<b>1%</b>

C. Funding Sources	FY 2018-19	FY 2018-19	FY 2018-19 Actual	FY 2019-20	FY 2019-20	2019-20 YTD Actual	FY 2020-21	% Change
	Adopted Budget	Amended Budget		Adopted Budget	Amended Budget		Adopted Budget	to Amended Budget 2019-20
001 General	81,101,387	81,742,696	79,492,266	80,164,900	80,438,524	78,240,421	83,886,461	4%
108 Asset forfeiture	196,500	202,058	153,798	1,090,000	1,090,000	732,501	1,227,000	13%
118 Gang and street asset forfeiture	95,000	95,000	60,822	95,000	95,000	82,495	95,000	0%
123 Federal grant programs	648,515	1,906,929	2,169,300	1,043,200	2,454,953	2,239,486	364,600	-85%
128 Traffic safety	600,000	600,000	599,999	610,000	610,000	68,853	-	-100%
247 Cultural Developmnt Construction	-	-	-	-	42,325	40,960	42,400	0%
<b>Grand Total</b>	<b>82,641,402</b>	<b>84,546,683</b>	<b>82,476,185</b>	<b>83,003,100</b>	<b>84,730,803</b>	<b>81,404,717</b>	<b>85,615,461</b>	<b>1%</b>



**General Fund  
Police  
Administration**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	2,583,612	3,013,000	3,044,469	2,165,917
5012	Special Salaries	65,275	97,600	97,600	49,300
5013	Auto Phone Allowance	6,195	7,800	7,800	3,120
5014	Salaries Temporary Parttime	92,231	-	-	-
5015	Overtime	13,431	20,000	20,000	15,000
5018	Vacation Pay	164,160	-	-	-
5026	PERS Retirement	394,993	498,600	504,165	387,517
5027	Health Life Insurance	198,369	261,500	261,500	166,128
5029	Medicare	43,001	45,100	45,570	32,247
5034	Calpers Unfunded Liability	737,415	1,092,100	1,092,100	809,189
5601	Garage Charges	23,220	37,700	37,700	17,833
5602	Workers Compensation	296,804	320,400	320,400	243,073
5603	Liability	180,383	99,200	99,200	91,331
5604	IT Charges In House	83,087	89,400	89,400	151,443
5612	Fleet Charges Fuel	18,111	18,400	18,400	21,560
5102	Computer Equip-Non Capital	13,973	10,000	10,000	6,000
	6,000 PMA Technology reimbursement per employment resolution				
5111	Material And Supplies	115,399	107,500	107,500	106,500
	1,500 Admin Supplies				
	5,000 Department-side first-aid kits & supplies				
	100,000 Department-wide office supplies				
5112	Small Tools And Equipment	4,545	800	800	-
5122	Dues And Subscriptions	5,531	9,100	9,100	6,135
	2,750 California Police Chiefs Assoc. dues				
	60 Department Costco membership fee				
	150 International Assoc. of Police Chiefs membership dues				
	2,000 PMA Membership dues reimbursement				
	675 Police Executive Research Forum membership dues				
	125 SB Chamber of Commerce annual dues				
	250 SB County Chiefs membership dues				
	125 The Sun newspaper subscription fee				
5132	Meetings And Conferences	4,257	2,500	2,500	1,500
	750 League of Cities Committee meetings in Sacramento				
	250 Local community group dinners & events				
	500 Monthly in-house management meetings & promotional events				
5141	Local Travel And Meetings	13	-	-	-
5151	Electric Charges	207,181	235,000	235,000	238,000
5152	Gas Charges	14,357	15,000	15,000	15,000
5154	Water Charges	18,359	23,000	23,000	20,000
5171	Rentals	35,297	36,000	36,000	38,000
	38,000 Parking lot lease fees				

**General Fund  
Police  
Administration**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5172	Equipment Maintenance	10,202	14,000	14,000	9,500
	3,000 Access card reader system maintenance				
	1,500 Audio/Video system maintenance				
	2,000 Automatic door and gate maintenance				
	2,000 Fire alarm system maintenance				
	1,000 Flowater water dispenser filter service & replacement				
5173	Outside Vehicle Maintenance	430	-	-	-
5174	Printing Charges	21,537	25,000	18,500	15,000
	15,000 Department-wide printing				
5176	Copy Machine Charges	29,259	35,000	35,000	34,000
	34,000 Konica Minolta - monthly maintenance fees				
5181	Other Operating Expense	43,494	45,000	43,800	41,000
	23,000 Spectrum - cable and network fees				
	18,000 Verizon - Cellular fees				
5502	Professional Contractual	308,364	432,000	431,700	437,750
	15,000 Children's sexual assault exams				
	20,000 Landscape Maintenance				
	80,000 Medical Evidence Collection				
	265,000 San Bernardino County Cal-ID Assessment Fee				
	50,000 SB Sheriff Automated Systems CLETS/CNI Annual fees				
	2,000 SB Sheriff Livescan fees				
	750 SB Sheriff Property Evidence Tracking (PETS)				
	5,000 Weekly towel service				
5505	Other Professional Services	149,060	23,000	27,800	23,000
	1,500 Pest Control				
	1,500 Police memorial fountain service				
	20,000 Sate of Calif. Livescan/fingerprint fees				
5701	Motor Vehicles	497,565	-	202,943	-
5702	Computer Equipment	8,818	-	-	-
5704	Miscellaneous Equipment	11,551	-	-	-
	<b>Administration Totals:</b>	<b>6,399,366</b>	<b>6,613,700</b>	<b>6,850,946</b>	<b>5,145,043</b>

**General Fund  
Police  
Public Safety Systems**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5802	Debt Service Interest	22,127	-	-	-
5803	Lease Payments	-	400,000	400,000	-
5102	Computer Equip-Non Capital	12,500	-	-	-
5112	Small Tools And Equipment	6,804	-	-	-
5167	Software Maintenance	231,308	234,600	234,600	542,850
	400 Canine Accountability Software				
	1,050 CrashData traffic software maintenance				
	13,000 DragonSpeak software maintenance				
	35,000 DTB & training software				
	3,300 I/APro & Blue Team				
	6,000 Job posting subscription renewal				
	316,500 New World - Aegis software maintenance				
	2,000 Rapid Tag & ID software maintenance				
	165,000 Security cameras annual maintenance				
	600 Total Station software maintenance				
5172	Equipment Maintenance	17,225	29,200	29,200	17,300
	17,300 UPS system maintenance				
5181	Other Operating Expense	912,957	423,000	551,363	454,000
	2,000 Investigative database access				
	450,000 San Bdno County - Fees for HT radio service				
	2,000 Satellite phone service fees				
<b>Public Safety Systems Totals:</b>		<b>1,202,922</b>	<b>1,086,800</b>	<b>1,215,163</b>	<b>1,014,150</b>

**General Fund  
Police  
Patrol Field Services**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	16,465,420	17,660,600	17,660,600	20,658,313
5012	Special Salaries	421,101	389,100	389,100	502,850
5013	Auto Phone Allowance	270	1,600	1,600	3,120
5014	Salaries Temporary Parttime	201,800	-	-	-
5015	Overtime	1,330,978	653,300	653,300	1,038,300
5018	Vacation Pay	208,599	-	-	-
5026	PERS Retirement	2,786,802	3,338,800	3,338,800	4,312,530
5027	Health Life Insurance	1,525,237	1,602,600	1,602,600	1,915,844
5029	Medicare	268,118	262,800	262,800	306,883
5034	Calpers Unfunded Liability	9,149,389	10,201,800	10,201,800	12,982,927
5601	Garage Charges	466,014	581,000	581,000	340,917
5602	Workers Compensation	2,185,194	1,905,900	1,905,900	2,402,067
5603	Liability	1,217,883	589,900	589,900	902,538
5604	IT Charges In House	560,975	531,900	531,900	1,496,571
5612	Fleet Charges Fuel	503,433	536,900	536,900	494,533
5910	Credit Federal And State	(498,311)	(400,000)	(400,000)	(425,000)
	(425,000) Credit for COPS ELEAS grant allocation				
5945	Recoverable expense	-	(250,000)	(250,000)	-
5102	Computer Equip-Non Capital	1,065	-	-	-
5111	Material And Supplies	81,358	33,500	33,500	31,000
	6,000 Fingerprint kits & evidence cameras				
	10,000 Latex gloves				
	2,500 Patrol field supplies (barricade tape, masks, etc)				
	10,000 Road flares				
	2,500 Trauma kits for patrol vehicles				
5112	Small Tools And Equipment	100,536	2,500	2,500	2,000
	2,000 Watch Commander and Front Desk equipment				
5113	Motor Fuel And Lubricants	184	300	300	300
5122	Dues And Subscriptions	1,202	1,300	1,300	1,300
	1,000 Police Explorer charter dues				
	300 WatchDog server subscription				
5133	Education And Training	-	2,500	2,500	2,000
	2,000 Mounted Enforcement training				
5141	Local Travel And Meetings	4,731	-	-	-
5167	Software Maintenance	79,402	-	-	-
5172	Equipment Maintenance	1,158	2,000	2,000	2,000
	2,000 Bicycle Enforcement team equipment				
5173	Outside Vehicle Maintenance	13,525	21,000	21,000	17,000
	16,000 Car wash services				
	1,000 Specialty vehicle maintenance				
5181	Other Operating Expense	2,736	-	-	-

**General Fund  
Police  
Patrol Field Services**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5505	Other Professional Services	17,100	15,900	15,900	14,500
	1,200 Alarm fees - Inland Center				
	6,300 K9 training				
	2,000 K9 Vet services				
	5,000 Tow fees				
5701	Motor Vehicles	10,385	-	-	-
	<b>Patrol Field Services Totals:</b>	<b>37,105,957</b>	<b>37,685,200</b>	<b>37,685,200</b>	<b>47,002,493</b>

**General Fund  
Police  
Traffic**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	655,618	1,048,000	1,048,000	1,004,900
5012	Special Salaries	10,646	20,400	20,400	24,900
5015	Overtime	56,260	55,000	55,000	75,000
5018	Vacation Pay	27,109	-	-	-
5026	PERS Retirement	85,209	168,300	168,300	181,353
5027	Health Life Insurance	71,015	128,000	128,000	132,695
5029	Medicare	10,931	15,500	15,500	14,932
5034	Calpers Unfunded Liability	289,919	535,100	535,100	591,706
5601	Garage Charges	38,922	46,200	46,200	26,417
5602	Workers Compensation	81,482	112,700	112,700	117,825
5603	Liability	50,711	34,900	34,900	44,271
5604	IT Charges In House	23,358	31,500	31,500	73,409
5612	Fleet Charges Fuel	17,249	10,900	10,900	11,824
9999	Suspense	10	-	-	-
5111	Material And Supplies	6,550	10,100	11,362	10,100
	3,600 Motorcycle helmets with communication devices				
	5,000 Motorcycle officer uniforms				
	700 Residential parking permits				
	800 Traffic cones				
5112	Small Tools And Equipment	359	-	-	-
5113	Motor Fuel And Lubricants	60	500	500	500
	500 Fuel				
5141	Local Travel And Meetings	244	-	-	-
5172	Equipment Maintenance	916	1,500	3,180	1,500
	1,500 Radar repair & recalibrations				
5502	Professional Contractual	144,238	100,000	100,000	100,000
	100,000 Parking citation administration				
5505	Other Professional Services	4,724	5,000	7,000	5,000
	5,000 Credit card transaction fees				
5704	Miscellaneous Equipment	7,498	-	-	-
	<b>Traffic Totals:</b>	<b>1,583,025</b>	<b>2,323,600</b>	<b>2,328,542</b>	<b>2,416,331</b>

**General Fund  
Police  
General Investigation**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	4,237,463	4,793,900	4,793,900	4,218,982
5012	Special Salaries	116,598	125,900	125,900	107,400
5013	Auto Phone Allowance	780	1,600	1,600	-
5015	Overtime	617,304	650,000	650,000	200,000
5018	Vacation Pay	145,227	-	-	-
5026	PERS Retirement	642,141	785,200	785,200	756,313
5027	Health Life Insurance	343,042	452,500	452,500	459,652
5029	Medicare	70,075	71,300	71,300	62,733
5034	Calpers Unfunded Liability	1,711,708	2,240,900	2,240,900	2,237,796
5601	Garage Charges	50,249	50,200	50,200	33,351
5602	Workers Compensation	546,702	508,700	508,700	485,622
5603	Liability	303,011	157,500	157,500	182,464
5604	IT Charges In House	139,572	142,000	142,000	302,559
5612	Fleet Charges Fuel	35,023	35,000	35,000	41,141
9999	Suspense	(108)	-	-	-
5102	Computer Equip-Non Capital	-	-	400	-
5111	Material And Supplies	2,872	1,500	1,925	2,500
	2,100 Replacement chairs				
	400 Replacement keyboards				
5112	Small Tools And Equipment	119	-	-	-
5113	Motor Fuel And Lubricants	5	-	-	-
5122	Dues And Subscriptions	19,923	20,400	7,675	15,172
	8,172 CLEARs Investigative database subscription				
	7,000 Facial Recognition database subscription				
5132	Meetings And Conferences	426	-	-	-
5141	Local Travel And Meetings	1,016	-	-	-
5167	Software Maintenance	-	-	7,000	-
5181	Other Operating Expense	10,000	10,000	8,900	10,000
	10,000 Extradition costs				
5505	Other Professional Services	38,965	61,900	67,900	45,900
	900 Annual GPS monitoring service				
	45,000 Toxicology services				
<b>General Investigation Totals:</b>		<b>9,032,112</b>	<b>10,108,500</b>	<b>10,108,500</b>	<b>9,161,587</b>

**General Fund  
Police  
Forensics Property**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	573,819	572,800	572,800	590,252
5012	Special Salaries	5,483	4,100	4,100	4,140
5015	Overtime	44,861	60,000	60,000	60,000
5018	Vacation Pay	3,657	-	-	-
5026	PERS Retirement	53,442	57,200	57,200	64,783
5027	Health Life Insurance	63,521	78,800	78,800	69,671
5029	Medicare	9,209	8,400	8,400	8,619
5034	Calpers Unfunded Liability	171,544	189,000	189,000	223,914
5601	Garage Charges	12,999	13,300	13,300	5,392
5602	Workers Compensation	71,539	58,900	58,900	64,776
5603	Liability	39,651	18,200	18,200	24,339
5604	IT Charges In House	18,264	16,400	16,400	40,358
5612	Fleet Charges Fuel	10,065	9,000	9,000	9,523
9999	Suspense	3	-	-	-
5111	Material And Supplies	20,715	21,500	23,513	23,500
	3,500 Evidence supplies				
	15,000 Forensic & imaging supplies				
	5,000 Sheriff's store charges				
5122	Dues And Subscriptions	560	700	515	700
	700 Annual membership to Identification and Forensic groups				
5132	Meetings And Conferences	-	2,200	572	2,200
	2,200 CSDIAI Conference				
5167	Software Maintenance	-	-	400	400
	400 CSI Pix system				
5172	Equipment Maintenance	-	600	500	600
	600 Annual service & maintenance of Forensic equipment				
5181	Other Operating Expense	517	1,000	500	500
	500 Photo processing and camera repairs				
5505	Other Professional Services	26,045	16,000	16,000	36,000
	1,000 Biohazard disposal				
	35,000 Crime scene clean up services				
5701	Motor Vehicles	543	-	-	-
	<b>Forensics Property Totals:</b>	<b>1,126,436</b>	<b>1,128,100</b>	<b>1,128,100</b>	<b>1,229,665</b>



**General Fund  
Police  
Dispatch**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	1,489,926	1,581,300	1,581,300	1,417,159
5012	Special Salaries	27,399	18,700	18,700	13,141
5013	Auto Phone Allowance	780	800	800	780
5014	Salaries Temporary Parttime 100,000 Part-time Dispatchers	31,519	69,800	69,800	100,000
5015	Overtime	282,783	300,000	300,000	275,000
5018	Vacation Pay	11,197	-	-	-
5026	PERS Retirement	154,420	172,900	172,900	157,692
5027	Health Life Insurance	178,838	195,100	195,100	225,510
5028	Unemployment Insurance	-	200	200	-
5029	Medicare	26,993	23,200	23,200	20,740
5034	Calpers Unfunded Liability	474,916	536,400	536,400	559,786
5602	Workers Compensation	187,277	162,700	162,700	160,862
5603	Liability	103,798	50,300	50,300	60,442
5604	IT Charges In House	47,811	45,400	45,400	100,223
9999	Suspense	37	-	-	-
5111	Material And Supplies 500 Criss Cross directory 2,500 Replacement headsets and equipment	2,911	3,500	3,100	3,000
5172	Equipment Maintenance	-	-	400	-
<b>Dispatch Totals:</b>		<b>3,020,604</b>	<b>3,160,300</b>	<b>3,160,300</b>	<b>3,094,335</b>

**General Fund  
Police  
Records**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	847,109	727,100	727,100	620,146
5012	Special Salaries	8,776	4,500	4,500	5,400
5015	Overtime	23,233	30,000	30,000	20,000
5018	Vacation Pay	18,658	-	-	-
5026	PERS Retirement	78,276	71,800	71,800	68,546
5027	Health Life Insurance	154,958	136,400	136,400	132,779
5029	Medicare	12,476	10,600	10,600	9,071
5034	Calpers Unfunded Liability	343,087	340,100	340,100	335,872
5602	Workers Compensation	114,103	77,600	77,600	73,364
5603	Liability	63,242	24,000	24,000	27,566
5604	IT Charges In House	29,130	21,700	21,700	45,708
9999	Suspense	(34)	-	-	-
5102	Computer Equip-Non Capital	-	-	800	-
5111	Material And Supplies	1,266	-	-	1,500
	1,500 Records supplies				
5112	Small Tools And Equipment	999	2,000	1,200	-
5122	Dues And Subscriptions	-	-	100	100
	100 CLEARs membership dues				
5171	Rentals	6,251	3,800	3,950	4,500
	4,500 Postage machine rental				
5172	Equipment Maintenance	19	1,000	750	500
	500 Equipment maintenance				
5175	Postage	45,805	52,700	47,700	36,800
	5,000 Business reply and neo-post				
	1,500 Federal Express mail services				
	300 POBox fees				
	30,000 Postage				
5505	Other Professional Services	667	-	-	-
	<b>Records Totals:</b>	<b>1,748,022</b>	<b>1,503,300</b>	<b>1,498,300</b>	<b>1,381,852</b>

**General Fund  
Police  
Personnel & Training**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	482,538	827,300	827,300	662,095
5012	Special Salaries	11,019	18,800	18,800	16,100
5013	Auto Phone Allowance	-	800	800	780
5014	Salaries Temporary Parttime	43,558	196,100	194,972	171,500
	171,500 Part-time salaries				
5015	Overtime	42,049	60,000	60,000	40,000
5018	Vacation Pay	4,443	-	-	-
5026	PERS Retirement	70,339	136,800	136,800	123,819
5027	Health Life Insurance	43,041	83,300	83,300	81,975
5028	Unemployment Insurance	-	600	600	-
5029	Medicare	9,088	12,300	12,300	9,846
5034	Calpers Unfunded Liability	197,549	376,600	376,600	334,761
5601	Garage Charges	4,793	7,800	7,800	1,902
5602	Workers Compensation	60,779	88,100	88,100	77,533
5603	Liability	33,687	27,300	27,300	29,132
5604	IT Charges In House	15,517	24,600	24,600	48,306
5612	Fleet Charges Fuel	1,998	1,700	1,700	924
9999	Suspense	99	-	-	-
5111	Material And Supplies	120,769	155,000	212,833	144,000
	2,000 Department meeting supplies				
	15,000 Department wide award medals and duty badges				
	50,000 Duty and range ammunition				
	15,000 Employee uniforms				
	2,000 Firing range supplies				
	500 Fit Test equipment supplies				
	1,000 Keys & lock supplies				
	50,000 Leather gear & accessories				
	5,000 Less lethal - taser cartridges				
	3,500 Training supplies				
5112	Small Tools And Equipment	69,425	-	24,999	10,000
	10,000 Replacement duty weapons				
5121	Advertising	19,123	40,000	38,750	40,000
	40,000 Recruitment promotions and advertising				
5132	Meetings And Conferences	4,533	7,500	7,500	2,500
	2,500 Recruitment fairs				
5133	Education And Training	44,369	75,000	50,001	75,000
	75,000 Non-reimbursed training for police personnel				
5134	Training Post Reimburseable	135,723	125,000	100,001	125,000
	125,000 POST training				
5141	Local Travel And Meetings	166	-	-	-
5172	Equipment Maintenance	2,350	5,000	-	5,000
	5,000 Helmet refurbishing				

**General Fund  
Police  
Personnel & Training**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5181	Other Operating Expense	20,350	-	1,250	-
5502	Professional Contractual	295,201	50,000	106,134	267,128
	227,128 Body Worn Camera Contract				
	40,000 Contract services for background investigations				
5505	Other Professional Services	37,679	52,000	52,000	52,050
	350 Alarm monitoring services at firing range				
	5,700 Landscaping fees at firing range				
	25,000 Polygraph services				
	3,000 Pre-employment credit checks				
	18,000 SB County Sheriff's rifle range fees				
<b>Personnel &amp; Training Totals:</b>		<b>1,770,185</b>	<b>2,371,600</b>	<b>2,454,440</b>	<b>2,319,351</b>

**General Fund  
Police  
Special Enforcement Teams**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	1,522,254	2,216,000	2,216,000	3,119,498
5012	Special Salaries	45,396	55,400	55,400	86,750
5013	Auto Phone Allowance	780	800	800	780
5015	Overtime	149,011	225,000	225,000	-
5018	Vacation Pay	8,544	-	-	-
5026	PERS Retirement	266,500	407,700	407,700	642,774
5027	Health Life Insurance	126,383	210,000	210,000	324,445
5029	Medicare	25,230	32,900	32,900	46,502
5034	Calpers Unfunded Liability	697,699	1,170,700	1,170,700	1,834,751
5601	Garage Charges	4,519	11,500	11,500	10,839
5602	Workers Compensation	248,017	238,700	238,700	365,096
5603	Liability	137,464	73,900	73,900	137,179
5604	IT Charges In House	63,318	66,600	66,600	227,468
5612	Fleet Charges Fuel	14,809	30,200	30,200	75,234
9999	Suspense	58	-	-	-
5111	Material And Supplies	624	28,500	28,500	27,000
	2,000 SIB supplies				
	5,000 Simmunition training ammo				
	15,000 SWAT training ammunition				
	5,000 Tear gas cannisters, 37mm, 40mm, 12GA projectiles				
5112	Small Tools And Equipment	2,242	-	-	-
5113	Motor Fuel And Lubricants	-	-	350	350
	350 Fuel for out of town travel				
5132	Meetings And Conferences	-	4,500	4,500	4,500
	4,500 CNOA conference				
5141	Local Travel And Meetings	194	-	-	-
5167	Software Maintenance	3,024	-	-	-
5505	Other Professional Services	9,456	15,400	15,050	16,500
	2,300 Cell phone GPS tracking service (Callyo)_				
	2,000 GPS tracking unit airtime				
	500 Safe and lock opening				
	3,500 SB County Sheriff rifle range fees				
	7,200 Seized vehicle storage				
	1,000 Weapons repairs				
<b>Special Enforcement Teams Totals:</b>		<b>3,325,522</b>	<b>4,787,800</b>	<b>4,787,800</b>	<b>6,919,665</b>

**General Fund  
Police  
Intel/Emergency Management**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	1,621,799	2,365,900	2,365,900	725,766
5012	Special Salaries	41,864	60,700	60,700	12,750
5013	Auto Phone Allowance	780	800	800	780
5014	Salaries Temporary Parttime	-	-	-	31,000
	31,000 Part-time salaries				
5015	Overtime	28,834	75,000	75,000	50,000
5018	Vacation Pay	23,822	-	-	-
5026	PERS Retirement	245,244	400,600	400,600	119,266
5027	Health Life Insurance	169,835	234,500	234,500	83,087
5029	Medicare	25,618	35,200	35,200	10,720
5034	Calpers Unfunded Liability	790,069	1,108,900	1,108,900	318,244
5602	Workers Compensation	234,460	252,700	252,700	82,930
5603	Liability	129,950	78,200	78,200	31,159
5604	IT Charges In House	59,857	70,500	70,500	51,668
9999	Suspense	70	-	-	-
5111	Material And Supplies	291	4,500	4,500	3,000
	500 Intel supplies				
	2,500 Supplies for special events and community affairs needs				
5122	Dues And Subscriptions	-	100	100	-
5141	Local Travel And Meetings	277	-	-	-
5502	Professional Contractual	13,050	-	-	-
<b>Intel/Emergency Management Totals:</b>		<b>3,385,820</b>	<b>4,687,600</b>	<b>4,687,600</b>	<b>1,520,371</b>

**General Fund  
Police  
Violence Intervention**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	180,865	32,700	32,700	33,750
5012	Special Salaries	4,763	-	-	-
5013	Auto Phone Allowance	585	-	-	-
5015	Overtime	184	-	-	-
5018	Vacation Pay	2,727	-	-	-
5026	PERS Retirement	27,399	2,800	2,800	3,227
5027	Health Life Insurance	15,644	3,800	3,800	4,307
5029	Medicare	2,750	500	500	489
5034	Calpers Unfunded Liability	-	9,400	9,400	11,196
5602	Workers Compensation	-	3,200	3,200	3,690
5603	Liability	-	1,000	1,000	1,386
5604	IT Charges In House	-	900	900	2,299
9999	Suspense	24	-	-	-
<b>Violence Intervention Totals:</b>		<b>234,941</b>	<b>54,300</b>	<b>54,300</b>	<b>60,344</b>

**General Fund  
Police  
PD Special Events Reimb OT**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5015	Overtime	934,180	500,000	500,000	960,000
5026	PERS Retirement	404	-	-	-
5027	Health Life Insurance	60,371	-	-	-
5029	Medicare	12,982	-	-	-
9999	Suspense	(9)	-	-	-
<b>PD Special Events Reimb OT Totals:</b>		<b>1,007,928</b>	<b>500,000</b>	<b>500,000</b>	<b>960,000</b>



**General Fund  
Police  
Fireworks Enforcement**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5015	Overtime	31,850	-	-	45,000
5026	PERS Retirement	18	-	-	500
5027	Health Life Insurance	5	-	-	3,325
5029	Medicare	2	-	-	675
9999	Suspense	(3)	-	-	-
<b>Fireworks Enforcement Totals:</b>		<b>31,871</b>	<b>-</b>	<b>-</b>	<b>49,500</b>

**General Fund  
Police  
SAN MANUEL CCF 2017-2020**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	121,745	520,400	520,400	488,868
5012	Special Salaries	-	12,400	12,400	15,380
5015	Overtime	355,450	25,000	246,477	25,000
5026	PERS Retirement	-	93,100	93,100	96,225
5027	Health Life Insurance	31,863	60,400	60,400	53,849
5029	Medicare	6,836	7,700	7,700	7,312
5034	Calpers Unfunded Liability	-	293,700	293,700	312,369
5602	Workers Compensation	-	56,700	56,700	57,085
5603	Liability	-	17,500	17,500	21,449
5604	IT Charges In House	-	15,800	15,800	35,566
9999	Suspense	(30)	-	-	-
5102	Computer Equip-Non Capital	-	-	17,600	-
5111	Material And Supplies	533	5,000	26,140	-
5167	Software Maintenance	-	-	44,225	-
5502	Professional Contractual	-	-	14,625	-
5701	Motor Vehicles	108,802	110,000	233,698	-
5704	Miscellaneous Equipment	-	-	132,410	-
<b>SAN MANUEL CCF 2017-2020 Totals:</b>		<b>625,200</b>	<b>1,217,700</b>	<b>1,792,875</b>	<b>1,113,102</b>

**General Fund  
Police  
Dignity Health**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	18,636	222,900	222,900	207,728
5012	Special Salaries	623	4,300	4,300	5,500
5015	Overtime	144,766	25,000	25,000	25,000
5026	PERS Retirement	2,691	39,400	39,400	43,788
5027	Health Life Insurance	10,073	18,900	18,900	19,429
5029	Medicare	2,422	3,300	3,300	3,092
5034	Calpers Unfunded Liability	-	128,000	128,000	144,989
5602	Workers Compensation	-	23,600	23,600	24,206
5603	Liability	-	7,300	7,300	9,095
5604	IT Charges In House	-	6,600	6,600	15,081
9999	Suspense	2	-	-	-
<b>Dignity Health Totals:</b>		<b>179,214</b>	<b>479,300</b>	<b>479,300</b>	<b>497,908</b>

**Asset Forfeiture Fund  
Police  
General Investigation**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5015	Overtime	-	487,000	487,000	963,700
	963,700 Overtime for police personnel				
5111	Material And Supplies	4,335	66,500	66,500	52,000
	2,000 Narcotics K9 supplies				
	50,000 Replacement ballistic vests for Patrol				
5112	Small Tools And Equipment	900	-	-	-
5167	Software Maintenance	-	-	-	3,300
	3,300 software maintenance				
5173	Outside Vehicle Maintenance	-	6,500	6,500	6,500
	6,500 Maintenance of undercover vehicles				
5181	Other Operating Expense	60,000	60,000	60,000	60,000
	60,000 Operation expenses				
5502	Professional Contractual	-	339,000	339,000	-
5505	Other Professional Services	32,280	71,000	71,000	81,500
	2,000 Baseline testing for narcotics officers				
	7,500 Cell phone tracking (pings)				
	70,000 Evidence funds				
	2,000 Tow fees				
5701	Motor Vehicles	51,625	60,000	60,000	60,000
	60,000 Use car purchase				
5706	Alterations And Renovations	4,658	-	-	-
<b>Asset Forfeiture Fund Totals:</b>		<b>153,798</b>	<b>1,090,000</b>	<b>1,090,000</b>	<b>1,227,000</b>

**Gang and Street Asset Forfeiture Fund  
Police  
General Investigation**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5111	Material And Supplies 15,000 Crime, gang & drug promotional items, handouts and supplies	822	15,000	15,000	15,000
5505	Other Professional Services 80,000 Task Force approved contributions	60,000	80,000	80,000	80,000
<b>Gang and Street Asset Forfeiture Fund</b>		<b>60,822</b>	<b>95,000</b>	<b>95,000</b>	<b>95,000</b>
<b>Totals:</b>					

**Federal Grant Programs  
Police  
PROP 30 (AB109)**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	179	-	-	-
5014	Salaries Temporary Parttime	10,550	16,500	32,500	-
5015	Overtime	-	909,700	909,700	313,000
	313,000 Overtime				
5029	Medicare	156	200	200	-
5112	Small Tools And Equipment	1,059	25,000	9,000	-
5502	Professional Contractual	15,471	50,000	50,000	10,000
	10,000 County of Orange forensic DNA testing				
5701	Motor Vehicles	26,539	-	-	-
	<b>PROP 30 (AB109) Totals:</b>	<b>53,953</b>	<b>1,001,400</b>	<b>1,001,400</b>	<b>323,000</b>

**Federal Grant Programs  
Police  
Public Safety Academy Cadet Prog**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5014	Salaries Temporary Parttime	1,386	41,200	41,200	41,000
5029	Medicare	20	600	600	600
	<b>Public Safety Academy Cadet Prog</b>	<b>1,406</b>	<b>41,800</b>	<b>41,800</b>	<b>41,600</b>

**Traffic Safety Fund  
Police  
Traffic Safety**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5112	Small Tools And Equipment	-	10,000	10,000	-
5701	Motor Vehicles	599,999	600,000	600,000	-
	<b>Traffic Safety Fund Totals:</b>	599,999	610,000	610,000	-



**Cultural Development Fund  
Police  
Citywide Activities**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5015	Overtime	-	-	42,325	42,400
	26,800 OT for Route 66 Event				
	15,600 OT for SBD Fest Event				
<b>Cultural Development Fund Totals:</b>		-	-	42,325	42,400



# City of San Bernardino

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## Public Works

### **DEPARTMENT OVERVIEW**

The Public Works Department is comprised of five divisions: Administration, Engineering, Operations & Maintenance, Facilities & Fleet Management, and Environmental Programs. Public Works Department delivers cost effective, safe, reliable and sustainable projects, programs and quality services with a focus on our community. In FY2020/21 Land Development will be transitioned to the Engineering Division within Public Works. The overall focus for FY 2020/21 will be prioritizing existing resources and systems to provide consistent delivery of essential infrastructure and projects and effectively provide core maintenance services to support a safe and healthy city for our residents and businesses.

### **ADMINISTRATION**

The Administration Division is responsible for the overall management of the Department including staffing, budgeting, financial operations, and forecasting. The Division also sets all Departmental policies and procedures. The Division will be focused on continuing to establish policies and standard operating procedures for the entire Department focusing on management of the Capital Improvement Plan, safety, workload management, and staff performance and accountability.

### **OPERATIONS AND MAINTENANCE**

The Operations & Maintenance Division consists of a number of functionally distinct maintenance program sections including Streets, Storm Drain, Parks, Cemetery, Traffic Signals and Signs, Urban Forestry, and Administration. The Division is responsible for the ongoing maintenance of 621 miles of streets, sidewalks, curb and gutter, street signs, 285 traffic signals, 6,800 streetlights, over 38,600 street trees, median and parkways, graffiti abatement and storm drain systems. The Division continues to focus on building the resources and systems to move away from the predominantly reactive workload management to provide a positive balance between proactively meeting needs as well as responding to the unplanned work demands. Budget efforts for FY 2020/21 will focus on retaining and improving the level of routine scheduled maintenance work established in the previous fiscal year.

### **ENGINEERING**

The Land Development Section is responsible for reviewing on-site improvement plans for residential, commercial and industrial projects and prepares conditions of approval to ensure development in accordance with City's Municipal Code. Land Development specific focus is on the plan check and inspections required of development projects on private property. These include site grading, seismic fault investigation, drainage, storm water management, FEMA flood plain review, ADA accessibility, onsite utilities and related offsite improvements. The Division checks subdivision maps, parcel maps and lot line adjustments to ensure conformance with the State Subdivision Map Act. The Division also works with Public Works to ensure compliance with onsite water retention to reduce impacts to the City's Municipal Separate Storm Sewer System (MS4).

The Traffic Engineering Section promotes safe and efficient traffic flow on City streets for residents and visitors by operating the City's 285 signalized intersections (plus 30 traffic signals for other agencies), traffic signal systems, vehicle detection loops and cameras, and flasher warning lights. This section also partners with the Operations and Maintenance Division in the maintenance of more than 6,800 City owned street lights, the traffic and school signs, and the street markings.

The Real Property Section oversees the proper disposition of all City property and Right of Way, maintains all records related to City property, easements and land rights, and assists in the administration of Landscape Maintenance Assessment Districts (LMD) and Community Facilities Districts (CFD) throughout the City.

### **FACILITIES AND FLEET**

The Facilities Division supports all City Departments by performing planned, preventative and emergency maintenance services for 184 City facilities (2,487,776 square feet of real property) including providing maintenance on City facilities leased to outside agencies and former RDA properties. Maintenance performed not only includes mechanical and structural work, but also custodial services in a 39 of the facilities and provides response to requests for office space reconfigurations and personnel relocation assistance.

The Fleet Division provides repair and preventative maintenance services to over 800 City-owned fleet units throughout all City Departments. These fleet units include Public Safety vehicles, light/heavy trucks, trailered equipment, turf equipment and off road equipment. The Facility's Division is responsible for all required State reporting regarding City-owned fleet vehicles.

Both Fleet and Facility Maintenance are supported by the Administration Division staff who manage all aspects of both divisions' procurement needs, accounts payable processing, utilities administration, facility CIP contract supervision, and City-wide security services. Administration is also responsible for oversight and maintenance of the California Theater facility.

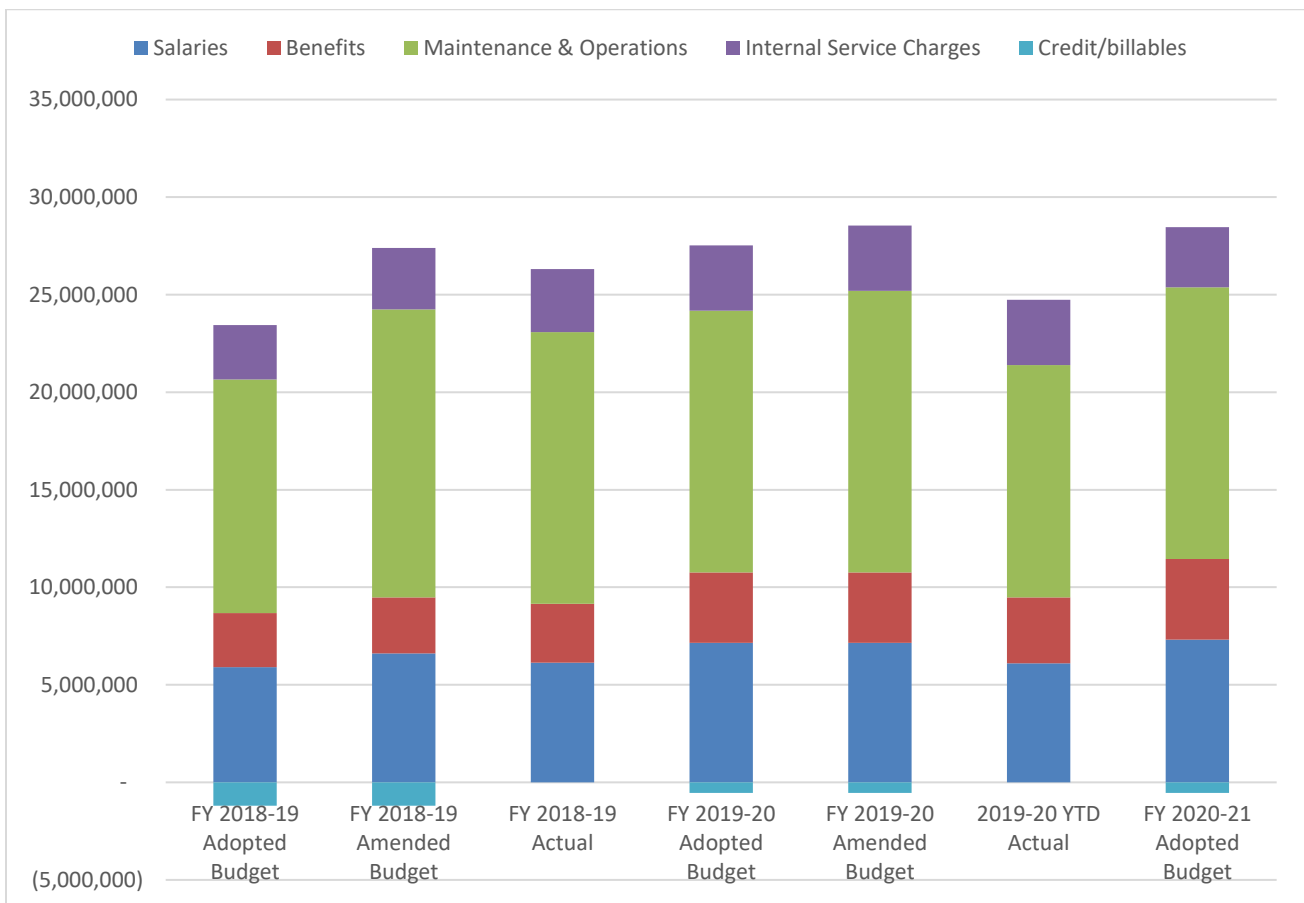
### **ENVIRONMENTAL**

The Environmental Program Division is responsible for management of the \$28 million Franchise Agreement with Burrtec Waste Industries and works cooperatively with them to meet State mandated solid waste management and recycling requirements. Additionally, this Division submits applications for State funded recycling grants and manages grant funding for recycling programs. This division is also responsible for meeting the regulatory requirements from the Santa Ana Regional Water Quality Control Board (SRWQCB), South Coast Air Quality Management District (SCAQMD), County Local Enforcement Agency (LEA) and CalRecycle for the operation and maintenance of the landfill gas collection and control system and ground water monitoring and sampling at the City's Inactive Waterman Landfill.

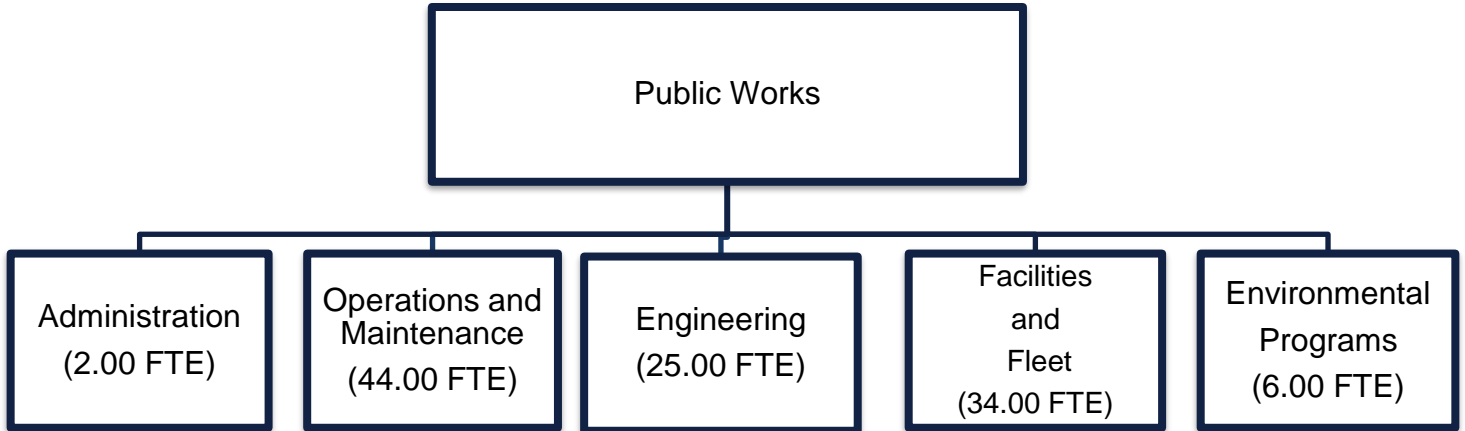
## BUDGET HIGHLIGHTS

- Retains critical resources necessary to ensure the consistent delivery of essential maintenance, infrastructure services and project delivery.
- Maintains Maintenance of Effort requirements for General Fund expenditures related to SB1 and Measure I transportation funding.
- Focuses on the most critical resource gaps in the Fleet and Facilities Division and Operation and Maintenance Division.
- Maintains the previous year’s level of funding to address trip hazard mitigation activities such as sidewalk grinding and ramping services.
- Maintains funding for traffic management studies, traffic counts, and professional service budgets to support street and traffic capital improvement projects.
- Transitions Property Maintenance budgets from former RDA properties from the Community Development Department to Public Works to consolidate administration of all property maintenance related budgets under the Facility Maintenance Division of Public Works.
- Transitions the Land Development Division from Community Development to Public Works Engineering Division

## SUMMARY BY CLASSIFICATION



**ORGANIZATIONAL CHART**



**PERSONNEL SUMMARY**

	2017-18 Adopted	2018-19 Adopted	2019-20 Adopted	2020-21 Adopted
<b>Public Works</b>				
Accounting Assistant	2	2	2	2
Administrative Analyst I (Flex)	0	1	0	0
Administrative Analyst II	0	0	1	1
Administrative Assistant	2	2	2	2
Administrative Services Supervisor	2	1	1	1
Arborist	0	0	2	1
Assessment District/Real Prop Specialist	2	2	1	1
Assessment District/Real Property Manager	1	0	0	0
Building Maintenance Division Manager (U)	1	0	0	0
Cemetery Caretaker	0	0	1	1
Construction Inspector I (Flex)	2	2	1	1
Construction Inspector II	3	2	2	3
Construction Manager	1	1	1	1
Custodial Maintenance Supervisor	0	1	1	1
Custodian	8	8	8	8
Data Analyst	0	0	1	1
Departmental Accounting Technician	3	1	0	0
Deputy Director Of Public Works/City Engineer (U)	1	1	1	1
Director Of Public Works (U)	1	1	1	1
Electrician I (Flex)	2	1	1	1
Engineering Assistant I (Flex)	3	2	2	2
Engineering Assistant II	3	3	3	4
Engineering Assistant III	0	0	0	1
Engineering Associate	1	1	1	1

	2017-18 Adopted	2018-19 Adopted	2019-20 Adopted	2020-21 Adopted
<b>Public Works</b>				
Environmental Project Inspector	0	0	1	0
Environmental Project Specialist	1	1	1	1
Equipment Maintenance Manager	1	0	0	0
Equipment Maintenance Supervisor	2	2	2	2
Equipment Mechanic I (Flex)	1	0	0	0
Equipment Mechanic II	6	7	7	7
Equipment Service Worker	1	2	2	2
Executive Assistant	1	1	1	1
Executive Assistant To Director (U)	1	1	0	0
Facilities & Fleet Maintenance Division Manager (U)	0	1	1	1
Facilities Maintenance Mechanic	3	3	4	2
Facilities Maintenance Supervisor	1	1	1	1
Forestry Supervisor	0	0	1	1
Groundworker Arborist	0	0	2	2
Hazmat Technician	1	1	0	0
Heavy Equipment Operator	2	2	0	0
HVAC Mechanic	1	1	1	1
IW Field Inspector	1	1	1	1
Landscape Inspection Supervisor	1	1	0	0
Landscape Inspector I (Flex)	0	0	3	1
Landscape Inspector II	1	1	2	3
Lead Custodian	2	1	1	1
Lead Maintenance Worker	5	4	2	2
Lead Park Construction & Maintenance Worker	0	0	1	1
Maintenance Supervisor	1	1	1	1
Maintenance Worker I (Flex)	14	15	11	11
Maintenance Worker II	6	4	5	4
Maintenance Worker III	4	4	3	3
NPDES Coordinator	0	0	1	1
NPDES Inspector I	0	0	0	1
NPDES Inspector II	0	0	1	1
Office Assistant	0	2	1	1
Operations & Maintenance Division Manager (U)	1	1	1	1
Parks And Landscape Maintenance Supervisor	0	0	1	1
Parks Maintenance Worker II	0	0	2	2
Plumber	1	1	1	1
Pool Maintenance Coordinator	0	0	1	1
Principal Civil Engineer	1	1	1	1

	2017-18 Adopted	2018-19 Adopted	2019-20 Adopted	2020-21 Adopted
<b>Public Works</b>				
Real Property Manager	0	0	1	0
Regulatory Compliance Analyst	1	0	0	0
Safety & Training Officer	0	1	1	1
Senior Arborist	0	0	1	1
Senior Civil Engineer/Division Manager (U)	0	0	0	1
Senior Management Analyst	1	1	1	1
Senior Office Assistant	1	0	0	0
Street Signal/Lighting Supervisor	1	1	1	1
Traffic Engineer	1	1	1	1
Traffic Engineering Associate	1	1	1	1
Traffic Operations & Systems Analyst	1	1	1	0
Traffic Signal Technician I (Flex)	1	1	0	0
Traffic Signal Technician II	2	2	3	3
Tree Trimmer Assistant	1	1	0	0
Tree Trimmer I	1	1	0	0
Tree Trimmer II	1	1	0	0
<b>Public Works Total</b>	<b>111</b>	<b>104</b>	<b>107</b>	<b>105</b>

## PERSONNEL CHANGES

The Land Development program transferred from Community & Economic Development:

- 1.00 Construction Inspector II transferred from CED
- 1.00 Engineering Assistant II transferred from CED
- 1.00 Engineering Assistant III transferred from CED
- 1.00 Senior Civil Engineer/Division Manager (U) transferred from CED

Effective June 1, 2020 and through FY 20/21 the Mayor and City Council approved holding the following positions vacant:

- 1.00 Arborist
- 2.00 Facilities Maintenance Mechanics
- 1.00 Maintenance Worker I
- 1.00 Real Property Manager
- 1.00 Traffic Engineering Associate

These positions have been removed from the above table and total position count but are not deleted.

The Environmental Project Inspector was reclassified to a NPDES Inspector I.

The Traffic Operations & Systems Analyst position was reclassified to a Traffic Engineering Associate.

## **LOOKING BACK -ACHIEVEMENTS**

### **ACHIEVEMENT #1**

Successfully hired the permanent Public Works Director and Operations and Maintenance Division Manager

### **ACHIEVEMENT #2**

Filled key positions within the Department to support service level goals.

### **ACHIEVEMENT #3**

Completed deferred facility maintenance projects at City facilities including the Animal Shelter, and Jerry Lewis Swim Center.

### **ACHIEVEMENT #4**

Finalized all contractual documents to move forward with the Mt. Vernon Bridge Replacement Project.

### **ACHIEVEMENT #5**

Established Community Facility Districts as a sustainable funding mechanism to financially support ongoing maintenance of right-of-way infrastructure for new developments.



**City of San Bernardino  
2020-21 Department Summary  
Public Works**

A. Department/ Division	FY 2018-19	FY 2018-19	FY 2018-19 Actual	FY 2019-20	FY 2019-20	2019-20 YTD Actual	FY 2020-21	% Change
	Adopted Budget	Amended Budget		Adopted Budget	Amended Budget		Adopted Budget	to Amended Budget 2019-20
0001 Administration	2,713,085	3,101,761	3,325,057	2,001,728	2,700,774	2,149,854	2,049,679	-24%
Cemetery Administration	-	185,390	134,220	222,700	222,700	213,938	527,078	137%
0069 Aquatics	-	152,534	135,808	236,400	236,400	183,647	228,607	-3%
0099 Right of Way Cleaning	528,482	528,482	491,187	732,500	732,500	722,281	755,760	3%
8751 COVID-19 Activity	-	-	-	-	-	314,478	-	0%
0025 Capital Projects	814,299	814,299	1,372,896	1,508,100	1,508,100	1,551,757	1,534,598	2%
0072 Parks Maintenance	-	3,720,303	3,695,200	4,073,400	4,073,400	3,645,233	4,102,130	1%
0090 Tree Maint (Urban Forestry)	1,596,000	1,380,485	1,431,058	1,432,600	1,442,600	1,402,846	1,432,930	-1%
0106 City-Owned Median Maintenance	681,843	742,370	606,245	208,600	208,600	146,265	206,000	-1%
0026 Traffic Engineering	463,984	455,799	359,560	772,200	799,788	751,148	599,270	-25%
0027 Stormwater Management	-	408,150	404,933	536,200	536,200	513,123	535,646	0%
0030 Land Development	-	-	-	-	-	-	657,563	0%
0031 Real Property	297,614	322,346	181,785	487,500	487,500	363,150	313,215	-36%
0036 Custodial Maintenance	1,279,304	1,279,304	1,226,630	1,448,100	1,448,100	1,338,953	1,419,321	-2%
0037 Building Maintenance	1,543,007	1,618,157	1,396,657	2,094,000	2,022,607	1,575,982	2,143,827	6%
0088 Street Maintenance	2,552,752	2,036,305	2,188,594	1,956,800	2,274,750	2,007,106	2,012,753	-12%
0089 Graffiti Removal	597,468	566,546	541,116	348,300	348,300	293,706	313,712	-10%
0091 Concrete Maintenance	607,514	624,854	626,262	578,600	578,600	537,133	568,492	-2%
0092 Street Light Maintenance	2,350,210	2,314,823	2,215,933	2,241,800	2,241,800	2,113,241	2,149,302	-4%
0093 Traffic Signal Maintenance	1,218,653	1,170,762	1,318,353	1,512,100	1,512,100	1,037,513	1,554,971	3%
0100 Vehicle Maintenance	3,556,696	3,518,196	3,322,692	3,089,700	3,091,124	2,674,351	3,184,683	3%
0125 Property Maintenance	-	-	-	246,200	246,200	83,496	530,520	115%
0151 Storm Drain	389,846	337,292	343,315	240,900	240,900	184,959	249,623	4%
0152 Traffic Signs & Markings	930,629	723,207	886,527	904,500	904,500	805,923	720,462	-20%
0977 CARPS /CCPP	53,740	83,883	54,018	54,549	54,549	53,746	54,549	0%
0978 OPP Grant	58,421	58,421	57,768	60,552	60,552	60,907	58,841	-3%
0981 TCU TIRE GRANT	10,000	10,000	1,945	-	8,055	5,246	10,000	24%
<b>Grand Total</b>	<b>22,243,546</b>	<b>26,198,043</b>	<b>26,312,462</b>	<b>26,988,029</b>	<b>28,002,502</b>	<b>24,732,607</b>	<b>27,913,530</b>	<b>0%</b>

B. Expenditures BY Classification	FY 2018-19	FY 2018-19	FY 2018-19 Actual	FY 2019-20	FY 2019-20	2019-20 YTD Actual	FY 2020-21	% Change
	Adopted Budget	Amended Budget		Adopted Budget	Amended Budget		Adopted Budget	to Amended Budget 2019-20
Salaries	5,908,048	6,602,294	6,140,016	7,148,600	7,155,655	6,104,432	7,316,480	2%
Benefits	2,771,294	2,871,700	3,012,976	3,607,400	3,607,400	3,372,053	4,138,347	15%
Maintenance & Operations	11,970,275	14,762,329	13,931,859	13,429,529	14,436,947	11,912,522	13,917,755	-4%
Internal Service Charges	2,793,929	3,161,719	3,227,611	3,343,600	3,343,600	3,343,599	3,082,049	-8%
Credit/billables	(1,199,999)	(1,199,999)	-	(541,100)	(541,100)	-	(541,100)	0%
<b>Grand Total</b>	<b>22,243,546</b>	<b>26,198,043</b>	<b>26,312,462</b>	<b>26,988,029</b>	<b>28,002,502</b>	<b>24,732,607</b>	<b>27,913,530</b>	<b>0%</b>

C. Funding Sources	FY 2018-19	FY 2018-19	FY 2018-19 Actual	FY 2019-20	FY 2019-20	2019-20 YTD Actual	FY 2020-21	% Change
	Adopted Budget	Amended Budget		Adopted Budget	Amended Budget		Adopted Budget	to Amended Budget 2019-20
001 General	9,304,091	19,489,316	20,227,557	15,189,900	15,146,095	13,693,794	15,506,895	2%
123 Federal grant programs	122,161	174,107	113,731	115,101	144,959	119,899	123,390	-15%
126 Gas tax fund	6,266,744	0	-	5,365,900	5,326,300	4,677,651	5,203,754	-2%
128 Traffic safety	-	-	-	-	364,550	126,886	630,000	73%
129 Measure I	1,650,000	1,650,000	1,538,869	1,650,000	1,650,000	1,532,832	1,650,000	0%
247 Cultural Developmnt Construction	-	-	-	90,000	93,000	89,365	99,920	7%
527 Integrated waste management	1,070,743	1,093,313	776,523	1,206,028	1,206,028	1,512,889	1,147,757	-5%
635 Fleet services fund	3,829,807	3,791,307	3,666,511	3,371,100	3,372,524	2,979,290	3,551,814	5%
<b>Grand Total</b>	<b>22,243,546</b>	<b>26,198,043</b>	<b>26,312,462</b>	<b>26,988,029</b>	<b>28,002,502</b>	<b>24,732,607</b>	<b>27,913,530</b>	<b>0%</b>

**General Fund  
Public Works  
Administration**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	919,231	254,300	254,300	279,184
5013	Auto Phone Allowance	14,908	8,700	8,700	8,700
5015	Overtime	6,606	-	-	-
5018	Vacation Pay	19,396	-	-	-
5026	PERS Retirement	80,045	27,500	27,500	33,125
5027	Health Life Insurance	123,274	27,500	27,500	30,283
5029	Medicare	12,135	3,700	3,700	4,246
5034	Calpers Unfunded Liability	197,935	37,800	37,800	44,783
5602	Workers Compensation	101,472	21,700	21,700	24,898
5603	Liability	86,031	36,600	36,600	50,292
5604	IT Charges In House	197,599	49,900	49,900	15,680
9999	Suspense	(42)	-	-	-
5111	Material And Supplies	-	2,000	2,000	2,000
	2,000 Various office supplies				
5112	Small Tools And Equipment	36	300	300	300
	300 Small hand tools for office				
5122	Dues And Subscriptions	-	3,200	3,200	1,700
	1,700 Professional membership dues				
5132	Meetings And Conferences	3,882	3,000	3,000	1,200
	1,200 Training, conferences and continuing education				
5172	Equipment Maintenance	-	100	100	100
	100 Minor repairs to office equipment				
5174	Printing Charges	285	1,000	1,000	1,000
	1,000 Printing				
5175	Postage	1,047	1,000	1,000	1,000
	1,000 Postage				
5176	Copy Machine Charges	5,254	6,000	6,000	6,000
	6,000 Routine maintenance and repairs				
5183	Management Allowance	100	-	-	300
	300 Management Allowance				
5502	Professional Contractual	8,813	30,000	30,000	30,000
	30,000 Professional Services/Grant assistance				
5701	Motor Vehicles	455,806	-	-	-
5703	Communications Equipment	16,572	-	-	-
	<b>Administration Totals:</b>	<b>2,250,384</b>	<b>514,300</b>	<b>514,300</b>	<b>534,790</b>

**General Fund  
Public Works  
Capital Projects**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	512,636	989,600	989,600	1,000,906
5012	Special Salaries	387	-	-	-
5013	Auto Phone Allowance	-	6,900	6,900	2,760
5014	Salaries Temporary Parttime	980	-	-	-
5015	Overtime	55,918	60,000	60,000	60,000
	60,000 OT for after hours work				
5018	Vacation Pay	12,168	-	-	-
5026	PERS Retirement	47,532	96,500	96,500	107,180
5027	Health Life Insurance	53,096	108,700	108,700	129,091
5029	Medicare	8,561	14,300	14,300	14,553
5034	Calpers Unfunded Liability	171,544	238,100	238,100	304,523
5601	Garage Charges	5,879	2,800	2,800	3,944
5602	Workers Compensation	90,506	82,000	82,000	89,856
5603	Liability	76,733	138,200	138,200	181,503
5604	IT Charges In House	176,244	188,600	188,600	56,588
5612	Fleet Charges Fuel	3,788	3,600	3,600	4,848
5946	Credit C-1 Recoverable	-	(457,700)	(457,700)	(457,700)
5102	Computer Equip-Non Capital	12,627	-	2,500	-
5111	Material And Supplies	9,779	2,600	2,600	2,600
	300 Ink cartridges				
	700 OCE Plotwave toner				
	400 Office Depot				
	1,200 Water Service				
5112	Small Tools And Equipment	1,500	2,500	2,500	2,500
	2,500 Annual supplies for Engineers and Inspectors				
5122	Dues And Subscriptions	578	3,800	3,800	3,845
	3,500 American Society of Engineers				
	345 Professional Engineering license renewal				
5133	Education And Training	1,804	6,000	6,000	6,000
	400 BNSF railway safety training				
	400 greenbook training				
	1,200 ICC Certification				
	2,000 Inspector's training				
	2,000 League of California Cities for PW officers				
5167	Software Maintenance	12,424	16,000	13,500	16,000
	16,000 Auto CAD Software				
5172	Equipment Maintenance	-	2,000	2,000	2,000
	2,000 OCE Platewave maintenance				
5174	Printing Charges	248	600	600	600
5176	Copy Machine Charges	1,530	2,400	2,400	2,400
5181	Other Operating Expense	1,200	-	-	-
5183	Management Allowance	50	600	600	600
5502	Professional Contractual	52,716	-	-	-
5701	Motor Vehicles	62,469	-	-	-
	<b>Capital Projects Totals:</b>	<b>1,372,863</b>	<b>1,508,100</b>	<b>1,508,100</b>	<b>1,534,598</b>

**General Fund  
Public Works  
Traffic Engineering**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	103,365	389,800	389,800	291,019
5013	Auto Phone Allowance	-	-	-	2,070
5014	Salaries Temporary Parttime	23,226	-	-	-
5015	Overtime	4,945	7,000	7,000	7,000
	505 Christmas Day Parade				
	71 Health Fair set up				
	252 Mayor's State of the City				
	1,262 Misc. & Special events/investigations				
	1,600 Miscellaneous events				
	757 Route 66				
	1,039 SBD Festival				
	946 Striping projects				
	568 Veteran's Day Parade				
5026	PERS Retirement	9,879	38,900	38,900	32,223
5027	Health Life Insurance	13,752	47,000	47,000	40,453
5029	Medicare	1,914	5,700	5,700	4,250
5034	Calpers Unfunded Liability	39,587	79,400	79,400	71,652
5601	Garage Charges	24,364	28,300	28,300	27,906
5602	Workers Compensation	24,578	32,500	32,500	26,413
5603	Liability	20,838	54,700	54,700	53,353
5604	IT Charges In House	47,862	74,700	74,700	16,634
5612	Fleet Charges Fuel	18,703	20,000	20,000	19,597
5946	Credit C-1 Recoverable	-	(83,400)	(83,400)	(83,400)
9999	Suspense	28	-	-	-
5111	Material And Supplies	4,200	-	-	-
5122	Dues And Subscriptions	568	-	-	-
5133	Education And Training	475	-	-	-
5167	Software Maintenance	445	-	-	-
5172	Equipment Maintenance	4,416	-	27,588	-
5174	Printing Charges	119	-	-	-
5181	Other Operating Expense	3,669	-	-	-
5502	Professional Contractual	12,654	-	-	-
	<b>Traffic Engineering Totals:</b>	<b>359,588</b>	<b>694,600</b>	<b>722,188</b>	<b>509,170</b>

**General Fund  
Public Works  
Stormwater Management**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	142,123	154,200	154,200	157,560
5015	Overtime	5,608	1,500	1,500	1,500
	1,500 On-call and after hours work				
5026	PERS Retirement	13,774	15,800	15,800	17,769
5027	Health Life Insurance	10,611	15,600	15,600	12,426
5029	Medicare	2,146	2,200	2,200	2,285
5034	Calpers Unfunded Liability	-	37,800	37,800	44,783
5601	Garage Charges	2,780	-	-	1,073
5602	Workers Compensation	-	12,700	12,700	13,642
5603	Liability	-	21,300	21,300	27,556
5604	IT Charges In House	-	29,100	29,100	8,591
5612	Fleet Charges Fuel	972	-	-	2,361
9999	Suspense	22	-	-	-
5111	Material And Supplies	120	500	500	600
	500 Office supplies				
	100 PPE				
5112	Small Tools And Equipment	-	600	600	600
	400 Miscellaneous tools				
	200 Safety jackets and boots				
5122	Dues And Subscriptions	-	800	800	800
	150 Metal recycling dues				
	650 Various membership dues, NPDES dues				
5133	Education And Training	745	2,000	2,000	2,000
	2,000 Training				
5174	Printing Charges	25	100	100	100
	100 Printing				
5181	Other Operating Expense	-	230,000	230,000	230,000
	50,000 MS4 permit				
	180,000 San Bernardin o County Flood Control permit				
5502	Professional Contractual	226,029	12,000	12,000	12,000
	12,000 Water sample testing				
<b>Stormwater Management Totals:</b>		<b>404,955</b>	<b>536,200</b>	<b>536,200</b>	<b>535,646</b>

**General Fund  
Public Works  
Land Development**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	-	-	-	316,342
5013	Auto Phone Allowance	-	-	-	6,900
5015	Overtime	-	-	-	500
5026	PERS Retirement	-	-	-	35,892
5027	Health Life Insurance	-	-	-	44,905
5029	Medicare	-	-	-	4,687
5034	Calpers Unfunded Liability	-	-	-	89,566
5601	Garage Charges	-	-	-	3,984
5602	Workers Compensation	-	-	-	28,845
5603	Liability	-	-	-	58,265
5604	IT Charges In House	-	-	-	18,166
5612	Fleet Charges Fuel	-	-	-	1,711
5111	Material And Supplies	-	-	-	900
5112	Small Tools And Equipment	-	-	-	500
5133	Education And Training	-	-	-	4,000
5174	Printing Charges	-	-	-	300
5175	Postage	-	-	-	100
5502	Professional Contractual	-	-	-	42,000
	<b>Land Development Totals:</b>	-	-	-	657,563

**General Fund  
Public Works  
Real Property**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	43,277	257,300	257,300	160,393
5013	Auto Phone Allowance	-	-	-	2,070
5014	Salaries Temporary Parttime	(1,223)	-	-	-
5015	Overtime	424	1,000	1,000	1,000
	1,000 OT for Council meetings				
5018	Vacation Pay	3,523	-	-	-
5026	PERS Retirement	3,931	25,700	25,700	16,725
5027	Health Life Insurance	5,651	28,400	28,400	23,367
5029	Medicare	678	3,700	3,700	2,356
5034	Calpers Unfunded Liability	26,391	60,500	60,500	49,261
5602	Workers Compensation	19,092	21,300	21,300	14,561
5603	Liability	16,186	35,800	35,800	29,412
5604	IT Charges In House	37,178	48,900	48,900	9,170
9999	Suspense	0	-	-	-
5111	Material And Supplies	1,317	1,000	1,000	1,000
	1,000 Office supplies				
5121	Advertising	427	1,000	1,000	1,000
	1,000 Advertsing				
5122	Dues And Subscriptions	-	1,400	1,400	1,400
	200 County Assessor map revisions/updates				
	1,200 International Right of Way Association membership				
5133	Education And Training	-	1,500	1,500	1,500
	1,500 International Right of Way classes/seminar				
5174	Printing Charges	24	-	-	-
5175	Postage	58	-	-	-
5181	Other Operating Expense	53	-	-	-
5502	Professional Contractual	24,800	-	-	-
	<b>Real Property Totals:</b>	<b>181,785</b>	<b>487,500</b>	<b>487,500</b>	<b>313,215</b>

**General Fund  
Public Works  
Custodial Maintenance**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	419,430	475,800	475,800	469,871
5014	Salaries Temporary Parttime	256,328	287,200	287,200	297,000
5015	Overtime	1,261	2,500	2,500	2,500
	2,500 Necessary to accommodate after hours requests				
5018	Vacation Pay	4,760	-	-	-
5026	PERS Retirement	46,291	46,700	46,700	51,530
5027	Health Life Insurance	78,148	93,300	93,300	98,017
5029	Medicare	8,558	6,900	6,900	6,813
5034	Calpers Unfunded Liability	136,575	205,000	205,000	242,947
5601	Garage Charges	7,535	14,100	14,100	5,511
5602	Workers Compensation	46,942	42,000	42,000	44,954
5603	Liability	39,798	70,800	70,800	90,805
5604	IT Charges In House	91,411	96,600	96,600	28,310
5612	Fleet Charges Fuel	3,304	3,900	3,900	2,763
9999	Suspense	4	-	-	-
5111	Material And Supplies	50,960	55,000	55,000	53,500
	53,500 General office and custodial supplies Citywide				
5112	Small Tools And Equipment	9,261	9,800	9,800	8,800
	8,800 Custodial support				
5133	Education And Training	-	2,500	2,500	-
5171	Rentals	10,602	16,000	16,000	16,000
	16,000 Uniform Rentals				
5505	Other Professional Services	15,465	20,000	20,000	-
<b>Custodial Maintenance Totals:</b>		<b>1,226,633</b>	<b>1,448,100</b>	<b>1,448,100</b>	<b>1,419,321</b>



**General Fund  
Public Works  
Building Maintenance**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	355,538	453,000	453,000	374,273
5014	Salaries Temporary Parttime	-	-	-	5,616
	5,616 Salaries for security personnel				
5015	Overtime	35,113	50,000	50,000	50,000
	50,000 Salaries for the support of work done after hours				
5018	Vacation Pay	4,754	-	-	-
5026	PERS Retirement	34,242	46,300	46,300	41,700
5027	Health Life Insurance	46,504	67,600	67,600	53,000
5029	Medicare	3,862	6,600	6,600	5,427
5034	Calpers Unfunded Liability	96,988	148,300	148,300	130,990
5601	Garage Charges	6,926	11,100	11,100	5,611
5602	Workers Compensation	41,462	38,700	38,700	34,576
5603	Liability	35,153	65,200	65,200	69,841
5604	IT Charges In House	80,740	89,000	89,000	21,774
5612	Fleet Charges Fuel	13,852	10,800	10,800	17,619
9999	Suspense	20	-	-	-
5111	Material And Supplies	171,404	232,500	219,739	232,500
	232,500 Miscellaneous office supplies to support Building Maintenance				
5112	Small Tools And Equipment	7,695	14,500	17,900	14,500
	14,500 Hand tools, drill bits, augers, PPE and power tool				
5133	Education And Training	2,151	6,100	7,524	2,100
	2,100 Funds for ARC flash training and safety training modules.				
5167	Software Maintenance	16,731	28,000	28,000	28,000
	28,000 Maintenance Connection software support				
5171	Rentals	3,989	24,000	24,000	24,000
	24,000 HVAC backup generator and uniform rentals.				
5172	Equipment Maintenance	57,464	204,500	113,283	204,500
	204,500 Elevator maintenance, fire extinguisher maintenance				
5176	Copy Machine Charges	92	-	240	300
	300 Publication charges				
5181	Other Operating Expense	2,067	4,300	4,300	4,300
	4,300 AQMD generator permit fees and elevator permit fees				
5502	Professional Contractual	235,351	385,000	400,000	615,000
	615,000 City wide security services				
5505	Other Professional Services	136,679	118,500	118,500	118,200
	118,200 ACM, LBP, Air Quality, pest control service, glass replacement				
5704	Miscellaneous Equipment	7,900	-	12,521	-
<b>Building Maintenance Totals:</b>		<b>1,396,676</b>	<b>2,004,000</b>	<b>1,932,607</b>	<b>2,053,827</b>

**General Fund  
Public Works  
Aquatics**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	44,066	50,100	50,100	51,564
5015	Overtime	287	-	-	1,000
	1,000 To support work performed after hours				
5026	PERS Retirement	4,537	5,400	5,400	6,119
5027	Health Life Insurance	8,667	9,700	9,700	10,678
5029	Medicare	643	700	700	748
5034	Calpers Unfunded Liability	-	18,900	18,900	22,392
5602	Workers Compensation	-	4,400	4,400	4,961
5603	Liability	-	7,500	7,500	10,021
5604	IT Charges In House	-	10,200	10,200	3,124
9999	Suspense	1	-	-	-
5111	Material And Supplies	64,606	68,500	88,500	68,500
	68,500 Funds used for replacement parts, pool chemicals.				
5112	Small Tools And Equipment	-	3,500	3,500	3,500
	3,500 Funds used for pool vacuum replacement				
5171	Rentals	63	200	200	200
	200 Equipment rentals				
5172	Equipment Maintenance	3,557	30,000	20,000	30,000
	30,000 Miscellaneous pool equipment maintenance				
5502	Professional Contractual	-	15,500	5,500	15,800
	15,800 Contractors for pool maintenance				
5505	Other Professional Services	9,382	11,800	11,800	-
	<b>Aquatics Totals:</b>	<b>135,809</b>	<b>236,400</b>	<b>236,400</b>	<b>228,607</b>

**General Fund  
Public Works  
Parks Maintenance**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	392,778	512,500	512,500	462,702
5012	Special Salaries	600	600	600	600
5014	Salaries Temporary Parttime	106,600	104,900	104,900	104,798
	64,672 Salaries for PT Parks Maintenance Worker I				
	24,766 Salary for PT Electrician I				
	15,360 Salary for PT Parks Maintenance Worker I				
5015	Overtime	48,831	40,000	40,000	40,800
	50,000 For after hours work				
5018	Vacation Pay	7,885	-	-	-
5026	PERS Retirement	41,482	51,300	51,300	49,993
5027	Health Life Insurance	57,200	68,500	68,500	77,260
5029	Medicare	8,082	7,400	7,400	6,735
5034	Calpers Unfunded Liability	-	151,200	151,200	173,533
5601	Garage Charges	52,114	66,700	66,700	75,754
5602	Workers Compensation	80,709	43,200	43,200	42,834
5603	Liability	9,836	72,800	72,800	86,521
5604	IT Charges In House	167,460	99,300	99,300	26,975
5612	Fleet Charges Fuel	28,714	28,000	28,000	28,670
9999	Suspense	2	-	-	-
5111	Material And Supplies	134,727	150,600	150,600	80,600
	80,600 Supplies to support Parks Maintenance operation				
5112	Small Tools And Equipment	-	5,000	5,000	2,000
	2,000 Funds for the procurement of miscellaneous tools.				
5122	Dues And Subscriptions	-	200	200	200
	200 Dues and subscriptions				
5132	Meetings And Conferences	139	-	-	-
5133	Education And Training	106	500	500	500
	500 Continuing education and training				
5154	Water Charges	1,127,734	1,300,000	1,300,000	1,300,000
	1,300,000 Water charges for irrigation of City parks				
5171	Rentals	6,982	5,500	5,500	5,000
	5,000 Used for equipment rentals and uniforms				
5172	Equipment Maintenance	14,059	40,000	40,000	500
	500 Miscellaneous equipment maintenance				
5174	Printing Charges	44	-	-	-
5502	Professional Contractual	28,574	175,000	175,000	167,450
	100,000 Park re-lamping				
	67,450 Playground equipment maintenance				
5505	Other Professional Services	130,392	200,200	200,200	25,500
	25,500 For backflow testing and repairs and various maintenance				
5506	Landscape Contracts	1,250,151	950,000	950,000	1,225,250
	1,225,250 For landscape maintenance contract facilitation				
<b>Parks Maintenance Totals:</b>		<b>3,695,202</b>	<b>4,073,400</b>	<b>4,073,400</b>	<b>3,984,175</b>

**General Fund  
Public Works  
Street Maintenance**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	554,487	313,200	313,200	275,521
5013	Auto Phone Allowance	-	-	-	5,865
5014	Salaries Temporary Parttime	9,084	-	-	-
5015	Overtime	108,533	101,000	101,000	100,280
	101,000 For after hours work				
5018	Vacation Pay	16,277	-	-	-
5026	PERS Retirement	54,175	33,000	33,000	32,070
5027	Health Life Insurance	90,157	47,400	47,400	47,209
5029	Medicare	9,333	4,500	4,500	4,097
5034	Calpers Unfunded Liability	194,636	106,800	106,800	109,718
5601	Garage Charges	272,335	206,600	206,600	197,812
5602	Workers Compensation	81,873	26,900	26,900	25,764
5603	Liability	69,414	45,200	45,200	52,041
5604	IT Charges In House	159,434	61,800	61,800	16,225
5612	Fleet Charges Fuel	71,488	60,600	60,600	81,102
9999	Suspense	11	-	-	-
5111	Material And Supplies	190,861	-	-	-
5112	Small Tools And Equipment	11,458	-	-	-
5167	Software Maintenance	8,100	-	-	-
5171	Rentals	21,257	-	-	-
5172	Equipment Maintenance	1,003	-	-	-
5174	Printing Charges	117	-	-	-
5176	Copy Machine Charges	1,512	-	-	-
5502	Professional Contractual	74,931	-	-	-
5505	Other Professional Services	2,266	-	-	-
5701	Motor Vehicles	185,863	-	-	-
	<b>Street Maintenance Totals:</b>	<b>2,188,605</b>	<b>1,007,000</b>	<b>1,007,000</b>	<b>947,705</b>

**General Fund  
Public Works  
Graffiti Removal**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	160,469	79,900	79,900	83,435
5015	Overtime	58,915	24,000	24,000	24,000
	24,000 For after hours work				
5018	Vacation Pay	2,172	-	-	-
5026	PERS Retirement	15,286	8,300	8,300	9,579
5027	Health Life Insurance	26,295	14,300	14,300	16,338
5029	Medicare	3,213	1,200	1,200	1,210
5034	Calpers Unfunded Liability	65,978	35,900	35,900	42,544
5601	Garage Charges	21,136	40,800	40,800	32,468
5602	Workers Compensation	21,913	7,000	7,000	7,937
5603	Liability	18,578	11,800	11,800	16,032
5604	IT Charges In House	42,672	16,100	16,100	4,998
5612	Fleet Charges Fuel	16,084	16,300	16,300	11,973
9999	Suspense	(4)	-	-	-
5111	Material And Supplies	55,106	-	-	-
5112	Small Tools And Equipment	18,164	-	-	-
5171	Rentals	2,464	-	-	-
5172	Equipment Maintenance	2,180	-	-	-
5174	Printing Charges	24	-	-	-
5502	Professional Contractual	8,917	-	-	-
	<b>Graffiti Removal Totals:</b>	<b>539,563</b>	<b>255,600</b>	<b>255,600</b>	<b>250,512</b>

**General Fund  
Public Works  
Tree Maint (Urban Forestry)**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	-	309,000	309,000	344,420
5015	Overtime	-	45,000	45,000	45,000
	45,000 For after hours work				
5026	PERS Retirement	-	31,400	31,400	38,575
5027	Health Life Insurance	-	57,400	57,400	50,093
5029	Medicare	-	4,500	4,500	5,011
5034	Calpers Unfunded Liability	-	132,300	132,300	128,751
5602	Workers Compensation	-	27,100	27,100	31,449
5603	Liability	-	45,700	45,700	63,525
5604	IT Charges In House	-	62,400	62,400	19,805
5111	Material And Supplies	-	16,000	6,300	16,000
	16,000 Supplies necessary to support operations				
5167	Software Maintenance	-	4,000	4,000	4,000
	4,000 iWorq Software maintenance				
5171	Rentals	90,573	41,200	41,200	38,200
	38,200 Uniform and equipment rental				
5502	Professional Contractual	1,340,485	-	-	-
5704	Miscellaneous Equipment	-	-	9,700	-
<b>Tree Maint (Urban Forestry) Totals:</b>		<b>1,431,058</b>	<b>776,000</b>	<b>776,000</b>	<b>784,830</b>

**General Fund  
Public Works  
Concrete Maintenance**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	-	74,800	74,800	76,562
5026	PERS Retirement	-	8,100	8,100	9,084
5027	Health Life Insurance	-	10,800	10,800	11,983
5029	Medicare	-	1,100	1,100	1,110
5034	Calpers Unfunded Liability	-	32,100	32,100	38,065
5601	Garage Charges	4,476	12,200	12,200	4,587
5602	Workers Compensation	-	6,400	6,400	7,088
5603	Liability	-	10,800	10,800	14,317
5604	IT Charges In House	-	14,700	14,700	4,464
5612	Fleet Charges Fuel	1,787	2,100	2,100	572
5502	Professional Contractual	619,999	-	-	-
	<b>Concrete Maintenance Totals:</b>	<b>626,262</b>	<b>173,100</b>	<b>173,100</b>	<b>167,833</b>

**General Fund  
Public Works  
Street Light Maintenance**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	48,204	-	-	15,611
5013	Auto Phone Allowance	-	-	-	1,035
5015	Overtime	2,331	-	-	-
5018	Vacation Pay	7,546	-	-	-
5026	PERS Retirement	4,665	-	-	1,852
5027	Health Life Insurance	5,661	-	-	2,250
5029	Medicare	537	-	-	241
5034	Calpers Unfunded Liability	16,495	-	-	3,359
5601	Garage Charges	14,791	-	-	-
5602	Workers Compensation	4,670	-	-	1,432
5603	Liability	3,959	-	-	2,893
5604	IT Charges In House	9,094	-	-	902
5612	Fleet Charges Fuel	4,293	-	-	-
5502	Professional Contractual	554,817	-	-	-
<b>Street Light Maintenance Totals:</b>		<b>677,063</b>	<b>-</b>	<b>-</b>	<b>29,576</b>



**General Fund  
Public Works  
Traffic Signal Maintenance**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	256,426	273,800	273,800	45,956
5015	Overtime	57,765	60,100	60,100	-
5018	Vacation Pay	8,819	-	-	-
5026	PERS Retirement	22,905	27,000	27,000	5,259
5027	Health Life Insurance	30,566	41,000	41,000	8,346
5029	Medicare	4,387	4,000	4,000	684
5034	Calpers Unfunded Liability	52,783	85,000	85,000	16,794
5601	Garage Charges	3,640	5,800	5,800	713
5602	Workers Compensation	30,412	23,300	23,300	4,325
5603	Liability	30,457	39,300	39,300	8,736
5604	IT Charges In House	59,222	53,600	53,600	2,724
5612	Fleet Charges Fuel	1,870	1,200	1,200	2,671
9999	Suspense	35	-	-	-
5111	Material And Supplies	223,544	-	-	-
5112	Small Tools And Equipment	2,358	-	-	-
5167	Software Maintenance	8,100	-	-	-
5171	Rentals	6,430	-	-	-
5181	Other Operating Expense	(116)	-	-	-
5502	Professional Contractual	499,817	-	-	-
5704	Miscellaneous Equipment	18,968	-	-	-
<b>Traffic Signal Maintenance Totals:</b>		<b>1,318,389</b>	<b>614,100</b>	<b>614,100</b>	<b>96,207</b>

**General Fund  
Public Works  
Right of Way Cleaning**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	37,707	79,900	79,900	83,435
5015	Overtime	3,455	8,000	8,000	8,000
	8,000 Overtime for alley support and systemic cleaning				
5026	PERS Retirement	3,891	8,300	8,300	9,579
5027	Health Life Insurance	6,793	14,300	14,300	16,338
5029	Medicare	597	1,200	1,200	1,210
5034	Calpers Unfunded Liability	13,196	35,900	35,900	42,544
5601	Garage Charges	-	-	-	12,558
5602	Workers Compensation	4,206	7,000	7,000	7,937
5603	Liability	3,566	11,800	11,800	16,032
5604	IT Charges In House	8,190	16,100	16,100	4,998
5612	Fleet Charges Fuel	-	-	-	3,132
5502	Professional Contractual	370,859	-	-	-
<b>Right of Way Cleaning Totals:</b>		<b>452,458</b>	<b>182,500</b>	<b>182,500</b>	<b>205,760</b>

**General Fund  
Public Works  
Property Maintenance**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5111	Material And Supplies	-	-	-	1,000
5151	Electric Charges	-	100,000	97,000	180,000
	180,000 Electrical Utilities for City Facilities				
5152	Gas Charges	-	1,000	4,000	5,000
	5,000 California Theater gas bill				
5154	Water Charges	-	10,000	10,000	12,000
	12,000 Water Utilities for City Owned Properties				
5156	Refuse	-	-	-	3,100
5157	Telephone Charges	-	-	-	20,000
5181	Other Operating Expense	-	1,400	1,400	26,100
	1,400 Fire Marshall Permits				
	24,000 Frontier Communications (phone service)				
	700 Health permits				
5502	Professional Contractual	-	133,800	133,800	283,320
	98,600 Facility Maintenance Contractors				
	9,920 General Facility Maintenance				
	1,300 Safety Supplies & Equipment				
	173,500 Security & Maintenance for City Facilities				
<b>Property Maintenance Totals:</b>		-	246,200	246,200	530,520

**General Fund  
Public Works  
Traffic Signs & Markings**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	81,976	123,800	123,800	99,910
5015	Overtime	24,078	4,500	4,500	4,500
	4,500 For after hours work				
5026	PERS Retirement	8,319	13,400	13,400	10,552
5027	Health Life Insurance	15,040	19,400	19,400	13,189
5029	Medicare	1,541	1,800	1,800	1,449
5034	Calpers Unfunded Liability	26,391	47,200	47,200	33,587
5602	Workers Compensation	13,547	-	-	8,980
5603	Liability	11,486	-	-	18,140
5604	IT Charges In House	26,382	-	-	5,655
5111	Material And Supplies	234,894	-	-	-
5121	Advertising	1,351	-	-	-
5133	Education And Training	589	-	-	-
5167	Software Maintenance	411	-	-	-
5171	Rentals	1,395	-	-	-
5172	Equipment Maintenance	1,774	-	-	-
5502	Professional Contractual	437,352	-	-	-
<b>Traffic Signs &amp; Markings Totals:</b>		<b>886,527</b>	<b>210,100</b>	<b>210,100</b>	<b>195,962</b>

**General Fund  
Public Works  
Cemetery Administration**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	34,062	38,100	38,100	40,006
5015	Overtime	3,031	4,500	4,500	4,500
	4,500 Funds to support after hours work				
5026	PERS Retirement	3,518	4,100	4,100	4,747
5027	Health Life Insurance	6,674	7,100	7,100	7,369
5029	Medicare	538	600	600	580
5034	Calpers Unfunded Liability	-	18,900	18,900	22,391
5601	Garage Charges	2,176	23,100	23,100	335,015
5602	Workers Compensation	-	3,400	3,400	3,783
5603	Liability	-	5,700	5,700	7,642
5604	IT Charges In House	-	7,700	7,700	2,383
5612	Fleet Charges Fuel	339	11,900	11,900	1,062
5111	Material And Supplies	5,400	5,400	5,400	5,400
	5,400 For the support of deferred maintenance program				
5112	Small Tools And Equipment	-	1,000	1,000	1,000
	1,000 For miscellaneous hand tools.				
5151	Electric Charges	453	500	500	500
	500 Anticipated electric charges				
5154	Water Charges	32,562	35,000	35,000	35,000
	35,000 Necessary water charges				
5171	Rentals	-	600	600	600
	600 Uniform rentals				
5505	Other Professional Services	-	11,000	11,000	-
5506	Landscape Contracts	45,467	44,100	44,100	55,100
	55,100 Contract for the landscaping of the cemetery				
<b>Cemetery Administration Totals:</b>		<b>134,220</b>	<b>222,700</b>	<b>222,700</b>	<b>527,078</b>

**Federal Grant Programs  
Public Works  
CARPS /CCPP**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	236	-	-	-
5026	PERS Retirement	24	-	-	-
5027	Health Life Insurance	36	-	-	-
5029	Medicare	3	-	-	-
5186	Civic And Promotional	12,615	-	-	-
5502	Professional Contractual	41,103	54,549	54,549	54,549
	11,700 EcoHero Show				
	13,000 ReCollect Mobile & website application				
	29,849 SB Soccer				
	<b>CARPS /CCPP Totals:</b>	54,018	54,549	54,549	54,549

**Federal Grant Programs  
Public Works  
OPP Grant**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime 1,000 Full-time salary personnel for grant administration	637	1,000	1,000	1,000
5026	PERS Retirement	66	-	-	-
5027	Health Life Insurance	66	-	-	-
5029	Medicare	9	-	-	-
5111	Material And Supplies 3,000 Used oil program giveaways	7,000	2,000	2,000	3,000
5121	Advertising	24,990	-	-	-
5186	Civic And Promotional	25,000	-	-	-
5502	Professional Contractual 49,990 I.E 66ers edu, outreach & advertising 4,851 SBC Fire HHW	-	57,552	57,552	54,841
<b>OPP Grant Totals:</b>		<b>57,768</b>	<b>60,552</b>	<b>60,552</b>	<b>58,841</b>

**Federal Grant Programs  
Public Works  
TCU TIRE GRANT**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	578	-	-	1,000
	1,000 Residential dump day events				
5015	Overtime	1,137	-	4,055	4,000
	4,000 Residential dump day events				
5026	PERS Retirement	2	-	-	-
5027	Health Life Insurance	203	-	-	-
5029	Medicare	25	-	-	-
9999	Suspense	(0)	-	-	-
5111	Material And Supplies	-	-	4,000	5,000
	5,000 TCU18 safety materials & supplies				
<b>TCU TIRE GRANT Totals:</b>		<b>1,945</b>	<b>-</b>	<b>8,055</b>	<b>10,000</b>



**Gas Tax Fund  
Public Works  
Traffic Engineering**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5111	Material And Supplies 1,500 Office material and supplies, spray paint, safety gear	-	1,500	1,500	1,500
5112	Small Tools And Equipment 4,400 Small hand tools required for on the job tasks	-	4,400	4,400	4,400
5122	Dues And Subscriptions 1,900 Licenses and memberships related to Public Works	-	1,900	1,900	1,900
5133	Education And Training 900 Certification - Professional Traffic Operations Engineer	-	900	900	900
5172	Equipment Maintenance 9,000 Annual maintenance agreements	-	9,000	9,000	9,000
5174	Printing Charges 1,000 Temporary No Parking Signs	-	1,000	1,000	1,000
5176	Copy Machine Charges 900 Copy machine maintenance	-	900	900	900
5181	Other Operating Expense 28,000 Traffic machine counts, intersection turning counts	-	28,000	28,000	28,000
5502	Professional Contractual 42,500 Consultants to conduct traffic impact studies	-	30,000	30,000	42,500
<b>Traffic Engineering Totals:</b>			<b>77,600</b>	<b>77,600</b>	<b>90,100</b>

**Gas Tax Fund  
Public Works  
Parks Maintenance**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	-	-	-	52,769
5026	PERS Retirement	-	-	-	6,261
5027	Health Life Insurance	-	-	-	8,639
5029	Medicare	-	-	-	765
5034	Calpers Unfunded Liability	-	-	-	22,391
5602	Workers Compensation	-	-	-	4,913
5603	Liability	-	-	-	9,923
5604	IT Charges In House	-	-	-	3,094
	<b>Parks Maintenance Totals:</b>	-	-	-	108,754

**Gas Tax Fund  
Public Works  
Street Maintenance**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	-	346,600	346,600	372,110
5026	PERS Retirement	-	37,500	37,500	43,624
5027	Health Life Insurance	-	65,000	65,000	64,056
5029	Medicare	-	5,000	5,000	5,396
5034	Calpers Unfunded Liability	-	151,200	151,200	190,327
5602	Workers Compensation	-	30,600	30,600	34,829
5603	Liability	-	23,300	23,300	70,353
5604	IT Charges In House	-	70,500	70,500	21,934
9999	Suspense	(160)	-	-	-
5111	Material And Supplies	-	175,000	165,000	207,000
	20,700 Support of street maintenance				
	186,300 Vulcan Asphalt				
5112	Small Tools And Equipment	-	7,000	7,000	7,000
	7,000 For the procurement of small hand tools				
5167	Software Maintenance	-	5,600	5,600	5,000
	5,000 Software licenses				
5171	Rentals	-	25,000	25,000	25,000
	10,000 Equipment rentals				
	15,000 Uniform rentals				
5172	Equipment Maintenance	-	3,500	3,500	3,500
	3,500 Routine maintenance				
5174	Printing Charges	-	500	500	200
	200 Business cards				
5176	Copy Machine Charges	-	-	-	5,000
	5,000 Maintenance fees for two copiers				
5505	Other Professional Services	-	3,500	3,500	9,000
	9,000 DOT, Hazmat				
5701	Motor Vehicles	-	-	210,400	-
	<b>Street Maintenance Totals:</b>	<b>(160)</b>	<b>949,800</b>	<b>1,150,200</b>	<b>1,064,328</b>

**Gas Tax Fund  
Public Works  
Graffiti Removal**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5111	Material And Supplies 55,700 Graffiti program	-	55,700	55,700	55,700
5112	Small Tools And Equipment 3,500 Small tools and equipment	-	33,500	33,500	3,500
5171	Rentals 2,500 Uniforms	-	2,500	2,500	2,500
5172	Equipment Maintenance 1,500 Power washer and misc equipment maintenance.	-	1,000	1,000	1,500
<b>Graffiti Removal Totals:</b>		-	92,700	92,700	63,200

**Gas Tax Fund  
Public Works  
Tree Maint (Urban Forestry)**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5112	Small Tools And Equipment 15,000 Tools to support Forestry	-	25,000	15,000	15,000
5171	Rentals 1,500 Uniforms	-	-	-	1,500
5172	Equipment Maintenance 1,000 Forestry equipment	-	1,000	1,000	1,000
5174	Printing Charges 600 Notifications - No Parking signs, door hangers	-	600	600	600
5502	Professional Contractual 630,000 Trimming contract with West Coast Arborists	-	630,000	600,000	630,000
5704	Miscellaneous Equipment	-	-	50,000	-
<b>Tree Maint (Urban Forestry) Totals:</b>		-	656,600	666,600	648,100

**Gas Tax Fund  
Public Works  
Concrete Maintenance**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	-	46,100	46,100	47,604
5026	PERS Retirement	-	4,400	4,400	5,027
5027	Health Life Insurance	-	7,700	7,700	8,697
5029	Medicare	-	700	700	690
5034	Calpers Unfunded Liability	-	18,900	18,900	22,391
5602	Workers Compensation	-	4,000	4,000	4,452
5603	Liability	-	14,600	14,600	8,993
5604	IT Charges In House	-	9,100	9,100	2,804
5502	Professional Contractual	-	300,000	300,000	300,000
	300,000 Concrete maintenance contract with EPS				
	<b>Concrete Maintenance Totals:</b>	-	405,500	405,500	400,659

**Gas Tax Fund  
Public Works  
Street Light Maintenance**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	-	17,500	17,500	-
5015	Overtime	-	3,500	3,500	-
5026	PERS Retirement	-	1,900	1,900	-
5027	Health Life Insurance	-	1,900	1,900	-
5029	Medicare	-	300	300	-
5034	Calpers Unfunded Liability	-	2,800	2,800	-
5601	Garage Charges	-	14,500	14,500	15,226
5602	Workers Compensation	-	1,500	1,500	-
5603	Liability	-	88,700	88,700	-
5604	IT Charges In House	-	3,400	3,400	-
5612	Fleet Charges Fuel	-	4,900	4,900	3,601
5502	Professional Contractual	-	450,900	450,900	450,900
	450,900 Electrical repair contractor - Quality Electric				
<b>Street Light Maintenance Totals:</b>		-	591,800	591,800	469,726

**Gas Tax Fund  
Public Works  
Traffic Signal Maintenance**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	-	66,700	66,700	282,946
5015	Overtime	-	-	-	60,100
5026	PERS Retirement	-	6,300	6,300	30,490
5027	Health Life Insurance	-	7,700	7,700	43,241
5029	Medicare	-	1,000	1,000	4,103
5034	Calpers Unfunded Liability	-	18,900	18,900	100,761
5602	Workers Compensation	-	5,500	5,500	25,899
5603	Liability	-	51,600	51,600	52,314
5604	IT Charges In House	-	12,700	12,700	16,310
9999	Suspense	(35)	-	-	-
5111	Material And Supplies	-	195,000	195,000	195,000
	100,000 Econolite				
	25,000 McCain				
	70,000 Miscellaneous supply vendors				
5122	Dues And Subscriptions	-	1,000	1,000	1,000
	1,000 For ISMA certifications, trade and technical seminars				
5133	Education And Training	-	-	-	1,500
	1,500 IMSA				
5167	Software Maintenance	-	8,100	25,200	8,100
	8,100 iWorq				
5171	Rentals	-	6,000	6,000	7,000
	7,000 Uniforms and backup equipment				
5172	Equipment Maintenance	-	2,500	2,500	-
5502	Professional Contractual	-	515,000	247,900	-
<b>Traffic Signal Maintenance Totals:</b>		(35)	898,000	648,000	828,763



**Gas Tax Fund  
Public Works  
Right of Way Cleaning**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5502	Professional Contractual 550,000 ROW contract	-	550,000	550,000	550,000
<b>Right of Way Cleaning Totals:</b>		-	550,000	550,000	550,000

**Gas Tax Fund  
Public Works  
City-Owned Median Maintenance**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5111	Material And Supplies	-	15,800	15,800	16,000
	15,200 Irrigation supplies				
	300 Lock and key services				
	500 Office supplies				
5112	Small Tools And Equipment	-	600	600	-
5132	Meetings And Conferences	-	250	250	-
5133	Education And Training	-	250	250	-
5171	Rentals	-	1,500	1,500	-
5174	Printing Charges	-	200	200	-
5502	Professional Contractual	-	5,000	5,000	-
5506	Landscape Contracts	-	185,000	185,000	190,000
	190,000 Maintenance contract				
<b>City-Owned Median Maintenance</b>		-	208,600	208,600	206,000

**Gas Tax Fund  
Public Works  
Storm Drain**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	-	85,300	85,300	87,108
5015	Overtime	-	25,000	25,000	25,000
	25,000 Work performed after hours				
5026	PERS Retirement	-	8,900	8,900	10,335
5027	Health Life Insurance	-	13,200	13,200	15,444
5029	Medicare	-	1,200	1,200	1,263
5034	Calpers Unfunded Liability	-	32,100	32,100	38,065
5602	Workers Compensation	-	7,300	7,300	8,194
5603	Liability	-	8,600	8,600	16,552
5604	IT Charges In House	-	16,800	16,800	5,160
9999	Suspense	2	-	-	-
5111	Material And Supplies	-	8,500	8,500	8,500
	8,500 Storm drain materials				
5112	Small Tools And Equipment	-	4,000	4,000	4,000
	4,000 Small hand tools				
5133	Education And Training	-	5,000	5,000	5,000
	5,000 Confined space training				
5171	Rentals	-	25,000	25,000	25,000
	25,000 Vactor rental and other specialized tools				
	<b>Storm Drain Totals:</b>	<b>2</b>	<b>240,900</b>	<b>240,900</b>	<b>249,623</b>

**Gas Tax Fund  
Public Works  
Traffic Signs & Markings**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5602	Workers Compensation	-	10,700	10,700	-
5603	Liability	-	18,000	18,000	-
5604	IT Charges In House	-	24,600	24,600	-
5111	Material And Supplies	-	214,000	214,000	99,000
	99,000 Sign replacement program				
5122	Dues And Subscriptions	-	900	900	-
5133	Education And Training	-	1,500	1,500	1,500
	1,500 IMSA re-certifications				
5167	Software Maintenance	-	1,000	1,000	1,000
	1,000 Software maintenance Gov Connect sign software				
5171	Rentals	-	2,200	2,200	1,500
	1,500 Uniforms				
5172	Equipment Maintenance	-	1,500	1,500	1,500
	1,500 Equipment maintenance				
5502	Professional Contractual	-	420,000	420,000	420,000
	420,000 Guardrail, fence, Cal Stripe				
<b>Traffic Signs &amp; Markings Totals:</b>		-	694,400	694,400	524,500

**Traffic Safety Fund  
Public Works  
Traffic Signal Maintenance**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5111	Material And Supplies 115,000 Sign Replacement Program	-	-	-	115,000
5502	Professional Contractual 515,000 Shared signal costs, loops signal knockdowns	-	-	250,000	515,000
<b>Traffic Safety Totals:</b>		-	-	364,550	630,000

**Measure I  
Public Works  
Street Light Maintenance**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5151	Electric Charges	1,538,869	1,650,000	1,650,000	1,650,000
	1,650,000 Electric charges for street lights				
<b>Street Light Maintenance Totals:</b>		1,538,869	1,650,000	1,650,000	1,650,000

**Cultural Development Fund  
Public Works  
Building Maintenance**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5502	Professional Contractual	-	90,000	90,000	90,000
	90,000 Security Services at the Libraries				
	<b>Building Maintenance Totals:</b>	-	90,000	90,000	90,000

**Cultural Development Fund  
Public Works  
Parks Maintenance**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5015	Overtime	-	-	-	9,200
	<b>Parks Maintenance Totals:</b>	-	-	-	9,200



**Cultural Development Fund  
Public Works  
Street Maintenance**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5015	Overtime	-	-	3,000	720
	<b>Street Maintenance Totals:</b>	-	-	3,000	720

**Integrated Waste Management  
Public Works  
Administration**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	153,589	158,700	158,700	158,736
5012	Special Salaries	900	900	900	1,800
5015	Overtime	-	6,000	6,000	5,000
	5,000 After hours call outs and unscheduled extended work days.				
5026	PERS Retirement	15,167	16,400	16,400	18,037
5027	Health Life Insurance	26,061	27,000	27,000	30,066
5029	Medicare	2,254	2,300	2,300	2,328
5034	Calpers Unfunded Liability	39,587	56,700	56,700	67,174
5601	Garage Charges	9	58,300	58,300	370
5602	Workers Compensation	15,756	13,800	13,800	15,015
5603	Liability	13,358	2,500	2,500	30,330
5604	IT Charges In House	30,682	31,800	31,800	9,456
5612	Fleet Charges Fuel	34	10,900	10,900	445
9999	Suspense	1	-	-	-
5111	Material And Supplies	10,956	1,000	814	1,000
5112	Small Tools And Equipment	-	300	300	300
	300 Small hand tools and/or PPE				
5171	Rentals	356	1,000	1,000	700
	700 Uniform rentals				
5174	Printing Charges	568	-	-	1,000
	1,000 Solid waste and recycling public notification printing charges				
5175	Postage	36,572	80,000	80,000	40,000
	40,000 Emergency solid waste & recycling mailings				
5181	Other Operating Expense	3,859	16,000	16,186	16,000
	16,000 Environmental health and permit fees.				
5502	Professional Contractual	367,654	722,428	722,428	750,000
	120,000 HF & H Solid waste consultants				
	299,666 SBC HHW contract				
	18,000 SCS Groundwater monitoring and sampling at Waterman LF				
	300,000 Waterman LF OM & M contract for gas extraction system				
5505	Other Professional Services	13,450	-	-	-
	<b>IWM Administration Totals:</b>	<b>730,813</b>	<b>1,206,028</b>	<b>1,206,028</b>	<b>1,147,757</b>

**Fleet Services Fund  
Public Works  
Administration**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	106,757	104,500	104,500	141,473
5015	Overtime	190	-	-	-
5018	Vacation Pay	698	-	-	-
5026	PERS Retirement	52,402	9,900	9,900	15,423
5027	Health Life Insurance	12,443	12,500	12,500	21,348
5029	Medicare	1,501	1,500	1,500	2,051
5034	Calpers Unfunded Liability	17,154	24,600	24,600	51,500
5602	Workers Compensation	10,237	8,700	8,700	12,943
5603	Liability	8,679	6,700	6,700	26,143
5604	IT Charges In House	19,935	19,900	19,900	8,151
9999	Suspense	1	-	-	-
5111	Material And Supplies	2,592	5,000	5,000	4,000
	2,000 Office supplies				
	2,000 Paper				
5112	Small Tools And Equipment	-	2,000	2,000	2,000
	2,000 Replacement computer equipment				
5133	Education And Training	-	6,000	6,000	2,000
	2,000 Crystal Reporting, RTA, Energy CAP training				
5151	Electric Charges	57,659	60,000	60,000	48,000
5152	Gas Charges	22,033	11,000	11,000	22,000
5154	Water Charges	6,814	7,000	7,000	8,000
5167	Software Maintenance	24,724	-	-	-
5175	Postage	-	100	100	100
	100 Certified mail				
5176	Copy Machine Charges	-	2,000	2,000	2,000
	2,000 Copy machine maintenance and rental fees				
<b>Fleet Administration Totals:</b>		<b>343,820</b>	<b>281,400</b>	<b>281,400</b>	<b>367,132</b>

**Fleet Services Fund  
Public Works  
Vehicle Maintenance**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5011	Salaries Permanent Fulltime	502,517	622,900	622,900	640,451
5012	Special Salaries	-	2,400	2,400	1,800
5015	Overtime	7,663	15,000	15,000	7,000
5018	Vacation Pay	3,642	-	-	-
5026	PERS Retirement	364,685	61,800	61,800	70,365
5027	Health Life Insurance	68,942	84,300	84,300	96,445
5029	Medicare	7,457	9,100	9,100	9,313
5034	Calpers Unfunded Liability	145,152	207,800	207,800	246,305
5601	Garage Charges	23,490	17,300	17,300	18,668
5602	Workers Compensation	60,609	52,600	52,600	58,618
5603	Liability	51,386	9,300	9,300	118,404
5604	IT Charges In House	118,025	121,100	121,100	36,915
5612	Fleet Charges Fuel	13,748	8,400	8,400	8,698
9999	Suspense	(6)	-	-	-
5199	Depreciation Expense	84,232	-	-	-
5102	Computer Equip-Non Capital	-	-	15,100	-
5111	Material And Supplies	411,633	467,600	450,000	467,600
	1,000 Bernell Hydraulics				
	9,000 BMW Motorcycle parts				
	1,000 Cintas First Aid supplies				
	5,000 Fastenal				
	2,000 FleetServ Diesel emissions filters				
	1,000 Honda & Polaris graphics				
	3,000 Hydro Tek Systems				
	2,500 LaVerne Power Equipment				
	2,100 Office supplies				
	441,000 Vehicle parts and equipment				
5112	Small Tools And Equipment	2,576	10,000	10,000	9,000
	9,000 Personnel tool reimbursement				
5113	Motor Fuel And Lubricants	1,045,286	900,000	900,000	900,000
	900,000 Gas, diesel, CNG and lubricants				
5133	Education And Training	2,801	10,000	11,424	8,000
	1,000 Safety training				
	3,500 Software training				
	3,500 Vehicle manufacturer training				
5167	Software Maintenance	3,000	15,600	40,600	15,600
	5,600 Diagnostic software renewal				
	10,000 IDS Software				
5171	Rentals	12,609	42,000	42,000	42,000
	12,500 Heavy equipment leasing				
	14,500 Safety Kleen service				
	15,000 Uniforms				

**Fleet Services Fund  
Public Works  
Vehicle Maintenance**

<b>Account</b>	<b>Account Description</b>	<b>2019 Actual Amount</b>	<b>2020 Adopted Budget</b>	<b>2020 Amended Budget</b>	<b>2021 Adopted Budget</b>
5172	Equipment Maintenance	38,061	70,000	70,000	70,000
	2,000 Alarm service notice				
	61,600 Fuel island equipment maintenance				
	1,500 Lifts, inspections and repairs				
	900 Office equipment maintenance				
	4,000 Steam cleaner water service and maintenance				
5173	Outside Vehicle Maintenance	270,042	279,500	262,000	279,500
	279,500 Funds for outsourced vehicle maintenance				
5174	Printing Charges	1,308	2,000	2,000	2,000
	2,000 Printing for daily vehicle check list log books				
5175	Postage	272	-	-	-
5176	Copy Machine Charges	782	-	-	-
5179	Dump Waste Fees	5,966	20,000	15,000	17,000
	12,000 Hazardous waste removal				
	5,000 Pumping of 2 stage and 4 stage clarifier				
5181	Other Operating Expense	24,403	25,000	25,000	25,000
	15,000 Quarterly fuel tax return				
	10,000 Underground storage tanks, hazardous waste fees				
5502	Professional Contractual	4,500	6,000	6,000	6,000
	6,000 Transport tax service for quarterly BOE filing				
5505	Other Professional Services	30,945	30,000	30,000	30,000
	30,000 Well's Fargo credit card fees (CNG fueling station)				
5704	Miscellaneous Equipment	1,912	-	-	-
5706	Alterations And Renovations	15,048	-	-	-
	<b>Vehicle Maintenance Totals:</b>	<b>3,322,686</b>	<b>3,089,700</b>	<b>3,091,124</b>	<b>3,184,683</b>

**City of San Bernardino  
Grants Summary  
2020-21 Adopted Budget**

<b>Department</b>	<b>Grant Name</b>	<b>Expiration Date</b>	<b>Amount Anticipated</b>
City Manager	Youth Reinvestment Grant	2/28/2023	\$ 999,998
Community & Economic Development	Community Development Block Grant	Continuous	\$ 3,405,816
Community & Economic Development	HOME Investment Partnerships Program	Continuous	\$ 1,404,784
Community & Economic Development	Emergency Solutions Grant	Continuous	\$ 295,799
Community & Economic Development	Neighborhood Stabilization Program	Exhaustion	\$ 360,000
Community & Economic Development	General Plan Update	Exhaustion	\$ 3,000,000
Community & Economic Development	SB2 Planning Grant	Unknown	\$ 625,000
Library	Adult Basic Education	Continuous	\$ 108,080
Library	California Literacy Program	Continuous	\$ 60,050
Parks	Retired Senior Volunteer Program	3/31/2021	\$ 54,809
Parks	Senior Companion Program	6/30/2021	\$ 306,836
Parks	Senior Nutrition Program	6/30/2021	\$ 387,213
Police	COPS Option Enhancing Law Enforcement Activity Subaccount (ELEAS)	Continuous	Unknown
Police	HSGP FY2018	5/31/2021	\$ 38,025
Police	OTS PT20151	9//30/2019	\$ 485,000
Police	AB109 / Prop 30	Exhaustion	\$ 313,000
Police	UASI Riverside County Fire	5/31/2021	\$ 308,200
Police	PSA Cadet Program	Exhaustion	\$ 125,880
Police	Local Law Enforcement Grant	Exhaustion	\$ 55,812
Public Works	Used Oil Payment Program	6/30/2021	\$ 58,841
Public Works	City/County Payment Program	3/1/2021	\$ 54,549
Public Works	Waste Tire Cleanup Grant	Unknown	\$ 10,000



# City of San Bernardino

## Grants Summary

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### City Manager

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<b>Grant Name:</b> Youth Reinvestment Grant Program	<b>Grant Source:</b> California Board of State & Community Corrections
<b>Expiration Date:</b> February 28, 2023	<b>Amount Anticipated:</b> \$999,998.00
<b>Description:</b> Youth Reinvestment Grant Program (YRG) is a one-time, grant award for a total of \$999,998.00 for a three year cycle. The grant cycle ends February 28, 2023. The City plans to re-apply for the YRG program prior to the end of the grant cycle. The City has received one-third of the award to support annual expenses.	
YRG program funds are to implement evidence-based, culturally relevant, trauma-informed, and developmentally appropriate services that address the unique needs of San Bernardino youth ages 14 to 21 that are at risk of or are fluctuating between the child welfare and juvenile justice systems. The purpose is of the program is to divert youth throughout the project period away from the juvenile justice system. The City's Youth Reinvestment direct service providers are Operation New Hope and Southern California Mountains Foundation, Urban Conservation Corps. Both agencies are located in the City and provide youth diversion services such as case management that supports youth in academic achievement, life skills, job training & placement, and linkages to other service providers.	



City of  
**San Bernardino**  
 Grants Summary

**Community & Economic Development**

<b>Grant Name:</b> Community Development Block Grant	<b>Grant Source:</b> Housing and Urban Development (HUD)
<b>Expiration Date/Renewable?:</b> Continuous	<b>Amount Anticipated:</b> \$3,405,816
<b>Description:</b> Annually, the City applies to HUD for CDBG funds via its submittal of an Annual Action Plan. The object of CDBG is to develop viable urban communities by providing decent housing, a suitable living environment, and expanded economic opportunities, principally for persons of low and moderate income. The City utilizes CDBG funds for improvements related to the Americans with Disabilities Act (ADA), street and sidewalk improvements; replacement of park playground equipment; a Micro- enterprise Program which provides training for small business entrepreneurs; and Fair Housing.	

<b>Grant Name:</b> HOME Investment Partnerships	<b>Grant Source:</b> Housing and Urban Development (HUD)
<b>Expiration Date/Renewable?:</b> Continuous	<b>Amount Anticipated:</b> \$1,404,784
<b>Description:</b> The HOME Program provides funds for activities such as housing rehabilitation, homeownership and the construction multi-family rental housing to benefit persons of very low and low income. Typically HOME funds are made available in the form of low interest loans. The City funds an owner occupied rehabilitation loan program with HOME funds, as well as a first-time ownership infill housing program.	

<b>Grant Name:</b> Emergency Solutions Grant	<b>Grant Source:</b> Housing and Urban Development (HUD)
<b>Expiration Date/Renewable?:</b> Continuous	<b>Amount Anticipated:</b> \$295,799
<b>Description:</b> The Emergency Solutions Grants (ESG) provides funds for the engagement of individuals and families living on the streets; improvement of homeless shelters and operation of shelters; rapid re-housing of homeless persons and funds to keep persons who are housed from becoming homeless through rental assistance. The program assists individuals and families quickly regain stability in permanent housing after experiencing a housing crisis or homelessness.	





# City of San Bernardino

## Grants Summary

<b>Grant Name:</b> Neighborhood Stabilization Program (NSP1 and NSP3)	<b>Grant Source:</b> Housing and Urban Development (HUD)
<b>Expiration Date/Renewable?:</b> Expires when funds are exhausted	<b>Amount Anticipated:</b> \$360,000
<b>Description:</b> The Neighborhood Stabilization Program was established for the purpose of stabilizing communities that suffered from foreclosures and abandonment. NSP funds are no longer granted by HUD. The NSP funds that the City has are the last of this grant type. \$300,000 of the amount noted will be used for predevelopment costs associated with the development of new ownership housing in the Eastpointe neighborhood. The balance will be used for staff administrative costs related to reporting and management of the NSP funds.	

<b>Grant Name:</b> General Plan Update	<b>Grant Source:</b> State Department of Housing and Community Development (HCD)
<b>Expiration Date/Renewable:</b> Expires when funds are exhausted	<b>Amount Anticipated:</b> \$3,000,000
<b>Description:</b> Comprehensive Update to the City's General Plan, focused update to the Development Code, the creation of a Specific for Downtown San Bernardino and the preparation of the appropriate environmental documentation.	

<b>Grant Name:</b> SB2 Grant (2019 Planning Grants Program)	<b>Grant Source:</b> State Department of Housing and Community Development (HCD)
<b>Expiration Date/Renewable:</b> Unknown	<b>Amount Anticipated:</b> \$625,000
<b>Description:</b> To assist with the update to the General Plan, a focused update of the Development Code and the creation of a Specific Plan for Downtown San Bernardino.	



City of  
**San Bernardino**  
 Grants Summary

**Library**

<b>Grant Name:</b> Adult Basic Education	<b>Grant Source:</b> California Department of Education
<b>Expiration Date/:</b> Renewable	<b>Amount Anticipated:</b> \$108,080
<p><b>Description:</b> The California Department of Education through the Adult Education and Family Literacy Act (AEFLA), Title II/231 of the Workforce Innovation and Opportunity Act (WIOA) provides Adult Education, and Family Literacy as well as vocational rehabilitation programs to create an integrated, "one-stop" system of workforce investment and education activities for adults and youth. Public programs and other organizations that carry out activities assisted under the Adult Education and Family Literacy Act are partners with their local one-stop delivery system. Through this funding source the Library is able to offer classes for Adult Basic Education (ABE), English as a Second Language (ESL), Citizenship and basic computer skills training. Our goal and that of WIOA is to increase employment, retention, and earnings of participants and in doing so, improve the quality of life and the workforce to sustain economic growth, enhance productivity and competitiveness, and reduce welfare dependency. Pending approval for continued funding for FY 2020/21.</p>	

<b>Grant Name:</b> California Literacy Program	<b>Grant Source:</b> California State Library
<b>Expiration Date/Renewable?:</b> Renewable	<b>Amount Anticipated:</b> \$60,050
<p><b>Description:</b> The California State Library through the funding of California Library Literacy Services (CLLS) assists the City in enabling residents of the City of San Bernardino ages 16 and older who are not currently enrolled in school to reach their literacy goals and use library services effectively. California has approximately 3.4 million adults with below basic literacy skills. The program provides basic literacy skills to those that are at the lowest level of literacy and provides children in K-8 homework assistance through the "Homework Club" to ensure they do not fall into the depths of illiteracy. Pending approval for continued funding for FY 2020/21.</p>	



City of  
**San Bernardino**  
 Grants Summary

**Parks**

<b>Grant Name:</b> Retired Senior Volunteer Program (RSVP)	<b>Grant Source:</b> Corporation for National & Community Service (CNCS)
<b>Expiration Date/Renewable?:</b> 4/1/2020 to 3/31/2021	<b>Amount Anticipated:</b> \$ 54,809
<b>Description:</b> An estimated 269 RSVP Volunteers will serve in a support role in these various areas: Disaster preparedness, response, mitigation and/or recovery, transportation, companionship, nutrition, senior services and tutoring programs. These volunteers will collectively provide over 29,000 hours these areas. Funding from CNCS will pay for personnel, training, and volunteer costs.	

<b>Grant Name:</b> Senior Companion Program (SCP)	<b>Grant Source:</b> Corporation for National & Community Service (CNCS)
<b>Expiration Date/Renewable?:</b> 7/1/20 to 6/30/2021	<b>Amount Anticipated:</b> \$ 306,836
<b>Description:</b> Seniors helping seniors is the purpose of the Senior Companion Program. Registered volunteers provide companionship, meal preparation, grocery shopping, transportation to and from medical appointments and pharmacies for those adults with physical, emotional, or mental health limitations, most of whom are elderly. These valuable approximately forty-five volunteers provide approximately 160 clients with 49,000 hours of personal service.	

<b>Grant Name:</b> Senior Nutrition Program	<b>Grant Source:</b> County of San Bernardino, Department of Aging & Adult Services (DAAS)
<b>Expiration Date/Renewable?:</b> 7/1/20 to 6/30/2021	<b>Amount Anticipated:</b> \$ 387,213
<b>Description:</b> The Senior Nutrition Program provides meals for seniors aged 60 years and older at six sites: 5 <sup>th</sup> Street Senior Center, Perris Hill Senior Center, Hernandez Community Center, Lytle Creek Community, Highland Senior Center, and New Hope Family Life Center. The program will serve an average of 250 clients per day and a yearly estimated total of 47,000 to 52,000 meals.	



City of  
**San Bernardino**  
 Grants Summary

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**Police**

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<b>Grant Name:</b> COPS Option Enhancing Law Enforcement Activity Subaccount (ELEAS)	<b>Grant Source:</b> State of California through San Bernardino County
<b>Expiration Date/Renewable?:</b> Continuous	<b>Amount Anticipated:</b> Unknown
<b>Description:</b> Funds from the Citizens Option for Public Safety grant from the State of California to be used exclusively for funding frontline municipal police services. Funding is directly applied as a transfer to the General Fund.	

<b>Grant Name:</b> HSGP FY2018 (Homeland Security Grant Program)	<b>Grant Source:</b> San Bernardino County Fire
<b>Expiration Date/Renewable?:</b> 5/31/2021	<b>Amount Anticipated:</b> \$38,025
<b>Description:</b> The Homeland Security Grant Program is administered by the San Bernardino County Emergency Operations division to provide local governments with funding necessary to improve preparedness, response and recovery for all hazards faced by the city. San Bernardino PD has uses HSGP funds to upgrade and improve the Emergency Operations Center located at police headquarters. Total grant award is \$38,025, for the grant period of 10/1/2018 – 5/30/2021. The remainder of funding will be carried over into FY2020/21.	



City of  
**San Bernardino**  
 Grants Summary

<b>Grant Name:</b> OTS PT20151-Office of Traffic Safety	<b>Grant Source:</b> National Highway Traffic Safety Administration (NHTSA)
<b>Expiration Date/Renewable?:</b> 9/30/2019	<b>Amount Anticipated:</b> \$485,000
<p><b>Description:</b> OTS grant funds are used to conduct traffic programs aimed at reducing the number of victims killed and injured in traffic collisions. Total grant award of \$485,000 for the grant period 10/1/2019 – 9/30/2020. The remainder of funding will be carried over into FY2020/21</p> <ul style="list-style-type: none"> <li>• 8726 – Materials &amp; Supplies - \$24,556</li> <li>• 8727 – DUI/DL Checkpoints - \$113,511</li> <li>• 8728 – DUI Saturation Patrols - \$159,154</li> <li>• 8729 – Traffic Enforcement - \$31,832</li> <li>• 8730 – Distracted Driving - \$12,163</li> <li>• 8731 – Motorcycle Safety - \$21,221</li> <li>• 8732 – Click It Or Ticket - \$10,608</li> <li>• 8733 – Pedestrian &amp; Bicycle Enforcement - \$81,511</li> <li>• 8734 – Know Your Limit - \$6,792</li> <li>• 8735 – Collaborative DUI Enforcement - \$11826</li> <li>• 8736 – Collaborative Traffic Enforcement - \$11,826</li> </ul>	

<b>Grant Name:</b> AB109/ Prop 30	<b>Grant Source:</b> State of California
<b>Expiration Date/Renewable?:</b> N/A	<b>Amount Anticipated:</b> \$0.
<p><b>Description:</b> California’s Public Safety Realignment Act of 2011 transferred jurisdiction and funding for managing lower-level criminal offenders from the State to the counties. Under Realignment, for example, certain offenders began serving their felony sentences in jail rather than prison. Funding is provided for the City to manage early release of convicted offenders. The City was funded a total of \$3,415,949 between March 2013 and Sept. 2015 to be used in support of law enforcement’s efforts to manage the effect of early release offenders. As of May 2020 the balance of available funding is estimated to at \$313,000 to be carried over to FY2020/21 to fund overtime expenditures.</p>	



City of  
**San Bernardino**  
 Grants Summary

<b>Grant Name:</b> UASI Riverside County Fire	<b>Grant Source:</b> Homeland Security
<b>Expiration Date/Renewable?:</b> 5/31/2021	<b>Amount Anticipated</b> \$308,200.
<p><b>Description:</b> The intent of the UASI program is to enhance regional preparedness and expand collaboration efforts in the region. The City of San Bernardino became a member of the Riverside Area Urban Areas Security Initiative (UASI). The FY2018/19 grant award will fund the purchase of a Mobile Barrier system and pickup truck to haul the barriers as well as night vision cameras for the Skywatch mobile tower. The grant award amount is \$308,200 for the grant period of 9/1/2018 – 5/31/2021. The remainder will be carried over into FY2020/21.</p>	

<b>Grant Name:</b> PSA Cadet Program	<b>Grant Source:</b> Public Safety Academy
<b>Expiration Date/Renewable?:</b> N/A	<b>Amount Anticipated:</b> \$0
<p><b>Description:</b> The Public Safety Academy (PSA) Cadet Program is designed to offer eligible current and former students of PSA part-time positions as Police Cadets in order to introduce them into a variety of law enforcement careers. The grant is a one-time award of \$125,880 to be used until all funds are expended. The remainder will be carried over into FY2020/21.</p>	

<b>Grant Name:</b> Local Law Enforcement Grant	<b>Grant Source:</b> Board of State and Community Corrections
<b>Expiration Date/Renewable?:</b> N/A	<b>Amount Anticipated:</b> \$0
<p><b>Description:</b> BSCC Local Law Enforcement distributed \$20 million to local law enforcement agencies to increase positive outcomes between municipal law enforcement and high-risk populations. The San Bernardino Police Department applied initial funding towards Crisis Intervention and Behavioral Health Training for all officers. Remaining funding will be applied to other existing programs, such as the Police Activities League aimed at youth diversion programs and gang and violence prevention programs. The grant is a one-time award of \$55,812 to be used until all funds are expended. The remainder will be carried over into FY2020/21.</p>	





City of  
**San Bernardino**  
 Grants Summary

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**Public Works**

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<b>Grant Name:</b> Used Oil Payment Program OPP10	<b>Grant Source:</b> CalRecycle
<b>Expiration Date/Renewable?:</b> 6/30/21 / yes	<b>Amount Anticipated:</b> \$58,841 (received)
<p><b>Description:</b> Local certified collection centers within the City boundaries collect all used oil from residents. It is the City’s responsibility to monitor that collection, provide public education and outreach to the residents, and submit annual reports to CalRecycle. The award amount of \$58,841 for FY 20/21 has been approved and will be received in late April or early May 2020. The grant period is from July 1, 2019 – June 30, 2021 and will need to be appropriated accordingly into FY 20/21 budget.</p>	

<b>Grant Name:</b> City/County Payment Program CCPP18/19	<b>Grant Source:</b> CalRecycle
<b>Expiration Date/Renewable?:</b> 3/1/21 / yes	<b>Amount Anticipated:</b> \$54,549 (received)
<p><b>Description:</b> Beverage container recycling is essentially all public education and outreach. It is the biggest component of municipal waste recycling. Education and outreach must address all the components of recycling. Implementing and monitoring this program can shift the behavior for the targeted residents, necessitating a strong education effort. Education includes Earth Day events, collaboration with IE 66ers, Burrtec Waste Industries, EcoHero and a web/mobile application with online services including calendars, widgets, newsletters, reminders, messaging, tools, social media and events. CCPP 2018/19 funding of \$54,549 was received from CalRecycle in May 2019 for the grant period of May 2019 – March 1, 2021. This grant money will need to be carried over to FY 20/21 budget.</p>	



City of  
**San Bernardino**  
 Grants Summary

<b>Grant Name:</b> Waste Tire Cleanup Grant TCU18	<b>Grant Source:</b> CalRecycle
<b>Expiration Date/Renewable?:</b> Unknown / yes	<b>Amount Anticipated:</b> \$10,000
<p><b>Description:</b> Waste tire cleanup grant program provides grant monies for personnel duties, collection, transportation, and proper disposal of waste tires that are found throughout the City of San Bernardino. The City pays for all the costs related to waste tire cleanup up front and is then reimbursed when a payment request is submitted. The City utilizes the monthly residential city cleanup day to collect unwanted waste tires from residents free of charge. Evolving public education and outreach methods are essential to help inform residents of the different avenues to dispose waste tires, rather than dump them illegally throughout the City of San Bernardino. Efforts to spend the money during the grant term will be in partnership with Burrtec Waste Industries. Upcoming Grant application in Winter of 2020 will be in the amount of \$10,000. Typically, this grant has a term of 2 years from the determined grant start date.</p>	



**CITY OF SAN BERNARDINO  
DEBT SERVICE SCHEDULE  
FISCAL YEAR 2020-2021**

<b>ACCOUNT NO.</b>	<b>LESSOR</b>	<b>DESCRIPTION</b>	<b>ADDITIONS</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>PAYMENT</b>	<b>FREQUENCY OF PAYMENT</b>
001-090-0053-5803	California Infrastructure Bank	Harriman Place Extension		135,377	5,813	141,190	Annual
001-090-0053-5803	US Bank	2018 Lease Revenue Refunding Bonds		880,244	112,273	992,517	Annual
001-090-0053-5803	AMBAC	Pension Obligation Bond		173,678	239,234	412,912	Annual
001-090-0053-5803	Commerzbank	Pension Obligation Bond		404,670	557,417	962,087	Annual
710-180-0126-5801	Bank of New York Mellon	HUD Section 108 - Arden Guthrie		319,019	534,000	853,019	Annual
002-090-0053-5503	San Bernardino Conty	Fire Management Association Note Payable		300,000		300,000	Annual
<b>Total</b>			-	<b>2,212,988</b>	<b>1,448,737</b>	<b>3,661,725</b>	

Air Quality Management District (Also known as South Coast Air Quality Management District - SCAQMD)	AQMD
Assembly Bill	AB
Assessment District	AD
Assessor's Parcel Number	APN
Business Registration Certificate (Also known as Business License)	BRC
Computer Aid Dispatch (Also known as Computer Aided Design)	CAD
California Environmental Quality Act	CEQA
Certificates of Participation	COP
Citizens Option for Public Safety	COPS
Community Development Block Grant	CDBG
Community Development Commission	CDC
Comprehensive Annual Financial Report	CAFR
Conditional Use Permit	CUP
Consumer Price Index	CPI
Drug Abuse Resistance Education	DARE
Development Review/Environmental Review Commission	DRC/ER
Economic Development Agency (Also Known as Former Redevelopment Agency - RDA)	EDA
Emergency Medical Service	EMS
Environmental Impact Report	EIR
Fair Political Practices Commission	FPPC
Fiscal Year	FY
General Plan Amendment	GPA
Geographical Information Systems	GIS
Government Code	GC
Inland Valley Development Agency	IVDA
Joint Powers Authority (generic)	JPA
Legislative Review Committee	LRC
Local Agency Formation Commission	LAFCO
Management Information Systems	MIS
Mayor and City Council	M&CC
Memorandum of Understanding	MOU
Municipal Code (Also known as San Bernardino Municipal Code - SBMC)	MC
Norton Air Force Base (former)	NAFB
Online Computer Library Center	OCLC
Problem Oriented Policing	POP

## GLOSSARY

## ACRONYMS & ABBREVIATIONS

Public Employees Retirement Systems	PERS
Public Information Officer	PIO
Records Management Systems	RMS
San Bernardino Association of Governments	SANBAG
San Bernardino International Airport Authority	SBIAA
San Bernardino Joint Powers Financing Authority	SBJPFA
San Bernardino Unified School District	SBUSD
Senate Bill	SB
Southern California Association of Governments	SCAG
Southern California Edison	SCE
Transient Occupancy Tax (Also known as Transient Lodging Tax - TLT)	TOT
Underground Utility District	UUD
Utility Users Tax	UUT

**Account:** A subdivision within a fund for the purpose of classifying transactions.

**Account Number:** A numeric identification of the account. Typically a unique number or series of numbers. The City of San Bernardino's number structure is comprised of five fields of characters. They are as follows: *Fund Number – Department Number – Object Code – Project Number – Program Number* and looks like (000-000-0000-0000-0000).

**Adopted Budget:** A budget which typically has been reviewed and “Adopted” (approved) by the Mayor and City Council prior to the start of a fiscal year. The legal authority to expend money for specified purposes in the fiscal year time period.

**Appropriate:** Set apart for, or assign to, a particular purpose or use.

**Appropriation:** An authorization by the Mayor and City Council to make expenditures and to incur obligations for specific amounts and purposes within a specific time frame.

**Appropriations Limit:** As defined by Section 8 of Article XIII B of the California Constitution, enacted by the passage of Proposition 4 at the November 6, 1979, general election, the growth in the level of certain appropriations from tax proceeds are generally limited to the level of the prior year's appropriation limit as adjusted for changes in cost of living and population. Other adjustments may be made for such reasons as the transfer of services from one government entity to another.

**Assessed Valuation:** A percent of appraisal value assigned to real estate property for use as a basis for levying property taxes.

**Asset Forfeiture:** The removal of money and property from persons involved in illegal criminal activity.

**Assessment:** Charges made to parties for actual services or benefits received.

**Assessment Districts:** An area where fees are assessed by the City to cover the construction, maintenance or service costs that have occurred in that specific area.

**Audit:** Scrutiny of the City's accounts by an independent auditing firm to determine whether the City's financial statements are fairly presented in conformity with generally accepted accounting principles.

**Balanced Budget:** A spending plan in which expenditures do not exceed revenues.

**Beginning Balance:** Unencumbered and unreserved resources available in a fund from the prior fiscal year after payment of prior fiscal year expenditures.

**Bond:** A written promise from a local government to repay a sum of money on a specific date at a specified interest rate. Bonds are most frequently used to finance capital improvement projects.

**Budget:** A fiscal plan of financial operation listing an estimate of proposed applications or expenditures and the proposed means of financing them. The budget must be approved by the Mayor and City Council prior to the beginning of the fiscal year.

**Budget Amendment:** Any changes made to the Adopted Budget Document. (Administrative Amendment – Changes to the budget that do not require the approval of the Mayor and City Council and may be approved administratively by the Director of Finance. Legislative Amendment – Changes to the budget that require the approval of the Mayor and City Council and may not be approved administratively.

**Budget Message/Transmittal Message:** A message from the City Manager to the Mayor and City Council which summarizes the budget and highlights the most important aspects of the budget.

**Budget Year:** The Fiscal year for which the budget is being considered; fiscal year.

**Budgeted Positions:** Those ongoing positions approved in the final budget of the preceding year.

**Budgeted Reserve:** The anticipated portion of a fund's balance designated by the Mayor and City Council as reserved for contingencies and not to be appropriated unless directed and authorized by the Mayor and City Council.

**CAD/RMS System:** (CAD) A Computer Aided Dispatch System used by the Police and Fire Departments. (RMS) A Records Management System used by the Police Department.

**Capital Expenditure:** The acquisition of fixed assets, usually authorized in the capital budget, that include land, buildings, infrastructure, and equipment.

**Capital Outlay:** Expenditures which result in the acquisition of, or addition to, fixed assets. A capital item is tangible, durable, non-consumable, and has a useful life of more than one year and a value of more than \$500 per unit.

**Capital Projects:** A major long-term construction of, or improvements to, public physical facilities.

**Carryover:** Process of carrying a budgeted and encumbered item from the current fiscal year to the next fiscal year. The new fiscal year account will reflect the increased amount of the carryover.

**CATV:** Cable TV Division of the City of San Bernardino. This division provides regulatory oversight of the City's cable companies for franchise compliance, consumer protection, and franchise renewal negotiations. It operates and programs two access channels, one public and one educational for the community.

**CDBG:** Community Development Block Grant - Contributions received from the Federal Government to be used or expended for a specific purpose or activity.

**Certificates of Participation (COP):** Obligations of a public entity based on a lease or installment sale agreement.

**Charter:** A formal legal document of the City which specifies its purpose and describes the organization of the City's government.

**Charter 186:** Establishes for the City of San Bernardino a basic standard for fixing salaries, classifications, and working conditions of the employees of the Police and Fire Departments of the City of San Bernardino, and the Mayor and the City Council in exercising the powers and control over these departments

**Consumer Price Index (CPI):** Measure of change in consumer as determined by a monthly survey of the U.S. Bureau of Labor Statistics.

**Debt Service:** Payment of the principal and interest on an obligation resulting from the issuance of bonds, notes, or certificates of participation (COP's).

**Deficit:** Insufficient revenues to fully support current expenditures and obligations.

**Department:** A major unit of organization in the City comprised of subunits named divisions and responsible for the provision of a specific package of services.

**Depreciation:** Loss in value of an asset, whether due to physical changes, obsolescence, or factors outside of the asset.

**Designated Fund Balance:** A portion of unreserved fund balance designed by city policy for a specific future use.

**Division:** A major sub-unit of a department with responsibility for a clearly defined portion of the service package provided by a department.

**EDA:** Economic Development Agency

**EMS:** Emergency Medical Service

**Encumbrance:** The commitment of appropriated funds to purchase goods or services. An encumbrance is not an expenditure. An encumbrance reserves funds to be expended.

**Expenditures:** The outflow of funds paid or to be paid for an asset, goods or services obtained. The actual spending of governmental funds.

**Fiscal Year (FY):** A twelve-month period of time to which an annual budget applies and at the end of which a governmental unit determines its financial position and the results of its operations. In the City of San Bernardino, it is July 1 through June 30.

**Fixed Asset:** Assets of long-term character which are intended to continue to be held or used, such as land, buildings, machinery, furniture, and other equipment.

**Fleet:** A Division of the City of San Bernardino which operates under the supervision of the Director of Public Services. This Division is responsible for acquisition, service and maintenance of the City's vehicles and equipment.

**Franchise Fee:** A charge for the privilege of using public rights-of-way and property within the City for public or private purposes.

**Fringe Benefit:** Compensation that an employer contributes to its employees such as social security, retirement, life/health insurance, or training supplements. Fringe benefits can be either mandatory or voluntary.

**Fund:** An independent fiscal and accounting entity with a self-balancing set of accounts, used to record all financial transactions related to the specific purpose for which the fund was created.

**Fund Balance:** The difference between fund assets and fund liabilities.

**General Fund:** The primary fund of the City used to account for all revenues and expenditures of the City not legally restricted as to use. This fund is used to accumulate the cost of the City's general operations and services such as street maintenance, parks, fire and police protection.

**General Government:** A fund within the City budget which consists of two areas: 1) Fine Arts and Civic Activities – Which is the support of various programs that aid the City in improving its community, developing and enhancing the cultural and aesthetic values of the City, and developing the Civic Affairs of the City. 2) Non-Departmental – City-wide program costs which are not directly applicable to any one City Department.

**Goal:** A general statement of broad direction, purpose or intent, which describes the essential reason for existence and which is not limited to a one-year time frame. Generally, a goal does not change from year to year.

**Grant:** Contributions or gifts of cash or other assets from another governmental entity or foundation to be used or expended for a specific purpose, activity or facility.

**Infrastructure:** The physical assets of the City (streets, water, sewer, public buildings, parks).

**Internal Audit:** The review of financial transactions in both the Finance Department and in operating departments for compliance with local policy and generally accepted accounting principles.

**Internal Service Funds:** A fund established to account for the goods and services provided by one City Department to another City Department and is financed on a cost-reimbursement basis.

**Lease Purchase:** With the approval of the Mayor and City Council, a large purchase of capital equipment made by the City of San Bernardino which is paid through a financial corporation in payments. The payments can be made annually, semi-annually, quarterly or monthly.

**Liquidation:** To convert assets into cash.

**Mid-Year Budget Review:** A review of actual expenditure and reserves vs budgeted amounts half way through the fiscal year. Reserve and expenditure estimates may be revised based on actuals and new information not available at time the budget was adopted.

**MIS:** Management Information Systems Division of the City of San Bernardino. This Division provides technology creation, maintenance, and general automation support to all City Departments.

**Memorandum of Understanding (MOU):** The result of labor negotiations between the City of San Bernardino and its various bargaining units.



**Non-Departmental:** Appropriations of the General Fund not directly associated with a specific department. Expenditure items and certain types of anticipated general savings are included.

**Ordinance:** A formal legislative enactment by the City Council. It has the full force and effect of law within the City boundaries.

**Organizational Chart:** A chart showing the interrelationships of positions within an organization in terms of authority and responsibilities.

**Outsource:** The contracting of public services to an outside vendor.

**Overtime:** Time worked in excess of an agreed upon time for normal working hours by an employee. Hourly or non-exempt employees must be compensated at the rate of one and one-half their normal hourly rate for overtime work beyond 40 hours in a work week.

**Performance Measurement:** A management tool for systematically collecting clearly defined data regarding the effectiveness and efficiency of service delivery

**PERS:** Public Employees Retirement System – The retirement system, administered by the State of California, to which all permanent City employees belong.

**Preliminary Budget Document:** An unapproved draft document listing an estimate of proposed applications or expenditures and the proposed means of financing them for a certain fiscal year.

**Program:** A “program” is defined as an organized group of activities directed toward attaining one or more related objectives, and the resources to execute them.

**Program Budget:** A budget organized by a grouping of related activities, projects and services which are similar in purpose. The expenditure focus of a program budget is related to the nature of work and services performed.

**Proposition 218:** The law which governs whether or not a City can approve/impose a tax without an electoral vote.

**Purchase Order:** An order issued by the Purchasing Department which authorizes the delivery of specific goods or services and incurring a debt for them.

**Reserve:** The portion of a fund’s balance legally restricted for a specific purpose and, therefore not available for general appropriation.

**Resolution:** A special order of the Mayor and City Council which has a lower legal standing than an ordinance.

**Revenues:** Funds received from various sources and treated as income to the City which are used to finance expenditures. These funds are received from sources such as local taxes, state shared revenues, fees charged, interest on investments and fines and forfeits.

**Salary Savings:** Salary savings reflect personnel cost savings resulting from vacancies and as a result of employee turnover.

**Shortfall:** The forecast amount, which will become a deficit to the City once all revenues and expenditures have been calculated.

**Special Revenue Funds:** A governmental fund type used to account for specific revenues that are legally restricted to expenditures for particular purposes.

**Taxes:** Charges made against the public by a government to obtain the money it needs to finance its activities.

**Transient Occupancy Tax (TOT):** A tax imposed on travelers who stay in temporary lodging facilities within the City.

**Undesignated Fund Balance:** The unrealized balance of an account once all revenues and expenditures have been calculated.

**Utility Users Tax:** Per the City of San Bernardino Municipal Code Chapter 3.44, a tax is imposed on users of utilities within the City, such as cable, gas, electric, and telephone, at a rate of 7.75%. This tax is a major revenue source for the City of San Bernardino.

**Vacancy Factor:** The calculated savings of vacant positions and expenditure savings within City Departments.

**Vendors:** Persons or companies providing services to the City of San Bernardino for payment.