



# ANNUAL BUDGET FISCAL YEAR 18/19

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**&  
CITY COUNCIL**



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DAVIS**



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BESSINE L. RICHARD**



**WARD 7  
COUNCIL MEMBER  
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# TRANSMITTAL LETTER

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City of  
**San Bernardino**

Office of the City Manager | Andrea M. Miller, City Manager

June 20, 2018

**Subject: Fiscal Year 2018/19 Adopted Budget Transmittal Letter**

Honorable Mayor and Members of the City Council:

In accordance with Charter section 401(f) and the San Bernardino Municipal Code, it is my pleasure to present the City of San Bernardino's Adopted Operating Budget and Capital Improvement Program (CIP) totaling \$212,303,005 million for Fiscal Year 2018/19. This Adopted Budget implements the policy direction provided by the Mayor and City Council through their 2018-2019 Goals and Objectives (Resolution No. 2018-130; adopted March 5, 2018) and serves as a financial plan for the continued improvement of the quality of life for San Bernardino's residents and businesses.

The Budget is comprised of two documents: Adopted Operating Budget and the Five-Year Capital Improvement Program (CIP) for the City of San Bernardino, excluding the City's Water Department. The Operating Budget provides an overview of each operational unit's activities and programs included in the budget for the upcoming year. The Operating Budget Detail includes detailed information at the revenue and expenditure account levels. The City's comprehensive capital spending plan for the forthcoming years is presented in the Five-Year CIP.

The Adopted Operating Budget, including transfers, for FY 2018/19 is \$166,238,728 (this includes \$126,191,821 in the General Fund and \$40,046,907 in other funds that include Special Revenue, Enterprise Operations, and Internal Services). The Total Adopted Budget, which includes the Operating Budget and CIP, of \$212,303,005 represents a \$30 million increase over the FY 2017/18 Adopted Budget and CIP, or 16% growth. Similar to the FY 2017/18 Adopted Budget, the primary driver for the increase continues to be the Capital Improvement Program where significant investments are planned for FY 2018/19.

The General Fund represents \$126 million, a modest \$6 million, or 5%, increase over the prior year budget. This Adopted Budget includes a projected increase in revenues of \$7 million, or 6%, which includes the anticipated \$1.8 million in revenue from the County of San Bernardino as a result of the Amendment to the Vehicle License Fee (VLF) Swap Agreement between the City and the County reducing the share of VLF revenues transferred to the County for fire protection that was approved by the Mayor and City Council in April 2018. The Adopted Budget includes the reduction of 23 full-time positions, eliminated through attrition and the elimination of positions that have been unfilled for a

number of years, which reduces citywide staffing by 3% from the prior year (a reduction in General Fund staffing of 21 positions). Moderate maintenance and operation as well as utility rate adjustments and minor program enhancements are included in this budget in an effort to provide an improved level of maintenance and management of services and infrastructure to the community. These targeted increases were largely offset by the elimination of positions and reductions in other discretionary maintenance and operating costs.

In light of the economic environment, the FY 2018/19 Adopted Budget is built to maintain existing levels of service, fund contractual/mandated obligations, and allocate available ongoing funding on a one-time basis to maintain flexibility to face uncertain fiscal impacts. An estimated \$4.9 million in one-time and ongoing costs proposed by Departments for items such as new permitting and other updated software, replacement vehicles that have exceeded the useful life, tactical equipment, and program expansions were not included in this year's revenue projections. Throughout the budget process this year, we stressed with all departments and staff involved in budget development the need to examine the allocation and prioritization of existing resources before requesting additional funding. This was a critical step, as discussed in greater detail later in this correspondence, as the City's resources are limited and are expected to increase only modestly over the next few years and the demand for programs, services and maintenance remains high. At the same time, deferred maintenance and infrastructure needs are significant. The City is unable to meet the growing deferred maintenance and infrastructure needs into the future at the current funding levels. As a result, 25 positions have been. There is 1 position being transferred within existing staffing to provide greater resources to meet this need. Full-time positions of 721 continue to be below peak levels of 1319 in FY 2007/08; and while significant restructuring has occurred, we are continuing to evaluate the workload and staffing in all Departments, in particular, those that supported the Fire Department and refuse division, to right size the organization given the changes to the operation as a result of the reduction in personnel. This Adopted Budget is balanced and includes adding \$798,679 to the General Fund Reserves for emergencies, economic downturns, or unanticipated events. Further, the City's financial modeling reflects a deficit in future fiscal years without further structural changes, and revenue growth.

### **Strategic Planning and 2018-2019 Goals and Objectives**

Successful cities focus on long-term goals, embrace change and transition, and position themselves to be successful into the future. San Bernardino is positioning itself among the successful cities throughout the state by engaging in meaningful discussions about the City's opportunities, setting a strong foundation of effective systems and policies, identifying long-term goals, and implementing change.

Over the last several months, the Mayor, City Council and City Manager, with the guidance and support of an accomplished leader, have engaged in Strategic Planning sessions. The result is a shared vision of the future, a clear statement by the Mayor and City Council about the job of the City and the paradigm under which we work and the expectations. The vision, job and operating paradigm adopted by the Mayor and City Council (Resolution No. 2018-130; adopted March 5, 2018) include:

## **Vision**

*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.*

## **Job Statement**

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

## **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.*

The 2018-19 Goals and Objectives that align with the vision were also adopted by the Mayor and City Council. These Goals and Objectives build upon the significant work that was undertaken in 2015 to engage the community in discussions about their vision for San Bernardino, service and infrastructure needs, and their expectations of local government, which resulted in 7 Priority Goals. More than 500 community members, neighborhood advisory groups, representative of organizations such as the school district and community college district, non-profits, and faith-based organizations participated in these meetings, and the Priority Goals that were established through these discussions served as the foundation and evolved, and the 2018-2019 Goals and Objectives reflect the ideas, needs and perspectives obtained through this earlier work. The 2018-19 Goals and Objectives follow:

***San Bernardino Mayor and City Council  
2018-2019 Goals & Objectives***

1. **Implement the City Vision**
  - a. *Ensure that all staff members are aware of the direction provided by the Mayor and City Council through the City Vision, Goals and Objectives, Paradigm and Job Statement.*
  - b. *Develop programs and operating systems to publicize, promote, support and implement the guidance provided by the Mayor and City Council.*
2. **Provide for the Safety of City Residents and Business**
  - a. *Utilize City programs to reduce crime and ensure that neighborhoods and business areas are safe.*
  - b. *Recruit and retain the highest caliber public safety personnel.*
  - c. *Maintain or improve emergency response times.*
3. **Create, Maintain and Grow Jobs and Economic Value in the City**
  - a. *Provide clear policy direction, predictable decision-making, and efficient processing and program delivery to inspire confidence in investors and trust in the community.*
  - b. *Emphasize business retention and expansion.*
  - c. *Utilize City resources to support the local economy and maximize job creation.*
4. **Ensure Development of a Well-Planned, Balanced, and Sustainable City**

- a. *Provide infrastructure designed for long term economic growth.*
- b. *Support a wide range of housing types and levels of affordability.*
- c. *Ensure that the City is clean and attractive.*

**5. Improve City Government Operations**

- a. *Implement the City Charter by maintaining clear roles and lines of authority.*
- b. *Develop and maintain consistent messaging.*
- c. *Ensure that employees know that they and their work are valued.*
- d. *Encourage collaboration by breaking down silos within the organization.*
- e. *Evaluate operations and performance through investment in the resources, technology and tools needed to continually improve organizational efficiency and effectiveness.*

**6. Operate in a Fiscally Responsible and Business-Like Manner**

- a. *Continue to implement the Plan of Adjustment.*
- b. *Develop a long-term budget plan and assessment of the City's built environment which brings City operations into both fiscal and programmatic balance, including funding of reserves for infrastructure and equipment maintenance and replacement.*
- c. *Invest City resources in ways which create more ongoing revenue to reinvest in maintaining and improving services.*

**7. Pursue City Goals and Objectives by Working with Other Agencies**

- a. *Work with Federal, State and regional governments and organizations to ensure San Bernardino receives its fair share of resources.*
- b. *Maintain close working relationships with the county, tribes and other governmental agencies.*

The vision, job statement, operating paradigm and 2018-2019 Goals and Objectives are being shared throughout the City organization, in group and individual meetings with employees, in the employee handbook and new hire materials, included on the employee intranet, and published in City correspondence and agenda reports. Adherence to the expectations is now being evaluated as part of the annual performance appraisal process. The Adopted FY 2018/19 Budget reflects the Goals and Objectives adopted by the Mayor and City Council, and program and services are being evaluated and analyzed in relation to the Goals and Objectives and adherence reflected as part of the agenda preparation process. We are working, and will continue to do so, to change the culture of the City organization to reflect the values and expectations adopted by the Mayor and City Council and ensure that the City's limited resources are deployed strategically to achieve the expected outcomes.

**Economic Outlook**

As we focus on tomorrow, we are mindful of where we have been and how far we have come. Over the last several years, the City of San Bernardino has seen many changes. Filing for bankruptcy protection in 2012 provided the opportunity for the City to restructure

debt and pension programs to reduce costs and reorganize the operating structure including annexing into the County Fire Protection District and franchising refuse service. One of the important outcomes of the bankruptcy was the development of the 20-Year Financial Model which now serves as a backbone of the City's financial planning process. This planning document provides the framework to maintain a structurally balanced budget by requiring financial discipline in making policy and service level recommendations. Key components of the model include planning for ongoing costs, analysis of future financial impacts of decisions made today as well as the reserve that allows us to deal with unexpected events, emergencies and economic downturns. The 20-Year Financial Model allows the City to take a balanced approach, evaluate decisions in a long-term fiscal context and plan ahead. Much remains to be done, and we are continually evaluating opportunities to reduce costs, increase efficiency and effectiveness and maximize the use of the City's limited resources while at the same time working to build, broaden and diversify the City's revenues.

Like other cities in California and throughout the Nation, San Bernardino saw significant drops in retail sales and property taxes, increased unemployment rates, and a cessation of new construction during the Great Recession. As the Nation slowly recovered, San Bernardino also slowly began its recovery beginning in about 2014. FY 2016/17 was the first year that sales tax and property tax exceeded the pre-recession peak in FY 2008/09. Put another way, it has taken 8 years to recover what was lost in the recession. During that same time utility, contract costs and other fixed overhead costs continued to rise. Last year, the City recognized that the recession had ended; jobs were growing, unemployment was increasing, wages were on the rise, and the economy was showing positive growth.

In San Bernardino, the unemployment rate decreased from 12.3% in 2013 to 5.1% in March 2018. It is expected that for the next five years, the City will see similar or lower rates of unemployment. Statistically, the City is seeing year-over-year employment growth. Over the last 5 years, employment generated by companies in San Bernardino increased by 9,500 jobs from 71,500 in 2013 to 81,000 in 2018. The average payroll for businesses in the City and median household income increased slightly and are expected to continue to experience modest growth.

Looking forward, our economic development strategy will focus on specific target industries where there is a nexus between the City's assets and opportunities for strong future growth. Tremendous efforts are underway to modernize the City's Development Code and Municipal Code with a solid foundation and high degree of flexibility. A hallmark of a world class community is a world class education system, and partnerships with our local schools will help to develop employees for these new and expanded industries. At the same time, the Proposed Budget aims to make key strategic investments with the limited funding currently available through things like improved maintenance, infrastructure investment, workforce development and technology, building those assets that will prove to be the most profitable in the community we are building and the investment we are seeking. Creating economic success today and into the future requires that we focus on the core elements of a world-class community such as our streets,

sidewalks, parks and other public amenities and building a full spectrum of housing options that include amenities, public gathering areas, highly designed landscape and architectural aesthetics and walkable, pedestrian-friendly communities with nearby dining, retail and service establishments. These are and will continue to be the key to attracting the types of jobs and employment opportunities desired.

San Bernardino is beginning to experience positive economic growth. We cannot anticipate however that growth will solve the City's fiscal challenges. Fiscal restraint and a continuing commitment to identifying and implementing ways to operate more efficiently, provide programs and services in non-traditional manners, leverage the resources that are available, eliminate duplicative services, and develop partnerships with outside agencies and the private sector are critical as we transition into an era of modest economic growth and equally robust operating cost increases coupled with the significant costs of deferred maintenance and the need for infrastructure investment.

It is important that San Bernardino not balance its budget using one-time growth and development revenues which are not sustainable for ongoing costs like personnel. Maintaining a conservative approach to a balanced budget based on sustainable revenues is fundamental. Continued economic development and growth is also critical to the future of San Bernardino. As a City that annexed into the Fire Protection District, San Bernardino receives less property tax than neighboring cities. As a result, economic development will be of primary importance to the City in providing excellent public services and facilities.

As the City experiences increased interest by developers and investors and opportunities to develop vacant and underutilized property emerge, it is critical that decisions are made strategically and we work to ensure that each project contributes more revenue to the overall City than it consumes in services and costs.

These strategies are consistent with the Goals and Objectives adopted by the Mayor and City Council to Improve City Government Operations, Operate in a Fiscally Responsible and Business-Like Manner, Ensure Development of a Well-Planned, Balanced, and Sustainable City, and Pursue City Goals and Objectives by Working with Other Agencies.

### **Budget Development and Policy Guidelines**

The development of the Annual Budget, which includes the Adopted Operating Budget and Capital Improvement Plan (CIP), begins in December of each year. The process begins with the dissemination of the budget preparation guidelines, including the policies and procedures to ensure that the preparation of the budget conforms to fiscal policies and guidelines established by the Mayor and City Council. Following the distribution of the budget development guidelines, a budget "kick-off" meeting is held with Department Directors and other key City staff members to review the economic climate and the budget development guidelines. Subsequent meetings focus on the Goals and Objectives adopted by the Mayor and City Council. Each year, staff is tasked with reviewing the operations, programs and service in the context of the Goals and Objectives. Additionally, justifications and explanations are required for the following:

- Staffing level changes
- Purchase of capital equipment
- Contractual professional services
- Travel and conferences.

Before Department budget requests are submitted to the City Manager for review, the Finance Department reviews and analyzes the information and completes a comparative analysis of historical and current expenditure levels. The City Manager and the Finance Department staff then hold meetings with each Department to discuss the budget requests and obtain additional information to assist in the assessment of the requests. Requests are evaluated in the context of the larger City budget and the adopted Goals and Objectives and then presented to the Mayor and City Council for consideration at a series of public meetings. Thereafter, a Public Hearing is held, and the Adopted Budget is presented for adoption.

All appropriations lapse at the end of the fiscal year. Outstanding encumbrance balances at fiscal year-end require re-approval by the Mayor and City Council early into the new fiscal year. Budget reports are presented to the Mayor and City Council and the public on a regular basis; however the Mayor and City Council may amend the budget at any time during the fiscal year. Budget reports include appropriation adjustments and revised revenue projections as needed.

The following criteria (in no priority order) are used to evaluate future funding opportunities generated from budget savings.

- Fund Balance Reserve - Establish a prudent General Fund balance reserve level of 20% of annual appropriations.
- Equipment Replacement – Establish and maintain adequate reserves to replace vehicles and equipment when they become obsolete.
- Infrastructure - Provide the Mayor and City Council with a minimum of 5% of annual General Fund appropriations to be applied to discretionary infrastructure projects as defined in the Five-Year Capital Improvement Program.
- Investment in Productivity Enhancing Equipment (Software, Tools, etc.) - Invest in new technology to promote maximum efficiency.
- Enhance Neighborhood and Commercial Programs - Invest in the general appearance of the City’s neighborhoods and commercial areas.
- Community Based Recreational and Cultural Services - Provide increased funding for recreational and cultural services that promote inclusiveness and strong sense of community.
- Fully Fund Liabilities - Ensure sound fiscal health. Liabilities, such as accrued leave balances, must be fully funded.

### **Budget Context and Significant Impacts**

The City’s Adopted Budget is developed based on review of revenue and expenditure trends and projections. Within the policy framework set forth in the Charter, San



Bernardino Municipal Code, Mayor and City Council policy and economic climate, this Adopted Budget maintains and strives to improve service levels and invest in strategic policy priorities and projects adopted by the Mayor and City Council. This Budget strives to have a long-term focus and, it is with that in mind, that the context and significant impacts addressed below are provided to add to a more robust conversation and long-term focus of the work that will need to continue to stabilize areas in our budget that require solutions and increase revenues. Key economic indicators are showing patterns that directly impact our budget projections. Below are additional topics that were considered when deliberating on this Adopted Budget and considering resource investment trade-offs against each other.

**CalPERS** – The California State Public Employees Retirement System (CalPERS), the agency that manages the City’s pension benefits, has taken steps to de-risk the system. There is no greater single factor of the City’s budget impacting costs that we do not have policy control over, than retirement costs. In most cases, the City can control cost escalation by local policy actions to contain them. In this case, the management of this pension system is by a different board charged with managing the total fund, ensuring that CalPERS members receive the vested pension benefit, and issuing actions that require participating agencies’ compliance.

After two consecutive years of virtually no return on investments (upon which benefit payments depend), the FY 2017/18 Adopted Budget included a significant increase in San Bernardino’s cost for pensions totaling an additional \$5 million with further increases scheduled over 20 years to make up for the plan’s unfunded status. Soon after, the CalPERS Board implemented a reduction in the assumed rate of return on investments from 7.5% annually to 7%. This is projected to have an additional impact on the annual unfunded liability payment of \$4 million in FY 2018/19 with further increases scheduled over 20 years. Combined, this year’s Adopted budget assumes another \$9 million more, or approximately \$14 million over the two fiscal years as compared to payments made in FY 2016/17. To simplify, in order to fund these increased mandated costs, the City is required to generate approximately \$9 million of new revenue this year to support this benefit. With CalPERS’ long-term projections, this is equivalent to an additional investment of at least \$400 million over the next 20 years.

CalPERS is considerably underfunded. Further significant reforms to the system will be required to stabilize it in the short- and long-term. California public agencies that are CalPERS members will face additional corrections; however, given our the 20-Year Financial Modeling and fiscal focus, which requires that we begin to plan for the inevitable fiscal impact and understand the fiscal conditions that result from absorbing additional costs, implemented as part of the Bankruptcy process, we have the opportunity to understand the significant constraint on operating budgets in future years, prepare, and work to manage services and resources in the long term.

**Unfunded Pension** – This Adopted FY 2018/19 Budget projects the City’s Unfunded Liability for pension costs at \$348 million (\$245 million Public Safety and \$103 million Miscellaneous). This is up \$68 million from last year due to poor investment returns.

Additionally, the change in the discount rate lowers the project funded status of City's pension plans from the prior year's projection. The CalPERS actions discussed above are requiring that the City address the Unfunded Liability over time. For FY 2018/19, the pension Unfunded Liability payment totals approximately \$20 million. This climbs to \$40 million in 10 years. The cost is roughly split 70%/30% between public safety and miscellaneous employees, despite a much smaller number of safety employees. The CalPERS Plan for the City is currently 70% funded and projected to be nearly fully funded in 20 years.

***Unfunded Infrastructure/Deferred Maintenance*** – In the face of rising personnel cost challenges and increased demand for service, the City also faces continued challenges with unfunded or underfunded infrastructure and deferred maintenance. Infrastructure is aging across the City and maintenance has been deferred on most systems for more than 20 years. Especially troubling is that deterioration rates accelerate as the systems age. A list and assessment of unfunded projects based on the information available at the time of this correspondence is provided as part the Overview of the Capital Improvement Plan (CIP). As alarming as this issue may sound, infrastructure maintenance and replacement is a national issue and has been discussed significantly at a state and federal level. The City of San Bernardino's infrastructure is significantly outdated requiring an investment conservatively estimated at \$9.7 million each year simply to preserve the current position and not fall further behind. The current backlog of deferred maintenance is projected conservatively at \$182.2 million. This figure does not include the capital replacement costs related to buildings, equipment and other assets which have exceeded the useful lifespan and require replacement.

***Employee Attraction and Retention*** – As a service delivery organization, the majority of the operating expenditures are the salaries and benefits costs for our employees. Our ability to achieve the Mayor and City Council's Goals and Objectives, improve service delivery, address infrastructure and deferred maintenance challenges, and build a safer, more desirable community positioned for investment is directly related to our ability to attract and retain a capable, talented workforce. The City has focused on managing compensation costs and will continue this effort to ensure our financial sustainability over the long term while working to provide sustainable and competitive compensation.

***Funding Challenges*** – The Adopted FY 2018/19 General Fund Budget initially reflected a revenue gap of \$5 million; through the budget process and earlier discussions with the Mayor and City Council about potential opportunities, the City staff was able to identify operational changes to reduce costs including contracting for additional maintenance services rather than filling vacant positions; reducing costs for professional/contractual services by reprioritizing projects and planning to complete projects internally; and reallocating costs to other funding sources; and restructuring operations. Additionally, there was an increase in estimated revenues including the addition of \$1.8 million in revenue from the County as a result of the Amendment to the VLF Swap Agreement reducing the share of VLF revenues transferred to the County for fire protection.

The goal was to ensure costs were contained to the extent possible to allow room for the Mayor and City Council and the staff to consider using the excess funds towards the emerging gap in funding for infrastructure and other priorities. We will continue to prioritize operating and capital needs as we move forward to properly sequence the needs to available funding.

Within these priorities, we will need to make key decisions on a number of projects programs and services that will have lasting impact. Based on the Financial Model, in the coming year, a deficit, which we were able to close, was initially projected based on the anticipated increases in pension costs and unfunded liabilities as well as increased operating costs. While we were able to close this gap in this year, the modeling anticipates this gap will grow to nearly \$4.3 million in FY 2019/20 and to over \$7 million in FY 2022/23. With an average deficit of \$6 million per year, the City's current reserves of about \$30 million would be depleted in 5 years, or by FY 2023/24.

Further exacerbating the City's financial position, the CIP is currently Adopted at \$46 million; however, based on updated estimates and the desire to meet minimum standards, the emergent gap in necessary resources to address the backlog of deferred maintenance is conservatively estimated at \$182.2 million. To simply preserve the current condition of the City's infrastructure and not fall further behind, the City will need to invest \$9.7 million (conservative estimate) each year. As addressed previously, these figures do not include the capital replacement costs related to buildings, equipment and other assets which have exceeded the useful lifespan and require replacement. We are currently assessing the City's capital investment and determining replacement costs for future discussions.

Strategies to address the gap and position the City to meet the ongoing operational needs and address the long-standing deferred maintenance and capital replacement will need to be developed over the next year. We are continuing to assess our resources and delivery of services. Programs such as animal control shelter and field service, fleet maintenance, print shop, graffiti abatement, payroll processing, library service and other programs will continue to be explored in the context of the Goals and Objectives and legal requirements, and opportunities to reduce costs presented for consideration by policy makers. Other opportunities such as consolidating functional areas, eliminating duplicative services, and spreading administrative and overhead costs will also be explored in the context of the Charter and Municipal Code and opportunities presented for consideration.

While the FY 2018/19 Proposed Budget reflects the longer-term goals of the Mayor and City Council, it highlights the need to continue to become more efficient in our service delivery and build a stronger, more diversified revenue base.

### **FY 2018/19 Operating Budget Highlights**

The FY 2018/19 Adopted Operating Budget totals \$166 million and includes all City operations and project expenditures as well as transfers. Citywide budgeted expenditures are funded from multiple sources that include general taxes and revenues (the General

Fund), restricted enterprise funds, restricted special revenue funds such as Housing and Gas Tax, and grant funding which include transportation related grants. Restricted funds comprise \$22 million of the budget. The total City budget, including the CIP, is up 17% over FY 2017/18 primarily due to new and planned capital projects as well as increases in personnel costs. Citywide operations, which total \$166 million are up 5% due primarily to increases in costs for employee pension and compensation costs. The total CIP budget is up \$23 million, or twice that of the prior year. It is important to note that much of this increase was already planned in the FY 2017/18 Budget and reflects funding for further phases of the planned projects. The City's General Fund, which accounts for 76% of the citywide budget, has proposed expenditures of \$126 million.

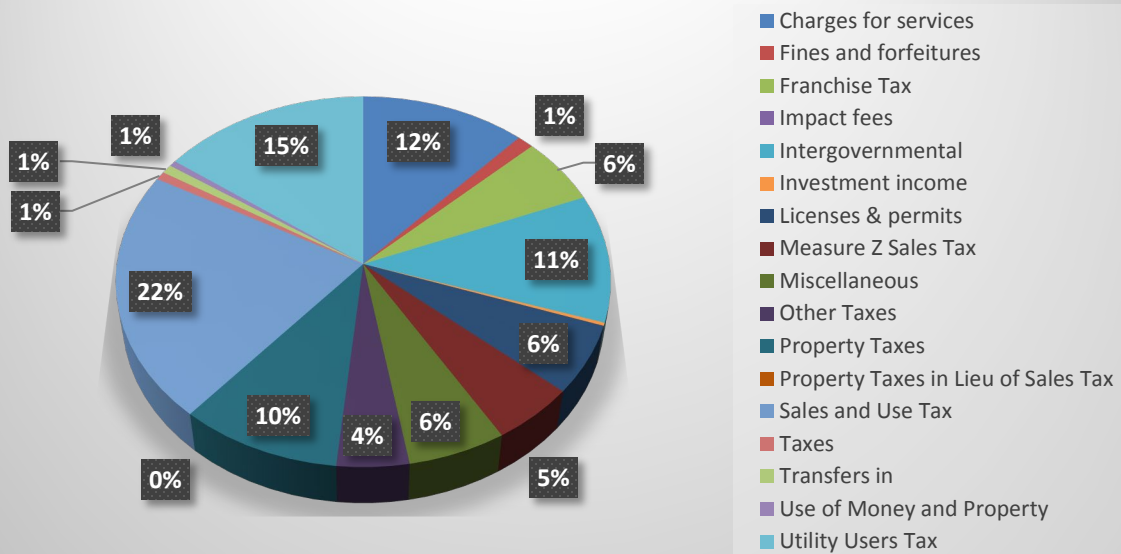
### **FY 2018/19 Adopted Budget**

There are three key elements to the City's operating budget and CIP that provide the financial picture of the City for both the short- and long-term: revenues, expenditures and reserves. The following sections discuss the highlights, key assumptions and changes included in this Adopted Budget for each of these elements. It is important to note these elements are budgeted into specific funds, such as the Gas Tax Fund, primarily to ensure that revenues restricted to specific purposes are spent for those purposes.

### **City Revenues and Resources**

The City relies on many sources of revenues to fund services to the community at a stable and sustainable level. The largest revenue categories are taxes and service fees. The chart below reflects the estimated FY 2018/19 revenues by type.

**FY 2018-19 Citywide Revenues**  
**Total \$168,814,669**

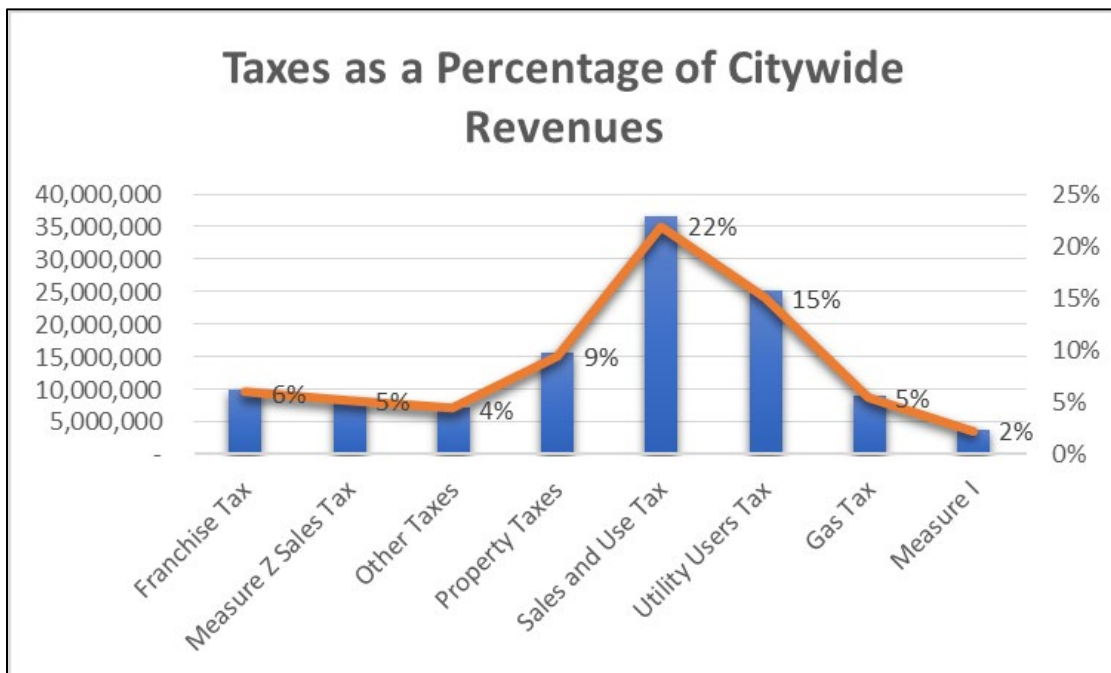


<b>City of San Bernardino Citywide Revenues</b>			
	<b>2016/17 Actual Amount</b>	<b>2017/18 Unaudited Actuals</b>	<b>FY 2018/19 Adopted Budget</b>
Charges for services	24,475,868	21,331,996	19,852,569
Fines and forfeitures	2,360,243	2,318,707	1,995,000
Franchise Tax	10,407,926	9,475,480	9,915,000
Impact fees	2,690,413	2,494,953	-
Intergovernmental	36,433,638	41,796,258	18,853,922
Licenses & permits	10,645,486	10,731,078	10,105,000
Measure Z Sales Tax	8,559,046	6,924,120	8,600,000
Miscellaneous	8,024,491	7,600,443	9,962,208
Other Taxes	8,292,312	8,381,382	8,521,926
Property Taxes	12,983,755	17,395,728	16,399,074
Sales and Use Tax	33,959,397	32,579,709	36,750,000
Transfers in	7,411,103	1,590,005	1,300,000
Use of Money and Property	1,360,701	2,253,220	1,310,000
Utility Users Tax	23,591,923	21,932,230	25,250,000
<b>Total Citywide Revenues</b>	<b>191,196,302</b>	<b>186,805,309</b>	<b>168,814,669</b>

**Taxes**

Taxes, imposed by a government for the purpose of raising revenue to support governmental activities, are distinctly different from fees in that a tax does not need to be levied in proportion to the specific benefit received by a person or property. Therefore, almost all of the City's tax revenues are in the General Fund, the primary general purpose

fund of the City. Taxes account for 67% of the total revenues in the General Fund, supporting many of the most visible and essential City services such as police, road maintenance, libraries and parks maintenance. The one major tax revenue accounted for in a separate fund is the Gas Tax, which is levied and distributed by the State. Gas Tax funds must be spent on maintenance and capital projects related to public streets and highways. The revenue projections for the top tax revenues in FY 2018/19 are included below.



**Property tax** revenue has continued to experience strong growth. The increased revenue is due to property sales and new construction in both the residential and commercial real estate markets. San Bernardino home sales prices have increased with an average sale price of \$251,750. Revenues from the residential sector increased 5.7% in FY 2017/18 while the commercial/industrial sector experienced 5.2% growth. As a result of the annexation of the City into the County Fire Protection District, the County retains the Ad Valorem portion of the property tax, which is used to fund fire protection services in the City, and the City retains a portion of the VLF. This City benefits from this growth as it impacts both the Ad Valorem tax and the VLF.

**Sales tax** continues to provide stable returns, projected to increase modestly by 4% over the prior year.

**Transient occupancy tax (TOT)** has shown significant growth over recent years, coming in above estimates for FY 2017/18 and anticipated to grow by 4% in FY 2018/19.

**Utility Users tax (UUT)** revenue, generated from the sale of electricity, telecom services, and the sale of gas, is forecasted to grow moderately in the FY 2018/19 Budget. The forecast is driven by the increase in energy efficiency improvements.

**Measure Z** revenues are projected to grow by only 2% because the State Board of Equalization, which administers the sales tax program, identified minor miscalculations that are being corrected in FY 2018/19.

**Gas tax**, levied as a flat rate per gallon sold, is projected to increase substantially in FY 2018/19 based on a full year of receipts since the State's new gas tax increases became effective.

### ***Service Fees***

Service fees represent 3.5% of the City's General Fund. A diverse set of fees are charged to recover all or a portion of the City's costs for providing a service or access to public property, or for mitigating the impacts of the fee payer's activities on the community. Intended for cost recovery, a fee may not exceed the estimated reasonable cost of providing the service or facility for which the fee is charged. Because of this basis and the legal restrictions related to the expenditure of many of the fees, many of the City's fees are accounted for in separate funds.

**Development-Related Fees** include all development-related fees (e.g. plan check fees, inspection fees and permit application fees) and related expenditures. Development-related fee revenues are highly volatile and, as large development projects take many years to complete, expenditures related to specific fees can often occur in fiscal years later than the one in which the revenue was collected.

**Development Impact Fees** are imposed to mitigate the impact of a development on the community. Impact fees have strict requirements, set by state government code, that require fees to be roughly proportional to the impacts of the project and imposed for purposes related to the impacts of the project. Therefore, each of these fees is accounted for separately in its own fund. The City collected \$3 million in revenue from these fees in FY 2017/18. Based on year-to-date figures and approved projects, we estimate collecting a similar amount in FY 2018/19.

### ***Other Revenue Sources***

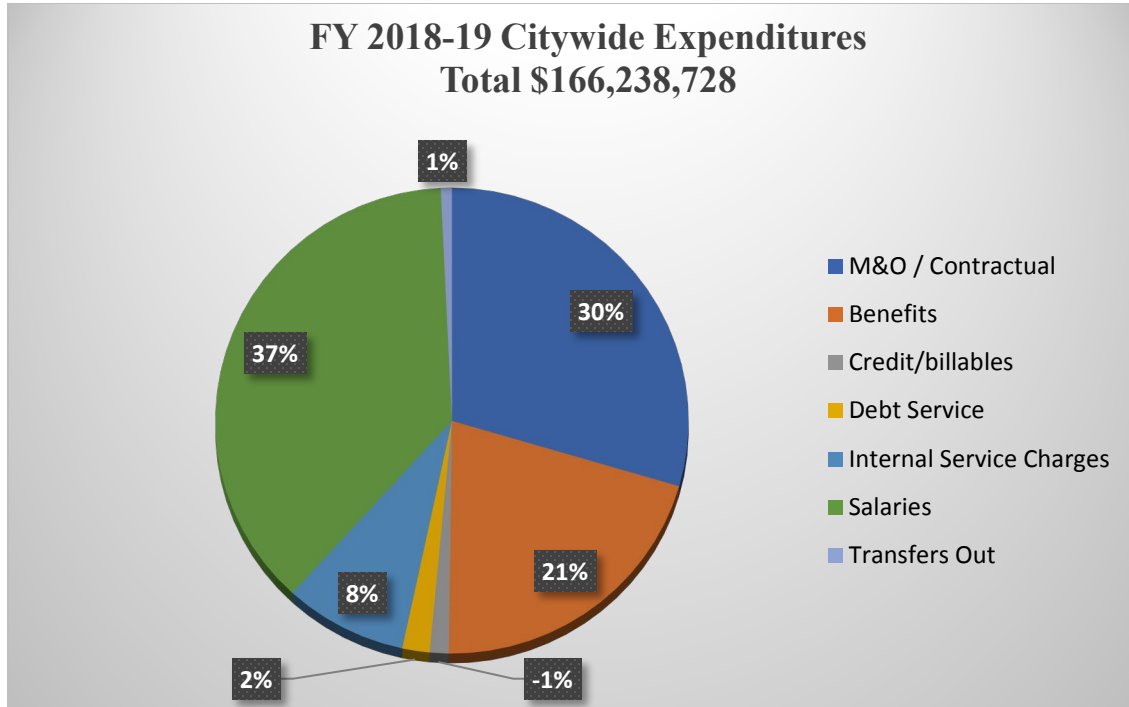
The remaining revenue sources are varied including franchises, rents, fines, licenses and interest income. There are also one-time revenues in this category such as bond proceeds, federal and state grants and sale of property. Highlights of other revenue sources are discussed below.

**Debt Financing** -- Debt financing is used as a tool to maintain long-term financial stability by paying for certain expenditures over time. Debt financing is a tool for managing cash flow when large, one-time outlays are required, generally for large infrastructure projects. The City currently carries limited General Fund debt for pension obligations, the City yard as well as small residual balances for equipment.

**Sale of Property** – One-time in nature, proceeds from the sale of property go to the fund that owned or purchased the property.

**Adopted Expenditures by Department and Type**

City expenditures fall into three broad categories: operating, projects and equipment, and debt service. Operating expenditures make up most of the City’s expenditures.



<b>City of San Bernardino Citywide Expenditures</b>			
	<b>2016/17 Actual</b>	<b>2017/18 Unaudited Actuals</b>	<b>FY 2018/19 Adopted Budget</b>
Salaries	55,974,595	65,581,513	63,821,563
Benefits	21,650,233	31,110,666	35,301,323
M&O / Contractual	103,190,871	59,732,034	50,518,006
Capital Outlay	478,075	-	-
Credit/Billables	(77,475)	(498,371)	(2,231,249)
Debt Service	12,937,586	11,607,048	3,166,870
Internal Service Charges	11,783,688	12,685,160	14,362,870
Transfers Out	7,411,103	1,590,005	1,300,000
<b>Total Citywide Expenditures</b>	<b>213,348,675</b>	<b>181,808,054</b>	<b>166,238,728</b>

The City departments are becoming more integrated and are working more collaboratively to deliver services and achieve the goals, objectives and performance and service standards established by the Mayor and City Council, and this more collaborative, service-oriented culture will continue to be developed and refined in the next year. The



City is organized into 12 operating departments (including General Government which represents a budgetary mechanism to account for those costs that are not directly applicable to any one department) and the legislative offices of the Mayor and City Council. The table below summarizes the changes in the budget for each department.

<b>City of San Bernardino General Fund Summary Department Analysis</b>			
	<b>FY 2017/18 Budget</b>	<b>FY 2017/18 Unaudited Actuals</b>	<b>FY 2018/19 Adopted Budget</b>
Mayor	740,859	674,479	681,420
City Council	884,104	782,829	951,736
City Clerk	927,464	822,971	897,554
City Attorney	3,272,903	2,808,520	3,128,333
General Government	10,817,715	13,401,227	7,213,532
City Manager	2,843,451	2,335,835	3,266,755
Human Resource	1,069,888	931,643	1,080,077
Finance	4,116,262	3,762,672	3,719,035
Economic & Housing Development	1,318,995	1,087,732	1,022,563
Community Development	3,902,143	3,484,111	3,760,899
Police	75,750,496	72,707,418	81,101,386
Parks Recreation & Community	7,516,176	7,454,882	8,218,566
Public Works	8,701,907	7,706,244	9,304,091
Library	1,657,911	1,567,877	1,845,876
<b>Expenses Total</b>	<b>123,520,272</b>	<b>119,528,440</b>	<b>126,191,823</b>

Overall, the Adopted Operating Budget increased by 5% across all funds. The most significant change is related to pension cost increases as well as changes in employee base compensation related to negotiated salary increases which impacted all City departments. These costs were funded, in large part, through the elimination of the 23 positions that had been vacant for some time or through attrition. Additional highlights, by department, include:

- *General Government* – the decrease is due to the redistribution of costs formerly in this departmental budget to the City department with primary responsibility for the contract or expenditure. This is intended to promote accountability and management of the functions.
- *Legislative Offices* – the budgets related to the office of the Mayor and City Council have been consolidated to more appropriately reflect the legislative, policy making function of the City. Overall, the costs in this department have remained relatively stable and reflect pension cost increases and negotiated salary adjustments consistent with the operating departments.

- *City Clerk* – reflects the elimination of one position through attrition. The increase is attributable to the November election.
- *City Attorney* – the decrease reflects the reduction in positions. During the Adopted Budget development process, there had been discussions with the City Attorney related to the Organizational Assessment of the City Attorney’s Office requested by the City Attorney and completed by Management Partners in May 2018. Initially, these discussions focused on the elimination of three positions in the City Attorney’s Office that had been vacant since FY 2015/16 including the City Attorney Investigations Supervisor, Administrative Analyst I, and Office Assistant positions. Thereafter, two Deputy City Attorney positions became vacant. During the presentation of the assessment findings, the City Attorney suggested the intent was to begin transitioning the Department based on the recommendations in the Assessment and planned to engage an experienced municipal attorney from an outside firm on an interim basis of one-year with evaluation in subsequent years to modernize the office and expand the City prosecutor program through a contract with an outside law firm. Due to funding constraints, it was agreed the two additional positions would be eliminated and the funding allocated to contract services, with the expectation the modernization would result in a more cost effective approach to the provision of legal services. This was incorporated into the FY 2018/19 Adopted Budget and the expenditure levels reflect this change. Since then, the City Attorney has presented to the Mayor and City Council the City Attorney’s Action Plan dated May 1, 2018, which reflects an implementation timeline into 2020.
  - The FY 2018/19 Adopted Budget for the City Attorney’s Office as Adopted is \$3,128,333 and includes \$1,327,235 in salary and benefit costs and \$1,343,565 in maintenance and operations (\$250,000 for the contract attorney responsible for modernization and \$100,000 for the City Prosecutor services).
  - Given the changes to CalPERS and negotiated salary adjustments, if the two vacant Deputy City Attorney positions are added and the contract attorney services (modernization and prosecution) are eliminated, the total FY 2018/19 Adopted Budget for the City Attorney’s Office would decrease by \$87,211, from \$3,128,333 to \$3,041,122.
  - If all five positions (3 extended vacancies and 2 recently vacated positions) are added and the contract attorney services (modernization and prosecution) are eliminated, the total FY 2018/19 Adopted Budget for the City Attorney’s Office would increase by \$153,538, from \$3,128,333 to \$3,281,871.
- *City Manager* – as noted above, the City Manager was on the receiving end of some of the costs redistributed from General Government. This was primarily related to the costs associated with the Violence Intervention Program approved

by the Mayor and City Council in 2017. This department is also responsible for the recently approved contract for communications and public relations services. The costs related to these contract services are funded partially through the reallocation of funds budgeted for other outreach and marketing efforts.

- *Human Resources* – the decrease is primarily due to anticipated savings related to the excess insurance and property insurance costs.
- *Finance Department* – the decrease is due to a reduction in the professional services line item for management of the annual audit requirement.
- *Economic Development and Housing* – the major change in this activity is related to improved maintenance of City, Housing and Successor Agency owned properties.
- *Community Development* – the increases are related to costs associated with the Downtown parking study and specific plan, environmental review of the anticipated Carousel Mall development and implementation of the new cannabis ordinance, Vermont specific plan, and public outreach related to unreinforced masonry code updates as well as additional funding for inspection services to provide greater customer service. The Adopted Budget continues funding the archival of construction plans and, FEMA plan review of qualifying projects.
- *Police Department* – the increase is essentially related to the increase in the costs paid to CalPERS for pension obligations and negotiated salary adjustments.
- *Parks Recreation and Community Services* – the department is adding one position to provide greater service, as well as expanding programming for youth sports; additionally, an increase in parks maintenance service is funded to heighten the level of service in all City parks.
- *Public Works* – the increase is related to the addition of one position and increased funding for street maintenance and maintenance of the City's urban forest.
- *Information Technology* – the costs have remained relatively stable and reflect increases in pension costs and negotiated salary increases which have largely been offset by reductions in other categories.
- *Library* – minor increases are provided for the funding of books and materials. The Adopted budget continues full funding of the existing service levels at the Central Branch and three branch libraries.

Detailed explanations of the Adopted changes to each of the Departments and programs is included in the attached FY 2018/19 Adopted Budget Detail.

## City Reserves

One of the most powerful aspects of the multi-year financial planning model implemented by the City through the Bankruptcy process is its capability to recognize trends over time and begin at an early point to consider the necessary steps to alter the long-term forecasted position of a particular fund through the establishment of a healthy reserve account in the City's General Fund. The City's General Fund Reserve at year-end is projected to be \$32.7 million, or 25% of the City's FY 2017/18 Operating Budget. This is a reasonable reserve amount given the City only maintains one reserve account. A best practice is to establish and maintain multiple reserve accounts for circumstances such as economic uncertainty, capital investment, and equipment replacement. Over the next year, we will develop proposed reserve policies and reserve accounts based on industry standards and best practices for Mayor and City Council consideration.

Total Reserves in the General Fund increase or decrease depending upon the relationship between the total current revenues and total current expenditures. Put simply, when revenues are greater than expenditures and transfers, money is put into the reserves, and when expenses are higher, money is taken out.

Through the City's financial modeling, a deficit, which we were able to close in the FY 2018/19 Adopted Budget, was initially projected based on the anticipated increases in pension costs and unfunded liabilities as well as increased operating costs. The modeling anticipates this gap will grow to nearly \$4.3 million in FY 2019/20 and to more than \$7 million in FY 2022/23 without further adjustments. The reserves contained in the General Fund play a pivotal role in the City's multi-year planning strategy by allowing the City to make strategic, course adjustments when revenues fall short of anticipated expenses in a given year such as during economic downturns. Reserves are also vital in emergencies or natural disasters such as earthquakes or fires where extraordinary, unexpected expenses are incurred and also position the City to be flexible enough to take advantage of unexpected opportunities that may arise.

## Conclusion

In summary, the FY 2018/19 Proposed Budget focuses on deploying resources strategically to meet the increasing demands of the community and improve the City's infrastructure while continuing to maintain a sustainable financial position for the long-term. It supports San Bernardino's commitment to being strategic, prudent, and thoughtful in its long-term budgeting. It allows resources to continue advancing the policy priorities set by the Mayor and City Council and begins to invest in infrastructure to modernize and improve service to the community and encourage investment.

While we will continue to be faced with challenges such as long-term compensation costs for our employees, rising pension and benefit costs, and deferred maintenance and underfunded infrastructure, with continued prudent fiscal planning and thoughtful deliberation in setting priorities and establishing service delivery models, the City is well positioned to address the financial issues and challenges and develop new solutions. With a continued focus on community engagement and collaboration, we will find solutions to the challenges presented and continue to build San Bernardino's reputation.

This Adopted Budget presents a responsible, sustainable, conservative and balanced plan for the future San Bernardino, and like other cities throughout the state, more work is required to remain competitive and sustainable in future years. The FY 2018/19 Adopted Budget strives to achieve our priority – building a strong fiscal foundation to provide quality services, encourage investment, and provide a high quality of life for the community.

Sincerely,

**CITY OF SAN BERNARDINO**



Andrea M. Miller  
City Manager

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# BUDGET OVERVIEW

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# CITYWIDE BUDGET SUMMARY

The City's combined budget for FY 2018/19 is \$212,303,006 of which \$166,238,729 accounts for the Operating Budget, and \$46,064,277 for the Capital Improvement Program (CIP). The General Fund accounts for 76%, or \$126,191,823, of the Operating Budget with 24%, or \$40,046,906, for the other funds.

## Operating Budget

General Fund	126,191,823
Other Funds	40,046,906

## Operating Budget Total

**166,238,729**

## Capital Improvement Program (CIP)

CDBG	5,214,077
Gas Tax	6,427,000
General Fund	13,850,000
Integrated Waste Management	650,000
Local Circulation	606,500
Measure I	5,709,000
Parkland Fund	464,700
Regional Circulation Fund	2,855,000
SB1	4,475,000
Storm Drain	5,550,000
Verdemont Capital Project Fund	263,000

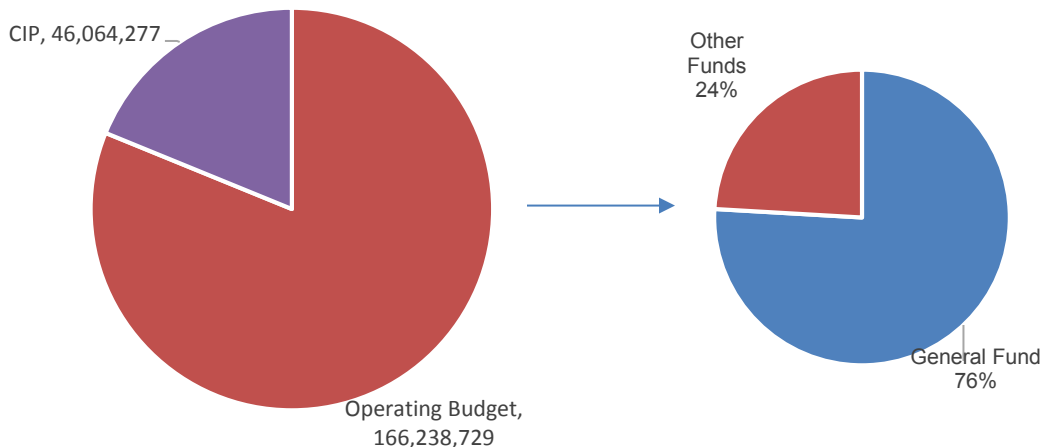
## Capital Improvement Program Total

**46,064,277**

## Total City Budget

**212,303,006**

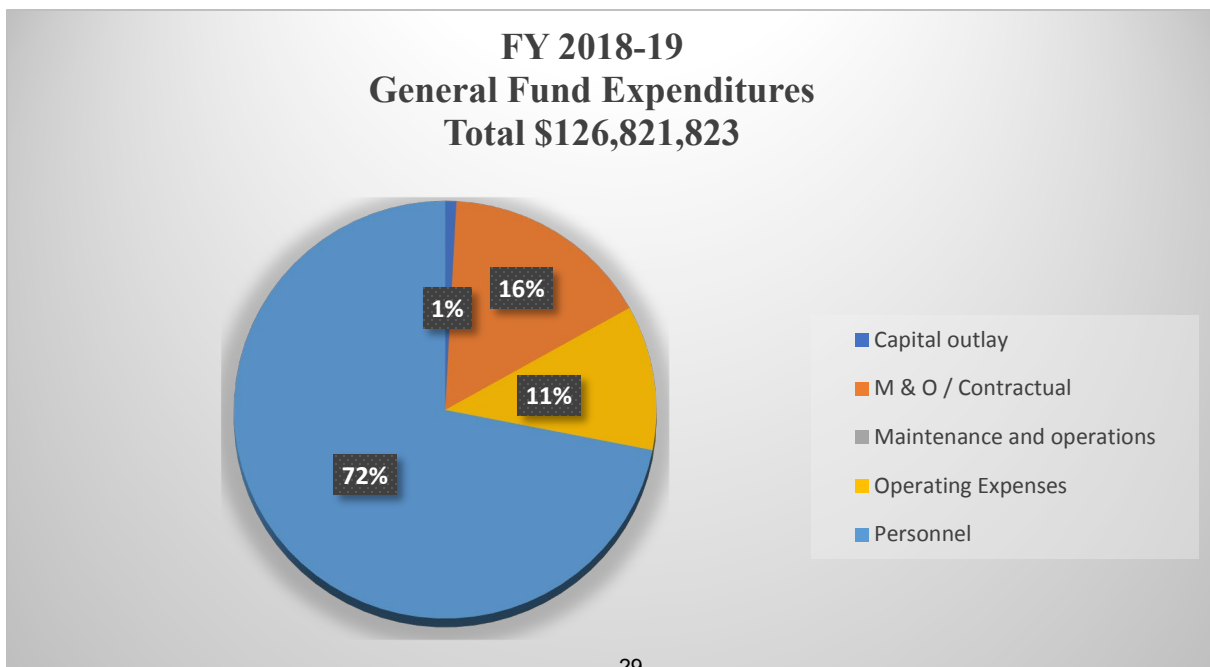
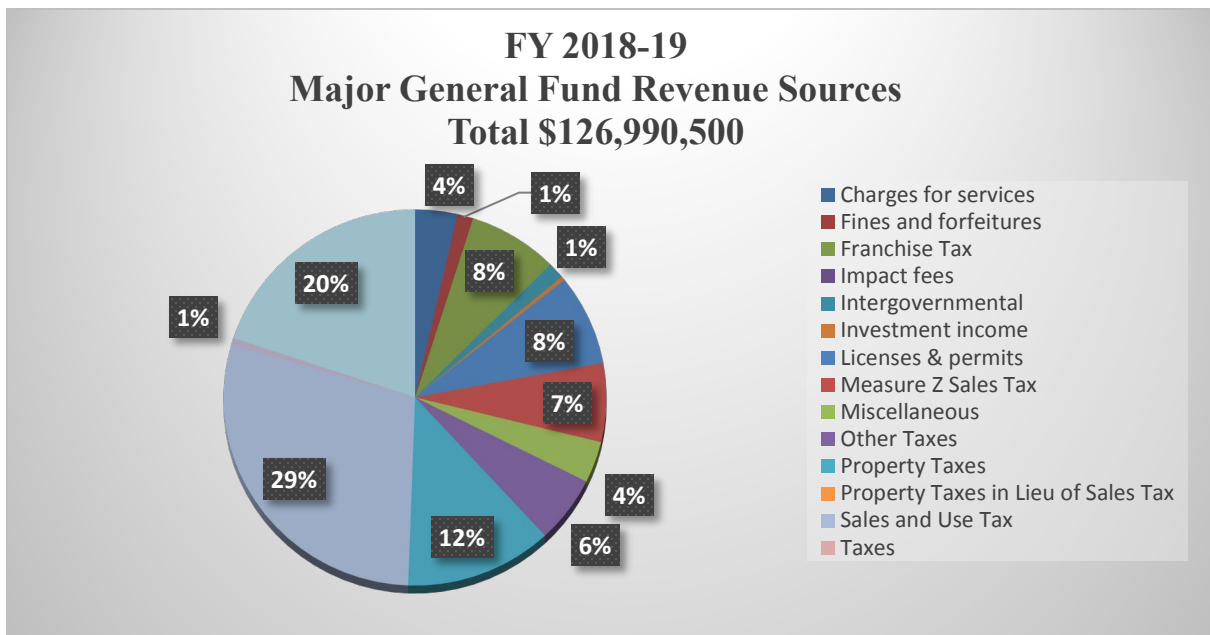
## Citywide Total Budget \$212,303,006



**City of San Bernardino**  
**FY 2018-19 Summary of Revenues, Expenditures, and Transfers**

Fund / Title	Additions			Deductions			Estimated Balance 6/30/2019	
	Estimated Balance 7/1/2018	Revenues	Transfers In	Total Available	Expenditures	Transfers Out		Total Deductions
<b>001 General</b>	32,000,000	126,990,500		158,990,500	124,891,823	1,300,000	126,191,823	32,798,677
<b>Special Revenue Funds:</b>								
107 Cable tv fund	818,400	295,000		1,113,400	210,500		210,500	902,900
108 Asset forfeiture	3,213,300	220,000		3,433,300	196,500		196,500	3,236,800
111 AB2766 air quality	617,600	260,000		877,600	-		-	877,600
116 Emergency Solutions Grant 14.231	-	323,222		323,222	323,222		323,222	-
117 Home Improvement Part 14.239	-	788,568		788,568	788,568		788,568	-
118 Gang and street asset forfeiture	199,000	-		199,000	95,000		95,000	104,000
119 CDBG	-	4,591,861		4,591,861	4,592,564		4,592,564	(703)
120 Neighborhood Stabil. Prog(NSP1)	600,000	277,360		877,360	277,360		277,360	600,000
122 Neighborhood Stabil Prog(NSP3)	-	904,500		904,500	904,500		904,500	-
123 Federal grant programs	2,105,600	122,498		2,228,098	1,594,041		1,594,041	634,057
124 Animal control	-	651,600	1,300,000	1,951,600	2,567,859		2,567,859	(616,259)
128 Traffic safety	1,900,000	330,000		2,230,000	600,000		600,000	1,630,000
<b>Total Special Revenues:</b>	<b>9,453,900</b>	<b>8,764,609</b>	<b>1,300,000</b>	<b>19,518,509</b>	<b>12,150,114</b>	<b>-</b>	<b>12,150,114</b>	<b>7,368,395</b>
<b>Capital Projects Funds:</b>								
126 Gas tax fund	130,000	9,065,621		9,195,621	6,266,744		6,266,744	2,928,877
129 Measure I 1/2 Cent Sales & RdTax	12,114,100	3,800,000		15,914,100	1,650,000		1,650,000	14,264,100
208 Verdemon capital project	284,700	-		284,700	-		-	284,700
242 Street construction fund	1,616,800	-		1,616,800	-		-	1,616,800
243 Park construction fund	140,000	-		140,000	-		-	140,000
246 Public improvement fund	1,075,600	-		1,075,600	-		-	1,075,600
247 Cultural development constructio	4,165,000	-		4,165,000	300,000		300,000	3,865,000
248 Storm drain construction	7,724,900	-		7,724,900	-		-	7,724,900
258 Prop 1b - local street	46,500	-		46,500	-		-	46,500
<b>Total Capital Projects:</b>	<b>27,297,600</b>	<b>12,865,621</b>	<b>-</b>	<b>40,163,221</b>	<b>8,216,744</b>	<b>-</b>	<b>8,216,744</b>	<b>31,946,477</b>
<b>Assessment District Funds:</b>								
254 Assessment District:	25,000	1,221,926		1,246,926	1,477,265		1,477,265	(230,339)
<b>Impact Fee Funds:</b>								
261 Law enforcement facilities DIF	420,000	-		420,000	-		-	420,000
263 Local regional circulation	1,365,200	-		1,365,200	-		-	1,365,200
264 Regional circulation system	12,783,400	-		12,783,400	-		-	12,783,400
265 Library facilities and	70,200	-		70,200	-		-	70,200
266 Public use facilities	530,200	-		530,200	-		-	530,200
267 Aquatics facilities	156,800	-		156,800	-		-	156,800
268 AB 1600 parkland and op	1,239,700	-		1,239,700	-		-	1,239,700
269 Quimby act parkland	1,105,200	-		1,105,200	-		-	1,105,200
<b>Total Impact Fee Funds:</b>	<b>17,670,700</b>	<b>-</b>	<b>-</b>	<b>17,670,700</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>17,670,700</b>
<b>Enterprise Funds:</b>								
527 Integrated waste Management	3,090,000	600,000		3,690,000	1,070,741		1,070,741	2,619,259
<b>Internal Service Funds:</b>								
629 Liability insurance fund	2,100,000	2,354,179		4,454,179	2,354,177		2,354,177	2,100,002
635 Fleet services fund	206,900	3,829,807		4,036,707	3,829,807		3,829,807	206,900
678 Workers compensation	-	5,606,044		5,606,044	5,606,044		5,606,044	-
679 Information technology	-	4,682,940		4,682,940	4,742,940		4,742,940	-
<b>Total Internal Service funds:</b>	<b>2,306,900</b>	<b>16,472,970</b>	<b>-</b>	<b>18,779,870</b>	<b>16,532,968</b>	<b>-</b>	<b>16,532,968</b>	<b>2,306,902</b>
<b>Agency Funds:</b>								
<b>710 Succesor Agency</b>	<b>-</b>	<b>599,074</b>		<b>599,074</b>	<b>599,074</b>		<b>599,074</b>	<b>-</b>
<b>Total All Funds</b>	<b>91,844,100</b>	<b>167,514,700</b>	<b>1,300,000</b>	<b>260,658,800</b>	<b>164,938,729</b>	<b>1,300,000</b>	<b>166,238,729</b>	<b>94,480,071</b>

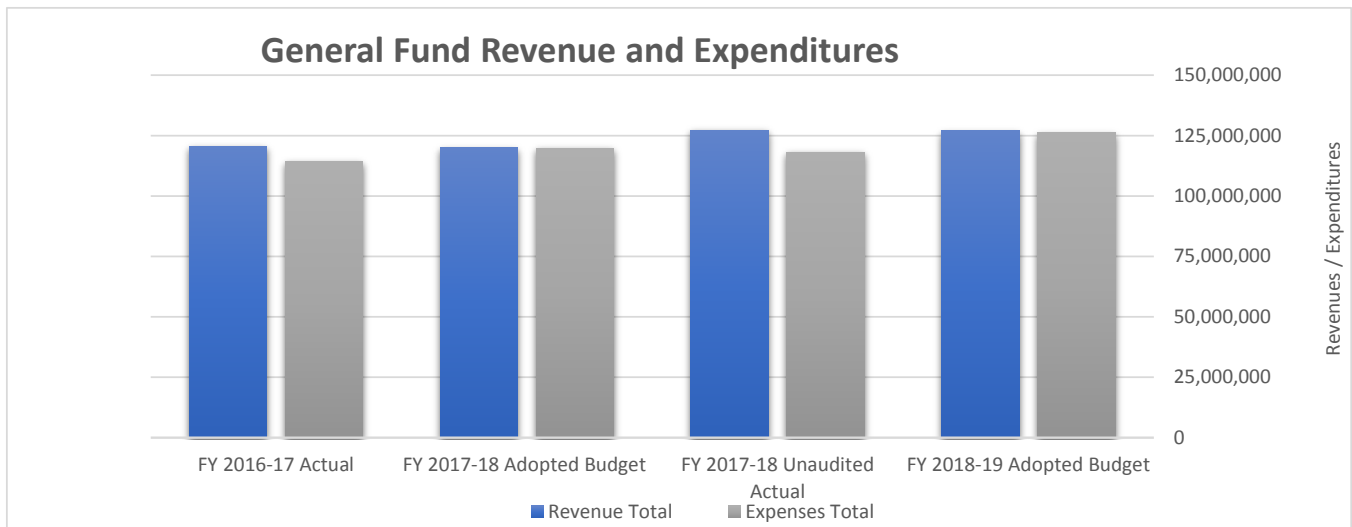
The General Fund provides most of the services commonly associated with governmental activities, such as Police, Library, Parks, Public Works, Community Development (Planning, Building, and Engineering). The total Adopted General Fund appropriations, including transfers-out, are \$126,191,823 for Fiscal Year 2018-19. Funding sources for the General Fund include Sales Tax, Property Tax, Transient Occupancy Tax, Business License Tax, Franchise Fees, and Development related fees. For Fiscal Year 2018/19, the total Adopted General Fund revenue projections, including transfers-in, are \$126,990,550.



**City of San Bernardino  
General Fund Summary  
2018-19 Adopted Budget**

*General Fund Summary*

	FY 2016-17 Actual	FY 2017-18 Adopted Budget	FY 2017-18 Unaudited Actual	FY 2018-19 Adopted Budget	% Change to Adopted Budget
<b>Revenue</b>					
Charges for Services	4,799,993	4,226,000	5,744,623	<b>4,532,000</b>	7.2%
Fines and Forfeitures	1,862,773	1,254,000	1,764,094	<b>1,696,000</b>	35.2%
Franchise Tax	9,992,918	8,770,000	9,411,931	<b>9,645,000</b>	10.0%
Impact Fees	67,000	-	42,990	-	
Intergovernmental	938,317	835,000	2,424,404	<b>1,780,000</b>	113.2%
Investment Income	611,478	550,000	570,110	<b>440,000</b>	-20.0%
Licenses & Permits	9,801,168	9,820,000	10,651,265	<b>9,925,000</b>	1.1%
Measure Z Sales Tax	8,559,046	8,500,000	6,877,364	<b>8,600,000</b>	1.2%
Miscellaneous	5,694,344	4,611,000	6,205,296	<b>4,512,500</b>	-2.1%
Other Taxes	6,885,905	6,425,000	7,690,717	<b>7,300,000</b>	13.6%
Property Taxes	12,983,755	15,000,000	17,429,345	<b>15,800,000</b>	5.3%
Sales and Use Tax	33,959,397	35,250,000	33,052,667	<b>36,750,000</b>	4.3%
Taxes	-	-	27,487	-	
Use of Money and Property	56,597	20,000	1,027,904	<b>760,000</b>	3700.0%
Utility Users Tax	23,591,923	24,600,000	23,666,459	<b>25,250,000</b>	2.6%
Transfers in	700,000	-	590,005	-	
<b>Revenue Total</b>	<b>120,504,613</b>	<b>119,861,000</b>	<b>127,176,662</b>	<b>126,990,500</b>	<b>5.9%</b>
<b>Expenses</b>					
Salaries	48,052,669	53,638,236	53,719,229	<b>57,812,057</b>	7.8%
Benefits	20,330,066	28,820,008	27,509,386	<b>32,820,643</b>	13.9%
Operational & Contractual	23,510,636	22,214,434	18,709,759	<b>21,411,981</b>	-3.6%
Credit/billables	(433,690)	(2,381,496)	(457,303)	<b>(2,231,249)</b>	-6.3%
Debt Service	5,759,839	3,054,145	6,683,448	<b>2,185,000</b>	-28.5%
Internal Service Charges	10,303,899	13,407,029	10,851,805	<b>12,893,391</b>	-3.8%
Transfers Out	6,711,103	1,000,000	1,000,000	<b>1,300,000</b>	30.0%
<b>Expenses Total</b>	<b>114,234,522</b>	<b>119,752,357</b>	<b>118,016,324</b>	<b>126,191,823</b>	<b>5.4%</b>



**City of San Bernardino  
General Fund Summary  
2018-19 Adopted Budget**

	<b>FY 2018-19 Adopted Budget</b>
<b>General Fund Revenues</b>	
Charges for Services	4,532,000
Fines and Forfeitures	1,696,000
Franchise Tax	9,645,000
Intergovernmental	1,780,000
Investment Income	440,000
Licenses & Permits	9,925,000
Measure Z Sales Tax	8,600,000
Miscellaneous	4,512,500
Other Taxes	7,300,000
Property Taxes	15,800,000
Sales and Use Tax	36,750,000
Use of Money and Property	760,000
Utility Users Tax	25,250,000
<b>Revenue Total</b>	<b>126,990,500</b>
<b>General Fund Expenses</b>	
010 Mayor	681,420
020 City Council	951,736
030 City Clerk	897,554
050 City Attorney	3,128,333
090 General Government	7,213,532
100 City Manager	3,266,755
110 Human Resource	1,080,077
120 Finance	3,719,035
130 Economic & Housing Development	1,022,563
180 Community Development	3,760,899
210 Police	81,101,386
380 Parks Recreation & Community	8,218,566
400 Public Works	9,304,091
470 Library	1,845,876
<b>General Fund Expenses Total</b>	<b>126,191,823</b>
<b>Surplus (Deficit)</b>	<b>798,677</b>

**CITY OF SAN BERNARDINO  
EXPENDITURES BY CLASSIFICATION  
FISCAL YEAR 2018-2019  
GENERAL FUND**

<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	364,547	144,563	53,492	118,818	-			681,420
020 City Council	374,004	298,895	74,000	204,837	-			951,736
030 City Clerk	395,801	174,668	160,662	166,423	-			897,554
050 City Attorney	1,285,044	517,397	1,063,400	262,492	-			3,128,333
090 General Government	-	128,000	4,000,532		-	1,785,000	1,300,000	7,213,532
100 City Manager	1,365,513	490,036	1,203,205	208,001	-	-	-	3,266,755
110 Human Resource	346,233	178,574	463,780	91,490	-			1,080,077
120 Finance	1,792,227	827,867	633,851	465,090	-	-	-	3,719,035
130 Economic & Housing Development	172,083	42,639	661,630	146,211	-			1,022,563
180 Community Development	1,707,321	716,843	893,614	443,120	-			3,760,899
210 Police	42,190,901	26,216,976	5,390,392	7,934,367	(1,031,250)	400,000		81,101,386
380 Parks Recreation & Community	2,572,346	791,180	3,954,271	900,769	-			8,218,566
400 Public Works	4,293,021	1,986,588	2,430,165	1,794,317	(1,199,999)		-	9,304,091
470 Library	953,016	306,417	428,987	157,456	-			1,845,876
<b>Grand Total</b>	<b>57,812,057</b>	<b>32,820,643</b>	<b>21,411,981</b>	<b>12,893,391</b>	<b>(2,231,249)</b>	<b>2,185,000</b>	<b>1,300,000</b>	<b>126,191,823</b>



# GENERAL FUND REVENUE DETAIL

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**City of San Bernardino  
General Fund Revenue Detail  
2018-19 Adopted Budget**

*General Fund Revenue Detail*

	FY 2016-17 Actual	FY 2017-18 Adopted Budget	FY 2017-18 Unaudited Actual	FY 2018-19 Adopted Budget	% Change to Adopted Budget 2017-18
<b><u>Property Taxes</u></b>					
4001 - Property Tax Current Secured	57,759	-	(1,308,059)	-	
4002 - Property Tax Current Unsecured	27,730	-	25,161	-	
4003 - Property Tax Prior Secured	108,857	-	-	-	
4004 - Property Tax Prior Unsecured	7,347	-	88	-	
4005 - Property Tax Other	9,825	-	172,037	-	
4006 - Property Tax Supplemental	180,987	-	96,521	-	
4007 - Property Tax In Lieu VLF	12,544,545	15,000,000	18,439,089	<b>15,800,000</b>	<b>5%</b>
4123 - Property tax penalty PT secured	32,671	-	13,578	-	
4124 - Property tax penalty PY unsecured	4,284	-	882	-	
4125 - Property Tax Penalty Other	1,634	-	405	-	
4126 - Property Tax Penalty Supplemental	8,117	-	475	-	
<b>Property Taxes Total</b>	<b>12,983,755</b>	<b>15,000,000</b>	<b>17,429,345</b>	<b>15,800,000</b>	<b>5%</b>
<b><u>Sales and Use Tax</u></b>					
4221 - Sales And Use Tax	33,959,397	35,250,000	33,052,667	<b>36,750,000</b>	<b>4%</b>
<b>Sales and Use Tax Total</b>	<b>33,959,397</b>	<b>35,250,000</b>	<b>33,052,667</b>	<b>36,750,000</b>	<b>4%</b>
<b><u>Measure Z Sales Tax</u></b>					
4227 - Measure Z Sales Tax	8,559,046	8,500,000	6,877,364	<b>8,600,000</b>	<b>25%</b>
<b>Measure Z Sales Tax Total</b>	<b>8,559,046</b>	<b>8,500,000</b>	<b>6,877,364</b>	<b>8,600,000</b>	<b>25%</b>
<b><u>Franchise Tax</u></b>					
4201 - Franchise - So Cal Edison	944,690	1,000,000	1,029,495	<b>1,000,000</b>	<b>0%</b>
4202 - Franchise - So Cal Gas	591,970	400,000	406,630	<b>550,000</b>	<b>38%</b>
4203 - Franchise - Charter Cable TV	959,629	325,000	851,503	<b>1,100,000</b>	<b>238%</b>
4204 - Franchise - Adelphia Cable	166,209	650,000	-	-	
4206 - Franchise - Verizon	286,372	260,000	124,757	<b>170,000</b>	<b>-35%</b>
4207 - Franchise - AT&T (Pacific Bell)	36,776	35,000	21,375	<b>25,000</b>	<b>-29%</b>

**City of San Bernardino  
General Fund Revenue Detail  
2018-19 Adopted Budget**

*General Fund Revenue Detail*

	FY 2016-17 Actual	FY 2017-18 Adopted Budget	FY 2017-18 Unaudited Actual	FY 2018-19 Adopted Budget	% Change to Adopted Budget 2017-18
4208 - Franchise - Kinder Morgan	727	-	727	-	
4213 - Franchise - Burrtec Disposal	7,006,546	6,100,000	6,977,443	<b>6,800,000</b>	<b>11%</b>
<b>Franchise Tax Total</b>	<b>9,992,918</b>	<b>8,770,000</b>	<b>9,411,931</b>	<b>9,645,000</b>	<b>10%</b>
<b><u>Charges for services</u></b>					
4303 - Miscellaneous Clerk Fees	616	-	627	-	
4337 - Plan Check Fees-Fire	12,714	-	33,200	-	
4339 - Sale Of Fire Reports	22	-	-	-	
4363 - On Site Plan Check Fees	160,713	140,000	108,418	<b>125,000</b>	<b>-11%</b>
4451 - Cannabis Permit Application Fee	750	-	194,340	<b>50,000</b>	
4452 - Cannabis Permit Regulatory Fee		-	7,984	<b>100,000</b>	
4707 - Passport Fees	73,335	55,000	52,700	<b>50,000</b>	<b>-9%</b>
4711 - Subdivision Filing Fee	75,117	65,000	117,322	<b>80,000</b>	<b>23%</b>
4714 - Planning Development PR	442,777	590,000	407,480	<b>375,000</b>	<b>-36%</b>
4715 - Technology Fee Dev Svcs	72,459	60,000	82,026	<b>80,000</b>	<b>33%</b>
4720 - Plan Review	184,707	150,000	199,460	<b>175,000</b>	<b>17%</b>
4722 - Construction And Demolition Application Fee	5,775	5,000	5,308	<b>5,000</b>	<b>0%</b>
4731 - Plan Check Fee-B & S	355,680	300,000	409,670	<b>325,000</b>	<b>8%</b>
4733 - Board Up/Demolition	315,381	400,000	422,798	<b>400,000</b>	<b>0%</b>
4734 - CDBG Revenue	168,802	100,000	317,192	<b>150,000</b>	<b>50%</b>
4735 - Pendency Release	45,867	40,000	37,238	<b>40,000</b>	<b>0%</b>
4740 - Miscellaneous Police Receipts	1,397,527	1,125,000	1,531,347	<b>1,200,000</b>	<b>7%</b>
4741 - Sale of Photos	990	500	2,352	<b>1,000</b>	<b>100%</b>
4742 - Traffic Offender OTS Fee	46,284	40,000	53,690	<b>40,000</b>	<b>0%</b>
4743 - Police Tow Release	311,764	300,000	379,369	<b>300,000</b>	<b>0%</b>
4744 - Fingerprint Fee	3,400	5,000	4,514	<b>5,000</b>	<b>0%</b>
4746 - Property Auction	202	-	153,073	<b>1,000</b>	
4747 - False Alarm Fee	113,670	30,000	42,098	<b>40,000</b>	<b>33%</b>
4748 - Vehicle Repossession Fee	9,513	7,500	9,844	<b>8,000</b>	<b>7%</b>

**City of San Bernardino  
General Fund Revenue Detail  
2018-19 Adopted Budget**

*General Fund Revenue Detail*

	<b>FY 2016-17 Actual</b>	<b>FY 2017-18 Adopted Budget</b>	<b>FY 2017-18 Unaudited Actual</b>	<b>FY 2018-19 Adopted Budget</b>	<b>% Change to Adopted Budget 2017-18</b>
4749 - Crime Prevention Revenue	475	-	421	-	
4750 - Investigation Fee	39,419	35,000	29,694	<b>40,000</b>	<b>14%</b>
4752 - Fireworks Enforcement	76,656	65,000	62,153	<b>75,000</b>	<b>15%</b>
4754 - Fire Business Occupancy	58	-	-	-	
4755 - Fire Rental Inspections	2,570	-	231	-	
4767 - Code SFIF	47,127	50,000	114,948	<b>60,000</b>	<b>20%</b>
4768 - Administrative Citations SFRPIP	7,035	5,000	10,054	<b>5,000</b>	<b>0%</b>
4769 - Payoff Demand Fee	3,505	5,000	2,897	<b>3,000</b>	<b>-40%</b>
4770 - Crime Free Rental Housing	118,988	100,000	156,654	<b>120,000</b>	<b>20%</b>
4775 - Cemetery Burial Fee	4,667	5,000	3,153	<b>5,000</b>	<b>0%</b>
4776 - Sale of Vases	30	-	10	-	
4777 - Sale Of Cemetery Vaults And Liners	2,961	3,000	770	<b>2,000</b>	<b>-33%</b>
4778 - Sale of Cemetery Plots	93	-	(4,163)	-	
4779 - Blanket Inspection Fee	4,015	10,000	1,533	<b>2,000</b>	<b>-80%</b>
4780 - Miscellaneous Engineering Receipt	70,114	55,000	79,569	<b>65,000</b>	<b>18%</b>
4781 - Plan Check Fee - Engineering	101,077	40,000	102,997	<b>95,000</b>	<b>138%</b>
4789 - Archival Fee - Dev SVCS	26,905	15,000	28,747	<b>20,000</b>	<b>33%</b>
4795 - Signal maint/energy	3,819	10,000	-	-	
4798 - NPDES Storm Drain Utility Fee	132,874	190,000	166,152	<b>200,000</b>	<b>5%</b>
4799 - NPDES Inspection Fee	42,935	45,000	24,020	<b>25,000</b>	<b>-44%</b>
4815 - Weed Abatement Destruction	98,765	80,000	183,117	<b>150,000</b>	<b>88%</b>
4861 - Program And Facility Use Fees	66,238	50,000	62,500	<b>50,000</b>	<b>0%</b>
4862 - Park Energy Fee	-	-	8,604	<b>5,000</b>	
4863 - Class Registration Fee	110	-	16,825	<b>10,000</b>	
4864 - Swimming Pool Fee	52,248	50,000	55,955	<b>50,000</b>	<b>0%</b>
4865 - Non Resident Fee	-	-	223	-	
4880 - Paramedic Emergency Medical Services	99,244	-	41,040	-	
<b>Charges for services Total</b>	<b>4,799,993</b>	<b>4,226,000</b>	<b>5,744,623</b>	<b>4,532,000</b>	<b>7%</b>

**City of San Bernardino  
General Fund Revenue Detail  
2018-19 Adopted Budget**

*General Fund Revenue Detail*

	<b>FY 2016-17 Actual</b>	<b>FY 2017-18 Adopted Budget</b>	<b>FY 2017-18 Unaudited Actual</b>	<b>FY 2018-19 Adopted Budget</b>	<b>% Change to Adopted Budget 2017-18</b>
<b><u>Fines and forfeitures</u></b>					
4401 - Unauthorized Signs Fine	-	-	-	-	
4410 - General Fine	245,492	100,000	17,683	<b>50,000</b>	<b>-50%</b>
4411 - Code Administration Citations	35,968	40,000	18,691	<b>20,000</b>	<b>-50%</b>
4412 - Fire Administrative Citations	265	-	703	-	
4420 - Parking Citation	530,452	575,000	651,409	<b>650,000</b>	<b>13%</b>
4421 - Vehicle Abatement Fine	-	-	-	-	
4422 - Fireworks Administrative Civil Penalty	-	-	-	-	
4423 - General Administrative Civil Penalty	94,870	100,000	238,771	<b>175,000</b>	<b>75%</b>
4424 - Police Administrative Civil Penalty	346,931	100,000	231,420	<b>250,000</b>	<b>150%</b>
4425 - Public Works Administrative Civil Penalty	900	-	1,800	<b>1,000</b>	
4426 - Dev Serv Administration Civil Penalty	-	-	110	-	
4427 - Fire Administrative Civil Penalty	-	-	15,000	-	
4428 - Code Administration Civil Penalty	402,721	250,000	461,858	<b>450,000</b>	<b>80%</b>
4429 - City Attorney Administrative Citations	3,540	5,000	1,500	-	<b>-100%</b>
4450 - Fire Citations	-	-	-	-	
4762 - Private Property Tow Fee	82,042	60,000	97,884	<b>75,000</b>	<b>25%</b>
4851 - Library Fines	16,257	14,000	19,249	<b>15,000</b>	<b>7%</b>
4911 - Restitutions	10,779	10,000	8,016	<b>10,000</b>	<b>0%</b>
4924 - Damage Claim Recovery	33,035	-	-	-	
4937 - Street Light Recovery	59,522	-	-	-	
<b>Fines and forfeitures Total</b>	<b>1,862,773</b>	<b>1,254,000</b>	<b>1,764,094</b>	<b>1,696,000</b>	<b>35%</b>
<b><u>Impact fees</u></b>					
4824 - Development Impact Fees	67,000	-	42,990	-	
<b>Impact fees Total</b>	<b>67,000</b>	<b>-</b>	<b>42,990</b>	<b>-</b>	
<b><u>Intergovernmental</u></b>					
4603 - Motor Vehicle In Lieu	96,537	100,000	114,211	<b>115,000</b>	<b>15%</b>

**City of San Bernardino  
General Fund Revenue Detail  
2018-19 Adopted Budget**

*General Fund Revenue Detail*

	<b>FY 2016-17 Actual</b>	<b>FY 2017-18 Adopted Budget</b>	<b>FY 2017-18 Unaudited Actual</b>	<b>FY 2018-19 Adopted Budget</b>	<b>% Change to Adopted Budget 2017-18</b>
4609 - Other Governmental Agencies	-	60,000	-	<b>60,000</b>	<b>0%</b>
4616 - State Aid - Post	7,450	10,000	68,760	<b>20,000</b>	<b>100%</b>
4619 - State/county disaster reimbursement	29,510	-	-	-	
4625 - State Mandated Cost Reimbursement	3,493	-	16,341	<b>25,000</b>	
4671 - SBIAA Reimbursement	223,176	175,000	199,058	<b>100,000</b>	<b>-43%</b>
4695 - Recoverable expense income	562,592	480,000	748,078	<b>250,000</b>	<b>-48%</b>
4825 - San Manuel Community Credit		-	1,200,000	<b>1,200,000</b>	
4904 - DUI Reimbursement	15,494	10,000	7,582	<b>10,000</b>	<b>0%</b>
<b>Intergovernmental Total</b>	<b>938,317</b>	<b>835,000</b>	<b>2,424,404</b>	<b>1,780,000</b>	<b>113%</b>
 <b><u>Investment income</u></b>					
4520 - Land and Building Rental/Lease	571,780	500,000	536,948	<b>400,000</b>	<b>-20%</b>
4523 - ATS Land And Building Rental	39,698	50,000	33,162	<b>40,000</b>	<b>-20%</b>
<b>Investment income Total</b>	<b>611,478</b>	<b>550,000</b>	<b>570,110</b>	<b>440,000</b>	<b>-20%</b>
 <b><u>Licenses &amp; permits</u></b>					
4301 - Business Registration	7,397,090	7,750,000	8,148,628	<b>7,800,000</b>	<b>1%</b>
4304 - Miscellaneous Planning Permits	18,480	15,000	8,525	<b>10,000</b>	<b>-33%</b>
4305 - Annual Alarm Permit	80,757	125,000	107,174	<b>125,000</b>	<b>0%</b>
4330 - Building Permit	773,169	700,000	883,506	<b>750,000</b>	<b>7%</b>
4331 - Mechanical Permit	128,501	120,000	119,311	<b>115,000</b>	<b>-4%</b>
4332 - Construction And Demolition Self Haul Permit	6,966	5,000	4,644	<b>5,000</b>	<b>0%</b>
4336 - Fire Code Permits	663	-	-	-	
4342 - Paramedic EMS Subscription	379	-	-	-	
4351 - Street Cut Permit	193,407	190,000	261,964	<b>205,000</b>	<b>8%</b>
4352 - Miscellaneous Licenses & Permits	201,994	250,000	256,231	<b>200,000</b>	<b>-20%</b>
4360 - Grading Permit	19,997	15,000	15,451	<b>15,000</b>	<b>0%</b>
4361 - Public Works Construction Permit	105,205	50,000	389,612	<b>200,000</b>	<b>300%</b>
4362 - On Site Permit	874,561	600,000	455,678	<b>500,000</b>	<b>-17%</b>

**City of San Bernardino  
General Fund Revenue Detail  
2018-19 Adopted Budget**

*General Fund Revenue Detail*

	FY 2016-17 Actual	FY 2017-18 Adopted Budget	FY 2017-18 Unaudited Actual	FY 2018-19 Adopted Budget	% Change to Adopted Budget 2017-18
<b>Licenses &amp; permits Total</b>	<b>9,801,168</b>	<b>9,820,000</b>	<b>10,651,265</b>	<b>9,925,000</b>	<b>1%</b>
<b><u>Miscellaneous</u></b>					
4690 - Deposit/Donations (772) Transfers	(10,084)	-	-	-	
4698 - Donations (was 5958 in Linus)	4	-	-	-	
4710 - Msicellaneous Planning Receipts	71,410	50,000	88,687	<b>70,000</b>	<b>40%</b>
4810 - Miscellaneous Street Receipts	-	-	-	-	
4850 - Miscellaneous Library Receipts	6,570	5,000	16,412	<b>10,000</b>	<b>100%</b>
4901 - Miscellaneous Receipts	569,175	255,000	678,114	<b>102,000</b>	<b>-60%</b>
4903 - Refunds And Rebates	2,837	-	2,854	<b>3,000</b>	
4905 - Litigation Settlements	318,246	100,000	239,941	<b>150,000</b>	<b>50%</b>
4906 - Water Fund Contributions	3,247,891	4,125,000	702,000	<b>4,125,000</b>	<b>0%</b>
4908 - Vehicle Take Home Reimbursement	4,482	-	4,569	<b>2,500</b>	
4909 - Returned Check Charge	780	1,000	780	-	<b>-100%</b>
4912 - Off Track Betting	57,484	50,000	61,772	<b>50,000</b>	<b>0%</b>
4922 - Sale Of Equipment	63,975	25,000	-	-	
4998 - Extraordinary Gain	1,361,575	-	(3,835)	-	
<b>Miscellaneous Total</b>	<b>5,694,344</b>	<b>4,611,000</b>	<b>6,205,296</b>	<b>4,512,500</b>	<b>-2%</b>
<b><u>Other Taxes</u></b>					
4215 - Tow Franchise	494,927	400,000	540,048	<b>450,000</b>	<b>13%</b>
4222 - Transient Occupancy Tax	4,502,184	4,300,000	4,987,491	<b>4,900,000</b>	<b>14%</b>
4223 - Property Transfer Tax	765,928	600,000	1,042,017	<b>700,000</b>	<b>17%</b>
4225 - Sales Tax - Public Safety	1,122,866	1,125,000	1,121,161	<b>1,250,000</b>	<b>11%</b>
<b>Other Taxes Total</b>	<b>6,885,905</b>	<b>6,425,000</b>	<b>7,690,717</b>	<b>7,300,000</b>	<b>14%</b>
<b><u>Transfers in</u></b>					
6450 - Transfers in	700,000	-	590,005	-	
<b>Transfers in Total</b>	<b>700,000</b>	<b>-</b>	<b>590,005</b>	<b>-</b>	

City of San Bernardino  
 General Fund Revenue Detail  
 2018-19 Adopted Budget

*General Fund Revenue Detail*

	FY 2016-17 Actual	FY 2017-18 Adopted Budget	FY 2017-18 Unaudited Actual	FY 2018-19 Adopted Budget	% Change to Adopted Budget 2017-18
<b><u>Use of Money and Property</u></b>					
4505 - Interest On Idle Cash	232,661	-	220,314	<b>350,000</b>	
4510 - Gain/Loss On Sale Of Property	(318,144)	-	-	-	
4524 - Rental Income from Carousel Mall	123,375	-	796,904	<b>400,000</b>	
4540 - Vending Machine Commission	18,705	20,000	10,686	<b>10,000</b>	<b>-50%</b>
<b>Use of Money and Property Total</b>	<b>56,597</b>	<b>20,000</b>	<b>1,027,904</b>	<b>760,000</b>	<b>3700%</b>
<b><u>Utility Users Tax</u></b>					
4224 - Utility Users Tax	23,591,923	24,600,000	23,666,459	<b>25,250,000</b>	<b>3%</b>
<b>Utility Users Tax Total</b>	<b>23,591,923</b>	<b>24,600,000</b>	<b>23,666,459</b>	<b>25,250,000</b>	<b>3%</b>
<b>TOTAL GENERAL FUND REVENUE</b>	<b>120,504,613</b>	<b>119,861,000</b>	<b>127,176,662</b>	<b>126,990,500</b>	<b>6%</b>

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# GENERAL FUND EXPENDITURE DETAIL

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**City of San Bernardino  
General Fund Expenditure by Major Category  
2018-19 Adopted Budget**

*General Fund Expenditures*

	FY 2016-17 Actual	FY 2017-18 Adopted Budget	FY 2017-18 Unaudited Actual	FY 2018-19 Adopted Budget	% Change to Adopted Budget 2017-18
<b><u>Salaries</u></b>					
5010 - Extra Hire/Temp	19,114	202,156	-	-	-100.00%
5011 - Salaries perm/fulltime	40,401,697	49,230,775	44,064,679	<b>51,697,707</b>	<b>5.01%</b>
5012 - Special salaries	818,466	778,067	842,694	<b>838,230</b>	<b>7.73%</b>
5013 - Auto/phone allowance	194,028	160,554	221,039	<b>221,355</b>	<b>37.87%</b>
5014 - Salaries temp/parttime	1,884,960	2,602,884	1,910,563	<b>2,710,211</b>	<b>4.12%</b>
5015 - Overtime	4,181,962	3,663,800	4,615,679	<b>5,344,554</b>	<b>45.87%</b>
5018 - Vacation pay	552,442	-	2,064,584	-	
5033 - Salary Savings	-	(3,000,000)	-	<b>(3,000,000)</b>	<b>0.00%</b>
<b>Salaries Total</b>	<b>48,052,669</b>	<b>53,638,236</b>	<b>53,719,237</b>	<b>57,812,057</b>	<b>7.78%</b>
<b><u>Benefits</u></b>					
5024 - PERS retirees health	70,388	140,912	69,283	<b>78,000</b>	<b>-44.65%</b>
5026 - PERS retirement	15,081,319	6,639,873	6,079,884	<b>7,274,008</b>	<b>9.55%</b>
5027 - Health/Life Insurance	4,224,367	6,016,879	5,020,125	<b>5,768,572</b>	<b>-4.13%</b>
5028 - Unemployment insurance	231,886	150,000	69,596	<b>51,901</b>	<b>-65.40%</b>
5029 - Medicare	714,706	726,021	772,803	<b>765,213</b>	<b>5.40%</b>
5034 - CALPERS UNFUNDED LIABILITY		15,126,322	15,478,600	<b>18,852,949</b>	<b>24.64%</b>
5138 - Tuition Reimbursement	7,400	20,000	19,098	<b>30,000</b>	<b>50.00%</b>
<b>Benefits Total</b>	<b>20,330,066</b>	<b>28,820,008</b>	<b>27,509,388</b>	<b>32,820,643</b>	<b>13.88%</b>
<b><u>M &amp; O / Contractual</u></b>					
5101 - Property Taxes	-	-	-	-	
5102 - Computer Equip-Non Capital	49,526	575,860	152,354	<b>15,000</b>	<b>-97.40%</b>
5104 - Library Materials		49,379	-	-	<b>-100.00%</b>
5105 - Employee Recognition		20,000	19,123	<b>30,000</b>	<b>50.00%</b>
5111 - Material and supplies	1,143,807	1,263,019	1,288,562	<b>1,679,362</b>	<b>32.96%</b>
5112 - Small tools and equipment	140,711	407,200	41,134	<b>227,870</b>	<b>-44.04%</b>

**City of San Bernardino  
General Fund Expenditure by Major Category  
2018-19 Adopted Budget**

*General Fund Expenditures*

	<b>FY 2016-17 Actual</b>	<b>FY 2017-18 Adopted Budget</b>	<b>FY 2017-18 Unaudited Actual</b>	<b>FY 2018-19 Adopted Budget</b>	<b>% Change to Adopted Budget 2017-18</b>
5113 - Motor fuel and lubricants	236	1,800	445	300	-83.33%
5114 - Raw foods	-	-	8,484	75,000	
5116 - Art Night		-	6,028	-	
5120 - Media expense	7,367	7,440	-	-	-100.00%
5121 - Advertising	42,034	159,627	46,411	73,947	-53.68%
5122 - Dues and subscriptions	223,676	265,615	201,322	283,421	6.70%
5123 - Library Books	114,116	74,000	109,571	115,000	55.41%
5130 - Bankruptcy-Travel/Meetings	1,935	-	-	-	
5131 - Mileage	397	5,010	840	4,239	-15.39%
5132 - Meetings and conferences	72,737	125,175	50,123	127,218	1.63%
5133 - Education and training	87,594	233,240	92,583	198,128	-15.05%
5134 - Training - post reimburseable	170,487	150,000	116,889	150,000	0.00%
5135 - Transportation - grants	-	-	1,294	11,700	
5136 - Meals	-	450	-	450	0.00%
5141 - Local travel and meetings	2,834	-	4,158	-	
5142 - Meetings and conferences - Ward 1	1,616	6,000	500	6,000	0.00%
5143 - Meetings and conferences - Ward 2	3,315	6,000	6,042	6,000	0.00%
5144 - Meetings and conferences - Ward 3	7,533	6,000	7,956	6,000	0.00%
5145 - Meetings and conferences - Ward 4	1,186	6,000	2,539	6,000	0.00%
5146 - Meetings and conferences - Ward 5	3,670	6,000	6,508	6,000	0.00%
5147 - Meetings and conferences - Ward 6	904	6,000	2,139	6,000	0.00%
5148 - Meetings and conferences - Ward 7	3,529	6,000	3,976	6,000	0.00%
5150 - Utilities	-	(350,000)	-	3,453	-100.99%
5151 - Electric charges	2,120,136	1,952,000	2,191,586	1,435,100	-26.48%
5152 - Gas charges	57,927	61,140	42,909	61,800	1.08%
5154 - Water charges	1,095,951	1,022,000	1,409,797	1,137,580	11.31%
5155 - Cellular service	1,805	2,000	1,826	-	-100.00%
5156 - Refuse	12,183	-	6,532	1,440	

**City of San Bernardino  
General Fund Expenditure by Major Category  
2018-19 Adopted Budget**

*General Fund Expenditures*

	FY 2016-17 Actual	FY 2017-18 Adopted Budget	FY 2017-18 Unaudited Actual	FY 2018-19 Adopted Budget	% Change to Adopted Budget 2017-18
5157 - Telephone charges	30,443	-	51,361	<b>61,460</b>	
5161 - Insurance premiums	23,245	16,872	27,527	<b>1,025</b>	<b>-93.92%</b>
5163 - Workers compensation claims	-	4,319	-	-	<b>-100.00%</b>
5167 - Software Maintenance				<b>260,058</b>	
5171 - Rentals	130,199	1,355,983	928,170	<b>832,012</b>	<b>-38.64%</b>
5172 - Equipment maintenance	146,115	498,391	342,025	<b>310,283</b>	<b>-37.74%</b>
5173 - Outside vehicle maintenance	35,033	80,000	23,823	<b>20,000</b>	<b>-75.00%</b>
5174 - Printing charges	102,352	123,560	79,957	<b>284,545</b>	<b>130.29%</b>
5175 - Postage	123,607	163,568	124,396	<b>133,942</b>	<b>-18.11%</b>
5176 - Copy machine charges	64,156	96,500	75,424	<b>61,104</b>	<b>-36.68%</b>
5177 - Litigation expenses	126,325	450,000	41,229	<b>250,000</b>	<b>-44.44%</b>
5181 - Other operating expenses	1,556,289	1,072,718	1,529,913	<b>1,057,965</b>	<b>-1.38%</b>
5183 - Management allowance	50	800	-	<b>1,200</b>	<b>50.00%</b>
5184 - Low income rebates	221	1,000	229	<b>500</b>	<b>-50.00%</b>
5186 - Civic and promotional	18,090	21,200	20,985	<b>10,200</b>	<b>-51.89%</b>
5187 - Police reserves	12,349	20,000	15,553	<b>20,000</b>	<b>0.00%</b>
5193 - Grant match	87,233	60,000	-	-	<b>-100.00%</b>
5198 - Payments to Other Agencies	242,212	900,000	201,726	-	<b>-100.00%</b>
5502 - Professional/contractual services	5,415,217	6,517,150	6,312,820	<b>8,129,683</b>	<b>24.74%</b>
5503 - Outside Legal Services	-	-	34,510	<b>745,000</b>	
5504 - Construction	-	6,295,000	492,479	-	<b>-100.00%</b>
5505 - Other professional services	2,277,669	2,586,418	1,990,741	<b>958,400</b>	<b>-62.94%</b>
5506 - Landscape contracts	1,073,597	1,186,000	1,059,921	<b>1,529,100</b>	<b>28.93%</b>
5507 - Facilities services	(311)	-	-	-	
5509 - Bankruptcy- Litigation Services	5,454,535	-	-	-	
5510 - Bankruptcy-Professional/Contractual Servic	686,390	-	-	-	
5701 - Motor vehicles	239,046	917,000	581,741	<b>862,000</b>	<b>-6.00%</b>
5702 - Computer equipment	469	76,000	-	<b>68,000</b>	<b>-10.53%</b>

**City of San Bernardino  
General Fund Expenditure by Major Category  
2018-19 Adopted Budget**

*General Fund Expenditures*

	FY 2016-17 Actual	FY 2017-18 Adopted Budget	FY 2017-18 Unaudited Actual	FY 2018-19 Adopted Budget	% Change to Adopted Budget 2017-18
5704 - Miscellaneous equipment	258,892	-	314,408	138,496	
5706 - Alterations and renovations	-	-	-	4,000	
5707 - Construction/Building	40,000	-	-	-	
5950 - Miscellaneous	-	-	750	-	
<b>M &amp; O / Contractual Total</b>	<b>23,510,636</b>	<b>28,509,434</b>	<b>20,071,319</b>	<b>21,411,981</b>	<b>-24.90%</b>
<b><u>Credit/billables</u></b>					
5910 - Credit - federal and state program funding	(433,690)	-	(463,213)	-	
5945 - Recoverable expense	-	(1,200,000)	-	(1,031,250)	<b>-14.06%</b>
5946 - Credit - C-1 recoverable	-	(1,181,496)	-	(1,199,999)	
9999 - Suspense	-	-	5,910	-	
<b>Credit/billables Total</b>	<b>(433,690)</b>	<b>(2,381,496)</b>	<b>(457,303)</b>	<b>(2,231,249)</b>	<b>-6.31%</b>
<b><u>Debt Service</u></b>					
5801 - Debt service principal	5,146,654	2,654,145	5,531,768	1,785,000	<b>-32.75%</b>
5802 - Debt service interest	613,185	-	751,681	-	
5803 - Lease payments	-	400,000	400,000	400,000	<b>0.00%</b>
5804 - Note/Loan Fees/Bond Issue Costs	-	-	-	-	
<b>Debt Service Total</b>	<b>5,759,839</b>	<b>3,054,145</b>	<b>6,683,448</b>	<b>2,185,000</b>	<b>-28.46%</b>
<b><u>Internal Service Charges</u></b>					
5601 - Garage charges	876,294	1,208,377	841,500	1,410,766	<b>16.75%</b>
5602 - Workers compensation	5,258,677	4,535,635	4,494,253	4,597,398	<b>1.36%</b>
5603 - Liability	1,392,874	2,867,148	1,299,646	1,917,127	<b>-33.13%</b>
5604 - IT charges in-house	2,586,234	4,063,126	3,560,195	4,167,936	<b>2.58%</b>
5605 - Telephone support	674,207	-	(45)	15,499	
5608 - Water, sewer, geothermal	(997,583)	-	-	-	
5612 - Fleet charges - fuel	513,196	732,743	656,257	784,665	<b>7.09%</b>

**City of San Bernardino  
General Fund Expenditure by Major Category  
2018-19 Adopted Budget**

*General Fund Expenditures*

	FY 2016-17 Actual	FY 2017-18 Adopted Budget	FY 2017-18 Unaudited Actual	FY 2018-19 Adopted Budget	% Change to Adopted Budget 2017-18
<b>Internal Service Charges Total</b>	<b>10,303,899</b>	<b>13,407,029</b>	<b>10,851,805</b>	<b>12,893,391</b>	<b>-3.83%</b>
<b><u>Transfers Out</u></b>					
7451 - Transfers out	6,711,103	1,000,000	1,000,000	<b>1,300,000</b>	<b>30.00%</b>
<b>Transfers Out Total</b>	<b>6,711,103</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,300,000</b>	<b>30.00%</b>
<b><u>Contractual Services</u></b>					
5310 - COST OF ISSUANCE		0.00	131,666.50	<b>0.00</b>	
<b>Contractual Services Total</b>		<b>0.00</b>	<b>131,666.50</b>	<b>0.00</b>	
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>114,234,522</b>	<b>126,047,357</b>	<b>119,509,562</b>	<b>126,191,823</b>	<b>0.11%</b>

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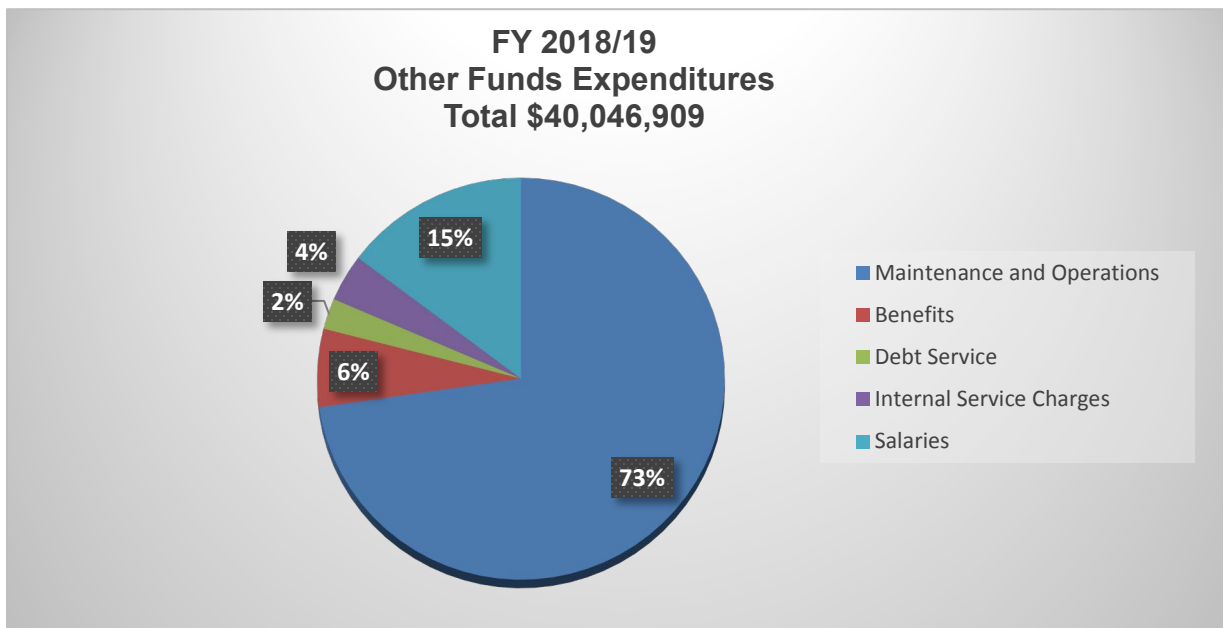
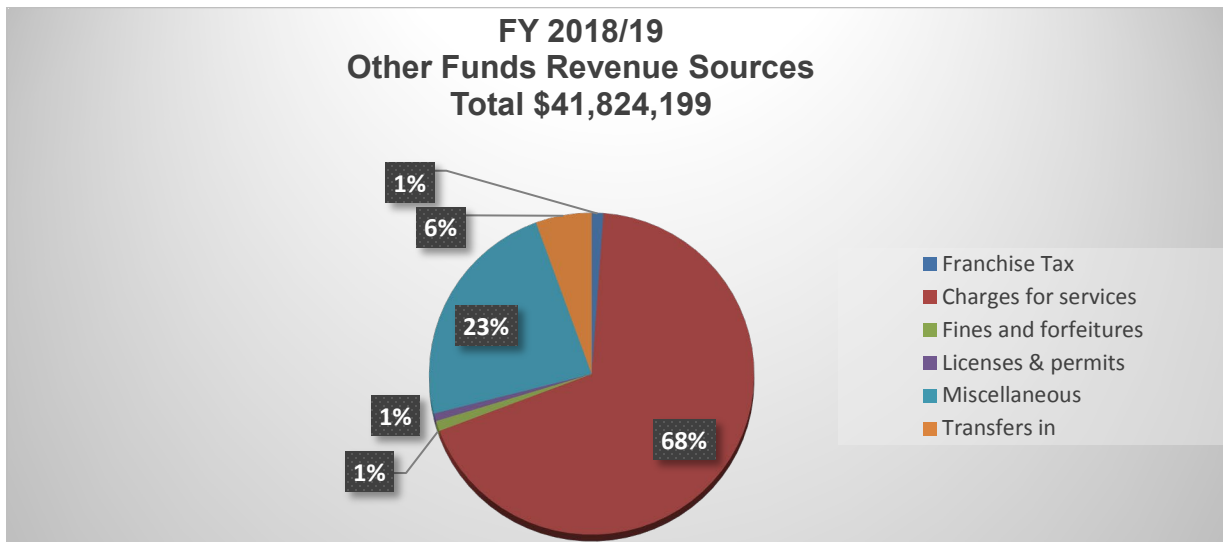




# OTHER FUNDS REVENUE DETAIL

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The Other Funds are comprised of Special Revenue, Internal Service, Capital Improvement Program (CIP) and Impact Fee funds. The Internal Service Funds primarily serve the City departments for services like Information Technology, Fleet, and claims management for Workers' Compensation and General Liability. Remaining funds are primarily related to the special funding sources for street maintenance and construction. The Adopted budget for the all Other Funds is \$40,046,909 for FY 2018/19.



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City of San Bernardino  
Other Funds Revenue Detail  
2018-19 Adopted Budget

Other Funds Revenue Detail

	FY 2016-17 Actual	FY 2017-18 Adopted Budget	FY 2017-18 Unaudited Actual	FY 2018-19 Adopted Budget	% Change to Adopted Budget 2017-18
<b><u>002 Bankruptcy Settlement</u></b>					
6450 - Transfers in	2,403,919	-	-	-	
<b>002 Bankruptcy Settlement Total</b>	<b>2,403,919</b>	<b>-</b>	<b>68,926</b>	<b>-</b>	
<b><u>107 Cable Television Fund</u></b>					
4205 - CATV PEG Franchise Fee	290,007	275,000	200,202	270,000	-1.8%
4505 - Interest On Idle Cash	3,763	-	6,860	5,000	
4699 - Program income	23,290	28,550	18,720	20,000	-29.9%
4901 - Miscellaneous Receipts	-	3,000	-	-	-100.0%
<b>107 Cable Television Fund Total</b>	<b>317,061</b>	<b>306,550</b>	<b>225,782</b>	<b>295,000</b>	<b>-3.8%</b>
<b><u>108 Asset forfeiture</u></b>					
4115 - All Assessment Districts	-	-	-	-	
4505 - Interest On Idle Cash	16,406	-	27,765	20,000	
4672 - Asset Seizure - Federal	657,682	450,000	92,543	-	-100.0%
4675 - Asset Seizure - Federal Tre	30,241	-	-	-	
4927 - Asset Seizure Revenues	350,206	200,000	319,472	-	-100.0%
4998 - Extraordinary Gain	1,824	-	-	200,000	
<b>108 Asset forfeiture Total</b>	<b>1,056,359</b>	<b>650,000</b>	<b>439,780</b>	<b>220,000</b>	<b>-66.2%</b>
<b><u>111 AB2766 air quality</u></b>					
4505 - Interest On Idle Cash	6,164	-	10,798	10,000	
4626 - AB2766 Revenues	276,065	250,000	96,237	250,000	0.0%
<b>111 AB2766 air quality Total</b>	<b>282,230</b>	<b>250,000</b>	<b>107,035</b>	<b>260,000</b>	<b>4.0%</b>
<b><u>116 Emergency Solutions Grant 14.231</u></b>					
4695 - Recoverable expense income	129,399	440,185	173,315	323,222	-26.6%
<b>116 Emergency Solutions Grant 14.231 Total</b>	<b>129,399</b>	<b>440,185</b>	<b>173,315</b>	<b>323,222</b>	<b>-26.6%</b>
<b><u>117 Home Improvement Part 14.239</u></b>					

City of San Bernardino  
Other Funds Revenue Detail  
2018-19 Adopted Budget

Other Funds Revenue Detail

	FY 2016-17 Actual	FY 2017-18 Adopted Budget	FY 2017-18 Unaudited Actual	FY 2018-19 Adopted Budget	% Change to Adopted Budget 2017-18
4502 - CD Loan Repay Principal	49,958	-	-	-	
4505 - Interest On Idle Cash	18,879	-	48,488	-	
4695 - Recoverable expense income	209,708	1,217,397	1,848,100	788,568	-35.2%
4699 - Program income	464,821	-	-	-	
4903 - Refunds And Rebates	3,475	-	-	-	
<b>117 Home Improvement Part 14.239 Total</b>	<b>746,840</b>	<b>1,217,397</b>	<b>1,896,588</b>	<b>788,568</b>	<b>-35.2%</b>
<b><u>118 Gang and street asset forfeiture</u></b>					
4440 - CVC Fine	(111)	-	-	-	
4505 - Interest On Idle Cash	1,268	-	1,923	-	
4929 - Asset Seizure - Drugs/Gangs	62,675	-	50,546	-	
<b>118 Gang and street asset forfeiture Total</b>	<b>63,832</b>	<b>-</b>	<b>52,469</b>	<b>-</b>	
<b><u>119 Community Developmnt Block Grant</u></b>					
4678 - CDBG Allocation	2,404,958	4,227,911	2,578,636	4,591,861	8.6%
4903 - Refunds And Rebates	281	-	-	-	
4998 - Extraordinary Gain	163	-	-	-	
<b>119 Community Developmnt Block Grant Total</b>	<b>2,410,976</b>	<b>4,227,911</b>	<b>2,597,763</b>	<b>4,591,861</b>	<b>8.6%</b>
<b><u>120 Neighborhood Stabil Prog (NSP1)</u></b>					
4695 - Recoverable expense income	-	-	-	277,360	
<b>120 Neighborhood Stabil Prog (NSP1) Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>277,360</b>	
<b><u>121 SBETA</u></b>					
6450 - Transfers in	3,154,684	-	-	-	
<b>121 SBETA Total</b>	<b>3,154,684</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b><u>122 Neighborhood Stabil Prog(NSP3)</u></b>					
4695 - Recoverable expense income	49,799	-	-	904,500	
4699 - Program income	5,423	-	-	-	

City of San Bernardino  
Other Funds Revenue Detail  
2018-19 Adopted Budget

Other Funds Revenue Detail

	FY 2016-17 Actual	FY 2017-18 Adopted Budget	FY 2017-18 Unaudited Actual	FY 2018-19 Adopted Budget	% Change to Adopted Budget 2017-18
4903 - Refunds And Rebates	8,007	-	-	-	
<b>122 Neighborhood Stabil Prog(NSP3) Total</b>	<b>63,229</b>	<b>-</b>	<b>-</b>	<b>904,500</b>	
<b><u>123 Federal grant programs</u></b>					
4695 - Recoverable expense income	2,478,062	1,805,333	3,880,115	122,498	-93.2%
4696 - Credit C-1 recoverable revenue	308,200	-	282,584	-	
4699 - Program income	-	173,651	-	-	-100.0%
<b>123 Federal grant programs Total</b>	<b>2,786,263</b>	<b>1,978,984</b>	<b>4,162,699</b>	<b>122,498</b>	<b>-93.8%</b>
<b><u>124 Animal control</u></b>					
4320 - Animal Licenses	161,932	200,000	143,993	175,000	-12.5%
4352 - Miscellaneous Licenses & Permits	3,617	1,000	3,148	5,000	400.0%
4410 - General Fine	5,510	8,000	8,875	8,000	0.0%
4430 - Animal License Penalty	8,730	-	10,195	6,000	
4756 - Animal Adoption Fee	57,343	75,000	47,545	75,000	0.0%
4757 - Contracted Shelter Fee	202,019	200,000	190,912	200,000	0.0%
4759 - Apprehension Fee	16,850	21,000	17,041	21,000	0.0%
4760 - Boarding Fee	21,855	22,500	20,237	23,000	2.2%
4761 - Field Service Fee	400	600	500	600	0.0%
4763 - Owner Release Fee	9,260	10,000	8,099	10,000	0.0%
4764 - Vaccination Fee	18,390	22,000	14,810	22,000	0.0%
4765 - Microchip Identification Fee	29,215	31,000	23,710	31,000	0.0%
4901 - Miscellaneous Receipts	9,457	10,000	87,384	75,000	650.0%
4998 - Extraordinary Gain	24,302	-	-	-	
6450 - Transfers in	1,100,000	1,000,000	1,000,000	1,300,000	30.0%
<b>124 Animal control Total</b>	<b>1,668,881</b>	<b>1,601,100</b>	<b>1,576,798</b>	<b>1,951,600</b>	<b>21.9%</b>
<b><u>126 Gas tax fund</u></b>					
4505 - Interest On Idle Cash	1,634	-	89	-	
4602 - HUTA Proposition 42 replacement - gas tax 2103	575,156	951,759	844,942	1,663,440	74.8%

**City of San Bernardino  
Other Funds Revenue Detail  
2018-19 Adopted Budget**

*Other Funds Revenue Detail*

	FY 2016-17 Actual	FY 2017-18 Adopted Budget	FY 2017-18 Unaudited Actual	FY 2018-19 Adopted Budget	% Change to Adopted Budget 2017-18
4610 - State aid - gas tax 2106	742,720	779,287	742,281	743,460	-4.6%
4611 - State aid - gas tax 2107	1,545,132	1,657,042	1,542,360	1,549,846	-6.5%
4612 - State aid - gas tax 2107.5	-	10,000	-	10,000	0.0%
4614 - Prop 111 highway users tax - gas tax 2105	1,210,827	1,281,746	1,177,436	1,249,167	-2.5%
4669 - Road Maintenance Rehabilitation		1,464,107	-	3,849,708	162.9%
<b>126 Gas tax fund Total</b>	<b>4,075,468</b>	<b>6,143,941</b>	<b>5,553,932</b>	<b>9,065,621</b>	<b>47.6%</b>
<b><u>127 Low Mod Housing Fund</u></b>					
4304 - Miscellaneous Planning Permits	300	-	3,300	-	
4505 - Interest On Idle Cash	179,332	-	264,754	-	
4699 - Program income	4,900	-	450	-	
4903 - Refunds And Rebates	39	-	-	-	
<b>127 Low Mod Housing Fund Total</b>	<b>184,571</b>	<b>-</b>	<b>268,504</b>	<b>-</b>	
<b><u>128 Traffic safety</u></b>					
4440 - CVC Fine	384,164	320,000	724,972	320,000	0.0%
4441 - Nester Red Lights	96,663	20,000	13,318	10,000	-50.0%
4998 - Extraordinary Gain	348,225	-	-	-	
<b>128 Traffic safety Total</b>	<b>829,052</b>	<b>340,000</b>	<b>738,290</b>	<b>330,000</b>	<b>-2.9%</b>
<b><u>129 Measure I</u></b>					
4505 - Interest On Idle Cash	52,754	-	97,042	50,000	
4613 - 1/2 cent sales tax - Measure I	3,641,027	3,650,000	3,827,897	3,750,000	2.7%
4630 - State Aid Street Construction	21,555	-	-	-	
4945 - Reimbursement Street Construction	7,627	-	-	-	
4998 - Extraordinary Gain	10,561	-	-	-	
<b>129 Measure I Total</b>	<b>3,733,524</b>	<b>3,650,000</b>	<b>3,924,939</b>	<b>3,800,000</b>	<b>4.1%</b>
<b><u>132 Sewer line maintenance</u></b>					
4505 - Interest On Idle Cash	21,718	-	(1,953)	-	



City of San Bernardino  
Other Funds Revenue Detail  
2018-19 Adopted Budget

Other Funds Revenue Detail

	FY 2016-17 Actual	FY 2017-18 Adopted Budget	FY 2017-18 Unaudited Actual	FY 2018-19 Adopted Budget	% Change to Adopted Budget 2017-18
4820 - Sewer Line Maintenance Reimbursement	4,181,694	-	-	-	
4998 - Extraordinary Gain	30,673	-	-	-	
6450 - Transfers in	52,500	-	-	-	
<b>132 Sewer line maintenance Total</b>	<b>4,286,585</b>	-	<b>(1,953)</b>	-	
<b><u>208 Verdemont capital project</u></b>					
4505 - Interest On Idle Cash	737	-	2,279	-	
<b>208 Verdemont capital project Total</b>	<b>737</b>	-	<b>152,075</b>	-	
<b><u>242 Street construction fund</u></b>					
4658 - Federal Aid Street Construction	494,577	-	283,942	-	
4998 - Extraordinary Gain	114,139	-	-	-	
<b>242 Street construction fund Total</b>	<b>608,716</b>	-	<b>283,942</b>	-	
<b><u>243 Park construction fund</u></b>					
4505 - Interest On Idle Cash	(75)	-	1,271	-	
<b>243 Park construction fund Total</b>	<b>(75)</b>	-	<b>1,271</b>	-	
<b><u>245 Sewer line construction</u></b>					
4505 - Interest On Idle Cash	5,002	-	(1,154)	-	
4822 - Sewer Connection Fee	209,773	-	117,511	-	
4998 - Extraordinary Gain	14,704	-	-	-	
<b>245 Sewer line construction Total</b>	<b>229,480</b>	-	<b>116,357</b>	-	
<b><u>246 Public improvement fund</u></b>					
4505 - Interest On Idle Cash	5,306	-	9,995	-	
<b>246 Public improvement fund Total</b>	<b>5,306</b>	-	<b>9,995</b>	-	
<b><u>247 Cultural Developmnt Construction</u></b>					

City of San Bernardino  
Other Funds Revenue Detail  
2018-19 Adopted Budget

Other Funds Revenue Detail

	FY 2016-17 Actual	FY 2017-18 Adopted Budget	FY 2017-18 Unaudited Actual	FY 2018-19 Adopted Budget	% Change to Adopted Budget 2017-18
4335 - Cultural Development Construction Fee	678,469	-	859,314	-	
4505 - Interest On Idle Cash	18,894	-	36,764	-	
<b>247 Cultural Developmnt Construction Total</b>	<b>697,362</b>	<b>-</b>	<b>896,078</b>	<b>-</b>	
<b><u>248 Storm drain construction</u></b>					
4505 - Interest On Idle Cash	31,288	-	64,569	-	
4818 - Storm Drain Fee	1,401,248	-	1,842,341	-	
<b>248 Storm drain construction Total</b>	<b>1,432,825</b>	<b>-</b>	<b>1,906,911</b>	<b>-</b>	
<b><u>254 Assessment district</u></b>					
4115 - All Assessment Districts	1,343,940	1,155,775	1,158,424	1,221,926	5.7%
4998 - Extraordinary Gain	21,550	-	-	-	
<b>254 Assessment district Total</b>	<b>1,365,490</b>	<b>1,155,775</b>	<b>1,158,424</b>	<b>1,221,926</b>	<b>5.7%</b>
<b><u>258 Prop 1b - local street</u></b>					
4505 - Interest On Idle Cash	277	-	560	-	
4998 - Extraordinary Gain	2,367	-	-	-	
<b>258 Prop 1b - local street Total</b>	<b>2,643</b>	<b>-</b>	<b>560</b>	<b>-</b>	
<b><u>261 Law Enforcement Facilities</u></b>					
4505 - Interest On Idle Cash	2,442	-	4,302	-	
4824 - Development Impact Fees	167,784	-	98,935	-	
<b>261 Law Enforcement Facilities Total</b>	<b>170,226</b>	<b>-</b>	<b>103,237</b>	<b>-</b>	
<b><u>263 Local regional circulation</u></b>					
4505 - Interest On Idle Cash	6,844	-	12,847	-	
4824 - Development Impact Fees	206,769	-	190,725	-	
4998 - Extraordinary Gain	6,966	-	-	-	
<b>263 Local regional circulation Total</b>	<b>220,580</b>	<b>-</b>	<b>573,600</b>	<b>-</b>	

City of San Bernardino  
Other Funds Revenue Detail  
2018-19 Adopted Budget

*Other Funds Revenue Detail*

	FY 2016-17 Actual	FY 2017-18 Adopted Budget	FY 2017-18 Unaudited Actual	FY 2018-19 Adopted Budget	% Change to Adopted Budget 2017-18
<b><u>264 Regional circulation system</u></b>					
4505 - Interest On Idle Cash	50,964	-	116,261	-	
4824 - Development Impact Fees	2,166,604	-	2,035,234	-	
4998 - Extraordinary Gain	13,121	-	-	-	
<b>264 Regional circulation system Total</b>	<b>2,230,689</b>	<b>-</b>	<b>2,151,495</b>	<b>-</b>	
<b><u>265 Library Facilities</u></b>					
4505 - Interest On Idle Cash	322	-	605	-	
4824 - Development Impact Fees	5,103	-	7,655	-	
<b>265 Library Facilities Total</b>	<b>5,425</b>	<b>-</b>	<b>8,260</b>	<b>-</b>	
<b><u>266 Public use facilities</u></b>					
4505 - Interest On Idle Cash	2,473	-	4,708	-	
4824 - Development Impact Fees	8,716	-	13,074	-	
<b>266 Public use facilities Total</b>	<b>11,189</b>	<b>-</b>	<b>17,783</b>	<b>-</b>	
<b><u>267 Aquatics facilities</u></b>					
4505 - Interest On Idle Cash	731	-	1,392	-	
4824 - Development Impact Fees	2,609	-	3,913	-	
<b>267 Aquatics facilities Total</b>	<b>3,340</b>	<b>-</b>	<b>5,306</b>	<b>-</b>	
<b><u>268 AB 1600 parkland and op</u></b>					
4505 - Interest On Idle Cash	4,093	-	10,832	-	
4824 - Development Impact Fees	56,310	-	64,355	-	
4998 - Extraordinary Gain	1,775	-	-	-	
<b>268 AB 1600 parkland and op Total</b>	<b>62,178</b>	<b>-</b>	<b>75,187</b>	<b>-</b>	
<b><u>269 Quimby act parkland</u></b>					
4505 - Interest On Idle Cash	5,127	-	9,860	-	

City of San Bernardino  
Other Funds Revenue Detail  
2018-19 Adopted Budget

Other Funds Revenue Detail

	FY 2016-17 Actual	FY 2017-18 Adopted Budget	FY 2017-18 Unaudited Actual	FY 2018-19 Adopted Budget	% Change to Adopted Budget 2017-18
4824 - Development Impact Fees	9,518	-	38,071	-	
<b>269 Quimby act parkland Total</b>	<b>14,645</b>	<b>-</b>	<b>47,931</b>	<b>-</b>	
<b><u>356 AD 1015 New Pine Debt Service</u></b>					
4115 - All Assessment Districts	62,467	-	58,379	-	
4505 - Interest On Idle Cash	(233)	-	247	-	
<b>356 AD 1015 New Pine Debt Service Total</b>	<b>62,234</b>	<b>-</b>	<b>58,626</b>	<b>-</b>	
<b><u>527 Integrated waste management</u></b>					
4423 - General Administrative Civil Penalty	200	-	-	-	
4505 - Interest On Idle Cash	46,734	-	85,446	25,000	
4718 - Environmental fee	625,000	500,000	500,000	500,000	0.0%
4832 - Commercial Bin Service	163	-	-	-	
4840 - Residential Refuse	138	-	-	-	
4846 - Recycling Revenues	19,409	100,000	3,657	75,000	-25.0%
4901 - Miscellaneous Receipts	-	-	97,843	-	-100.0%
4998 - Extraordinary Gain	55,787	-	(2,453)	-	
<b>527 Integrated waste management Total</b>	<b>747,432</b>	<b>600,000</b>	<b>684,493</b>	<b>600,000</b>	<b>0.0%</b>
<b><u>621 Central services fund</u></b>					
4897 - Interdepartmental Receipts	88,621	-	454	-	
<b>621 Central services fund Total</b>	<b>88,621</b>	<b>-</b>	<b>454</b>	<b>-</b>	
<b><u>629 Liability insurance fund</u></b>					
4897 - Interdepartmental Receipts	1,541,422	3,430,707	1,554,679	2,129,179	-37.9%
4924 - Damage Claim Recovery	483,030	75,000	541,918	200,000	166.7%
4937 - Street Light Recovery	-	25,000	23,919	25,000	0.0%
4998 - Extraordinary Gain	205	-	-	-	
<b>629 Liability insurance fund Total</b>	<b>2,024,657</b>	<b>3,530,707</b>	<b>2,120,516</b>	<b>2,354,179</b>	<b>-33.3%</b>

**City of San Bernardino  
Other Funds Revenue Detail  
2018-19 Adopted Budget**

*Other Funds Revenue Detail*

	FY 2016-17 Actual	FY 2017-18 Adopted Budget	FY 2017-18 Unaudited Actual	FY 2018-19 Adopted Budget	% Change to Adopted Budget 2017-18
<b><u>630 Telephone support fund</u></b>					
4897 - Interdepartmental Receipts	721,359	-	-	-	
<b>630 Telephone support fund Total</b>	<b>721,359</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b><u>635 Fleet services fund</u></b>					
4213 - Franchise - Burrtec Disposal	125,000	-	-	-	
4228 - BIO CNG FUEL	500,000	500,000	500,000	<b>500,000</b>	<b>0.0%</b>
4542 - Fuel Sales	434,075	400,000	502,025	<b>400,000</b>	<b>0.0%</b>
4897 - Interdepartmental Receipts	1,864,560	2,563,495	1,826,078	<b>2,629,807</b>	<b>2.6%</b>
4903 - Refunds And Rebates	261,580	300,000	843	<b>300,000</b>	<b>0.0%</b>
4998 - Extraordinary Gain	12,037	-	-	-	
<b>635 Fleet services fund Total</b>	<b>3,197,252</b>	<b>3,763,495</b>	<b>2,828,946</b>	<b>3,829,807</b>	<b>1.8%</b>
<b><u>678 Workers compensation</u></b>					
4609 - Other Governmental Agencies	517,416	-	363,091	<b>500,000</b>	
4897 - Interdepartmental Receipts	5,590,321	4,909,225	4,909,225	<b>4,921,044</b>	<b>0.2%</b>
4906 - Water Fund Contributions	350,550	-	67,965	<b>125,000</b>	
4924 - Damage Claim Recovery	-	-	-	<b>60,000</b>	
<b>678 Workers compensation Total</b>	<b>6,458,286</b>	<b>4,909,225</b>	<b>5,340,281</b>	<b>5,606,044</b>	<b>14.2%</b>
<b><u>679 Information technology</u></b>					
4897 - Interdepartmental Receipts	3,076,835	4,622,444	4,110,288	<b>4,682,940</b>	<b>1.3%</b>
4901 - Miscellaneous Receipts	202	-	36	-	
4998 - Extraordinary Gain	81,872	-	-	-	
<b>679 Information technology Total</b>	<b>3,158,908</b>	<b>4,622,444</b>	<b>4,110,324</b>	<b>4,682,940</b>	<b>1.3%</b>
<b><u>710 Successor Agency</u></b>					
4001 - Property Tax Current Secured	-			<b>599,074</b>	
4505 - Interest On Idle Cash	98,002	-	135,141	-	
4510 - Gain/Loss On Sale Of Property	(9,845)	-	(165,208)	-	

**City of San Bernardino  
Other Funds Revenue Detail  
2018-19 Adopted Budget**

*Other Funds Revenue Detail*

	FY 2016-17 Actual	FY 2017-18 Adopted Budget	FY 2017-18 Unaudited Actual	FY 2018-19 Adopted Budget	% Change to Adopted Budget 2017-18
4520 - Land and Building Rental/Lease	43,149	-	8,700	-	
4524 - Rental Income from Carousel Mall	22,945	-	-	-	
4660 - Former EDA - bond retirement revenue	18,810,766	-	18,380,327	-	
4901 - Miscellaneous Receipts	206,593	-	202,579	-	
4950 - Temporary Miscellaneous	75	-	-	-	
4998 - Extraordinary Gain	19,074	-	-	-	
<b>710 Successor Agency Total</b>	<b>19,190,759</b>	<b>-</b>	<b>18,562,381</b>	<b>599,074</b>	
<b><u>772 Special deposits fund</u></b>					
4778 - Sale of Cemetery Plots	-	-	-	-	
4946 - Inland Regional Center Incident	(211,448)	-	-	-	
<b>772 Special deposits fund Total</b>	<b>(211,448)</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>TOTAL OTHER FUNDS REVENUE</b>	<b>70,691,689</b>	<b>39,387,714</b>	<b>62,999,299</b>	<b>41,824,199</b>	<b>6.2%</b>



# OTHER FUNDS EXPENDITURE DETAIL

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**City of San Bernardino  
Other Funds Expenditure Detail  
2018-19 Adopted Budget**

*Other Funds Expenditures*

	FY 2016-17 Actual	FY 2017-18 Adopted Budget	FY 2017-18 Unaudited Actual	FY 2018-19 Adopted Budget	% Change to Adopted Budget 2017-18
002 Bankruptcy Settlement	15,217,279	-	6,192,279	-	
107 Cable Television Fund	228,979	101,287	317,457	210,500	107.8%
108 Asset forfeiture	39,784	224,500	206,523	196,500	-12.5%
111 AB2766 air quality	37,889	-	11,862	-	
116 Emergency Solutions Grant 14.231	129,989	440,185	232,659	323,222	-26.6%
117 Home Improvement Part 14.239	879,566	1,217,397	2,022,320	788,568	-35.2%
118 Gang and street asset forfeiture	12,333	95,000	80,000	95,000	0.0%
119 Community Developmnt Block Grant	2,468,532	5,922,911	2,891,450	4,592,564	-22.5%
120 Neighborhood Stabil Prog (NSP1)	37,300	85,000	-	277,360	226.3%
122 Neighborhood Stabil Prog(NSP3)	35,487	85,000	-	904,500	964.1%
123 Federal grant programs	2,835,701	1,805,634	3,702,775	1,594,041	-11.7%
124 Animal control	1,589,050	2,413,266	1,641,719	2,567,859	6.4%
126 Gas tax fund	5,394,928	6,956,830	6,187,143	6,266,744	-9.9%
127 Low Mod Housing Fund	2,406,160	-	51,000	-	
128 Traffic safety	343,436	600,000	670,026	600,000	0.0%
129 Measure I	52,927	165,868	155,475	1,650,000	894.8%
132 Sewer line maintenance	10,945,325	-	(27)	-	
247 Cultural Developmnt Construction	30,093	-	209,921	300,000	
254 Assessment district	1,252,516	1,465,825	1,226,333	1,477,265	0.8%
261 Law Enforcement Facilities	-	-	169,795	-	
268 AB 1600 parkland and op	-	214,700	-	-	-100.0%
356 AD 1015 New Pine Debt Service	7,627	-	1,913	-	
527 Integrated waste management	1,183,562	670,266	1,441,924	1,070,743	59.7%
621 Central services fund	95,055	-	-	-	
629 Liability insurance fund	8,300,933	3,530,707	2,115,523	2,354,179	-33.3%
630 Telephone support fund	940,363	-	8,058	-	
635 Fleet services fund	2,270,753	3,763,495	3,145,202	3,829,807	1.8%
678 Workers compensation	2,247,097	4,909,225	7,762,880	5,606,044	14.2%
679 Information technology	3,411,976	4,613,143	4,105,020	4,742,940	2.8%

**City of San Bernardino  
Other Funds Expenditure Detail  
2018-19 Adopted Budget**

*Other Funds Expenditures*

	<b>FY 2016-17 Actual</b>	<b>FY 2017-18 Adopted Budget</b>	<b>FY 2017-18 Unaudited Actual</b>	<b>FY 2018-19 Adopted Budget</b>	<b>% Change to Adopted Budget 2017-18</b>
710 Successor Agency	27,745,896	-	6,846,599	599,074	
<b>TOTAL OTHER FUNDS EXPENDITURES</b>	<b>90,140,536</b>	<b>39,280,239</b>	<b>51,395,827</b>	<b>40,046,909</b>	<b>2.0%</b>



# CITYWIDE

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**July 2017**

- Beginning of the Fiscal Year

**December 2017**

- Budget Kick-off
- FY 2018-19 Instructions released to Departments
- Budget preparation begins

**January 2018**

- Departments submit Expenditure Budget, Capital Improvements Program Budget, and Revenue Projections.

**February 2018**

- Departmental Budget Review begins
- FY 2017-18 Mid-year Report presented to City Council

**March 2018**

- City Manager Budget Review with Departments

**April 2018**

- Prepare the Proposed FY 2018-19 Budget Document

**May 2018**

- Conduct the first Budget Overview Workshop with City Council
- Departmental Budget Presentation to the City Council
- Capital Improvement Budget Presentation to the City Council

**June 2018**

- Budget Public Hearing
- Mayor and City Council adopt the Operating and Capital Budgets

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## SAN BERNARDINO MAYOR AND CITY COUNCIL 2018-2019 GOALS & OBJECTIVES

### 1. IMPLEMENT THE CITY VISION

- a. Ensure that all staff members are aware of the direction provided by the Mayor and City Council through the City Vision, Goals and Objectives, Paradigm and Job Statement.
- b. Develop programs and operating systems to publicize, promote, support and implement the guidance provided by the Mayor and City Council.

### 2. PROVIDE FOR THE SAFETY OF CITY RESIDENTS AND BUSINESSES

- a. Utilize City programs to reduce crime and ensure that neighborhoods and business areas are safe.
- b. Recruit and retain the highest caliber public safety personnel.
- c. Maintain or improve emergency response times.

### 3. CREATE, MAINTAIN AND GROW JOBS AND ECONOMIC VALUE IN THE CITY

- a. Provide clear policy direction, predictable decision-making, and efficient processing and program delivery to inspire confidence in investors and trust in the community.
- b. Emphasize business retention and expansion.
- c. Utilize City resources to support the local economy and maximize job creation.

### 4. ENSURE DEVELOPMENT OF A WELL-PLANNED, BALANCED, AND SUSTAINABLE CITY

- a. Provide infrastructure designed for long term economic growth.
- b. Support a wide range of housing types and levels of affordability.
- c. Ensure that the City is clean and attractive.

### 5. IMPROVE CITY GOVERNMENT OPERATIONS

- a. Implement the City Charter by maintaining clear roles and lines of authority.
- b. Develop and maintain consistent messaging.
- c. Ensure that employees know that they and their work are valued.
- d. Encourage collaboration by breaking down silos within the organization.
- e. Evaluate operations and performance through investment in the resources, technology and tools needed to continually improve organizational efficiency and effectiveness.

### 6. OPERATE IN A FISCALLY RESPONSIBLE AND BUSINESS-LIKE MANNER

- a. Continue to implement the Plan of Adjustment.
- b. Develop a long-term budget plan and assessment of the City's built environment which brings City operations into both fiscal and programmatic balance, including funding of reserves for infrastructure and equipment maintenance and replacement.
- c. Invest City resources in ways which create more ongoing revenue to reinvest in maintaining and improving services.

### 7. PURSUE CITY GOALS AND OBJECTIVES BY WORKING WITH OTHER AGENCIES

- a. Work with Federal, State and regional governments and organizations to ensure San Bernardino receives its fair share of resources.
- b. Maintain close working relationships with the county, tribes and other governmental agencies.



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.

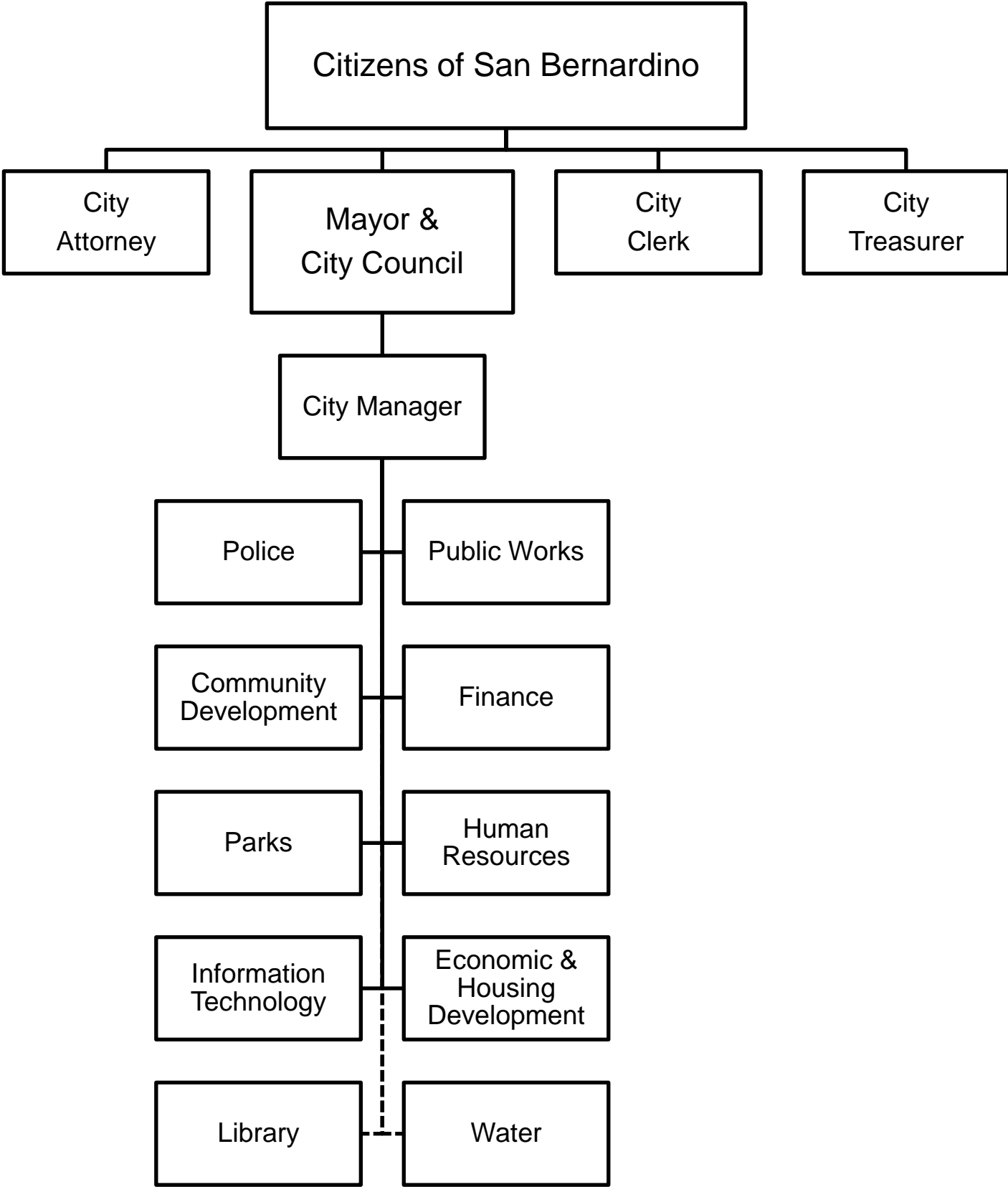
Therefore, the City is in competition for that investment.

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.



# CITYWIDE ORGANIZATION CHART



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

Department	2016-17 Authorized	2017-18 Authorized	2018-19 Authorized	NOTES From 2017-18 Authorized to 2018-19 Authorized
City Attorney's Office	19.00	19.00	14.00	Deletion of one (1) Administrative Analyst II/Assistant of Elective Officer (U) Deletion of one (1) Deputy City Attorney I (U) Deletion of one (1) Deputy City Attorney II (U) Deletion of one (1) Office Assistant (U) Deletion of one (1) City Attorney Investigations Supervisor (U)
City Clerk's Office	13.00	6.00	5.00	Deletion of one (1) Records Management Specialist
City Manager's Office	18.00	16.00	14.00	Deletion of one (1) Senior Call Taker Position Deletion of one (1) Manager of Communications
City Treasurer's Office	3.00	1.00	1.00	Transferred to the Finance Department
Civil Service	3.00	0.00	0.00	Transferred to the City Manager's Office
Community Development	37.00	27.00	23.00	Deletion of two (2) Development Services Counter Technicians Deletion of one (1) Executive Assistant Deletion of one (1) Senior Planner
Economic & Housing Development	0.00	8.00	7.00	Deletion of one (1) Economic Development Analyst
Finance	18.00	27.00	25.00	Deletion of one (1) Accounting Assistant Transfer of one (1) Administrative Analyst I (FLEX) to Public Works
Human Resources	9.00	9.00	9.00	No changes
Information Technology	15.00	15.00	14.00	Deletion of one (1) Reprographics & Mail Technician
Legislative*	16.00	15.00	15.00	No changes
Library	11.00	11.00	11.00	No changes
Parks, Recreation and Community Services	29.00	31.00	30.00	Deletion of one (1) Parks Maintenance Division Manager
Police	436.00	450.00	449.00	Deletion of one (1) Weed Abatement Coordinator Transfer of one (1) Administrative Analyst I (FLEX) from Finance
Public Works	136.00	111.00	104.00	Deletion of one (1) Administrative Services Officer Deletion of one (1) Construction Inspector Deletion of one (1) Department Accounting Technician Deletion of one (1) Electrician I Deletion of one (1) Lead Maintenance Worker Deletion of one (1) Maintenance Worker I Deletion of one (1) Engineering Assistant I Deletion of one (1) Real Property Manager
<b>Total</b>	<b>763.00</b>	<b>746.00</b>	<b>721.00</b>	

\*Legislative includes the Mayor's Office and the City Council Office

**City of San Bernardino  
Salary and Benefits by Position  
City-Wide**

	<b>Salary</b>	<b>Benefits</b>	<b>Total Salary &amp; Benefits</b>
<b>Elected Officials</b>			
City Attorney (U)	190,746	44,968	235,714
City Clerk (U)	132,218	34,820	167,038
City Treasurer (U)	24,480	14,526	39,006
Council Person	600	22,870	23,470
Mayor	97,722	34,157	131,879
<b>Full Time Positions</b>			
Accountant II	64,124	15,376	79,500
Accountant III	64,788	18,090	82,877
Accounting Assistant	49,046	8,061	57,106
Accounting Technician	54,186	15,344	69,530
Administrative Analyst I (Flex)	61,654	20,965	82,619
Administrative Analyst II	76,830	21,727	98,558
Administrative Analyst II/Assistant Of Elective Officer (U)	75,676	21,608	97,284
Administrative Assistant	46,659	7,814	54,473
Administrative Assistant To City Manager (U)	50,553	19,016	69,569
Administrative Claims Specialist	10,868	8,163	19,031
Administrative Services Officer (U)	127,851	34,192	162,042
Administrative Services Supervisor	66,157	14,231	80,388
Animal Control Manager	76,614	16,309	92,923
Animal Control Officer	49,046	12,503	61,548
Animal Shelter Attendant	40,172	8,138	48,309
Animal Shelter Kennel Supervisor	44,764	15,762	60,526
Animal Shelter Office Supervisor	85,619	20,511	106,130
Applications Development Manager	120,356	26,218	146,574
Assessment District/Real Prop Specialist	64,936	15,478	80,413
Assistant Chief Of Police	218,824	57,747	276,571
Assistant City Manager (U)	207,019	44,160	251,179
Assistant Planner (Flex)	68,710	16,146	84,856
Assistant To The City Manager (U)	106,453	31,984	138,437
Assistant To The Mayor II (U)	61,313	20,926	82,239
Assistant To The Mayor III (U)	82,221	21,461	103,682
Associate Planner	74,477	19,216	93,693
Budget Officer	113,888	25,551	139,439
Building Inspector I (Flex)	59,228	16,648	75,876
Building Inspector II	69,535	16,841	86,377
Business Registration Accounting Technician (U)	54,791	19,453	74,244
Business Registration Inspector (U)	56,965	19,678	76,643
Business Registration Manager (U)	82,954	22,359	105,313
Cemetery Worker	39,344	13,333	52,677
Chief Assistant City Attorney (U)	193,306	33,745	227,052

**City of San Bernardino  
Salary and Benefits by Position  
City-Wide**

	<b>Salary</b>	<b>Benefits</b>	<b>Total Salary &amp; Benefits</b>
Chief Building Official & Building & Safety Division Manager (U)	101,999	25,654	127,653
Chief Deputy City Clerk (U)	91,528	24,437	115,966
Chief Of Police	242,079	65,936	308,015
City Manager (U)	258,142	49,435	307,577
Code Enforcement Officer II	66,157	9,826	75,983
Code Enforcement Officer III	74,933	15,309	90,242
Community Development Block Grant (Cdbg) Program Assis	38,825	13,272	52,098
Community Development Technician	50,176	14,591	64,767
Community Engagement Specialist	50,084	12,621	62,706
Community Intervention Program Manager (U)	110,202	26,608	136,809
Community Policing Specialist	66,157	9,826	75,983
Community Recreation Manager	84,884	19,318	104,203
Community Recreation Program Coordinator	40,172	10,798	50,970
Community Services Center Supervisor	56,965	13,274	70,239
Community Services Officer I	42,228	8,350	50,578
Community Services Officer II	47,681	11,836	59,516
Construction Inspector I (Flex)	59,878	15,690	75,568
Construction Inspector II	69,535	13,632	83,168
Construction Manager	79,090	19,752	98,842
Coordinator Of Volunteers (Grant Funded)	12,071	4,907	16,977
Coordinator Of Volunteers (Grant Funded)	18,106	7,360	25,466
Council Administrative Supervisor (U)	74,695	21,507	96,202
Crime Analysis Support Assistant	46,659	13,749	60,408
Crime Analyst	66,157	9,826	75,983
Criminal Investigation Officer	51,383	8,302	59,684
Custodial Maintenance Supervisor	53,717	12,948	66,665
Custodian	38,226	12,879	51,105
Customer Service Representative	40,172	11,061	51,232
Departmental Accounting Technician	43,094	13,768	56,863
Deputy City Attorney III (U)	113,389	26,978	140,367
Deputy City Attorney IV (U)	139,781	28,223	168,003
Deputy City Clerk (U)	65,501	19,903	85,405
Deputy City Treasurer (U)	61,250	20,120	81,370
Deputy Director Of Finance/Budget Manager (U)	122,760	25,239	147,999
Deputy Director Of Parks/Rec/Comm Svcs (U)	115,830	32,951	148,781
Deputy Director Of Public Works/City Engineer (U)	128,308	37,712	166,020
Detective/Corporal	122,784	41,218	164,002
Director Of Community Development (U)	179,377	43,647	223,024
Director Of Economic And Housing Development (U)	163,383	38,024	201,407
Director Of Finance (U)	200,173	41,452	241,625
Director Of Human Resources (U)	158,657	39,170	197,827
Director Of Information Technology (U)	170,650	38,701	209,351

**City of San Bernardino  
Salary and Benefits by Position  
City-Wide**

	<b>Salary</b>	<b>Benefits</b>	<b>Total Salary &amp; Benefits</b>
Director Of Parks/Rec/Community Services (U)	166,586	42,161	208,746
Director Of Public Works (U)	179,377	27,784	207,162
Electrician I (Flex)	50,794	6,604	57,398
Emergency Operations Manager	87,770	24,001	111,771
Engineering Assistant I (Flex)	54,988	15,151	70,138
Engineering Assistant II	66,157	12,001	78,159
Engineering Assistant III	66,368	15,608	81,976
Engineering Associate	89,230	15,706	104,935
Environmental Project Specialist	49,425	12,568	61,993
Equipment Maintenance Supervisor	69,535	18,397	87,932
Equipment Mechanic II	56,965	14,813	71,778
Equipment Service Worker	42,502	11,652	54,155
Executive Assistant	44,764	20,446	65,209
Executive Assistant To Director (U)	59,878	19,978	79,856
Executive Assistant To The City Attorney (U)	75,393	21,579	96,972
Executive Assistant To The City Manager (U)	67,471	21,642	89,113
Executive Staff Assistant To City Council (U)	98,593	23,973	122,566
Facilities & Fleet Maintenance Division Manager (U)	120,956	26,280	147,236
Facilities Maintenance Mechanic	51,419	8,976	60,394
Facilities Maintenance Supervisor	72,472	17,563	90,035
Food Service Supervisor II	59,942	12,982	72,923
Forensics Specialist I (Flex)	47,196	12,000	59,196
Forensics Specialist II	62,938	15,429	78,367
Forensics Specialist III	66,157	13,910	80,067
GIS Administrator	114,505	25,615	140,120
Hazmat Technician	56,965	11,272	68,237
Heavy Equipment Operator	56,965	11,878	68,843
Housing Division Manager (U)	126,170	28,463	154,633
Human Resources Analyst	70,349	21,976	92,325
Human Resources Technician	22,123	11,331	33,454
Hvac Mechanic	58,277	13,597	71,874
IEMG Broadcast Engineering Coordinator	73,097	17,144	90,241
IT Analyst I (Flex)	73,097	22,295	95,393
IT Analyst II	82,674	22,330	105,004
IT Operations Supervisor	89,230	23,007	112,236
IW Field Inspector	59,878	16,106	75,984
Landscape Inspection Supervisor	80,760	15,738	96,497
Landscape Inspector I (Flex)	51,204	14,646	65,850
Landscape Inspector II	59,878	14,938	74,816
Lead Custodian	40,172	7,145	47,317
Lead Maintenance Worker	48,039	14,343	62,382
Lead Park Construction & Maintenance Worker	59,878	14,938	74,816



**City of San Bernardino  
Salary and Benefits by Position  
City-Wide**

	<b>Salary</b>	<b>Benefits</b>	<b>Total Salary &amp; Benefits</b>
Legal Administrative Assistant (U)	66,157	9,826	75,983
Legal Secretary II (U)	52,157	19,862	72,019
Librarian II	62,938	14,402	77,340
Library Circulation Supervisor	50,485	8,867	59,352
Library Director (U)	137,156	23,812	160,968
Library Network Administrator	69,535	14,580	84,115
Library Network Assistant	49,046	11,976	61,022
Library Program Coordinator	56,965	16,649	73,614
Library Technician II	39,344	15,133	54,477
Lieutenant	170,923	52,293	223,216
Literacy Program Coordinator	62,938	9,494	72,432
Maintenance Supervisor	76,830	14,973	91,804
Maintenance Worker I (Flex)	40,175	11,061	51,236
Maintenance Worker III	43,472	13,812	57,284
Mayor's Chief of Staff (U)	112,871	26,531	139,402
NPDES Coordinator	87,580	11,818	99,398
NPDES Inspector I (Flex)	62,872	15,321	78,193
Office Assistant	31,670	10,596	42,266
Parks Maintenance Supervisor	78,380	19,309	97,689
Parks Maintenance Worker II	46,659	13,574	60,233
Payroll Manager	93,795	23,478	117,273
Payroll Technician	50,590	19,020	69,609
Planning Division Manager (U)	116,828	34,578	151,406
Plumber	59,877	9,178	69,056
Police Captain (U)	201,164	58,425	259,589
Police Dispatch Supervisor	68,990	19,064	88,054
Police Dispatcher I (Flex)	45,271	13,334	58,605
Police Dispatcher II	56,965	15,498	72,463
Police Fleet Maintenance Expeditor	40,426	6,033	46,459
Police Officer	107,671	37,290	144,962
Police P&T Technician	54,186	14,526	68,713
Police Records Supervisor	56,965	14,448	71,413
Police Records Technician I (Flex)	33,799	10,844	44,643
Police Records Technician II	40,172	13,459	53,630
Police Transcriber	38,226	12,879	51,105
Pool Maintenance Coordinator	43,472	13,812	57,284
Principal Accountant	98,593	12,645	111,238
Principal Civil Engineer	120,356	25,015	145,371
Procurement/Contract Support Services Division Manager (L	125,264	32,672	157,936
Program Manager RSVP	49,046	13,821	62,866
Program Manager SCP	44,972	13,346	58,318
Property & Evidence Technician II	56,965	14,813	71,778

**City of San Bernardino  
Salary and Benefits by Position  
City-Wide**

	<b>Salary</b>	<b>Benefits</b>	<b>Total Salary &amp; Benefits</b>
Property Evidence & Supply Supervisor	66,157	7,793	73,950
Public Safety IT Manager	114,505	25,615	140,120
Recreation Therapist	50,485	14,627	65,112
Safety & Training Officer	79,090	22,992	102,082
SB Direct Call Taker (Bilingual)	50,794	15,668	66,462
Senior Business Registration Representative (U)	41,352	13,566	54,918
Senior Civil Engineer/Division Manager (U)	113,667	32,728	146,395
Senior Customer Service Representative (U)	41,482	17,665	59,147
Senior Customer Service Representative/Dispatcher	44,394	11,496	55,891
Senior Finance Specialist	76,830	32,077	108,908
Senior GIS Analyst	89,230	23,007	112,236
Senior Human Resources/Risk Analyst	83,717	23,530	107,247
Senior IT Analyst	100,906	24,211	125,117
Senior IT Technician	62,938	20,294	83,232
Senior Management Analyst	98,223	23,935	122,157
Senior Network Administrator	114,505	25,615	140,120
Senior Office Assistant	40,172	7,669	47,840
Senior Office Assistant (U)	40,172	18,469	58,640
Senior Planner	79,090	19,752	98,842
Sergeant	138,738	35,113	173,852
Street Signal/Lighting Supervisor	40,380	13,828	54,208
Technology Librarian	73,097	14,516	87,613
Traffic Engineer	108,936	26,461	135,397
Traffic Engineering Associate	71,384	17,186	88,570
Traffic Operations And Systems Analyst	79,090	19,752	98,842
Traffic Signal Technician I (Flex)	59,878	12,178	72,056
Traffic Signal Technician II	66,157	13,742	79,899
Treasury Assistant (U)	42,228	18,157	60,385
Tree Trimmer Assistant	39,344	13,333	52,677
Tree Trimmer I	48,039	14,343	62,382
Tree Trimmer II	51,555	8,319	59,874

These figures do not include the fixed Unfunded PERS Liability which is \$6,262,702 for Miscellaneous, and \$13,742,720 for Safety.

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

	<b>FY 2016-17 Adopted</b>	<b>FY 2017-18 Adopted</b>	<b>FY 2018-19 Adopted</b>
<b><u>City Attorney</u></b>			
<b>Municipal legal service</b>			
Administrative Analyst I/ Assistant Of Elective Officer (U) (Flex)	1	1	0
Administrative Analyst II/ Assistant Of Elective Officer (U)	2	2	0
Administrative Analyst II/Assistant Of Elective Officer (U)	0	0	2
Chief Assistant City Attorney (U)	1	1	1
City Attorney (U)	1	1	1
City Attorney Investigations Supervisor (U)	1	1	0
Deputy City Attorney I (U)	1	1	0
Deputy City Attorney II (U)	1	0	0
Deputy City Attorney III (U)	0	1	2
Deputy City Attorney III (U)	1	1	0
Deputy City Attorney IV (U)	2	2	2
Executive Assistant To The City Attorney (U)	1	1	1
Legal Administrative Assistant (U)	1	1	1
Legal Secretary I (Flex)(U)	0	0	1
Legal Secretary I (U)(Flex)	1	1	0
Legal Secretary II (U)	2	2	2
Office Assistant (U)	1	2	1
Senior Deputy City Attorney (U)	1	1	0
<b>Municipal legal service Total</b>	<b>18</b>	<b>19</b>	<b>14</b>
<b>City Attorney Total</b>	<b>18</b>	<b>19</b>	<b>14</b>

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

	<b>FY 2016-17 Adopted</b>	<b>FY 2017-18 Adopted</b>	<b>FY 2018-19 Adopted</b>
<b>City Clerk</b>			
<b>Administration</b>			
Chief Deputy City Clerk (U)	0.9	0.9	0.9
City Clerk (U)	0.85	0.85	0.85
Deputy City Clerk (U)	0	0.9	0.9
Records Management Specialist (U)	0.05	0.05	0
Senior Customer Service Representative (U)	0	0.4	0.4
Senior Office Assistant (U)	0.75	0.75	0.75
<b>Administration Total</b>	<b>2.55</b>	<b>3.85</b>	<b>3.8</b>
<b>Elections</b>			
Chief Deputy City Clerk (U)	0.05	0.05	0.05
City Clerk (U)	0.1	0.1	0.1
Deputy City Clerk (U)	0	0.05	0.05
<b>Elections Total</b>	<b>0.15</b>	<b>0.2</b>	<b>0.2</b>
<b>Records Management</b>			
Chief Deputy City Clerk (U)	0.05	0.05	0.05
City Clerk (U)	0.05	0.05	0.05
Deputy City Clerk (U)	0	0.05	0.05
Records Management Specialist (U)	0.95	0.95	0
Senior Customer Service Representative (U)	0	0.6	0.6
Senior Office Assistant (U)	0.25	0.25	0.25
<b>Records Management Total</b>	<b>1.3</b>	<b>1.95</b>	<b>1</b>
<b>Business Registration</b>			
Business Registration Accounting Technician (U)	1	0	0
Business Registration Inspector (U)	3	0	0
Business Registration Manager (U)	1	0	0
Senior Business Registration Representative (U)	1	0	0
<b>Business Registration Total</b>	<b>6</b>	<b>0</b>	<b>0</b>
<b>City Clerk Total</b>	<b>10</b>	<b>6</b>	<b>5</b>

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

	<b>FY 2016-17 Adopted</b>	<b>FY 2017-18 Adopted</b>	<b>FY 2018-19 Adopted</b>
<b><u>City Council</u></b>			
<b>City Council</b>			
Councilperson	7	7	7
<b>City Council Total</b>	<b>7</b>	<b>7</b>	<b>7</b>
<b>Council Support</b>			
Administrative Analyst II	1	1	0
Administrative Assistant To City Council (U)	1	1	2
Council Administrative Supervisor (U)	1	1	1
Executive Staff Assistant To City Council (U)	1	1	1
<b>Council Support Total</b>	<b>4</b>	<b>4</b>	<b>4</b>
<b>City Council Total</b>	<b>11</b>	<b>11</b>	<b>11</b>

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

	<b>FY 2016-17 Adopted</b>	<b>FY 2017-18 Adopted</b>	<b>FY 2018-19 Adopted</b>
<b>City Manager</b>			
<b>Administration</b>			
Administrative Assistant To City Manager (U)	0	0	0.5
Assistant City Manager	1	1	0
Assistant City Manager (U)	0	0	0.75
Assistant To The City Manager (U)	0.85	0.85	0.25
City Manager (U)	0.8	0.9	1
Community Development Block Grant Coordinator	2	0	0
Community Development Block Grant Program Assistant	2	0	0
Deputy Director Of Housing (U)	1	0	0
Economic Development Analyst (U)	1	0	0
Economic Development Division Manager (U)	1	0	0
Executive Assistant To The City Manager (U)	1	1	1
<b>Administration Total</b>	<b>10.65</b>	<b>3.75</b>	<b>3.5</b>
<b>Administrative Services</b>			
Administrative Analyst I (Flex)	0	0	1
Administrative Services Officer	0	1	0
Administrative Services Officer (U)	0	0	1
Human Resources Analyst	0	1	0
Human Resources Technician	0	1	0
Senior Human Resources Technician	0	0	1
<b>Administrative Services Total</b>	<b>0</b>	<b>3</b>	<b>3</b>
<b>Air Quality/Rideshare</b>			
Administrative Assistant To City Manager (U)	0.5	0.5	0.5
Assistant To The City Manager (U)	0.15	0.15	0
<b>Air Quality/Rideshare Total</b>	<b>0.65</b>	<b>0.65</b>	<b>0.5</b>
<b>CATV</b>			
Iemg Broadcast Engineering Coordinator	1	1	1
<b>CATV Total</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Customer &amp; Neighborhood Services</b>			
Assistant To The City Manager (U)	0	0	0.75
Sb Direct Call Taker (Bilingual)	0	4	4
Senior Sb Direct Call Taker (Bilingual)	0	1	0
<b>Customer &amp; Neighborhood Services Total</b>	<b>0</b>	<b>5</b>	<b>4.75</b>
<b>Neighborhood services</b>			
City Manager (U)	0.1	0	0
<b>Neighborhood services Total</b>	<b>0.1</b>	<b>0</b>	<b>0</b>
<b>Violence Intervention</b>			
Community Intervention Program Manager (U)	0	1	1
<b>Violence Intervention Total</b>	<b>0</b>	<b>1</b>	<b>1</b>
<b>Communication &amp; Community Relations</b>			
Administrative Assistant To City Manager (U)	0.25	0.25	0
Assistant City Manager (U)	0	0	0.25

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

	<b>FY 2016-17 Adopted</b>	<b>FY 2017-18 Adopted</b>	<b>FY 2018-19 Adopted</b>
City Manager (U)	0.05	0.05	0
Manager Of Communications	1	1	0
Sb Direct Call Taker (Bilingual)	3	0	0
Senior Sb Direct Call Taker (Bilingual)	1	0	0
<b>Communication &amp; Community Relations Total</b>	<b>5.3</b>	<b>1.3</b>	<b>0.25</b>
<b>Grants Coordination/Intergovernmental Relations</b>			
Administrative Assistant To City Manager (U)	0.25	0.25	0
City Manager (U)	0.05	0.05	0
<b>Grants Coordination/Intergovernmental Relations Total</b>	<b>0.3</b>	<b>0.3</b>	<b>0</b>
<b>City Manager Total</b>	<b>18</b>	<b>16</b>	<b>14</b>



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

	<b>FY 2016-17 Adopted</b>	<b>FY 2017-18 Adopted</b>	<b>FY 2018-19 Adopted</b>
<b><u>City Treasurer</u></b>			
<b>Treasurer</b>			
City Treasurer (U)	1	1	1
Deputy City Treasurer (U)	1	0	0
Treasury Assistant (U)	1	0	0
<b>Treasurer Total</b>	<b>3</b>	<b>1</b>	<b>1</b>
<b>City Treasurer Total</b>	<b>3</b>	<b>1</b>	<b>1</b>

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

	<b>FY 2016-17 Adopted</b>	<b>FY 2017-18 Adopted</b>	<b>FY 2018-19 Adopted</b>
<b><u>Civil Service</u></b>			
<b>Administration</b>			
Civil Service Board Chief Examiner (U)	0.75	0	0
Human Resources Analyst	0.25	0	0
<b>Administration Total</b>	<b>1</b>	<b>0</b>	<b>0</b>
<b>Employment Services</b>			
Civil Service Board Chief Examiner (U)	0.25	0	0
Human Resources Analyst	0.75	0	0
Human Resources Technician	1	0	0
<b>Employment Services Total</b>	<b>2</b>	<b>0</b>	<b>0</b>
<b>Civil Service Total</b>	<b>3</b>	<b>0</b>	<b>0</b>

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

	<b>FY 2016-17 Adopted</b>	<b>FY 2017-18 Adopted</b>	<b>FY 2018-19 Adopted</b>
<b><u>Community Development</u></b>			
<b>Administration</b>			
Director Of Community Development (U)	0.25	0.25	0.25
Executive Assistant	0.5	1	0.5
Executive Assistant To Director (U)	1	1	1
Senior Management Analyst	1	1	1
<b>Administration Total</b>	<b>2.75</b>	<b>3.25</b>	<b>2.75</b>
<b>Building and Safety</b>			
Building Inspector I (Flex)	0	0	1
Building Inspector II	0	0	1
Building Inspector II	3	3	1
Chief Building Official & Building & Safety Division Manager (U)	1	1	1
Community Development Technician	5	1	3
Construction Inspector II	0.75	0.5	0.5
Development Services Technician	0	4	0
Director Of Community Development (U)	0.3	0.3	0.3
Executive Assistant	0	0.5	0.5
Senior Plans Examiner	1	1	0
<b>Building and Safety Total</b>	<b>11.05</b>	<b>11.3</b>	<b>8.3</b>
<b>Enforcement/Beautification</b>			
Code Enforcement Officer II	5	0	0
Code Enforcement Officer III	1	0	0
Customer Service Representative	3	0	0
Weed Abatement Coordinator	1	0	0
<b>Enforcement/Beautification Total</b>	<b>10</b>	<b>0</b>	<b>0</b>
<b>Land Development</b>			
Construction Inspector II	1	1.5	0.5
Director Of Community Development (U)	0.15	0.15	0.15
Engineering Assistant I (Flex)	1	1	1
Engineering Assistant III	1	1	1
Npdes Coordinator	0	1	1
Npdes Inspector I (Flex)	0	0	1
Senior Civil Engineer/ Division Manager (U)	1	1	0
Senior Civil Engineer/Division Manager (U)	0	0	1
<b>Land Development Total</b>	<b>4.15</b>	<b>5.65</b>	<b>5.65</b>
<b>Planning</b>			
Assistant Planner (Flex)	1	0	2
Associate Planner	2	4	2
Code Enforcement Officer II	1	0	0
Director Of Community Development (U)	0.3	0.3	0.3
Excutive Assistant	0	0.5	0
Executive Assistant	0.5	0	0
Planning Division Manager (U)	1	1	1
Senior Planner	0	0	1
Transportation Planner	0	1	0
<b>Planning Total</b>	<b>5.8</b>	<b>6.8</b>	<b>6.3</b>

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

	<b>FY 2016-17 Adopted</b>	<b>FY 2017-18 Adopted</b>	<b>FY 2018-19 Adopted</b>
<b>Stormwater Management</b>			
Construction Inspector II	0.25	0	0
Npdes Coordinator	1	0	0
<b>Stormwater Management Total</b>	<b>1.25</b>	<b>0</b>	<b>0</b>
<b>Community Development Total</b>	<b>35</b>	<b>27</b>	<b>23</b>

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

	<b>FY 2016-17 Adopted</b>	<b>FY 2017-18 Adopted</b>	<b>FY 2018-19 Adopted</b>
<b><u>Economic &amp; Housing Development</u></b>			
<b>Administration</b>			
Accountant III	0	1	0
Community Development Block Grant Coordinator	0	1	0
Community Development Block Grant Program Assistant	0	2	0
Economic Development Analyst (U)	0	1	0
Housing Division Manager (U)	0	1	0
Management Analyst Ii/Assistant To The City Manager	0	1	0
<b>Administration Total</b>	<b>0</b>	<b>7</b>	<b>0</b>
<b>Economic Development</b>			
Director Of Economic And Housing Development (U)	0	1	1
<b>Economic Development Total</b>	<b>0</b>	<b>1</b>	<b>1</b>
<b>Administration / Salaries</b>			
Accountant III	0	0	1
Administrative Analyst II	0	0	1
Community Development Block Grant (Cdbg) Program Assistant	0	0	2
Community Development Block Grant Coordinator	0	0	1
Housing Division Manager (U)	0	0	1
<b>Administration / Salaries Total</b>	<b>0</b>	<b>0</b>	<b>6</b>
<b>Economic &amp; Housing Development Total</b>	<b>0</b>	<b>8</b>	<b>7</b>

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

	FY 2016-17 Adopted	FY 2017-18 Adopted	FY 2018-19 Adopted
<b>Finance</b>			
<b>Accounting</b>			
Accountant I (Flex)	2	1	0
Accountant II	0	1	1
Accountant III	0	1	1
Accountant III	1	0	0
Accounting Division Manager (U)	1	1	0
Accounting Technician	1.8	2	2
Deputy Director Of Finance/Budget Manager (U)	0	0	1
Financial Analyst	1	0	0
Principal Accountant	1	1	1
Senior Finance Specialist	0.25	0.25	0.25
<b>Accounting Total</b>	<b>8.05</b>	<b>7.25</b>	<b>6.25</b>
<b>Administration</b>			
Accounting Assistant	0	0	1
Accounting Technician	0.2	0	0
Administrative Assistant	0	0	1
Director Of Finance (U)	0.5	1	1
Executive Assistant To Director (U)	1	1	0
<b>Administration Total</b>	<b>1.7</b>	<b>2</b>	<b>3</b>
<b>Budget</b>			
Administrative Analyst I (Flex)	0	0	1
Budget Officer	0	0	1
Budget Officer (U)	1	1	0
Director Of Finance (U)	0.5	0	0
Financial Analyst	0	1	0
<b>Budget Total</b>	<b>1.5</b>	<b>2</b>	<b>2</b>
<b>Payroll/Benefits</b>			
Accounting Assistant	2	2	0
Payroll Manager	1	1	1
Payroll Technician	1	1	1
Senior Finance Specialist	0.75	0.75	0.75
<b>Payroll/Benefits Total</b>	<b>4.75</b>	<b>4.75</b>	<b>2.75</b>
<b>Purchasing</b>			
Accounting Assistant	1	1	1
Procurement/Contract Support Services Division Manager (U)	1	1	1
<b>Purchasing Total</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>Treasurer</b>			
Deputy City Treasurer (U)	0	1	1
Treasury Assistant (U)	0	1	1
<b>Treasurer Total</b>	<b>0</b>	<b>2</b>	<b>2</b>
<b>Business Registration</b>			
Business Registration Accounting Technician (U)	0	1	1
Business Registration Inspector (U)	0	4	4

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

	<b>FY 2016-17 Adopted</b>	<b>FY 2017-18 Adopted</b>	<b>FY 2018-19 Adopted</b>
Business Registration Manager (U)	0	1	1
Senior Business Registration Representative (U)	0	1	1
<b>Business Registration Total</b>	<b>0</b>	<b>7</b>	<b>7</b>
<b>Finance Total</b>	<b>18</b>	<b>27</b>	<b>25</b>

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

	<b>FY 2016-17 Adopted</b>	<b>FY 2017-18 Adopted</b>	<b>FY 2018-19 Adopted</b>
<b><u>Human Resource</u></b>			
<b>Administration</b>			
Administrative Claims Specialist	0	0	0.5
Departmental Accounting Technician	1	1	0.4
Director Of Human Resources (U)	0.6	0	0.6
Director Of Human Resources (U)	0	0.6	0
Executive Assistant To Director (U)	0.6	0.6	0.6
Human Resources Analyst	0.75	0.75	0.2
Human Resources Technician	0.7	0.7	0.7
Senior Human Resources Technician	0.7	0.7	0.8
Senior Human Resources/Risk Analyst	0.55	0.55	1
<b>Administration Total</b>	<b>4.9</b>	<b>4.9</b>	<b>4.8</b>
<b>Liability/Risk mgmnt</b>			
Administrative Claims Specialist	0.5	0.5	0.5
Departmental Accounting Technician	0	0	0.3
Director Of Human Resources (U)	0.2	0	0.2
Director Of Human Resources (U)	0	0.2	0
Executive Assistant To Director (U)	0.15	0.15	0.15
Human Resources Analyst	0.5	0.5	0.4
Human Resources Technician	0.1	0.1	0.15
Senior Human Resources Technician	0.1	0.1	0.2
Senior Human Resources/Risk Analyst	0.2	0.2	0.5
<b>Liability/Risk mgmnt Total</b>	<b>1.75</b>	<b>1.75</b>	<b>2.4</b>
<b>Workers compensation</b>			
Administrative Claims Specialist	0.5	0.5	0
Departmental Accounting Technician	0	0	0.3
Director Of Human Resources (U)	0.2	0	0.2
Director Of Human Resources (U)	0	0.2	0
Executive Assistant To Director (U)	0.25	0.25	0.25
Human Resources Analyst	0.75	0.75	0.4
Human Resources Technician	0.2	0.2	0.15
Senior Human Resources Technician	0.2	0.2	0
Senior Human Resources/Risk Analyst	0.25	0.25	0.5
<b>Workers compensation Total</b>	<b>2.35</b>	<b>2.35</b>	<b>1.8</b>
<b>Human Resource Total</b>	<b>9</b>	<b>9</b>	<b>9</b>



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

	FY 2016-17 Adopted	FY 2017-18 Adopted	FY 2018-19 Adopted
<b><u>Information Technology</u></b>			
<b>Administration</b>			
Departmental Accounting Technician	1	1	1
Director Of Information Technology (U)	0	0	1
Information Technology (It) Director (U)	1	1	0
<b>Administration Total</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>Business Systems</b>			
Applications Development Manager	1	1	1
Senior IT Analyst	2	2	2
<b>Business Systems Total</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>Client Services</b>			
IT Operations Supervisor	1	1	1
Senior IT Technician	1	1	1
<b>Client Services Total</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>GIS &amp; Office automation</b>			
GIS Administrator	0	0	1
GIS System Administrator	1	1	0
Senior GIS Analyst	1	1	1
<b>GIS &amp; Office automation Total</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>Network Services</b>			
Senior Network Administrator	0.75	0.75	1
<b>Network Services Total</b>	<b>0.75</b>	<b>0.75</b>	<b>1</b>
<b>Print Shop</b>			
Reprographics & Mail Technician	1	1	0
<b>Print Shop Total</b>	<b>1</b>	<b>1</b>	<b>0</b>
<b>Public Safety Systems</b>			
IT Analyst I (Flex)	1	1	1
IT Analyst II	1	1	1
Public Safety IT Manager	1	1	1
Senior IT Analyst	1	1	1
<b>Public Safety Systems Total</b>	<b>4</b>	<b>4</b>	<b>4</b>
<b>Telephone Support</b>			
Senior Network Administrator	0.25	0.25	0
<b>Telephone Support Total</b>	<b>0.25</b>	<b>0.25</b>	<b>0</b>
<b>Information Technology Total</b>	<b>15</b>	<b>15</b>	<b>14</b>

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

	<b>FY 2016-17 Adopted</b>	<b>FY 2017-18 Adopted</b>	<b>FY 2018-19 Adopted</b>
<b>Library</b>			
<b>Administration</b>			
Executive Assistant To Director (U)	0	0	0.5
Library Admin Technician/Webmaster	0.5	0.5	0
Library Director (U)	1	1	1
<b>Administration Total</b>	<b>1.5</b>	<b>1.5</b>	<b>1.5</b>
<b>Adult Basic Education</b>			
Literacy Program Coordinator	1	1	1
<b>Adult Basic Education Total</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Support Services</b>			
Executive Assistant To Director (U)	0	0	0.5
Library Admin Technician/Webmaster	0.5	0.5	0
Library Assistant	0.33	0	0
Library Network Administrator	1	1	1
Library Network Assistant	1	1	1
Library Technician II	0	0.33	0.33
<b>Support Services Total</b>	<b>2.83</b>	<b>2.83</b>	<b>2.83</b>
<b>Central Library Services</b>			
Librarian II	2	2	2
Library Circulation Supervisor	1	1	1
Library Program Coordinator	1	1	1
Technology Librarian	1	1	1
<b>Central Library Services Total</b>	<b>5</b>	<b>5</b>	<b>5</b>
<b>Branch Library Services</b>			
Library Assistant	0.67	0	0
Library Technician II	0	0.67	0.67
<b>Branch Library Services Total</b>	<b>0.67</b>	<b>0.67</b>	<b>0.67</b>
<b>Library Total</b>	<b>11</b>	<b>11</b>	<b>11</b>

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

	<b>FY 2016-17 Adopted</b>	<b>FY 2017-18 Adopted</b>	<b>FY 2018-19 Adopted</b>
<b><u>Mayor</u></b>			
<b>Administration</b>			
Assistant To The Mayor I (U)	2	0	0
Assistant To The Mayor II (U)	0	1	1
Assistant To The Mayor III (U)	0	0	1
Executive Assistant To Mayor (U)	0.5	0	0
Executive Assistant To Mayor Iii (U)	0	1	0
Mayor	0	1	1
Mayor'S Chief Of Staff (U)	1	1	1
<b>Administration Total</b>	<b>3.5</b>	<b>4</b>	<b>4</b>
<b>Education partnerships</b>			
Executive Assistant To Mayor (U)	0.5	0	0
<b>Education partnerships Total</b>	<b>0.5</b>	<b>0</b>	<b>0</b>
<b>Transportation partnerships</b>			
Mayor	0.75	0	0
<b>Transportation partnerships Total</b>	<b>0.75</b>	<b>0</b>	<b>0</b>
<b>Community Safety Partnerships</b>			
Mayor	0.25	0	0
<b>Community Safety Partnerships Total</b>	<b>0.25</b>	<b>0</b>	<b>0</b>
<b>Mayor Total</b>	<b>5</b>	<b>4</b>	<b>4</b>

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

	FY 2016-17 Adopted	FY 2017-18 Adopted	FY 2018-19 Adopted
<b><u>Parks Recreation &amp; Community</u></b>			
<b>Administration</b>			
Administrative Analyst I (Flex)	1	1	1
Administrative Assistant	2	2	1
Community Recreation Manager	2	1	0.7
Departmental Accounting Technician	1	1	1
Deputy Director Of Parks/Rec/Comm Svcs (U)	0	0	1
Deputy Director Of Parks/Rec/Community Services (U)	0	1	0
Director Of Parks/Rec/Community Services (U)	1	1	1
Executive Assistant To Director (U)	1	1	1
<b>Administration Total</b>	<b>8</b>	<b>8</b>	<b>6.7</b>
<b>Aquatics</b>			
Community Recreation Manager	0	0	0.3
Pool Maintenance Coordinator	0	0	1
<b>Aquatics Total</b>	<b>0</b>	<b>0</b>	<b>1.3</b>
<b>Cemetery Administration</b>			
Administrative Assistant	0	0	1
Cemetery Worker	0	0	1
Cemetery Worker	0	1	0
<b>Cemetery Administration Total</b>	<b>0</b>	<b>1</b>	<b>2</b>
<b>Outdoor Facilities</b>			
Community Recreation Program Coordinator	1	1	1
<b>Outdoor Facilities Total</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Parks Maintenance</b>			
Landscape Inspector I (Flex)	2	2	2
Landscape Inspector II	2	2	2
Lead Park Construction & Maintenance Worker	1	1	1
Parks Maintenance Division Manager (U)	1	1	0
Parks Maintenance Supervisor	1	1	1
Parks Maintenance Worker II	1	2	2
<b>Parks Maintenance Total</b>	<b>8</b>	<b>9</b>	<b>8</b>
<b>Senior Companion</b>			
Coordinator Of Volunteers	0.25	0.25	0
Coordinator Of Volunteers (Grant Funded)	0	0	1
Program Manager Rsvp	0	0	0.45
Program Manager Scp	0	0.9	1
<b>Senior Companion Total</b>	<b>0.25</b>	<b>1.15</b>	<b>2.45</b>
<b>Senior Services</b>			
Community Services Center Supervisor	1	1	1
Coordinator Of Volunteers	0.75	0.75	0
Program Manager Scp	0	0.1	0
<b>Senior Services Total</b>	<b>1.75</b>	<b>1.85</b>	<b>1</b>
<b>Special Events</b>			

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

	FY 2016-17 Adopted	FY 2017-18 Adopted	FY 2018-19 Adopted
Special Events Coordinator	0	1	0
<b>Special Events Total</b>	<b>0</b>	<b>1</b>	<b>0</b>
<b>RSVP Program</b>			
Program Manager RSVP	1	1	0.55
<b>RSVP Program Total</b>	<b>1</b>	<b>1</b>	<b>0.55</b>
<b>Senior Nutrition</b>			
Food Service Supervisor II	0	1	1
Food Service Supervisor II	1	0	0
<b>Senior Nutrition Total</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Healthy California</b>			
Community Recreation Program Coordinator	0.75	0	0
<b>Healthy California Total</b>	<b>0.75</b>	<b>0</b>	<b>0</b>
<b>Center for Individual Development (CID)</b>			
Recreation Therapist	1	1	1
<b>Center for Individual Development (CID) Total</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Recreation &amp; Community Programs</b>			
Community Recreation Program Coordinator	3.25	4	4
Community Services Center Supervisor	1	1	1
<b>Recreation &amp; Community Programs Total</b>	<b>4.25</b>	<b>5</b>	<b>5</b>
<b>Parks Recreation &amp; Community Total</b>	<b>27</b>	<b>31</b>	<b>30</b>

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

	<b>FY 2016-17 Adopted</b>	<b>FY 2017-18 Adopted</b>	<b>FY 2018-19 Adopted</b>
<b>Police</b>			
<b>Administration</b>			
Administrative Analyst II	1	1	1
Administrative Services Supervisor	1	1	1
Animal Control Manager	1	1	1
Animal Shelter Attendant	9	8	8
Animal Shelter Kennel Supervisor	1	1	1
Animal Shelter Office Supervisor	1	1	1
Assistant Chief Of Police	1	1	1
Chief Of Police	1	1	1
Community Services Officer II	1	0	0
Departmental Accounting Technician	0	1	1
Detective/Corporal	3	3	2
Executive Assistant	2	2	2
Executive Assistant To Director (U)	1	1	1
Lieutenant	1	2	2
Police Captain (U)	3	3	4
Senior Customer Service Rep/Dispatcher	4	4	4
Senior Management Analyst	1	1	1
Senior Office Assistant	2	2	2
Sergeant	3	1	2
<b>Administration Total</b>	<b>37</b>	<b>35</b>	<b>36</b>
<b>Community Policing</b>			
Community Engagement Coordinator	1	0	0
Community Engagement Officer	1	0	0
Community Engagement Specialist	0	3	0
Community Policing Specialist	7	1	0
Lieutenant	1	1	0
Police Officer	4	0	0
Sergeant	2	0	0
<b>Community Policing Total</b>	<b>16</b>	<b>5</b>	<b>0</b>
<b>Dispatch</b>			
Lieutenant	0.5	0	1
Police Dispatch Supervisor	4	4	4
Police Dispatcher I (Flex)	12	13	12
Police Dispatcher II	14.8	15	16
<b>Dispatch Total</b>	<b>31.3</b>	<b>32</b>	<b>33</b>
<b>Enforcement/Beautification</b>			
Code Enforcement Division Manager (U)	0	1	0
Code Enforcement Officer II	0	6	6
Code Enforcement Officer III	0	1	1
Community Engagement Specialist	0	0	3
Community Policing Specialist	0	0	7
Customer Service Representative	0	3	3
Lieutenant	0	0	1
Police Officer	0	0	5
Senior Office Assistant	0	0	1

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

	FY 2016-17 Adopted	FY 2017-18 Adopted	FY 2018-19 Adopted
Sergeant	0	0	1
Weed Abatement Coordinator	0	1	0
<b>Enforcement/Beautification Total</b>	<b>0</b>	<b>12</b>	<b>28</b>
<b>Field Services</b>			
Animal Control Officer	9	9	9
<b>Field Services Total</b>	<b>9</b>	<b>9</b>	<b>9</b>
<b>Forensics-Property</b>			
Forensics Specialist I (Flex)	2	2	2
Forensics Specialist II	6	6	6
Forensics Specialist III	1	1	1
Property & Evidence Technician II	2	2	2
Property Evidence & Supply Supervisor	1	1	1
Senior Office Assistant	1	1	1
<b>Forensics-Property Total</b>	<b>13</b>	<b>13</b>	<b>13</b>
<b>Gangs/MET</b>			
Detective/Corporal	2	0	0
Police Officer	6	0	0
Sergeant	2	0	0
<b>Gangs/MET Total</b>	<b>10</b>	<b>0</b>	<b>0</b>
<b>General Investigation</b>			
Community Services Officer I	2	2	0
Community Services Officer II	6	7	7
Crime Analysis Support Assistant	2	0	0
Crime Analyst	2	0	0
Criminal Investigation Officer	9	7	7
Detective/Corporal	28	24	25
IT Analyst II	1	0	0
Lieutenant	2	1	1
Police Officer	3	0	0
Sergeant	5	4	3
<b>General Investigation Total</b>	<b>60</b>	<b>45</b>	<b>43</b>
<b>Intel/Emergency Management</b>			
Crime Analysis Support Assistant	0	2	2
Crime Analyst	0	2	2
Criminal Investigation Officer	0	2	2
Detective/Corporal	0	3	5
Emergency Operations Manager	0	1	1
IT Analyst II	0	1	1
Lieutenant	0	1	1
Police Officer	0	5	5
Sergeant	0	2	2
<b>Intel/Emergency Management Total</b>	<b>0</b>	<b>19</b>	<b>21</b>
<b>North Operations</b>			
Community Services Officer I	0	1	1

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

	FY 2016-17 Adopted	FY 2017-18 Adopted	FY 2018-19 Adopted
Community Services Officer II	0	2	2
Criminal Investigation Officer	0	1	1
Detective/Corporal	0	1	1
Lieutenant	0	0	1
Police Officer	0	7	8
Sergeant	0	1	2
<b>North Operations Total</b>	<b>0</b>	<b>13</b>	<b>16</b>
<b>Patrol Field Services</b>			
Community Services Officer I	21	21	22
Detective/Corporal	7	9	7
Lieutenant	4	4	2
Police Fleet Maintenance Expeditor	1	1	1
Police Officer	109	139	134
Sergeant	23.2	26	25
<b>Patrol Field Services Total</b>	<b>165.2</b>	<b>200</b>	<b>191</b>
<b>Personnel and Training</b>			
Detective/Corporal	1	2	2
Police P&T Technician	3	3	3
Sergeant	1	1	1
<b>Personnel and Training Total</b>	<b>5</b>	<b>6</b>	<b>6</b>
<b>Records</b>			
Lieutenant	0.5	0	0
Police Records Supervisor	2	2	2
Police Records Technician I (Flex)	8	6	6
Police Records Technician II	12	13	14
Police Records Technician II	0	1	0
Police Transcriber	4	4	4
<b>Records Total</b>	<b>26.5</b>	<b>26</b>	<b>26</b>
<b>San Manuel contract</b>			
Police Dispatcher II	0.2	0	0
Police Officer	4	0	0
Sergeant	0.8	0	0
<b>San Manuel contract Total</b>	<b>5</b>	<b>0</b>	<b>0</b>
<b>South Operations</b>			
Community Policing Specialist	0	6	0
Community Services Officer I	0	0	1
Detective/Corporal	0	1	1
Lieutenant	0	1	1
Police Officer	0	11	9
Sergeant	0	3	2
<b>South Operations Total</b>	<b>0</b>	<b>22</b>	<b>14</b>
<b>Traffic</b>			
Administrative Assistant	1	1	1
Community Services Officer II	1	1	1



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

	<b>FY 2016-17 Adopted</b>	<b>FY 2017-18 Adopted</b>	<b>FY 2018-19 Adopted</b>
Criminal Investigation Officer	1	1	1
Detective/Corporal	1	1	1
Parking Enforcement Officer	5	5	5
Police Officer	6	0	1
Senior Office Assistant	3	3	2
Sergeant	1	1	1
<b>Traffic Total</b>	<b>19</b>	<b>13</b>	<b>13</b>
<b>Vice/Narcotics</b>			
Community Services Officer I	1	0	0
Community Services Officer II	2	0	0
Criminal Investigation Officer	1	0	0
Detective/Corporal	2	0	0
Police Officer	12	0	0
Sergeant	1	0	0
<b>Vice/Narcotics Total</b>	<b>19</b>	<b>0</b>	<b>0</b>
<b>COPS Hiring Grant 2016</b>			
Police Officer	11	0	0
<b>COPS Hiring Grant 2016 Total</b>	<b>11</b>	<b>0</b>	<b>0</b>
<b>Police Total</b>	<b>427</b>	<b>450</b>	<b>449</b>

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

	<b>FY 2016-17 Adopted</b>	<b>FY 2017-18 Adopted</b>	<b>FY 2018-19 Adopted</b>
<b><u>Public Works</u></b>			
<b>Administration</b>			
Accounting Assistant	1	1	2
Administrative Analyst I (Flex)	0	0	1
Administrative Assistant	1	2	2
Administrative Services Supervisor	1.2	1.7	1
Building Maintenance Division Manager (U)	0	0.3	0
Departmental Accounting Technician	0.9	1	1
Deputy Director Of Public Works/City Engineer (U)	0	0	1
Director Of Public Works (U)	0.75	1	1
Environmental Project Specialist	0	1	0
Equipment Maintenance Manager	1	1	0
Equipment Maintenance Supervisor	0	0	1
Executive Assistant	0	0	1
Executive Assistant To Director (U)	0.85	1	1
Facilities Maintenance Mechanic	0	1	0
Hazmat Technician	0	1	1
Iw Field Inspector	0	1	0
Maintenance Worker I (Flex)	0	2	0.5
Maintenance Worker II	0	2	1.5
Office Assistant	0	0	1
Regulatory Compliance Analyst	0	1	0
Safety & Training Officer	0	0	1
Senior Management Analyst	0	0.56	1
<b>Administration Total</b>	<b>6.7</b>	<b>18.56</b>	<b>18</b>
<b>Auto residential collection</b>			
Administrative Assistant	1	0	0
Facilities Maintenance Mechanic	1	0	0
Iw Field Inspector	1	0	0
<b>Auto residential collection Total</b>	<b>3</b>	<b>0</b>	<b>0</b>
<b>Building Maintenance</b>			
Building Maintenance Division Manager (U)	0.5	0.35	0
Departmental Accounting Technician	1	1	0
Facilities & Fleet Maintenance Division Manager (U)	0	0	0.65
Facilities Maintenance Mechanic	2	2	3
Facilities Maintenance Supervisor	1	1	1
Hvac Mechanic	1	1	1
Iw Field Inspector	0	0	1
Office Assistant	0	0	1
Plumber	1	1	1
<b>Building Maintenance Total</b>	<b>6.5</b>	<b>6.35</b>	<b>8.65</b>
<b>Capital Projects</b>			
Accounting Assistant	1	1	0
Construction Inspector I (Flex)	2	2	2
Construction Inspector II	3	3	2
Construction Manager	1	1	1
Deputy Director Of Public Works/City Engineer (U)	1	1	0

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

	<b>FY 2016-17 Adopted</b>	<b>FY 2017-18 Adopted</b>	<b>FY 2018-19 Adopted</b>
Engineering Assistant I (Flex)	3	3	2
Engineering Assistant II	3	3	3
Engineering Associate	1	1	1
Environmental Project Specialist	0	0	1
Executive Assistant	1	1	0
Lead Maintenance Worker	2	2	0
Maintenance Worker I (Flex)	4	4	0.5
Maintenance Worker II	0	4	0
Maintenance Worker II	4	0	0
Maintenance Worker III	1	0	0
Principal Civil Engineer	1	1	1
Senior Management Analyst	0.44	0.44	0
<b>Capital Projects Total</b>	<b>28.44</b>	<b>27.44</b>	<b>13.5</b>
<b>Commercial refuse collection</b>			
Regulatory Compliance Analyst	1	0	0
<b>Commercial refuse collection Total</b>	<b>1</b>	<b>0</b>	<b>0</b>
<b>Custodial Maintenance</b>			
Building Maintenance Division Manager (U)	0.5	0.35	0
Custodial Maintenance Supervisor	0	0	1
Custodian	8	8	8
Facilities & Fleet Maintenance Division Manager (U)	0	0	0.35
Lead Custodian	2	2	1
<b>Custodial Maintenance Total</b>	<b>10.5</b>	<b>10.35</b>	<b>10.35</b>
<b>Graffiti Removal</b>			
Lead Maintenance Worker	0	0	1
Maintenance Worker I (Flex)	6	6	4
<b>Graffiti Removal Total</b>	<b>6</b>	<b>6</b>	<b>5</b>
<b>Landscap main districts</b>			
Maintenance Worker II	0	0	1
Tree Trimmer Assistant	0	0	1
Tree Trimmer I	0	0	1
Tree Trimmer II	0	0	1
<b>Landscap main districts Total</b>	<b>0</b>	<b>0</b>	<b>4</b>
<b>Parks Maintenance</b>			
Tree Trimmer Assistant	1	1	0
Tree Trimmer I	1	1	0
Tree Trimmer II	1	1	0
<b>Parks Maintenance Total</b>	<b>3</b>	<b>3</b>	<b>0</b>
<b>Real Property</b>			
Administrative Services Supervisor	0.3	0.3	0
Assessment District/Real Prop Specialist	2	2	2
Assessment District/Real Property Manager	1	1	0
<b>Real Property Total</b>	<b>3.3</b>	<b>3.3</b>	<b>2</b>

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

	FY 2016-17 Adopted	FY 2017-18 Adopted	FY 2018-19 Adopted
<b>Right of Way Cleaning</b>			
Maintenance Worker I (Flex)	2	1	1.5
Senior Office Assistant	1	1	0
<b>Right of Way Cleaning Total</b>	<b>3</b>	<b>2</b>	<b>1.5</b>
<b>Sewer line Maintenance</b>			
Administrative Services Supervisor	0.5	0	0
Departmental Accounting Technician	0.1	0	0
Director Of Public Works (U)	0.25	0	0
Electrician I (Flex)	0.5	0	0
Executive Assistant To Director (U)	0.15	0	0
Hazmat Technician	1	0	0
Maintenance Worker I (Flex)	2	0	0
Maintenance Worker II	2	0	0
Operations & Maintenance Division Manager (U)	0.5	0	0
Senior Customer Service Rep/Dispatcher	1	0	0
Senior Management Analyst	0.56	0	0
<b>Sewer line Maintenance Total</b>	<b>8.56</b>	<b>0</b>	<b>0</b>
<b>Storm Drain</b>			
Maintenance Worker II	0	0	1
Maintenance Worker III	0	4	3.5
<b>Storm Drain Total</b>	<b>0</b>	<b>4</b>	<b>4.5</b>
<b>Stormwater Management</b>			
Maintenance Worker III	1	0	0
<b>Stormwater Management Total</b>	<b>1</b>	<b>0</b>	<b>0</b>
<b>Street Light Maintenance</b>			
Electrician I (Flex)	1	1	0.5
Street Signal/Lighting Supervisor	0.5	0.5	0.5
<b>Street Light Maintenance Total</b>	<b>1.5</b>	<b>1.5</b>	<b>1</b>
<b>Street Maintenance</b>			
Departmental Accounting Technician	1	1	0
Heavy Equipment Operator	2	2	2
Lead Maintenance Worker	3	3	1.5
Maintenance Supervisor	1	1	1
Maintenance Worker I (Flex)	1	1	7.5
Maintenance Worker II	0	0	0.5
Maintenance Worker III	0	0	0.5
Operations & Maintenance Division Manager (U)	0.5	1	1
<b>Street Maintenance Total</b>	<b>8.5</b>	<b>9</b>	<b>14</b>
<b>Traffic Engineering</b>			
Traffic Engineer	0	0	1
Traffic Engineer (U)	1	1	0
Traffic Engineering Associate	1	1	1
Traffic Operations & Systems Analyst	1	1	0
Traffic Operations And Systems Analyst	0	0	1

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

	FY 2016-17 Adopted	FY 2017-18 Adopted	FY 2018-19 Adopted
<b>Traffic Engineering Total</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>Traffic Signal Maintenance</b>			
Electrician I (Flex)	0.5	1	0.5
Street Signal/Lighting Supervisor	0.5	0.5	0.5
Traffic Signal Technician I (Flex)	1	1	1
Traffic Signal Technician II	0	2	2
Traffic Signal Technician II	2	0	0
<b>Traffic Signal Maintenance Total</b>	<b>4</b>	<b>4.5</b>	<b>4</b>
<b>Vehicle Maintenance</b>			
Equipment Maintenance Supervisor	2	2	1
Equipment Mechanic I (Flex)	4	1	0
Equipment Mechanic II	12	6	7
Equipment Service Worker	1	1	2
<b>Vehicle Maintenance Total</b>	<b>19</b>	<b>10</b>	<b>10</b>
<b>Traffic Signs &amp; Markings</b>			
Lead Maintenance Worker	0	0	1.5
Maintenance Worker I (Flex)	0	0	1
<b>Traffic Signs &amp; Markings Total</b>	<b>0</b>	<b>0</b>	<b>2.5</b>
<b>Recycling &amp; Environmental Sustainability</b>			
Environmental Project Specialist	1	0	0
<b>Recycling &amp; Environmental Sustainability Total</b>	<b>1</b>	<b>0</b>	<b>0</b>
<b>General Assessment Districts</b>			
Landscape Inspection Supervisor	1	1	0
Landscape Inspector II	1	1	0
<b>General Assessment Districts Total</b>	<b>2</b>	<b>2</b>	<b>0</b>
<b>Public Works Total</b>	<b>120</b>	<b>111</b>	<b>102</b>
<b>Special Assessment District</b>			
<b>Administration</b>			
Landscape Inspection Supervisor	0	0	1
<b>Administration Total</b>	<b>0</b>	<b>0</b>	<b>1</b>
<b>General Assessment Districts</b>			
Landscape Inspector II	0	0	1
<b>General Assessment Districts Total</b>	<b>0</b>	<b>0</b>	<b>1</b>
<b>Special Assessment District Total</b>	<b>0</b>	<b>0</b>	<b>2</b>
<b>Total Positions</b>	<b>730</b>	<b>746</b>	<b>721</b>

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# CITY ATTORNEY'S **OFFICE**

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## **DEPARTMENT OVERVIEW**

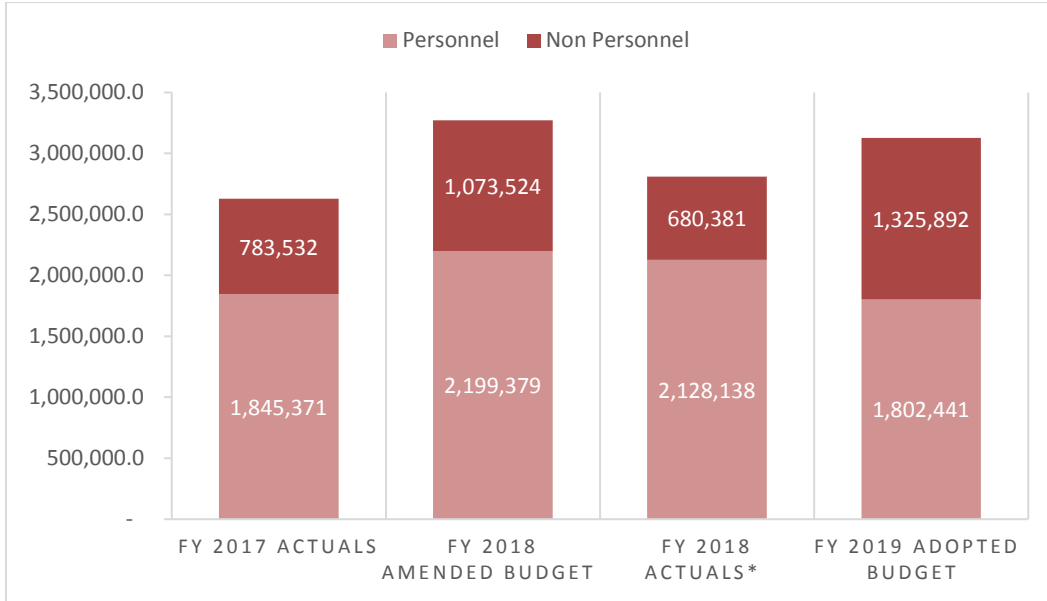
Charter Section 504 provides “[t]he City Attorney shall serve as the chief legal advisor to the Council, the City Manager and all City departments, offices and agencies; shall represent the City in all legal proceedings; and shall perform other duties prescribed by state law, this Charter or by ordinance.” In performing these duties, the City Attorney’s Office provides legal advice to the Mayor, City Council, City Manager and all City departments. Legal service provided includes drafting and reviewing policies, agreements, agenda items, etc. This office also represents the City in all lawsuits filed against or by the City. With 14 full-time staff members, this office will continue to provide all offices/departments with information and services necessary to support the City’s Vision, Operating Paradigm and Goals and Objectives.

## **BUDGET HIGHLIGHTS**

During the Proposed Budget development process, there had been discussions with the City Attorney related to the Organizational Assessment of the City Attorney’s Office requested by the City Attorney and completed by Management Partners in May 2018. Initially, these discussions focused on the elimination of three positions in the City Attorney’s Office that had been vacant since FY 2015-16 including the City Attorney Investigations Supervisor, Administrative Analyst I / Assistant of Elective Officer, and Office Assistant positions. Thereafter, two Deputy City Attorney positions became vacant. During the presentation of the assessment findings, the City Attorney suggested the intent was to begin transitioning the Department based on recommendations in the Assessment and planned to engage an experienced municipal attorney from an outside firm to modernize the office and expand the City prosecutor program through a contract with an outside law firm. Due to funding constraints, it was agreed the two additional positions would be eliminated and the funding allocated to contract services. This was incorporated into the FY 2018-19 Proposed Budget and the expenditure levels reflect this change. Since then, the City Attorney has presented to the Mayor and City Council the City Attorney’s Action Plan dated May 1, 2018, which reflects an implementation timeline into 2020.

- Reduced funding is proposed for the Law Library books in an effort to eliminate many of the printed resources and transition to online subscriptions.
- Increase funding to purchase software packages specific to the City Attorney’s Office.
- Increased funding for the anticipated increase in number of cases that may be filed due to lifting of the automatic stay associated with bankruptcy.

- The Proposed Budget for the City Attorney’s Office is \$3,128,333 and includes \$1,802,441 in salary and benefits costs and \$1,325,892 in maintenance and operations (\$250,000 for the contract attorney responsible for modernization and \$100,000 for the City Prosecutor services).

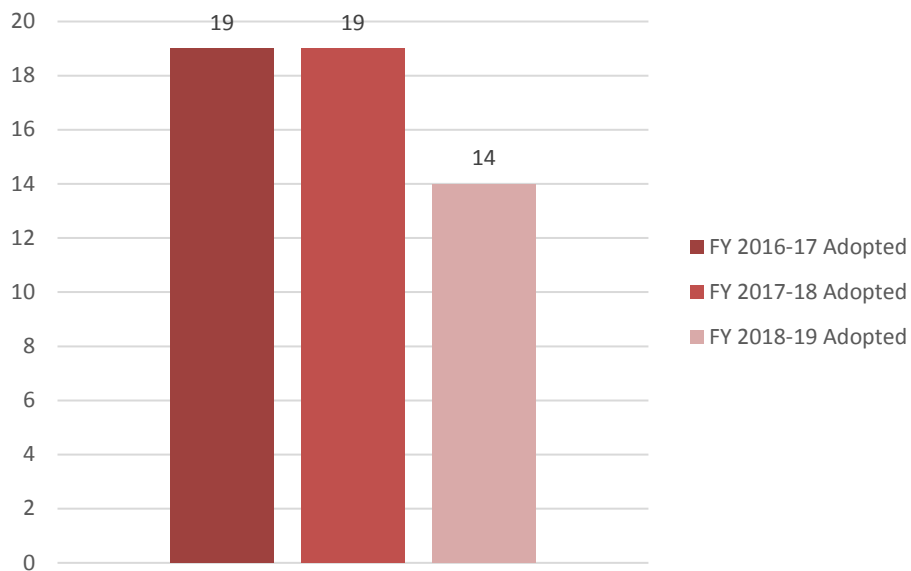


*\*FY 2018 Actuals are unaudited.*

## ORGANIZATIONAL CHART



## PERSONNEL SUMMARY



## PERSONNEL CHANGES

Full-time personnel have been reduced from 19.00 to 14.00; these positions include:

- Administrative Analyst I/Assistant to Elective Officer (U) – 1.00 FTE
- City Attorney Investigations Supervisor (U) – 1.00 FTE
- Deputy City Attorney I (U) – 1.00 FTE
- Deputy City Attorney II (U) – 1.00 FTE
- Office Assistant (U) – 1.00 FTE

## **LOOKING BACK -ACHIEVEMENTS**

### **ACHIEVEMENT #1**

Assisted with bankruptcy confirmation – City’s obligations to creditors were reduced by over \$350 million; settled approximately 170 of the 220 lawsuits that were pending against the City while in bankruptcy

### **ACHIEVEMENT #2**

RENU Program (Receivership Empowering Neighborhood Upkeep) – completed or initiated approximately 40 receivership lawsuits in which once blighted and nuisance properties are fully rehabilitated at no cost to taxpayers.

### **ACHIEVEMENT #3**

Helped resolve significant litigation regarding the Sterling Natural Resources Center in a manner that benefits the region, protects water quality and increases reliability of the City’s water supply.

### **ACHIEVEMENT #4**

Negotiated an agreement with County of San Bernardino for cancellation of \$5.7 million in property taxes on properties acquired by City and Successor Agency in connection with Redevelopment Agency dissolution.

### **ACHIEVEMENT #5**

Participated in City’s multi-departmental effort (SB Core) addressing the City’s housing blight and crime-related multi-family housing, including training from Los Angeles City Attorney’s Office.

**LOOKING FORWARD -PERFORMANCE MEASURES**

	<b>FY 17/18 Actual</b>	<b>FY 18/19 Goal</b>	<b>Mayor and City Council Goal &amp; Objective</b>
<b>Goal:</b> 1. Finalize bankruptcy proceeding and resolve all the outstanding litigation cases that are subject to the confirmed bankruptcy plan.			Operate in a Fiscally Responsible and Business-Like Manner
<b>Measure:</b> % of claims and litigation disposition	N/A	90%	
<b>Goal:</b> 2. Streamline operations and increase departmental efficiency/effectiveness in the representation of the City.			Operate in a Fiscally Responsible and Business-Like Manner
<b>Measure:</b> Implement City Attorney’s Office Action Plan.	N/A	Yes	
<b>Goal:</b> 3. Continue working to eliminate blight and reduce crime-related properties throughout the City utilizing the Receivership Program (RENU).			Provide for the Safety of City Residents and Businesses
<b>Measure:</b> Number of Receiverships completed.	N/A	20	
<b>Goal:</b> 4. Continue providing assistance to enforce the newly-adopted marijuana ordinance and eliminate illegal marijuana operations.			Create, Maintain and Grow Economic Value in the City
<b>Measure:</b> Reduction of illegal marijuana operations.	N/A	50%	
<b>Goal:</b> 5. Coordinate with Risk Management and City Manager to identify trends and reduce exposure to risk and liability.			Operate in a Fiscally Responsible and Business-Like Manner
<b>Measure:</b> % Reduction in number of claims against City.	N/A	10%	
<b>Note: FY 18/19 will be the base year, data for FY 17/18 is not applicable.</b>			

**City of San Bernardino  
2018-19 Department Summary  
City Attorney**

<b>Department/ Division</b>	<b>2016-17 Actual</b>	<b>2017-18 Amended Budget</b>	<b>2017-18 Unaudited Actual</b>	<b>2018-19 Adopted Budget</b>	<b>% Change to Amended Budget 2017-18</b>
0005 Municipal Legal Service	2,598,608	3,272,903	2,807,759	3,128,333	-4%
<b>Grand Total</b>	<b>2,628,903</b>	<b>3,272,903</b>	<b>2,807,759</b>	<b>3,128,333</b>	<b>-4%</b>
<b>Funding Sources</b>					
001 General	2,628,903	3,272,903	2,807,759	3,128,333	-4%
<b>Grand Total</b>	<b>2,628,903</b>	<b>3,272,903</b>	<b>2,807,759</b>	<b>3,128,333</b>	<b>-4%</b>

**General Fund  
City Attorney  
Municipal Legal Services**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	1,300,194	1,578,964	1,378,950	1,351,649
5013	Auto/phone allowance	8,400	8,400	8,712	8,700
5015	Overtime	7	-	13	1,000
5018	Vacation pay	13,529	-	106,777	-
5026	PERS retirement	320,168	140,876	119,991	124,794
5027	Health/Life Insurance	184,563	205,743	199,763	182,400
5029	Medicare	18,510	22,895	21,374	19,599
5033	Salary Savings	-	(50,000)	-	(76,305)
5034	CALPERS UNFUNDED LIABILITY	-	292,501	292,559	190,604
5102	Computer Equip-Non Capital	817	-	-	1,000
5111	Material and supplies	11,469	16,000	10,102	15,000
5112	Small tools and equipment	88	4,400	123	2,000
5122	Dues and subscriptions	6,087	10,000	5,569	8,000
	4,000 California State Bar				
	1,000 Daily Journal				
	500 Press Enterprise				
	400 San Bernardino County Bar				
	500 The Sun				
5123	Library Books	82,351	74,000	63,854	60,000
	3,000 Continuing Education of the Bar				
	3,000 Matthew Bender				
	1,000 Regents UC Berkeley Extension				
	53,000 West Payment Center - Online Research				
5131	Mileage	-	300	52	300
5132	Meetings and conferences	1,644	10,000	4,321	12,000
	7,000 City Attorney Spring Conference				
	3,000 LCW Employment Law Conference				

**General Fund  
City Attorney  
Municipal Legal Services**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
	2,000 League of California Cities Conference				
5133	Education and training	4,510	6,000	2,502	7,500
	1,500 California Association of Code Enforcement Officers				
	1,200 LCW Labor Relations Certification Courses - Jason Ewert				
	3,800 MCLE/Continuing Education (Legal and non-legal)				
	1,000 Webinars				
5151	Electric charges	-	25,000	2,347	-
5152	Gas charges	-	100	-	-
5154	Water charges	-	5,000	875	-
5171	Rentals	10,097	15,000	10,648	15,000
5172	Equipment maintenance	2,206	4,500	-	1,000
5174	Printing charges	2,851	5,000	1,886	5,000
5175	Postage	10,694	17,000	9,591	10,000
5176	Copy machine charges	7,483	11,100	3,061	6,000
5177	Litigation expenses	126,325	450,000	41,229	250,000
	5,000 Court Filing Document Service				
	1,000 Federal Express				
	1,000 Pacer Service Center				
	2,000 Reimbursement: Travel (court, etc.) and CourtCall				
	11,000 San Bernardino County Auditor Controller Recorder				
5181	Other operating expenses	-	-	-	20,000
	20,000 Software				
5183	Management allowance	-	600	-	600
5502	Professional/contractual services	149,287	104,500	228,120	-
5503	Outside Legal Services	-	-	34,510	650,000
5601	Garage charges	2,855	6,252	932	-
5602	Workers compensation	173,632	79,328	78,785	59,799
5603	Liability	33,558	48,015	21,765	21,508



**General Fund  
City Attorney  
Municipal Legal Services**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5604	IT charges in-house	117,829	181,241	158,807	181,042
5605	Telephone support	9,322	-	(20)	-
5612	Fleet charges - fuel	132	188	159	143
<b>Municipal Legal Services Totals</b>		<b>2,598,608</b>	<b>3,272,903</b>	<b>2,807,357</b>	<b>3,128,333</b>

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# CITY CLERK

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responsibilities before, during, and after an election, including filing of semi-annual campaign statements and following state law regarding ethics training. Lastly, staff are periodically required to handle the processes associated with charter amendments, recall elections, initiatives, referendums, and special elections.

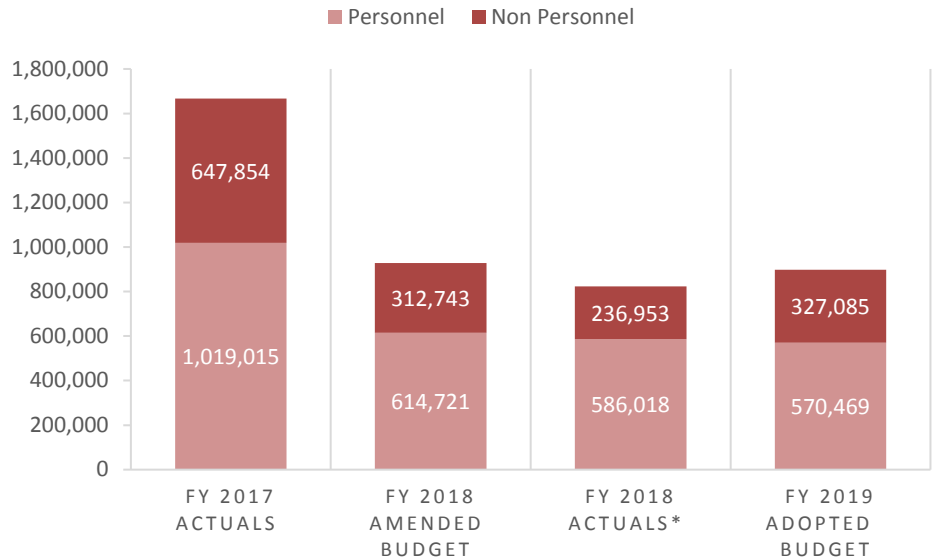
**RECORDS MANAGEMENT**

The Records Management division maintains records to enable compliance with records retention policies and the Public Records Act. As part of that function, the staff 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, publishing updates to the Municipal Code as they occur. Annually, the City receives 1,200 public records requests requiring staff time in the Clerk’s office and in the various City departments impacted by the requests.

Records dating to 1983 have been scanned and the database of public documents is continually being expanded. This division maintains the records retention schedule and submits requests for destruction of records in accordance with City policy for approval by the Mayor and City Council.

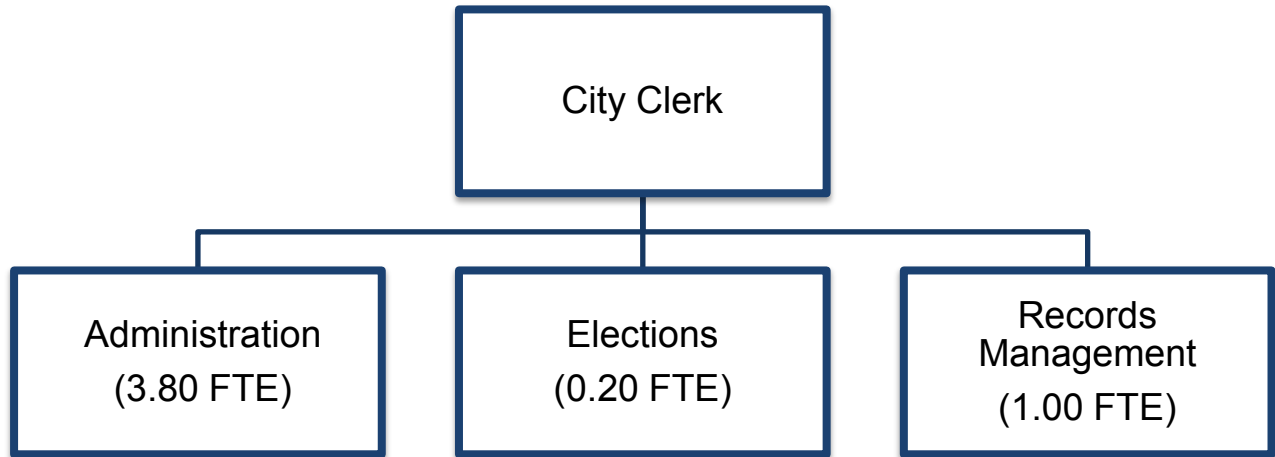
**BUDGET HIGHLIGHTS**

- Reduction of one staff position resulting in reduced ongoing personnel costs.
- Funding provided for election costs is included in the 2018/19 proposed budget for the election/runoffs anticipated in November 2018.

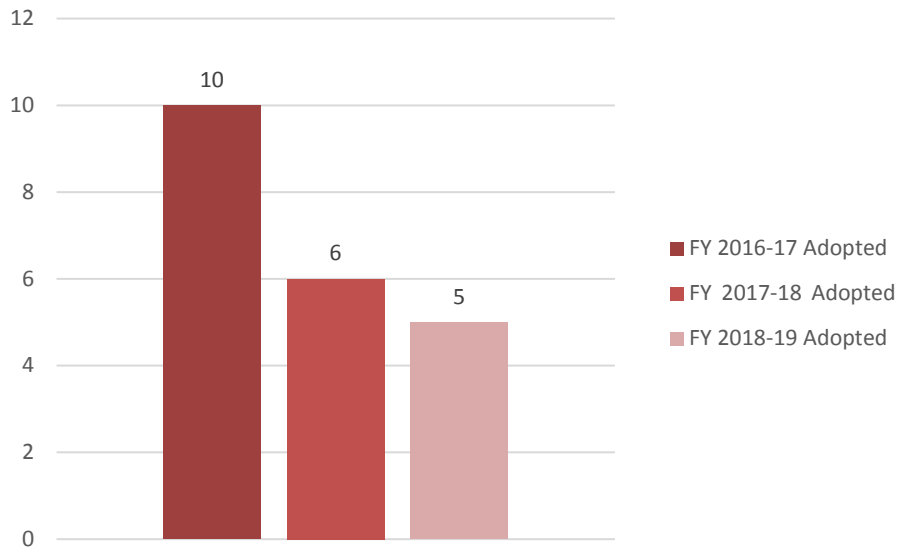


*\*FY 2018 Actuals are unaudited.*

## ORGANIZATIONAL CHART



## PERSONNEL SUMMARY



## PERSONNEL CHANGES

Full-time personnel have been reduced by 1 position:

- Records Management Specialist – 1.00 FTE

## **LOOKING BACK -ACHIEVEMENTS**

### **ACHIEVEMENT #1**

The City Clerk's Office used the city-wide move to assist departments to identify which stored records were obsolete and subject to be destruction. During the first city-wide records destruction since 2010, 4,848 boxes, bags, and reel tapes were destroyed, in accordance with the state's record retention policy easing the City move process.

### **ACHIEVEMENT #2**

The City Clerk's office coordinated the catalogue and move of the 725 boxes of SBETA records to a secured storage facility when the operation was closed, preserving documents that may be required at a later date.

### **ACHIEVEMENT #3**

Updated the City's Conflict of Interest Code and provided training for those who file FPPC Form 700.

### **ACHIEVEMENT #4**

Assisted the Fine Arts Commission through its grant review and recommendation process, facilitating meetings with artists and arts groups interested in applying for the funds.

### **ACHIEVEMENT #5**

Hosted a CEQA, Brown Act and Public Noticing workshop for Southern California City Clerks and City staff.



**LOOKING FORWARD – PERFORMANCE MEASURES**

	<b>FY 17/18 Actual</b>	<b>FY 18/19 Goal</b>	<b>Mayor and City Council Goal &amp; Objective</b>
<b>Goal:</b> 1. Manage a General Municipal election and any related run-off elections.			Operate in a Fiscally Responsible and Business-Like Manner Ensure Development of a Well-Planned, Balanced, and Sustainable City
<b>Measure:</b> Successful completion of required pre-and post-election activities, including voter education efforts	N/A	Yes	
Increase the turnout for the City’s first even-year election	N/A	5%	
<b>Goal:</b> 2. Increase the number of Passports accepted by the Passport Acceptance Facility.			Pursue City Goals and Objectives by Working with Other Agencies Operate in a Fiscally Responsible and Business-Like Manner
<b>Measure:</b> % increase in passports processed from prior year	N/A	5%	
<b>Goal:</b> 3. Create an application that makes the Municipal Code readily accessible on wireless electronic devices.			Operate in a Fiscally Responsible and Business-Like Manner
<b>Measure:</b> Creation of an application that makes the Municipal Code searchable on wireless electronic devices	N/A	Yes	
<b>Goal:</b> 4. Continue consolidation of City records into a centralized climate storage area with a master index.			Improve City Government Operations
<b>Measure:</b> % of records digitized	N/A	10%	
Index Established	N/A	Yes	

**Note: FY 18/19 will be the base year, data for FY 17/18 is not applicable.**

**City of San Bernardino  
2018-19 Department Summary  
City Clerk**

<b>Department/ Division</b>	<b>2016-17 Actual</b>	<b>2017-18 Amended Budget</b>	<b>2017-18 Unaudited Actual</b>	<b>2018-19 Adopted Budget</b>	<b>% Change to Amended Budget 2017-18</b>
0001 Administration	632,317	597,202	535,585	602,485	1%
0000 Recorded before using program #s	-	-	-	-	-
0011 Records Management	134,870	174,375	162,009	134,784	-23%
0012 Business Registration	572,805	-	(1,939)	-	-
0009 Elections	325,468	154,387	126,269	151,732	-2%
0010 Passport Acceptance	1,410	1,500	854	8,552	470%
<b>Grand Total</b>	<b>1,666,870</b>	<b>927,464</b>	<b>822,777</b>	<b>897,554</b>	<b>-3%</b>

**Funding Sources**

001 General	1,666,870	927,464	822,777	897,554	-3%
<b>Grand Total</b>	<b>1,666,870</b>	<b>927,464</b>	<b>822,777</b>	<b>897,554</b>	<b>-3%</b>

**General Fund  
City Clerk  
Administration**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	248,816	279,340	278,301	300,433
5013	Auto/phone allowance	7,140	6,069	7,405	7,140
5014	Salaries temp/parttime	3,044	39,000	-	15,000
5015	Overtime	-	-	205	1,500
5018	Vacation pay	3,920	-	5,244	-
5026	PERS retirement	61,683	24,110	23,956	26,230
5027	Health/Life Insurance	40,270	39,906	50,971	52,440
5029	Medicare	3,922	4,051	4,388	4,356
5034	CALPERS UNFUNDED LIABILITY	-	50,962	51,757	51,735
5111	Material and supplies	6,494	2,500	4,019	4,000
5112	Small tools and equipment	-	-	-	110
5121	Advertising	4,099	2,500	-	6,000
5122	Dues and subscriptions	595	1,900	1,290	1,858
	380 City Clerks Association of California				
	460 International Institute of Municipal Clerks				
	1,018 National Notary Association				
5131	Mileage	-	500	-	-
5132	Meetings and conferences	839	1,000	-	2,670
	2,190 CCAC Annual Conference				
	480 CCAC Regional Trainings				
5133	Education and training	17,557	15,500	15,698	11,720
	450 CCAC Athenian Dialogues				
	3,570 Master Municipal Clerk Academy - Northern				
	2,900 Master Municipal Clerk Academy - Southern				
	4,800 Technical Training for Clerks				
5151	Electric charges	23,950	25,000	2,347	-
5152	Gas charges	50	100	-	-
5154	Water charges	6,295	5,000	875	-
5172	Equipment maintenance	32	-	-	1,200

**General Fund  
City Clerk  
Administration**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5174	Printing charges	4,554	5,000	957	3,360
5175	Postage	3,387	3,500	4,060	3,000
5176	Copy machine charges	1,989	6,800	10,615	-
5183	Management allowance	50	200	-	-
5502	Professional/contractual services	-	1,000	3,243	-
5602	Workers compensation	71,557	21,655	21,507	16,323
5603	Liability	23,845	12,477	5,656	4,185
5604	IT charges in-house	88,085	49,132	43,050	89,224
5605	Telephone support	10,144	-	-	-
<b>Administration Totals</b>		<b>632,317</b>	<b>597,202</b>	<b>535,544</b>	<b>602,485</b>

**General Fund  
City Clerk  
Elections Program**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	17,554	19,422	19,152	21,073
5013	Auto/phone allowance	840	714	871	840
5018	Vacation pay	218	-	276	-
5026	PERS retirement	4,264	1,677	1,573	1,763
5027	Health/Life Insurance	2,261	2,474	2,683	2,760
5029	Medicare	278	282	304	306
5034	CALPERS UNFUNDED LIABILITY	-	3,731	3,598	2,723
5111	Material and supplies	57	200	527	140
	140 California Elections Code				
5121	Advertising	189	2,500	635	200
5122	Dues and subscriptions	17,000	17,600	17,000	-
5132	Meetings and conferences	-	-	-	1,225
	1,225 League of California Cities New Law & Elections Seminar				
5502	Professional/contractual services	282,806	100,000	74,766	111,000
	17,000 Online filing service				
	94,000 San Bernardino County Registrar of Voters				
5602	Workers compensation	-	1,505	1,495	1,443
5603	Liability	-	867	393	370
5604	IT charges in-house	-	3,415	2,992	7,889
<b>Elections Totals</b>		<b>325,468</b>	<b>154,387</b>	<b>126,265</b>	<b>151,732</b>

**General Fund  
City Clerk  
Passport Acceptance Program**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5102	Computer Equip-Non Capital	61	-	-	-
5111	Material and supplies	1,349	1,500	220	820
	400 Office Supplies				
	420 Passport Photo Ink and Paper				
5175	Postage	-	-	-	7,732
	1,653 Postage for Express Passport Applications				
	6,079 Postage for Routine Passport Applications				
5176	Copy Machine Charges	-	-	634	-
	<b>Passport acceptance Totals</b>	<b>1,410</b>	<b>1,500</b>	<b>854</b>	<b>8,552</b>

**General Fund  
City Clerk  
Records Management Program**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	89,708	95,208	83,671	49,394
5013	Auto/phone allowance	420	357	436	420
5014	Salaries temp/parttime	4	-	-	-
5015	Overtime	-	-	308	-
5018	Vacation pay	218	-	5,393	-
5026	PERS retirement	22,579	8,518	7,190	4,223
5027	Health/Life Insurance	20,379	19,229	21,364	13,800
5029	Medicare	1,339	1,381	1,361	716
5034	CALPERS UNFUNDED LIABILITY	-	18,290	17,641	13,615
5111	Material and supplies	223	500	-	500
5122	Dues and subscriptions	-	270	-	240
	240 Subscription for electronic records distribution.				
5131	Mileage	-	200	-	-
5132	Meetings and conferences	-	200	-	-
5172	Equipment maintenance	-	1,000	-	-
5502	Professional/contractual services	-	-	-	3,891
	3,891 Document Storage				
5602	Workers compensation	-	7,600	7,548	6,990
5603	Liability	-	4,379	1,985	1,792
5604	IT charges in-house	-	17,243	15,109	38,207
5704	Miscellaneous equipment	-	-	-	996
	996 Overhead scanner				
<b>Records managment Totals</b>		<b>134,870</b>	<b>174,375</b>	<b>162,006</b>	<b>134,784</b>

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# CITY MANAGER'S **OFFICE**

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## **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 of 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 and 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 City Attorney and City Clerk.

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; Administrative Services, Air Quality & Rideshare; Customer and Neighborhood Services; Communications, Community Relations, and Community Access Television (CATV); and Violence Intervention.

## **ADMINISTRATION**

Administration provides clear direction, leadership, and management necessary to ensure the cost effective and efficient delivery of municipal services. The program 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; and oversees intergovernmental affairs and activities.

## **ADMINISTRATIVE SERVICES**

This program is responsible for the appointment and retention of a qualified, effective workforce; coordination of citywide grant making efforts; performance and quality improvement programs; and oversees legislative affairs. These efforts include proactive recruitment efforts and the administration of a fair, consistent, and objective applicant screening, testing, and disciplinary appeal processes. The City has averaged 147 recruitments annually in recent years. Additionally, this program provides for the coordination of the City's grant-making efforts, working with departments and consultants to enhance grant management and funding opportunities. Successful grant funding opportunities will leverage the City's existing resources so that an even greater impact can be made within the community than the current level of revenues will allow. Lastly, the program manages the City's legislative affairs activities by promoting the City's position on legislative issues; developing and implementing the City's adopted Legislative Platform; and maintaining relationships between local, state, and federal legislative delegations

## **AIR QUALITY & 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. It focuses on reducing emissions by incentivizing rideshare efforts, and more recently, has augmented the vehicle replacement program with the purchase of thirty-three new hybrid vehicles for use by staff in the field functions.

### **COMMUNICATIONS, COMMUNITY RELATIONS & COMMUNITY ACCESS TELEVISION (CATV)**

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. CATV, also known as the Inland Empire Media Group (IEMG), focuses on the creation of locally originated programming, 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 year's program also includes funding for and agreement with Westbound Communications for Marketing and Public Relations services. This program produces 5 hours each week of original programming to inform and entertain the citizens of San Bernardino.

### **CUSTOMER & NEIGHBORHOOD SERVICES**

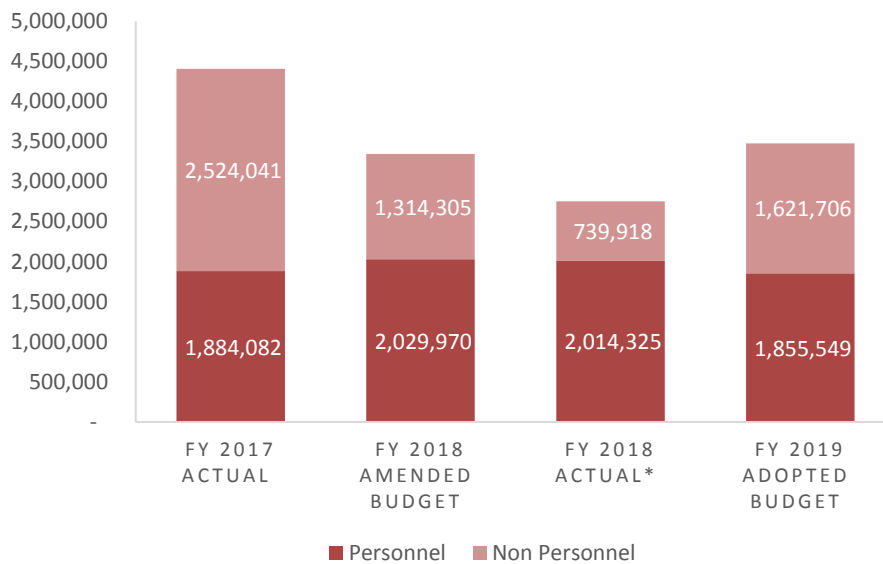
This program provides those who live, work, and visit the City of San Bernardino with convenient access to City services and information. Staff responsible for this program coordinate and implement community outreach and relations efforts by enhancing communication and partnerships with the local community. Staff made 5,248 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. Services levels are enhanced through the utilization of a centralized location for service requests and tracking system. The staff handles 142,188 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 20 neighborhood associations in the community and supports the development of programs and initiatives that improve the quality of life for City residents and businesses.

### **VIOLENCE INTERVENTION**

The most recent addition to the City Manager's Office, the Violence Intervention Program, exists to reduce gang related homicides and non-fatal injury shootings throughout the City of San Bernardino. Strategies for violence intervention include the use of internal and external reduction programs. Internal approaches include using real-time crime analysis and capturing information from trauma victims, while external tactics consist of performing culturally relevant intervention strategies, providing individual and family case management services, and combating crime suppression rooted in principles of procedural justice. Additionally, this program provides long-term safety and transitional services for participants. The City was recently awarded a two-year grant for \$500,000 that will expand the programming efforts in the community.

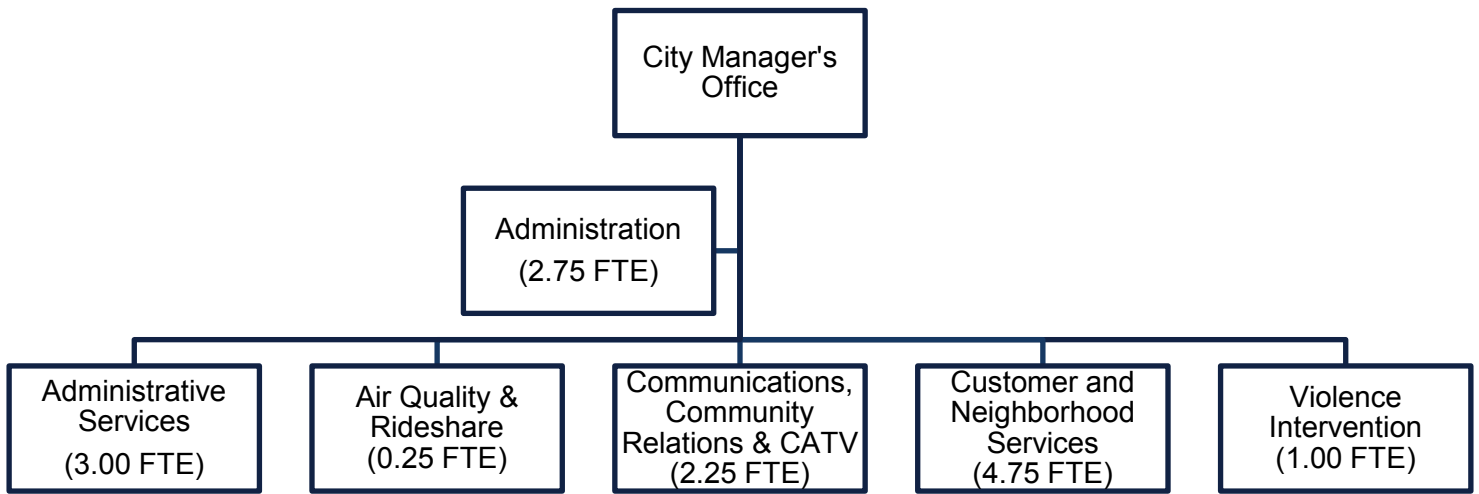
**BUDGET HIGHLIGHTS**

- Contracts previously budgeted under General Government have been moved to the City Manager’s Office to better align budgetary resources with the department responsible for their oversight. This is intended to increase accountability for the management and oversight of programs. These are primarily the grant writing and lobbyist contracts.
- The budget includes the City’s recently adopted contract with Westbound Communications to develop a comprehensive brand identity and marketing and public relations strategy.
- The Violence Intervention Program has been enhanced to include funding for case managers and outreach workers.
- The City Manager’s Office continues its funding for two special revenue funded programs - the Public, Education, and Government (PEG) program and the South Coast Air Quality Management District program outside of General Fund resources.

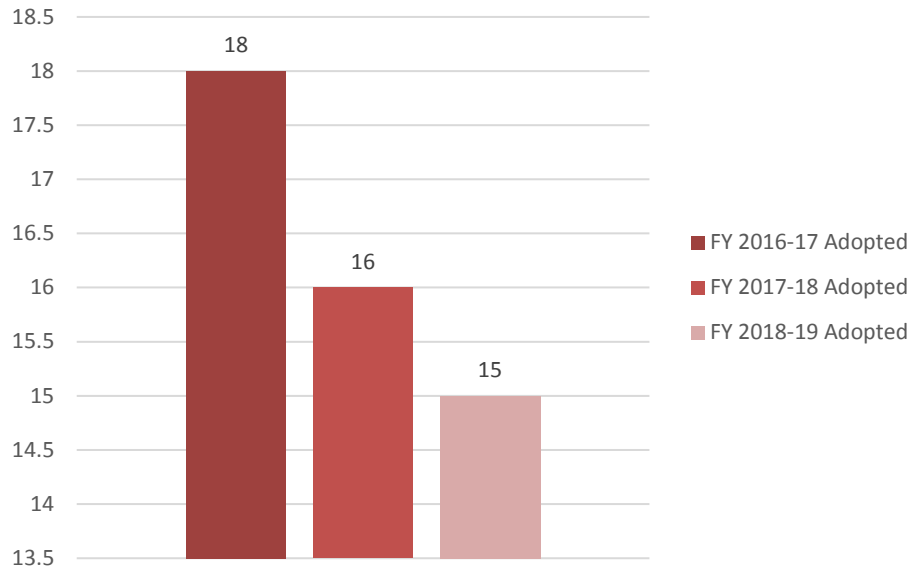


*\*FY2018 Actuals are unaudited.*

## ORGANIZATIONAL CHART



## PERSONNEL SUMMARY



## PERSONNEL CHANGES

Full-time personnel have been reduced by 1 position:

- SB Direct Call Taker (Bilingual) – 1.00 FTE

## **LOOKING BACK -ACHIEVEMENTS**

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

New City Manager with a five-year agreement, an Assistant City Manager, and several key Department Directors with the experience and education to effectively manage the operations and lead the organization.

### **ACHIEVEMENT #2 – Charter Implementation**

Developed a work plan to implement the 2016 voter approved Charter provisions which includes extensive work on updating and developing the Municipal Code.

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

Established the Violence Intervention Program that is designed to provide long term solutions to reduce community violence and provide assistance to affected people and families.

### **ACHIEVEMENT #4 – Strategic Planning**

Implemented Strategic Planning Sessions with the Mayor and City Council in an effort to establish systems of good governance and provide direction and priorities to enable the organization to focus on the critical actions necessary to implement and achieve the mission of becoming a world class city.

### **ACHIEVEMENT #5 – City Image and Brand Development**

Established a proactive approach to Public Relations first, by launching a citywide newsletter highlighting community news and events, attracting more than 2,300 electronic subscribers; and secondly, by entering into an agreement with Westbound Communication to provide marketing and public relations services such as: brand identity and a marketing and public relations strategy, all of which will be develop with community input.

**LOOKING FORWARD -PERFORMANCE MEASURES**

	<b>FY 17/18 Actual</b>	<b>FY 18/19 Goal</b>	<b>Mayor and City Council Goal &amp; Objective</b>
<p><b>Goal:</b> 1. Manage City resources to ensure expenditures do not exceed resources by presenting a balanced budget to the Mayor and City Council, including required reserves.</p>			Operate in a Fiscally Responsible and Business-Like Manner
<p><b>Measure:</b> Balanced budget presented to Mayor and City Council</p>	Yes	Yes	
<p><b>Goal:</b> 2. Implement the Mayor and City Council’s Legislative Platform by staying informed on regional, state, and federal legislation that may impact the City and assist City departments in identifying potential grant funding opportunities.</p>			Pursue City Goals and Objectives by Working with Other Agencies
<p><b>Measure:</b> Track positions taken on various legislation and grant opportunities pursued.</p>	N/A	Yes	
<p><b>Goal:</b> 3. Increase visits to the City’s website by ten percent and explore social media options for outreach to the community.</p>			Ensure Development of a Well-Planned, Balanced, and Sustainable City
<p><b>Measure:</b> % increase in visits to the City’s website from prior year</p>	N/A	10%	
<p>% increase in subscribers to City’s social media and newsletter accounts from prior year</p>	N/A	10%	
<p><b>Goal:</b> 4. Reduce violence in the City through the implementation of the Violence Intervention Program by issuing direct service contracts and developing a team of outreach workers and case managers.</p>			Provide for the Safety of City Residents
<p><b>Measure:</b> Violence Intervention Program implemented</p>	N/A	Yes	
<p>% of gang related homicides and shooting reduced city wide</p>	N/A	10% (FY 20/21)	
<p><b>Goal:</b> 5. In an effort to enhance the quality of service the City provides, the City Manager’s Office will evaluate operations and performance of the City’s Customer Relationship Management System to improve organizational efficiency and effectiveness.</p>			Improve City Government Operations



**Measure:**  
% of Community Relationship Management response  
times reduced

N/A

5%

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**Note: FY 18/19 will be the base year, data for FY 17/18 is not applicable.**

**City of San Bernardino  
2018-19 Department Summary  
City Manager**

<b>Department/ Division</b>	<b>2016-17 Actual</b>	<b>2017-18 Amended Budget</b>	<b>2017-18 Unaudited Actual</b>	<b>2018-19 Adopted Budget</b>	<b>% Change to Amended Budget 2017-18</b>
0001 Administration	1,431,517	1,346,193	1,178,532	1,070,692	-20%
2002 CDBG Administration	559,319	4	84,338	-	-100%
0013 Communication & Comm Relations	435,015	403,157	302,173	572,367	42%
0014 Grants Coordination & Intergover	39,528	45,003	46,339	-	-100%
0016 Air Quality & Rideshare	39,149	-	74,129	49,853	#DIV/0!
0067 Customer & Neighborhood Services	192	366,353	307,509	412,156	13%
0111 Neighborhood Services	34,629	8,790	7,423	-	-100%
0133 CATV	327,315	101,287	317,457	378,876	274%
0144 Economic Development	62,966	-	836	-	#DIV/0!
0149 Administrative Services		423,486	340,812	544,061	28%
0150 Violence Intervention		650,002	89,917	449,251	-31%
<b>Grand Total</b>	<b>4,408,123</b>	<b>3,344,275</b>	<b>2,753,548</b>	<b>3,477,255</b>	<b>4%</b>

**Funding Sources**

001 General	1,892,123	2,742,985	2,335,220	3,266,755	19%
107 Cable Television Fund	228,979	101,287	317,457	210,500	108%
111 AB2766 air quality	37,889	-	11,862	-	-
116 Emergency Solutions Grant 14.231	129,989	-	-	-	-
117 Home Improvement Part 14.239	832,852	-	4,081	-	-
119 Community Developmnt Block Grant	1,002,183	4	84,338	-	-100%
120 Neighborhood Stabil Prog (NSP1)	37,300	-	-	-	-
122 Neighborhood Stabil Prog(NSP3)	35,487	-	-	-	-
123 Federal grant programs	-	500,000	589	-	-100%
630 Telephone support fund	211,321	-	-	-	-
<b>Grand Total</b>	<b>4,408,123</b>	<b>3,344,275</b>	<b>2,753,548</b>	<b>3,477,255</b>	<b>4%</b>

**General Fund  
City Manager  
Administration**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	667,611	582,593	520,704	596,639
5013	Auto/phone allowance	11,820	5,832	21,902	21,165
5014	Salaries temp/parttime	24,680	-	5,031	-
5018	Vacation pay	9,395	-	42,528	-
5026	PERS retirement	140,486	54,101	46,071	53,790
5027	Health/Life Insurance	48,701	50,859	48,233	48,300
5029	Medicare	10,485	8,448	8,710	8,652
5033	Salary Savings	-	(25,000)	-	(64,257)
5034	CALPERS UNFUNDED LIABILITY	-	101,091	120,301	47,651
5111	Material and supplies	7,083	8,000	18,655	15,000
5121	Advertising	-	500	-	500
	500 Advertising for Neighborhood Pride Program				
5122	Dues and subscriptions	2,354	5,000	2,593	4,531
	2,800 International City/County Management Association				
	270 Sun Newspaper				
	1,261 Time Warner Cable				
	200 Wall Street Journal				
5131	Mileage	181	-	19	250
5132	Meetings and conferences	11,691	14,500	6,106	6,075
	600 City/County Conference				
	2,500 ICMA Annual Conference				
	675 League of CA Cities - CM Department Meeting				
	2,200 League of California Cities Annual Conference & Expo				
	100 State of the County				
5133	Education and training	-	5,000	135	2,500
	2,500 Various educational workshops throughout the year				
5151	Electric charges	23,950	25,000	2,347	-
5152	Gas charges	50	100	-	-

**General Fund  
City Manager  
Administration**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5154	Water charges	6,295	5,000	875	-
5174	Printing charges	3,943	5,000	1,789	5,000
5175	Postage	857	900	1,125	900
5176	Copy machine charges	7,800	4,500	3,824	4,800
5181	Other operating expenses	579	-	567	-
5502	Professional/contractual services	109,595	220,000	96,793	240,000
	60,000 Professional Services on an as needed basis				
	180,000 Worthington Partners				
5505	Other professional services	-	-	-	2,500
	2,500 Boards & Commision Recognition Dinner				
5602	Workers compensation	163,342	60,118	59,707	17,875
5603	Liability	28,391	41,714	18,908	7,733
5604	IT charges in-house	140,428	172,937	151,531	51,088
5605	Telephone support	11,799	-	-	-
<b>Administration Totals</b>		<b>1,431,517</b>	<b>1,446,659</b>	<b>1,178,454</b>	<b>1,070,692</b>

**General Fund  
City Manager  
Communications & Community Relations**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	143,250	140,842	147,138	51,755
5013	Auto/phone allowance	444	324	467	2,250
5015	Overtime	397	-	629	-
5018	Vacation pay	-	-	23,147	-
5026	PERS retirement	36,687	12,321	13,946	4,590
5027	Health/Life Insurance	17,620	12,314	16,948	3,450
5029	Medicare	2,152	2,042	2,552	750
5034	CALPERS UNFUNDED LIABILITY	-	27,057	26,096	3,404
5111	Material and supplies	2,310	11,720	2,615	6,420
	5,000 Promotional Materials				
	500 Stock Images				
	920 Tablets (Wi-Fi enabled)				
5120	Media expense	7,367	7,440	-	-
5121	Advertising	6,049	107,127	4,383	21,800
	1,800 Ads - Social Media				
	8,000 Ads - Traditional/Digital				
	12,000 Bill Inserts				
5122	Dues and subscriptions	1,034	1,570	16,125	9,701
	400 City-County Communications & Marketing Association				
	900 Adobe Creative Suite				
	5,000 Archive Social				
	358 Canva Social Media				
	250 California Association of Public Information Officers				
	780 Constant Contact				
	120 Hootsuite				
	103 LA Times				
	250 Public Relations Society of America Inland Empire Chapter.				

**General Fund  
City Manager  
Communications & Community Relations**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
	1,100 Survey Monkey				
	240 The Sun				
	199 Vimeo				
5132	Meetings and conferences	2,363	6,725	-	5,225
	2,500 City-County Communications & Marketing Association				
	625 Award Submissions				
	1,600 CAPIO Conference				
	500 Communications				
5174	Printing charges	1,061	-	5,609	170,040
	12,000 Brochures				
	60 Citizen Recognition Photos				
	2,500 Fliers/One-sheets				
	6,600 Newsletter				
	2,000 Street Banners				
	92,880 Year in Review (Printing)				
	54,000 Year in Review (Mailing)				
5181	Other operating expenses	569	1,419	-	-
5502	Professional/contractual services	-	-	-	258,000
	258,000 Public Relations Contract/Rebrand				
5505	Other professional services	2,391	24,000	2,000	13,800
	3,500 Digital Display Design				
	300 E-Newsletters				
	10,000 Marketing/PR Services				
5602	Workers compensation	-	10,558	10,486	4,937
5603	Liability	-	7,326	3,321	2,136
5604	IT charges in-house	-	30,372	26,612	14,109
<b>Communications &amp; Community Relations Totals</b>		<b>223,694</b>	<b>403,157</b>	<b>302,074</b>	<b>572,367</b>

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

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	658	36,672	38,077	25,276
5013	Auto/phone allowance	-	-	1,037	-
5015	Overtime	232	-	1,258	-
5018	Vacation pay	-	-	1,739	-
5026	PERS retirement	163	10,210	3,319	2,242
5027	Health/Life Insurance	198	9,082	9,424	6,900
5029	Medicare	10	532	616	367
5034	CALPERS UNFUNDED LIABILITY	-	-	6,795	6,807
5602	Workers compensation	-	-	-	1,925
5603	Liability	-	-	-	833
5604	IT charges in-house	-	-	-	5,503
5946	Credit - C-1 recoverable	-	(56,496)	-	-
<b>Air quality/rideshare Totals</b>		<b>1,260</b>	<b>-</b>	<b>62,265</b>	<b>49,853</b>

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

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	-	208,907	167,340	214,881
5012	Special salaries	-	2,700	3,618	3,600
5013	Auto/phone allowance	-	-	-	960
5014	Salaries temp/parttime	-	-	-	15,000
5015	Overtime	192	-	2,879	2,000
5018	Vacation pay	-	-	3,129	-
5026	PERS retirement	-	19,710	17,231	22,016
5027	Health/Life Insurance	-	35,308	25,479	45,390
5029	Medicare	-	3,029	2,571	3,168
5034	CALPERS UNFUNDED LIABILITY	-	33,591	32,398	64,669
5132	Meetings and conferences	-	-	-	2,200
	2,200 Neighborhood USA Conference				
5602	Workers compensation	-	13,808	13,713	8,920
5603	Liability	-	9,580	4,343	3,859
5604	IT charges in-house	-	39,719	34,802	25,493
	<b>Customer &amp; Neighborhood Services Totals</b>	<b>192</b>	<b>366,353</b>	<b>307,503</b>	<b>412,156</b>



**General Fund  
City Manager  
CATV**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	70,248	-	-	73,097
5014	Salaries temp/parttime	-	-	-	42,064
5026	PERS retirement	17,431	-	-	6,482
5027	Health/Life Insurance	9,633	-	-	9,602
5029	Medicare	1,024	-	-	1,060
5034	CALPERS UNFUNDED LIABILITY	-	-	-	13,615
5111	Material and supplies	-	-	-	3,000
5122	Dues and subscriptions	-	-	-	6,000
	6,000 LIVEU				
5181	Other operating expenses	-	-	-	3,000
	3,000 Playback System - Annual Maintenance				
5602	Workers compensation	-	-	-	2,437
5603	Liability	-	-	-	1,054
5604	IT charges in-house	-	-	-	6,965
	<b>CATV Totals</b>	98,336	-	-	168,376

**General Fund  
City Manager  
Administrative Services**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	-	229,638	195,640	233,456
5013	Auto/phone allowance	-	4,950	6,911	6,900
5014	Salaries temp/parttime	-	30,526	6,771	30,525
5018	Vacation pay	-	-	5,393	-
5026	PERS retirement	-	21,345	18,071	22,080
5027	Health/Life Insurance	-	34,123	30,638	30,600
5029	Medicare	-	3,330	3,171	3,386
5034	CALPERS UNFUNDED LIABILITY	-	44,115	42,549	40,844
5102	Computer Equip-Non Capital	-	-	1,343	-
5111	Material and supplies	-	2,078	2,280	2,000
5121	Advertising	-	4,000	2,750	4,000
	4,000 Job Posting Advertisement				
5122	Dues and subscriptions	-	-	-	785
	300 Engaging Local Government Leaders (ELGL)				
	400 International City/Council Management Association (ICMA)				
	85 Municipal Management Association of Southern California				
5131	Mileage	-	260	56	200
5132	Meetings and conferences	-	-	-	2,015
	575 League of California Cities Annual Conference				
	1,440 Miscellaneous Meetings and Conferences				
5133	Education and training	-	3,800	-	2,015
	1,495 Local Government 201: Online Certificate Program				
	520 Miscellaneous Education and Training				
5151	Electric charges	-	15,000	1,409	-
5152	Gas charges	-	100	-	-
5154	Water charges	-	3,000	525	-
5174	Printing charges	-	1,410	-	-

**General Fund  
City Manager  
Administrative Services**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5175	Postage	-	268	25	200
5176	Copy machine charges	-	2,200	3,018	2,800
5181	Other operating expenses	-	6,297	7,065	19,298
	3,848 Biddle Software License D - OPAC, CritiCall & Examin				
	13,000 Boards and Commissions Solution				
	2,450 CODESP Public HR				
5502	Professional/contractual services	-	-	-	105,000
	63,000 Grant Contract				
	42,000 State Lobbyist				
5602	Workers compensation	-	10,064	9,995	8,846
5603	Liability	-	6,983	3,165	3,827
5604	IT charges in-house	-	-	-	25,284
<b>Administrative Services Totals</b>		-	423,486	340,775	544,061

**General Fund  
City Manager  
Violence Intervention**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	-	122,779	68,032	110,202
5018	Vacation pay	-	-	3,925	-
5026	PERS retirement	-	12,080	6,810	11,210
5027	Health/Life Insurance	-	13,380	9,505	13,800
5029	Medicare	-	1,763	1,046	1,598
5034	CALPERS UNFUNDED LIABILITY	-	-	-	13,615
5111	Material and supplies	-	-	-	450
5131	Mileage	-	-	-	550
5132	Meetings and conferences	-	-	-	2,650
	250 8th Annual LA Gang Conference				
	2,400 Violence Prevention & Intervention Conferences				
5181	Other operating expenses	-	-	-	5,000
	5,000 Emergency Supportive Services				
5502	Professional/contractual services	-	-	-	275,000
	175,000 California Partnership for Safe Communities				
	45,000 RFP/RFQ for Contracted Personnel - Case Managers				
	55,000 RFQ/RFP for Contracted Personnel - Outreach Workers				
5602	Workers compensation	-	-	-	3,537
5603	Liability	-	-	-	1,530
5604	IT charges in-house	-	-	-	10,110
<b>Violence Intervention Totals</b>		-	150,002	89,318	449,251

**Cable TV Fund  
City Manager  
CATV**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	203	71,653	71,664	-
5014	Salaries temp/parttime	32,076	42,000	33,733	-
5018	Vacation pay	-	-	2,756	-
5026	PERS retirement	4,881	6,185	8,121	-
5027	Health/Life Insurance	-	8,643	10,867	-
5029	Medicare	468	1,039	1,575	-
5034	CALPERS UNFUNDED LIABILITY	-	13,766	13,276	-
5111	Material and supplies	2,648	3,000	2,720	-
5112	Small tools and equipment	30,775	30,000	21,261	20,000
	Hard to find audio/video equipment, cameras and camera support, audio gear,				
5121	Advertising	75	-	-	-
5122	Dues and subscriptions	6,080	6,000	6,000	-
5181	Other operating expenses	3,181	3,000	2,824	-
5505	Other professional services	136,684	200,000	142,639	150,500
	16,000 PO for Community content				
	8,000 PO for Pets and Bulletin Board content				
	36,000 PO for Profiles and Creative content				
	42,000 PO for Public Access/Local shows/EconDev content				
	48,500 PO for Sports content				
5703	Communications equipment	11,908	12,000	-	40,000
	30,000 City Council Production Switcher				
	10,000 Console & Furniture for Council Production Control Room				
5704	Miscellaneous equipment	-	(295,999)	-	-
	<b>CATV Totals</b>	<b>228,979</b>	<b>101,287</b>	<b>317,436</b>	<b>210,500</b>

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# COMMUNITY DEVELOPMENT

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## **DEPARTMENT OVERVIEW**

Under the direction of the City Manager, the Department provides leadership and management on the future growth of the City. All private development activity is reviewed and approved prior to construction. The City's General Plan and Development Code guide the review process when evaluating development projects. Community Development strives to build consensus on development issues while driving positive change in the community.

The Department has four divisions with 23 Full-time personnel as follows: Administration, Building & Safety, Land Development and Planning.

## **ADMINISTRATION**

The Administration Division provides leadership and management for the department and administrative support to the management team. Primary functions include preparing and monitoring the budget, contract administration, and personnel processing. Staff also responds to customer questions, public records requests, and supports special events that build a stronger sense of community. A current focus of the division is to evaluate and recommend long-term solutions associated with the Department's software needs.

## **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 function is critical to the success of most projects as it is the intake point for plans which are then routed amongst internal City departments (e.g. Public Works) and outside agencies (e.g. County Fire, County Health). Typically, the front counter will assist an average of 75 customers each day. After the plan check process, the Division is responsible for issuing permits, collecting all fees – including Development Impact Fees on behalf of the Public Works Department – and inspecting projects under construction.

## **LAND DEVELOPMENT**

The Land Development Division reviews onsite improvement plans for residential, commercial and industrial projects and prepares conditions of approval to ensure development in accordance with City standards and ordinances. Land Development specifically focuses on the plan check and inspections required of development projects on private property. These include site grading, seismic fault investigation, drainage, stormwater management, FEMA flood plain review, ADA accessibility, onsite utilities and related offsite improvements (e.g. driveways, etc.). Field inspectors work with contractors to ensure the project is built in accordance with the approved construction

drawings. The Division checks subdivision maps, parcel maps and lot line adjustments to ensure conformance with the State Subdivision Map Act.

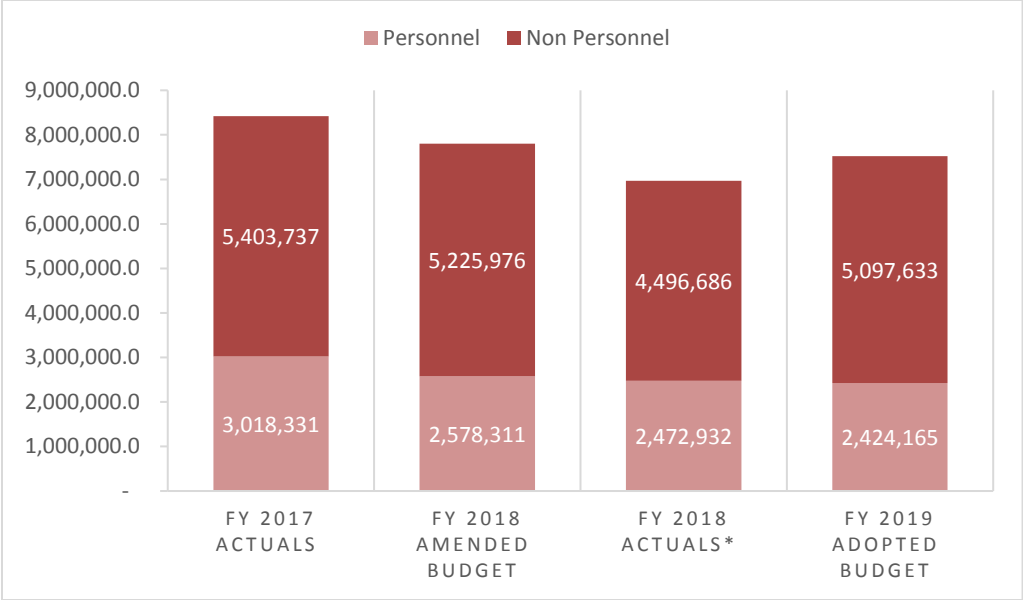
The Division is also responsible for compliance with the Federal Clean Water Act and the National Pollutant Discharge Elimination System (NPDES) through the City's Municipal Separate Storm Sewer System (MS4) permit. Again, for projects on private property, the staff reviews Water Quality Management Plans for projects to meet stormwater quality standards. The NPDES section reviews onsite construction sites, municipal properties, and commercial and industrial businesses to ensure pollutant control measures are in place. Staff also responds to sewer spills to protect the City MS4 system from pollution. Staff works closely with Public Works staff to ensure compliance with onsite water retention to reduce impacts to the City's MS4 System.

## **PLANNING**

The Planning Division is responsible for implementing the policies and objectives of the community as set forth in the City of San Bernardino General Plan and Development Code. The Development Code is updated periodically to reflect changes in development patterns and land uses. The Department has been working on a comprehensive update and will complete that effort in FY 2018/19. The Division ensures compliance with the California Environmental Quality Act (CEQA) and the related Guidelines. The Division reviews and processes land use entitlement applications for consistency with the City's standards and policies to ensure quality of life will be maintained or enhanced for future generations. Long-range planning is a critical function of the Division as the City charts a course for the future. Part of the long-range planning process involves interagency coordination working 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 the Planning Commission and leading the multi-departmental Development and Environmental Review Committee, which is charged with reviewing and recommending all private development projects.

## **BUDGET HIGHLIGHTS**

- Continues funding for archiving construction plans
- Provides funding for FEMA plan review of qualifying projects; no longer available through the County
- Provides funding to augment Land Development inspection services providing greater customer service when demand cannot be met by the City's one full-time onsite inspector
- Includes funding for public outreach regarding the Unreinforced Masonry Building Ordinance (URM)
- Includes funding for the Environmental/CEQA review associated with development of the Carousel Mall
- Includes funding for the Environmental/CEQA review associated with the new Cannabis Ordinance
- Includes funding in the amount of \$9,000 for the Art's Fest

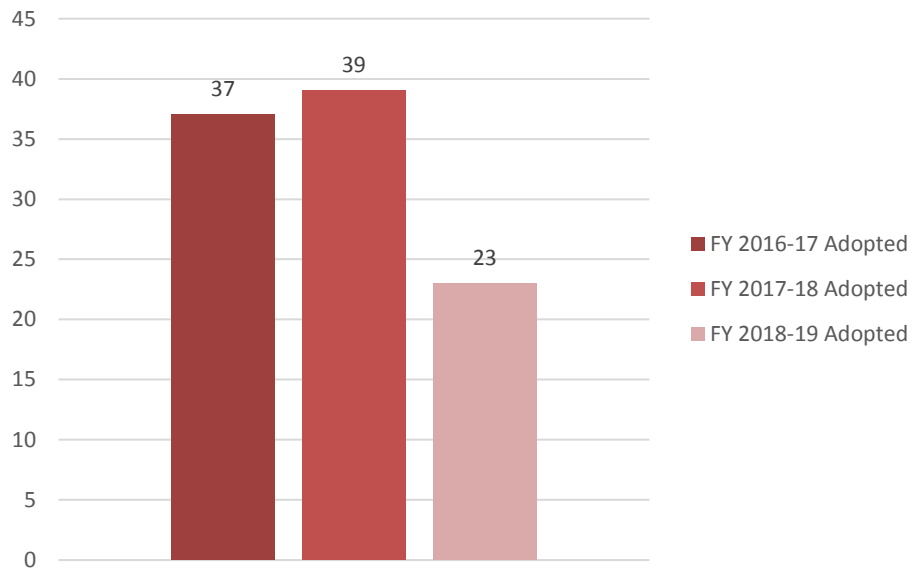


*\*FY 2018 Actuals are unaudited.*

**ORGANIZATIONAL CHART**



## PERSONNEL SUMMARY



## PERSONNEL CHANGES

The reduction of 16 positions from FY 2017-18 to 2018-19 represents the transfer of Code Enforcement (12) to the Police Department during the 2017-18 fiscal year, and an additional reduction of the following positions:

- Development Services Counter Technician – 2.00 FTE
- Executive Assistant for Planning and Administration – 1.00 FTE
- Senior Plans Examiner - 1.0 FTE

## **LOOKING BACK –ACHIEVEMENTS**

### **ACHIEVEMENT #1**

Adopted the Waterman Baseline Specific Plan providing a comprehensive vision for the transformation of the neighborhoods adjacent to Waterman Gardens.

### **ACHIEVEMENT #2**

Awarded a Southern California Association of Governments (SCAG) Grant to develop a City-Wide Bicycle and Pedestrian Master Plan (\$200,000).

### **ACHIEVEMENT #3**

Awarded SCAG High Quality Transit Area Pilot Project Grant providing the City technical assistance in exploring development opportunities surrounding the Downtown Carousel Mall/San Bernardino Metrolink Station.

### **ACHIEVEMENT #4**

Partnered with the San Bernardino City Unified School District, Mexican and Guatemalan Consulates, Valley College, and several art groups and organizations to execute the third annual Arts Fest event. The event featured various artists and vendors and attracted more than 4,500 visitors to the Baseball Stadium.

### **ACHIEVEMENT #5**

Adopted the Rancho Palma Specific Plan in the Verdemont area for the construction of 120 market rate single-family homes and a 95,000-square foot commercial retail center.

**LOOKING FORWARD –PERFORMANCE MEASURES**

	<b>FY 17/18 Actual</b>	<b>FY 18/19 Goal</b>	<b>Mayor and City Council Goal &amp; Objective</b>
<p><b>Goal:</b> 1. Complete and start the implementation of the new Development Code.</p>			
<p><b>Measure:</b> Present Development Code for adoption to the Planning Commission and Mayor and City Council.</p>	N/A	Yes	Create, Maintain and Grow Jobs and Economic Value in the City
<p><b>Goal:</b> 2. Prepare and implement an Unreinforced Masonry Buildings (URM) ordinance; host URM educational workshops with property owners on the risks and potential liability of not reinforcing their facilities; seek grant funding for architect and engineering costs.</p>			
<p><b>Measure:</b> Present ordinance for adoption to Mayor and City Council.</p>	N/A	Yes	Provide for the Safety of City Residents and Businesses
<p><b>Goal:</b> 3. Investigate replacing the Department’s permitting software, no longer supported by the</p>			
<p><b>Measure:</b> Issue a Request for Proposals and select a new solution.</p>	N/A	Yes	Improve City Government Operations
<p><b>Goal:</b> 4. For building plan checks, provide first set of review comments within 21 calendar days.</p>			
<p><b>Measure:</b> Percentage of occasions for which first comments are provided within 21 calendar days.</p>	N/A	75%	Ensure Development of a Well-Planned, Balance, and Sustainable City
<p><b>Goal:</b> 5. Manage the environmental review process for the Carousel Mall reuse project and the Cannabis Ordinance project.</p>			
<p><b>Measure:</b> Compliance with California Environmental Quality Act (CEQA).</p>	N/A	Yes	Pursue City Goals and Objectives by Working with Other Agencies

**Note: FY 18/19 will be the base year, data for FY 17/18 is not applicable.**

**City of San Bernardino  
2018-19 Department Summary  
Community Development**

<b>Department/ Division</b>	<b>2016-17 Actual</b>	<b>2017-18 Amended Budget</b>	<b>2017-18 Unaudited Actual</b>	<b>2018-19 Adopted Budget</b>	<b>% Change to Amended Budget 2017-18</b>
0001 Administration	993,476	358,578	507,392	373,992	4%
0021 Enforcement & Beautification	1,277,548	-	3,611	-	-
0027 Stormwater Management	331,239	-	2,671	-	-
0028 Building and Safety	824,318	1,407,149	1,121,624	1,275,286	-9%
0029 Planning	746,540	1,199,612	927,122	1,045,369	-13%
0030 Land Development	516,558	936,805	920,864	1,066,251	14%
2161 DEMOLITION PROGRAM	88,480	-	1,011	-	-
<b>Grand Total</b>	<b>4,778,160</b>	<b>3,902,143</b>	<b>3,484,297</b>	<b>3,760,899</b>	<b>-4%</b>
<b>Funding Sources</b>					
001 General	4,689,680	3,902,143	3,483,283	3,760,899	-4%
119 Community Development Block Grant	88,480	-	1,014	-	-
<b>Grand Total</b>	<b>4,778,160</b>	<b>3,902,143</b>	<b>3,484,297</b>	<b>3,760,899</b>	<b>-4%</b>

**General Fund  
Community Development Department  
Administration Division**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	219,982	230,314	241,439	222,005
5012	Special salaries	319	-	312	450
5013	Auto/phone allowance	2,100	525	2,178	2,100
5015	Overtime	2,601	-	1,419	500
5018	Vacation pay	739	-	12,624	-
5026	PERS retirement	54,422	20,831	19,794	21,301
5027	Health/Life Insurance	28,151	30,070	34,351	24,630
5029	Medicare	3,353	3,340	3,838	3,219
5033	Salary Savings	-	(175,000)	-	(112,450)
5034	CALPERS UNFUNDED LIABILITY	-	27,381	42,674	37,440
5111	Material and supplies	11,982	18,000	17,657	12,000
5116	Art Night	-	-	6,028	-
5121	Advertising	-	600	5,342	-
5122	Dues and subscriptions	840	3,200	900	1,105
	700 American Planning Association - for the Director				
	120 American Society for Public Administration				
	200 ICMA Membership Renewal				
	85 Munciple Management Association				
5132	Meetings and conferences	661	1,500	489	2,800
	1,000 American Planning Conference For The Director				
	800 League Of California Cities				
	1,000 Refreshments For Meetings, Workshops, And				
5133	Education and training	4,078	10,000	333	1,500
	2,000 Inland Empire Economic Partnership				
	1,500 Skillpath Seminars				
5151	Electric charges	43,136	50,000	31,759	-
5152	Gas charges	90	100	107	-
5154	Water charges	11,338	8,000	3,713	-



**General Fund  
Community Development Department  
Administration Division**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5171	Rentals	10,821	16,000	7,933	6,500
5172	Equipment maintenance	8	-	-	-
5174	Printing charges	5,810	1,500	1,428	1,500
5175	Postage	914	500	65	200
5176	Copy machine charges	2,347	5,000	4,613	5,000
5181	Other operating expenses	600	-	2,610	3,400
	400 Adobe Software				
	3,000 Qless				
5502	Professional/contractual services	16,347	52,500	25,653	92,000
	42,000 Archival Of Plans				
	50,000 Marijuana Contractual Services				
5505	Other professional services	356	-	-	-
5602	Workers compensation	285,376	12,026	11,943	10,304
5603	Liability	60,347	7,022	3,183	3,416
5604	IT charges in-house	191,202	27,670	24,245	35,072
5605	Telephone support	35,557	-	-	-
5702	Computer equipment	-	7,500	-	-
<b>Administration Totals</b>		<b>993,476</b>	<b>358,578</b>	<b>506,630</b>	<b>373,992</b>

**General Fund  
Community Development Department  
Building & Safety Division**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	427,985	712,083	497,439	550,645
5012	Special salaries	1,988	1,800	1,950	1,800
5013	Auto/phone allowance	10,695	7,230	5,201	2,520
5015	Overtime	12,422	24,000	35,688	24,000
5018	Vacation pay	6,366	-	18,793	-
5026	PERS retirement	108,105	65,922	44,540	54,541
5027	Health/Life Insurance	29,613	92,750	52,389	72,120
5029	Medicare	6,693	10,351	8,164	8,011
5034	CALPERS UNFUNDED LIABILITY	-	137,142	129,140	113,001
5111	Material and supplies	7,094	7,500	1,983	2,500
5112	Small tools and equipment	213	2,000	1,292	500
5122	Dues and subscriptions	400	1,000	375	425
	375 California Building Official Dues and Subscription				
5133	Education and training	6,084	6,000	4,547	6,000
	6,000 CALBO regional workshops for 7 employees				
5174	Printing charges	3,436	2,500	2,484	2,500
5175	Postage	369	1,000	174	100
5502	Professional/contractual services	190,178	180,000	179,000	255,000
	180,000 On-call Inspections, Plans Examiner, and Counter Support				
	75,000 Public Outreach for Unrienforced Masonry Building Ordinance				
5601	Garage charges	8,506	5,374	8,638	13,110
5602	Workers compensation	-	37,506	37,250	33,930
5603	Liability	-	21,900	9,927	11,249
5604	IT charges in-house	-	86,299	75,716	115,491
5612	Fleet charges - fuel	4,171	4,791	7,019	7,843
<b>Building and safety Totals</b>		<b>824,318</b>	<b>1,407,149</b>	<b>1,121,709</b>	<b>1,275,286</b>

**General Fund  
Community Development Department  
Planning Division**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	399,154	579,433	479,572	527,489
5012	Special salaries	919	900	1,212	1,350
5013	Auto/phone allowance	9,120	7,230	9,525	9,420
5014	Salaries temp/parttime	5,980	8,000	6,332	8,000
	8,000 One (1) Apprentice				
5015	Overtime	2,693	2,400	2,651	1,000
5018	Vacation pay	-	-	23,104	-
5026	PERS retirement	101,499	51,252	42,530	52,144
5027	Health/Life Insurance	44,635	53,495	49,542	67,140
5029	Medicare	6,126	8,415	7,680	7,662
5034	CALPERS UNFUNDED LIABILITY	-	84,542	81,539	85,772
5111	Material and supplies	1,400	200	148	200
5121	Advertising	15,478	10,000	13,189	10,000
	10,000 Advertising				
5122	Dues and subscriptions	850	2,000	781	2,000
	2,000 American Planning Association				
5131	Mileage	-	150	-	-
5132	Meetings and conferences	-	2,500	50	3,000
	3,000 American Planning Association Annual Conference				
5133	Education and training	1,180	1,500	2,423	2,500
	2,500 Regional workshops				
5136	Meals	-	450	-	450
5174	Printing charges	2,396	4,725	2,468	1,500
5175	Postage	2,143	4,725	3,276	2,500
5502	Professional/contractual services	152,969	290,000	127,098	155,000
	50,000 Contract Planner				
	100,000 Environmental Ceqa Review				
	5,000 Smara				
5602	Workers compensation	-	22,574	22,420	22,859

**General Fund  
Community Development Department  
Planning Division**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5603	Liability	-	13,181	5,975	7,578
5604	IT charges in-house	-	51,940	45,511	77,805
<b>Planning Totals</b>		746,540	1,199,612	927,026	1,045,369

**General Fund  
Community Development Department  
Land Development Division**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	363,844	415,813	414,986	455,033
5013	Auto/phone allowance	7,860	6,915	8,218	8,460
5015	Overtime	-	-	99	5,000
	5,000 Overtime				
5018	Vacation pay	-	-	22,813	-
5026	PERS retirement	90,521	36,762	36,449	41,845
5027	Health/Life Insurance	40,586	48,504	43,865	44,496
5029	Medicare	5,400	6,029	6,489	6,598
5034	CALPERS UNFUNDED LIABILITY	-	79,881	80,176	76,922
5111	Material and supplies	150	500	1,633	900
5112	Small tools and equipment	72	750	518	900
5122	Dues and subscriptions	-	1,000	-	500
	500 CASP, LIC etc.				
5133	Education and training	4,010	6,500	3,155	5,500
	5,500 California Building Officials and regional workshops				
5174	Printing charges	314	850	503	850
5175	Postage	-	1,100	2	150
5502	Professional/contractual services	-	238,500	221,634	314,634
	10,000 Contract For Alquist Priolo Earthquake Study Review				
	50,000 Fema Contract Services				
	33,000 Onsite Inspection				
	171,829 Sb County Npdes Permit Fee				
	49,805 State Water Quality Permit Fee				
5601	Garage charges	1,620	6,283	6,788	9,789
5602	Workers compensation	-	21,687	21,539	19,204
5603	Liability	-	12,663	5,740	6,366
5604	IT charges in-house	-	49,901	43,724	65,364
5612	Fleet charges - fuel	2,181	3,167	2,480	3,740
<b>Land development Totals</b>		<b>516,558</b>	<b>936,805</b>	<b>920,811</b>	<b>1,066,251</b>

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# ECONOMIC AND **HOUSING DEVELOPMENT**

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## **DEPARTMENT OVERVIEW**

Economic and Housing Development works to improve the quality of life for the residents of San Bernardino by focusing on creating jobs, attracting new businesses and development, building strategic partnerships, developing a prepared workforce, and encouraging expansion of existing businesses through various programs and tools. Through federal and state resources, the City facilitates the financing of housing development projects, infill housing, down payment assistance, business development and public improvements. These funds improve the quality of life in San Bernardino through job creation, improving safety, expanding educational opportunities and boosting economic activity. Finally, the Department manages social services and housing programs that assist low-income and homeless residents.

## **ADMINISTRATION DIVISION**

The Administration division provides administrative support to Department's management team. Primary functions include; contract administration, personnel processing and policy development, responding to customer questions, records request, and public and business engagement activities.

## **ECONOMIC DEVELOPMENT**

Economic Development is committed to 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; 4) business concierge and developer services that facilitate the ease of doing business throughout the development and entitlement process, (English and Spanish), and 5) 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.

## **HOUSING DIVISION**

The City of San Bernardino is a direct recipient of Community Planning and Development formula grants (Community Development Block Grant, HOME Investment Partnerships, and Emergency Solutions Grant, 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 components: street outreach, emergency shelter, homelessness prevention, rapid re-housing assistance and data collection. The 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 also provides resources to assist homeowners in rehabilitating single-family homes, supports home ownership opportunities through first-time homebuyer programs including down-payment assistance and the construction of new single-family homes on vacant lots; supports code enforcement activities such as demolition and site clearance, and funds social service organizations to assist residents who are at risk of homelessness or experiencing homelessness through the provision of services and supportive housing.

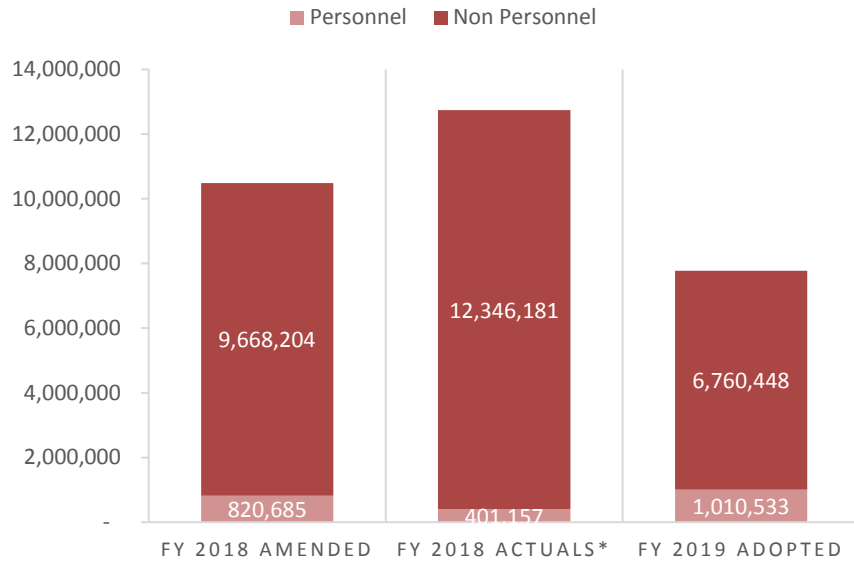
### **SUCCESSOR AGENCY**

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 and the Theater Square sites.

**BUDGET HIGHLIGHTS**

- Provides funding to ensure the proper maintenance of City-owned properties formerly owned by the Redevelopment Agency.
- Increased Community Development Block Grant and HOME program funding enables the completion of Community improvement and beautification projects.
- Total budget decrease is primarily due to the anticipated allocations for HOME and NSP1 being less than FY 2017/18.



*\*FY 2018 Actuals are unaudited.*

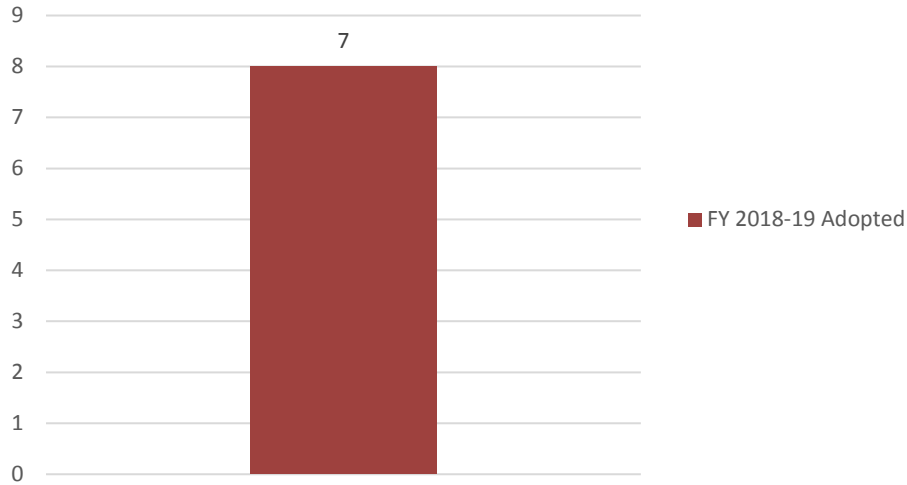
Note: This department was created in FY 2018, therefore historical data is unavailable.

## ORGANIZATIONAL CHART



\*An additional staff member who is not a City employee, but rather funded through the Recognized Obligation Payment Schedule (ROPS) is assigned to this division and not included in the Department's position count.

## PERSONNEL SUMMARY



## PERSONNEL CHANGES

Full-time personnel have been reduced by 1 position.

- Economic Development Analyst – 1.00 FTE

## **LOOKING BACK -ACHIEVEMENTS**

### **ACHIEVEMENT #1**

Utilizing CDBG funding, many projects were completed during FY 2017/18 including:

- Feldhyem Roof Replacement
- Street & Sidewalk Improvements – 54 curbs cuts completed
- 5th Street Senior Center HVAC Replacement Project completed
- Jerry Lewis Pool Infiltration System completed
- Pool Plastering Project
- Pool Cover Replacement Project
- Camera Expansion Project

### **ACHIEVEMENT #2**

Utilizing ESG funding, the following were completed during FY 2017/18:

- Funding provided for three non-profit organizations
- Olive Meadow Development completion (Val 9) – 8/2017
- Infill Housing Development Project – 2 homes completed – 6/2018

### **ACHIEVEMENT #3**

The Successor Agency had a variety of significant accomplishments in FY 2017/18, accomplishments include:

- Finalized the Amended Property Disposition Strategy
- Executed a listing agreement for the sale of 16 properties identified in the Amended Property Disposition Strategy
- Five (5) Successor Agency properties were sold and an additional four (4) are approved by the Mayor and City Council for sale pending approval from the California Department of Finance.
- Letter of Interest issued for the 5<sup>th</sup> Street Gateway property

**LOOKING FORWARD –PERFORMANCE MEASURES**

	<b>FY 17/18 Actual</b>	<b>FY 18/19 Goal</b>	<b>Mayor and City Council Goal &amp; Objective</b>
<p><b>Goal:</b> 1. Develop an Economic Development Strategy.</p> <p><b>Measure:</b> Develop an Economic Development Strategy by June 2019</p>	N/A	Yes	Create, Maintain and Grow Jobs and Economic Value in the City
<p><b>Goal:</b> 2. Develop and/or expand databases for commercial, industrial, office, and hospitality businesses to promote opportunities within the City.</p> <p><b>Measure:</b> Complete database development or expansion by June 2019</p>	N/A	Yes	Create Maintain and Grow Jobs and Economic Value in the City
<p><b>Goal:</b> 3. Develop a down payment assistance program to encourage home ownership in the City.</p> <p><b>Measure:</b> Create six (6) new home owners within the City</p>	N/A	Yes	Develop a Well-Planned, Balanced and Sustainable City
<p><b>Goal:</b> 4. Develop a new website with a business-friendly feel and where information is more easily accessible.</p> <p><b>Measure:</b> Establish new business friendly website by June 2019</p>	N/A	Yes	Implement City Vision Improve City Government Operations
<p><b>Goal:</b> 5. Promote and market opportunities in the City of San Bernardino at various relevant events and trade conferences.</p> <p><b>Measure:</b> Outreach to twenty-four (24) existing and new businesses</p>	N/A	Yes	Develop a Well-Planned, Balanced and Sustainable City

**City of San Bernardino  
2018-19 Department Summary  
Economic & Housing Development**

<b>Department/ Division</b>	<b>2016-17 Actual</b>	<b>2017-18 Amended Budget</b>	<b>2017-18 Unaudited Actual</b>	<b>2018-19 Adopted Budget</b>	<b>% Change to Amended Budget 2017-18</b>
0001 Administration	678,097	413,785	61,656	404,074	-2.35%
2002 CDBG Administration	295,666	3,855,694	128,247	3,855,694	0.00%
0120 Carousel Mall	84,754	-	-	-	-
0125 Property Maintenance Div 060	902,436	583,756	59,806	580,580	-0.54%
0126 EDA - ROPS	5,442,412	195,000	773,398	195,000	0.00%
0144 Economic Development	136,910	472,178	69,233	441,983	-6.39%
0148 Bond Expenses	1,327,858	26,904	45,058	-	-100.00%
2031 ESG Administration	3,053	323,222	6,055	323,222	0.00%
2058 NSP2 Administration	-	904,500	-	904,500	0.00%
2200 CDBG CW Comm Bldg Rehab/Busi Imp	-	237,661	-	-	-100.00%
2201 CDBG CW Owner Occ Hsng Rehab qua	-	170,000	-	-	-100.00%
2305 ESG Administration	47,641	788,568	38,385	788,568	0.00%
2331 Infilled Housing Developmnt	871,156	403,844	-	-	-100.00%
2350 NSP1 Administration	-	277,360	-	277,360	0.00%
8657 Homeless Svcs Coord Project	33,912	170,977	-	-	-100.00%
<b>Grand Total</b>	<b>12,680,036</b>	<b>8,823,448</b>	<b>1,181,837</b>	<b>7,770,981</b>	<b>-11.93%</b>

**Funding Sources**

001 General	1,124,060	1,055,933	129,039	1,022,563	-3.16%
116 Emergency Solutions Grant 14.231	232,659	494,199	6,055	323,222	-34.60%
117 Home Improvement Part 14.239	2,018,238	1,192,412	38,385	788,568	-33.87%
119 Community Development Block Grant	1,266,666	4,263,355	128,247	3,855,694	-9.56%
120 Neighborhood Stabil Prog (NSP1)	-	277,360	-	277,360	0.00%
122 Neighborhood Stabil Prog(NSP3)	-	904,500	-	904,500	0.00%
710 Successor Agency	7,987,412	635,689	874,134	599,074	-5.76%
<b>Grand Total</b>	<b>12,680,036</b>	<b>8,823,448</b>	<b>1,181,837</b>	<b>7,770,981</b>	<b>-11.93%</b>

**General Fund  
Economic and Housing Development Department  
Successor Agency  
Property Maintenance**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5027	Health/Life Insurance	-	-	24,175	-
5111	Materials and supplies	-	-	4,060	-
5151	Electric charges	-	-	248,142	174,600
	60,000 Electric charges - California Theatre				
	114,600 Electric charges - Carousel Mall				
5152	Gas charges	-	-	1,086	1,200
	1,200 Gas charges - California theatre				
5154	Water charges	-	-	20,110	14,580
	4,260 Water charges - California Theatre				
	10,320 Water charges - Carousel Mall				
5156	Refuse	-	-	6,532	1,440
	1,440 Refuse charges - California Theatre				
5157	Telephone charges	-	-	52,485	61,260
	39,840 Telephone charges - California Theatre				
	15,240 Telephone charges - Carousel Mall				
	1,740 Telephone charges - Regal/Theater Square				
	4,440 Telephone charges - Sturges				
5161	Insurance Premiums	-	-	7,844	-
5171	Rentals	-	2,500	11,283	-
5181	Other Operating Expenses	-	-	2,672	-
5502	Professional/contractual services	-	800,000	262,070	30,000
	30,000 Legal Services				
5505	Other professional services	-	-	261,977	297,500
	297,500 Property Maintenance (Regular Cleaning and Maintenance)				
	<b>Property Maintenance Totals</b>	-	800,000	902,436	580,580



**General Fund  
Economic and Housing Development Department  
Economic Development**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	-	195,743	78,518	163,383
5013	Auto/phone allowance	-	-	5,087	8,700
5026	PERS retirement	-	19,447	6,028	12,855
5027	Health/Life Insurance	-	26,760	7,867	13,800
5029	Medicare	-	2,838	1,233	2,369
5034	CALPERS UNFUNDED LIABILITY	-	37,603	-	13,615
5111	Material and supplies	-	500	-	500
5121	Advertising	-	8,000	2,000	6,000
	5,000 Local/Regional advertising targeting businesses/brokers				
	1,000 Marketing materials to targeted audience(s)				
5122	Dues and subscriptions	-	4,370	4,740	6,890
	300 CoreNet events fees - network coprate real estate				
	1,200 CoreNet Global membership - access to corp real estate				
	4,740 CoStar Suite membership dues -perform site searches				
	550 NAIOP - IE annual membership dues				
	100 NAIOP SoCal membership dues				
5131	Mileage	-	1,500	-	500
5132	Meetings and conferences	-	-	-	11,660
	7,500 ICSC ReCon Las Vegas Conference - Hotel/Airfair/per diem				
	1,920 ICSC ReCon Las Vegas Conference - Registration				
	1,000 ICSC Western Conference & Deal Maker - Hotel/per diem				
	740 ICSC Western Conference & Deal Maker - Registration				
	500 Unanticipate meetings & conferences				
5133	Education and training	-	25,000	1,787	5,000
	5,000 NAIOP Commercial Real Estate Development local and				
5171	Rentals	-	2,500	-	-
5174	Printing charges	-	10,250	-	6,000

**General Fund  
Economic and Housing Development Department  
Economic Development**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
	6,000 Printing costs for marketing materials				
5175	Postage	-	6,500	1,324	500
5186	Civic and promotional	-	7,700	-	-
5502	Professional/contractual services	-	20,750	28,314	24,000
	24,000 Fiscal Analysis of New Developments				
5503	Outside Legal Services	-	-	-	20,000
	20,000 Legal Services				
5602	Workers compensation	-	-	-	21,464
5603	Liability	-	-	-	9,286
5604	IT charges in-house	-	-	-	115,461
	<b>Economic Development Totals</b>	-	369,461	136,898	441,983

**Grant Funds**  
**Economic and Housing Development Department**  
**Housing and Urban Development (HUD) Grants**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Adopted Budget</b>	<b>2018 Amended Budget</b>	<b>2019 Adopted Budget</b>
<b>Emergency Solutions Grant (ESG)</b>					
5502	Professional/contractual services	-	-	445,407	323,222
<b>Emergency Solutions Grant Totals</b>		<b>-</b>	<b>-</b>	<b>445,407</b>	<b>323,222</b>
<b>Home Improvement Grant (HOME)</b>					
5111	Material and supplies	-	-	-	500
5133	Education and training	-	-	-	450
5174	Printing charges	-	-	-	500
5502	Professional/contractual services	-	-	3,433,755	761,118
5503	Outside Legal Services	-	-	-	26,000
<b>HOME Totals</b>		<b>-</b>	<b>-</b>	<b>3,433,755</b>	<b>788,568</b>
<b>Community Development Block Grant (CDBG)</b>					
5011	Salaries perm/fulltime	-	-	357,300	400,000
5014	Salaries temp/parttime	-	-	30,000	5,000
5026	PERS retirement	-	-	32,739	40,688
5027	Health/Life Insurance	-	-	51,813	67,636
5029	Medicare	-	-	5,181	5,800
5034	CALPERS UNFUNDED LIABILITY	-	-	61,261	81,687
5102	Computer Equip-Non Capital	-	-	1,500	2,000
5111	Material and supplies	-	-	6,000	3,000
5121	Advertising	-	-	8,000	6,000
	2,400 Newspaper Ads - Large				
	3,600 Newspaper Ads - Regular/Small				

**Grant Funds**  
**Economic and Housing Development Department**  
**Housing and Urban Development (HUD) Grants**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Adopted Budget</b>	<b>2018 Amended Budget</b>	<b>2019 Adopted Budget</b>
5122	Dues and subscriptions	-	-	500	500
5132	Meetings and conferences	-	-	1,000	500
5133	Education and training	-	-	2,000	2,735
	1,360 Prevailing Wage Workshop				
	1,375 Rental Housing Development Financial Course				
5174	Printing charges	-	-	1,000	504
5175	Postage	-	-	500	504
5176	Copy machine charges	-	-	2,500	3,000
5502	Professional/contractual services	-	-	2,167,661	3,226,140
5503	Outside Legal Services	-	-	-	10,000
<b>CDBG Totals</b>		<b>-</b>	<b>-</b>	<b>2,728,955</b>	<b>3,855,694</b>

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**Neighborhood Stabilization Program 1 (NSP1)**

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5502	Professional/contractual services	-	-	2,221,778	277,360
<b>NSP1 Totals</b>		<b>-</b>	<b>-</b>	<b>2,221,778</b>	<b>277,360</b>

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**Neighborhood Stabilization Program 3 (NSP3)**

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5502	Professional/contractual services	-	-	239,533	904,500
<b>NSP3 Totals</b>		<b>-</b>	<b>-</b>	<b>239,533</b>	<b>904,500</b>

**Successor Agency to the Former Redevelopment Agency  
Economic and Housing Development Department  
ROPS Administration**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Adopted Budget</b>	<b>2018 Amended Budget</b>	<b>2019 Adopted Budget</b>
<b>ROPS Administration</b>					
5011	Salaries perm/fulltime	-	-	-	195,000
5502	Professional/contractual services				404,074
<b>Total</b>		-	-	-	<b>599,074</b>

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# FINANCE

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## **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**

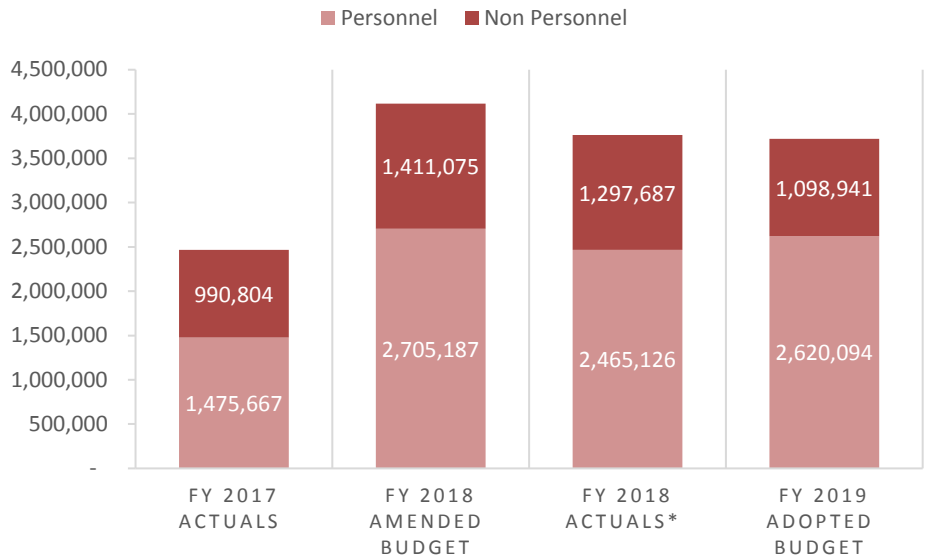
The Business Registration Division manages the collection of business registration and transient lodging taxes within the City. Businesses and hotels are required to remit amounts due consistent with the Municipal Code. A significant portion of the time is spent performing work designed to "discover" 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.

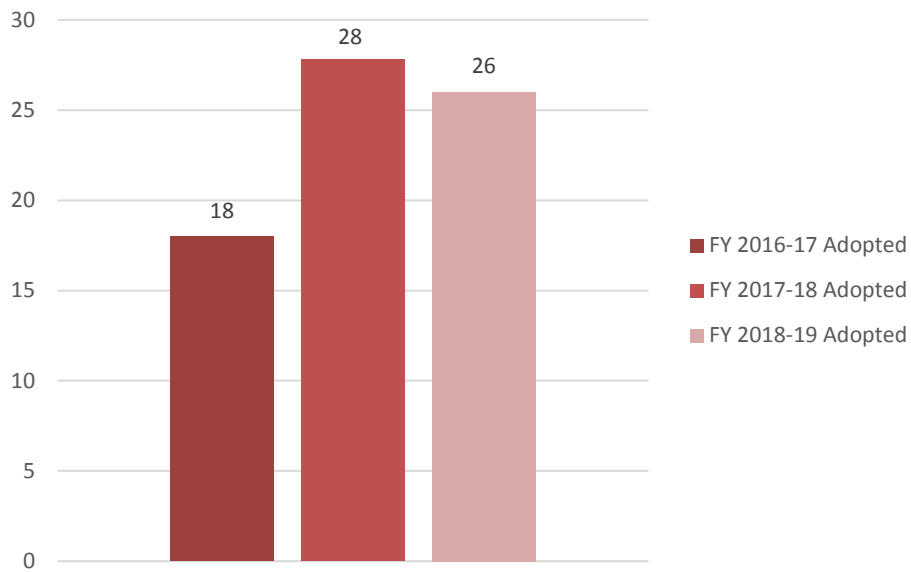
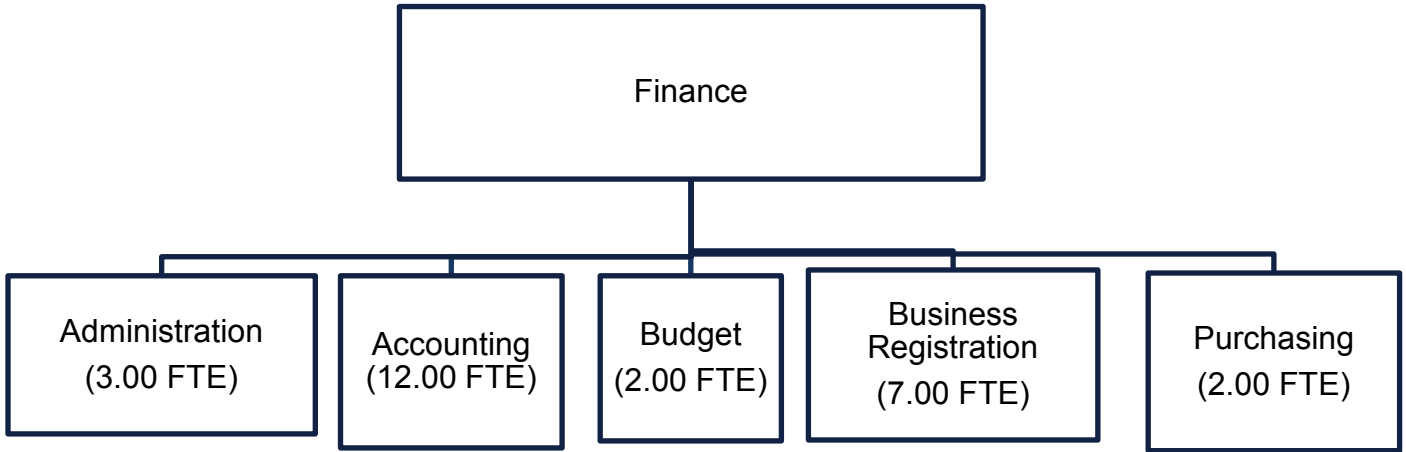
**BUDGET HIGHLIGHTS**

- Professional Services budget is decreased from the prior year based on improved contract pricing for the City’s annual audit and the elimination of a consultant that assists with Utility Users Tax.
- Funding associated with the conversion of the HR/Payroll system into the City’s enterprise financial system is included. The new system will bring significant efficiencies and opportunities for employees to access their own information on-line.
- The salary and benefit costs of one staff member was transferred from the Accounting division into the Budget division to more accurately reflect the allocation of resources.
- Funding is added for the electronic bidding system that will simplify and bring significant efficiency for potential vendors.



*\*FY 2018 Actuals are unaudited..*

**ORGANIZATIONAL CHART**



**PERSONNEL CHANGES**

Full-time personnel have been reduced by 2 positions:

- Deletion of one Accounting Assistant – 1.00 FTE
- Transfer of one Administrative Analyst – 1.00 FTE

## **LOOKING BACK - ACHIEVEMENTS**

### **ACHIEVEMENT #1 - AUDIT SUBMITTAL**

The FY 2015/16 audit was completed and submitted to the State Controller's Office within the reporting deadline, marking the first time in many years that had been accomplished. At that point the City was "current" with its annual audit requirement, demonstrating improvement in the financial operations of the City government.

### **ACHIEVEMENT #2 - FINANCIAL POSITION & BANKRUPTCY**

As of the official exit from Chapter IX Bankruptcy in June 2017, the City was able to report a healthy available reserve in the General Fund of approximately 25%. A strong reserve protects the City from uncertainties that may arise and enables good decision making in a business-like manner.

### **ACHIEVEMENT #3 - PAYROLL TRANSITION**

The City successfully transitioned to a bi-weekly payroll process from the semi-monthly process it had used for many years. This allows the Finance and HR teams to work with the Information Technology department to implement the New World HR/Payroll system that will bring efficiencies and improvements to the processes shared between these two departments.

### **ACHIEVEMENT #4 - BUSINESS REGISTRATION/TREASURY**

In FY 2016/17 the Treasury Department and the Business Registration Division transitioned into the Finance Department, consistent with the new Charter, improving the alignment of those duties and responsibilities, ultimately improving the operation of City government.

**LOOKING FORWARD –PERFORMANC MEASURES**

	<b>FY 17/18 Actual</b>	<b>FY 18/19 Goal</b>	<b>Mayor and City Council Goal &amp; Objective</b>
<p><b>Goal:</b> Staff will update the long-term financial plan at least three times during FY 2018/19: consistent with the final adopted budget, with the mid-year update and with development of the FY 2019/20 budget.</p> <p><b>Measure:</b> Is the financial plan updated three times?</p>	N/A	Yes	Operate in a Fiscally Responsible and Business-Like Manner
<p><b>Goal:</b> Publish the City’s 2018 Annual Financial Report without auditor findings by January 31, 2019.</p> <p><b>Measure:</b> The City’s annual financial report receives an unmodified auditor opinion</p> <p>Number of days from fiscal year end to complete audited financial report</p>	No  255	Yes  210	Operate in a Fiscally Responsible and Business-Like Manner
<p><b>Goal:</b> Accurately forecast revenues to enhance the budget process.</p> <p><b>Measure:</b> Percentage variance between actual and revised revenue projections for top five revenue categories (Sales Tax, UUT, VLF In-Lieu, Measure Z, Business Registration)</p>	N/A	3%	Operate in a Fiscally Responsible and Business-Like Manner
<p><b>Goal:</b> Implement a Purchasing-Card Program to significantly enhance the efficiency of the purchase of lower cost goods and services.</p> <p><b>Measure:</b> Is a Purchasing-Card Program implemented?</p>	N/A	Yes	Operate in a Fiscally Responsible and Business-Like Manner; Improve City Operations
<p><b>Goal:</b> HR/Payroll conversion (in conjunction with HR and IT) to the current enterprise financial system to improve departmental efficiencies and processes</p> <p><b>Measure:</b> Payroll processing on the new system with the first payroll in January 2019</p>	N/A	Yes	Operate in a Fiscally Responsible and Business-Like Manner; Improve City Operations

**Note: FY 18/19 will be the base year, data for FY 17/18 is not applicable.**

**City of San Bernardino  
2018-19 Department Summary  
Finance Department**

<b>Department/ Division</b>	<b>2016-17 Actual</b>	<b>2017-18 Amended Budget</b>	<b>2017-18 Unaudited Actual</b>	<b>2018-19 Adopted Budget</b>	<b>% Change to Amended Budget 2017-18</b>
0001 Administration	758,299	605,450	533,377	458,628	-24%
0017 Treasurer		254,654	238,254	280,586	10%
0039 Accounting	1,065,896	1,377,107	1,272,485	1,175,572	-15%
0042 Purchasing	129,235	306,194	302,241	339,809	11%
0043 Budget	210,709	319,216	358,599	315,022	-1%
2002 CDBG Administration	1,035	-	141	-	-
0012 Business Registration	-	747,948	654,146	796,155	6%
0040 Payroll & Benefits	301,297	505,692	402,495	353,263	-30%
<b>Grand Total</b>	<b>2,466,471</b>	<b>4,116,262</b>	<b>3,761,739</b>	<b>3,719,035</b>	<b>-10%</b>

**Funding Sources**

001 General	2,465,436	4,116,262	3,761,599	3,719,035	-10%
119 Community Developmnt Block Grant	1,035	-	141	-	
<b>Grand Total</b>	<b>2,466,471</b>	<b>4,116,262</b>	<b>3,761,739</b>	<b>3,719,035</b>	<b>-10%</b>

**General Fund  
Finance Department  
Administration**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	153,342	244,708	233,572	282,167
5012	Special salaries	188	-	563	900
5013	Auto/phone allowance	4,200	4,200	8,712	8,700
5014	Salaries temp/parttime	61,954	-	14,610	-
5015	Overtime	2,618	3,400	14	-
5018	Vacation pay	14,430	-	7,548	-
5026	PERS retirement	39,757	21,121	18,869	24,182
5027	Health/Life Insurance	19,295	26,907	23,482	29,476
5029	Medicare	2,950	3,549	3,849	4,104
5033	Salary Savings	-	(50,000)	-	(112,450)
5034	CALPERS UNFUNDED LIABILITY	-	34,268	45,341	40,844
5111	Material and supplies	2,682	1,500	2,483	1,500
5112	Small tools and equipment	395	1,000	881	-
5121	Advertising	-	400	-	-
5122	Dues and subscriptions	980	400	13,776	1,000
	300 American Institute of Certified Public Accountants				
	220 CSMFO Membership				
	480 GFOA Membership				
5132	Meetings and conferences	3,922	14,000	1,778	6,000
	2,000 Bond Buyer Conference				
	1,000 CALPERS Forum				
	250 CSMFO Chapter Meetings (2 People)				
	2,000 CSMFO Conference				
	750 White Nelson-Year End Tax Forum				
5151	Electric charges	33,543	36,000	3,340	-
5152	Gas charges	70	100	-	-
5154	Water charges	8,817	7,000	1,225	-



**General Fund  
Finance Department  
Administration**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5174	Printing charges	1,822	500	1,197	500
5175	Postage	379	400	206	400
5176	Copy machine charges	2,724	500	8,222	2,000
5502	Professional/contractual services	17,635	175,000	65,929	95,000
	45,000 Sales and Property Tax Consulting				
	50,000 Internal Audit				
5505	Other professional services	8,500	-	8,563	-
5602	Workers compensation	107,710	9,786	9,719	11,392
5603	Liability	27,469	6,790	3,078	4,929
5604	IT charges in-house	234,017	63,920	56,008	57,985
5605	Telephone support	8,901	-	-	-
<b>Administration Totals</b>		<b>758,299</b>	<b>605,450</b>	<b>532,965</b>	<b>458,628</b>

**General Fund  
Finance Department  
Business Registration**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	-	368,764	236,627	384,449
5014	Salaries temp/parttime	-	-	83,040	-
5015	Overtime	-	-	2,261	-
5018	Vacation pay	-	-	8,582	-
5026	PERS retirement	-	33,005	22,231	36,567
5027	Health/Life Insurance	-	66,650	50,872	81,480
5029	Medicare	-	5,347	4,901	5,575
5034	CALPERS UNFUNDED LIABILITY	-	70,842	68,326	95,302
5111	Material and supplies	-	3,000	2,344	3,000
5112	Small tools and equipment	-	-	-	2,300
5121	Advertising	-	100	29	99
5122	Dues and subscriptions	-	350	551	150
	150 CMRTA Membership				
5131	Mileage	-	200	-	-
5132	Meetings and conferences	-	200	1,647	200
	200 CMRTA Trainings				
5133	Education and training	-	3,000	-	-
5172	Equipment maintenance	-	534	646	650
5174	Printing charges	-	10,000	7,558	10,000
5175	Postage	-	40,000	33,349	34,948
5176	Copy machine charges	-	-	2,610	-
5181	Other operating expenses	-	32,000	33,260	37,999
	12,999 Recording fee for liens to be released				
	25,000 Software Maintenance				
5601	Garage charges	-	2,312	1,301	3,576
5602	Workers compensation	-	28,958	28,760	15,238
5603	Liability	-	16,685	7,563	6,592

**General Fund  
Finance Department  
Business Registration**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5604	IT charges in-house	-	65,701	57,568	77,557
5612	Fleet charges - fuel	-	301	96	473
<b>Business Registration Totals</b>		-	747,948	654,122	796,155

**General Fund  
Finance Department  
Treasurer**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	-	120,342	122,696	127,958
5013	Auto/phone allowance	-	8,400	8,700	8,400
5015	Overtime	-	-	34	-
5018	Vacation pay	-	-	3,747	-
5026	PERS retirement	-	10,706	10,709	11,347
5027	Health/Life Insurance	-	34,259	38,663	30,600
5029	Medicare	-	1,745	2,000	1,855
5034	CALPERS UNFUNDED LIABILITY	-	23,119	22,298	40,844
5111	Material and supplies	-	1,000	990	500
5122	Dues and subscriptions	-	300	155	200
	200 California Municipal Treasurers Association (CMTA)				
5132	Meetings and conferences	-	2,000	604	1,000
	1,000 CMTA Annual Conference				
5151	Electric charges	-	15,000	1,409	-
5152	Gas charges	-	100	-	-
5154	Water charges	-	3,000	525	-
5172	Equipment maintenance	-	1,500	-	-
5174	Printing charges	-	150	42	75
5175	Postage	-	100	-	150
5176	Copy machine charges	-	1,000	-	500
5181	Other operating expenses	-	5,000	-	5,000
	5,000 Treasury management software				
5502	Professional/contractual services	-	18,000	18,750	17,200
	10,000 Banking Services				
	7,200 Armored Truck - Cash Pickup				
5602	Workers compensation	-	5,274	5,238	5,359
5603	Liability	-	3,659	1,659	2,319

**General Fund  
Finance Department  
Treasurer**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5604	IT charges in-house	-	-	-	27,278
<b>Treasurer Totals</b>		-	254,654	238,219	280,586

**General Fund  
Finance Department  
Accounting**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	394,376	518,444	363,443	473,223
5012	Special salaries	1,268	900	1,800	1,800
5013	Auto/phone allowance	4,200	-	3,461	-
5014	Salaries temp/parttime	-	16,660	-	15,000
5015	Overtime	12,029	25,000	1,875	10,000
5018	Vacation pay	-	-	10,298	-
5026	PERS retirement	98,216	47,680	33,233	43,686
5027	Health/Life Insurance	39,921	62,565	35,467	59,867
5029	Medicare	5,741	7,530	5,296	6,888
5034	CALPERS UNFUNDED LIABILITY	-	99,770	96,227	85,091
5102	Computer Equip-Non Capital	-	520	-	-
5111	Material and supplies	2,852	2,700	2,077	2,900
5122	Dues and subscriptions	1,325	1,745	1,245	1,800
	600 National Association of Government Defined Contribution				
	200 Toastmasters				
	500 GFOA				
	500 California Society of Municipal Financial Officers				
5132	Meetings and conferences	1,389	3,950	1,247	4,000
	1,000 California Society of Municipal Financial Officers				
	1,000 National Association of Government Defined Contribution				
	1,000 GFOA				
	1,000 CalPERS				
5133	Education and training	99	1,940	474	2,000
5172	Equipment maintenance	157	-	157	-
5174	Printing charges	1,039	1,000	2,519	3,000
5175	Postage	4,805	-	5,047	5,000
5176	Copy machine charges	-	1,000	-	1,000

**General Fund  
Finance Department  
Accounting**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5502	Professional/contractual services	498,479	415,000	562,630	350,000
	25,000 Grant consultant				
	25,000 Consulting for Payroll System Conversion				
	200,000 Auditor Contract				
	100,000 Accounting Contract				
5602	Workers compensation	-	20,753	20,611	16,914
5603	Liability	-	14,400	6,527	7,317
5604	IT charges in-house	-	135,550	118,772	86,087
<b>Accounting Totals</b>		<b>1,065,896</b>	<b>1,377,107</b>	<b>1,272,406</b>	<b>1,175,572</b>

**General Fund  
Finance Department  
Payroll**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	205,319	271,049	181,198	202,008
5012	Special salaries	-	-	338	-
5014	Salaries temp/parttime	-	-	15,650	-
5015	Overtime	245	2,500	251	-
5018	Vacation pay	-	-	16,113	-
5026	PERS retirement	51,176	24,426	15,971	17,914
5027	Health/Life Insurance	37,522	46,628	35,997	37,950
5029	Medicare	2,231	3,930	2,263	2,929
5034	CALPERS UNFUNDED LIABILITY	-	52,071	50,221	37,440
5102	Computer Equip-Non Capital	-	1,140	-	600
5111	Material and supplies	3,225	2,000	3,161	2,000
5112	Small tools and equipment	-	700	-	-
5122	Dues and subscriptions	274	1,000	310	818
	70 American Payroll Association Enrollment				
	438 American Payroll Association Membership Fees				
	220 CSMFO Membership				
	90 Toastmasters membership				
5132	Meetings and conferences	626	2,200	589	1,133
	800 CALPERS Educational Forum				
	180 CSMFO Luncheons				
	153 Travel Expenses for CALPERS Forum				
5133	Education and training	398	1,000	865	853
	53 Mileage to Tax Seminar				
	800 Year End Tax Seminar				
5172	Equipment maintenance	157	200	157	158
5174	Printing charges	79	2,100	320	150
5175	Postage	44	1,800	309	671



**General Fund  
Finance Department  
Payroll**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5176	Copy machine charges	-	800	-	-
5602	Workers compensation	-	11,203	11,126	7,457
5603	Liability	-	7,773	3,524	3,226
5604	IT charges in-house	-	73,172	64,115	37,956
<b>Payroll Totals</b>		<b>301,297</b>	<b>505,692</b>	<b>402,478</b>	<b>353,263</b>

**General Fund  
Finance Department  
Purchasing**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	73,769	166,217	166,400	171,783
5012	Special salaries	713	900	900	900
5013	Auto/phone allowance	2,200	-	6,911	6,900
5014	Salaries temp/parttime	16,146	-	-	36,000
5015	Overtime	740	-	1,479	2,500
5018	Vacation pay	-	-	4,723	-
5026	PERS retirement	21,312	16,025	13,330	14,061
5027	Health/Life Insurance	4,846	21,240	17,408	16,800
5029	Medicare	1,369	2,423	2,686	2,504
5034	CALPERS UNFUNDED LIABILITY	-	32,105	30,964	27,229
5111	Material and supplies	1,679	1,500	1,687	1,500
5121	Advertising	5,185	4,700	6,282	5,000
5122	Dues and subscriptions	-	850	295	2,372
	1,372 Annual Subscription to AM Best				
	1,000 NIGP Periscope - Commodoty Codes				
5132	Meetings and conferences	269	2,400	1,413	5,000
	2,500 California Association of Public Procurement Official				
	2,500 National Institute for Governement Procurement Conference				
5133	Education and training	-	1,200	99	5,000
	5,000 Procurement Training				
5172	Equipment maintenance	157	300	157	-
5174	Printing charges	109	200	93	400
5175	Postage	90	300	37	350
5176	Copy machine charges	315	500	-	-
5505	Other professional services	335	-	-	3,000
	3,000 Annual Subscription for online bidding system				
5602	Workers compensation	-	6,727	6,681	5,904

**General Fund  
Finance Department  
Purchasing**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5603	Liability	-	4,668	2,116	2,554
5604	IT charges in-house	-	43,940	38,501	30,052
<b>Purchasing Totals</b>		<b>129,235</b>	<b>306,194</b>	<b>302,162</b>	<b>339,809</b>

**General Fund  
Finance Department  
Budget**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	134,029	166,374	208,261	171,989
5013	Auto/phone allowance	825	-	-	-
5014	Salaries temp/parttime	10,767	20,000	5,519	-
5015	Overtime	514	-	30	-
5018	Vacation pay	-	-	4,073	-
5026	PERS retirement	35,912	14,360	20,586	16,010
5027	Health/Life Insurance	18,293	20,684	36,193	27,600
5029	Medicare	2,218	2,412	3,358	2,494
5034	CALPERS UNFUNDED LIABILITY	-	31,962	30,827	27,229
5111	Material and supplies	6,621	3,000	1,901	1,500
5112	Small tools and equipment	337	1,000	-	-
5121	Advertising	165	-	123	-
5122	Dues and subscriptions	285	300	430	1,035
	330 CSMFO Membership				
	450 GFOA Membership				
	255 MMASC Membership				
5132	Meetings and conferences	240	3,000	120	2,700
	1,575 CSMFO Annual Conference				
	1,125 MMASC Annual Conference				
5133	Education and training	-	1,000	180	4,350
	1,500 Airfare and Hotel				
	1,110 GFOA Budgeting Best Practices Training				
	1,740 GFOA Long Term Financial Planning				
5174	Printing charges	345	500	41	4,950
5181	Other operating expenses	158	-	260	240
5602	Workers compensation	-	6,641	6,595	8,421
5603	Liability	-	4,608	2,089	3,643

**General Fund  
Finance Department  
Budget**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5604	IT charges in-house	-	43,375	38,006	42,861
<b>Budget Totals</b>		210,709	319,216	358,592	315,022

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# GENERAL GOVERNMENT

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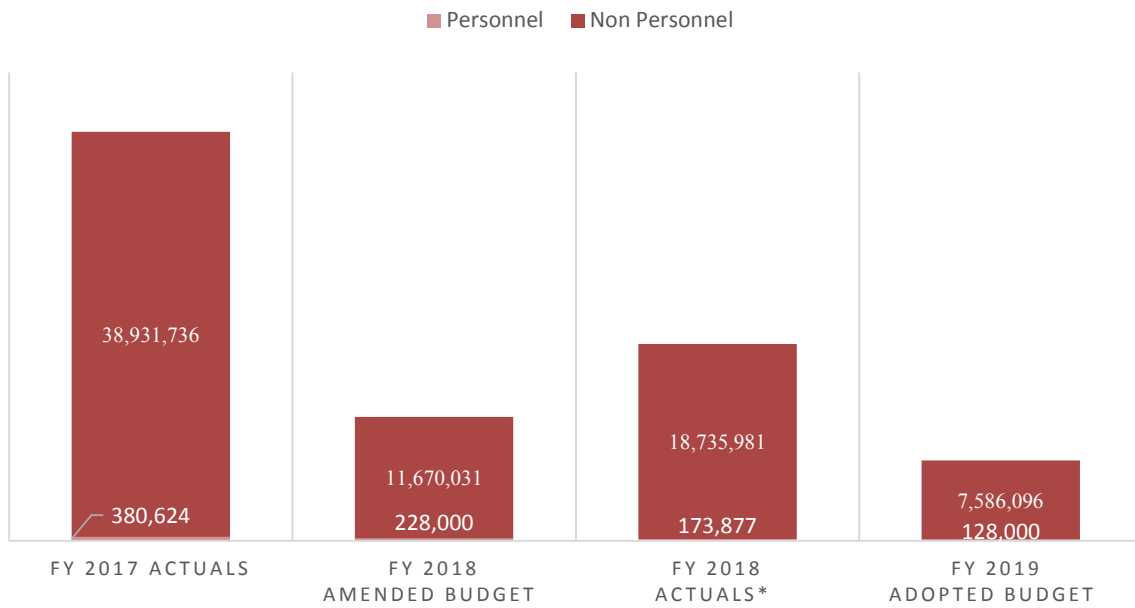


## **DEPARTMENT OVERVIEW**

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 2018-19, the General Government budget is proposed to be \$7.4 million.

## **BUDGET HIGHLIGHTS**

- Includes a transfer to the Animal Control Fund of \$1.3 million to supplement the costs of providing the service.
- Provides funding for the following costs:
  - Debt service payments - \$1.8 million
  - Sales Tax Sharing Agreements with Kohl's and JC Penney - \$1.5 million
  - Administrative Hearing Officers - \$250,000
  - Cooperative Maintenance Agreements for the SB Depot and the Downtown Transit Center - \$1 million
  - Unemployment and retiree health payments - \$128,000
  - Citywide dues and subscriptions (League of California Cities, LAFCO, SCAG, SBCOG, OpenGov) - \$136,000
  - Unallocated utility charges - \$394,000
  - Office rental charges - \$794,000
  - Funding included for Cultural Arts Grants - \$300,000
  - Next installment on HUD loan repayment - \$737,000
- Reflects the transfer of \$828,000 to other operating departments to promote accountability and management of programs. This includes merit increases, computer replacement, and various contract services.



*\*FY 2018 Actuals are unaudited.*

**City of San Bernardino  
2018-19 Department Summary  
General Government**

<b>Department/ Division</b>	<b>2016-17 Actual</b>	<b>2017-18 Amended Budget</b>	<b>2017-18 Unaudited Actual</b>	<b>2018-19 Adopted Budget</b>	<b>% Change to Amended Budget 2017-18</b>
0000 Recorded before using program #s	6,658,603	1,000,000	1,000,000	1,300,000	30%
0053 Non-departmental	26,510,897	10,898,031	18,041,525	6,950,402	-36%
0134 Bankruptcy	6,142,860	-	-	-	-
<b>Grand Total</b>	<b>39,312,360</b>	<b>11,898,031</b>	<b>19,041,525</b>	<b>8,250,402</b>	<b>-31%</b>
<b>Funding Sources</b>					
001 General	23,333,113	10,967,715	11,909,009	7,213,532	-34%
002 Bankruptcy Settlement	15,217,279	-	6,192,279	-	-
119 Community Development Block Grant	731,874	730,316	730,316	736,870	1%
247 Cultural Development Construction	30,093	200,000	209,921	300,000	50%
<b>Grand Total</b>	<b>39,312,360</b>	<b>11,898,031</b>	<b>19,041,525</b>	<b>8,250,402</b>	<b>-31%</b>

**General Fund  
General Government**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
7451	Transfer out to Animal Control	6,658,603	1,000,000	1,000,000	1,300,000
5015	Overtime	14,240	-	7,419	-
5024	PERS retirees health	70,388	78,000	69,283	78,000
5026	PERS retirement	25,051	-	25,030	-
5027	Health/Life Insurance	22,193	-	1,778	-
5028	Unemployment insurance	231,886	150,000	69,596	50,000
5029	Medicare	16,866	-	771	-
5102	Computer Equip-Non Capital	37,574	90,000	87,524	-
5111	Materials and supplies	-	-	105	-
5122	Dues and subscriptions	96,837	136,000	74,181	136,000
	35,000 League of California Cities				
	14,500 OpenGov				
	9,000 San Bernardino Association of Governments				
	38,500 SB County Auditor Controller Recorder - LAFCO Dues				
	39,000 Southern California Association of Governments				
5150	Utilities	-	(350,000)	-	-
5151	Electric charges	-	-	15,664	320,000
5152	Gas charges	1,973	-	-	14,000
5154	Water charges	3,279	-	-	60,000
5171	Rentals	-	1,200,000	778,790	593,634
	266,564 215 North D Street LLC				
	527,634 Vanir Tower Building				
5174	Printing charges	283	5,000	4,714	-
5175	Postage	690	5,000	450	-
5181	Other operating expenses	570,473	500,000	5,143	-
5184	Low income rebates	221	1,000	229	500
5198	Payments to Other Agencies	242,212	900,000	201,726	-
5310	Cost of Issuance	-	-	131,667	-
5502	Professional/contractual services	1,975,144	2,507,000	2,356,356	2,876,398

**General Fund  
General Government**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
	200,000 Hearing Officers				
	150,000 JC Penny				
	75,000 Charter Implementation Consultant				
	1,400,000 Kohls Sales Tax Sharing Agreement				
	516,954 San Bernardino Santa Fe Depot and Extended Boundary				
	50,000 State of California - Office of Administrative Hearings				
	484,444 Transit Center				
5505	Other professional services	1,216,275	1,941,570	782,258	-
5704	Miscellaneous equipment	246,225	-	12,878	-
5801	Debt service principal	5,146,654	2,654,145	5,531,768	1,785,000
	992,000 COP's				
	143,000 I-Bank				
	650,000 POB's				
5802	Debt service interest	613,185	-	751,681	-
<b>General Government Totals</b>		<b>10,531,650</b>	<b>9,817,715</b>	<b>11,909,011</b>	<b>7,213,532</b>

**Other Funds  
General Government**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
<b>Community Development Block Grant (CDBG)</b>					
5801	Debt service principal	404,000	424,000	424,000	454,000
5802	Debt service interest	327,874	306,316	306,316	282,870
<b>CDBG General Government Totals</b>		<b>731,874</b>	<b>730,316</b>	<b>730,316</b>	<b>736,870</b>
<b>Cultural Development Construction Fund</b>					
5111	Material and supplies	18,386	-	-	-
5121	Advertising	3,000	-	-	-
5171	Rentals	1,278	-	-	-
5174	Printing charges	2,287	-	-	-
5502	Professional/contractual services	5,142	200,000	209,921	300,000
	300,000 Cultural Development Grants				
<b>Cultural Development Fund Totals</b>		<b>30,093</b>	<b>-</b>	<b>209,921</b>	<b>300,000</b>



# HUMAN RESOURCES

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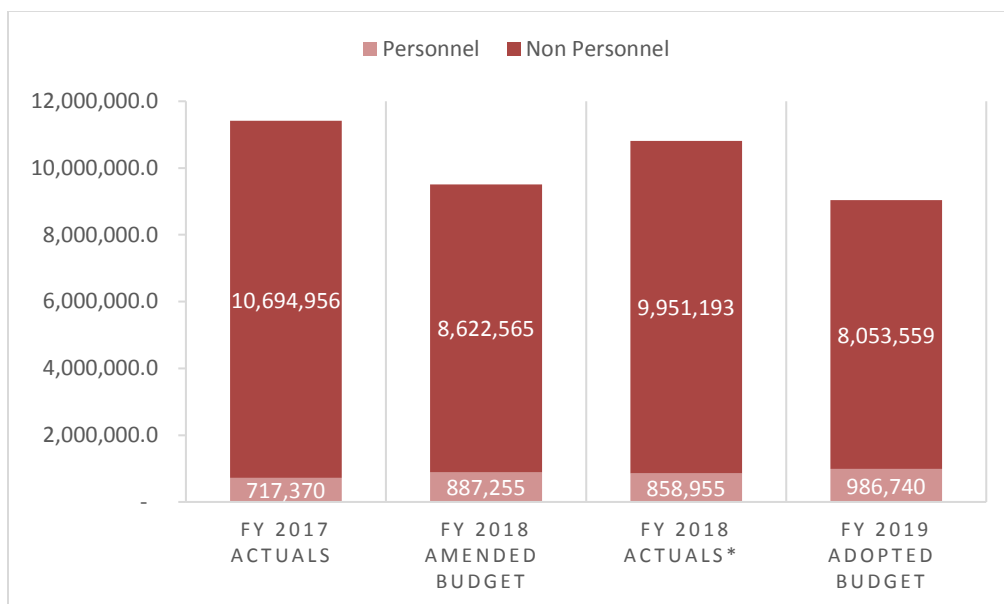
workers' compensation claims per year. As it processes claims, new and existing, it looks for opportunities to cost effectively manage the claim and opportunities to resolve them permanently when appropriate. Staff minimizes the financial exposure to significant losses by securing insurance coverage that protects against claims that exceed our \$1 million self-insured retention. Staff provides a variety of training opportunities designed to decrease work related injuries and ensure a safe work environment. The Human Resources Department is also establishing a Wellness Program to improve employee health behavior and productivity.

**BUDGET HIGHLIGHTS**

The Human Resources Department budget for FY 2018/2019 has decreased due to potential savings from excess insurance costs and the City's property insurance costs.

In order for the City to actualize excess insurance premium savings, a resolution was approved to exit the Big Independent Excess Pool (BICEP) effective June 30, 2018. Staff is in the process of finalizing the option to replace the excess BICEP insurance for Mayor and City Council consideration and policy direction. Initial research has indicated annual savings may be achievable.

Other changes in the Human Resources Department budget include an increase to the Employee Recognition Program, Tuition Reimbursement Program, and an Employee Wellness Program.

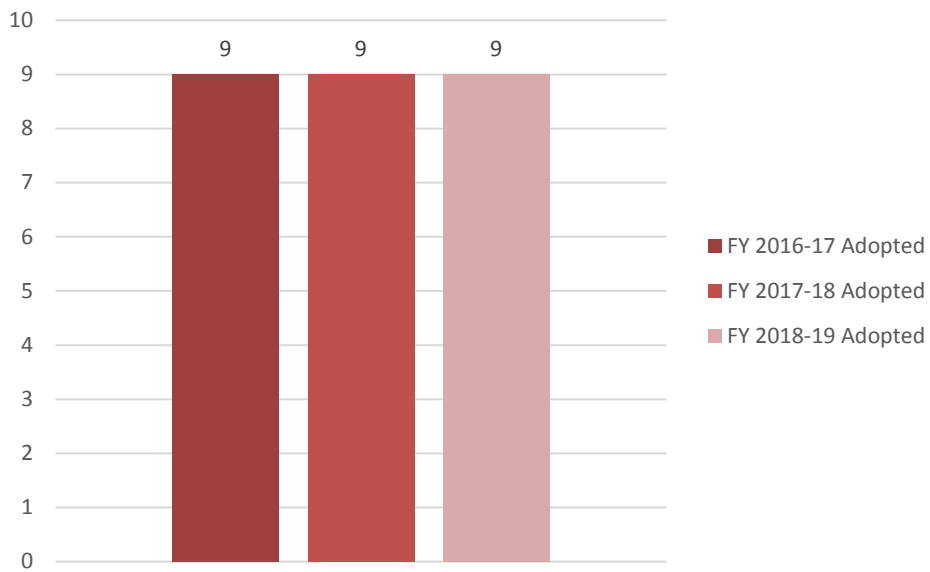


*\*FY 2018 Actuals are unaudited.*

## ORGANIZATIONAL CHART



## PERSONNEL SUMMARY



## PERSONNEL CHANGES

There are no personnel changes

## **LOOKING BACK -ACHIEVEMENTS**

### **ACHIEVEMENT #1**

Joined California State Association of Counties Excess Insurance Authority (CSAC-EIA) medical pool to achieve stability and competitive pricing of the overall cost of health premiums stable and competitively priced for the benefit of both the City and the employees.

### **ACHIEVEMENT #2**

Completed labor negotiations with the City's miscellaneous labor groups resulting in new three-year labor agreements.

### **ACHIEVEMENT #3**

Transitioned to a new Workers' Compensation Third Party Administrator to increase the effectiveness of the management of the program by increasing the pace at which old claims are being resolved.

### **ACHIEVEMENT #4**

Reestablished the Employee Recognition Committee to help communicate to employees that their contributions to the City are valued.

### **ACHIEVEMENT #5**

In conjunction with the Finance Department, transitioned the City's payroll cycle from semi-monthly to bi-weekly to prepare for a conversion project in the subsequent fiscal year.

**LOOKING FORWARD -PERFORMANCE MEASURES**

	<b>FY 17/18 Actual</b>	<b>FY 18/19 Goal</b>	<b>Mayor and City Council Goal &amp; Objective</b>
<b>Goal:</b>			
1. HR/Payroll Conversion (in conjunction with Finance/IT) to one system to improve departmental efficiencies and processes			Improve City Government Operations
<b>Measure:</b> Payroll processing on the new system with the first payroll in January 2019	N/A	Yes	
<b>Goal:</b>			
2. Launch Wellness Program to improve employee health behavior and productivity, while reducing health risks, health care costs, absences, and the number of workers’ compensation claims			Operate in a Fiscally Responsible and Business-Like Manner
<b>Measure:</b> Reduction in open workers’ compensation claims	N/A	Yes	
<b>Goal:</b>			
3. Establish an employee handbook to develop and maintain consistent messaging and clearly communicate workplace policies			Improve City Government Operations
<b>Measure:</b> Improve communication and ultimately decrease grievances	N/A	Yes	
<b>Goal:</b>			
4. Complete a Request For Proposal process for a Citywide Classification and Compensation study for miscellaneous employee classifications to evaluate current levels of compensation in relation to the current market to attract/retain a highly skilled workforce to serve the public			Improve City Government Operations
<b>Measure:</b> Decrease turnover rate	N/A	Yes	

**City of San Bernardino  
2018-19 Department Summary  
Human Resources**

<b>Department/ Division</b>	<b>2016-17 Actual</b>	<b>2017-18 Amended Budget</b>	<b>2017-18 Unaudited Actual</b>	<b>2018-19 Adopted Budget</b>	<b>% Change to Amended Budget 2017-18</b>
0001 Administration	859,752	1,069,888	931,487	1,080,077	1%
0054 Employee Services	2,273	-	-	-	-
0055 Workforce Plan & Reten	2,273	-	-	-	-
0056 Liability & Risk Management	8,300,933	3,530,707	2,115,523	2,354,179	-33%
0057 Workers Compensation	2,247,097	4,909,225	7,762,880	5,606,044	14%
<b>Grand Total</b>	<b>11,412,327</b>	<b>9,509,820</b>	<b>10,809,891</b>	<b>9,040,299</b>	<b>-5%</b>

**Funding Sources**

001 General	864,297	1,069,888	931,487	1,080,077	1%
629 Liability insurance fund	8,300,933	3,530,707	2,115,523	2,354,179	-33%
678 Workers compensation	2,247,097	4,909,225	7,762,880	5,606,044	14%
<b>Grand Total</b>	<b>11,412,327</b>	<b>9,509,820</b>	<b>10,809,891</b>	<b>9,040,299</b>	<b>-5%</b>

**General Fund  
Human Resources Department  
Administration Division**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	229,710	305,911	287,008	329,338
5012	Special salaries	-	-	38	-
5013	Auto/phone allowance	5,040	3,024	5,227	5,040
5014	Salaries temp/parttime	2,811	45,000	38,035	48,000
5015	Overtime	-	-	784	-
5018	Vacation pay	1,838	-	12,810	-
5026	PERS retirement	58,929	27,850	28,429	32,259
5027	Health/Life Insurance	36,802	48,620	49,611	52,997
5029	Medicare	3,511	4,436	5,065	4,775
5033	Salary Savings	-	(25,000)	-	(36,145)
5034	CALPERS UNFUNDED LIABILITY	-	54,850	56,681	58,543
5105	Employee Recognition	-	20,000	19,123	30,000
	17,400 Annual Employee Recognition Luncheon				
	7,000 City Seal Pins and Service awards				
	5,000 Recognition Events				
	600 Semi-Annual Meet and Greet Reception				
5111	Material and supplies	5,505	5,500	4,653	11,000
5121	Advertising	1,026	8,000	-	-
5122	Dues and subscriptions	6,089	7,500	3,143	5,730
	450 Membership - Association of Workplace Investigators, Inc.				
	275 Membership - CA Public Agency Compensation				
	350 Membership - CA Public Employers Labor				
	180 Membership - NCCIPMA-HR *New				
	1,250 Membership - PERS Public Agency Coalition				
	600 Membership - Society For HR Mangement				
	200 Membership - Southern CA Public Labor				
	180 Membership - Toastmasters International				
	150 Membership -Southern CA Public Management				
	600 Publication - ADA Compliance Guide				

**General Fund  
Human Resources Department  
Administration Division**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
	100 Publication - CA Public Employees Retirement				
	600 Publication - FLSA Compliance Guide				
	300 Publication - Labor And Employment Pocket				
	45 Publication - Printed Job Publication Subscription				
	250 Subscription - Public Retirement Journal (PRJ)				
	200 Subscription -The Sun Newspaper				
5131	Mileage	(54)	-	-	-
5132	Meetings and conferences	5,748	7,000	2,187	7,400
	650 Association of Workplace Investigators (AWI ) Seminar				
	1,700 CalPERS Annual Educational Forum				
	1,400 League of California Cities Annual Conference & Expo				
	1,400 Liebert Cassidy Whitmore (LCW) Annual Conference				
	1,650 NCCIPMA-HR Annual Chapter Conference *New				
	200 Public Retirement Journal Seminar				
	400 Southern CA Public Mgmt Assoc (SCPMA-HR) Annual Conference				
5133	Education and training	4,224	23,500	15,712	20,000
	8,000 Customer Service Training				
	4,000 ERC membership with Premium Liebert Library Subscription				
	2,000 Ethics Training				
	1,000 LCW Webinars				
	1,000 LCW Workshops				
	4,000 Supervisory Skills Training				
5138	Tuition Reimbursement	7,400	20,000	19,098	30,000
5151	Electric charges	23,950	25,000	2,347	-
5152	Gas charges	50	100	-	-
5154	Water charges	6,295	5,000	875	-
5172	Equipment maintenance	294	1,000	282	250
5174	Printing charges	1,109	2,500	2,220	1,400
5175	Postage	975	2,500	545	800



**General Fund  
Human Resources Department  
Administration Division**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5176	Copy machine charges	1,666	2,500	2,351	1,200
5181	Other operating expenses	-	-	318	-
5183	Management allowance	-	-	-	600
5502	Professional/contractual services	280,006	373,000	287,798	310,400
	18,000 Affordable Care Act (ACA) Tracking				
	221,400 Employee Benefits Consultant Services (Alliant)				
	50,000 Employment Investigative Services				
	10,000 Executive Backgrounds				
	1,500 File Storage Services (Docu-Trust)				
	3,000 Health Fair Coordinators (Living It-UP)				
	2,000 Transcription Services (Written Communications)				
	4,500 Unemployment Management Services (Equifax/Talx)				
5503	Outside Legal Services	-	-	-	75,000
	75,000 Consulting, Representation, & Legal Services				
5602	Workers compensation	60,638	13,278	13,187	12,311
5603	Liability	11,621	9,213	4,176	5,326
5604	IT charges in-house	97,588	79,606	69,753	73,853
5605	Telephone support	6,981	-	-	-
<b>Administration Totals</b>		<b>859,752</b>	<b>1,069,888</b>	<b>931,456</b>	<b>1,080,077</b>

**Liability Fund  
Human Resources Department  
Liability / Risk Management Division**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	71,151	115,024	98,592	144,657
5013	Auto/phone allowance	1,278	1,008	1,742	1,680
5014	Salaries temp/parttime	-	5,500	-	-
5015	Overtime	-	-	19	-
5018	Vacation pay	263	-	4,145	-
5026	PERS retirement	59,930	10,181	9,465	14,301
5027	Health/Life Insurance	16,255	19,865	16,806	36,057
5029	Medicare	1,339	1,668	1,558	2,098
5034	CALPERS UNFUNDED LIABILITY	-	22,097	21,312	32,675
5111	Material and supplies	2,488	2,500	1,204	2,500
5122	Dues and subscriptions	150	1,000	887	1,650
	1,500 Labor Law Posters				
	150 Membership - Public Agency Risk Managers				
5132	Meetings and conferences	469	4,000	1,220	3,100
	1,700 CA Association of Joint Powers Authorities Conference Public Agency Risk Management				
	1,400 Association (PARMA) Conference				
5133	Education and training	944	4,500	1,212	4,500
	2,500 CPR Training				
	2,000 Reasonable Suspicion Training				
5161	Insurance premiums	1,058,549	1,894,000	1,698,461	1,382,500
5162	Liability claims	6,216,639	1,200,000	83,789	500,000
5172	Equipment maintenance	86	500	141	125
5174	Printing charges	467	1,000	314	400
5175	Postage	45	500	19	250
5176	Copy machine charges	277	1,500	-	600

**Liability Fund  
Human Resources Department  
Liability / Risk Management Division**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5502	Professional/contractual services	142,483	206,950	141,744	178,950
	12,000 Consulting Services (Prostaff)				
	50,000 Employment Investigation Services				
	750 File Storage Services (Docu-Trust)				
	3,500 Liability Actuarial Study (AON) *New				
	100,700 Liability Claim Admin TPA (Carl Warren & Company)				
	12,000 Liability Claim Indexing (Carl Warren & Company)				
5505	Other professional services	728,122	-	-	-
5602	Workers compensation	-	5,061	5,026	6,477
5603	Liability	-	3,511	1,592	2,802
5604	IT charges in-house	-	30,342	26,586	38,857
<b>Liability / Risk Management Totals</b>		<b>8,300,933</b>	<b>3,530,707</b>	<b>2,115,834</b>	<b>2,354,179</b>

**Workers Compensation Fund  
Human Resources Department  
Workers Compensation Division**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	106,710	150,336	129,685	140,019
5013	Auto/phone allowance	2,083	1,008	1,742	1,980
5014	Salaries temp/parttime	-	5,040	-	-
5015	Overtime	-	-	37	-
5018	Vacation pay	525	-	5,302	-
5026	PERS retirement	81,988	13,334	12,569	13,829
5027	Health/Life Insurance	23,318	26,442	23,325	41,293
5029	Medicare	1,943	2,180	2,041	2,031
5034	CALPERS UNFUNDED LIABILITY	-	28,881	27,855	31,314
5111	Material and supplies	1,000	1,000	912	1,000
5122	Dues and subscriptions	1,395	2,000	1246	1,925
	500 Labor Law Posters				
	1,000 Membership - Ca Coalition on Workers'				
	300 Publication - CA Workers' Comp Handbook				
	125 Workers' Compensation Forum				
5132	Meetings and conferences	643	4,000	2,043	2,500
	1,200 Ca Coalition on Workers' Compensation				
	1,200 Combined Claims Conference				
	100 Workers' Compensation Forum				
5133	Education and training	315	500	31	500
	500 Safety Training				
5161	Insurance premiums	431,706	450,000	454,154	460,000
5163	Workers compensation claims	739,829	3,700,000	6,655,256	4,100,000
5172	Equipment maintenance	86	500	141	125
5174	Printing charges	75	250	191	300
5175	Postage	189	500	65	250
5176	Copy machine charges	277	1,500	-	600
5502	Professional/contractual services	411,565	470,250	431,928	462,060
	12,000 Consulting Services (Prostaff)				

**Workers Compensation Fund  
Human Resources Department  
Workers Compensation Division**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
	42,500 Employee Assistance Program (The Counseling Team)				
	750 File Storage Services (Docu-Trust)				
	5,000 Health & Wellness Program *New				
	24,500 Pre-Employment Physicals & Fitness for Duty Exams				
	11,750 Pre-Employment Psych Exams & Psych Fitness for Duty Exams				
	362,560 Workers' Comp Claims TPA (Admisure) *3% Increase				
	3,000 Workers' Compensation Actuarial Study				
5503	Outside Legal Services	-	-	-	300,000
5602	Workers compensation	-	6,698	6,652	6,233
5603	Liability	-	4,648	2,107	2,696
5604	IT charges in-house	-	40,159	35,188	37,389
5949	Billable to Water department	443,448	-	(29,591)	-
<b>Workers Compensation Totals</b>		<b>2,247,097</b>	<b>4,909,225</b>	<b>7,762,879</b>	<b>5,606,044</b>

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# INFORMATION **TECHNOLOGY**

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## **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:

- Migrating the City HR/Payroll processing from existing legacy software to the City's modern New World Systems financial system
- Replacing the City's permitting system
- Updating the Police Dispatch system to the Enterprise version

The IT Department also plans to complete the development of a new data center to better protect the City's electronic information against physical and cyber emergencies.

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

## **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 or 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**

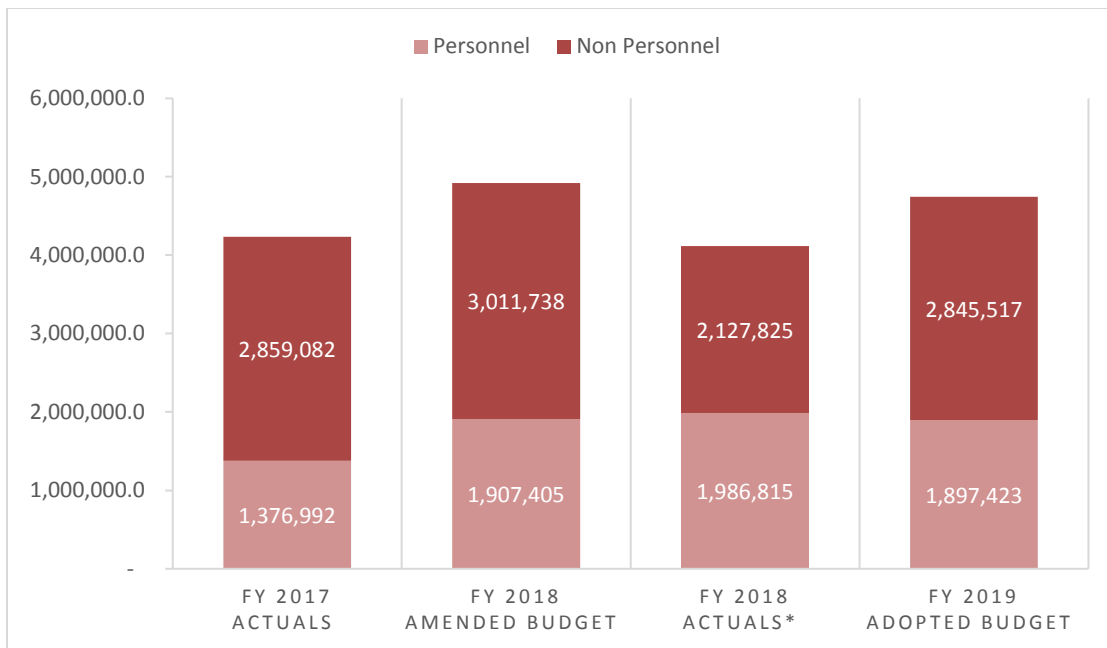
This group is dedicated to managing and maintaining the Police Department data center and the many Police computer systems. The systems include office related equipment, mobile data computers (MDC) in the police vehicles, radios, and body cameras. The group also supports all of the software applications 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.

### **PRINT SHOP**

The Print Shop provides high volume, technically complicated printing services to City departments using modern printing equipment. On average, the Print Shop prints 598,000 pieces over the course of the year and is able to do so in a highly responsive timeframe given its location at City Hall. Staff spends the balance of their time managing the receipt and delivery of the citywide mail operation. The Print Shop annually processes 138,000 pieces of outgoing mail for the City.

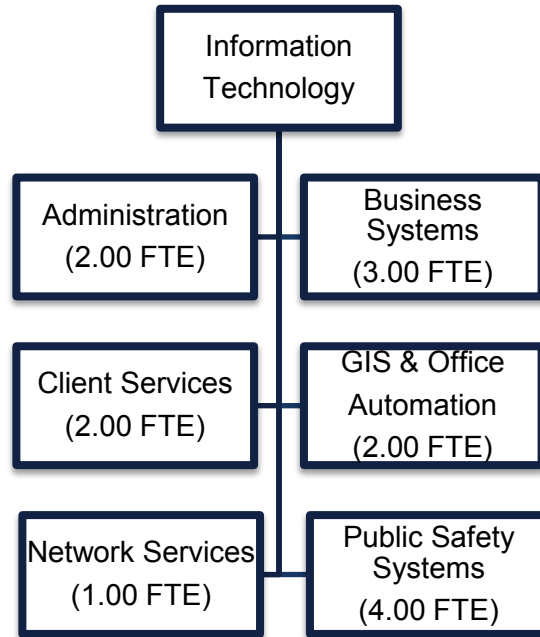
**BUDGET HIGHLIGHTS**

- 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 2018/19, 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 80 new machines will replace the oldest and least functional computers throughout the City.

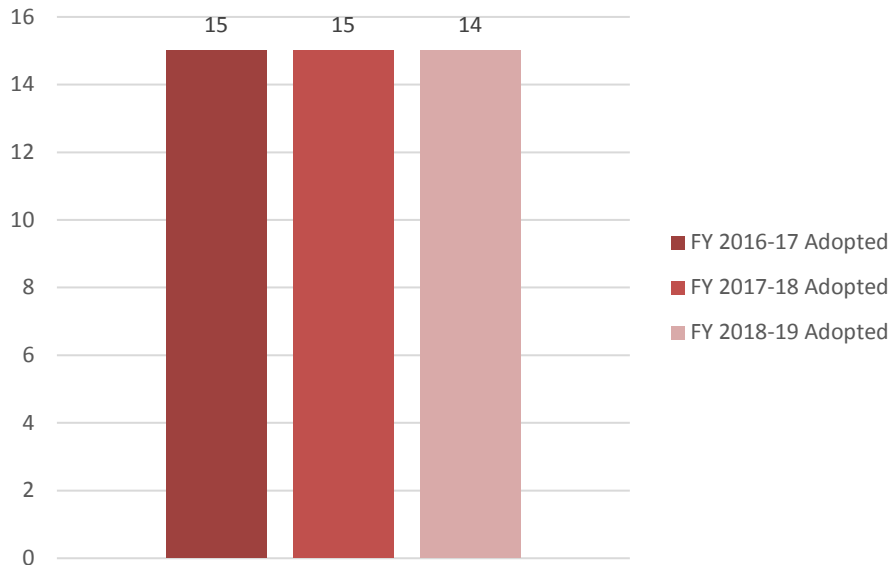


*\*FY 2018 Actuals are unaudited.*

## ORGANIZATIONAL CHART



## PERSONNEL SUMMARY



## PERSONNEL CHANGES

Full-time personnel have been reduced by 1 position:

- Reprographics & Mail Technician - 1.00 FTE

## **LOOKING BACK -ACHIEVEMENTS**

### **ACHIEVEMENT #1**

Supported the citywide move out of City Hall into rental offices. IT prepared each location before the moves and executed the setup in the new locations. This process involved many adjustments as employees grew accustomed to their new offices and requested changes.

### **ACHIEVEMENT #2**

Managed the purchase of new copiers citywide, standardizing to a single vendor improving the efficiency in managing the ongoing maintenance of the machines and creating cost savings that were reinvested in more efficient equipment; the new copiers print faster and reduce the overall cost of printing.

### **ACHIEVEMENT #3**

Managed a major upgrade to the New World Financial system which involved both hardware and software; this effort was required to enable the Finance Department users to continue performing their various daily accounting tasks.

### **ACHIEVEMENT #4**

Completed the upgrade of the former phone system to VoIP technology which included the implementation of new network phone lines to various locations.

**LOOKING FORWARD -PERFORMANCE MEASURES**

	<b>FY 17/18 Actual</b>	<b>FY 18/19 Goal</b>	<b>Mayor and City Council Goal &amp; Objective</b>
<b>Goal:</b> 1. Migrate the Payroll application from the existing Harris System to the New World Financial System.			Improve City Government Operations
<b>Measure:</b> Payroll to be successfully run on the new system in January 2019	N/A	Yes	
<b>Goal:</b> 2. Implement the Enterprise Version for the Police Department Computer Aided Dispatch (CAD) system.			Provide for the Safety of City Residents and Businesses
<b>Measure:</b> Conversion to be completed by June 30, 2019	N/A	Yes	
<b>Goal:</b> 3. Migrate the existing Permits Plus system to a new permits management system.			Improve City Government Operations
<b>Measure:</b> Conversion to be completed by June 30, 2019	N/A	10%	
<b>Goal:</b> 4. Complete the implementation of a fault tolerant data center.			Improve City Government Operations
<b>Measure:</b> Data Center conversion to be completed by June 30, 2019	N/A	Yes	
<b>Goal:</b> 5. Complete a security audit and penetration test across all City technology using internal and external sources.			Improve City Government Operations
<b>Measure:</b> Security Testing project to be completed by June 30, 2019	N/A	Yes	

**Note: FY 18/19 will be the base year, data for FY 17/18 is not applicable.**

**City of San Bernardino  
2018-19 Department Summary  
Information Technology**

<b>Department/ Division</b>	<b>2016-17 Actual</b>	<b>2017-18 Amended Budget</b>	<b>2017-18 Unaudited Actual</b>	<b>2018-19 Adopted Budget</b>	<b>% Change to Amended Budget 2017-18</b>
0001 Administration	95,678	383,638	338,887	329,328	-14%
0035 Telephone Support	729,042	571,028	528,874	-	-100%
0041 Print Shop	95,055	140,182	110,274	60,000	-57%
0058 Business Systems	926,552	1,274,262	1,070,531	1,010,557	-21%
0059 GIS & Office Automation	343,810	366,077	384,837	368,254	1%
0060 Network Services	322,988	505,424	379,843	1,343,423	166%
0061 Client Services	269,318	283,441	274,660	534,070	88%
0062 Public Safety Systems	1,453,631	1,395,090	1,025,171	1,097,307	-21%
<b>Grand Total</b>	<b>4,236,073</b>	<b>4,919,143</b>	<b>4,113,078</b>	<b>4,742,940</b>	<b>-4%</b>

**Funding Sources**

621 Central services fund	95,055	-	-	-	-
630 Telephone support fund	729,042	-	8,058	-	-
679 Information technology	3,411,976	4,919,143	4,105,020	4,742,940	-4%
<b>Grand Total</b>	<b>4,236,073</b>	<b>4,919,143</b>	<b>4,113,078</b>	<b>4,742,940</b>	<b>-4%</b>

**Information Technology Fund  
Information Technology Department  
Administration Division**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	153,575	204,246	194,469	210,596
5013	Auto/phone allowance	4,900	8,400	8,712	8,700
5014	Salaries temp/parttime	2,721	-	-	-
5018	Vacation pay	-	-	7,636	-
5026	PERS retirement	(367,090)	18,196	15,750	17,490
5027	Health/Life Insurance	5,002	21,240	11,695	22,735
5029	Medicare	1,808	2,962	3,098	3,054
5034	CALPERS UNFUNDED LIABILITY	-	29,937	37,844	27,229
5102	Computer Equip-Non Capital	-	-	1,083	3,000
5111	Material and supplies	772	-	3,060	3,000
5112	Small tools and equipment	-	4,000	2,792	5,000
5122	Dues and subscriptions	-	3,000	837	800
	800 MISAC Annual Dues				
5132	Meetings and conferences	-	4,000	762	800
	800 MISAC Annual Conference Fee				
5133	Education and training	-	8,000	-	6,000
	6,000 SANS training course				
5151	Electric charges	43,136	50,000	22,006	-
5152	Gas charges	90	100	101	-
5154	Water charges	11,338	10,000	3,781	-
5175	Postage	-	1,000	-	-
5176	Copy machine charges	-	-	10,225	4,000
5199	Depreciation expense	86,917	-	-	-
5602	Workers compensation	107,564	12,229	12,145	12,932
5603	Liability	44,945	6,328	2,868	3,992
	<b>Administration Totals</b>	<b>95,678</b>	<b>383,638</b>	<b>338,864</b>	<b>329,328</b>



**Information Technology Fund  
Information Technology Department  
Print Shop Division**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	-	43,513	45,232	-
5018	Vacation pay	-	-	3,835	-
5026	PERS retirement	-	3,756	3,760	-
5027	Health/Life Insurance	-	7,880	8,494	-
5029	Medicare	-	631	0	-
5034	CALPERS UNFUNDED LIABILITY	-	8,360	8,062	-
5111	Material and supplies	-	33,000	31,218	33,000
	33,000 Printing Supplies				
5151	Electric charges	-	-	1,762	-
5152	Gas charges	-	-	1	-
5154	Water charges	-	-	253	-
5171	Rentals	-	38,000	3,699	6,000
	6,000 Postage Meter				
5176	Copy machine charges	-	-	-	20,000
5505	Other professional services	-	1,000	688	1,000
	1,000 Maintenance of non-copier				
5602	Workers compensation	-	2,664	2,646	-
5603	Liability	-	1,378	625	-
	<b>Print shop Totals</b>	-	140,182	110,275	60,000

**Information Technology Fund  
Information Technology Department  
Business Systems Division**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	295,786	305,792	306,797	316,599
5018	Vacation pay	-	-	14,032	-
5026	PERS retirement	73,330	26,393	26,611	28,076
5027	Health/Life Insurance	37,399	27,674	40,900	41,400
5029	Medicare	4,435	4,434	4,781	4,591
5034	CALPERS UNFUNDED LIABILITY	-	58,745	56,659	40,844
5102	Computer Equip-Non Capital	2,579	7,500	(23,817)	3,000
	3,000 Desktop hardware and peripherals				
5111	Material and supplies	9,239	7,130	4,935	6,433
	4,078 Backup system tapes				
	1,000 Miscellaneous supplies				
	1,355 W-2 flash media upgrade, W-2 / 1099 forms & envelopes				
5122	Dues and subscriptions	9,240	15,280	13,600	16,080
	6,000 Property characteristics data				
	10,080 Property ownership data				
5132	Meetings and conferences	-	-	-	9,000
	3,000 Laserfiche annual conference				
	6,000 New World annual conference				
5133	Education and training	3,151	15,000	13,925	22,110
	2,000 Commvault backup software				
	2,975 SQL Server database administration				
	2,975 SQL Server querying				
	1,785 SQL Server reporting services				
	12,375 VMware administration				
5151	Electric charges	-	-	16,523	-
5152	Gas charges	-	-	12	-
5154	Water charges	-	-	2,026	-
5167	Software Maintenance	-	-	-	229,013
	43,156 Agenda management system				

**Information Technology Fund  
Information Technology Department  
Business Systems Division**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
	13,952 Backup system				
	15,000 CRM system				
	8,576 Document management system				
	5,600 Fleet management system				
	33,723 Payroll system				
	88,141 Permitting system				
	9,246 Recruitment system				
	7,091 VMware software				
	4,527 Website and intranet content management system				
5172	Equipment maintenance	219,524	234,957	229,374	17,759
	939 Backup system tape library				
	10,170 Fuel management system				
	6,650 VMware server and disk array				
5175	Postage	47	300	-	200
5181	Other operating expenses	-	4,000	-	3,000
	3,000 Desktop software				
5300	Amortization	237,853	-	-	-
5602	Workers compensation	-	17,596	17,476	15,588
5603	Liability	-	9,105	4,127	4,812
5702	Computer equipment	7,554	282,555	97,506	7,053
5715	Assets acquired by lease/long term debt	-	12,800	-	-
5801	Debt service principal	-	200,680	200,680	-
5802	Debt service interest	26,414	-	-	-
5803	Lease payments	-	44,321	44,320	245,000
	<b>Business systems Totals</b>	<b>926,552</b>	<b>1,274,262</b>	<b>1,070,467</b>	<b>1,010,557</b>

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

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	195,792	199,708	200,240	203,735
5018	Vacation pay	-	-	7,682	-
5026	PERS retirement	48,439	17,237	17,258	18,067
5027	Health/Life Insurance	24,132	15,256	26,016	27,600
5029	Medicare	2,968	2,896	3,157	2,954
5034	CALPERS UNFUNDED LIABILITY	-	38,365	37,003	27,230
5111	Material and supplies	210	2,770	866	2,770
5122	Dues and subscriptions	500	500	529	500
	500 Business Analyst Online				
5131	Mileage	74	-	35	-
5132	Meetings and conferences	1,695	1,080	1,545	1,600
	1,600 GIS Annual Conference				
5151	Electric charges	-	-	5,508	-
5152	Gas charges	-	-	4	-
5154	Water charges	-	-	675	-
5167	Software Maintenance	-	-	-	70,000
	70,000 Annual GIS ESRI Enterprise License				
5172	Equipment maintenance	70,000	70,500	70,000	500
5181	Other operating expenses	-	500	351	500
5602	Workers compensation	-	11,378	11,300	9,779
5603	Liability	-	5,887	2,669	3,019
<b>GIS &amp; office automation Totals</b>		<b>343,810</b>	<b>366,077</b>	<b>384,838</b>	<b>368,254</b>

**Information Technology Fund  
Information Technology Department  
Network Services Division**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	82,718	84,181	84,571	114,505
5018	Vacation pay	-	-	3,238	-
5026	PERS retirement	20,464	7,266	7,275	10,154
5027	Health/Life Insurance	10,192	9,091	11,012	13,800
5029	Medicare	1,211	1,221	1,291	1,660
5034	CALPERS UNFUNDED LIABILITY	-	16,172	15,597	13,615
5102	Computer Equip-Non Capital	-	-	-	40,000
	20,000 Network/telephone equipment for growth and equipment failure				
	8,000 VOIP phones for expansion and failure replacement				
	12,000 Wi-Fi upgrade to Police Dept.				
5111	Material and supplies	187	400	60	4,800
	400 Office Depot, General office supplies				
	800 Sprint phone supplies				
	2,000 Supplies for general networking maintenance				
	1,600 Verizon phone supplies				
5112	Small tools and equipment	474	500	768	1,600
	1,600 Tools for network maintenance and installation				
5133	Education and training	-	5,500	-	5,800
	5,800 Phone and data network training				
5151	Electric charges	-	-	8,261	-
5152	Gas charges	-	-	6	-
5154	Water charges	-	-	1,013	-
5155	Cellular service	-	-	-	102,000
	32,000 Nextel Communication cellular services				
	70,000 Verizon cellular services				
5157	Telephone charges	-	-	-	649,900
	35,000 AT&T Landline and LD charges				
	60,000 AT&T landline services				

**Information Technology Fund  
Information Technology Department  
Network Services Division**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
	2,500 Charter business telephone services				
	210,000 Frontier landline services				
	900 Pacific Telemanagement - Pay phone Feldhym				
	340,000 TPX PRI and MPLS services for PD and City Hall				
	1,500 Verizon landline services				
5171	Rentals	-	-	-	400
5172	Equipment maintenance	127,763	168,053	136,074	267,900
	13,500 Fortinet firewall maintenance				
	144,000 General s/w and h/w maintenance NPA				
	14,400 Metropolis maintenance				
	44,000 PBX Maintenance				
	10,000 Unencumbered funds for possible contact additions				
	42,000 Zeacom maintenance				
5175	Postage	-	200	28	200
5502	Professional/contractual services	90,074	162,600	87,752	81,700
	24,000 Analog gateways and work to complete VOIP at remotes				
	12,000 General PBX work for non-warranted equipment				
	12,500 Getgo remote access services				
	1,200 Go-Daddy domain names, SSL, hosting				
	32,000 Spectrum DIA services				
5602	Workers compensation	-	4,904	4,870	5,646
5603	Liability	-	2,538	1,150	1,743
5702	Computer equipment	(10,094)	42,800	16,821	28,000
<b>Network services Totals</b>		<b>322,988</b>	<b>505,424</b>	<b>379,787</b>	<b>1,343,423</b>

**Information Technology Fund  
Information Technology Department  
Client Services Division**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	138,264	141,360	145,382	152,168
5018	Vacation pay	-	-	5,578	-
5026	PERS retirement	34,206	12,201	12,540	13,494
5027	Health/Life Insurance	20,795	25,656	17,406	27,600
5029	Medicare	2,094	2,050	2,210	2,206
5034	CALPERS UNFUNDED LIABILITY	-	27,157	26,192	27,229
5102	Computer Equip-Non Capital	20,552	-	-	100,000
	100,000 City-wide Technology				
5111	Material and supplies	723	5,000	2,503	5,000
5133	Education and training	4,240	-		17,850
	11,900 Implementing and Managing Windows 10				
	5,950 Supporting and Troubleshooting Windows 10				
5167	Software Maintenance	-	-	-	121,044
	5,000 Desktop software & license Renewals				
	2,388 Lansweeper Help desk - Network Inventory				
	35,768 Microsoft exchange Licenses Renewals				
	60,000 Office 2019 Licenses				
	17,889 Virus Software Renewals				
5172	Equipment maintenance	15,678	24,500	13,846	24,500
	24,500 Desktop & Printer Maintenance				
5505	Other professional services	31,533	30,000	37,004	30,000
	30,000 City wide Data Storage				
5601	Garage charges	755	1,653	556	1,965
5602	Workers compensation	-	8,656	8,597	7,680
5603	Liability	-	4,479	2,030	2,371
5612	Fleet charges - fuel	477	728	759	963
<b>Client services Totals</b>		<b>269,318</b>	<b>283,441</b>	<b>274,603</b>	<b>534,070</b>

**Information Technology Fund  
Information Technology Department  
Public Safety Division**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	332,596	349,113	355,044	371,182
5014	Salaries temp/parttime	1,777	-	737	-
5018	Vacation pay	-	-	11,153	-
5026	PERS retirement	83,319	30,132	31,726	33,870
5027	Health/Life Insurance	49,500	44,568	55,035	55,200
5029	Medicare	4,941	5,062	5,430	5,382
5034	CALPERS UNFUNDED LIABILITY	-	67,067	64,686	54,458
5102	Computer Equip-Non Capital	4,166	45,902	26,953	26,240
	2,400 4G Vehicle Antennas				
	4,060 Backup tapes				
	17,280 Digital Recorders				
	2,500 Misc broken equipment				
5111	Material and supplies	4,284	4,500	3,881	6,500
	2,000 Getac Batteries				
	4,500 Small comp. parts (keyboards, mouse, monitors, batteries)				
5112	Small tools and equipment	959	-	-	-
5133	Education and training	2,866	10,450	7,738	15,570
	500 California User Group training (NWS)				
	75 CCUG memberhip				
	35 CCUG training				
	1,000 Management training				
	160 MISAC membership				
	2,800 Security training				
	2,000 Tyler conference training				
	4,500 VM install, configure, manage training				
	4,500 VM NSX training				
5151	Electric charges	-	-	21,342	-
5152	Gas charges	-	-	15	-
5154	Water charges	-	-	2,617	-



**Information Technology Fund  
Information Technology Department  
Public Safety Division**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5167	Software Maintenance	-	-	25,627	127,026
	4,504 Aptean citation writer maintenance				
	4,112 AT Solutions - Scene PD maintenance				
	5,508 Celplan - PD building surveillance system maintenance				
	19,700 Chameleon - Animal Control system maintenance				
	2,554 Civica - PD intranet maintenance				
	5,895 CopLogic (LexisNexis - Coplogic maintenance)				
	5,429 Copware - electronic code book maintenance				
	17,700 Intime Solutions - PD scheduling system maintenance				
	495 Microsurvey (IMS) maintenance				
	8,988 Netmotion annual maintenance				
	500 ReCrystallize server maintenance				
	19,344 TriTech - Omega Group Crimeview maintenance				
	4,800 Tyler Technologies - NWS Aegis coplogic I/F maintenance				
	5,995 VIP - Digital Belt recorder				
	21,502 VMWare - virtual machine maintenance/licensing				
5171	Rentals	-	9,510	5,859	9,510
	5,400 County CPU charges				
	221 County pager fees				
	3,888 County WAN monthly fees				
5172	Equipment maintenance	473,819	374,474	271,122	202,316
	5,000 Ascent - PD building wireless maintenance				
	19,995 Celplan - hardware T&M (cameras, encoders, etc)				
	48,000 County - Citywide 800 Time & Materials				
	36,768 County - dispatch console maintenance				
	22,172 ECS - document imaging system maintenance				
	3,132 EMC - DD2200 maintenance				
	12,208 Federal Edge - commvault backup system maintenance				
	839 Federal Edge - commvault backup tape device maintenance				

**Information Technology Fund  
Informaiton Technology Department  
Public Safety Division**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
	7,560 Gamber Johnson - MDC mounting H/W maintenance				
	6,850 Heartland/Panasonic - MDC CPU maintenance				
	5,600 Linear Systems - DIMS maintenance				
	19,200 QPCS - 4G wireless system backbone maintenance				
	7,992 Tintri - CAD VM SAN maintenance				
	2,000 Tyler Technologies - IBM message switch maintenance				
	5,000 West Coast Lights & Sirens - new MDC H/W T&M				
5175	Postage	73	-	-	-
5181	Other operating expenses	-	-	7,052	7,053
	7,053 Federal Edge 1TB backup storage expansion				
5300	Amortization	356,780	-	-	-
5502	Professional/contractual services	79,004	96,886	90,590	101,480
	5,000 ICS Software (DB Consultant maintenance)				
	96,480 Verizon - 4G broadband wireless for PD field units				
5505	Other professional services	-	-	24	-
5601	Garage charges	586	269	-	-
5602	Workers compensation	-	20,616	20,475	18,781
5603	Liability	-	10,668	4,836	5,799
5702	Computer equipment	15,905	313,272	13,058	56,940
	10,125 Federal Edge - replacment media agent				
	17,515 Federal Edge - replacment tape library				
	9,000 Level 3 support for SAN and Host replacement				
	20,300 Linear Systems - DIMS server upgrade				
5715	Assets acquired by lease/long term debt	-	12,600	-	-
5802	Debt service interest	43,057	-	-	-
<b>Public safety systems Totals</b>		<b>1,453,631</b>	<b>1,395,090</b>	<b>1,025,000</b>	<b>1,097,307</b>



# LEGISLATIVE

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## **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.

The Mayor is elected at large for a term of four years; the 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.

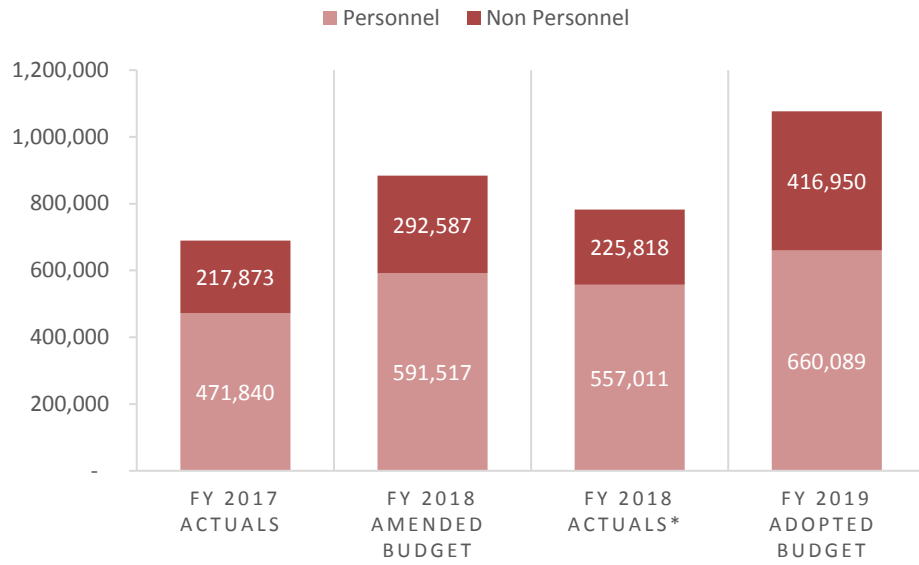
The Legislative function includes the Office of the Mayor and the City Council.

## **OFFICE OF THE MAYOR**

The Office of the Mayor serves as the lead in developing consensus and shared vision, goals and priorities in the City, deferring operational management to the Office of the City Manager; is the chief spokesman for the City; represents the City in intergovernmental relations; and establishes and maintains partnerships and regional leadership roles to advance the City's interests. The Mayor builds consensus by collaborating with other elected officials; developing policy guidance and oversight of the City Manager, and upon full implementation of the Charter, the City Attorney and City Clerk; building and maintaining effective relationships within the organization as well as with external agencies, businesses, community organizations, and residents. The Office of the Mayor functions through one division: Administration, which provides administrative support to the Mayor in the role as chief spokesman for the City, representative to outside organizations, and consensus builder, and efforts to fully implement the Charter, Vision, Job Statement, Operating Paradigm and Goals and Objectives adopted by the Mayor and City Council.

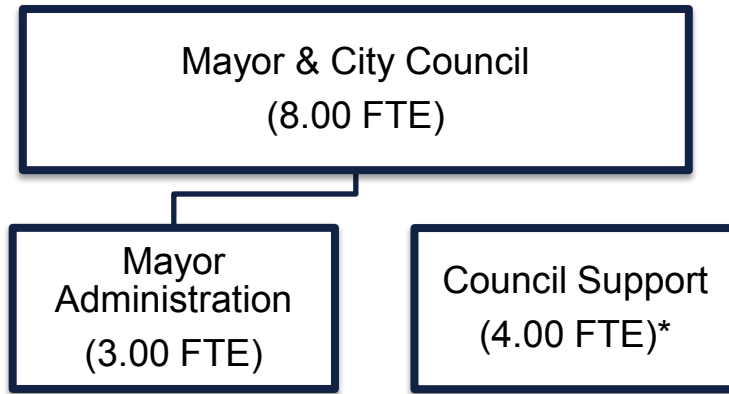
## **CITY COUNCIL**

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.



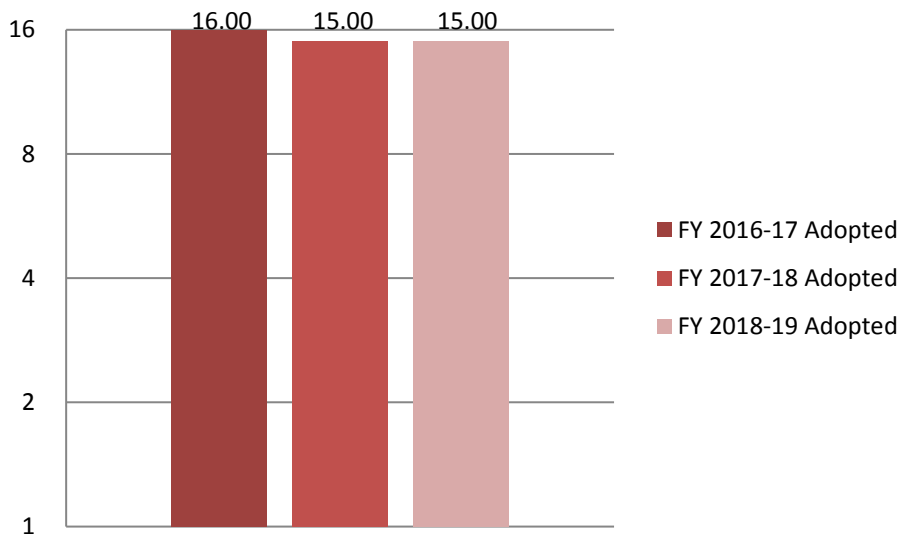
*\*FY2018 Actuals are unaudited.*

**ORGANIZATIONAL CHART**



*\*Note: Council Support Staff reports to the City Manager’s Office.*

**PERSONNEL SUMMARY**



**PERSONNEL CHANGES**

None.

## **LOOKING BACK -ACHIEVEMENTS**

### **ACHIEVEMENT #1**

Provided the policy support and made resource and policy decisions enabling the City to successfully emerge from Bankruptcy and obtain court approval of the Plan of Adjustment

### **ACHIEVEMENT #2**

Established a new City Vision, Job Statement, Operating Paradigm, and Goals and Objectives

### **ACHIEVEMENT #3**

Recognized:

- 12 Citizens of the Month
- 9 Students of the Month
- 9 Military Banner recipients

### **ACHIEVEMENT #4**

Hosted 10 “Evening with the Mayor” events and hosted 10 students in the Mayor’s Youth Academy and offered paid internships to two high school students.



**City of San Bernardino  
2018-19 Department Summary  
Legislative Department**

<b>Department/ Division</b>	<b>2016-17 Actual</b>	<b>2017-18 Amended Budget</b>	<b>2017-18 Unaudited Actual</b>	<b>2018-19 Adopted Budget</b>	<b>% Change to Amended Budget 2017-18</b>
0001 Administration	481,679	765,959	676,884	681,420	-11%
0065 Cmmnty Sfty Partnshp	35,560	-	-	-	-
0107 Education Partnerships	48,524	-	-	-	-
0110 Transportation Partnerships	106,683	-	-	-	-
0022 City Council	121,376	187,294	152,163	281,731	50%
0023 Council Support	543,010	671,710	627,487	670,005	0%
<b>Grand Total</b>	<b>1,336,832</b>	<b>1,624,963</b>	<b>1,456,534</b>	<b>1,633,156</b>	<b>1%</b>
<b>Funding Sources</b>					
001 General	1,336,832	1,624,963	1,456,534	1,633,156	1%
<b>Grand Total</b>	<b>1,336,832</b>	<b>1,624,963</b>	<b>1,456,534</b>	<b>1,633,156</b>	<b>1%</b>

**General Fund  
Mayor  
Administration**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	175,069	327,484	316,051	335,847
5012	Special salaries	-	8,700	-	-
5013	Auto/phone allowance	6,600	6,600	14,550	8,700
5014	Salaries temp/parttime	3,309	10,000	3,948	20,000
	10,000 College/University Intern				
	10,000 High School Student Interns				
5015	Overtime	6,573	-	5,668	-
5018	Vaction pay	-	-	26,597	-
5024	PERS retirees health	-	62,912	-	-
5026	PERS retirement	44,539	28,265	28,689	31,035
5027	Health/Life Insurance	29,105	29,101	50,154	54,200
5029	Medicare	2,953	4,749	5,573	4,870
5034	CALPERS UNFUNDED LIABILITY	-	41,240	60,678	54,458
5111	Material and supplies	8,494	9,000	7,262	4,525
	800 Certificate Paper				
	2,225 Certificate/ Proclamation Folders				
	500 Office Supplies				
	1,000 Plaques				
5121	Advertising	210	-	2,050	1,700
5122	Dues and subscriptions	6,121	13,000	12,696	13,905
	119 Canva Subscription				
	459 Constant Contact Subscription				
	85 MMASC Membership				
	1,000 Sister Cities Membership				
	12,242 US Conference of Mayors Membership				
5131	Mileage	-	500	-	360
5132	Meetings and conferences	9,396	8,000	4,408	7,000
	1,000 Dignitary and Guest Luncheon				

**General Fund  
Mayor  
Administration**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
	6,000 US Conference of Mayors				
5133	Education and training	-	2,000	300	5,540
	1,340 City County Conference				
	1,800 MMASC Conference				
	2,400 National Planning Conference				
5151	Electric charges	23,950	25,000	2,347	-
5152	Gas charges	50	140	-	-
5154	Water charges	6,295	6,000	1,050	-
5174	Printing charges	6,041	6,000	2,231	2,970
5175	Postage	245	1,000	303	788
5176	Copy machine charges	650	2,000	985	2,304
5186	Civic and promotional	13,269	12,000	19,443	4,500
	1,500 Promotional Coffee Mugs				
	1,500 Promotional Lanyards & Flash Drives				
	1,500 Venue for State of the City				
5502	Professional/contractual services	-	10,000	2,313	7,900
	300 Graphic Design				
	500 Photography				
	2,000 State of the City Catering				
	5,100 Video Production				
5505	Other professional services	150	-	-	-
5602	Workers compensation	30,261	14,352	14,254	12,982
5603	Liability	6,878	9,958	4,514	5,616
5604	IT charges in-house	65,245	100,358	87,936	100,220
5605	Telephone support	10,950	-	-	-
5702	Computer equipment	-	2,500	-	2,000
	2,000 Macbook				
<b>Administration Totals</b>		<b>456,352</b>	<b>740,859</b>	<b>674,000</b>	<b>681,420</b>

**General Fund  
City Council Department  
City Council Division**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	4,200	4,284	4,200	4,200
5013	Auto/phone allowance	58,800	58,800	60,900	60,900
5026	PERS retirement	1,018	426	585	398
5027	Health/Life Insurance	56,210	95,417	60,296	64,200
5029	Medicare	1,148	63	1,208	61
5034	CALPERS UNFUNDED LIABILITY	-	823	794	95,301
5602	Workers compensation	-	3,020	3,000	7,589
5603	Liability	-	1,126	510	2,070
5604	IT charges in-house	-	23,334	20,446	47,011
5612	Fleet charges - fuel	-	-	130	-
<b>City Council Totals</b>		<b>121,376</b>	<b>187,294</b>	<b>152,069</b>	<b>281,730</b>

**General Fund  
City Council Department  
City Support Division**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5010	Extra Hire/Temp	19,114	-	-	-
5011	Salaries perm/fulltime	227,281	264,148	269,777	283,742
5014	Salaries temp/parttime	-	39,300	12,601	25,162
5018	Vacation pay	-	-	11,657	-
5026	PERS retirement	55,788	23,429	23,520	25,162
5027	Health/Life Insurance	44,688	52,092	58,244	55,200
5029	Medicare	3,593	3,831	4,286	4,114
5034	CALPERS UNFUNDED LIABILITY	-	48,904	48,943	54,458
5111	Material and supplies	6,098	7,600	7,232	10,000
	2,400 Food For M/Cc Meetings And Workshops				
	7,600 Office Depot Basic Office Supplies & Mcc Meeting Supplies				
5112	Small tools and equipment	-	3,000	1,492	3,000
5122	Dues and subscriptions	607	1,200	675	1,200
	1,200 Newspapers				
5142	Meetings and conferences - Ward 1	1,616	6,000	500	6,000
5143	Meetings and conferences - Ward 2	3,315	6,000	6,042	6,000
5144	Meetings and conferences - Ward 3	7,533	6,000	7,956	6,000
5145	Meetings and conferences - Ward 4	1,186	6,000	2,539	6,000
5146	Meetings and conferences - Ward 5	3,670	6,000	6,508	6,000
5147	Meetings and conferences - Ward 6	904	6,000	2,139	6,000
5148	Meetings and conferences - Ward 7	3,529	6,000	3,976	6,000
5172	Equipment maintenance	246	600	336	600
5174	Printing charges	2,643	3,000	2,614	3,000
5175	Postage	903	4,800	249	4,800
5176	Copy machine charges	4,494	3,700	4,321	3,700
5186	Civic and promotional	128	1,500	1,542	5,700
	1,260 City Pins				
	1,000 Deskplates, Inauguration Supplies & Promotion Giveaway Items				
	1,220 Photographs, Cd, Headshots & Session For Inauguration Ceremony				

**General Fund  
City Council Department  
City Support Division**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
	2,200 Proclamation Covers				
5601	Garage charges	180	394	297	633
5602	Workers compensation	24,203	18,873	18,744	19,697
5603	Liability	8,546	7,037	3,190	5,372
5604	IT charges in-house	109,959	145,801	127,754	122,023
5605	Telephone support	12,463	-	-	-
5612	Fleet charges - fuel	322	501	288	442
<b>Council support Totals</b>		<b>543,010</b>	<b>671,710</b>	<b>627,422</b>	<b>670,005</b>



# LIBRARY

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## **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.

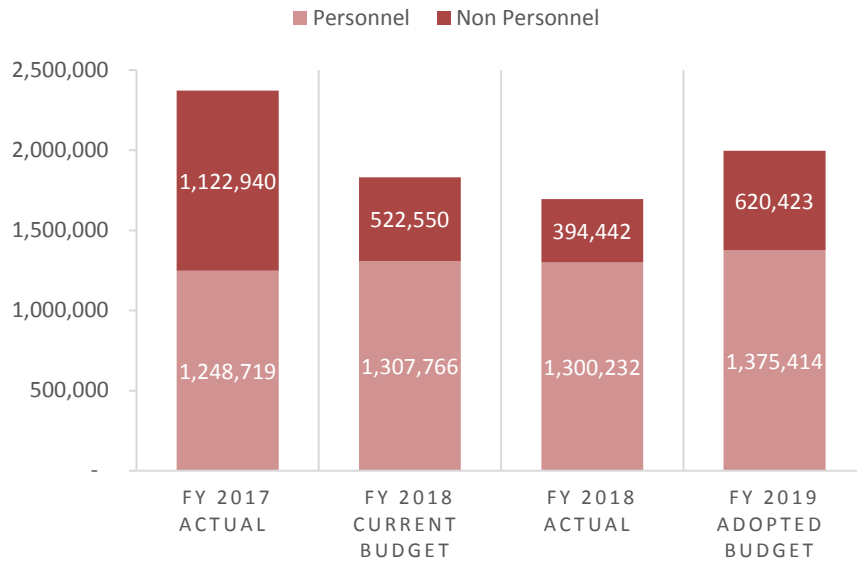
The Library enhances the use of library materials and information resources by providing one-on-one assistance locating and utilizing those resources as well as providing programming in support of community interests and educational pursuits. Staff attends community events and meetings to promote Library 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.

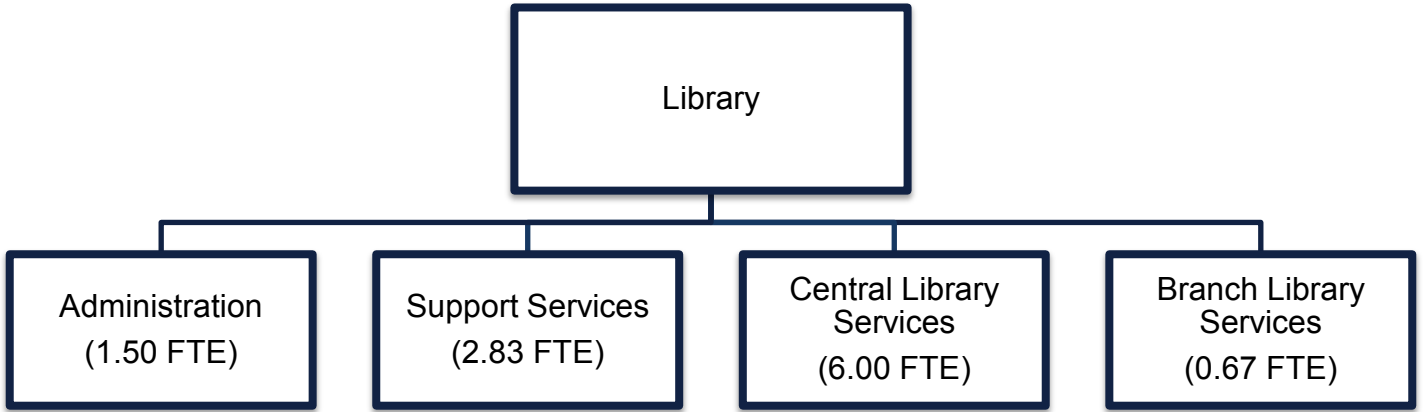
## **BUDGET HIGHLIGHTS**

- 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.
- A small increase in funding provided for the purchase of additional library materials (books, e-books, audio-books) is designed to continue the modernization and enhance the relevancy of the materials available to the public.
- The Library anticipates updating the signage at the various facilities during the next year.
- Through a consortium, the Library receives grant resources to provide 90% of the necessary funding for Internet service including Wi-Fi at all four library branches.
- Through CDBG funding, the Rowe branch library is approved for a new roof during the next year.

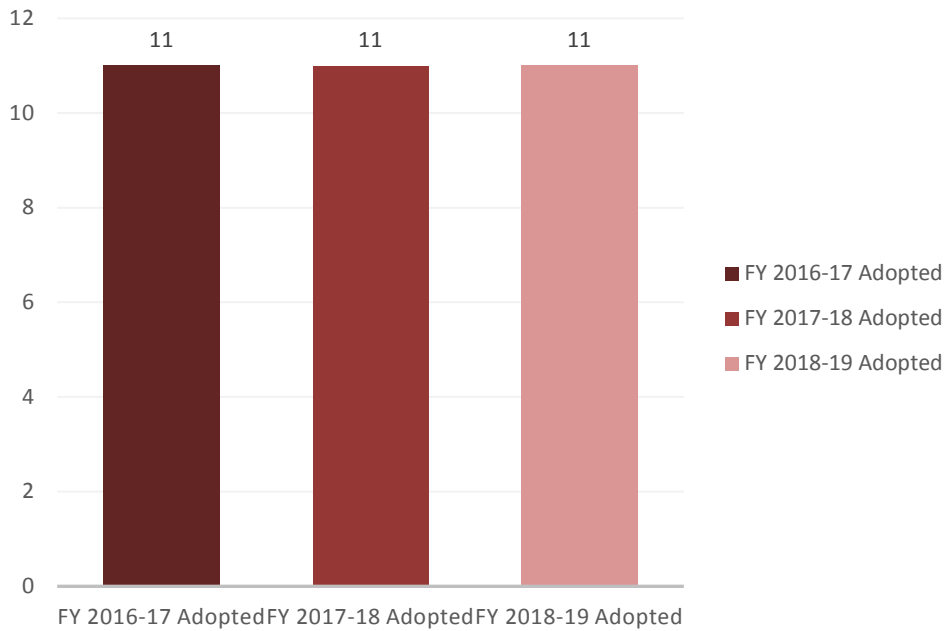


*\*FY 2018 Actuals are unaudited.*

**ORGANIZATIONAL CHART**



**PERSONNEL SUMMARY**



**PERSONNEL CHANGES**

There are no personnel changes.

## **LOOKING BACK -ACHIEVEMENTS**

### **ACHIEVEMENT #1**

Summer Reading Program increased participation by 27%.

### **ACHIEVEMENT #2**

Library's free programs and activities for all ages served approximately 10,000 participants in 2017-18.

### **ACHIEVEMENT #3**

Library utilized non-General Fund resources to supplement operations, consisting of approximately \$150,000 in state and federal grants for literacy programs, \$100,000 in federal funding from E-Rate programs for internet access, \$45,000 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 contributions from other funding sources.

### **ACHIEVEMENT #4**

Technology upgrade of 140 public and staff PCs was completed through the generosity of the San Bernardino City Library Foundation, Inc.

### **ACHIEVEMENT #5**

Usage of Overdrive eBook and eAudiobook increased 23% in Calendar Year 2017.

**LOOKING FORWARD -PERFORMANCE MEASURES**

	<b>FY 17/18 Actual</b>	<b>FY 18/19 Goal</b>	<b>Mayor and City Council Goal &amp; Objective</b>
<p><b>Goal:</b> 1. Manage resources to ensure expenditures provided within the approved budget deliver a cost-effective library operation to the Library Board of Trustees and the Mayor and City Council in alignment with City’s Goals and Objectives.</p>			
<p><b>Measure:</b> The financial condition and results of Library programs are monitored and analyzed to ensure optimal use of resources</p>	N/A	Yes	Operate in a Fiscally Responsible and Business-Like Manner
<p><b>Goal:</b> 2. Work with other agencies to promote education and reading in the community and continue seeking supplementary funding from the San Bernardino City Library Foundation, Friends of the San Bernardino Public Library, the San Bernardino County Workforce Development Board, and other sources.</p>			
<p><b>Measure:</b> Maintain and evaluate agency partnerships and possibilities.</p>	Yes	Yes	Pursue City Goals and Objectives by Working with Other Agencies
<p><b>Goal:</b> 3. Promote growth and development of a strong community by providing life-long learning opportunities and safe and welcoming spaces for community engagement.</p>			
<p><b>Measure:</b> % increase in participants in library programs for all ages.</p>	N/A	10%	Ensure Development of a Well-Planned, Balanced, and Sustainable City
<p><b>Goal:</b> 4. Offer life skills and support for persons of all ages and abilities through continuum of library services that are designed to inspire lifelong learning, work force preparation, skill, development, and community information through a variety of programs and resources.</p>			
<p><b>Measure:</b> % increase in Lifelong Learning Center program participation.</p>	N/A	10%	Create, Maintain, and Grow Jobs and Economic Value in the city
<p>% increase in usage of our free public PCs.</p>	N/A	10%	

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**Goal:**

5. In an effort to provide better service for our residents, the Library seeks to increase usage of its electronic resources.

Improve City  
Government  
Operations

**Measure:**

N/A

10%

% increase in patron use of Overdrive eBook & eAudiobooks

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**Note: FY 18/19 will be the base year, data for FY 17/18 is not applicable.**

**City of San Bernardino  
2018-19 Department Summary  
Library**

<b>Department/ Division</b>	<b>2016-17 Actual</b>	<b>2017-18 Amended Budget</b>	<b>2017-18 Unaudited Actual</b>	<b>2018-19 Adopted Budget</b>	<b>% Change to Amended Budget 2017-18</b>
0001 Administration	512,539	496,394	451,077	561,055	13%
0049 Support Services	306,656	343,150	319,968	358,621	5%
0063 Central Library Services	571,972	619,993	614,327	722,211	16%
0064 Branch Library Services	208,287	198,373	182,254	203,989	3%
0520 Adult Basic Education	85,249	107,810	88,449	104,835	-3%
0532 California Literacy Program	41,997	58,181	38,341	45,127	-22%
8055 Library Roof Replacement	644,960	6,415	-	-	-100%
<b>Grand Total</b>	<b>2,371,659</b>	<b>1,830,316</b>	<b>1,694,415</b>	<b>1,995,837</b>	<b>9%</b>

**Funding Sources**

001 General	1,599,454	1,657,911	1,567,625	1,845,876	11%
119 Community Development Block Grant	644,960	6,415	-	-	-100%
123 Federal grant programs	127,246	165,991	126,790	149,962	-10%
<b>Grand Total</b>	<b>2,371,659</b>	<b>1,830,316</b>	<b>1,694,415</b>	<b>1,995,837</b>	<b>9%</b>



**General Fund  
Library Department  
Administration**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	146,847	149,871	149,204	163,343
5014	Salaries temp/parttime	7,376	7,149	7,278	9,801
5018	Vacation pay	-	-	5,312	-
5026	PERS retirement	36,398	12,936	13,178	14,827
5027	Health/Life Insurance	15,076	10,209	14,466	27,600
5029	Medicare	2,296	2,174	2,409	2,368
5034	CALPERS UNFUNDED LIABILITY	-	28,792	27,769	20,422
5102	Computer Equip-Non Capital	1,077	-	-	-
5104	Library Materials	-	35,379	-	-
5111	Material and supplies	6,153	8,450	9,213	10,000
5122	Dues and subscriptions	2,478	2,525	1,710	2,625
	2,500 Annual Membership Dues for Inland Library System				
	125 Annual Membership Dues for SB Chamber of Commerce				
5123	Library Books	31,766	-	32,229	40,000
	40,000 Budget for books in print, eBook or eAudiobook formats				
5131	Mileage	-	-	102	500
5151	Electric charges	128,299	125,000	138,219	130,000
5152	Gas charges	3,925	5,000	2,897	4,000
5154	Water charges	15,823	15,000	24,106	21,000
5174	Printing charges	-	4,900	2,229	4,900
5175	Postage	469	1,000	594	1,000
5176	Copy machine charges	3,937	3,600	4,477	3,700
5181	Other operating expenses	-	6,547	6,346	3,000
5602	Workers compensation	93,999	7,003	132	6,426
5603	Liability	16,619	4,859	6,955	2,780
5604	IT charges in-house	-	-	2,203	26,763
5702	Computer equipment	-	66,000	-	66,000

**General Fund  
Library Department  
Administration**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
66,000	Internet from consortium for CA Public Libraries			-	
<b>Administration Totals</b>		512,539	496,394	451,028	561,055

**General Fund  
Library Department  
Support Services**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	152,536	158,126	150,754	144,768
5012	Special salaries	297	98	149	-
5014	Salaries temp/parttime	32,136	37,990	34,561	38,196
5015	Overtime	304	-	2,844	-
5018	Vacation pay	-	-	6,308	-
5026	PERS retirement	37,887	13,656	13,411	13,179
5027	Health/Life Insurance	14,846	17,834	15,560	28,121
5029	Medicare	2,688	2,294	2,826	2,099
5034	CALPERS UNFUNDED LIABILITY	-	30,396	29,317	34,036
5122	Dues and subscriptions	291	500	487	500
	500 Annual Subscription for ILL holdings from OCLC				
5181	Other operating expenses	65,672	69,332	53,775	57,910
	1,560 4 analog phone lines at Feldgheym - Spectrum				
	39,000 Annual Maintenance for Integrated Library System from TLC				
	800 Annual Maintenance to prevent PC change - Centurion				
	8,000 Public PC Time Management System - Comprise				
	1,550 Trend Micro Anti-virus Software for Staff & public PCs				
	7,000 VMWare Maintenance and Technical Support for Virtual				
5602	Workers compensation	-	7,629	7,577	7,112
5603	Liability	-	5,294	2,400	3,077
5604	IT charges in-house	-	-	-	29,623
	<b>Support Services Totals</b>	<b>306,656</b>	<b>343,150</b>	<b>319,969</b>	<b>358,621</b>

**General Fund  
Library Department  
Central Library Services**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	299,238	309,562	307,731	319,407
5012	Special salaries	900	900	900	900
5014	Salaries temp/parttime	122,260	128,787	123,531	152,886
5015	Overtime	-	-	349	-
5018	Vacation pay	-	-	9,868	-
5026	PERS retirement	81,361	26,796	29,033	29,232
5027	Health/Life Insurance	32,872	33,896	35,554	38,061
5029	Medicare	6,126	4,502	6,418	4,644
5034	CALPERS UNFUNDED LIABILITY	-	59,643	57,524	72,566
5104	Library Materials	-	9,000	-	-
5122	Dues and subscriptions	8,813	-	-	-
5123	Library Books	-	-	8,584	9,500
	9,500 Annual Subscription for magazine & newspaper aggregator				
5172	Equipment maintenance	3,675	3,700	3,859	4,000
	4,000 Annual Maintenance for book security sytem - Bibliotheca				
5174	Printing charges	2,854	-	-	-
5175	Postage	3,319	4,000	2,600	4,000
5181	Other operating expenses	-	2,392	1,024	3,024
	1,024 Public Performance Rights for movies for kids - Swank				
	2,000 ReferenceUSA Business Database Subscription				
5505	Other professional services	10,554	11,520	7,810	12,000
	8,000 Burglar & fire alarm services at Feldheim				
	4,000 Monthly Maintenance for Feldheim Aquarium				
5602	Workers compensation	-	14,933	14,831	12,861
5603	Liability	-	10,362	4,697	5,564
5604	IT charges in-house	-	-	-	53,565
<b>Central Library Services Totals</b>		<b>571,972</b>	<b>619,993</b>	<b>614,313</b>	<b>722,211</b>

**General Fund  
Library Department  
Branch Library Services**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	27,283	28,351	20,710	26,361
5012	Special salaries	603	199	301	-
5014	Salaries temp/parttime	89,260	101,074	95,700	97,355
5026	PERS retirement	17,663	2,465	5,702	2,681
5027	Health/Life Insurance	734	5,267	505	7,075
5029	Medicare	1,700	414	1,693	382
5034	CALPERS UNFUNDED LIABILITY	-	5,485	5,290	9,122
5104	Library Materials	-	5,000	-	-
5122	Dues and subscriptions	4,669	-	-	-
5123	Library Books	-	-	4,905	5,500
	5,500 Annual Subscription for magazine & newspaper aggregator -				
5171	Rentals	27,745	30,828	30,828	30,828
	30,828 Annual rent for Inghram Branch Library				
5172	Equipment maintenance	5,220	6,900	5,481	7,100
	7,100 Annual Maintenance for book security sytem - Bibliotheca				
5175	Postage	1,300	1,500	1,290	1,500
5505	Other professional services	29,255	6,210	5,593	6,400
	6,400 Burglar and fire alarm at Villa & burglar alarm at Rowe				
5601	Garage charges	2,239	1,389	1,657	1,428
5602	Workers compensation	-	1,445	1,435	1,323
5603	Liability	-	1,003	455	572
5604	IT charges in-house	-	-	-	5,508
5612	Fleet charges - fuel	615	843	709	854
<b>Branch Library Services Totals</b>		<b>208,287</b>	<b>198,373</b>	<b>182,254</b>	<b>203,989</b>

**Grant Fund  
Library Department  
Adult Basic Education & California Literacy Program**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
<b>Adult Basic Education Grant</b>					
5011	Salaries perm/fulltime	60,728	61,690	61,922	62,938
5014	Salaries temp/parttime	2,163	-	-	-
5026	PERS retirement	15,406	5,324	5,331	5,581
5027	Health/Life Insurance	5,589	5,900	6,828	3,000
5028	Unemployment insurance	-	1,270	-	-
5029	Medicare	912	895	898	913
5034	CALPERS UNFUNDED LIABILITY	-	11,851	11,430	13,615
5111	Material and supplies	401	3,000	-	2,500
5132	Meetings and conferences	-	3,500	-	3,800
	1,900 American Library Association				
	1,900 Council on Adult Basic Education				
5133	Education and training	50	1,000	-	1,000
	1,000 Workshops/Webinars through Infopeople, CASAS, Reading				
5175	Postage	-	100	-	100
5181	Other operating expenses	-	11,471	2,040	11,388
	2,100 Reading Horizons Elevate annal online renewal				
	1,750 Software for Computers				
	750 Travel to and from Meetings				
5602	Workers compensation	-	1,809	-	-
<b>Adult Basic Education Totals</b>		<b>85,249</b>	<b>107,810</b>	<b>88,449</b>	<b>104,835</b>
<b>California Literacy Program Grant</b>					
5011	Salaries perm/fulltime	1,137	-	893	-
5014	Salaries temp/parttime	33,592	41,969	36,240	29,935
5029	Medicare	505	-	537	-
5111	Material and supplies	6,100	4,500	-	4,500

**Grant Fund  
Library Department  
Adult Basic Education & California Literacy Program**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5122	Dues and subscriptions	-	200	-	300
5132	Meetings and conferences	-	2,500	-	3,500
5133	Education and training	-	2,000	-	2,000
5175	Postage	11	100	-	100
5181	Other operating expenses	-	3,000	-	2,792
5505	Other professional services	652	1,662	671	2,000
5602	Workers compensation	-	2,250	-	-
<b>California Literacy Program Totals</b>		<b>41,997</b>	<b>58,181</b>	<b>38,341</b>	<b>45,127</b>

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# PARKS AND **RECREATION**

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**DEPARTMENT OVERVIEW**

The Parks, Recreation and Community Services Department provides services, programming, activities and facilities for the community. The primary goal is to enhance the quality of life by improving community based programs, services and amenities at the City’s 38 parks, 4 community centers and 6 pools. The Department is comprised of four major divisions that collaborate to provide quality services: Administration, Recreation, Community Services, and Parks. The Department has a total of 31 full-time positions.

**ADMINISTRATION DIVISION**

This Administration Division is made up of the Administrative team and Citywide Activities/Events. The Division supports all divisions within the Department and operates as the central point for: program registrations, facility and park reservations, purchase of swim passes, coordination of field use by outside user groups, burial arrangements at the Pioneer Cemetery, and over 500 acres of parkland. The Administration Division facilitates Parks Commission meetings, serves as point of contact for coordination of co-operative agreements and adherence to those agreements, department purchasing, accounts payable and invoicing, budget preparation, and revenue collection. The Administration Division assists program staff in creating community through people, parks, and programs. Additionally, the Administrative Division organizes City Wide events which are large scale events for the local community to attend. In 2017, the City partnered with outside organizations such as the Chamber of Commerce, YMCA, and San Bernardino Airport, to host 13 events that resulted in a recorded collective attendance of 34,000 participants. The fee to participate was free for 12 of the events (SBD Fest charged an admissions fee). The 13 events were: San Bernardino Art Fest, Cinco de Mayo, National Night Out, Veterans Day Salute & Parade, Winter Wonderland & Christmas Parade, Rendezvous Back to Route 66, SBD Fest, State of the City, Movies in the Park, Operation Splash, and the Ho Ho Parade. This year, the Department will add an additional event for the 2018/2019 year, which will provide assistance to the Black Chamber of Commerce with the Black Expo event which takes place in downtown San Bernardino in the month of February.

**RECREATION DIVISION**

The Recreation Division is made up of Community Recreation Centers, Aquatics, and Sports. The primary focus of this Division is to provide quality services and programming to City residents looking to enhance their quality of life through recreation and leisure. The following facilities provide a wide array of services: four (4) community centers (Delmann Heights, Rudy C. Hernandez, Lytle Creek, Ruben Campos); Center for Individual Development (CID); six pools (Jerry Lewis Family Swim Center, Delmann Heights, Nunez, Hernandez, Mill, Boys and Girls Club), and over 40 city ball fields. Collectively these facilities recorded 455,761 visits for the 2017 year including 388,470

at the four (4) community centers; 26,298 visits at CID; 34,993 visits at the Aquatics facilities, and 6,000 visits at City ball fields.

The Community Centers provide over a dozen free weekly programs to the community. These programs range from arts, music, exercise, specialty classes, sports, and special events. Programs and services are offered to people of all ages. Community pools provide residents with a place to escape the hot summer weather and engage in physical activity. Pools offer many services during the summer months including open swim, swim lessons (free or fee based), and pool rentals. The CID provides specialized programming for individuals with disabilities of all ages to improve their quality of life through the use of recreation and leisure activity; along with specialized therapeutic aquatics programming for the adult and senior population; and summer water safety programming for infants and their parents.

Additionally, the Recreation Division also provides sports programming. Sports are divided into two sections: Youth and Adult Sports. In 2017, the department re-established programming for Youth Sports. This provided programming for 3 sports: Mini Ballers (Basketball), T-Ball, and Lil' Strikers (Soccer). For the 2018/2019 fiscal year, Youth Sports is looking to expand its season providing two additional programs for a total of five sports programs: Mini Ballers (ages 3-6), Youth Basketball (ages 7-12 twice in the fiscal year due to high demand), T-Ball (ages 3-6), Soccer (ages 3-12), and Flag Football (ages 3-6). Adult Sports will continue to provide leagues including indoor/outdoor men and women soccer, and men's basketball. Additionally, adult sports will continue its efforts to expand the number of adult leagues provided to the local San Bernardino Community: Men's indoor/outdoor soccer leagues, Women's indoor/outdoor soccer leagues, Men's Basketball league, Women's Basketball league, Tennis programs, and Men's Flag Football league.

## **COMMUNITY SERVICES DIVISION**

The Community Services Division provides quality services and programming to City's Senior residents looking to enhance their quality of life through recreation and leisure. The Community Services Division is made up of a variety of Senior Services which include: Senior Centers, Senior Nutrition program, Retired Senior Volunteer Program (RSVP), the Senior Companion Program (SCP), and Senior based special events such as Ollie McDonald Senior Talent Show Case, and Inland Empire Senior Games. The City has two senior centers—Perris Hill Senior Center and 5<sup>th</sup> Street Senior Center, that in the 2017 year had 79,175 visits.

The Senior centers provide many services for our senior community such as, a wide array of senior recreation classes, programming, monthly themed dances, and senior nutrition services which provides lunch and supper meals at 6 locations; 5<sup>th</sup> Street Senior Center, Enterprise New Hope Family Life Center, Perris Hill Senior Center, Highland Senior Center, Hernandez Community Center, and Lytle Creek Community Center. Cohesively these 6 facilities serve about 42,000 meals annually.

Senior services provide volunteer services and opportunities through the Senior Companion Program and the Retired Senior Volunteers Program. The Senior Companion Program provides assistance with activities of daily living such as; grocery shopping, meal preparation, respite, getting to the doctor, going to the pharmacy or just having someone to talk to. The Retired Senior Volunteer Program provides diverse selection of opportunities for persons aged 55 and over to engage more

fully in meeting the needs of their communities through significant volunteer service. These two programs assist in placing volunteer seniors to assist seniors in need of assistance and special events such as dances, games, and the Ollie McDonald Senior Talent Showcase.

## **PARKS DIVISION**

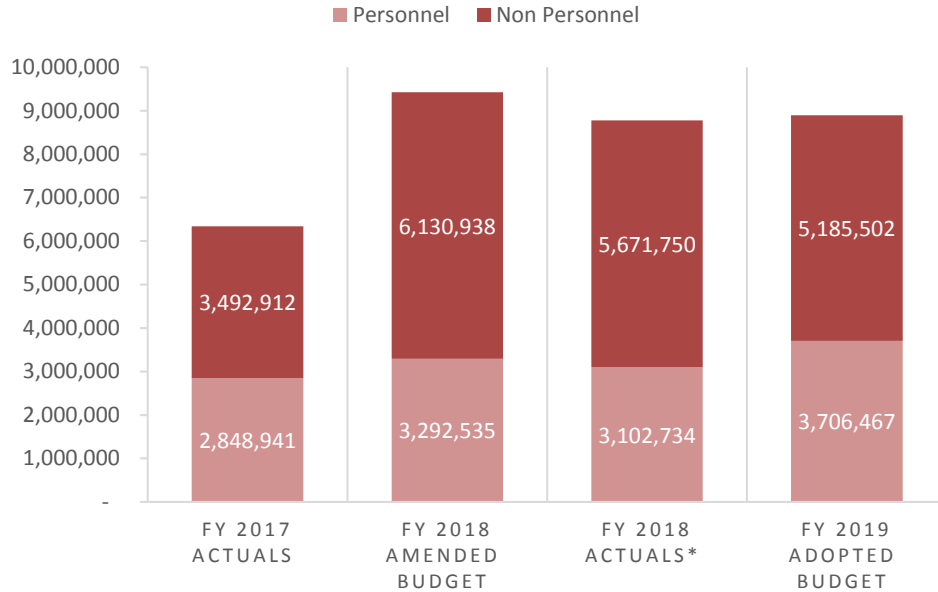
The Parks Division consists of Parks Maintenance, Outdoor Facilities, and the Pioneer Cemetery—this Division maintains more than 500 acres of parklands. The Division is responsible for inspecting playgrounds and ensuring that repairs are made in an effort to maintain the safety and integrity of play structures and equipment. Landscape Inspectors provide oversight to ensure that contract service providers are in adherence to the maintenance contracts and are providing the services as stipulated in the agreement. Additionally, the Parks Maintenance Division oversees specialized maintenance and repair duties such as irrigation, plumbing and minor electrical repairs at all city parks, ball fields, sport venues and the routine maintenance and cleaning of the fountain within the City Hall Campus.

The Division also maintains the historic Pioneer Cemetery that consists of 17,000 burial sites and was acquired in 1857. The team does an exceptional job planning and organizing in-house construction projects and assists in Capital Improvement Projects (CIP) that involves parks and open space, by providing assistance in planning and oversight of the projects. Support for City Wide events including: setup/take down of tables, chairs, tents, and event decorations; assist in ground maintenance during the event; and, addressing other maintenance issues that may arise. The Division also provides support to the Quality of Life program that combats blight in the City by staffing and equipment consisting of, one Landscape Inspector, two Parks Maintenance Worker II, one 1-ton stake bed truck, one three-quarter ton lift gate truck, one half-ton ranger pick-up truck, and the coordination of heavy equipment (dump trucks, tractors, etc.) as needed. The Quality of Life team was assembled to address illegal dumps, encampments, and neglected properties.

## **BUDGET HIGHLIGHTS**

- This year the sports division is increasing programming in youth sports. One additional season of basketball will be offered as well as a flag football program for children ages 3-7 years old.
- Community Centers will increase art programming at five facilities: CID, Lytle Creek, Delmann Heights, Hernandez, and Ruben Campos Community Centers. The art programming covers: art (drawing, painting, etc.), culinary arts, murals, theater, and more.
- The Veterans Day Salute & Parade and the Cinco de Mayo events have outgrown their current locations. Both events will require larger venues to accommodate the growth of the event for participants and event spectators. Increased programming will include entertainment contracts and advertising.
- The Department will expand its part time employee base in order to provide front desk coverage and to assist with facility reservations and updating information on the departments RecNet program for online registration. Community Centers will extend program offerings at the Hernandez Community Center in order to stay open three additional hours Tuesday-Thursday and four hours Friday and Saturday for a total of 17 additional hours per week. The additional programming hours would target the teen and young adult population interested in playing basketball and open recreation, giving them yet another opportunity to stay off the streets.

- The Department is increasing the scope of service for the landscape maintenance contract. The increase will provide the City with 7 days of trash service at City park versus the current 4-day schedule. This will increase parks cleanliness, and improve overall park conditions for the residents.



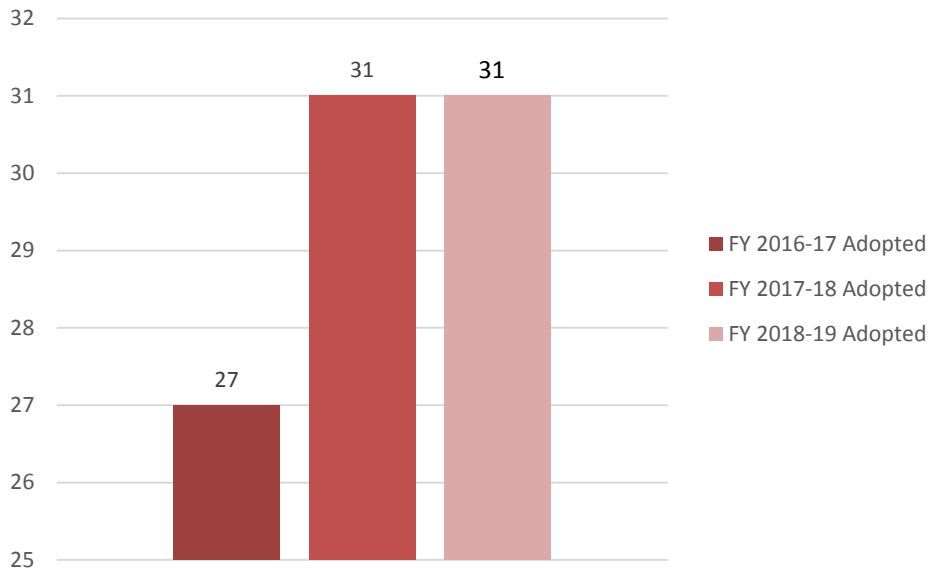
*\*FY 2018 Actuals are unaudited.*

**ORGANIZATIONAL CHART**



**PERSONNEL SUMMARY**

The Parks, Recreation and Community Services Department currently has 31 full-time positions: 8-Administration, 13- Recreation and Community Services, and 10-Parks Maintenance.



**PERSONNEL CHANGES**

Although the FTE has not changed, full-time personnel changes include:

- Deletion of one (1) Parks Maintenance Division Manager
- Addition of one (1) Community Recreation Coordinator

## **LOOKING BACK -ACHIEVEMENTS**

### **ACHIEVEMENT #1**

Provided work experience and training for 22 local youth through our partnership with New Hope Summer Work Program.

### **ACHIEVEMENT #2**

Focused on improving infrastructure at several of our Aquatics facilities. Jerry Lewis Swim Center had the pool filtration systems replaced. Replaced the pool covers at all 6 locations, and began phase 1 of the pool re-plastering project beginning with the Jerry Lewis Swim Center, and the Hernandez pool. Jerry Lewis Swim Center added a 5,000 square foot shade structure and seating for 96 was added to the pool deck at the Jerry Lewis Family Swim Center.

### **ACHIEVEMENT #3**

Presented 8 Events including Cinco de Mayo, Operation Splash, National Night Out, Movies in the Park, The Veterans Day Salute, Ollie McDonald Talent Showcase, Inland Empire Senior Games, and Winter Wonderland to the community and partnered with other organizations to offer an additional 7 events (State of the City, Bryce Hanes Park Grand Opening, SB Art Night, Rendezvous Back to Route 66, The Military Vehicle Convoy, SBD Fest, and the Ho Ho Parade).

### **ACHIEVEMENT #4**

Served 42,502 meals to seniors and had 79,175 visits collectively between Perris Hill Senior Center and 5<sup>th</sup> Street Senior Center for the FY2017-18.

### **ACHIEVEMENT #5**

Served 23,310 meals through the ICAN Supper Program, and 10,940 meals through the lunch program at CID, Delmann Heights Center, Hernandez Center, Lytle Creek Center, and Ruben Campos Centers and had 414,275 visits. The CID took 22 special needs participants to Disneyland. Participants ranged in age from 16 to 54.



## LOOKING FORWARD –PERFORMANCE MEASURES

	FY 17/18 Actual	FY 18/19 Goal	Mayor and City Council Goal & Objective
<p><b>Goal:</b> 1. Expand program and service offerings in youth/adult sports programs and improve the quality of recreation programming and special events offered in the City.</p>			<p>Improve City Government Operations and Provide for the Safety of City Residents and Businesses.</p>
<p><b>Measure:</b> % increase in sports registrations from prior year, increase quality of recreation programming and services offered to the community by providing a survey tool to collect data to ensure participant satisfaction</p>	N/A N/A	10% Yes	
<p><b>Goal:</b> 2. Host 3 park revitalization clean ups and 4 Fight Blight projects for FY18-19.</p>			<p>Ensure Development of a Well-Planned, balanced, and Sustainable City.</p>
<p><b>Measure:</b> % increase in volunteer participation at department clean ups and Fight Blight Projects from prior year</p>	N/A	10%	
<p><b>Goal:</b> 3. Initiate partnerships with outside organizations when providing services, programs and city-wide activities to the local residents.</p>			<p>Pursue City Goals and Objectives by Working with other Agencies</p>
<p><b>Measure:</b> Host multiple planning meetings throughout the year for City Wide Activities and department programming</p>	Yes	Yes	
<p><b>Goal:</b> 4. Evaluate the processes and procedures for reservations and program registrations and implement changes to improve efficiency and service.</p>			<p>Improve City Government Operations</p>
<p><b>Measure:</b> Distribute a survey tool to the prior year and current year renters to gather data on their experience in renting a recreation facility</p>	N/A	Yes	

**City of San Bernardino  
2018-19 Department Summary  
Parks, Recreation, & Community Services Department**

<b>Department/ Division</b>	<b>2016-17 Actual</b>	<b>2017-18 Amended Budget</b>	<b>2017-18 Unaudited Actual</b>	<b>2018-19 Adopted Budget</b>	<b>% Change to Amended Budget 2017-18</b>
Administration	1,861,027	2,545,511	3,106,731	1,598,090	-37%
Community Services / Senior Nutrition	328,334	335,000	337,212	317,211	-
Community Services / RSVP	41,933	91,977	73,379	106,256	-
Community Services / Senior Companion	257,582	338,869	261,462	381,692	-
Community Services / Senior Services	262,068	245,062	240,267	372,254	52%
Parks / Cemetery Administration	153,068	146,711	142,931	338,713	131%
Recreation / Aquatics	252,984	339,410	339,809	515,783	52%
Recreation / Sports	38,927	92,625	82,919	178,581	-
Recreation / Recreation & Community Programs	546,795	700,300	636,703	813,950	16%
Parks / Parks Maintenance	2,270,752	2,802,101	2,473,172	3,807,011	-
Recreation / Center For Individual Developmnt	170,611	239,368	211,032	220,258	-8%
Administration / Citywide Activities	30,296	56,948	56,491	64,942	14%
Community Services / Special Events	48,478	73,107	31,006	21,296	-71%
Parks / Outdoor Facilities	71,467	154,286	81,000	155,933	1%
<b>Grand Total</b>	<b>6,341,854</b>	<b>9,423,474</b>	<b>8,773,976</b>	<b>8,891,969</b>	<b>-6%</b>
<b>Funding Sources</b>					
001 General	5,707,206	7,516,176	7,459,417	8,218,566	9%
119 Community Development Block Grant	-	948,000	579,717	-	-100%
123 Federal Grant Programs	634,647	959,298	734,842	673,403	-30%
<b>Grand Total</b>	<b>6,341,854</b>	<b>9,423,474</b>	<b>8,773,976</b>	<b>8,891,969</b>	

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

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	362,895	575,569	542,057	545,776
5013	Auto/phone allowance	2,450	8,400	16,723	15,600
5014	Salaries temp/parttime	3,951	-	1,748	17,270
5015	Overtime	154	-	11,963	14,600
5018	Vacation pay	14,047	-	19,437	-
5026	PERS retirement	91,006	50,202	50,311	51,853
5027	Health/Life Insurance	44,889	76,777	72,879	80,112
5029	Medicare	5,579	7,014	8,710	7,914
5033	Salary Savings	-	(125,000)	-	(124,498)
5034	CALPERS UNFUNDED LIABILITY	-	99,537	106,644	91,218
5111	Material and supplies	18,485	22,000	13,071	16,775
5121	Advertising	1,300	-	-	-
5122	Dues and subscriptions	920	1,200	1,078	1,705
	1,000 California Park & Recreation Society Memberships				
	130 California Professional Procurement Organization				
	150 Costco Membership for Department				
	425 National Recreation & Park Association Membership				
5132	Meetings and conferences	15	850	555	2,000
	1,000 California Park & Recreation Society Conference				
	500 Misc. Day Conferences for Administrative Staff				
	500 National Park & Recreation Association Conference				
5133	Education and training	338	2,000	583	500
	500 Continuing Educational Units for Rec. Therapist License				
5151	Electric charges	571,732	540,000	645,741	575,000
5152	Gas charges	38,987	42,000	27,459	30,000
5154	Water charges	936,346	900,000	1,300,595	-

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

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5161	Insurance premiums	-	-	2,811	-
5171	Rentals	-	-	-	2,400
5172	Equipment maintenance	-	-	350	3,000
5174	Printing charges	4,884	1,500	1,380	1,200
5175	Postage	271	600	289	300
5176	Copy machine charges	1,718	7,500	4,034	1,800
5181	Other operating expenses	2,932	5,000	671	-
5502	Professional/contractual services	25,409	15,000	1,788	-
5505	Other professional services	14,489	19,000	16,486	19,000
	14,500 Alarm services for facilities				
	3,500 Data plan for modem				
	500 Parks registration/reservation program				
5601	Garage charges	7,000	-	17	3,602
5602	Workers compensation	238,771	72,450	71,954	65,599
5603	Liability	108,541	17,525	7,944	9,679
5604	IT charges in-house	325,052	179,191	157,011	164,783
5605	Telephone support	34,483	-	-	-
5608	Water, sewer, geothermal	(997,583)	-	-	-
5612	Fleet charges - fuel	1,968	-	1,377	903
5704	Miscellaneous Equipment		20,379	20,379	-
<b>Administration Totals</b>		<b>1,861,027</b>	<b>2,518,314</b>	<b>3,106,045</b>	<b>1,598,090</b>

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

Account	Account Description	2017 Actual Amount	2018 Amended Budget	2018 Unaudited Actuals	2019 Adopted Budget
5011	Salaries perm/fulltime	3,406	-	3,642	68,937
5014	Salaries temp/parttime	169,518	202,910	194,208	258,837
5026	PERS retirement	381	-	241	6,680
5027	Health/Life Insurance	242	-	-	11,928
5029	Medicare	2,543	-	2,863	1,000
5034	CALPERS UNFUNDED LIABILITY	-	-	-	17,699
5111	Material and supplies	55,887	83,250	74,967	93,550
	1,800 Certification and Training Materials				
	10,000 Replacement of Lifeguard Stands				
	36,000 Pool Chemicals - chlorine and acid				
	22,050 Replacement of parts and equipment				
	23,700 Supplies for lifeguards and staff				
5112	Small tools and equipment	200	-	-	-
5122	Dues and subscriptions	-	200	150	145
	145 California Park & Recreation Society Membership				
5132	Meetings and conferences	395	1,700	850	3,200
	500 Aquatic Facility Operators Training Conference				
	300 California Park & Recreation Society - Aquatic Workshops				
	2,400 California Park & Recreation Society - Conference				
5133	Education and Training	-	-	60	-
5171	Rentals	-	-	-	1,440
5172	Equipment maintenance	5,700	-	33,162	15,000
5174	Printing charges	824	2,050	330	2,050
5175	Postage	0	100	-	500
5181	Other operating expenses	6,476	7,000	6,560	7,000
	2,000 Haz-Mat Permits - County of San Bernardino				
	5,000 Health Permits - County of San Bernardino				
5505	Other professional services	7,412	22,200	2,775	12,200

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

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
	600 Contracted Welding Repairs				
	8,000 Preventative Maintenance - Filtration Systems				
	400 Waterslide Inspection Services				
	3,200 Waterslide Seal, Polish and Repairs if necessary				
5603	Liability	-	-	0	1,018
5605	Telephone Support	-	-	0	14,599
5704	Miscellaneous equipment	-	20,000	20,000	-
<b>Aquatics Totals</b>		<b>252,984</b>	<b>339,410</b>	<b>339,808</b>	<b>515,783</b>

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

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	355	-	920	-
5014	Salaries temp/parttime	11,895	50,000	44,546	101,551
5029	Medicare	178	-	659	-
5102	Computer Equip-Non Capital	-	-	-	1,000
5111	Material and supplies	15,362	21,300	21,633	39,842
	27,925 Participant uniforms, supplies, awards, tropies, etc.				
	11,917 Equipment and supplies				
5121	Advertising	0	-	-	6,348
5122	Dues and subscriptions	250	625	505	795
	420 Adult Sports - So Ca Municipal Athletic Federation Dues				
	165 Youth Sports - California Park & Recreation Society				
	210 Youth Sports - So Ca Municipal Athletic Federation Dues				
5131	Mileage	156	300	-	300
5132	Meetings and conferences	189	1,200	1,115	1,385
	200 Adult Sports - Ca Park & Rec Society Conferences				
	335 Adult Sports - So Ca Municipal Athletic Federation				
	750 Youth Sports - Ca Park & Rec Society Conferences				
	100 Youth Sports - So Ca Municipal Athletic Federation				
5133	Education and Training	-	-	185	-
5174	Printing charges	1,991	3,800	3,349	4,400
5175	Postage	52	600	57	300
5502	Professional/contractual services	3,071	2,940	-	8,960
	4,200 Adult Sports - Class/Program Instructor Fees				
	4,760 Youth Sports - Photographer				
5505	Other professional services	14	5,500	3,595	13,700
	1,500 Adult Sports - Men's Soccer League Supplemental Insurance				
	5,600 Adult Sports - Sports Officials Reimbursements				
	6,600 Youth Sports - Referees/Officials for Game/Tournament Days				
5704	Miscellaneous equipment	<u>5,414</u>	6,360	6,355	-

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

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
	<b>Sports Totals</b>	38,927	92,625	82,919	178,581



**General Fund  
Parks, Recreation & Community Services  
Recreation Division  
Center for Individual Development (CID)**

Account	Account Description	2017 Actual Amount	2018 Amended Budget	2018 Unaudited Actuals	2019 Adopted Budget
5011	Salaries perm/fulltime	40,903	57,436	29,606	50,485
5014	Salaries temp/parttime	84,037	93,431	102,181	103,887
5015	Overtime	28	-	307	-
5018	Vacation Pay	-	-	3,160	-
5026	PERS retirement	16,080	5,706	3,621	5,135
5027	Health/Life Insurance	4,135	5,900	3,473	8,760
5029	Medicare	1,812	833	1,961	732
5034	CALPERS UNFUNDED LIABILITY	-	11,034	10,642	13,615
5111	Material and supplies	4,716	5,500	5,292	7,200
5112	Small tools and equipment	500	-	-	-
5121	Advertising	499	500	499	500
	500 Promotional booth at Annual Disabilities Night				
5122	Dues and subscriptions	-	400	145	315
	315 California Park & Recreation Society Membership/Trainings				
5132	Meetings and conferences	-	1,250	745	355
	355 California Park & Recreation Society Mini Conferences				
5161	Insurance premiums	12,829	16,872	16,872	-
5163	Workers compensation claims	-	4,319	-	-
5171	Rentals	-	930	1,178	930
5174	Printing charges	1,608	1,000	1,279	1,000
5175	Postage	2,864	3,000	2,788	3,072
5502	Professional/contractual services	600	600	300	-
5505	Other professional services	-	-	-	600
	600 DJ Services & Photo Booth Services for Events				
5602	Workers compensation	-	8,252	8,195	6,469
5603	Liability	-	1,996	905	954

**General Fund  
Parks, Recreation & Community Services  
Recreation Division  
Center for Individual Development (CID)**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5604	IT charges in-house	-	20,409	17,883	16,249
<b>Center for Individual Development (CID) Totals</b>		170,611	239,368	211,032	220,258

**General Fund  
Parks, Recreation & Community Services  
Parks Division  
Parks Maintenance**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	526,863	520,511	421,403	454,004
5012	Special salaries	600	600	600	600
5013	Auto/phone allowance	7,700	-	-	-
5014	Salaries temp/parttime	103,262	170,800	117,511	126,855
5015	Overtime	38,842	35,000	53,570	40,000
5018	Vacation pay	3,252	-	21,976	-
5026	PERS retirement	128,404	47,330	39,336	40,982
5027	Health/Life Insurance	64,812	69,485	62,086	69,971
5029	Medicare	9,912	7,556	8,924	6,592
5034	CALPERS UNFUNDED LIABILITY	-	100,109	96,554	108,917
5111	Material and supplies	75,465	85,000	81,234	125,600
	30,000 Wood Chips for Playgrounds				
	10,000 Sand for Playgrounds/Landscaping underlayments/burrow				
	35,000 Irrigation Supplies				
	50,600 Supplies				
5112	Small tools and equipment	4,105	-	-	-
5122	Dues and subscriptions	145	1,000	145	150
	150 California Park & Recreation Society Membership				
5132	Meetings and conferences	-	1,000	721	-
5133	Education and training	225	1,000	590	500
5154	Water charges	-	-	-	1,000,000
5171	Rentals	4,368	6,000	5,231	5,000
5172	Equipment maintenance	60	3,000	19,748	30,500
5174	Printing charges	37	300	-	500
5502	Professional/contractual services	95,182	73,000	52,453	-
5505	Other professional services	58,139	88,000	78,509	146,000
	19,000 Backflow Testing and Repairs				
	27,000 Seccombe Lake Maintenance				

**General Fund  
Parks, Recreation & Community Services  
Parks Division  
Parks Maintenance**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
	100,000 Tree Trimming/Removals/Grid Trimming				
5506	Landscape contracts	1,033,605	1,146,000	1,025,479	1,300,000
5601	Garage charges	78,298	85,656	74,982	80,862
5602	Workers compensation	-	76,012	75,492	66,665
5603	Liability	-	18,386	8,334	9,836
5604	IT charges in-house	-	188,002	164,731	167,460
5612	Fleet charges - fuel	31,221	46,254	32,342	26,018
5704	Miscellaneous equipment	6,253	32,100	31,193	-
<b>Parks Maintenance Totals</b>		<b>2,270,752</b>	<b>2,802,101</b>	<b>2,473,144</b>	<b>3,807,011</b>

**General Fund  
Parks, Recreation & Community Services  
Administration Division  
Citywide Activities**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5111	Material and supplies	16,829	23,930	42,388	35,130
5121	Advertising	2,696	5,500	2,500	7,300
	2,300 Banners for events				
	3,000 Flier Distribution through School District				
	2,000 Radio advertising for Winter Wonderland				
5171	Rentals	4,132	8,725	3,206	11,380
	5,000 Rental of portable restrooms for events				
	5,580 Rentals of portable stages for events				
	800 Rentals of table/chair linens for events				
5174	Printing charges	1,474	4,962	1,995	3,000
5175	Postage	-	-	4	-
5181	Other operating expenses	-	250	60	1,232
	1,232 County of San Bernardino Fire/Health Permits/event permits				
5502	Professional/contractual services	5,166	11,963	6,338	6,900
	2,500 DJ Services				
	200 Flyer design/layout services				
	1,420 Informational/Direction signs for events				
	1,280 Live bands for entertainment services				
	1,500 Security Services				
5505	Other professional services	-	1,618	-	-
5602	Workers compensation	-	-	-	5,819
5603	Liability	-	-	-	859
5604	IT charges in-house	-	-	-	14,618
<b>Citywide Activities Totals</b>		<b>30,296</b>	<b>56,948</b>	<b>56,491</b>	<b>86,238</b>

**General Fund  
Parks, Recreation & Community Services  
Recreation Division  
Recreation/Community Programming**

Account	Account Description	2017 Actual Amount	2018 Amended Budget	2018 Unaudited Actuals	2019 Adopted Budget
5011	Salaries perm/fulltime	183,025	195,910	174,683	207,233
5012	Special Salaries	-	-	58	-
5014	Salaries temp/parttime	248,456	270,214	236,651	324,284
5018	Vacation pay	-	-	4,989	-
5026	PERS retirement	49,078	17,392	17,405	19,813
5027	Health/Life Insurance	26,123	29,492	28,885	38,485
5029	Medicare	6,252	2,841	6,032	3,005
5034	CALPERS UNFUNDED LIABILITY	-	37,636	36,299	68,073
5102	Computer Equip-Non Capital	-	-	-	2,400
	1,600 2 new workstations at Lytle Creek and Hernandez Community				
	800 Tablet purchase for comic book reading program at Delmann				
5111	Material and supplies	25,534	22,150	29,519	35,199
	19,199 Supplies and equipment				
	2,700 Seasonal Decorations				
	800 Staff Shirts				
	4,500 Annual field trip				
	8,000 Art & Craft supplies				
5122	Dues and subscriptions	870	800	290	890
	825 California Park & Recreation Membership for 5 employees				
	65 Subscription for comic book program at Delmann Heights				
5132	Meetings and conferences	298	3,000	1,706	1,075
	375 Ca Park & Recreation Society - University mini-conferences				
	700 Ca Park & Recreation Society Beach Symposium				
5171	Rentals	1,113	500	1,857	2,000
	2,000 Bus rental for field trips				
5172	Equipment maintenance	-	-	-	4,000
	4,000 Pool table resurfacing				

**General Fund  
Parks, Recreation & Community Services  
Recreation Division  
Recreation/Community Programming**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5174	Printing charges	3,421	2,500	1,384	2,000
	2,000 Printing of monthly activity calendars, fliers, etc.				
5175	Postage	130	100	-	-
5502	Professional/contractual services	2,348	4,500	45	5,046
	146 Dry Cleaning of Easter Bunny & Santa Suit				
	4,900 Pest Control at all Community Centers				
5505	Other professional services	146	6,000	3,084	-
5602	Workers compensation	-	28,872	28,674	27,448
5603	Liability	-	6,984	3,166	4,050
5604	IT charges in-house	-	71,410	62,570	68,949
<b>Recreation/comnty prog Totals</b>		<b>546,795</b>	<b>700,300</b>	<b>637,297</b>	<b>813,950</b>

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

Account	Account Description	2017 Actual Amount	2018 Amended Budget	2018 Unaudited Actuals	2019 Adopted Budget
5011	Salaries perm/fulltime	58,410	75,902	51,912	53,818
5014	Salaries temp/parttime	57,289	36,059	56,555	93,541
5018	Vacation pay	462	-	2,922	-
5026	PERS retirement	19,712	6,824	4,395	4,773
5027	Health/Life Insurance	4,092	16,458	2,702	3,000
5029	Medicare	1,719	1,101	1,651	780
5034	CALPERS UNFUNDED LIABILITY	-	14,581	14,064	13,615
5102	Computer Equip-Non Capital	3,197	-	-	-
5111	Material and supplies	18,688	29,590	29,008	62,256
5112	Small tools and equipment	1,198	-	-	-
5114	Raw foods	-	-	21,239	75,000
	75,000 Food purchases for the Sr. Nutrition Program				
5121	Advertising	-	-	-	3,500
5122	Dues and subscriptions	-	500	145	1,250
	1,000 California Park & Recreation Society Memberships				
	250 Annual fee to California Senior Game Association				
5131	Mileage	60	800	324	779
5132	Meetings and conferences	149	1,000	875	1,000
	1,000 Ca Park & Recreation Society mini-conferences				
5133	Education and training	-	-	193	300
	300 CPR & First Aid Training for Staff				
5161	Insurance premiums	776	-	-	-
5171	Rentals	-	-	-	1,750
	750 Sr, Games - Golf Course Fees				
	500 Sr. Games - Bowling Facility				
	500 Sr. Games - Pool Rental				



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

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5174	Printing charges	1,906	1,000	735	8,650
5175	Postage	274	1,000	826	2,938
5176	Copy machine charges	-	-	-	1,800
5181	Other operating expenses	262	-	-	-
5193	Grant match	87,233	3,499	-	-
5502	Professional/contractual services	-	-	-	3,250
	3,250 Special Event - Ollie McDonald/Sr. Games				
5505	Other professional services	4,022	9,100	8,764	8,430
	4,800 DJ Services for 12 monthly themed dances				
	3,630 Entertainer for 33 Saturday dances				
5601	Garage charges	605	1,324	-	2,195
5602	Workers compensation	-	11,696	11,616	6,241
5603	Liability	-	2,829	1,282	921
5604	IT charges in-house	-	28,927	25,346	15,677
5612	Fleet charges - fuel	2,200	2,872	1,404	2,791
5706	Alterations and renovations	-	-	-	4,000
	4,000 Double-sided pedastal sign for 5th Street Sr. Center				
<b>Senior Services Totals</b>		<b>262,256</b>	<b>245,062</b>	<b>235,958</b>	<b>372,254</b>

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

Account	Account Description	2017 Actual Amount	2018 Amended Budget	2018 Unaudited Actuals	2019 Adopted Budget
5011	Salaries perm/fulltime	30,913	32,534	19,439	33,874
5014	Salaries temp/parttime	1,388	21,766	-	25,302
5018	Vacation pay	-	-	1,165	-
5026	PERS retirement	7,529	2,809	1,859	3,446
5027	Health/Life Insurance	5,319	5,739	1,519	8,760
5029	Medicare	439	472	299	491
5034	CALPERS UNFUNDED LIABILITY	-	6,251	6,028	13,615
5111	Material and supplies	10,149	21,520	14,704	21,500
	4,000 General maintenance items for ball fields and courts				
	5,500 Lamps for ball fields and outdoor courts				
	2,000 Materials for repairs to ball fields & outdoor court lighting				
	10,000 Parts for concession building repairs, irrigation systems, etc				
5122	Dues and subscriptions	220	400	400	400
	145 California Park & Recreation Society Membership				
	255 Southern California Municipal Athletic Federation Membership				
5131	Mileage	-	300	-	300
5132	Meetings and conferences	120	300	-	300
	150 California Park & Recreation Society workshops/mini				
	150 So Ca Municipal Athletic Federation mini conferences				
5171	Rentals	1,815	12,400	1,859	14,000
	11,000 Rental of equipment for lamping & repairs to light poles				
	3,000 Servicing of portable toilets for Garden Project				
5174	Printing charges	47	500	69	200
5175	Postage	128	500	43	-
5502	Professional/contractual services	-	20,700	1,920	-
5505	Other professional services	13,400	-	9,792	15,700
	7,800 Annual service agreement for field lighting system				

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

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
7,000	Contracted repairs to outdoor facilities				

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

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
	900 Welding services for fences, gates, chains, and locks				
5602	Workers compensation	-	4,870	4,837	4,931
5603	Liability	-	1,178	534	728
5604	IT charges in-house	-	12,046	10,555	12,386
5704	Miscellaneous equipment	-	10,000	5,980	-
<b>Outdoor Facilities Totals</b>		<b>71,467</b>	<b>154,286</b>	<b>81,002</b>	<b>155,933</b>

**General Fund  
Parks, Recreation & Community Services  
Community Service Division  
Retired Senior Volunteer Program**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	-	21,588	17,829	26,975
5014	Salaries temp/parttime	-	2,419	2,424	-
5026	PERS retirement	-	5,623	1,905	2,392
5027	Health/Life Insurance	-	2,940	3,185	4,818
5029	Medicare	-	393	295	391
5034	CALPERS UNFUNDED LIABILITY	-	-	4,821	7,488
5111	Material and supplies	-	200	3	750
5135	Transportation - grants	-	8,580	1,294	11,700
5150	Utilities	-	753	-	753
5157	Telephone charges	-	200	-	200
5161	Insurance premiums	-	356	-	1,025
5174	Printing charges	-	150	-	150
5181	Other operating expenses	-	1,465	-	2,442
5505	Other professional services	-	-	775	-
<b>General Fund RSVP Totals</b>		-	44,667	32,531	59,084

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

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	-	26,735	27,349	30,959
5018	Vacation pay	-	-	729	-
5026	PERS retirement	-	10,841	1,989	3,149
5027	Health/Life Insurance	-	6,494	1,812	6,504
5028	Unemployment insurance	-	118	-	-
5029	Medicare	-	517	303	449
5034	CALPERS UNFUNDED LIABILITY	-	-	3,676	10,892
5111	Material and supplies	-	540	-	540
5131	Mileage	-	200	287	200
5150	Utilities	-	2,700	-	2,700
5174	Printing charges	-	200	509	200
5175	Postage	-	118	193	118
5505	Other professional services	-	470	-	470
5602	Workers compensation	-	1,248	-	4,260
5603	Liability	-	-	-	629
5604	IT charges in-house	-	-	-	10,701
5605	Telephone support	-	900	-	900
<b>Senior Companion Totals</b>		-	51,081	36,847	72,671

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

Account	Account Description	2017 Actual Amount	2018 Amended Budget	2018 Unaudited Actuals	2019 Adopted Budget
5011	Salaries perm/fulltime	42,484	39,376	45,777	86,003
5014	Salaries temp/parttime	18,886	-	(172)	16,453
5015	Overtime	-	-	25	-
5026	PERS retirement	10,559	3,399	4,038	8,140
5027	Health/Life Insurance	5,540	5,900	393	17,520
5029	Medicare	890	571	687	1,247
5034	CALPERS UNFUNDED LIABILITY	-	-	-	27,229
5111	Material and supplies	7,009	13,550	9,149	13,850
5112	Small tools and equipment	324	-	-	-
5122	Dues and subscriptions	120	240	126	126
	126 Dues for California Association of Public Cemeteries				
5151	Electric charges	299	1,000	363	500
5152	Gas charges	-	100	-	100
5154	Water charges	26,963	30,000	33,360	30,000
5171	Rentals	-	500	-	400
	400 Uniform Rentals for Cemetery Worker				
5175	Postage	2	75	-	75
5505	Other professional services	-	12,000	4,524	11,000
	1,000 Backflow testing, repairs and replacement as needed				
	10,000 Tree trimming and related services				
5506	Landscape contracts	39,993	40,000	34,442	44,100
	44,100 Landscape maintenance contract				
5601	Garage charges	-	-	9,509	24,760
5602	Workers compensation	-	-	-	11,501
5603	Liability	-	-	-	1,697
5604	IT charges in-house	-	-	-	28,890
5612	Fleet charges - fuel	-	-	710	15,122

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

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
	<b>Cemetery Administration Totals</b>	153,068	146,711	142,931	338,713



**Grant Fund  
Parks, Recreation & Community Services  
Community Service Division  
Retired Senior Volunteer Program**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	26,441	19,430	18,824	22,071
5014	Salaries temp/parttime	4,340	8,029	3,647	5,949
5026	PERS retirement	1,992	5,060	1,326	1,957
5027	Health/Life Insurance	2,149	2,646	2,462	3,942
5028	Unemployment insurance	22	-	-	-
5029	Medicare	446	354	331	320
5034	CALPERS UNFUNDED LIABILITY	-	-	3,441	6,127
5111	Material and supplies	695	966	1,166	750
5131	Mileage	-	1,000	-	-
5132	Meetings and conferences	(172)	-	23	1,000
5135	Transportation - grants	4,896	7,020	9,094	3,900
5161	Insurance premiums	530	1,014	-	342
5174	Printing charges	170	-	-	-
5175	Postage	(170)	-	-	-
5181	Other operating expenses	765	1,791	-	814
5505	Other professional services	(315)	-	531	-
5602	Workers compensation	144	-	-	-
<b>Grant Fund RSVP Totals</b>		<b>41,933</b>	<b>47,310</b>	<b>40,845</b>	<b>47,171</b>

**Grant Fund  
Parks, Recreation & Community Services  
Community Service Division  
Senior Companion Program**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	19,516	43,981	23,850	44,189
5014	Salaries temp/parttime	2,370	-	224	-
5018	Vacation pay	-	-	1,094	-
5026	PERS retirement	1,663	6,420	3,175	4,495
5027	Health/Life Insurance	2,954	3,802	2,762	10,376
5028	Unemployment insurance	-	94	-	-
5029	Medicare	255	508	486	641
5034	CALPERS UNFUNDED LIABILITY	-	-	5,514	16,337
5111	Material and supplies	-	60	-	60
5131	Mileage	-	1,465	-	1,465
5132	Meetings and conferences	656	-	-	-
5135	Transportation - grants	38,156	35,220	33,427	35,220
5136	Meals	18,294	21,120	13,682	21,120
5161	Insurance premiums	513	515	513	515
5181	Other operating expenses	1,363	1,822	1,837	1,822
5191	Stipends	171,843	171,554	128,054	171,554
5602	Workers compensation	-	1,227	-	1,227
<b>Senior Companion Totals</b>		<b>257,582</b>	<b>287,788</b>	<b>214,618</b>	<b>309,021</b>

**Grant Fund  
Parks, Recreation & Community Services  
Community Service Division  
Senior Nutrition Program**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	55,566	55,962	57,908	59,942
5014	Salaries temp/parttime	126,127	107,274	109,637	140,000
5026	PERS retirement	12,925	4,830	4,338	4,716
5027	Health/Life Insurance	6,097	6,371	7,396	7,396
5029	Medicare	2,635	812	2,429	869
5034	CALPERS UNFUNDED LIABILITY	-	10,751	10,369	13,615
5112	Small tools and equipment	12,397	11,000	11,190	11,000
5114	Raw foods	121,375	90,875	128,673	55,373
5172	Equipment maintenance	444	2,300	-	2,300
5181	Other operating expenses	3,188	6,000	4,203	6,000
5505	Other professional services	15,171	13,825	13,825	16,000
5910	Credit - federal and state program funding	(27,589)	-	-	-
<b>Senior Nutrition Totals</b>		<b>328,334</b>	<b>310,000</b>	<b>349,968</b>	<b>317,211</b>

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# POLICE DEPARTMENT

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investigations, investigative support to all units within the department, and clandestine enforcement. The North unit has responsibility for the Specialized Weapons and Tactics unit (SWAT). SWAT responds to dynamic field situations throughout the City and is also responsible for the service of all high-risk search warrants for all divisions within the Police Department.

### **SUPPORT SERVICES**

This Division includes the Downtown/City Hall unit and is responsible for managing all security services for City facilities and employees in the downtown area. It also includes the Dispatch function which 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 function is also part of this division and is the repository for all reports generated by the Department. This group 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 applications.

The Intel/Emergency Services unit prepares, prevents, responds, and recovers 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. The Crime Analysis Unit tracks and analyzes crime data in order to better inform the Department's operational units. Lastly, this division includes the Enforcement/Beautification group which has recently added the Code Enforcement function to its responsibilities. This unit strives to gain compliance with duly-adopted regulations such as land use and zoning ordinances, health and housing codes, sign standards, and uniform building and fire codes. It includes the Community Affairs staff who work to improve police effectiveness and public safety by emphasizing the fundamental principles of modern policing, which includes both increasing police-community trust and preventing crime instead of reacting to crime.

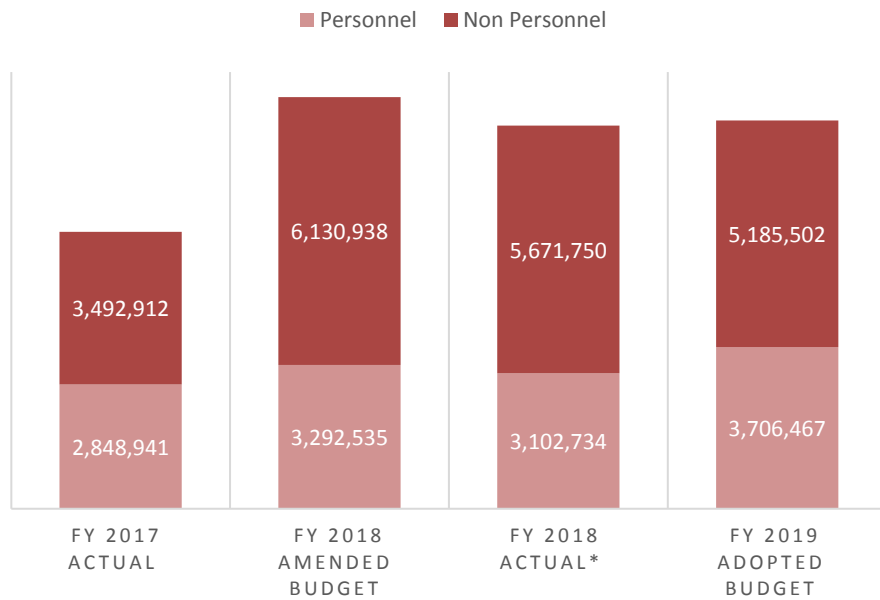
### **ANIMAL CONTROL**

Animal Control 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.



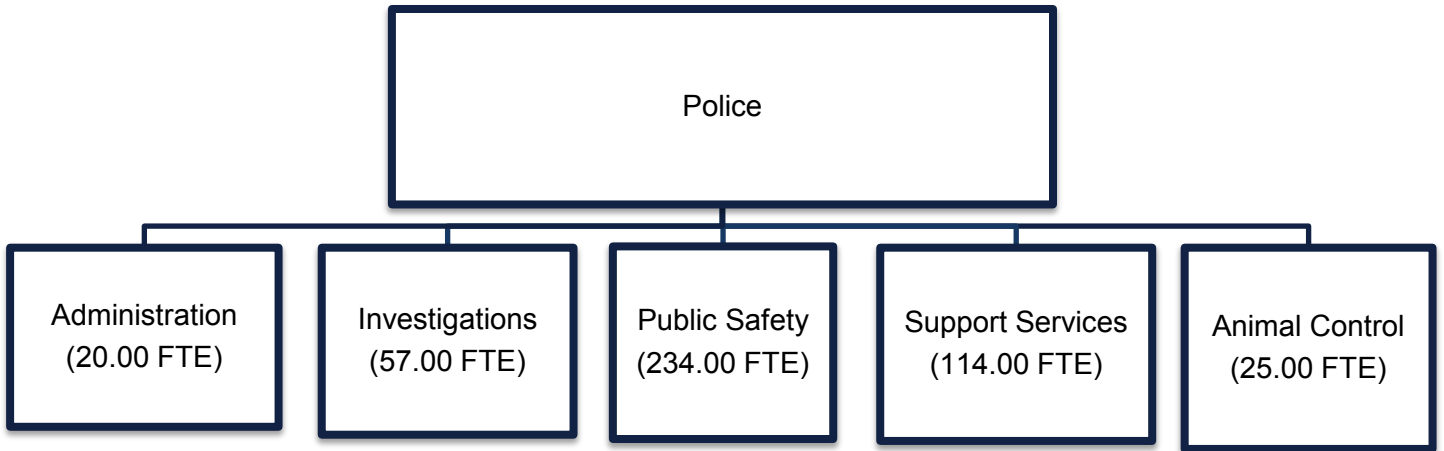
**BUDGET HIGHLIGHTS**

- Ongoing funding for technology upgrades for Computer Aided Dispatch and HT Radio contract with County
- Funding continues to refresh the police fleet, with resources allocated for black and white cars as well as unmarked undercover vehicles
- Code Enforcement budget transferred into the Police budget for FY 2018/19
- Additional contractual services for board-up services associated with the Code Enforcement function
- Reduced costs for outside security contract as service for two transportation centers consolidated into those Cooperative Agreements for maintenance and operations

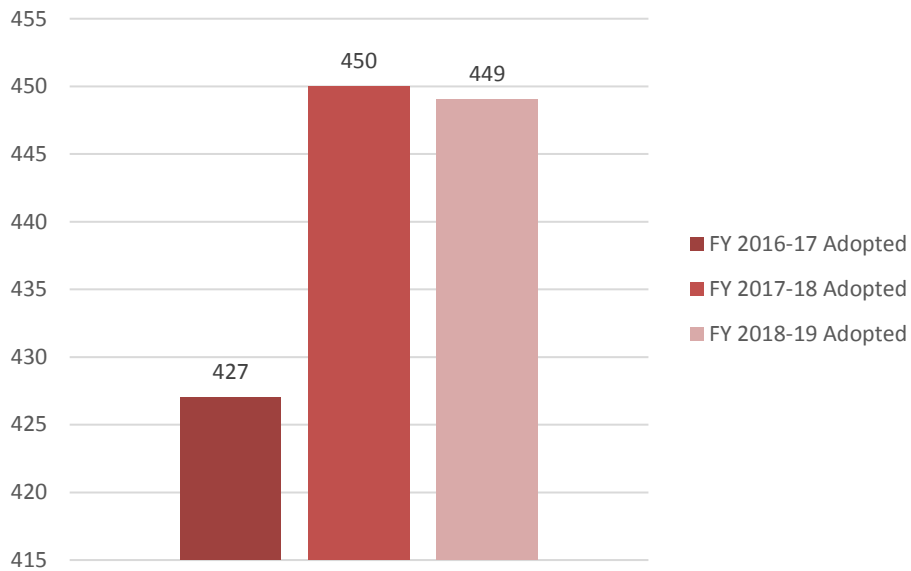


*\*FY 2018 Actuals are unaudited.*

**ORGANIZATIONAL CHART**



**PERSONNEL SUMMARY**



**PERSONNEL CHANGES**

Full-time personnel have been reduced by 1 position:

- Weed Abatement Coordinator – 1.00 FTE

## **LOOKING BACK -ACHIEVEMENTS**

### **ACHIEVEMENT #1**

Successfully hired and trained 26 police officers eliminating existing vacancies at the sworn ranks that had impacted Department operations since 2012.

### **ACHIEVEMENT #2**

Establishment of the Violence Interruption Program (VIP) modeled after industry best practices in reducing violence.

### **ACHIEVEMENT #3**

Successfully integrated Code Enforcement operations into the Police Department.

**LOOKING FORWARD – PERFORMANCE MEASURES**

	<b>FY 17/18 Actual</b>	<b>FY 18/19 Goal</b>	<b>Mayor and City Council Goal &amp; Objective</b>
<p><b>Goal:</b> 1. Streamline processes with new technologies where officers can perform more tasks in the field thus reducing the number of trips to the Police Station.</p> <p><b>Measure:</b> Identify processes that can be improved by streamlining.</p>	N/A	Yes	Operate in a Fiscally Responsible and Business-Like Manner
<p><b>Goal:</b> 2. Participate in ten regional task forces, and maintain relationships with Federal, state, and local partners. Continue to hold positions on several regional boards and committees.</p> <p><b>Measure:</b> Maintain partnerships with regional law enforcement task forces and maintain appointments on boards and committees.</p>	Yes	Yes	Pursue City Goals and Objectives by Working with Other Agencies
<p><b>Goal:</b> 3. Recruit, hire and train personnel. Staffing these positions will enable the Department to improve service levels and create a safer environment for citizens.</p> <p><b>Measure:</b> Fill all vacant positions.</p>	N/A	100%	Ensure Development of a Well-Planned, Balanced, and Sustainable City
<p><b>Goal:</b> 4. Reduce gang violence through identification and intervention.</p> <p><b>Measure:</b> Percentage of violent crimes cleared .</p>		5%	Provide for the Safety of City Residents
<p><b>Goal:</b> 5. Increase social media footprint, explore new platforms for both staff and the community. Increase engagement between police staff and community members on social media as a means of outreach and communication.</p> <p><b>Measure:</b> Respond to social media posts from the public in a timely manner.</p>	N/A	5%	Improve City Government Operations

**Note: FY 18/19 will be the base year; data for FY 17/18 is not applicable.**

**City of San Bernardino  
2018-19 Department Summary  
Police Department**

<b>Department/ Division</b>	<b>2016-17 Actual Amount</b>	<b>2017-18 Amended Budget</b>	<b>2017-18 Unaudited Actual</b>	<b>2018-19 Adopted Budget</b>	<b>% Change from Amended Budget 2017-18</b>
0001 Administration	10,620,650	5,217,382	7,323,233	5,640,937	8%
Animal Control / 0002 Field Services	521,661	924,127	569,757	935,209	1%
Animal Control / 0003 Shelter Services	6,877	77,686	-	38,844	-
Investigations / 0082 General Investigation	7,178,891	9,248,611	8,590,525	9,216,069	-
Investigations / 0083 Forensics Property	1,250,846	1,574,202	1,515,343	1,274,996	-
Support Services / 0021 Enforcement & Beautification	-	1,393,394	1,246,389	4,048,806	188%
Support Services / 0033 Downtown & City Hall	370,352	1,032,373	879,634	1,047,828	-
Support Services / 0062 Public Safety Systems	-	1,049,257	757,354	1,324,483	26%
Support Services / 0084 Dispatch	2,047,773	3,114,130	2,373,011	3,503,723	13%
Support Services / 0085 Records	1,337,213	1,712,758	1,796,660	1,876,519	10%
Support Services / 0086 Personnel & Training	941,251	1,869,117	1,464,830	2,224,612	19%
Public Safety / 0078 Patrol Field Services	29,334,286	37,822,226	36,886,583	38,378,687	1%
Public Safety / 0081 Traffic	1,854,005	1,495,134	1,425,671	1,748,948	17%
Public Safety / 0087 Traffic Safety	343,436	712,555	670,026	600,000	-16%
Public Safety / 0145 South Operations	1,053	3,814,131	3,675,196	3,239,304	-16%
Public Safety / 0146 North Operations	411	2,154,825	1,921,298	3,225,608	48%
Public Safety / 0147 Intel/Emergency Management	5,906	3,084,799	2,444,046	3,786,173	23%
Public Safety / 8652 San Manuel CCF 2017-2020	-	1,800,000	444,303	1,200,000	-33%
Public Safety / 8654 Dignity Health	-	200,000	68,396	250,000	25%
Grants	2,039,449	2,925,344	3,427,991	1,648,515	-
<b>Grand Total</b>	<b>63,452,828</b>	<b>82,384,660</b>	<b>78,476,851</b>	<b>85,209,261</b>	<b>3%</b>

**Funding Sources**

001 General	59,473,375	75,750,496	72,689,962	81,101,387	7%
108 Asset forfeiture	39,784	224,500	206,523	196,500	-12%
118 Gang and street asset forfeiture	12,333	108,704	80,000	95,000	-13%
119 Community Developmnt Block Grant	-	512,349	229,257	-	-100%
123 Federal grant programs	1,994,851	2,412,995	2,789,569	648,515	-73%
124 Animal control	1,589,050	2,493,266	1,641,719	2,567,859	3%
128 Traffic safety	343,436	712,555	670,026	600,000	-16%
261 Law Enforcement Facilities	-	169,795	169,795	-	-100%
<b>Grand Total</b>	<b>63,452,828</b>	<b>82,384,660</b>	<b>78,476,851</b>	<b>85,209,261</b>	<b>3%</b>

**General Fund  
Police Department  
Administration**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	1,804,733	2,308,202	2,479,798	2,598,519
5012	Special salaries	48,200	59,950	66,607	63,900
5013	Auto/phone allowance	4,680	4,680	6,810	5,460
5014	Salaries temp/parttime	126,814	73,769	87,500	71,500
5015	Overtime	16,343	20,000	89,261	20,000
5018	Vacation pay	54,782	-	291,203	-
5026	PERS retirement	755,650	331,260	373,825	398,910
5027	Health/Life Insurance	149,348	197,423	211,037	204,221
5028	Unemployment insurance	-	-	-	215
5029	Medicare	30,053	34,339	44,052	38,605
5033	Salary Savings	-	(2,300,000)	-	(2,028,112)
5034	CALPERS UNFUNDED LIABILITY	-	862,840	832,197	740,766
5102	Computer Equip-Non Capital	5,880	5,000	11,477	10,000
	10,000 PMA technology reimbursement per MOU, Reso 2015-255				
5111	Material and supplies	144,371	112,000	108,688	120,000
	5,000 Administration supplies				
	5,000 Employee Wellness Program initiatives				
	10,000 Monthly first aid kit supplies - 10 depts & all patrol vehicles				
	100,000 Office supplies needed on a daily basis for 450 employees				
5112	Small tools and equipment	10,679	12,500	2,562	-
5113	Motor fuel and lubricants	-	1,500	156	-
5122	Dues and subscriptions	6,056	7,110	5,927	9,125
	2,315 Calif Police Chief's Assoc. annual dues				
	60 Costco annual membership fee				
	150 CPCOA annual dues - Assistant Chief				
	150 International Assoc of Police Chief's annual dues				
	5,000 PMA Membership dues reimbursement per Reso 2015-255				
	200 Police Executive Forum dues - Assistant Chief				
	475 Police Executive Forum dues - Chief				

**General Fund  
Police Department  
Administration**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
	125 SB Chamber of Commerce dues				
	250 SB County Chief's annual dues				
	400 The Sun newspaper subscription				
5132	Meetings and conferences	15,168	15,500	10,637	14,500
	7,000 International Police Chief's Conference attendance				
	2,500 Monthly in-house management meetings & promotional events				
	5,000 Travel reimbursement for the chief to attend meetings & conf.				
5141	Local travel and meetings	143	-	26	-
5151	Electric charges	158,316	225,000	245,236	235,000
5152	Gas charges	12,167	12,000	11,183	12,500
5154	Water charges	10,923	10,000	13,769	12,000
5171	Rentals	34,701	36,000	35,297	35,300
	35,300 Contract services for rental of auxilliary parking lot at PD				
5172	Equipment maintenance	23,972	43,000	28,278	14,500
	5,000 Access card reader system maintenance				
	1,000 Audio/Video system maintenance				
	2,500 B building systems repair & maintenance				
	1,000 Camera repair & maintenance				
	2,000 Fire alarm system maintenance				
	3,000 Parking lot gates maintenance				
5173	Outside vehicle maintenance	78	20,000	-	-
5174	Printing charges	23,522	22,500	17,078	28,500
5176	Copy machine charges	23,997	40,000	18,253	20,000
5181	Other operating expenses	79,569	70,800	88,192	43,720
	8,000 Cellular fees for 16 License Plate Readers installed city-wide				
	30,000 Cellular fees for 48 security cameras installed city-wide				
	720 Monthly cable fees for 10 cable boxes.				
	5,000 Wall/carpet cleaning in Dispatch and building hallways				
5502	Professional/contractual services	-	-	-	463,604

**General Fund  
Police Department  
Administration**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
	10,000 Children's sexual assault exams - Children's Asses. Center				
	9,000 Crossing Guard Services-Redlands Unified SD				
	20,000 Landscape maintenance - Police headquarters				
	80,000 Medical evidence collection services				
	257,000 San Bernardino County Cal-ID Assessment Fee				
	2,000 SB Sheriff Livescan fees				
	600 SB Sheriff Property Evidence Tracking (PETS)				
	55,504 SB Sheriff's Automated Systems CLETS/CNI annual fees				
	25,000 State of Calif. livescan/fingerprint fees				
	4,500 Weekly towel service				
5505	Other professional services	150,304	130,400	150,460	3,000
	1,500 Pest Control services				
	1,500 Police memorial fountain weekly cleaning & service				
5601	Garage charges	26,626	32,423	11,726	23,320
5602	Workers compensation	3,492,798	254,793	232,651	268,821
5603	Liability	890,761	127,342	57,723	100,726
5604	IT charges in-house	763,808	90,906	79,654	83,087
5605	Telephone support	477,060	-	-	-
5612	Fleet charges - fuel	13,843	17,178	15,128	18,444
5701	Motor vehicles	204,325	672,514	449,490	417,000
	Replacement police vehicles				
5702	Computer equipment	469	-	-	-
5704	Miscellaneous equipment	-	175,000	174,352	-
	<b>Administration Totals</b>	<b>9,560,138</b>	<b>3,725,929</b>	<b>6,250,233</b>	<b>4,047,131</b>



**General Fund  
Police Department  
Support Services Division  
Enforcement/Beautification**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	-	656,896	538,661	2,020,436
5012	Special salaries	-	1,800	1,950	33,050
5013	Auto/phone allowance	-	6,600	-	780
5014	Salaries temp/parttime	-	90,000	76,388	81,870
5015	Overtime	-	10,000	5,180	50,000
5018	Vacation pay	-	-	8,950	-
5026	PERS retirement	-	57,276	49,659	253,374
5027	Health/Life Insurance	-	72,892	54,508	211,459
5029	Medicare	-	9,551	9,183	29,776
5034	CALPERS UNFUNDED LIABILITY	-	126,541	122,047	654,485
5111	Material and supplies	-	6,000	2,143	3,000
	3,000 Code Enf. & CPS supplies (gloves, masks, field supplies, etc).				
5122	Dues and subscriptions	-	1,000	760	500
	500 Code Enforcement Membership Dues				
5132	Meetings and conferences	-	1,500	-	-
5133	Education and training	-	3,500	390	-
5174	Printing charges	-	6,200	2,148	-
5175	Postage	-	28,500	15,945	-
5181	Other operating expenses	-	16,000	35,311	57,200
	26,000 San Bdno County (Notice of Liens)				
	30,000 San Bdno County (Notice of Pendancy)				
	1,200 San Bdno County (Parcel map & Special Assessment lists)				
5187	Police reserves	-	-	-	20,000
	2,500 Annual Reserve Banquet				
	3,000 Cal RPOA Annual Conference				
	1,500 Cal RPOA Annual Dues				
	10,000 Monthly Reserve Stipends				
	3,000 Reserve Training				
5502	Professional/contractual services	-	249,883	192,114	345,000

**General Fund  
Police Department  
Support Services Division  
Enforcement/Beautification**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
	5,000 Asbestos removal				
	200,000 Board up services				
	100,000 Demolition services				
	25,000 Litigation Guarantees				
	15,000 Weed Abatement - SB County				
5505	Other professional services	-	-	1,450	-
5601	Garage charges	-	30,122	9,780	24,569
5602	Workers compensation	-	34,025	33,793	146,145
5603	Liability	-	19,867	9,005	54,761
5604	IT charges in-house	-	78,290	68,599	45,171
5612	Fleet charges - fuel	-	11,950	8,304	17,230
5946	Credit - C-1 recoverable	-	(125,000)	-	-
	<b>Enforcement/beautification Totals</b>	-	1,393,394	1,246,268	4,048,806

**General Fund  
Police Department  
Support Services Division  
Downtown/City Hall**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	890	-	987	-
5014	Salaries temp/parttime	87,041	107,855	89,979	238,000
5026	PERS retirement	3,283	-	1,288	-
5028	Unemployment insurance	-	-	-	714
5029	Medicare	1,275	-	1,319	3,451
5502	Professional/contractual services 800,000 City-wide contract security guard services.	271,972	917,000	784,165	800,000
5601	Garage charges	3,029	3,876	923	3,262
5612	Fleet charges - fuel	2,863	3,642	974	2,401
<b>Downtown/City Hall Totals</b>		<b>370,352</b>	<b>1,032,373</b>	<b>879,635</b>	<b>1,047,828</b>

**General Fund  
Police Department  
Support Services Division  
Public Safety Systems**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5102	Computer Equip-Non Capital	-	479,200	39,852	-
5111	Material and supplies	-	-	7,753	-
5112	Small tools and equipment	-	-	2,462	-
5167	Software Maintenance	-	-	-	260,058
	31,558 DTB & training software annual maintenance (Lexipol)				
	24,900 GoEnforce annual maintenance (Government Outreach)				
	3,300 I/A Pro & Blue Team (CI Technologies)				
	200,000 Security cameras annual maintenance (CelPlan)				
	300 Total Station software annual maintenance (MicroSurvey)				
5172	Equipment maintenance	-	145,057	165,604	17,225
	17,225 UPS System maintenance (Odyssey Power)				
5181	Other operating expenses	-	25,000	141,683	647,200
	6,000 Job posting subscription renewal - (NeoGov) shared cost				
	260,000 New World Enterprise CAD upgrade & Brazos-Ecite (Tyler)				
	1,500 Salamander Rapid Tag & ID system renewal				
	371,000 San Bdn County - Fees for HT radio service				
	2,000 Satellite phones service fees (Satcom Global)				
	1,900 Steno software annual license fees (Gigatron)				
	4,800 Tip line & alerts subscription fee (Public Engines-TipSoft)				
5803	Lease payments	-	400,000	400,000	400,000
	400,000 Tyler Technologies - annual lease payment				
<b>Public safety systems Totals</b>		<b>-</b>	<b>1,049,257</b>	<b>757,354</b>	<b>1,324,483</b>

**General Fund  
Police Department  
Public Safety Division  
Patrol Field Services**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	16,666,095	18,693,859	17,630,139	18,472,281
5012	Special salaries	492,990	391,220	479,356	414,790
5013	Auto/phone allowance	3,120	780	1,560	780
5014	Salaries temp/parttime	48,388	-	30,611	-
5015	Overtime	2,141,035	2,070,000	1,902,230	1,500,000
5018	Vacation pay	88,926	-	648,675	-
5026	PERS retirement	7,342,360	3,136,338	2,951,325	3,238,607
5027	Health/Life Insurance	1,495,620	2,138,807	1,764,534	1,797,809
5029	Medicare	292,559	276,734	302,669	273,863
5034	CALPERS UNFUNDED LIABILITY	-	7,117,288	7,323,240	9,159,024
5111	Material and supplies	22,239	8,500	61,901	35,000
	5,000 Fingerprint kits & cameras				
	10,000 Latex gloves				
	2,500 Patrol field supplies (barricade tape, masks, etc)				
	7,500 Road flares				
	10,000 Trauma kits for patrol vehicles				
5112	Small tools and equipment	65,910	3,000	8,184	1,000
5113	Motor fuel and lubricants	92	300	289	300
5122	Dues and subscriptions	1,260	700	410	750
	750 Police Explorer annual charter dues				
5132	Meetings and conferences	18	1,000	-	-
5141	Local travel and meetings	2,290	-	2,870	-
5155	Cellular service	1,805	2,000	1,826	-
5172	Equipment maintenance	75	2,000	-	2,000
	2,000 Bicycle Enforcement Team equipment				
5173	Outside vehicle maintenance	16,384	40,000	15,193	20,000
	15,000 Car wash services for department fleet				
	5,000 Speciality vehicle maintenance				
5181	Other operating expenses	184,569	250,000	103,215	-

**General Fund  
Police Department  
Public Safety Division  
Patrol Field Services**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5187	Police reserves	12,349	20,000	15,553	-
5505	Other professional services	15,601	18,000	17,452	17,900
	8,400 Police K-9 monthly training fees-4 K9s @ \$175/mo				
	2,000 Police K-9 veterinarian services				
	5,000 Tow fees - vehicles towed for investigations or at City cost				
	2,500 Training for Mounted Enforcement personnel				
5601	Garage charges	498,595	619,883	486,515	889,581
5602	Workers compensation	-	2,030,028	2,026,183	1,814,981
5603	Liability	-	1,014,576	459,896	680,068
5604	IT charges in-house	-	724,201	634,560	560,975
5612	Fleet charges - fuel	340,975	463,012	451,265	530,228
5701	Motor vehicles	34,721	-	28,000	-
5910	Credit - federal and state program funding	(433,690)	-	(463,213)	-
5945	Recoverable expense	-	(1,200,000)	-	(1,031,250)
	COPS Grant Credit			10,535	
	<b>Patrol field services Totals</b>	<b>29,334,286</b>	<b>37,822,226</b>	<b>36,894,973</b>	<b>38,378,687</b>

**General Fund  
Police Department  
Public Safety Division  
Traffic**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	1,097,859	669,880	659,733	834,081
5012	Special salaries	28,838	9,400	9,400	13,350
5014	Salaries temp/parttime	22,085	32,662	15,280	32,100
5015	Overtime	55,079	50,000	52,567	50,000
5018	Vacation pay	5,422	-	24,737	-
5026	PERS retirement	441,512	79,525	81,001	107,672
5027	Health/Life Insurance	90,084	102,844	64,429	101,659
5028	Unemployment insurance	-	-	-	96
5029	Medicare	17,733	9,850	11,402	12,288
5034	CALPERS UNFUNDED LIABILITY	-	187,478	180,819	307,723
5111	Material and supplies	1,935	5,500	4,515	10,100
	5,000 Motoport motorcycle pants				
	500 Ticket writer paper				
	1,000 Traffic cones				
	3,600 Two motorcycle helmets with communication devices				
5112	Small tools and equipment	7,422	10,000	7,988	11,000
	11,000 Ticket writers (2) and printers (3)				
5113	Motor fuel and lubricants	144	-	-	-
5133	Education and training	750	-	-	-
5141	Local travel and meetings	48	-	144	-
5172	Equipment maintenance	1,200	4,000	1,509	1,500
	1,500 LIDAR and radar repair & recalibrations				
5181	Other operating expenses	1,050	-	300	-
5502	Professional/contractual services	-	-	-	50,000
	50,000 Parking Citation administration services				
5505	Other professional services	43,245	44,000	48,366	5,000
	5,000 Monthly credit card transaction and rental fees				
5601	Garage charges	35,244	48,037	52,272	74,835
5602	Workers compensation	-	128,813	127,932	75,573

**General Fund  
Police Department  
Public Safety Division  
Traffic**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5603	Liability	-	64,378	29,182	28,317
5604	IT charges in-house	-	45,958	40,269	23,358
5612	Fleet charges - fuel	4,356	2,809	13,756	10,297
<b>Traffic Totals</b>		1,854,005	1,495,134	1,425,601	1,748,948



**General Fund  
Police Department  
Investigations Division  
General Investigation**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	3,984,264	4,261,998	3,833,909	4,412,027
5012	Special salaries	108,525	120,850	113,164	122,700
5013	Auto/phone allowance	780	780	780	780
5015	Overtime	693,283	600,000	546,733	600,000
5018	Vacation pay	53,147	-	238,409	-
5026	PERS retirement	1,668,055	639,694	591,773	695,098
5027	Health/Life Insurance	399,570	450,287	399,819	387,916
5029	Medicare	62,127	63,552	62,100	65,754
5034	CALPERS UNFUNDED LIABILITY	-	1,639,587	1,581,357	1,717,573
5111	Material and supplies	470	1,500	16,562	1,500
5112	Small tools and equipment	-	-	3,039	-
5122	Dues and subscriptions	27,391	28,000	25,922	19,800
	6,000 CLEARs database subscription (West Payment Center)				
	13,800 Law Enforcement Database subscription (Leads Online)				
	15,000 Investigators meetings, conferences & symposiums				
5132	Meetings and conferences	-	1,000	816	-
5141	Local travel and meetings	48	-	481	-
5172	Equipment maintenance	-	1,500	-	-
5173	Outside vehicle maintenance	15,571	20,000	8,630	-
5181	Other operating expenses	2,383	20,000	10,000	20,000
	20,000 Extradition costs				
5505	Other professional services	34,623	41,350	35,833	36,900
	900 Annual GPS monitoring services (3Si)				
	1,000 Text message retrieval services				
	35,000 Toxicology-speciman analysis services				
5601	Garage charges	47,526	51,924	32,687	47,817
5602	Workers compensation	-	501,379	497,950	451,570
5603	Liability	-	250,581	113,586	169,202
5604	IT charges in-house	-	178,883	156,741	139,572

**General Fund  
Police Department  
Investigations Division  
General Investigation**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5612	Fleet charges - fuel	29,010	42,542	32,982	36,360
<b>General investigation Totals</b>		<b>7,126,774</b>	<b>8,915,407</b>	<b>8,303,273</b>	<b>8,924,569</b>

**General Fund  
Police Department  
Investigations Division  
Forensics/Property**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	636,524	722,280	577,884	724,928
5012	Special salaries	4,368	4,140	4,548	4,140
5015	Overtime	73,757	60,000	49,491	60,000
5018	Vacation pay	125	-	26,876	-
5026	PERS retirement	158,224	64,152	53,555	66,649
5027	Health/Life Insurance	61,789	88,423	61,365	84,051
5029	Medicare	10,444	10,534	9,655	10,571
5034	CALPERS UNFUNDED LIABILITY	-	139,552	330,624	176,989
5111	Material and supplies	28,230	33,500	30,684	21,500
	2,000 Evidence tags				
	16,000 Forensic and imaging supplies				
	1,500 Packaging supplies for storing evidence (bags, ties, hangers)				
	2,000 Sheriff's store charges (GSR kits, apps, etc)				
5112	Small tools and equipment	-	-	693	-
5122	Dues and subscriptions	1,075	660	555	660
	660 CAPE, IAPE, & CSDIAI annual dues				
5132	Meetings and conferences	1,480	2,200	1,430	2,200
	2,200 CSDIAI Conference				
5172	Equipment maintenance	-	-	1,700	650
	400 CSI Pix system annual maintenance (iSYS)				
	250 Refrigerator maintenance				
5181	Other operating expenses	600	1,000	1,103	1,000
	1,000 Photo processing and camera repairs				
5505	Other professional services	254,609	300,160	254,865	2,000
	1,000 Biohazard disposal services				
	1,000 Stericlean services				
5601	Garage charges	14,257	24,623	5,247	10,730
5602	Workers compensation	-	63,358	62,925	59,090
5603	Liability	-	31,665	14,354	22,141

**General Fund  
Police Department  
Investigations Division  
Forensics/Property**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5604	IT charges in-house	-	22,605	19,807	18,264
5612	Fleet charges - fuel	5,364	5,349	7,934	9,432
<b>Forensics-property Totals</b>		<b>1,250,846</b>	<b>1,574,202</b>	<b>1,515,295</b>	<b>1,274,996</b>

**General Fund  
Police Department  
Support Services Division  
Dispatch**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	1,185,714	1,596,657	1,261,518	1,831,995
5012	Special salaries	15,506	14,760	17,754	19,250
5013	Auto/phone allowance	98	-	(16)	780
5014	Salaries temp/parttime	78,161	224,098	60,118	146,339
5015	Overtime	296,422	300,000	264,445	300,000
5018	Vacation pay	6,895	-	27,490	-
5026	PERS retirement	314,695	148,470	118,197	188,050
5027	Health/Life Insurance	125,318	228,771	156,669	236,247
5028	Unemployment insurance	-	-	-	439
5029	Medicare	23,221	23,366	23,915	26,843
5034	CALPERS UNFUNDED LIABILITY	-	309,566	221,993	488,320
5111	Material and supplies	425	5,000	3,178	5,000
	500 Criss-cross directory				
	2,500 Dispatch supplies (console parts, etc)				
	2,000 Replacement headsets				
5112	Small tools and equipment	1,319	-	211	-
5602	Workers compensation	-	141,898	140,927	154,689
5603	Liability	-	70,918	32,146	57,961
5604	IT charges in-house	-	50,627	44,360	47,811
<b>Dispatch Totals</b>		<b>2,047,773</b>	<b>3,114,130</b>	<b>2,372,905</b>	<b>3,503,723</b>

**General Fund  
Police Department  
Support Services Division  
Records**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	872,291	968,493	896,598	1,000,333
5012	Special salaries	5,456	4,500	4,728	4,500
5013	Auto/phone allowance	98	-	(16)	-
5015	Overtime	21,030	25,000	25,089	25,000
5018	Vacation pay	2,776	-	30,547	-
5026	PERS retirement	224,904	86,864	83,059	93,934
5027	Health/Life Insurance	127,185	179,047	160,838	171,011
5029	Medicare	12,638	14,109	13,479	14,570
5034	CALPERS UNFUNDED LIABILITY	-	186,920	367,178	353,979
5102	Computer Equip-Non Capital	919	-	-	-
5111	Material and supplies	381	2,000	3,747	1,500
	1,500 Supplies for ID card maker and postage machines				
5112	Small tools and equipment	390	2,000	-	2,000
	2,000 Replacement desk chairs				
5171	Rentals	2,795	4,000	-	3,750
	3,750 Pitney Bowes postage machine rental				
5172	Equipment maintenance	-	1,000	-	1,000
	1,000 Steno and scanning machines repair & maintenance				
5175	Postage	25,654	30,000	38,703	46,250
	250 Department PO Box annual fees				
	43,500 Department-wide postage fees				
	2,500 Federal Express mail services				
5181	Other operating expenses	1,885	1,900	1,885	-
5505	Other professional services	38,813	42,500	35,003	-
5602	Workers compensation	-	88,564	87,958	94,248
5603	Liability	-	44,263	20,064	35,314
5604	IT charges in-house	-	31,598	27,687	29,130
<b>Records Totals</b>		<b>1,337,213</b>	<b>1,712,758</b>	<b>1,796,547</b>	<b>1,876,519</b>

**General Fund  
Police Department  
Support Services Division  
Personnel and Training**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	252,944	530,675	431,383	541,825
5012	Special salaries	3,950	11,550	8,917	12,150
5014	Salaries temp/parttime	47,115	279,252	40,272	145,500
5015	Overtime	35,291	25,000	72,244	40,000
5018	Vacation pay	-	-	30,040	-
5026	PERS retirement	90,642	75,139	59,591	79,002
5027	Health/Life Insurance	28,519	54,219	49,083	55,402
5028	Unemployment insurance	-	-	-	437
5029	Medicare	5,007	7,863	9,195	8,033
5034	CALPERS UNFUNDED LIABILITY	-	187,409	180,753	198,806
5111	Material and supplies	190,989	294,115	266,310	224,000
	1,000 Annual 10-48 retiree ceremony				
	15,000 Department award medals & badges				
	2,000 Department meeting supplies				
	50,000 Duty & range ammunition				
	25,000 Employee uniforms				
	2,000 Firing range supplies (targets & tools)				
	5,000 Gas masks				
	1,000 Keys & supplies				
	50,000 Leather gear & equipment				
	5,000 Less lethal ammunition (plastic, sponge, & bean bag rounds)				
	50,000 Replacement ballistic vests				
	18,000 Taser batteries, cartridges & holsters				
5112	Small tools and equipment	-	-	533	37,500
	12,500 25 Department issue wapons				
	25,000 25 Tasers to replace old outdated equipment				
5121	Advertising	1,800	-	-	-
5132	Meetings and conferences	1,935	4,500	795	7,500
	5,000 Out-of-town background investigations				

**General Fund  
Police Department  
Support Services Division  
Personnel and Training**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
	2,500 Recruitment fairs				
5133	Education and training	28,579	100,000	34,653	100,000
	100,000 Non-reimbursed training - all police personnel				
5134	Training - post reimburseable	170,487	150,000	116,889	150,000
	150,000 Post reimburseable training - all department personnel				
5141	Local travel and meetings		-	97	-
5172	Equipment maintenance	-	4,000	3,694	5,000
	5,000 Helmet refurbishment				
5181	Other operating expenses	37,862	29,000	42,668	40,000
	40,000 Employee recruitment bonuses				
5502	Professional/contractual services	-	-	-	439,000
	309,000 Body worn camera & Taser equipment & contract services				
	130,000 Contract services for background investigations				
5505	Other professional services	41,618	34,300	54,729	53,500
	300 Alarm services at firing range				
	5,700 Landscaping fees at firing range				
	25,000 Polygraph services				
	2,500 Pre-employment credit checks				
	2,000 Pre-employment EDD records				
	18,000 SB County Sheriff's rifle range fees				
5601	Garage charges	3,514	6,883	940	955
5602	Workers compensation	-	39,708	39,437	50,203
5603	Liability	-	19,846	8,996	18,811
5604	IT charges in-house	-	14,167	12,414	15,517
5612	Fleet charges - fuel	1,000	1,491	1,162	1,471
	<b>Personnel and training Totals</b>	<b>941,251</b>	<b>1,869,117</b>	<b>1,464,795</b>	<b>2,224,612</b>



**General Fund  
Police Department  
Public Safety Division  
South Operations**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	-	2,156,809	1,953,770	1,560,140
5012	Special salaries	-	62,600	55,787	44,450
5013	Auto/phone allowance	-	780	390	-
5015	Overtime	1,053	100,000	209,509	125,000
5018	Vacation pay	-	-	78,230	-
5026	PERS retirement	-	324,997	302,360	270,099
5027	Health/Life Insurance	-	220,617	167,107	123,241
5029	Medicare	-	32,182	33,378	23,267
5034	CALPERS UNFUNDED LIABILITY	-	834,686	805,042	698,118
5111	Material and supplies	-	9,000	15,644	3,000
	2,500 Hazmat protective gear				
	500 South Ops team supplies				
5122	Dues and subscriptions	-	600	-	-
5132	Meetings and conferences	-	2,000	-	-
5141	Local travel and meetings	-	-	411	-
5505	Other professional services	-	16,680	9,492	11,700
	2,100 Cell phone GPS service (Callyo)				
	2,400 GPS tracking unit airtime				
	7,200 Seized vehicle storage				
5601	Garage charges	-	-	-	7,576
5602	Workers compensation	-	28,644	28,448	204,860
5603	Liability	-	14,316	6,489	76,760
5604	IT charges in-house	-	10,220	8,955	63,318
5612	Fleet charges - fuel	-	-	-	10,107
<b>South Operations Totals</b>		<b>1,053</b>	<b>3,814,131</b>	<b>3,675,012</b>	<b>3,221,635</b>

**General Fund  
Police Department  
Public Safety Division  
North Operations**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	-	1,163,212	933,316	1,618,551
5012	Special salaries	-	30,400	28,161	41,400
5013	Auto/phone allowance	-	-	-	780
5015	Overtime	411	100,000	204,282	125,000
5018	Vacation pay	-	-	44,422	-
5026	PERS retirement	-	179,605	139,877	265,999
5027	Health/Life Insurance	-	133,418	101,542	140,245
5029	Medicare	-	17,308	17,649	24,069
5034	CALPERS UNFUNDED LIABILITY	-	449,182	433,229	686,307
5102	Computer Equip-Non Capital	-	-	909	-
5111	Material and supplies	-	38,500	12,530	33,500
	2,500 Locks for search warrant raids (Dibs)				
	500 North Operations supplies				
	500 Rifle batteries				
	5,000 Simunition training ammo				
	20,000 SWAT training ammunition				
	5,000 Tear gas cannisters, 37mm, 40mm, 12GA projectiles				
5112	Small tools and equipment	-	35,500	593	-
5122	Dues and subscriptions	-	2,000	-	-
5132	Meetings and conferences	-	4,500	2,763	4,500
	4,500 CNOA annual conference				
5141	Local travel and meetings	-	-	129	-
5172	Equipment maintenance	-	1,200	-	1,200
	1,200 Weapons repairs				
5505	Other professional services	-	-	1,782	2,500
	2,500 SB County Sheriff Rifle range fees				
5601	Garage charges	-	-	-	25,943
5602	Workers compensation	-	-	-	127,997
5603	Liability	-	-	-	47,960

**General Fund  
Police Department  
Public Safety Division  
North Operations**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5604	IT charges in-house	-	-	-	39,562
5612	Fleet charges - fuel	-	-	-	7,099
<b>North Operations Totals</b>		411	2,154,825	1,921,184	3,192,613

**General Fund  
Police Department  
Support Services  
Intel/Emergency Management**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	-	1,760,347	1,230,681	2,030,019
5012	Special salaries	-	42,250	32,888	52,250
5013	Auto/phone allowance	-	780	390	780
5015	Overtime	5,906	100,000	122,383	25,000
5018	Vacation pay	-	-	62,391	-
5026	PERS retirement	-	241,750	178,731	308,197
5027	Health/Life Insurance	-	189,920	112,490	213,046
5029	Medicare	-	26,138	21,228	30,193
5034	CALPERS UNFUNDED LIABILITY	-	622,317	600,216	779,805
5111	Material and supplies	-	2,500	566	500
5122	Dues and subscriptions	-	500	341	300
	200 IAEM membership				
	100 Prezi membership				
5181	Other operating expenses	-	-	540	-
5502	Professional/contractual services	-	-	-	20,000
	20,000 SANCATT vehicle maintenance contract				
5602	Workers compensation	-	52,945	52,583	193,662
5603	Liability	-	26,462	11,995	72,564
5604	IT charges in-house	-	18,890	16,552	59,857
	<b>Intel/Emergency Management Totals</b>	<b>5,906</b>	<b>3,084,799</b>	<b>2,443,975</b>	<b>3,786,173</b>

**General Fund  
Police Department  
Contracts**

**San Manuel CCF, Dignity Health, Special Events Reimbursable**

Account	Account Description	2017 Actual Amount	2018 Amended Budget	2018 Unaudited Actuals	2019 Adopted Budget
<b>SAN MANUEL CCF 2017-2020</b>					
5015	Overtime	-	1,250,000	332,539	852,500
5026	PERS retirement	-	-	6	-
5027	Health/Life Insurance	-	-	(9,763)	-
5029	Medicare	-	18,000	4,686	-
5102	Computer Equip-Non Capital	-	30,000	11,249	-
5111	Material and supplies	-	25,000	982	-
5112	Small tools and equipment	-	25,000	-	85,000
5181	Other operating expenses	-	20,000	324	-
5701	Motor vehicles	-	132,000	104,252	125,000
5702	Computer equipment	-	100,000	-	-
5704	Miscellaneous equipment	-	200,000	-	137,500
<b>SAN MANUEL CCF Totals</b>		-	1,800,000	444,275	1,200,000
<b>DIGNITY HEALTH</b>					
5015	Dignity Health funded Overtime	-	200,000	68,806	250,000
5027	Health/Life Insurance	-	-	(897)	-
5029	Medicare	-	-	475	-
<b>DIGNITY HEALTH Totals</b>		-	200,000	68,384	250,000
<b>SPECIAL EVENTS REIMBURSEABLE</b>					
5015	Special Events Reimbursable Overtime	-	-	347,491	1,000,000
5026	PERS retirement	-	-	1	-
5027	Health/Life Insurance	-	-	15,529	-
5029	Medicare	-	-	3,497	-
<b>SPECIAL EVENTS REIMBURSEABLE Totals</b>		-	-	366,518	1,000,000

**Asset Forfeiture Funds  
Police Department**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
<b>Fund 108 - Asset Forfeiture</b>					
5111	Material and supplies 1,500 Narcotic K9 supplies	-	1,500	707	1,500
5112	Small tools and equipment	-	-	44,452	-
5132	Meetings and conferences	864	-	150	-
5173	Outside vehicle maintenance 6,500 Maintenance of undercover vehicles	-	6,500	-	6,500
5181	Other operating expenses 60,000 Operation expense for offsite	33,055	60,000	56,000	60,000
5505	Other professional services 60,000 Evidence funds 5,000 Narcotics K9 training 1,500 Narcotics K9 vet care 2,000 Towing fees	1,551	96,500	10,718	68,500
5701	Motor vehicles 60,000 Three used undercover vehicles	4,315	60,000	59,552	60,000
5706	Alterations and renovations	-	-	34,943	-
<b>Fund 108 Totals</b>		<b>39,784</b>	<b>224,500</b>	<b>206,522</b>	<b>196,500</b>
<b>Fund 118 - Gang and Street Asset Forfeiture</b>					
5111	Material and supplies 15,000 Crime prevention handouts, supplies	2,333	28,704	20,000	15,000
5505	Other professional services 10,000 Gang & drug prevention contribution - Salvation Army 10,000 Gang & drug prevention contribution - Young Visionaries 35,000 Gang & drug prevention contribution- SB Police Foundation	10,000	80,000	60,000	80,000

**Asset Forfeiture Funds  
Police Department**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
15,000	Gang & drug prevention contribution-Athletes for Life				
10,000	Gang & drug prevention contribution-SB Co Drug & Gang				
<b>Fund 118 Totals</b>		12,333	108,704	80,000	95,000

**Police Department  
Grants**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
<b>PROP 30 (AB109)</b>					
5011	Salaries perm/fulltime	-		88	-
5014	Salaries temp/parttime	3,377	16,000	15,307	16,190
5015	Overtime	15,238	250,000	43,535	250,000
5026	PERS retirement	890	-	-	-
5027	Health/Life Insurance	1,070	-	3,132	-
5029	Medicare	270	-	855	235
5112	Small tools and equipment	23,071	-	2,158	-
5132	Meetings and conferences	-	10,000	-	10,000
5181	Other operating expenses	-	35,000	1,224	35,000
5502	Professional/contractual services	16,945	180,000	17,259	180,000
5505	Other professional services	17,640	-	-	-
5701	Motor vehicles	32,888	355,987	309,371	-
	<b>PROP 30 (AB109) Totals</b>	<b>111,390</b>	<b>846,987</b>	<b>392,929</b>	<b>491,425</b>

**Public Safety Academy Cadet Program**

5014	Salaries temp/parttime	5,278	-	14,789	44,261
5029	Medicare	77	-	214	631
	<b>Public Safety Academy Cadet</b>	<b>5,355</b>	<b>-</b>	<b>15,003</b>	<b>44,892</b>

**BSCC Local Law Enforcement Grant**

5015	Overtime	14,233	-	84,293	-
5029	Medicare	-	-	1,128	235
5505	Other professional services	23,600	-	969	17,498
	<b>BSCC Local Law Enforcement Grant</b>	<b>37,833</b>	<b>-</b>	<b>86,390</b>	<b>17,498</b>



**Police Department  
Grants**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
<b>PT18127 DUI/DL CHECKPOINTS</b>					
5015	Overtime	-	127,956	84,293	20,000
5029	Medicare	-	1,892	1,128	300
5602	Workers compensation	-	4,480	969	700
	<b>DUI/DL CHECKPOINTS Totals</b>	-	134,328	86,390	21,000
<b>PT18127 DUI SATURATION PATROLS</b>					
5015	Overtime	-	266,331	226,145	45,000
5029	Medicare	-	4,000	3,346	700
5602	Workers compensation	-	9,750	716	1,600
	<b>DUI SATURATION PATROLS Totals</b>	-	280,081	230,207	47,300
<b>PT18127 TRAFFIC ENFORCEMENT</b>					
5015	Overtime	-	27,316	6,941	7,000
5029	Medicare	-	400	101	150
5602	Workers compensation	-	1,000	-	250
	<b>TRAFFIC ENFORCEMENT Totals</b>	-	28,716	7,042	7,400
<b>PT18127 DISTRACTED DRIVING</b>					
5015	Overtime	-	27,316	27,941	7,000
5029	Medicare	-	400	407	150
5602	Workers compensation	-	1,000	-	250
	<b>DISTRACTED DRIVING Totals</b>	-	28,716	28,348	7,400
<b>PT18127 NT CLICK IT OR TICKET</b>					
5015	Overtime	-	4,500	3,371	1,000

**Police Department  
Grants**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5029	Medicare	-	100	49	50
5602	Workers compensation	-	200	-	50
	<b>NT CLICK IT OR TICKET Totals</b>	-	4,800	3,420	1,100
<b>PT18127 PEDESTRIAN/BICYCLE ENFOR</b>					
5015	Overtime	-	61,461	52,215	10,000
5029	Medicare	-	900	765	150
5602	Workers compensation	-	2,152	1,042	350
	<b>PEDESTRIAN/BICYCLE ENFOR Totals</b>	-	64,513	54,022	10,500

**Animal Control Fund  
Police Department  
Animal Control  
Administration**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	449,634	681,756	379,653	698,046
5012	Special salaries	1,800	2,580	2,580	2,580
5014	Salaries temp/parttime	334	-	-	24,000
5015	Overtime	3,863	3,000	5,667	3,000
5018	Vacation pay	1,222	-	14,356	3,000
5026	PERS retirement	116,061	65,292	36,826	69,619
5027	Health/Life Insurance	66,320	117,692	66,063	127,297
5028	Unemployment insurance	-	-	-	72
5029	Medicare	6,653	9,923	5,846	10,159
5034	CALPERS UNFUNDED LIABILITY	-	131,466	134,103	217,833
5111	Material and supplies	97,309	123,200	71,422	121,000
	10,000 Animal Control supplies - control poles, cages, tags, etc.				
	1,000 Animal feed				
	60,000 Animal vaccines, euthanasia solution & meds				
	20,000 Cleaning solutions & supplies				
	2,000 Latex gloves				
	5,000 Maintenance supplies (boots, hoses, etc)				
	20,000 Microchips & scanners				
	3,000 Solar screen fabric for animal beds				
5112	Small tools and equipment	2,547	600	-	600
5122	Dues and subscriptions	2,014	750	414	620
	120 County of San Bdn Public Health permit				
	500 State Humane Assoc dues & handbook				
5132	Meetings and conferences	1,994	-	-	-
5151	Electric charges	20,476	-	23,458	21,000
5152	Gas charges	4,372	-	3,648	4,000
5154	Water charges	39,192	-	29,857	22,000
5172	Equipment maintenance	-	1,500	-	1,500
	1,000 Maintenance of freezer, washer, dryer				

**Animal Control Fund  
Police Department  
Animal Control  
Administration**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
	500 Maintenance of office equipment, credit card reader, fax, etc				
5174	Printing charges	2,991	3,000	466	-
5175	Postage	3,521	6,000	3,575	6,000
5181	Other operating expenses	364	-	-	-
5505	Other professional services	162,628	199,500	198,932	163,100
	25,000 After hours emergency vet services				
	5,000 Credit card transaction terminal costs				
	25,000 Dead animal disposal				
	1,000 Disposal of medical waste				
	1,000 Drinking water delivery service				
	4,500 Landscape maintenance				
	1,000 Monthly pest control services				
	600 Monthly security alarm services				
	100,000 Primary veterinarian services				
5602	Workers compensation	-	62,047	61,623	58,428
5603	Liability	-	31,010	14,057	21,893
5604	IT charges in-house	62,744	22,137	19,397	18,059
5605	Telephone support	17,787	-	-	-
5608	Water, sewer, geothermal	(3,316)	-	-	-
	<b>Administration Totals</b>	<b>1,060,512</b>	<b>1,461,453</b>	<b>1,071,943</b>	<b>1,593,806</b>

**Animal Control Fund  
Police Department  
Animal Control  
Field and Shelter Services**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
<b>Field Services</b>					
5011	Salaries perm/fulltime	289,047	401,527	273,357	408,767
5012	Special salaries	2,815	1,980	3,051	1,980
5014	Salaries temp/parttime	9,479	24,420	-	-
5015	Overtime	47,803	43,000	35,091	43,000
5018	Vacation pay	37	-	5,975	-
5026	PERS retirement	72,901	36,535	24,755	37,624
5027	Health/Life Insurance	45,134	58,728	40,940	62,543
5029	Medicare	5,118	5,851	4,680	5,956
5034	CALPERS UNFUNDED LIABILITY	-	77,517	74,340	122,531
5601	Garage charges	27,685	27,504	26,715	37,903
5602	Workers compensation	-	35,826	35,581	35,350
5603	Liability	-	17,905	8,116	13,245
5604	IT charges in-house	-	12,782	11,200	10,926
5612	Fleet charges - fuel	21,642	30,553	25,894	31,384
5701	Motor vehicles	-	150,000	-	124,000
	124,000 Two Animal Control Enforcement vehicles				
<b>Field Services Totals</b>		<b>521,661</b>	<b>924,127</b>	<b>569,695</b>	<b>935,209</b>
<b>Shelter Services</b>					
5011	Salaries perm/fulltime	109	-	-	-
5014	Salaries temp/parttime	6,670	77,686	-	38,175
5028	Unemployment insurance	-	-	-	115
5029	Medicare	98	-	-	554
<b>Shelter services Totals</b>		<b>6,877</b>	<b>77,686</b>	<b>-</b>	<b>38,844</b>

**Traffic Safety Fund  
Police Department  
Traffic Safety**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5102	Computer Equip-Non Capital	17,010	17,991	19,868	-
5701	Motor vehicles	326,426	694,564	650,158	600,000
	600,000 Replacement Police patrol vehicles				
	<b>Traffic safety Totals</b>	<b>343,436</b>	<b>712,555</b>	<b>670,026</b>	<b>600,000</b>



# PUBLIC WORKS

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## **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. The focus for FY 2018/2019 will be reestablishing the critical resources and systems to ensure the consistent delivery of essential infrastructure, maintenance services and project delivery.

## **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. Having recently filled key managerial positions, the Division will be focused on establishing 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 is responsible for the proactive and reactive maintenance of 621 miles of streets, sidewalks, curb and gutter, street signs, 285 traffic signals, 6,800 streetlights, 38,661 street trees, median and parkways, graffiti abatement and storm drain systems.

The Division has of late functioned largely in a reactive mode, but intends to focus on building the resources and systems to move away from the predominant workload management system to a positive balance between proactively meeting needs as well as responding to the unplanned work demands. Budget efforts for FY 2018/19 focus on re-establishing a foundation of routine scheduled maintenance work.

## **ENGINEERING**

The Engineering Division is responsible for the design and construction of the public infrastructure of the City, operation of the traffic management system, and management of the City's real property. This includes the development and implementation of the City's annual Capital Improvement Program (CIP). The CIP identifies the Mayor and City Council approved projects to be completed (or started) in that fiscal period. These projects include the project management, design, inspection and construction or installation of new (or replacement of aging/obsolete) storm drains, streets widening and/or resurfacing projects as well as City facilities improvements. The Division's duties also include the issuance of permits for work in the public right-of-way and the review of development impacts to the existing infrastructure systems. The majority of this Division's funding comes from the capital program.

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. Safe streets are also assured by maintaining the 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. The section is the record keeper for documentation related to City property, easements and land rights. Staff in this division also administer the nearly 70 different landscape maintenance assessment districts throughout the City.

## **FACILITIES AND FLEET**

The Facilities & Fleet Management Division repair and maintain over 800 City vehicles including automobiles, motorcycles and both light and heavy duty trucks. The staff also provides preventive, responsive and emergency maintenance service to more than 140 City buildings and facilities, as well as custodial maintenance to 39 buildings. Staff members also manage all utilities to these public buildings.

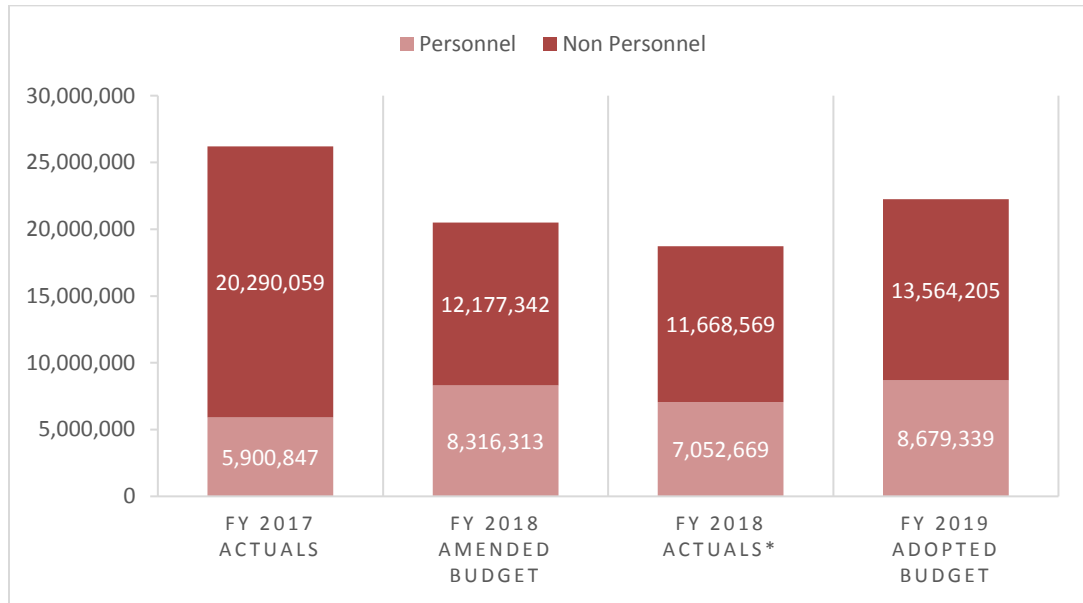
## **ENVIRONMENTAL**

The Environmental Program Division is responsible for the administration of the \$28 million Franchise Agreement with Burrtec Waste Industries and works cooperatively with them to meet State mandated waste management and recycling requirements. Additionally, this Division manages operational compliance programs for the City's National Pollutant Discharge Elimination System regulations.

## **BUDGET HIGHLIGHTS**

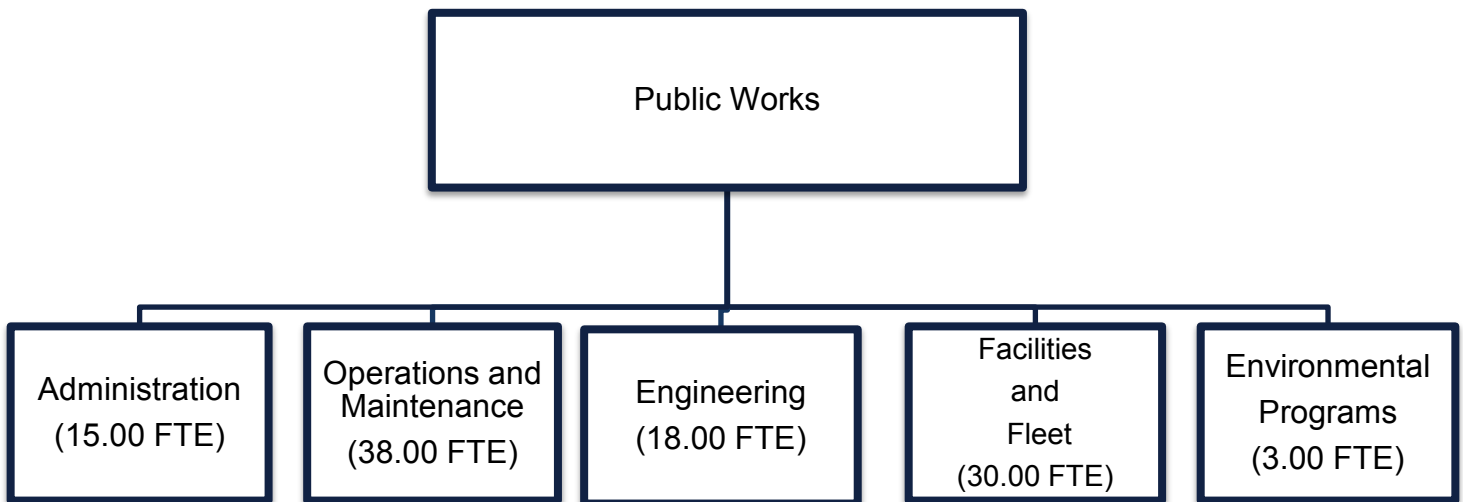
- Reestablishes critical resources necessary to ensure the consistent delivery of essential maintenance and infrastructure services and project delivery.
- Reallocates funding within the Public Works budget to realign resources to where functions are performed and most needed; this will improve tracking and allocation of costs to projects and enhance forecasting for future projects.
- Establishes less reliance on the Gas Tax Fund for routine infrastructure maintenance, increasing the participation by the General Fund, enabling more Gas Tax funded Capital Projects.
- Focuses on the most critical resource gaps in the Operation and Maintenance Division.
- Includes more staff assigned and funding for new vehicles for pothole patching and skin coating.
- Increases funding for removal of dead trees and actively maintaining existing living trees for extended survival rates.
- Increases funding to address trip hazard mitigation activities such as sidewalk grinding and ramping services.
- Provides additional funds for crew safety equipment including reflective wear and steel toed shoes.
- Provides increased funding for traffic management studies, traffic counts, traffic calming and new traffic signals.

- Increase in prevailing wage costs associated with the fleet service contract offset by continued cost reductions associated with the transfers of Solid Waste and Wastewater fleets.

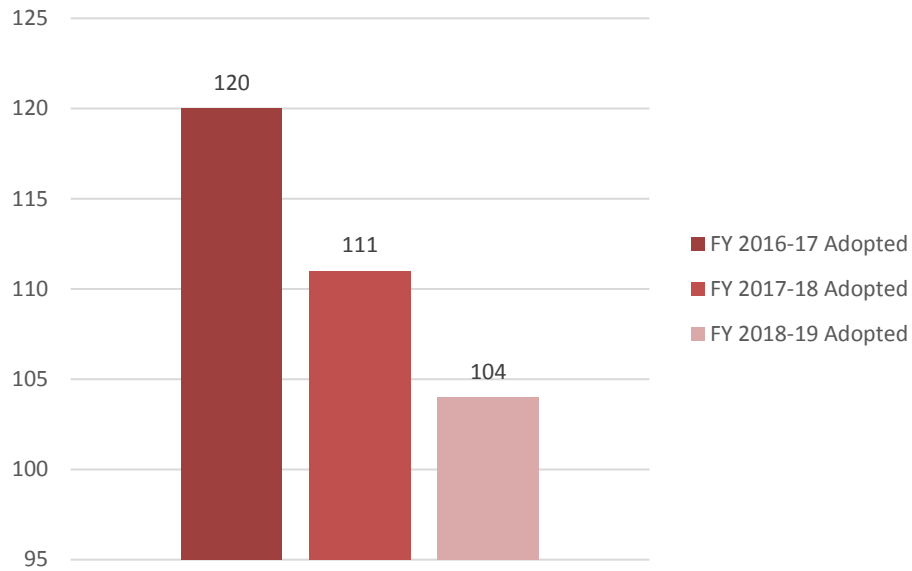


*\*FY 2018 Actuals are unaudited.*

**ORGANIZATIONAL CHART**



## PERSONNEL SUMMARY



## PERSONNEL CHANGES

Full-time personnel have been reduced by 8 positions and increased by 1 position; these positions include:

- Administrative Services Supervisor - 1.00 FTE
- Construction Inspector - II 1.00 FTE
- Departmental Accounting Technician - 1.00 FTE
- Electrician I – 1.00 FTE
- Engineering Assistant I – 1.00 FTE
- Lead Maintenance Worker – 1.00 FTE
- Maintenance Worker I – 1.00 FTE
- Real Property Manager - 1.00 FTE
- Administrative Analyst - 1.00 FTE (Addition)

## **LOOKING BACK -ACHIEVEMENTS**

### **ACHIEVEMENT #1**

Successfully hired the permanent Public Works Director and City Engineer.

### **ACHIEVEMENT #2**

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

### **ACHIEVEMENT #3**

Completed regulatory required repairs to the City's solid waste landfill sanitary cap.

### **ACHIEVEMENT #4**

Acquired 33 new hybrid vehicles to replace aging high maintenance cost vehicles.

### **ACHIEVEMENT #5**

Complete the resource forecasting model for all field operation functions.

**LOOKING FORWARD – PERFORMANCE MEASURES**

	<b>FY 17/18 Actual</b>	<b>FY 18/19 Goal</b>	<b>Mayor and City Council Goal &amp; Objective</b>
<b>Goal:</b> 1. Establish well defined organizational structure that establishes clear roles and accountabilities.			Improve City Government Operations
<b>Measure:</b> Implement the newly established organization chart which clearly identifies roles and accountability.	N/A	Yes	
<b>Goal:</b> 2. Align staff and resources to support the City’s long-term priorities and basic service levels.			Operate in a Fiscally Responsible and Business-Like Manner
<b>Measure:</b> Define customer service levels and develop maintenance strategies to meet customer service levels.	Yes	Yes	
<b>Goal:</b> 3. Implement strategic asset management practices driven by data such as infrastructure condition assessments and service levels expectations.			Operate in a Fiscally Responsible and Business-Like Manner
<b>Measure:</b> All field operation division spending at least 50% of workday on preventative maintenance work load.	N/A	10%	
<b>Goal:</b> 4. Fully implement the IWORQ computerized maintenance Management System.			Improve City Government Operations
<b>Measure:</b> Work order management system in place for all field operations divisions and section.	N/A	Yes	
<b>Goal:</b> 5. Establish Public Works as the City’s Project Delivery Service Provider.			Improve City Government Operations
<b>Measure:</b> All City Capital projects managed by Public Works Project Delivery team	N/A	Yes	

**Note: FY 18/19 will be the base year, data for FY 17/18 is not applicable.**

**City of San Bernardino  
2018-19 Department Summary  
Public Works**

<b>Department/ Division</b>	<b>2016-17 Actual</b>	<b>2017-18 Amended Budget</b>	<b>2017-18 Unaudited Actual</b>	<b>2018-19 Adopted Budget</b>	<b>% Change to Amended Budget 2017-18</b>
0001 Administration	3,135,827	4,655,965	4,036,401	2,713,083	-42%
Operations & Maintenance / 0099 Right Of Way Cleaning	231,616	131,873	170,537	528,482	301%
Engineering / 0025 Capital Projects	1,448,303	2,083,833	2,379,573	814,299	-61%
Engineering / 0026 Traffic Engineering	417,942	597,629	539,614	463,984	-22%
Engineering / 0031 Real Property	66,108	380,135	168,198	297,614	-22%
Facilities & Fleet / 0036 Custodial Maintenance	897,392	1,227,204	1,107,303	1,279,304	4%
Facilities & Fleet / 0037 Building Maintenance	1,120,584	1,410,302	1,227,647	1,543,007	9%
Operations & Maintenance / 0088 Street Maintenance	1,328,530	2,032,060	1,583,919	2,552,752	26%
Operations & Maintenance / 0089 Graffiti Removal	389,301	586,633	502,124	597,468	2%
Operations & Maintenance / 0090 Tree Maintenance	902,390	602,400	602,018	1,596,000	165%
Operations & Maintenance / 0091 Concrete Maintenance	254,028	504,178	482,678	607,514	20%
Operations & Maintenance / 0092 Street Light Maintenance	723,705	1,068,694	1,064,951	2,350,210	120%
Operations & Maintenance / 0093 Traffic Signal Maintenance	881,463	1,061,517	1,001,904	1,218,653	15%
Facilities & Fleet / 0100 Vehicle Maintenance	2,737,471	3,469,095	2,907,781	3,556,696	3%
Operations & Maintenance / 0106 Landscape Maintenance	-	-	-	681,843	-
Operations & Maintenance / 0151 Storm Drain	-	248,232	124,026	389,846	57%
Operations & Maintenance / 0152 Traffic Signs & Markings	-	-	564	930,629	-
Grants	93,886	153,228	84,086	122,161	-20%
<b>Grand Total</b>	<b>26,190,906</b>	<b>20,493,655</b>	<b>18,718,923</b>	<b>22,243,544</b>	<b>9%</b>

**Funding Sources**

001 General	6,264,455	8,701,907	7,705,120	9,304,091	7%
123 Federal grant programs	78,957	175,334	84,086	122,161	-30%
126 Gas tax fund	5,394,928	7,016,785	6,187,143	6,266,744	-11%
129 Measure I	52,927	165,868	155,475	1,650,000	895%
132 Sewer line maintenance	10,945,325	-	(27)	-	-
527 Integrated waste management	1,183,562	670,266	1,441,924	1,070,741	60%
635 Fleet services fund	2,270,753	3,763,495	3,145,202	3,829,807	2%
<b>Grand Total</b>	<b>26,190,906</b>	<b>20,493,655</b>	<b>18,718,923</b>	<b>22,243,544</b>	<b>9%</b>

**General Fund  
Public Works Department  
Administration Division**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	175,951	456,246	360,165	966,880
5013	Auto/phone allowance	3,938	6,300	4,362	17,400
5014	Salaries temp/parttime	-	5,100	-	-
5015	Overtime	1,034	5,000	1,963	-
5018	Vacation pay	5,145	-	3,668	-
5026	PERS retirement	36,065	39,559	32,840	87,461
5027	Health/Life Insurance	27,787	72,851	58,007	124,714
5029	Medicare	1,975	6,616	3,679	14,020
5033	Salary Savings	-	(250,000)	-	(445,783)
5034	CALPERS UNFUNDED LIABILITY	-	41,266	83,696	190,604
5111	Material and supplies	4,988	6,000	-	2,000
5112	Small tools and equipment	-	300	-	300
5121	Advertising	-	1,000	-	-
5122	Dues and subscriptions	-	1,100	-	3,200
	3,200 Group membership to APWA				
5132	Meetings and conferences	-	1,000	1,320	3,000
	3,000 Conferences				
5133	Education and training	199	300	-	-
5151	Electric charges	838,029	800,000	846,652	-
5152	Gas charges	70	1,000	117	-
5154	Water charges	8,817	15,000	6,442	-
5172	Equipment maintenance	-	100	-	100
5174	Printing charges	1,343	450	1,417	1,500
5175	Postage	449	600	550	600
5176	Copy machine charges	603	750	3,099	1,000
5181	Other operating expenses	-	-	1,400	-
5502	Professional/contractual services	40,361	-	106,027	50,000
	30,000 Grant writing consultant				
	20,000 One (1) consultant to assist in Dept strategic planning.				



**General Fund  
Public Works Department  
Administration Division**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5505	Other professional services	-	-	108	
5601	Garage charges	-	163,532	-	-
5602	Workers compensation	482,041	132,482	131,576	83,815
5603	Liability	168,917	282,067	127,858	86,031
5604	IT charges in-house	381,352	275,689	241,564	197,599
5605	Telephone support	54,127	-	-	-
5612	Fleet charges - fuel	-	61,122	-	-
5701	Motor vehicles	-	500,000	-	-
5704	Miscellaneous equipment	1,000	-	43,271	-
7451	Transfers out	52,500	-	-	-
<b>Administration Totals</b>		<b>2,286,691</b>	<b>2,625,430</b>	<b>2,059,781</b>	<b>1,384,441</b>

**Gas Tax Fund  
Public Works Department  
Administration Division**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	-	-		37,023
5026	PERS retirement	-	-		3,766
5027	Health/Life Insurance	-	-		5,880
5029	Medicare	-	-		537
5034	CALPERS UNFUNDED LIABILITY	-	-		13,615
5151	Electric charges	804,487	900,000	800,646	-
<b>Administration Totals</b>		<b>804,487</b>	<b>900,000</b>	<b>800,646</b>	<b>60,820</b>

**General Fund  
Public Works Department  
Capital Projects - Engineering Division**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	613,481	1,155,642	766,679	836,180
5013	Auto/phone allowance	-	-	2,400	-
5014	Salaries temp/parttime	4,349	-	56,139	-
5015	Overtime	36,200	30,000	45,059	60,000
	60,000 Overtime permit inspections				
5018	Vacation pay	-	-	19,658	-
5026	PERS retirement	153,463	106,959	67,532	77,707
5027	Health/Life Insurance	58,903	133,240	84,377	92,201
5029	Medicare	9,536	16,757	13,046	12,125
5034	CALPERS UNFUNDED LIABILITY	-	222,008	214,123	163,375
5111	Material and supplies	9,344	6,500	9,032	1,400
5112	Small tools and equipment	-	750	339	750
5122	Dues and subscriptions	173	1,250	3,200	30,000
	1,000 Ink Cartridges (plotter, printers)				
	200 Office Depot - boxes of pens, paper clips, batteries, Post its				
	200 Office Depot - calendars, pencils, paper (legal/letter)				
5133	Education and training	5,153	4,000	2,888	6,000
	400 BNSF Safety Training				
	2,000 Fred Pryor, Caltrans Academy, Purchasing Seminar				
	400 Green Book Training for 4				
	1,200 ICC Certification				
	2,000 Inspector's training				
5172	Equipment maintenance	581	1,200	430	2,000
	2,000 Plotter and scanner maintenance; OCE PLOTWAVE 300				
5174	Printing charges	880	900	-	1,500
5176	Copy machine charges	2,400	2,400	1,294	2,400
5181	Other operating expenses	-	8,000	-	-
5502	Professional/contractual services	209,745	100,000	71,053	-
5601	Garage charges	10,442	14,905	11,710	14,734

**General Fund  
Public Works Department  
Capital Projects - Engineering Division**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5602	Workers compensation	-	102,492	101,791	74,757
5603	Liability	-	218,216	98,915	76,733
5604	IT charges in-house	-	213,283	186,883	176,244
5612	Fleet charges - fuel	5,067	6,557	5,380	7,659
5701	Motor vehicles	-	-	-	64,000
	64,000 Two pick-up truck				
5946	Credit - C-1 recoverable	-	(1,000,000)	-	(946,973)
	<b>Capital projects Totals</b>	<b>1,119,716</b>	<b>1,345,060</b>	<b>1,761,928</b>	<b>752,791</b>

**Gas Tax Fund  
Public Works Department  
Capital Projects - Engineering Division**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	224,030	374,387	287,138	37,122
5014	Salaries temp/parttime	245	-	2,499	-
5015	Overtime	10,806	-	27,962	-
5018	Vacation pay	-	-	7,733	-
5026	PERS retirement	58,662	34,839	29,024	3,776
5027	Health/Life Insurance	31,417	70,441	57,076	6,458
5029	Medicare	3,427	5,429	4,763	538
5034	CALPERS UNFUNDED LIABILITY	-	71,923	69,368	13,615
5602	Workers compensation	-	34,885	34,647	-
5603	Liability	-	74,274	33,668	-
5604	IT charges in-house	-	72,595	63,609	-
<b>Capital projects Totals</b>		<b>328,587</b>	<b>738,774</b>	<b>617,487</b>	<b>61,508</b>

**General Fund  
Public Works Department  
Traffic Engineering - Engineering Division**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	166,830	252,389	143,827	259,410
5014	Salaries temp/parttime	-	-	6,145	-
5015	Overtime	3,496	5,000	2,599	5,400
	5,400 Overtime for various City events				
5018	Vacation pay	-	-	6,799	-
5026	PERS retirement	42,722	22,770	13,750	25,456
5027	Health/Life Insurance	20,696	30,242	19,207	34,181
5029	Medicare	2,479	3,660	2,314	3,761
5034	CALPERS UNFUNDED LIABILITY	-	48,486	46,764	40,844
5111	Material and supplies	3,449	10,000	-	1,515
5112	Small tools and equipment	-	800	41	4,400
	700 Distance measuring instrument for vehicle				
	300 Pliers, wrenches and screwdrivers				
	1,200 Radar gun for speed survey				
	2,200 traffic count board				
5122	Dues and subscriptions	-	2,500	1,571	2,300
	180 American Public Works Association monthly functions				
	350 American Society of Civil Engineers dues				
	120 American Society of Civil Engineers monthly functions				
	1,005 Institute of Transportation Engineers				
	210 Institute of Transportation Engineers Monthly functions/lunches				
	115 Professional Engineer License				
	315 Professional Traffic Operation Engineer Certification				
5133	Education and training	1,857	2,500	35	900
	450 Professional development hours fo PTOE				
	450 Technical Training Classes				
5171	Rentals	-	1,300	-	-
5172	Equipment maintenance	533	500	-	8,150

**General Fund  
Public Works Department  
Traffic Engineering - Engineering Division**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
	150 Annual Radar Gun calibration				
	8,000 Traffic Maintenance Cooperative Annual Maint Agreement				
5174	Printing charges	-	200	-	1,000
5176	Copy machine charges	450	450	-	900
5181	Other operating expenses	2,969	1,000	-	28,000
	8,000 24 hour machine counts				
	10,000 Intersection turning counts 2 hours AM or PM				
	10,000 Speed survey				
5502	Professional/contractual services	98,513	25,000	134,692	42,500
	7,500 Consultants to conduct traffic impact studies (large projects)				
	10,000 Consultants to conduct traffic impact studies (medium projects)				
	25,000 Consultants to conduct traffic impact studies (small projects)				
5505	Other professional services	-	-	-	85,000
	50,000 On-call Traffic Engineering services - Signal design services				
	100,000 On-call Traffic Engineering services - Traffic calming services				
	20,000 On-call Traffic Engineering services-signing & striping services				
5601	Garage charges	37,091	21,814	30,139	58,674
5602	Workers compensation	-	22,418	22,264	20,301
5603	Liability	-	47,730	21,635	20,838
5604	IT charges in-house	-	46,651	40,876	47,862
5612	Fleet charges - fuel	14,427	19,547	21,396	25,618
5946	Credit - C-1 recoverable	-	-	-	(253,026)
<b>Traffic engineering Totals</b>		<b>395,511</b>	<b>564,956</b>	<b>514,054</b>	<b>463,984</b>

**General Fund  
Public Works Department  
Real Property - Engineering Division**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	29,843	169,956	46,064	118,005
5015	Overtime	21	-	632	1,000
5018	Vacation pay	-	-	2,351	-
5026	PERS retirement	7,285	16,886	4,023	11,157
5027	Health/Life Insurance	3,878	29,100	6,837	17,538
5029	Medicare	433	2,465	713	1,711
5034	CALPERS UNFUNDED LIABILITY	-	32,650	31,490	27,229
5111	Material and supplies	1,104	1,500	290	500
5121	Advertising	-	2,200	739	1,000
5122	Dues and subscriptions	550	600	376	840
	240 County Assessor Map Revisions/Updates				
	600 Membership to International Right of Way Association.				
5133	Education and training	-	2,000	2,000	1,500
	1,500 IRWA Classes and seminar travel expenses				
5172	Equipment maintenance	-	100	-	-
5174	Printing charges	47	200	46	200
5175	Postage	9	100	-	100
5176	Copy machine charges	100	200	-	200
5181	Other operating expenses	528	4,200	3,246	27,500
	26,000 General Fund Benefit portion for Assessment Districts				
	1,500 Title Reports				
5502	Professional/contractual services	-	-	-	20,000
	20,000 Laserfische				
5602	Workers compensation	-	15,726	15,618	15,770
5603	Liability	-	33,482	15,177	16,186
5604	IT charges in-house	-	32,725	28,674	37,178
<b>Real property Totals</b>		<b>43,797</b>	<b>344,089</b>	<b>158,276</b>	<b>297,614</b>



**General Fund  
Public Works Department  
Custodial Maintenance - Facilities & Fleet Division**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	388,429	405,557	419,597	432,114
5014	Salaries temp/parttime	251,900	311,609	232,676	299,146
	299,145 Twenty-four (24) part-time Custodial Aids				
5015	Overtime	2,106	1,500	2,765	2,500
	2,500 Overtime for custodial staff				
5018	Vacation pay	-	-	15,486	-
5026	PERS retirement	105,264	35,413	40,372	39,712
5027	Health/Life Insurance	62,442	75,127	76,558	69,928
5029	Medicare	7,695	5,881	8,172	6,266
5034	CALPERS UNFUNDED LIABILITY	-	77,911	75,144	140,911
5111	Material and supplies	50,557	75,000	57,939	55,000
	55,000 Custodial products and materials				
5112	Small tools and equipment	5,000	15,000	5,000	12,500
	1,000 Carpet driers				
	3,000 Consummables/vacuum, bags HEPA filters				
	2,000 Equipment maintenance and repairs				
	2,500 Hand tools, mop buckets, mop ringers, brooms, water hoses				
	1,000 PPE				
	3,000 Replacement vacuums				
5171	Rentals	11,828	12,000	12,538	16,000
	16,000 Uniforms for thirty-four (34) staff				
5181	Other operating expenses	-	-	-	2,500
	2,500 Chemical safety training for six (6) bulk dispensing dispensers				
5505	Other professional services	-	-	7,496	20,000
	20,000 Provide mechanical surface sweeping services				
5601	Garage charges	9,725	13,138	8,434	9,219
5602	Workers compensation	-	37,575	37,318	38,773

**General Fund  
Public Works Department  
Custodial Maintenance - Facilities & Fleet Division**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5603	Liability	-	80,001	36,264	39,798
5604	IT charges in-house	-	78,192	68,514	91,411
5612	Fleet charges - fuel	2,446	3,300	3,022	3,526
<b>Custodial maintenance Totals</b>		<b>897,392</b>	<b>1,227,204</b>	<b>1,107,295</b>	<b>1,279,304</b>

**General Fund  
Public Works Department  
Custodial Maintenance - Facilities & Fleet Division**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	306,093	349,318	325,269	410,342
5015	Overtime	31,272	45,000	28,929	35,000
	35,000 Overtime 24/7 emergency services				
5018	Vacation pay	1,540	-	18,946	-
5026	PERS retirement	77,261	31,517	30,509	39,462
5027	Health/Life Insurance	40,865	50,802	50,271	50,338
5029	Medicare	3,819	5,066	4,428	5,950
5034	CALPERS UNFUNDED LIABILITY	-	67,107	64,723	100,067
5111	Material and supplies	158,657	141,200	169,985	157,500
	6,000 Acoustical materials/acoustical ceiling components				
	1,500 Batteries/ general use cell batteries/ deep cycle batteries				
	12,000 Construction materials				
	25,000 Electrical components/electrical materials				
	4,000 Flags/replacement USA, CA, special purpose flags				
	66,000 HVAC Components/HVAC materials				
	4,000 Office furniture components				
	5,000 Paint & paint materials				
	25,000 Plumbing components/plumbing materials				
	2,000 Refrigerators for breakrooms				
	5,000 Signs/Exterior & Interior signage				
	2,000 Welding materials/welding supplies				
5112	Small tools and equipment	17,082	12,500	5,000	12,500
	3,000 Consummables/ all types of blade saws drill bits auger cables				
	1,000 Hand tools				
	3,000 Ladders				
	2,000 Power tools				
	3,500 PPE				
5133	Education and training	3,125	5,000	2,302	5,200
	1,200 Arc flash training				

**General Fund  
Public Works Department  
Custodial Maintenance - Facilities & Fleet Division**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
	4,000 Safety training modules				
5171	Rentals	2,748	2,000	23,716	22,500
	20,000 Equipment rentals/ HVAC unit back up generator				
	2,500 Uniform rentals for six (6) staff				
5172	Equipment maintenance	100,431	271,000	78,338	179,500
	20,000 Air filter maintenance all city operated A/C units				
	2,000 Electric gate maintenance				
	50,000 Elevator maintenance				
	2,500 Fire extinguisher maintenance				
	20,000 Fire sprinkler maintenance				
	35,000 Roll up door maintenance				
	30,000 Tree maintenance at City facilities				
	20,000 Water treatment maintenance/ repairs HVAC cooling towers				
5181	Other operating expenses	18,392	16,500	19,963	22,300
	600 Apperal/maintenance staff caps with new City seal				
	1,000 AQMD generator fpermit ees				
	2,700 Elevator permit fees				
	4,000 Energy Cap annual licensing fees				
	14,000 Maintenance Connection annual license/maintenace fees				
5502	Professional/contractual services	142,821	72,000	87,834	235,000
	30,000 Major construction				
	35,000 Major electrical repairs				
	10,000 Major fence and gate repair				
	20,000 Major flooring repairs				
	50,000 Major HVAC repairs/capital HVAC equipment replacement				
	40,000 Major plumbing repairs				
	25,000 Major roof repairs				
	5,000 Stand by generator repairs				
	20,000 Tenant improvement				

**General Fund  
Public Works Department  
Custodial Maintenance - Facilities & Fleet Division**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5505	Other professional services	191,864	147,400	177,619	87,000
	7,000 Architect services				
	2,500 Card reader software support				
	3,000 Environmental services/ ACM, LBP, Air Quality				
	10,000 Fire and Alarm service, monitoring, maintenance				
	16,000 Glass replacement service				
	7,500 HVAC Proprietary energy management software support				
	15,000 Lock and key services				
	14,000 Low voltage support services/sound, security audio systems				
	12,000 Pest control services				
5507	Facilities services	(311)	-	-	-
5601	Garage charges	14,097	15,438	9,459	17,421
5602	Workers compensation	-	31,575	31,359	34,247
5603	Liability	-	67,227	30,473	35,153
5604	IT charges in-house	-	65,707	57,574	80,740
5612	Fleet charges - fuel	10,830	13,947	10,934	12,787
	<b>Building maintenance Totals</b>	<b>1,120,584</b>	<b>1,410,302</b>	<b>1,227,631</b>	<b>1,543,007</b>

**General Fund  
Public Works Department  
Street Maintenance - Operations & Maintenance Division**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	-	-	2	361,567
5014	Salaries temp/parttime	-	-	5,942	74,787
	74,786 Extra Relief Heavy Laborer				
5015	Overtime	-	-	-	40,338
	40,337 Overtime - 10% of salaries				
5026	PERS retirement	-	-	-	35,490
5027	Health/Life Insurance	-	-	-	56,802
5029	Medicare	-	-	86	5,243
5034	CALPERS UNFUNDED LIABILITY	-	-	-	102,109
5111	Material and supplies	-	50,000	799	196,300
	5,000 Construction Supplies - Home Depot				
	600 Keys and Locks - Dibbs				
	3,500 Office Supplies - Office Depot				
	75,000 Raw Material (Cold Patch) - Crafc				
	75,000 Raw Material (Hot Asphalt)				
	4,500 Safety Materials and Supplies - Calolympic Glove & Safety				
	10,000 Sand Bags - Baron Bag				
	5,000 Storm Drain Plates, etc. - Avenger Fab.				
	200 Time Cards, Etc. - Time Clock Sales & Services				
	7,500 Traffic Safety Supplies - ROW Traffic Safety				
	10,000 Winner Industrial - Various Supplies for Streets				
5112	Small tools and equipment	-	300,000	-	13,000
5121	Advertising	-	-	3,342	-
5171	Rentals	-	-	-	22,000
	10,000 Equipment Rentals				
	12,000 Uniform Rental				
5172	Equipment maintenance	-	-	-	3,500
	3,000 Equipment Maintenance				
	500 Time Card Maintenance				

**General Fund  
Public Works Department  
Street Maintenance - Operations & Maintenance Division**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5174	Printing charges	-	-	-	1,000
5176	Copy machine charges	-	-	12	-
5502	Professional/contractual services	-	-	238,908	-
5505	Other professional services	-	-	-	11,600
	2,000 Drug Testing - American Alliance Drug Testing				
	1,500 E-Waste - Cal Micro Recycling				
	8,100 Work Order System - lworq				
5602	Workers compensation	-	-	-	32,827
5603	Liability	-	-	-	33,694
5604	IT charges in-house	-	-	-	77,391
5701	Motor vehicles	-	-	-	192,000
<b>Street Maintenance Totals</b>		-	350,000	249,091	1,259,648

**Gas Tax Fund  
Public Works Department  
Street Maintenance - Operations & Maintenance Division**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	271,296	448,676	254,116	317,719
5014	Salaries temp/parttime	245	-	-	-
5015	Overtime	24,194	5,000	44,397	35,953
5018	Vacation pay	346	-	11,838	-
5026	PERS retirement	68,774	40,430	22,973	31,030
5027	Health/Life Insurance	34,416	62,661	35,864	51,852
5029	Medicare	3,037	6,506	2,940	4,607
5034	CALPERS UNFUNDED LIABILITY	-	86,194	90,874	91,898
5111	Material and supplies	138,452	241,920	176,811	-
5112	Small tools and equipment	-	2,150	9,790	-
5121	Advertising	-	-	1,870	-
5171	Rentals	5,478	3,500	11,420	-
5172	Equipment maintenance	445	2,000	1,757	-
5174	Printing charges	-	1,000	932	-
5176	Copy machine charges	-	1,500	233	-
5181	Other operating expenses	-	-	8,100	-
5502	Professional/contractual services	414,101	250,000	316,337	-
5505	Other professional services	-	200,000	29,308	-
5601	Garage charges	107,055	91,568	132,308	205,791
5602	Workers compensation	-	40,395	40,118	34,800
5603	Liability	-	86,004	38,985	35,720
5604	IT charges in-house	213,072	84,060	73,655	82,043
5605	Telephone support	28,142	-	-	-
5612	Fleet charges - fuel	19,478	28,497	30,044	41,692
5701	Motor vehicles	-	-	-	360,000
	360,000 Two (2) Patch Trucks				
<b>Street Maintenance Totals</b>		<b>1,328,530</b>	<b>1,682,060</b>	<b>1,334,670</b>	<b>1,293,105</b>



**Gas Tax Fund  
Public Works Department  
Concrete Maintenance- Operations & Maintenance Division**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5502	Professional/contractual services	249,947	500,000	477,484	600,000
	400,000 Concrete Contractor - Environmental Project Services				
	200,000 Concrete Grinding Contract (Need to send to RFP/RFQ)				
5601	Garage charges	982	1,049	1,847	3,067
5612	Fleet charges - fuel	3,099	3,128	3,347	4,447
<b>Concrete maintenance Totals</b>		254,028	504,178	482,678	607,514

**General Fund  
Public Works Department  
Graffiti Removal - Operations & Maintenance Division**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	190,913	211,161	192,641	225,768
5014	Salaries temp/parttime	243	-	-	-
5015	Overtime	9,980	-	15,253	22,577
	22,577 Overtime - 10% of salaries				
5018	Vacation pay	-	-	9,104	-
5026	PERS retirement	48,766	18,652	18,520	21,204
5027	Health/Life Insurance	24,163	36,905	30,297	32,817
5029	Medicare	2,876	3,062	3,191	3,274
5034	CALPERS UNFUNDED LIABILITY	-	40,566	39,125	74,880
5111	Material and supplies	67,434	120,000	71,029	55,700
	7,000 Graffiti Removal Supplies				
	200 Locksmith				
	500 Office Supplies				
	40,000 Paint				
	6,000 Paint Supplies				
	2,000 Safety Equipment				
5112	Small tools and equipment	-	2,000	-	33,510
	2,000 Small Tools & Equipment				
	31,510 Truck Mounted Pressure Washer				
5171	Rentals	3,441	3,500	2,253	2,500
	2,500 Uniform Rentals				
5172	Equipment maintenance	-	500	-	500
5174	Printing charges	-	200	-	200
5601	Garage charges	25,732	32,735	35,325	28,717
5602	Workers compensation	-	19,442	19,309	18,100
5603	Liability	-	41,394	18,763	18,578
5604	IT charges in-house	-	40,458	35,450	42,672
5612	Fleet charges - fuel	12,287	16,059	11,858	16,471

**General Fund  
Public Works Department  
Graffiti Removal - Operations & Maintenance Division**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
	<b>Graffiti removal Totals</b>	385,835	586,633	502,118	597,468

**General Fund  
Public Works Department  
Tree Maintenance - Operations & Maintenance Division**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5171	Rentals	-	-	-	40,000
	40,000 Contractor for trees				
	<b>Tree maintenance Totals</b>	-	-	-	40,000

**Gas Tax Fund  
Public Works Department  
Tree Maintenance - Operations & Maintenance Division**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5171	Rentals	2,400	2,400	1,200	-
5502	Professional/contractual services	899,990	600,000	600,818	1,556,000
	400,000 Palm Pruning - West Coast Arborist				
	700,000 Tree Contract - West Coast Arborist				
	285,000 Tree Removal - West Coast Arborist				
	171,000 Tree Replacement - West Coast Arborist				
	<b>Tree maintenance Totals</b>	<b>902,390</b>	<b>602,400</b>	<b>602,018</b>	<b>1,556,000</b>

**General Fund  
Public Works Department  
Street Light Maintenance - Operations & Maintenance Division**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	-	-	-	35,492
5026	PERS retirement	-	-	-	3,147
5027	Health/Life Insurance	-	-	-	3,097
5029	Medicare	-	-	-	515
5034	CALPERS UNFUNDED LIABILITY	-	-	-	10,211
5602	Workers compensation	-	-	-	942
5603	Liability	-	-	-	967
5604	IT charges in-house	-	-	-	2,221
<b>Street light maintenance Totals</b>		-	-	-	56,592

**Measure I Fund  
Public Works Department  
Street Light Maintenance - Operations & Maintenance Division**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5151	Electric charges	-	-	-	1,650,000
	1,650,000 Electricity				
	<b>Street light maintenance Totals</b>	-	-	-	1,650,000

**Gas Tax Fund  
Public Works Department  
Street Light Maintenance - Operations & Maintenance Division**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	82,753	86,998	87,098	35,595
5015	Overtime	10,212	7,000	7,525	-
5018	Vacation pay	-	-	3,376	-
5026	PERS retirement	20,524	7,509	7,588	3,489
5027	Health/Life Insurance	8,797	12,291	7,633	5,866
5029	Medicare	643	1,262	720	516
5034	CALPERS UNFUNDED LIABILITY	-	16,713	16,119	6,807
5111	Material and supplies	178,000	332,640	450,702	-
5112	Small tools and equipment	-	100,000	-	-
5171	Rentals	-	-	159	-
5502	Professional/contractual services	399,950	450,000	427,421	555,880
	555,880 Contractor for annual streetlight maintenance				
5601	Garage charges	18,501	8,033	13,775	13,241
5602	Workers compensation	-	7,821	7,768	2,915
5603	Liability	-	16,652	7,548	2,992
5604	IT charges in-house	-	16,275	14,260	6,873
5612	Fleet charges - fuel	4,325	5,500	13,233	9,444
	<b>Street light maintenance Totals</b>	<b>723,705</b>	<b>1,068,694</b>	<b>1,064,925</b>	<b>643,618</b>



**General Fund  
Public Works Department  
Traffic Signal Maintenance - Operations & Maintenance Division**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	-	-	-	106,191
5015	Overtime	-	-	-	40,141
	40,141 Overtime				
5026	PERS retirement	-	-	-	9,417
5027	Health/Life Insurance	-	-	-	12,466
5029	Medicare	-	-	-	1,540
5034	CALPERS UNFUNDED LIABILITY	-	-	-	23,826
5111	Material and supplies	-	-	-	156,000
	2,000 CalOlympic				
	16,000 Consolidated Electric				
	2,000 Dibs				
	97,000 Econolite				
	4,000 Home Depot				
	25,000 JTB				
	5,000 M L Filters				
	1,000 Office Depot				
	4,000 ROW Traffic Safety				
5122	Dues and subscriptions	-	-	-	500
	500 Ten (10) staff for technical and vendor shows				
5171	Rentals	-	-	-	2,000
	2,000 Uniforms				
5172	Equipment maintenance	-	-	-	2,500
5502	Professional/contractual services	-	-	-	115,000
	90,000 Caltrans Maintenance and energy				
	9,000 Highland maintenance and energy				
	3,000 Rialto maintenance and energy				
	3,000 SB County Maintenance and energy charges				
	10,000 Underground Service Alert				
5602	Workers compensation	-	-	-	12,560

**General Fund  
Public Works Department  
Traffic Signal Maintenance - Operations & Maintenance Division**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5603	Liability	-	-	-	12,892
5604	IT charges in-house	-	-	-	29,611
<b>Traffic signal maintenance Totals</b>		-	-	-	524,644

**Gas Tax Fund  
Public Works Department  
Traffic Signal Maintenance - Operations & Maintenance Division**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	222,905	249,818	228,840	131,588
5015	Overtime	66,524	-	45,291	-
5018	Vacation pay	14	-	8,770	-
5026	PERS retirement	55,248	21,847	19,898	11,669
5027	Health/Life Insurance	22,917	25,354	28,132	13,148
5029	Medicare	3,503	3,622	3,442	1,908
5034	CALPERS UNFUNDED LIABILITY	-	47,992	51,025	30,633
5111	Material and supplies	218,543	234,000	231,852	-
5112	Small tools and equipment	2,348	15,000	1,656	-
5121	Advertising	-	-	1,351	-
5122	Dues and subscriptions	270	-	270	-
5133	Education and training	1,000	1,000	-	-
5171	Rentals	2,893	-	2,438	-
5172	Equipment maintenance	1,200	5,000	1,447	-
5181	Other operating expenses	291	-	8,449	-
5502	Professional/contractual services	223,173	343,955	286,282	450,000
	300,000 Signal loops and cameras replacement annual contract				
	150,000 Traffic signal knock-down replacement annual				
5505	Other professional services	60,635	-	-	-
5602	Workers compensation	-	21,867	21,717	12,560
5603	Liability	-	46,557	21,104	12,892
5604	IT charges in-house	-	45,504	39,872	29,611
<b>Traffic signal maintenance Totals</b>		<b>881,463</b>	<b>1,061,517</b>	<b>1,001,836</b>	<b>694,009</b>

**General Fund  
Public Works Department  
Right of Way Cleaning - Operations & Maintenance Division**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	-	-	-	37,805
5015	Overtime	-	-	-	3,781
5026	PERS retirement	-	-	-	3,846
5027	Health/Life Insurance	-	-	-	6,769
5029	Medicare	-	-	-	548
5034	CALPERS UNFUNDED LIABILITY	-	-	-	13,615
5602	Workers compensation	-	-	-	3,474
5603	Liability	-	-	-	3,566
5604	IT charges in-house	-	-	-	8,190
<b>Right of way cleaning Totals</b>		-	-	-	81,593

**Gas Tax Fund  
Public Works Department  
Right of Way Cleaning - Operations & Maintenance Division**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	38,798	65,606	54,845	-
5015	Overtime	981	-	4,180	-
5018	Vacation pay	-	-	1,308	-
5026	PERS retirement	10,173	6,518	5,564	-
5027	Health/Life Insurance	7,175	13,760	11,085	-
5029	Medicare	575	951	877	-
5034	CALPERS UNFUNDED LIABILITY	-	12,604	12,156	-
5502	Professional/contractual services	-	-	-	370,859
	118,139 Center for Employment Opportunities				
	252,720 Contract equivalent for 5 Maintenance Workers				
5602	Workers compensation	-	6,225	6,183	-
5603	Liability	-	13,254	6,008	-
5604	IT charges in-house	-	12,954	11,351	-
<b>Right of way cleaning Totals</b>		<b>57,702</b>	<b>131,873</b>	<b>113,557</b>	<b>370,859</b>

**General Fund  
Public Works Department  
Landscape Maintenance Districts - Operations & Maintenance Division**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	-	-	-	182,322
5026	PERS retirement	-	-	-	17,874
5027	Health/Life Insurance	-	-	-	23,520
5029	Medicare	-	-	-	2,644
5034	CALPERS UNFUNDED LIABILITY	-	-	-	54,458
5111	Material and supplies	-	-	-	15,800
	15,000 Irrigation supplies				
	300 Locks/key service				
	500 Office supplies,				
5112	Small tools and equipment	-	-	-	600
5132	Meetings and conferences	-	-	-	250
	250 Meetings and trade seminars				
5133	Education and training	-	-	-	250
	250 Pesticides Applicator Professional Association dues				
5171	Rentals	-	-	-	1,500
	1,500 Uniforms				
5174	Printing charges	-	-	-	200
5502	Professional/contractual services	-	-	-	5,000
	5,000 Backflow testing				
5505	Other professional services	-	-	-	60,000
	60,000 Tree trimming contract for LMD tree trimming service				
5506	Landscape contracts	-	-	-	185,000
	60,000 Landscape maintenance contract modifications				
	125,000 RP Landscape Contract for 31 sites citywide				
5602	Workers compensation	-	-	-	15,608
5603	Liability	-	-	-	16,021
5604	IT charges in-house	-	-	-	36,797
5701	Motor vehicles	-	-	-	64,000

**General Fund  
Public Works Department  
Landscape Maintenance Districts - Operations & Maintenance Division**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
	<b>Landscape maintenance districts Totals</b>	-	-	-	681,843

**General Fund  
Public Works Department  
Storm Drain - Operations & Maintenance Division**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5010	Extra Hire/Temp	-	202,156	-	-
5011	Salaries perm/fulltime	-	-	93,249	92,163
5015	Overtime	-	-	3,428	9,217
	9,217 Overtime - 10% of salaries				
5018	Vacation pay	-	-	3,543	-
5026	PERS retirement	-	20,084	8,738	9,039
5027	Health/Life Insurance	-	23,601	13,609	15,523
5029	Medicare	-	2,391	1,455	1,336
5034	CALPERS UNFUNDED LIABILITY	-	-	-	27,229
5111	Material and supplies	-	-	-	5,000
	5,000 Start up materials				
5112	Small tools and equipment	-	-	-	5,000
	5,000 Start Up Tools and Equipment				
5602	Workers compensation	-	-	-	8,078
5603	Liability	-	-	-	8,292
5604	IT charges in-house	-	-	-	19,045
<b>Storm Drain Totals</b>		-	248,232	124,022	199,923



**Gas Tax Fund  
Public Works Department  
Storm Drain - Operations & Maintenance Division**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	-	-	-	92,163
5015	Overtime	-	-	-	9,217
5026	PERS retirement	-	-	-	9,039
5027	Health/Life Insurance	-	-	-	15,523
5029	Medicare	-	-	-	1,336
5034	CALPERS UNFUNDED LIABILITY	-	-	-	27,229
5602	Workers compensation	-	-	-	8,078
5603	Liability	-	-	-	8,292
5604	IT charges in-house	-	-	-	19,045
<b>Storm Drain Totals</b>		-	-	-	189,923

**General Fund  
Public Works Department  
Traffic Signs & Markings - Operations & Maintenance Division**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	-	-	468	63,277
5026	PERS retirement	-	-	41	6,437
5027	Health/Life Insurance	-	-	48	9,659
5029	Medicare	-	-	7	918
5034	CALPERS UNFUNDED LIABILITY	-	-	-	20,422
5111	Material and supplies	-	-	-	10,000
	10,000 Maintenance supplies				
5122	Dues and subscriptions	-	-	-	300
	300 Technical/vendor shows				
5133	Education and training	-	-	-	1,000
	1,000 Software One training				
5171	Rentals	-	-	-	1,200
	1,200 Uniforms				
5172	Equipment maintenance	-	-	-	3,500
	2,500 Rigel				
	1,000 Signs plotter maintenance				
5602	Workers compensation	-	-	-	5,595
5603	Liability	-	-	-	5,743
5604	IT charges in-house	-	-	-	13,191
<b>Traffic Signs &amp; Markings Totals</b>		-	-	564	141,241

**Gas Tax Fund  
Public Works Department  
Traffic Signs & Markings - Operations & Maintenance Division**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	-	-	-	26,155
5026	PERS retirement	-	-	-	2,661
5027	Health/Life Insurance	-	-	-	3,201
5029	Medicare	-	-	-	379
5034	CALPERS UNFUNDED LIABILITY	-	-	-	6,807
5502	Professional/contractual services	-	-	-	725,656
	565,656 Cal Stripe striping and markings contract				
	50,000 Fence and bridge railing contract				
	100,000 Guard Rail Replacement contract				
	10,000 Underground service alert contract				
5602	Workers compensation	-	-	-	5,595
5603	Liability	-	-	-	5,743
5604	IT charges in-house	-	-	-	13,191
<b>Traffic Signs &amp; Markings Totals</b>		-	-	-	789,388

**Integrated Waste Fund  
Public Works Department  
Administration - Solid Waste Division**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	20,471	306,837	232,957	155,961
5012	Special salaries	-	900	900	900
5014	Salaries temp/parttime	-	-	7,271	-
5015	Overtime	-	-	6,759	6,000
	6,000 Overtime				
5018	Vacation Pay	-	-	10,914	-
5026	PERS retirement	1,692	86,600	22,764	15,163
5027	Health/Life Insurance	3,028	44,723	32,813	18,759
5029	Medicare	312	4,463	3,807	2,274
5034	CALPERS UNFUNDED LIABILITY	-	-	-	40,844
5111	Material and supplies	-	5,000	-	1,000
5112	Small tools and equipment	-	1,000	-	300
5121	Advertising	-	-	1,448	-
5162	Liability Claims	-	-	310,895	-
5171	Rentals	-	-	-	2,000
	2,000 Uniforms				
5174	Printing charges	-	-	-	1,000
5175	Postage	-	-	-	1,000
5182	Bad debts/uncollectible accounts	243,971	-	(63)	-
5502	Professional/contractual services	-	8,000	150	677,454
	677,454 TTBAS -\$247,000.00 - Landfill gas monitoring & maintenance				
5505	Other professional services	496	-	140	15,000
	15,000 Miscellaneous environmental health fees				
5601	Garage charges	-	56,276	-	-
5602	Workers compensation	-	27,803	27,613	13,014
5603	Liability	-	59,195	26,832	13,358
5604	IT charges in-house	-	57,856	50,695	30,682
5612	Fleet charges - fuel	-	11,613	-	-
5704	Miscellaneous equipment	-	-	13,860	-

**Integrated Waste Fund  
Public Works Department  
Administration - Solid Waste Division**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5706	Alterations and renovations	-	-	33,154	-
<b>Administration Totals</b>		269,970	670,266	782,909	994,711

**Integrated Waste Fund  
Public Works Department  
Right of Way - Solid Waste Division**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	70,561	-	-	-
5014	Salaries temp/parttime	17,637	-	-	-
5015	Overtime	604	-	-	-
5026	PERS retirement	17,934	-	-	-
5027	Health/Life Insurance	11,076	-	-	-
5029	Medicare	1,286	-	-	-
5034	CALPERS UNFUNDED LIABILITY	-	-	6,539	-
5601	Garage charges	45,687	-	36,721	59,855
5612	Fleet charges - fuel	9,130	-	13,722	16,175
<b>Right of way cleaning Totals</b>		<b>173,914</b>	<b>-</b>	<b>56,982</b>	<b>76,030</b>

**Fleet Fund  
Public Works Department  
Administration - Fleet & Facilities Division**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	76,289	129,968	88,848	102,444
5015	Overtime	1,632	-	-	4,000
	4,000 Overtime				
5018	Vacation Pay	-	-	4,547	-
5026	PERS retirement	(1,045,969)	12,067	7,683	9,085
5027	Health/Life Insurance	6,292	16,031	10,280	11,128
5029	Medicare	953	1,885	1,355	1,485
5034	CALPERS UNFUNDED LIABILITY	-	24,968	24,081	17,699
5111	Material and supplies	-	-	-	5,000
	2,000 Office supplies pens, pencils, paper				
	3,000 Paper				
5112	Small tools and equipment	-	-	-	4,000
	1,000 Replacement small office equipment				
	3,000 Replacement of monitors - keyboards				
5133	Education and training	-	-	-	6,000
	2,000 Crystal Report training				
	2,000 Energy Cap user training				
	2,000 RTA training				
5151	Electric charges	55,640	55,000	59,754	55,000
5152	Gas charges	11,366	15,000	13,543	11,000
5154	Water charges	6,798	10,000	5,911	7,000
5175	Postage	-	-	-	200
5176	Copy machine charges	-	-	-	2,000
5199	Depreciation expense	113,734	-	-	-
5602	Workers compensation	107,038	5,659	5,620	8,456
5603	Liability	73,029	12,048	5,461	8,679
5604	IT charges in-house	126,480	11,776	10,318	19,935
<b>Administration Totals</b>		<b>(466,718)</b>	<b>294,401</b>	<b>237,401</b>	<b>273,111</b>

**Fleet Fund  
Public Works Department  
Vehicle Maintenance- Fleet & Facilities Division**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5011	Salaries perm/fulltime	499,636	557,250	501,635	596,485
5012	Special salaries	-	3,000	90	2,400
5015	Overtime	25,203	30,000	25,336	15,000
5018	Vacation pay	18	-	15,864	-
5026	PERS retirement	125,279	49,923	45,478	55,457
5027	Health/Life Insurance	53,205	73,793	64,193	86,583
5029	Medicare	7,621	8,124	7,983	8,684
5034	CALPERS UNFUNDED LIABILITY	-	107,629	103,806	149,760
5111	Material and supplies	495,943	550,000	451,982	472,600
	472,600 Various materials, tools, graphics, and parts.				
5112	Small tools and equipment	8,200	10,000	23,797	10,000
	10,000 Personal Tool reimbursement				
5113	Motor fuel and lubricants	968,475	825,000	998,892	881,800
	881,800 Gas, Diesel, CNG fuels and				
5122	Dues and subscriptions	1,500	5,600	2,204	5,600
	5,600 Annual diagnostic software renewal fees for All Data and IDS				
5133	Education and training	8,600	2,000	210	10,000
	1,000 Fairview Ford (Budco)				
	1,500 General Motor training for all mechanics				
	2,000 Manufacture training				
	4,500 RTA Training				
	1,000 Safety Training				
5171	Rentals	34,702	37,500	25,989	42,000
	12,500 Heavy equipment leasing for repairs				
	14,500 Safety Kleen service				
	15,000 Uniform rental for mechanics				
5172	Equipment maintenance	92,148	72,800	38,133	83,400
	24,000 Unleaded and Diesel fuel island				



**Fleet Fund  
Public Works Department  
Vehicle Maintenance- Fleet & Facilities Division**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
	50,000 Alternative fuel plant				
	2,000 Soft water service for steam cleaner				
	1,000 Diesel particulate service				
	2,000 Alarm and security service				
	1,500 Lifts inspections and repairs				
	500 Fax and typewriter service				
	2,000 Steam cleaner repairs				
	400 Time clock maintenance				
5173	Outside vehicle maintenance	275,802	300,000	270,545	279,500
	279,500 Graphics, glass repair, towing, tire service, body repairs, parts and service, upholstery, smog, etc.				
5174	Printing charges	272	1,000	1,748	10,000
5175	Postage	102	500	153	-
5176	Copy machine charges	-	5,100	502	-
5179	Dump/waste fees	9,451	24,000	4,123	20,000
	15,000 Hazardous waste removal				
	5,000 Pumping 4 stage and 2 stage				
5181	Other operating expenses	74,358	3,000	41,585	20,000
	10,000 Pressure washers, underground storage tanks, Hazardous				
	10,000 Quarterly fuel tax return, quarterly vendor use fuel tax return				
5502	Professional/contractual services	4,500	-	2,480	6,000
	6,000 Tax Services for quarterly BOE filing				
5505	Other professional services	29,012	12,810	44,257	30,000
	30,000 Communication/user fees; Wells Fargo credit card fees				
5601	Garage charges	14,311	16,632	21,107	41,717
5602	Workers compensation	-	50,133	49,790	50,062
5603	Liability	-	106,738	48,383	51,386
5604	IT charges in-house	-	104,325	91,411	118,025
5612	Fleet charges - fuel	9,132	12,239	8,217	10,236

**Fleet Fund  
Public Works Department  
Vehicle Maintenance- Fleet & Facilities Division**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Amended Budget</b>	<b>2018 Unaudited Actuals</b>	<b>2019 Adopted Budget</b>
5704	Miscellaneous equipment	-	-	17,871	-
5706	Alterations and renovations	-	500,000	-	500,000
<b>Vehicle maintenance Totals</b>		<b>2,737,471</b>	<b>3,469,095</b>	<b>2,907,764</b>	<b>3,556,696</b>

**Public Works  
Grants**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Adopted Budget</b>	<b>2018 Current Budget</b>	<b>2019 Adopted Budget</b>
<b>City/County Payment Program</b>					
5011	Salaries perm/fulltime		-	-	-
5015	Overtime		1,000	1,000	800
5026	PERS retirement		-	-	-
5027	Health/Life Insurance		-	-	-
5029	Medicare		-	-	-
5111	Material and supplies		49,999	49,999	27,940
5121	Advertising		3,112	3,112	10,000
5502	Professional/contractual services		-	-	15,000
	<b>City County Payment Program Totals</b>		<b>54,111</b>	<b>54,111</b>	<b>53,740</b>
<b>Used Oil Payment Program</b>					
5011	Salaries perm/fulltime	4,246	-	-	1,000
5015	Overtime	3,053	2,500	2,500	1,500
5026	PERS retirement	138	-	-	-
5027	Health/Life Insurance	408	-	-	-
5029	Medicare	57	-	-	-
5111	Material and supplies	878	6,618	6,618	5,922
5121	Advertising	24,990	25,000	25,000	25,000
5186	Civic and promotional	25,000	24,999	24,999	24,999
	<b>Used Oil Payment Program Totals</b>	<b>58,769</b>	<b>59,117</b>	<b>59,117</b>	<b>58,421</b>
<b>Waste Tire Cleanup</b>					
5011	Salaries perm/fulltime	30	-	-	-

**Public Works  
Grants**

<b>Account</b>	<b>Account Description</b>	<b>2017 Actual Amount</b>	<b>2018 Adopted Budget</b>	<b>2018 Current Budget</b>	<b>2019 Adopted Budget</b>
5014	Salaries temp/parttime	-	5,000	5,000	-
5015	Overtime	3,103	10,000	10,000	6,000
5026	PERS retirement	123	-	-	-
5027	Health/Life Insurance	372	-	-	-
5029	Medicare	53	-	-	-
5111	Material and supplies	-	4,000	4,000	4,000
5112	Small tools and equipment	-	1,000	1,000	-
5502	Professional/contractual services	-	20,000	20,000	-
<b>Waste Tire Cleanup Totals</b>		3,682	40,000	40,000	10,000



# GRANTS SUMMARY

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## GRANT SUMMARIES

### LIBRARY

**The California Department of Education WIOA Title II** - 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 2018/19.

**California Library Literacy Services** - 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 18/19.

### PARKS, RECREATION & COMMUNITY SERVICES

**RSVP** - An estimated 296 RSVP volunteers will serve in a network of 19 volunteer stations. The community need is determined through a survey created and conducted by an Advisory Council and RSVP Staff. Funding is provided to pay for personnel, training, and volunteer costs. Anticipated grant award of \$47,310 for FY 2018/19.

## GRANT SUMMARIES

**Senior Companion** - The Senior Companion Program provides services that include companionship, meal preparation, grocery shopping, and transportation to medical appointments and pharmacies. Anticipated grant award of \$287,820 for FY 2018/19.

**Senior Nutrition** - The purpose of this grant is to provide nutrition services as described in the Older Americans Act of 1965. It was created to assist older individuals in California to live independently, by promoting healthy eating and reducing isolation. Anticipated grant award of \$300,000 for FY 2018/19, with the possibility of an additional \$ 35,000 in One-Time-Only (OTO) funds.

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## POLICE DEPARTMENT

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**COPS Option** - Enhancing Law Enforcement Activity Subaccount (ELEAS) Funds from the COPS program must be used exclusively to fund frontline municipal police services. Funding is directly applied as a transfer to the general fund. There are variables used by the County to determine the portion due to the City of San Bernardino on a monthly basis. The grant period is continuous.

**COPS Hiring 2016** – The COPS Hiring grant will offset the cost of hiring 11 new Police Officers. The grant will offset 75% of each police officer’s salary and benefit costs up to \$125,000 per year, for a maximum of 36 months. The total grant award amount is \$2,850,161 for the grant period 9/1/2016 – 8/31/2019.

**Homeland Security Grant** - The EOC grant program is intended to improve emergency management and preparedness capabilities by supporting flexible, sustainable, secure, and interoperable Emergency Operations Centers (EOCs) with a focus on addressing identified deficiencies and needs. Amount of \$43,113 appropriated into FY 2016/17 for the grant period of October 1, 2015 – September 30, 2018. The remainder will be carried over into FY 2018/19.

**Homeland Security Grant** – A regional grant intended to improved emergency management and preparedness capabilities by supporting flexible, sustainable, secure, and interoperable Emergency Operations Centers (EOCs). This grant will complete the Police Department’s EOC upgrades. Amount \$ 45,809 appropriated into FY17/18 for the grant period October 1, 2016 – September 30, 2019. The remainder will be carried over into FY18/19.



## GRANT SUMMARIES

**JAG 2015** - The JAG Program provides states and units of local governments with critical funding necessary to support a range of programs which include: law enforcement, prosecution and court programs, prevention and education programs, community corrections, planning and evaluation, and technology improvement programs. Funding is used to offset the cost three (3) Ford Explorers, one (1) security camera viewing station, and desktop computers and monitors. Grant award amount is \$136,504 for the grant period of October 1, 2014 – September 30, 2018.

**JAG 2016** - Funding is used to partially offset the cost of one K9 Patrol Vehicle, 1 HNT Throw Phone, and repairs and upgrades to the departments Mobile Command Post. Grant award amount is \$154,574, for the grant period of October 1, 2015 – September 30, 2019.

**OTS PT185127** - The Office of Traffic Safety (OTS), through the National Highway Traffic Safety Administration (NHTSA), funds sobriety checkpoints throughout California. The goal is to reduce the number of victims killed and injured in alcohol-involved crashes in participating cities. Total grant award of \$675,000 for the grant period of October 1, 2017 – September 30, 2018.

- **8644 – Sobriety Checkpoints \$127,956**
- **8645 – DUI Saturations - \$266,331**
- **8646 – Traffic Enforcement Ops - \$27,316**
- **8647 – Distracted Driving Ops - \$27,316**
- **8648 – Motorcycle Safety Enforcement - \$27,316**
- **8649 – Night-time Click-It-Or-Ticket - \$4,500**
- **8650 – Pedestrian & Bicycle Safety Enforcement Ops - \$61,461**
- **8651 – Traffic Safety Education - \$1,446**

**AB109/Prop 30** - 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. This includes expenditures for personnel, equipment, contracted services and computers. No set grant period - amount to be determined.

**UASI Riverside County Fire** - The intent of the UASI program is to enhance regional preparedness and expand collaboration efforts in the region. In 2008, the City of San Bernardino became a member of the Riverside Area UASI in cooperation with cities of

## GRANT SUMMARIES

Riverside and Ontario. The FY 2017/18 grant award will fund the purchase of a Regional Incident Management Apparatus and Personnel Accountability System. We received an award amount of \$375,000 for a grant period of September 1, 2017 – May 31, 2020.

**Public Safety Academy Cadet Program** – The PSA Cadet Program is designed to offer eligible current and former students 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 FY 2018/19.

**Board of State and Community Corrections, Local Law Enforcement Grant** - The BSCC Local Law Enforcement is distributing \$20 million to local law enforcement agencies to increase positive outcomes between municipal law enforcement and high-risk populations. The San Bernardino Police Department will initially apply available funding, when awarded, towards Crisis Intervention and Behavioral Health Training for all officers. This 8-hour training will be provided by Embassy Consulting Services of Los Alamitos, CA. Remaining funding will be applied to other existing programs, such as youth diversion programs and gang and violence prevention programs. The 2016 allocation is in the amount of \$55,812. The remainder will be carried over into FY 2018/19.

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## PUBLIC WORKS

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**Used Oil Payment Program OPP7 (\$58,421)** – 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 \$58,421 has been approved and will be received in late May or early June 2018. The grant period will be from July 1, 2018 – June 30, 2019 and will need to be appropriated accordingly.

**Waste Tire Cleanup Grant Cycle 16 TCU16 (\$10,000)** - 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

## GRANT SUMMARIES

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 over the next two years should begin occurring with the Quality of Life crew and Burrtec Waste Industries. Grant amount of \$40,000 is currently under review by CalRecycle for the grant period of July 1, 2018 – September 2020.

**City/County Payment Program CCPP 15/16 & CCPP 17/18 (\$53,740)** - 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 2015/16 funding of \$53,740 was received from CalRecycle in between August 3, 2017 for the grant period of August 3, 2017 – August 3, 2019. CCPP 2017/18 grant of \$53,746 pending approval.

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# APPROPRIATION LIMIT

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**CITY OF SAN BERNARDINO  
2018-2019  
APPROPRIATION LIMITATION COMPUTATION**

Article XIII B of the California Constitution (enacted with the passage of Proposition 4 in 1979 and modified with the passage of Proposition 111 in 1990) restricts the appropriations growth rate for cities and other local jurisdictions. The growth rate is tied to changes in the population and the change in California Per Capita Personal Income. In May 2018 the State Department of Finance notified each city of the population changes and per capita personal income factor to be used in determining appropriation limits. Effective May 1, 2018, the change in the California Per Capita Personal Income is 3.67% and the change in the County of San Bernardino's Population is 0.95%.

Using the population and per capita personal income data provided by the California Department of Finance, the City's appropriation limit for Fiscal Year 2018-19 is \$355,083,601. Appropriations subject to the limitation in the 2018-19 Budget total \$101,500,00 which is \$253,583,601 less than the computed allowable limit.

<b>Appropriations Limits</b>	
FY 2017-2018 Appropriations Limit	339,290,105
FY 2018-2019 Adjustment Factors	
<i>Percentage Change in Per Capita Personal Income</i>	3.67%
<i>Percentage Change in Population</i>	0.95%
Appropriations Change Factor (3.67% x 0.95%)	1.04654865
FY 2018-2019 Appropriations Limit ( <i>Prior Year Appropriations Limit x Appropriation Change Factor</i> )	355,083,601
<b>FY 2018-2019 APPROPRIATION LIMIT</b>	<b>355,083,601</b>
<b>TOTAL FY 2018-2019 APPROPRIATIONS SUBJECT TO LIMITATIONS</b>	<b>(101,500,000)</b>
<b>(OVER)/UNDER APPROPRIATION LIMIT</b>	<b>253,583,601</b>

**City of San Bernardino  
GANN Limit Calculation  
For the years 2014-2018**

Appropriation Limit Year	(a) Beginning Appropriation Limit	(b) Percentage Change in Per Capita Personal Income	(c) Percentage Change in County Population	(d) Percentage Change in City Population	(e) Greater of (c) or (d)	(f) Appropriation Change Factor	(g) Ending Appropriation Limit
2013-2014							288,220,388
2014-2015	288,220,388	-0.23%	0.78%	0.41%	0.78%	1.0054821	289,800,429
2015-2016	289,800,429	3.82%	1.09%	0.65%	1.09%	1.0495164	304,150,298
2016-2017	304,150,298	5.37%	0.93%	0.76%	0.93%	1.0634994	323,463,662
2017-2018	323,463,662	3.69%	1.16%	0.60%	1.16%	1.0489280	339,290,105
2018-2019	339,290,105	3.67%	0.95%	0.49%	0.95%	1.04654865	355,083,601



RESOLUTION NO. 2018-189

**RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF SAN BERNARDINO, CALIFORNIA, APPROVING THE CITY OF SAN BERNARDINO'S OPERATING BUDGET AND CAPITAL IMPROVEMENT PROGRAM (CIP) FOR FY 2018/19 AND ESTABLISHING THE CITY'S APPROPRIATIONS LIMIT CONSISTENT WITH ARTICLE XIII B OF THE CALIFORNIA STATE CONSTITUTION**

**WHEREAS**, the proposed FY 2018/19 Operating Budget and CIP provide for service levels necessary to respond to protect the health, safety and welfare of the community, which are deemed appropriate by the Mayor and City Council and provides a workforce to accomplish the service priorities;

**WHEREAS**, the proposed FY 2018/19 Operating Budget and CIP establishes City priorities;

**WHEREAS**, Article XIII B of the Constitution of the State of California as proposed by the initiative Measure approved by the people at the special statewide election held on November 6, 1979, provides that the total annual appropriations subject to limitation of each local government shall not exceed the appropriations limit of such entity for the prior year adjusted for changes in the cost of living and population except as otherwise specifically provided for in said Article;

**WHEREAS**, Section 7910 of the Government Code provides that each year the governing body of each local jurisdiction shall, by resolution establish its appropriations limit for the following fiscal year pursuant to Article XIII B at a regularly scheduled meeting or noticed special meeting;

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**NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SAN BERNARDINO AS FOLLOWS:**

**SECTION 1.** The Mayor and City Council hereby approve the FY 2018/19 Operating Budget and CIP, as detailed in Exhibit "A." Total Estimated Revenue included in the Operating Budget is \$168,814,699 and the Appropriations are \$166,238,728; the CIP allocates total resources of \$46,064,277 for projects in FY 2018/19.


**SECTION 2.** The Appropriations Limit for the City of San Bernardino as established in accordance with Article XIII B of the Constitution of the State of California and detailed as Exhibit "B" is \$355,083,601.

**SECTION 3.** This Resolution shall take effect on July 1, 2018.

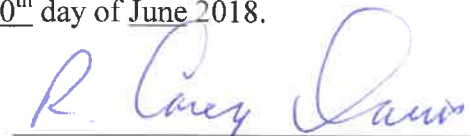
RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF SAN BERNARDINO, CALIFORNIA, APPROVING THE CITY OF SAN BERNARDINO'S OPERATING BUDGET AND CAPITAL IMPROVEMENT PROGRAM (CIP) FOR FY 2018/19 AND ESTABLISHING THE CITY'S APPROPRIATIONS LIMIT CONSISTENT WITH ARTICLE XIII B OF THE CALIFORNIA STATE CONSTITUTION

I HEREBY CERTIFY that the foregoing Resolution was duly adopted by the Mayor and City Council of the City of San Bernardino at a Joint Regular Meeting thereof, held on the 20<sup>th</sup> day of June 2018, by the following vote, to wit:

<u>Council Members:</u>	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
MARQUEZ	X			
BARRIOS	X			
VALDIVIA	X (M)			
SHORETT	X			
NICKEL	X (S)			
RICHARD	X			
MULVIHILL	X			

  
Georgeann Hanna, CMC, City Clerk

The foregoing Resolution is hereby approved this 20<sup>th</sup> day of June 2018.

  
R. Carey Davis, Mayor  
City of San Bernardino

Approved as to form:  
Gary D. Saenz, City Attorney

By: 

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# GLOSSARY

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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.

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